Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.
1A. Continuum of Care (CoC) Identification

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: ID-501 - Idaho Balance of State CoC

1A-2. Collaborative Applicant Name: Idaho Housing and Finance Association

1A-3. CoC Designation: UFA

1A-4. HMIS Lead: Idaho Housing and Finance Association
### 1B. Continuum of Care (CoC) Engagement

#### Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including selecting CoC Board Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>EMS/Crisis Response Team(s)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Youth Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>School Administrators/Homeless Liaisons</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Domestic Violence Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>LGBT Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Agencies that serve survivors of human trafficking</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Other homeless subpopulation advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Mental Illness Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Applicant: Idaho Housing and Finance Association CoC
Project: ID-501 FY 2018 COC Registration
1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 2,000 characters)

The CoC solicits and considers opinions from organizations and/or persons that have an interest in preventing or ending homelessness through ensuring there is a diverse representation of stakeholders within the CoC Board, Regional Coalitions and committees, and conducting outreach to other entities across the state that are impacted by homelessness issues. The CoC's Regional Coalitions (RC) (advisory bodies that inform CoC committees and the Board on needs and issues within their region) consist of a variety of agencies who serve homeless persons, including housing and service providers, advocates, caseworkers, law enforcement, PHAs, hospitals, and many others. The RCs elect a representative to serve as a voting CoC Board member. A formerly homeless person is also identified from one of the RCs to serve as a voting Board member. State Departments such as Health & Welfare, Education, Labor, VA, Commerce and Corrections complete the CoC Board. In 2018, an advisory member was added to the Board to represent populations of people living with HIV/AIDS as well as LGBTQ populations. We are working to add representatives from Idaho’s Department of Transportation, hospitals, and universities. Each RC recruits the participation of State Departments in their local service area to ensure the inclusion of various disciplines within CoC committees. For example, Committees include funded and non-funded service providers and Coordinated Entry also requires a member of Idaho's other CoC, to promote cross-continuum collaboration. The CoC enjoys a robust partnership with statewide CAP agencies, increasing the variety of opinions considered when planning and preparing CoC activities. CoC leadership staff also routinely participate in conferences and webinars provided by industry leaders: CSH, NAEH, HUD, NHSDC and others. CA staff also request and participate in HUD-funded TA activities when appropriate and relevant to our statewide CoC.

1B-2. Open Invitation for New Members. Applicants must describe:
(1) the invitation process;
(2) how the CoC communicates the invitation process to solicit new members;
(3) how often the CoC solicits new members; and
(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)

The process the CoC uses to invite new members to the CoC is through outreach done by the Regional Coalitions in each community they represent, recruitment of new CoC Board members and through annual funding.
solicitations. RCs meet at least quarterly and actively recruit new members on an ongoing basis to fulfill this responsibility listed in their Collaborative Agreement (a document outlining roles and responsibilities of the RC) with the statewide CoC Board. The CoC also annually solicits new funding applications from all Idaho homeless service providers through email invitation, posting the solicitation on the CA’s website, and communications within all CoC bodies (Regional Coalitions, Committees, and the Board). This information is also shared with other provider groups: ESG and HOPWA-funded subrecipients, the Boise CoC, and self-identified interested parties. These interested parties may participate in RC’s and CoC Committees to begin to form partnerships and become familiar with the CoC and program regulations. The CoC also strategically targets groups who have specific interest in homelessness or who serve populations of people at higher risk of homelessness. In 2018, an advisory member was added to the Board to represent populations of people living with HIV/AIDS as well as LGBT populations. Collaboration with statewide CAP agencies works to ensure people living in poverty who are more likely to fall into homelessness are represented as well. The CoC communicates the invitation process to new members by posting all meeting minutes, agendas, and materials on its CoC website, allowing easy access by persons interested in learning about or engaging in the COC, its RC’s and/or committees. The CoC has established a requirement to include a person with lived experience on the CoC board. Although not required, many RC’s and committees also include those with lived experience.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals. (Limit 2,000 characters)

The CoC notified the public that it would accept and consider proposals from organizations that have not previously received CoC funding by posting the renewal application on the CA’s website on 6/21/2018. Additionally, communications within all CoC bodies (Regional Coalitions, Committees, and the Board) were also sent via email for both postings on 6/21/2018, requesting they share the invitation with interested parties. Application requirements and submission deadlines were clearly identified, as well as application submission processes, expected timelines, and response guidelines. This year, the CA also invited interested parties to attend webinars conducted by the CA on June 19 and June 21, 2018, regarding the application and its proper completion the week following posting. This year’s DV Bonus project also provided opportunities to engage with statewide DV service providers including agencies that have not previously received CoC program funding as well as the two agencies within Idaho who fund DV-specific agencies: the Idaho Council on Domestic Violence and Victim Assistance and the Idaho Coalition Against Sexual & Domestic Violence. The CA also encourages interested agencies to communicate with the CA to receive information regarding the CoC system, CoC program, Regional Coalitions, availability of all funding administered by the CA (CoC, ESG, HOPWA, HOME, LIHTC, Section 8 vouchers, NSP, HTF, match grants, and project financing options), and other potential funding sources administered by State departments and other agencies.
1C. Continuum of Care (CoC) Coordination

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

<table>
<thead>
<tr>
<th>Entities or Organizations the CoC coordinates planning and operation of projects</th>
<th>Coordinates with Planning and Operation of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opportunities for Persons with AIDS (HOPWA)</td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>No</td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY)</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start Program</td>
<td>Yes</td>
</tr>
<tr>
<td>Funding Collaboratives</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Private Foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through other Federal resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through State Government</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Housing and services programs funded through Local Government</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through private entities, including foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
</tr>
</tbody>
</table>

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
1) consulted with ESG Program recipients in planning and allocating ESG funds; and
2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.
(limit 2,000 characters)

1) The CA is the only ESG recipient in the state, and is therefore well-informed and incorporated into the planning and allocation of ESG funds. Housing and service needs information is collected at all levels of the CoC by the CA which is used to inform and promote planning and funding decisions. The CA also
solicits ESG application criteria recommendations from the CoC Board and stakeholders. In addition, the CA engages a representative of the Boise City/Ada County CoC, Idaho’s only other CoC, to serve as a member of the Balance of State CoC Board and to review ESG applications. 2) The CA serves as the HMIS Lead for the Balance of State CoC, which allows on-going data quality review and continuous performance evaluation. Using this information, the CoC regularly engages with ESG Program subrecipients on performance reporting and evaluation. For example, the Boise CoC maintains a separate HMIS with a different HMIS Lead, requiring collaboration between the Balance of State and Boise City/Ada County CoCs statewide evaluation and performance reporting. Also, the CA’s Vice President of Housing Support Programs oversees the State’s ESG and CoC programs, the CoC’s coordination team, and acts as the Chair of the CoC’s Board. This ensures consultation and consistent, continuous interaction between CoC and ESG subrecipients through a variety of activities, including required attendance in planning, training, committees, and regional coalitions. In addition, the CoC issues a variety of program- and system level reports to CoC members to evaluate and report CoC and ESG performance, including system performance measures on a quarterly basis, and PIT, AHAR, CAPER, and HIC reports on an annual basis. This results in action plans that are consistent and complimentary between the two programs.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area? Yes to PIT

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)? No

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe:
(1) the CoC’s protocols, including the existence of the CoC’s emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and
(2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

1) The CoC’s protocols prioritize safety needs of domestic violence, dating violence, sexual assault and stalking survivors. The CoC’s Emergency Transfer Plan mirrors IHFA’s Housing Choice Voucher program, ensuring statewide consistency and providing victim centered services which prioritize safety. The CA works with a group of statewide victim service providers to enhance services to this priority population, and to ensure maximum safety and stability.
for survivors. CoC protocols include trauma informed safety assessments at the time of contact for survivors. DV providers may not participate in HMIS, and the CA uses a DV-only data system that mirrors but is separate from HMIS for more inclusive reporting, utilizing specialized security and privacy measures. Victim and non-victim providers and victims have access to 24-hour crisis lines that, in addition to referrals and counseling, dispatch law enforcement officers, if necessary. 2) The CoC employs a number of methods to ensure it maximizes client choice. All programs and systems advocate and model client choice like existing DV-funded programs managed by the state. Victim providers participate in the CoC, including on the CoC Board, committees, and Regional Coalitions. In addition, DV providers participated in developing the CoC’s Coordinated Entry (CE) system to ensure appropriate safety measures and program access. The CE assessment includes questions to identify clients who have experienced or are currently fleeing DV. Survivors may choose to continue through the CE process with the Access Point or be immediately referred to DV service providers for assistance. All CoC DV providers are trained on the CE process and regularly work in coordination with Access Point staff to ensure survivors have access to all CoC housing resources while maintaining their privacy and safety. All providers and survivors may also utilize a housing resource call center to find appropriate housing and service resources.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

The CoC has enhanced its coordination and training with victim service providers through the implementation of two new systems. The CoC launched a Community Management Information System (CMIS) in April 2017 for use by DV service providers. CMIS serves as a data management system comparable to HMIS. The CoC engaged in significant training and outreach with DV service providers to implement the system. As a result, the CoC has been able to more accurately record, track and analyze DV client data and statistics which assisted the CoC in assessing and responding to survivors’ needs. Annual CMIS training is scheduled on an ongoing basis. In addition, the CoC launched a Coordinated Entry (CE) System in January 2018. The CoC’s CE policies and procedures include a detailed process for assisting survivors of domestic violence (DV clients), including protocols for ensuring the safety and privacy of DV clients. A client’s DV status is determined during pre-screening assessments for safety purposes and to ensure they are directed to DV-specific resources, if desired. Housing and prioritization assessments are conducted by DV agencies, with only non-identifying client information provided to CE access sites. Training on these procedures was provided to CE Access Points, all CoC providers, and all CoC DV providers when the CE system was implemented and annual training with DV providers is scheduled on an ongoing basis. Both CMIS and CE incorporate best practices in serving survivors of domestic violence, sexual assault, dating violence and stalking.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database.
The CoC’s main sources of information to assess the scope of community needs specific to survivors of domestic violence is our Community Management Information System (CMIS) and HMIS. The CA, to fully comply with the requirements of a comparable database and VAWA, established and implemented CMIS in 2017. This is used by all ESG and CoC funded domestic violence service providers. Over 60% (7 out of 11) DV providers in the BoS CoC fully participate in the CMIS. In addition, data from the HMIS is used to identify those fleeing domestic violence that are not in a dedicated DV shelter. Using data from both CMIS and HMIS provides a comprehensive way to review and analyze data from funded domestic violence subrecipients, allowing maximum efficiency in data collection, evaluation, and reporting. Providers rely on reports and data from Idaho focused on housing or victim experiences. Point in Time data is compared from year to year. The 2018 Point in Time count identified 13% of the homeless population as victims of domestic violence. Annual Domestic Violence Counts data, especially findings from Idaho, are reviewed. Providers also monitor data from the Idaho State Police’s Planning, Grants, and Research department for domestic violence and sexual assault. Providers also use their data reported to the ICDVVA (Idaho Council on Domestic Violence and Victim Assistance). Victim service providers in Idaho use several sources of information to identify unmet needs and gaps in services. The most important source of information comes from survivors’ experiences. Advocates record unmet needs in data management systems (CMIS, APRICOT, CAP60) and report common themes to relevant program staff. Statistical information related to client demographics and service delivery are tracked and reviewed. Local agencies partner with law enforcement, medical partners, tribal programs, legal services, health and welfare organizations, and other local service providers.

1C-4. DV Bonus Projects. Is your CoC applying for DV Bonus Projects? Yes

1C-4a. From the list, applicants must indicate the type(s) of DV Bonus project(s) that project applicants are applying for which the CoC is including in its Priority Listing.

| SSO Coordinated Entry | [ ] |
| RRH                 | [X] |
| Joint TH/RRH        | [ ] |

1C-4b. Applicants must describe:
(1) how many domestic violence survivors the CoC is currently serving in the CoC’s geographic area;
(2) the data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

1) On July 31, a total of 866 households were present in the CA’s data systems. Of those, 154 (18%) were households with identified DV characteristics. 77 DV households, or 50% of all identified DV households within the CoC, were
RECEIVING housing assistance. The 77 receiving housing assistance represent 9% of the total number of households across the COC on that day. 2) Data used to calculate these figures was obtained using both HMIS and Community Management Information System (CMIS) data for all active clients in Emergency Shelter, RRH, PH, and the Coordinated Entry Housing Queue. CMIS is the CoC’s comparable database, managed independently from the HMIS by the CA’s team of data experts, to collect, manage, and report on victim services projects across the CoC’s geography. As part of the CoC’s coordinated entry system, all clients complete a screening assessment which includes questions to assess if clients are currently fleeing/attempting to flee domestic violence, dating violence, etc. This data, in combination with the data collected in CMIS, can be (or is being) used to assess the scope and needs related to domestic violence. 3) The CoC collected the data by analyzing clients in the HMIS with an affirmative response to the Program Specific Data Elements of “Domestic Violence Victim/Survivor” and “Currently Fleeing”. All households identified in the CMIS were counted since this system works only with Domestic Violence Providers.

1C-4c. Applicants must describe:
(1) how many domestic violence survivors need housing or services in the CoC’s geographic area;
(2) data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

1) On July 31, a total of 866 households were present in the CA’s data systems. Of those, 154 (18%) were households with identified DV characteristics. 77 DV households, or 50% of all identified DV households within the CoC, were in need of housing assistance. These 77 households IN NEED of housing assistance represent 9% of the total number of households across the CoC on that day. 2) Data used to calculate these figures was obtained using both HMIS and CMIS data for all active clients in Emergency Shelter, RRH, PH, and the Coordinated Entry Housing Queue. CMIS is the CoC’s comparable database, managed independently from the HMIS by the CA’s team of data experts, to collect, manage, and report on victim services projects across the CoC’s geography. As part of the CoC’s coordinated entry system, all clients complete a screening assessment which includes questions to assess if clients are currently fleeing/attempting to flee domestic violence, dating violence, etc. This data, in combination with the data collected in CMIS, can be (or is being) used to assess the scope and needs related to domestic violence. 3) The CoC collected the data by analyzing clients in the HMIS with an affirmative response to the Program Specific Data Elements of “Domestic Violence Victim/Survivor” and “Currently Fleeing”. All households identified in the CMIS were counted since this system works only with Domestic Violence Providers.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:
(1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;
(2) quantify the unmet need for housing and services for DV survivors;
(3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and
(4) describe how the CoC determined the unmet need for housing and services for DV survivors.
(limit 3,000 characters)

1) Currently, our CoC does not have enough housing and services for all homeless households experiencing domestic violence. Subrecipients report that: a) shelters run by their organizations lack adequate capacity and b) inadequate resources exist for households exiting their shelters to obtain and sustain permanent housing. 2) Since no openings existed on July 31 when data for questions 4b and 4c was pulled, the unmet need for housing among households currently fleeing domestic violence situations who need access to safe, affordable permanent housing is 77 units. All households who access housing also have available services in conjunction with housing, but subrecipient partners estimate that at least 50% of those households waiting for housing (around 39 households) are already receiving services. Unmet need for services, then, would be 38 households. 3 & 4) The CoC collected the data by analyzing clients in the HMIS with an affirmative response to the Program Specific Data Elements of “Domestic Violence Victim/Survivor” and “Currently Fleeing”. All households identified in the CMIS were counted since this system works only with Domestic Violence Providers. Data used to calculate these figures was obtained using both HMIS and CMIS data for all active clients in Emergency Shelter, RRH, PH, and the Coordinated Entry Housing Queue. CMIS is the CoC’s comparable database, managed independently from the HMIS by the CA’s team of data experts, to collect, manage, and report on victim services projects across the CoC’s geography.

1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors. (limit 2,000 characters)

Housing and safety are primary concerns for individuals fleeing or attempting to flee domestic violence. True healing from domestic violence can begin if there is stability and a sense of security for survivors and their children. This safe environment is established by providing them secure housing. The DV Bonus project will help increase the number of people who attain that sense of security by supporting them as they take the steps necessary to achieve safe, permanent housing.

Lack of adequate funding causes advocates to stretch very limited resources to try to help survivors access funds for deposits, first month rent, etc. Additionally, offenders may have created circumstances which threaten homelessness to maintain control over the family. The DV Bonus project will provide funding for this unmet need to help survivors overcome these barriers often faced by DV survivors. The proposed DV Bonus project will be a first step in understanding and addressing survivors’ housing needs in the CoC, and build stronger relationships with Idaho’s statewide Council on Domestic Violence. This opportunity to act as partners strengthens collaboration and equips future partnering efforts. The proposed 17 units of housing and paired services will build the CoC’s capacity and knowledge of the housing landscape while addressing the unique challenges faced by those fleeing domestic violence. Statewide implementation allows the most severe needs to be addressed first.

Bonus funding enables statewide DV providers to support survivors in securing permanent housing and reducing the number of clients who return to abusive situations because they perceive they have no other options. Rent assistance
could also provide incentives for clients who need a place of their own. The rental assistance provided by this DV bonus project could save lives by providing a safe place to live for DV survivors and their children.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:

(1) rate of housing placement of DV survivors;
(2) rate of housing retention of DV survivors;
(3) improvements in safety of DV survivors; and
(4) how the project applicant addresses multiple barriers faced by DV survivors.

(limit 4,000 characters)

1) The rate of housing placement has not been recorded by all project subrecipients, but the CoC’s Coordinated Entry system reports that 40% of placements made through Coordinated Entry since its launch in January 2018 have been households exiting domestic violence situations. Resources provided by DV Bonus funding will allow the CoC opportunities to collect and examine data specific to DV populations. Additionally, the CoC’s Coordinated Entry System will provide better and more reliable data as the system evolves. 2) The rate of housing retention specified by subrecipient partners is 70% for persons exiting their existing shelter facilities. Housing retention increases significantly when CoC funding and case management is available to help households maintain safe, independent housing. 3) Shelters provide secure locations for survivors complete with security protocols, alarm systems, and surveillance systems in place. A lack of long term housing following emergency shelter leaves clients vulnerable to continued abuse. When advocating with a survivor, shelter staff ask clients to respond if they feel safer after working with an advocate and if they feel more informed about how to access the resources they need. Consistently, survivors respond affirmatively to both questions at a rate of 90% or higher. Safety significantly increased when survivors were no longer in a situation which forced them to choose between being homeless and being safe. 4) Subrecipients respond to multiple and complex needs by providing comprehensive, voluntary services that survivors can access as they deem appropriate and suitable to their circumstances. The programs and services offered help acquire necessary life, relationship, and support services, while connecting them with additional community resources to continue the process to independence. Included in programs/services are counseling and support groups, but are not required. In many cases the victims do not have a natural family support network. If the victims choose to remove themselves from the abusive situation they need to become financially independent, but may have never finished school, held a job, or planned and lived on a budget. They must find a job, pay for transportation, daycare, and housing and often do all of these as a single-income household.

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC’s geographic areas:

(1) Identify the percentage of new admissions to the Public Housing or
Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;

(2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and

(3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry</th>
<th>PHA has General or Limited Homeless Preference</th>
<th>PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?</th>
</tr>
</thead>
<tbody>
<tr>
<td>IHFA</td>
<td>20.10%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>HA of Pocatello</td>
<td>45.00%</td>
<td>Yes-HCV</td>
<td>No</td>
</tr>
<tr>
<td>SICHA</td>
<td>1.10%</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Nampa</td>
<td>3.00%</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Twin Falls HA</td>
<td>0.00%</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.

(limit 2,000 characters)

Being a housing authority itself, IHFA (the Collaborative Applicant), believes the involvement of housing authorities in homelessness assistance activities is crucial to the overall success of the CoC and the clients it serves. There are various ways in which IHFA has encouraged other housing authorities to make housing more available to those experiencing homelessness and taken steps itself to do so as well. Other housing authorities are made aware of homelessness challenges, barriers, and resource gaps through semi-annual roundtable community meetings; IHFA’s representation in state, regional, and national NAHRO committees; developing and distributing an annual homelessness report; and issuing invitations to participate in Coordinated Entry planning and presentations. IHFA is also acting as an example in this area by pursuing homelessness-specific initiatives with its Section 8 Housing Choice Vouchers and LIHTC programs.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)?

Yes

Move On strategy description.

(limit 2,000 characters)

IHFA administers the Shelter Plus Care program, which, for many years, has...
had a preference allowing those participants who no longer need supportive services to "move on" to a regular Section 8 Housing Choice Voucher, which can be used to rent from any landlord, including affordable housing providers such as multifamily assisted housing owners, PHA's, LIHTC properties or low income housing programs. IHFA also administers the CoC Homelessness Programs and is also the PHA for 34 of the 44 counties in Idaho. Additionally, IHFA administers the LIHTC program for the state of Idaho. IHFA also has been the administrator of low income housing programs, like HOME for the state of Idaho. With all of these functions under one roof, there is collaboration between these programs to work together to assess needs and strategize appropriate housing approaches and resources for Idaho's vulnerable populations. An example of this is the development of Idaho's first "Housing First" community, called "New Path." Idaho Housing and Finance Association contributed $500,000 in HOME funds as well as $5.8 million in Low Income Tax Credits to the facility; Ada County contributed $250,000 to support the social services to be provided by Terry Reilly Health Services and CATCH, Inc. (Charitable Assistance to Community Homeless); the City of Boise donated $1M in general funds; St. Alphonsus and St. Luke’s Regional Medical Centers provided grants of $100,000 each, and Boise City Ada County Housing Authority assigned 40 Project Based Vouchers to New Path Community Housing. The 40 apartment units will be leased by people considered to be the most vulnerable of the chronically homeless. Onsite caseworkers will work with residents on individualized move on strategies. The inclusion of PSH in Tax Credit properties allows clients to scale up rent/income brackets over time and more RRH will help clients stabilize and remain in place.

1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness.

(limit 2,000 characters)

Recognizing the need to adequately address the needs of Lesbian, Gay, Bisexual and Transgender individuals and their families experiencing homelessness, in 2018, the CoC added an advisory member to the CoC Board to represent populations of people living with HIV/AIDS as well as LGBT populations. The advisory member keeps the CoC board informed on issues related to LGBT individuals and families experiencing or at risk of homelessness. Additionally, the CA provides a variety of resources to funded service providers regarding the needs of special populations, including the LGBT population. For example, all HUD-protected classes are included and discussed in training, administration, and communication from the CA to subrecipients. Additionally, the CA participates in relevant conferences and webinars, sharing relevant information with subrecipients. The CA routinely forwards guidance and training opportunities from HUD regarding the Equal Access Rule to all mailing lists (ESG, CoC, Board, and partner providers) as well as resources provided by advocates like NAEH. The CA also incorporated antidiscrimination language into subrecipient grant agreements. The CoC Written Standards also address Equal Access, and provides a list of HUD protected classes. The CA works to ensure compliance with these rules through annual review of agency documents and program agreements, as well as participant files. The CA also
has a grievance procedure for agencies and participants alike, should they feel any portion of regulation is not being followed.


1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source? Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)? No
3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual’s Gender Identity (Gender Identity Final Rule)? Yes

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC’s geographic area. Select all that apply.

- Engaged/educated local policymakers: X
- Engaged/educated law enforcement: X
- Engaged/educated local business leaders: 
- Implemented communitywide plans: 
- No strategies have been implemented: 
- Other: (limit 50 characters)

1C-8. Centralized or Coordinated Assessment System. Applicants must: (1) demonstrate the coordinated entry system covers the entire CoC geographic area; (2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach; (3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and (4) attach CoC’s standard assessment tool. (limit 2,000 characters)
1) The CoC’s Coordinated Entry system covers the entire balance of state geographic area. The CoC includes six regions throughout the state with Coordinated Entry Access Sites within each region. Coverage is ensured through outreach and providing a call in option for those needing assistance who are unable to physically visit the Access Point. 2) To reach people least likely to seek homelessness assistance, the CoC works in collaboration with the Idaho Department of Health and Welfare 211 Care Line, Health and Welfare Navigators, and PATH Peer Specialists to ensure people throughout the CoC’s geographic area are aware of, and have access to, the Coordinated Entry system. Client referrals between Health and Welfare Navigators and coordinated entry regional access sites work in both directions, with Navigators referring clients to Access Sites for a standardized assessment and Access Sites referring clients to Navigators for services and assistance. In addition, system outreach materials with access site information and emergency services information have been placed in libraries, food pantries, medical facilities, and other key locations throughout the region. 3) The Coordinated Entry standardized assessment policy prioritizes chronic homelessness. The policy includes six prioritization categories, with the top three established for those experiencing chronic homelessness. Prioritization is further refined by prioritizing subgroups including veterans, victims/survivors of domestic violence, youth, households with children, and households with a person age 62 and older. 4) The CoC’s standard assessment tools are attached, including the Screening Assessment, Housing Assessment, Homelessness Prevention Assessment, and the Vulnerability Assessment.
1D. Continuum of Care (CoC) Discharge Planning

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

<table>
<thead>
<tr>
<th>System of Care</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Care</td>
<td>X</td>
</tr>
<tr>
<td>Health Care</td>
<td></td>
</tr>
<tr>
<td>Mental Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Correctional Facilities</td>
<td>X</td>
</tr>
<tr>
<td>None</td>
<td></td>
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</tbody>
</table>

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Foster Care</td>
<td>X</td>
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<td>Health Care</td>
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<tr>
<td>Mental Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Correctional Facilities</td>
<td>X</td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:

(1) objective criteria;
(2) at least one factor related to achieving positive housing outcomes;
(3) a specific method for evaluating projects submitted by victim services providers; and
(4) attach evidence that supports the process selected.

<table>
<thead>
<tr>
<th>Used Objective Criteria for Review, Rating, Ranking and Section</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Included at least one factor related to achieving positive housing outcomes</td>
<td>Yes</td>
</tr>
<tr>
<td>Included a specific method for evaluating projects submitted by victim services providers</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:

(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.

(limit 2,000 characters)

1) The CoC considered the following severities of needs and vulnerabilities in review, rating, and ranking CoC projects: low or no income, current or past substance abuse, chronic homelessness, having been or currently a victim of domestic violence, health challenges that require a significant level of support in order to maintain permanent housing, poor credit or rental history, and coming from the streets or other unsheltered situations. All of the aforementioned vulnerabilities were used as scoring criteria for the 2018 subrecipient applications. 2) Applicants received higher points for either serving or accepting more vulnerable circumstances, or serving or accepting more severe vulnerabilities such as mental illness, chronic drug or alcohol use, chronic health conditions, developmental or physical disabilities, history of domestic violence, and unaccompanied transition-aged youth. The total score determined the ultimate scoring, rating, ranking, and prioritization of each of the subrecipient’s new or renewal projects.
Applicant: Idaho Housing and Finance Association CoC  
Project: ID-501 FY 2018 COC Registration

1E-3. Public Postings. Applicants must indicate how the CoC made public:
(1) objective ranking and selection process the CoC used for all projects (new and renewal);
(2) CoC Consolidated Application–including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and
(3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.

<table>
<thead>
<tr>
<th>Public Posting of Objective Ranking and Selection Process</th>
<th>Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC or other Website</td>
<td>CoC or other Website</td>
</tr>
<tr>
<td>Email</td>
<td>Email</td>
</tr>
<tr>
<td>Mail</td>
<td>Mail</td>
</tr>
<tr>
<td>Advertising in Local Newspaper(s)</td>
<td>Advertising in Local Newspaper(s)</td>
</tr>
<tr>
<td>Advertising on Radio or Television</td>
<td>Advertising on Radio or Television</td>
</tr>
<tr>
<td>Social Media (Twitter, Facebook, etc.)</td>
<td>Social Media (Twitter, Facebook, etc.)</td>
</tr>
</tbody>
</table>

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: Yes

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:
(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline–attachment required;
(2) rejected or reduced project application(s)–attachment required; and
(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline–attachment required.

| (1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required. | Yes |
| (2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required. | Yes |
| (3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline? | Yes |
2A. Homeless Management Information System (HMIS) Implementation

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required.

Yes

2A-1a. Applicants must:
(1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and
(2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).

(1) Pages 3-5. (2) HMIS Governance Agreement.


Yes

2A-3. HMIS Vendor. What is the name of the HMIS software vendor?

Mediware Information Systems, Inc.

2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area.

Single CoC

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type:
(1) total number of beds in 2018 HIC;
(2) total beds dedicated for DV in the 2018 HIC; and
2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months. (limit 2,000 characters)

The CoC’s bed coverage rate is below 85% for emergency shelter and transitional housing. In the last year the CoC has converted their transitional housing beds to RRH which leaves very few organizations offering TH beds. There are 2 faith-based mission organization and 1 non-federally funded organization that offer both emergency shelter and transitional housing which make up the bulk of the beds not participating in HMIS. Due to the large number of beds provided by these agencies relative to the proportionately small number of statewide beds, the coverage rate decreases significantly without their participation. This is particularly evident with TH beds. To address this, the CoC takes steps to continually foster positive relationships with these providers in an attempt to increase the ESG and TH bed coverage rates. The CoC has implemented a program to invite and involve these providers in CoC activities that we hope will lead to their understanding of the importance and value of their participation and result in their desire to participate.


2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/30/2018
2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy). 01/31/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy). 04/30/2018
2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC’s sheltered PIT count results. (limit 2,000 characters)
No change in Point in Time Count implementation.

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count? Yes

2C-2a. If “Yes” was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

| Beds Added: | 121 |
| Beds Removed: | 278 |
| Total: | -157 |

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC’s 2018 sheltered PIT count? No

2C-3a. If “Yes” was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

| Beds Added: | 0 |
| Beds Removed: | 0 |
| Total: | 0 |
2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct unsheltered PIT count in 2018, select Not Applicable. No

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count? Yes

2C-5a. If “Yes” was selected for question 2C-5., applicants must describe: (1) how stakeholders serving youth experiencing homelessness were engaged during the planning process; (2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and (3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count. (limit 2,000 characters)

1) The Pit Count Committee plans, conducts, and reports on the PIT Count on behalf of the CoC. The CoC’s PIT Count Committee membership includes a Department of Education representative and at least one youth service provider. Youth service providers are engaged as the lead on planning and guidance to our count committee on how to outreach and count youth. The CoCs youth service providers are a tight knit community and having representation on the PIT Count Committee allows us to engage and communicate the PIT plans and needs across the entire CoC in an efficient and expedient manner. The Dept of Ed oversees the McKinney-Vento Homeless Liaisons in each school district and they ensure we are reaching out to families with youth who may be doubled-up or in precariously housed situations to make them aware of the count. Our youth count went up 16% from the 2017 count and we feel that these efforts enable us to accurately identify changes in our homeless youth. 2) The PIT count locations are identified early in the planning process by the youth service provider in each region. These providers know where youth gather and already have a trusted and developed relationship with youths. They use social media and text messaging platforms to communicate the date and purpose of the count to encourage youth to participate. Our regional coordinators have volunteers at places youth congregate after school or in the evenings such as coffee shops or game stores. 3) Our youth service providers also work with the youth they are in contact with to have them help identify places youth may go and volunteer to administer the surveys. All youth encountered are surveyed even if they are doubled-up or couch-surfing.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count: (1) individuals and families experiencing chronic homelessness; (2) families with children experiencing homelessness; and
(3) Veterans experiencing homelessness.  
(limit 2,000 characters)

1) The PIT Count Committee includes a representative from Health and Welfare, who is the recipient of the statewide PATH grant. To better count individuals and families experiencing chronic homelessness, PATH Peer Specialists are actively engaged in the count because of their expertise and experience in working in street outreach with chronically homeless individuals and families. We rely on their knowledge to identify places to count and how best to approach and survey persons living on the street. Being able to involve representatives from other federal programs works well to strategize a coordinated effort to effectively cover our large rural state. 2) The PIT Count committee includes emergency shelter and RRH service providers who work with families with children. These providers already have a relationship built with the school districts and other community resources who also work with families with children. We survey at places considered safe for families with children to congregate such as libraries or fast food establishments. Service providers are familiar to the households which help them identify families experiencing homelessness without the fear that their children may be removed by admitting they are homeless. Our 211 Housing Hotline administers the survey to any families that call in during the week of the count. 3) The CoC’s PIT Count Committee membership includes a VA representative in addition to service providers who administer VASH and SSVF projects. With veterans we feel the best practice is to spend a lot of time prior to the count identifying the places where veterans are and meeting them at that place. Our service providers spend a lot of up-front time establishing the trust and relationship ahead of time which gives us an “in” with the Veteran community. This helps in counting not only the known homeless veterans but also their peers who may not have come forward to be counted without the support from other veterans.
3A. Continuum of Care (CoC) System Performance

Instructions
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

| Number of First Time Homeless as Reported in HDX. | 1,890 |

3A-1a. Applicants must:
(1) describe how the CoC determined which risk factors the CoC uses to identify persons becoming homeless for the first time;
(2) describe the CoC’s strategy to address individuals and families at risk of becoming homeless; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

1) The CoC observed from data collected in HMIS that most first time homeless cases in Idaho result from sudden life changes impacting personal health and income such as substance abuse, illness, changes in familial status, or changes in income and economic situations, among others. Other risk factors identified through Coordinated Entry, the PIT Count Data, and PIT Survey include substance abuse, illness, and trauma. The CoC experienced a decrease of 154 people experiencing homelessness for the first time entering from ES, SH, TH & PH (from 2044 (FY16) to 1890 (FY17) persons). The CoC has incorporated income and family size factors into evaluations to better tailor responses to housing crises that put individuals and families at risk of homelessness. 3) The CA, with support from the CoC Board, its respective committees and sub-groups, assumes responsibility for strategizing the decrease in the number of first time homeless. Also, the CoC has determined that the best way to effectively address and prevent homelessness for those individuals and families at risk is to both implement housing crisis plans that produce personalized responses and align homelessness prevention funds with areas that have higher rates of first time homelessness.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC’s strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.

(limit 2,000 characters)

1) During FY17, the CoC’s average length of time homeless for individuals and families was 98 days. 2) CE was implemented to prioritize those individuals who experience homelessness the longest. This strategy is six-fold: reallocate funds to new RRH projects, prioritize RRH activities, leverage other community resources (e.g. TANF), fund shelter activities to house people while PH is being secured, include a PSH preference for LIHTC funding, and increase statewide housing gaps awareness. 3) The CoC measures the number of clients average and median length of homelessness in ES and/or TH, including the number of times clients experience homelessness, as well as prior stays during the report range. Reports are run and presented to the CoC Board on a quarterly basis. The CoC reviews and approves reports, which are then utilized in Strategic Planning sessions to measure system performance. This measure will be used for system performance planning each year to understand how the system has been influenced by outreach, housing first practices, Coordinated Entry, and resource availability. The CoC abides by the Written Standards, established by the Idaho Homeless Coordinating Committee (IHCC), which prioritize housing persons with the greatest length of time homeless and highest service needs in accordance with Housing First practices. Screening assessments conducted at Coordinated Entry Access Points enable the CoC to identify persons with the longest lengths of time homeless and prioritize housing those persons. PH providers are also encouraged to have dedicated CH beds in order to more quickly house persons who meet the length of time homeless criteria that qualify them as CH. 4) The CA, with support from the CoC Board, its respective committees and sub-groups, assumes responsibility for strategizing to decrease the length of time homeless.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:

(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations.

<table>
<thead>
<tr>
<th>Percentage</th>
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<tbody>
<tr>
<td>Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.</td>
</tr>
<tr>
<td>Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.</td>
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</table>

3A-3a. Applicants must:

(1) describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
(2) describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid
rehousing, retain their permanent housing or exit to permanent housing
destinations.
(limit 2,000 characters)

1) The CA, with support from the CoC Board, committees and sub-groups, stratetegize to increase the rate at which individuals and families exit to PH destinations from emergency shelter, safe havens, and transitional housing. Strategies utilize HMIS measures which show the percentage of successful exits to or retention of PH. The CoC receives quarterly reports from the HMIS Lead on this measure. CoC strategies prioritize individuals and persons in families based on Housing First principals. Between FY16 & FY17, those who exited from SO increased by 14 persons; those who exited from ES, SH, TH & RRH decreased by 160 persons. This demonstrates the need for adherence to housing first principals and the extent to which services are successfully deployed in successfully exiting individuals and families to permanent housing.

2) The CoC is employing multiple strategies to increase the rate at which individuals and persons in families in PH projects retain or exit to PH destinations. Strategies include making more resources and solutions available to persons in or exiting PH by adding new RRH projects, increasing match funding opportunities, leveraging other community housing supports, pairing RRH and Homeless Prevention awards, creating housing crisis plans for individuals and families, creating LIHTC units dedicated for persons experiencing homelessness, making a housing hotline & website available, and increasing homelessness education statewide. Due to low vacancy rates, efforts have been made to both create a landlord toolkit which subrecipients can use to inform landlords and add Housing Specialists to each Coordinated Entry Access Point, with which the CoC will be better equipped to foster relationships between landlords and tenants as well as resolving problems and issues that arise between the two parties. Between FY16 & FY17, those who remained in PH & who exited to PH destinations increased by 42 persons.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

<table>
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<tr>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX</td>
</tr>
</tbody>
</table>

3A-4a. Applicants must:
(1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;
(2) describe the CoC’s strategy to reduce the rate of additional returns to homelessness; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the rate individuals and persons in families returns to homelessness.
(limit 2,000 characters)

1) The CoC identifies common factors of individuals and persons in families who return to homelessness by utilizing HMIS data. The CoC reports how many returned to homelessness as indicated in the HMIS system for up to two years after their initial exit. This data will be used to evaluate which populations
of persons experiencing homelessness struggle to maintain permanent housing after accessing homelessness services in ES, SH, TH and RRH projects. For FY16 & FY17, the CoC's total persons returning to homelessness held steady at 6%. 2) The following efforts are being made to reduce returns to homelessness: increasing client choices, adopting national best practices (housing first, progressive engagement), partnering with income gaining resources (e.g., SOAR), applying for increases in homelessness prevention funds made available, and developing CE to assess and prioritize persons to improve placement recommendations. 3) The CA, with support from the CoC Board, its respective committees and sub-groups, assumes responsibility for this measure.

3A-5. Job and Income Growth. Applicants must:
(1) describe the CoC’s strategy to increase access to employment and non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
(3) provide the organization name or position title that is responsible for overseeing the CoC’s strategy to increase job and income growth from employment.
(limit 2,000 characters)

1) The strategies in place to increase access to employment and non-employment cash sources includes: heavily endorsing RRH projects, disseminating job training and placement resources and funding opportunities, encouraging debt reduction plans, connecting providers to SOAR resources (several subrecipients have SOAR trained staff), participating in the statewide SOAR Steering Committee, connecting providers to Dept. of Labor resources (Dept. representative on CoC Board), and leveraging PATH, TANF, SSVF, GPD, ESG, and other resources. 2) The CoC works with mainstream employment organizations to help individuals and families increase their cash income by including benefit providers such as the Dept. of Health & Welfare, the VA, and other invitees at regional roundtables and workshops in CE development and planning, requiring subrecipients to connect participants to mainstream resources, encouraging mainstream programs to participate in Committee and Regional Coalition meetings, and advocating for homelessness targeting programs within State department programs. The CoC also connects subrecipients with employment and skill development programs at the local level. 3) The CA, with support from the CoC Board, its respective committees and sub-groups, assumes responsibility for this measure.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy) 05/30/2018
3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:
(1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and
(2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.

| Total number of beds dedicated as DedicatedPLUS | 0 |
| Total number of beds dedicated to individuals and families experiencing chronic homelessness | 251 |
| Total | 251 |

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required.

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

| History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse) | X |
| Number of previous homeless episodes | X |
| Unsheltered homelessness | X |
| Criminal History | |
| Bad credit or rental history | |
| Head of Household with Mental/Physical Disability | X |
3B.2.2. Applicants must:
(1) describe the CoC’s current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 2,000 characters)

1) The CoC identified several strategies to rapidly rehouse households with children. The number of CoC-funded RRH units increased by 26% in 2017 in an effort to prioritize RRH to serve families with children. Also, LIHTC-funded homeless units became available in 2018, further increasing the housing resources available within the CoC. Also, the CoC’s Coordinated Entry prioritization process gives consideration to families with children. 41% of all households assessed through the Coordinated Entry system in the first six months of operation were families with children and 17% of all family households were referred for housing. In 2017, 13% of CoC shelter clients were exited within 30 days to permanent destinations and 65% of RRH clients were permanently housed within 30 days. While RRH units have increased, market and housing conditions continue to create challenges which limit the CoC’s ability to house families within 30 days, including low vacancy, limited housing resources, rural geography, and diverse communities. The CA is utilizing national best practices to engage Regional Coalitions and collaborate with Access Points to foster positive relationships with local landlords, including adding a Housing Specialist at each Access Point. The CA is hopeful these efforts will further help families utilizing RRH assistance find suitable housing units within 30 days of becoming homeless. 2) The CoC seeks to ensure families maintain housing stability through case management, including assessing, arranging, coordinating and monitoring the delivery of individualized services. Families can also receive assistance in locating, obtaining, and retaining permanent housing. These services are available for up to six months beyond the provision of financial assistance. 3) The collaborative applicant, with support from the CoC Board and sub-groups, is responsible for establishing policy direction and strategies to rapidly rehouse households with children within 30 days.

3B.2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

- [ ] CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.
- [ ] CoC conducts optional training for all CoC and ESG funded service providers on these topics.
- [ ] CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.
- [ ] CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.
**3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness.** Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied homeless youth includes the following:

| Human trafficking and other forms of exploitation | Yes |
| LGBT youth homelessness                               | Yes |
| Exits from foster care into homelessness               | Yes |
| Family reunification and community engagement          | Yes |
| Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs | Yes |

**3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs.** Applicants must check all that apply from the list below that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.

| History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse) | X |
| Number of Previous Homeless Episodes                                                                 | X |
| Unsheltered Homelessness                                                                           | X |
| Criminal History                                                                                   |   |
| Bad Credit or Rental History                                                                        |   |

**3B-2.6. Applicants must describe the CoC's strategy to increase:**

1. **(1)** housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
2. **(2)** availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.

(limit 3,000 characters)

   1) The CoC has increased housing and services for youth experiencing homelessness by placing online a new RRH project. This was made possible through reallocation of existing resources to generate new opportunities for homeless youth. In 2018, began serving homeless youth with foster care experiences. The CoC prioritized this project as the first of its kind, and is interested in pursuing additional projects of this nature. Data and feedback from the subrecipient and clients of this project will be used to inform future reallocation and bonus projects specific to youth populations. The subrecipient is an agency experienced with youth service, offering resources to youth victims, LGBTQ youth, those exiting foster care, and homeless youth. This agency employs a trauma-informed service model, Positive Youth Development trainings, and Life Skills Assessment models to best assist the youth they serve.
The CA is also working with a subrecipient, Idaho Inc., to obtain an approval from HUD for a repurposing of funds to use towards a new project to provide safe housing and specialized supportive services for trafficked youth. This new project would be the first of its kind in Idaho. The subrecipient is currently raising private funds to help purchase a building. They hope to open their doors in March 2019. Another new resource for youth is in Region 3 which has opened a day center for youth, working in coordination with the local school district. Additionally, The CA (part of IHFA) is working with IHFA's Home Partnership Foundation (an independent 501(c)(3) organization dedicated to homelessness issues in Idaho) offering school districts a $500 participation grant and $3,000 in match funds to participate in our annual fundraiser - Avenues for Hope. This allows IHFA to reinvest into youth homelessness and leverage those funds to solicit community donations.

2) All projects within the CoC are available to youth experiencing unsheltered homelessness. Collaborations with youth providers happen at a regional level, and local service providers are made aware of Access Points, assessments, and available housing and resources. The CoC’s Written Standards provide special considerations for youth populations (please see page 14 of the attached Written Standards for complete considerations). This was developed in collaboration with youth providers and the state’s Department of Health and Welfare Foster Care Coordinator. The policy highlights best practices for youth service delivery as well as resources needed to provide high-quality housing and services for youth experiencing unsheltered homelessness. The CA has also made significant inroads in collaboration with the state education system to work together to identify youth in the school systems who may be experiencing unsheltered homelessness and working together to connect them to appropriate resources and support systems.

3B-2.6a. Applicants must:
(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC’s strategies.
(limit 3,000 characters)

1) Currently, the CoC utilizes the data on youth who are at risk or are experiencing homelessness through the HMIS data collected through Coordinated Entry system. Additional efforts have been made throughout the state to work with school systems to assist in identifying these youth so they are included in our overall analysis of the extent of the need to address the issue. Further efforts are made through involving youth in the planning and execution of the annual point in time count. This helps ensure that counts are taking place where youth would normally congregate and utilizes fellow youth to help with the count creating trust and buy in order to get a representative count. The CoC is working with youth service providers and the school system to explore usage of system modeling to estimate how many youth need housing assistance and/or services, identify how youth move through the homeless delivery system, the capacity of the CoC to provide the correct project types to address their needs, and what changes are needed to provide a better response to prevent or
end their homelessness. Additionally, the CoC works with youth for the planning and execution of the Point in Time measure to ensure that volunteers are identifying homeless youth. While youth is technically defined as up to age 25, Idaho is limited by state law which does not allow for a legally binding agreement with a youth without a guardian consent and therefore can not participate in any CoC project until they reach the age of majority at 18. 2) HMIS will be the primary tool used to calculate the effectiveness of the strategy along with data from CMIS and stakeholders to provide the broadest picture possible of the needs and response to youth homelessness in the CoC. 3) 100% of our Youth projects participate and over 90% of all Permanent housing and Rapid Rehousing projects use our HMIS. Our Coordinated Entry system is also in our HMIS so we can easily identify youth households that are not presently housed but are in need of housing assistance.

3B-2.7. Collaboration—Education Services. Applicants must describe how the CoC collaborates with:

(1) youth education providers;
(2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);
(3) school districts; and
(4) the formal partnerships with (1) through (3) above.

(limit 2,000 characters)

1-3) The CoC collaborates with education services, including youth education providers, SEAs, LEAs, and school districts, in several ways. The CoC Board includes a member from the Department of Education, who serves as Idaho’s homeless and delinquent youth coordinator. This Board member is also employed by the McKinney-Vento State Education Agency, and has a formal role as a voting Board member. Coordination with LEAs and school districts occurs primarily in that way, and allows statewide collaboration between Regional Coalitions and LEAs/school districts. Homeless liaisons from school districts within regions are part of the local planning bodies, and collaborate with homeless service providers statewide. The CA also coordinates with the school districts to obtain information about students who don’t meet HUD’s definition of homeless to compile statistics about youth homelessness in an annual report to the community on homelessness in Idaho. This gives the community a better insight into the scope of the problem of youth who are at risk or are experiencing homelessness to provide data to support investments in solutions for these vulnerable youth. 4) Some subrecipient agencies have written agreements of coordination; however, the CoC does not have a standard format for those agreements. Service providers who work with families spend a great deal of time coordinating with local school districts and McKinney-Vento school coordinators; however, the partnerships in our rural state are often informal. This type of collaboration works well because all parties are engaged in the success of homeless and at-risk youth populations, serving together to ensure the highest degree of success for youth who may otherwise become homeless. The Home Partnership Foundation, an agency partner of the CA, is offering $500 participation grants and $3,000 match funding to each school district that participates in Avenues for Hope, the CA’s annual homelessness housing fundraiser.
adopted to inform individuals and families who become homeless of their eligibility for education services.

(limit 2,000 characters)

The CoC has policies and procedures to provide information about education services. All subrecipient applicants for both CoC and ESG programs are provided information regarding the rights and eligibility for education services of their clients when experiencing homelessness, as well as the regulatory language referenced in HUD’s annual NOFA. All subrecipients, both ESG and CoC, are required to answer the following questions: a) Are the proposed project policies and practices consistent with the laws related to providing education services to homeless individuals and families, and b) Does the project have a designated staff person to ensure homeless children are enrolled in school and receive educational services as appropriate? This section of the local funding application also requires agencies seeking funding to attach their relevant policies for review during the scoring process. Application information references 42 USC 11431-11435, to ensure applicants are aware of the scope of policies needed for compliance with this statute.

Applicants are not disqualified from participation in ESG or CoC programs if policies are not adequate, but the CA, who also serves as the Recipient and program administrator, places conditions on awards including adequate development of policies to meet this educational requirement. Agencies who adequately address these needs during negotiation of grant agreements may still receive project funding and move forward with these new policies in place.

3B-2.8. Does the CoC have written formal agreements, MOU/MOA’s or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”. Applicants must select “Yes” or “No”, from the list below, if the CoC has written formal agreements, MOU/MOA’s or partnerships with providers of early childhood services and support.

<table>
<thead>
<tr>
<th>Early Childhood Providers</th>
<th>MOU/MOA</th>
<th>Other Formal Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Start</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Early Head Start</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Child Care and Development Fund</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Federal Home Visiting Program</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Healthy Start</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Public Pre-K</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Birth to 3 years</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Tribal Home Visiting Program</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Other: (limit 50 characters)</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF)
program and Grant and Per Diem (GPD).

The CoC implemented a Coordinated Entry system in January 2018. The system uses a standardized assessment tool which includes an early question on veteran status. Veterans seeking assistance through the Coordinated Entry system are immediately given information about resources they may be eligible for because of their veteran status. For example, they may be referred to the entity providing U.S. Department of Veterans Affairs housing and services in their area. They are also given information about appropriate resources such as HUD-VASH, Supportive Services for Veterans families (SSVF) and GPD programs. In addition the CoC’s Coordinated Entry policies ensure Veterans are the highest priority population among chronically and non-chronically homeless clients.

The CoC also collects data on veterans through HMIS participation of HUD VASH, SSVF and GPD program participants. In addition, Veterans services representatives and VASH and SSVF service providers participate in the CoC’s Board and Regional Coalitions to collaborate on identifying and referring veterans to appropriate services. The CA also administers most of the VASH vouchers available throughout the CoC. The CA also engages with other community service providers through regional roundtable and regional coalition meetings to discuss housing resources for veterans and increase awareness of those resources among diverse community service and housing providers. In 2018, the CoC staff also conducted an outreach presentation to Veterans during a conference held by the Idaho Department of Labor to educate veterans about the homelessness and housing resources available to them through local and federal programs.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC? Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness? Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach? No

3B-5. Racial Disparity. Applicants must:
(1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance;
(2) if the CoC conducted an assessment, attach a copy of the summary. Yes
3B-5a. Applicants must select from the options below the results of the CoC’s assessment.

| People of different races or ethnicities are more or less likely to receive homeless assistance. |   |
| People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance. |   |
| There are no racial disparities in the provision or outcome of homeless assistance. |   |
| The results are inconclusive for racial disparities in the provision or outcome of homeless assistance. | X |

3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.

| The CoC’s board and decisionmaking bodies are representative of the population served in the CoC. |   |
| The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC. |   |
| The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups. |   |
| The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups. |   |
| The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness. |   |
| The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector. |   |
| The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness. |   |
| The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity. |   |
| The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness. |   |
| The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system. |   |
| The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness. |   |
| Other: |   |
4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:

1) assists persons experiencing homelessness with enrolling in health insurance; and

2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.

<table>
<thead>
<tr>
<th>Type of Health Care</th>
<th>Assist with Enrollment</th>
<th>Assist with Utilization of Benefits?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Private Insurers:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Non-Profit, Philanthropic:</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other: (limit 50 characters)</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

4A-1a. Mainstream Benefits. Applicants must:

1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;

2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and

3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits. (limit 2,000 characters)

1) The CoC distributes a list of mainstream resources (including insurance, food stamps, job service, vocational rehab, substance abuse, unemployment, Section 8, and veteran’s services) to providers. In addition, some subrecipients have SOAR trained staff that are able to assist eligible individuals in accessing SSI/SSDI. 2) During CoC training on programmatic related and allowable activities, subrecipients are made aware of mainstream and other resources available in Idaho. Subrecipients are monitored to ensure that they educate and help clients access these resources. The CoC connects with Federal Programs, the Department of Health and Welfare, Commerce, Corrections and others in the community to receive quarterly updates on new resources. If the CoC learns of
new programs, that information is disseminated to all providers via email. Mainstream resource programs are invited to participate and present at CoC-wide meetings. 3) The CA, with support from the CoC Board and committees assumes responsibility for promoting client access to mainstream benefits.

4A-2. Housing First: Applicants must report:
(1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and
(2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.

<table>
<thead>
<tr>
<th>Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.</td>
<td>20</td>
</tr>
<tr>
<td>Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.</td>
<td>100%</td>
</tr>
</tbody>
</table>

4A-3. Street Outreach. Applicants must:
(1) describe the CoC’s outreach;
(2) state whether the CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;
(3) describe how often the CoC conducts street outreach; and
(4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)

1) The CoC partners with the PATH program as the main provider of street outreach. 2) PATH covers 100% of the geographic area with 2 Peer Specialists per region who spend 75% of their time in outreach. 3) Outreach is conducted throughout the year, primarily M-F in morning/early evening, but also available on the weekend. 4) PATH tailors its outreach to locate persons staying on the streets, living in vehicles or abandoned buildings, who are couch-surfing, or living in other locations not meant for human habitation. PATH specialists conduct outreach at many locations including river paths, underpasses, alleys, campgrounds, and libraries to locate those least likely to request or be able to access assistance. They also visit shelters and meal stations, and receive service provider referrals to identify persons in need of assistance. PATH is made more accessible through the availability of interpretive services and personalized crisis plans. Transportation is provided for doctor appointments, mental health services, job interviews, and other needs. To further accessibility, Peer Specialist carry phones and laptops to help participants who prefer not to go to a facility to research resources, available housing, and job openings.
4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.

(limit 2,000 characters)

1) The CoC’s affirmative outreach strategy encourages providers to serve people with disabilities, HIV, chronic health conditions, victims of domestic violence, substance abuse disorder, and youth by weighting the local competition scoring in favor of these providers. This furthers fair housing objectives as many of these criteria affect individuals of low socio-economic status at a disproportionate level. Fair housing training is required for all CoC participants. Additionally, subrecipients are required to have affirmative marketing plans, which are submitted with CoC applications and routinely monitored by IHFA. The CA also administers the Fair Housing Forum website and provides information about the statewide Idaho Legal Aid hotline (which helps with fair housing issues) and the Intermountain Fair Housing Council. 2) Fair housing strategy is communicated by various methods. The CA helps coordinate a statewide fair housing forum which informs landlords, government, and developers of fair housing law. The CA also hosts a housing hotline which provides an alternative housing search option and offers interpretive services. Subrecipients are also required to offer interpretive services. The CoC grants and funds (when economically feasible) reasonable modification requests consistent with ADA requirements.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

<table>
<thead>
<tr>
<th>RRH beds available to serve all populations in the HIC</th>
<th>2017</th>
<th>2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>182</td>
<td>230</td>
<td>48</td>
</tr>
</tbody>
</table>

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction? No

4A-7. Homeless under Other Federal Statutes. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other Federal statutes? No
## Instructions:
Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site: https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>1C-5. PHA Administration Plan–Homeless Preference</td>
<td>No</td>
<td>Admin Plan</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference</td>
<td>No</td>
<td>Multifam Admin Plan</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>1C-8. Centralized or Coordinated Assessment Tool</td>
<td>Yes</td>
<td>Assessment Tool</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)</td>
<td>Yes</td>
<td>Objective Criteria</td>
<td>09/11/2018</td>
</tr>
<tr>
<td>1E-3. Public Posting CoC-Approved Consolidated Application</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)</td>
<td>Yes</td>
<td>Public Posting</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>1E-4. CoC’s Reallocation Process</td>
<td>Yes</td>
<td>Reallocation Process</td>
<td>09/06/2018</td>
</tr>
<tr>
<td>1E-5. Notifications Outside e-snaps–Projects Accepted</td>
<td>Yes</td>
<td>Inclusion Letters</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced</td>
<td>Yes</td>
<td>Exclusion Memo</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>1E-5. Public Posting–Local Competition Deadline</td>
<td>Yes</td>
<td>Public Posting</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)</td>
<td>Yes</td>
<td>HMIS Governance A...</td>
<td>09/10/2018</td>
</tr>
<tr>
<td>3A-6. HDX–2018 Competition Report</td>
<td>Yes</td>
<td>HDX Report</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>3B-2. Order of Priority–Written Standards</td>
<td>No</td>
<td>Orders of Priority</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>3B-5. Racial Disparities Summary</td>
<td>Racial Disparities</td>
<td>09/07/2018</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment Details

Document Description: Admin Plan

Attachment Details

Document Description: Multifam Admin Plan

Attachment Details

Document Description: Assessment Tool

Attachment Details

Document Description: Objective Criteria

Attachment Details

Document Description: Public Posting
Attachment Details

**Document Description:** Reallocation Process

Attachment Details

**Document Description:** Inclusion Letters

Attachment Details

**Document Description:** Exclusion Memo

Attachment Details

**Document Description:** Public Posting

Attachment Details

**Document Description:** HMIS Governance Agreement
Attachment Details

Document Description:  HMIS Policy and Procedures

Attachment Details

Document Description:  HDX Report

Attachment Details

Document Description:  Orders of Priority

Attachment Details

Document Description:  Racial Disparities

Attachment Details

Document Description:
Submission Summary

Ensure that the Project Priority List is complete prior to submitting.
| **Submission Summary** | No Input Required |

Applicant: Idaho Housing and Finance Association CoC
Project: ID-501 FY 2018 COC Registration

FY2018 CoC Application | Page 48 | 09/11/2018
Purpose

The 2018 Continuum of Care (CoC) Consolidated Application asked if PHA’s in the CoC’s geographic area have a Homeless Preference, and if they do, to attach documentation of the preference.

Attachment Description

Idaho’s Balance of State (BoS) Continuum of Care (CoC) has attached the section of the Administrative plan of the PHA of Pocatello that explains what homeless-related preference have been adopted for the Housing Choice Voucher Program.
4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

Applicants who are (or have been within 6 months) displaced due to Pocatello government action or local PHA action, and who have not yet found suitable replacement housing, shall be placed at the top of the waiting list and offered assistance immediately.

Families that have been displaced to do PHA action (i.e. - under housed at Christensen Courts or Portneuf Towers as a result gained child custody, or demolition of PHA property).

Applicant families who are homeless. Must be verified Homeless by a local shelter.

All other applicants shall be placed on the waiting list and offered assistance in order of date and time of application, ahead of eligible single persons who are not elderly (age 62 or older), disabled, pregnant, in the process of securing legal custody of a minor, or displaced per local preference requirements.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA’s fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are “continuously assisted” under the 1937 Housing Act (24 CFR 982.4(b)), as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

PHA Policy

The PHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.
### 2018 CONSOLIDATED CONTINUUM OF CARE APPLICATION

**TO:** HUD REVIEW TEAM  
**FROM:** BRADY ELLIS  
VICE PRESIDENT, HOUSING SUPPORT PROGRAMS  
CHAIR, IHCC  
SHERI E. COOK  
SENIOR SPECIAL NEEDS GRANTS COORDINATOR  
DESIGNATED HUD CONTACT FOR THE COLLABORATIVE APPLICANT  

**SUBJECT:** MULTIFAMILY ADMINISTRATIVE PLAN  
**DATE:** SEPTEMBER 14, 2018

---

**Purpose**

The 2018 Continuum of Care (CoC) Consolidated Application asked if PHA's in the CoC's geographic area have a "Move On" Strategy.

**Attachment Description**

Idaho's Balance of State (BoS) Continuum of Care (CoC) has attached the section of the IHFA Multifamily Assisted Housing Administrative plan that explains the "Move On" strategy for the Shelter Plus Care program. (5.2.B)
Chapter 5
SELECTING FAMILIES FROM THE WAITING LIST

5.1 WAITING LIST ADMISSION AND SPECIAL ADMISSIONS

IHFA may admit an applicant for participation in the program either as a special admission or as a waiting list admission.

If HUD awards funding that is targeted for families with specific characteristics or families living in specific units, IHFA will use the assistance for those families. Currently IHFA has targeted funding for the Mainstream Housing for Persons with Disabilities, the Veterans Affairs Supportive Housing program, and for the Rental Assistance for Non-Elderly Persons with Disabilities program. IHFA also receives as necessary, funding for families residing in multifamily projects where owners have exercised a prepayment or an opt-out.

5.2 PREFERENCES

Consistent with IHFA’s Agency Plan, IHFA will select families in order of the following preferences:

A. Low Rent Public Housing Disposition (temporary preference)

B. Public Housing Residents Under- or Over-housed; Shelter Plus Care participants who are no longer in need of supportive services.

C. Federal Disaster Victims

D. Households Displaced Due to Government Action or Loss of Funding as determined by IHFA, and which are comprised of families with children or families where the head or co-head are elderly or disabled.

E. Terminal Illness

F. Families/Disabled/Elderly Families with one (1) or more children (under the age of 18 or disabled) or elderly/disabled head or co-head of the household.

G. No Preference

IHFA allocates fifty (50) set-aside vouchers for the following preferences:

A. Families First (limited to 40 vouchers-referrals only)

B. Housing First for Chronically Homeless (limited to 10 vouchers-referrals only)
DEFINITION OF LOCAL PREFERENCE CATEGORIES

**Low Rent Public Housing Disposition Preference**

IHFA is currently disposing of its Low Rent Public Housing (LRPH) single family scattered site homes in Idaho Falls, utilizing the Section 32 Homeownership program of Section 18 Demolition Disposition.

The LRPH Disposition preference will be used to house LRPH residents who are affected by the disposition of LRPH properties in Idaho Falls. This is a temporary preference that will be discontinued once the 29 LRPH properties have been sold or vacated. To be eligible for the LRPH Disposition preference, remaining LRPH residents that do not purchase the LRPH home they currently reside in will be offered a Section 8 Housing Choice Voucher provided the household is income eligible to receive at least $1.00 in Housing Assistance Payments, and they have received a relocation letter from the LRPH Department.

**Under- or Over-housed Public Housing Residents/Shelter Plus Care participants, no longer in need of supportive services.**

Households who are currently residing in IHFA Low Rent Public Housing, who, due to a change in household composition, become under or over-housed. Households in this category will be assisted ahead of any applicants on the waiting list. Also in the category are Shelter Plus Care participants who are no longer in need of supportive services.

**Federal Disaster Victims Preference**

Households who are victims of a Federally Declared Disaster and who have been certified as such by a Federal Agency (provided adequate budget authority/special funding is available).

**Households Displaced Due to Government Action or Loss of Funding Preference as determined by IHFA and which are comprised of families with children or families where the head or co-head are elderly or disabled.**

Households who are currently residing in Transitional Housing programs funded under HUD’s Continuum of Care program that are displaced because of government action or loss of funding as determined by IHFA. Such households must also meet the criteria for a family preference as outlined below.

**Terminal Illness Preference**

Households with a family member that can be classified, by a medical professional, as being in the final stages of a terminal illness.
2018 CONSOLIDATED CONTINUUM OF CARE APPLICATION

TO: HUD REVIEW TEAM
FROM: BRADY ELLIS
VICE PRESIDENT, HOUSING SUPPORT PROGRAMS
CHAIR, IHCC
SHERI E. COOK
SENIOR SPECIAL NEEDS GRANTS COORDINATOR
DESIGNATED HUD CONTACT FOR THE COLLABORATIVE APPLICANT

SUBJECT: COC COORDINATED ASSESSMENT TOOL
DATE: SEPTEMBER 14, 2018
CC: COORDINATED ENTRY SYSTEM ADMINISTRATOR

Purpose

The 2018 Continuum of Care (CoC) Consolidated Application requires attachment of the Idaho Balance of State Continuum of Care Coordinated Assessment Tool.

Attachment Description

Attached are the tools that are used for our Coordinated Entry/ Homeless Connect assessment process.
This assessment is to be administered when someone is at imminent risk of homelessness after housing counseling was deemed unsuccessful. The consumer should be entered into the Homeless Connect Homeless Prevention project and placed in the HP Queue.

Assessment Date: ___________________________  Client ID: ___________________________

Name (Head of Household): ____________________________________________________________

Social Security Number: _____________________________________________________________

☐ Full SSN reported  ☐ Approximate of partial SSN  ☐ Client doesn’t know  ☐ Client refused

Gender

☐ Male  ☐ Female  ☐ Trans female  ☐ Trans male

☐ Client doesn’t know  ☐ Prefer not to disclose  ☐ Gender non-conforming

Race (Check all that apply)

☐ American Indian/Alaska Native  ☐ Black or African American  ☐ Asian

☐ White  ☐ Native Hawaiian/other Pacific Islander

☐ Client doesn’t know  ☐ Prefer not to disclose

Ethnicity

☐ Hispanic or Latino  ☐ Non-Hispanic/Non-Latino  ☐ Client doesn’t know  ☐ Prefer not to disclose

Does the client have a disabling condition?

☐ Yes  ☐ No  ☐ Client doesn’t know  ☐ Prefer not to disclose
Homeless Connect – Homelessness Prevention Assessment

Information may be collected over time, as it may not be appropriate to go into detail at initial intake. This is NOT a client intake form, it is an assessment tool.

Each question in the Homelessness Prevention Assessment will be scored. Use the point range below to determine the final Prioritization Score for entry into the Homelessness Prevention Queue. CoC-approved additional orders of priority, or “tie breakers”, should be used for individuals and/or families with the same Prioritization Score.

Enter the score indicated for each question below. Enter the total for the overall score.

<table>
<thead>
<tr>
<th>Question</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Residence Prior to project: Enter the Pt Value from Question 1 of the screening assessment</td>
<td></td>
</tr>
<tr>
<td>2. Length of Stay: Enter the Pt Value from Question 2 of the screening assessment</td>
<td></td>
</tr>
<tr>
<td>3. Is your housing paid for by outside sources? Enter 0 for Yes or 3 for No</td>
<td></td>
</tr>
<tr>
<td>3a. If Yes, how long is this expected to continue? Enter 1 for 0 months or 0 for 1 month or longer or NA,</td>
<td></td>
</tr>
<tr>
<td>4. What brought on your housing Crisis? Enter Pt Value from Question 12 of the screening assessment</td>
<td></td>
</tr>
<tr>
<td>5. How many times have you moved in the last year? Enter 1 for 1-2 times or 3 for 3 times or more</td>
<td></td>
</tr>
<tr>
<td>6. What is your households annual Income. Enter Pt Value from Question 14 - % of AMI</td>
<td></td>
</tr>
<tr>
<td>7. Have you been to a shelter or other homelessness assistance program before? Enter 3 for Yes or 0 for No</td>
<td></td>
</tr>
</tbody>
</table>

Points Received

Point Range:  
Score:
1 – 5 points  5
6 – 10 points  10
11 – 15 points  15
16 – 20 points  20
21 – 25 points  25

Prioritization Score (for entry into Queue)

Revision Date 1/2018
The Housing Assessment is utilized once it has been determined that Housing Counseling was not successful and the household is literally homeless (not at imminent risk of homelessness/homelessness prevention path). The consumer should be entered into the Homeless Connect Housing Assistance project and placed in the Housing queue.

**Assessment Date:**

**Client ID:**

**Name (Head of Household):**

**Social Security Number:**

- [ ] Full SSN reported
- [ ] Approximate of partial SSN
- [ ] Client doesn’t know
- [ ] Prefer not to disclose

**Gender:**

- [ ] Male
- [ ] Female
- [ ] Trans female
- [ ] Trans male
- [ ] Client doesn’t know
- [ ] Prefer not to disclose
- [ ] Gender Non-conforming

**Race: (Check all that apply)**

- [ ] American Indian/Alaska Native
- [ ] Black or African American
- [ ] Asian
- [ ] White
- [ ] Native Hawaiian/other Pacific Islander
- [ ] Client doesn’t know
- [ ] Prefer not to disclose

**Ethnicity:**

- [ ] Hispanic or Latino
- [ ] Non-Hispanic/Non-Latino
- [ ] Client doesn’t know
- [ ] Prefer not to disclose

**Does the client have a disabling condition?**

- [ ] Yes
- [ ] No
- [ ] Client doesn’t know
- [ ] Prefer not to disclose

**Length of Time Homeless/Chronic Homelessness**

Use the client's response to the Disabling Condition question above and Questions 1-6 of the Screening Assessment to determine if the client meets the definition for chronically homeless. Documentation is NOT required at this time.

A chronically homeless person is an individual, or head of household, with a qualifying disability, who:

(i) Is literally homeless and resides in an emergency shelter, on the “streets” or a Safe Haven for at least 12 consecutive months, or on at least 4 separate occasions in the last 3 years has resided in an emergency shelter, on the “streets” or a Safe Haven, and those occasions totaled 12 months or longer.

Or

(ii) Has been residing in an Institutional care facility for less than 90 days, and immediately prior to entering the institution resided in an emergency shelter, on the “streets” or a Safe Haven for one year or longer, or had at least 4 episodes of homelessness in the last 3 years that totaled 12 months or longer.

**Does the client meet the definition for Chronic Homelessness?**

- [ ] Yes
- [ ] No
Length of Time Homeless Prioritization
Choose only one category below to score for Length of Time Homeless Prioritization

If the Client meets the definition of Chronic Homelessness

- **Score 30 pts if:**
  - Client is literally homeless (Q1a) and has been continuously homeless for 2 years or longer (Q3a)
    - Or
  - Client is in an institutional setting (Q1b) for 90 days or less (Q2) and was on the streets, or in an emergency shelter immediately prior to entering the institution (Q3b) and they have been homeless, on the streets, or in safe haven for 2 years or longer (Q4b).

- **Score 25 pts if:**
  - Client is literally homeless (Q1a) and has been continuously homeless for 1 to 2 years (Q3a).
    - Or
  - Client is in an institutional setting (Q1b) for 90 days or less (Q2) and was on the streets or in an emergency shelter immediately prior to entering the institution (Q3b) and they have been homeless, on the streets, or in safe haven for 1 – 2 years (Q4b).

- **Score 20 pts if:**
  - Client is literally homeless (Q1a) and has had four or more episodes of literal homelessness in the past three years (Q5a) and those episodes total 12 months or more (Q6a).
    - Or
  - Client is in an institutional setting (Q1b) for 90 days or less (Q2), and was on the streets or in an emergency shelter immediately prior to entering the institution (Q3b), and has had four or more episodes of literal homelessness in the past three years (Q5b) and those episodes total 12 months or more (Q6b).

**OR**

If the Client does **NOT** meet the definition of Chronic Homelessness

- **Score 15 pts if:**
  - Client is homeless (Q1a) for a year or longer (Q2) or had 4 or more episodes of homelessness in the past 3 years (Q5a) and those episodes total 12 months or more (Q6a).
    - Or
  - Client is in an institutional setting (Q1b) for 90 days or less and had 4 or more episodes of homelessness in the past 3 years (Q5b) and those episodes total 12 months of more (Q6b)

- **Score 10 pts if:**
  - Client is homeless (Q1a) and has been continuously homeless for more than 90 days but less than a year (Q2) or have had two to three episodes in the last three years (Q5a) and those episodes total 4 months or more (Q6a).
    - Or
  - Client is in an institutional setting for 90 days or less and had been continuously homeless for more than 90 days but less than a year (Q2) or have had two to three episodes in the last three years (Q5b) and those episodes total 4 months or more (Q6b).

- **Score 5 pts if:**
  - Client is homeless (Q1a) for less than 90 days (Q2).
    - Or
  - Client has been in an institutional setting (Q1b) for less than 90 days (Q2).
Length of Time Homeless Prioritization Score

Persons experiencing chronic homelessness will always be prioritized first on the housing queue. The following score ranges may be used when discussing a housing recommendation:

- **HIGH**: PSH- 20+ Permanent Supportive Housing
- **MEDIUM**: TH/RRH- 10 - 19, Transitional Housing or Rapid Re-housing. TH placement based on eligibility and client preference
- **LOW**: – 0 - 9: Shelter referral/other resource/ self-resolve

Vulnerability and Service Needs Assessment Score

Not Used for Prioritization
Homeless Connect – **Screening Assessment** (3-6-18)

*Information may be collected over time, as it may not be appropriate to go into detail at initial intake. This is an assessment tool, NOT a client intake form.*

**Assessment Date:** ___________________________________________  **Client ID:** ___________________________________________

**Name (Head of Household):** ______________________________________________________________

☐ Full Name  ☐ Partial, code or street name  ☐ Client doesn’t know  ☐ Prefer not to disclose

**Veteran Status:**

☐ Yes  ☐ No  ☐ Client doesn’t know  ☐ Prefer not to disclose

**Is anyone else in the household a Veteran?**

☐ Yes  ☐ No

**Is the client a victim/survivor of Domestic Violence?**

☐ Yes  ☐ No  ☐ Client doesn’t know  ☐ Prefer not to disclose

**If yes, is the client currently fleeing?**

☐ Yes  ☐ No  ☐ Client doesn’t know  ☐ Prefer not to disclose

**If yes, indicate the most recent occurrence:**

☐ Within past 3 months  ☐ 3 – 6 months ago  ☐ 6 – 12 months ago  ☐ 1 year ago or more

☐ Client doesn’t know  ☐ Prefer not to disclose

**Date of Birth:** ___________________________________________  **If birth date is unknown, approximate age:** __________

☐ Full DOB  ☐ Approximate/partial DOB  ☐ Client doesn’t know  ☐ Prefer not to disclose

Including the Head of Household, how many adults and children are in the household?

____ __ ________ Total Persons

____ __ ________ Adults

____ __ ________ Children

**Is anyone in the household age 62 or older?**

☐ Yes  ☐ No

**Referred by the Idaho Dept. of Health & Welfare?**

☐ Yes  ☐ No

**Household Composition:**

☐ Single individual 25 or older

☐ All adult multi-person household – At least one adult is 25+ and no minor children in the household

☐ Household with Children – At least one adult (25+) and one minor child in the household

☐ Youth - Unaccompanied youth 24 or younger or household where ALL members are 24 or younger
Homeless Connect – Screening Assessment (3-6-18)

Information may be collected over time, as it may not be appropriate to go into detail at initial intake. This is an assessment tool, NOT a client intake form.

Contact Information

Primary phone number: ____________________  Secondary phone number: ____________________

Email: __________________________________

County of Residence in Idaho: ____________________________________________________________

If residence not in Idaho, enter city and state: _____________________________________________

Client location:  □ ID-501 Balance of State  □ ID-500 Boise City/Ada County  □ N/A

(Any county except Ada County)

Additional Notes

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
1. **Residence prior to project entry. Where was the client living immediately prior to project start? (Check one only)**

   | Place not meant for habitation (vehicle, abandoned building, bus/train/subway/airport, anywhere outside) | 0 |
   | Emergency shelter (including a hotel, motel, or campground paid for with emergency shelter voucher) | 0 |
   | Safe haven | 0 |
   | Interim Housing | 0 |

   **b. Institutional Situations**

   | Foster care home or foster care group home | 3 |
   | Hospital or other residential non-psychiatric medical facility | 3 |
   | Jail, prison, or juvenile detention facility | 3 |
   | Long-term care facility or nursing home | 0 |
   | Psychiatric hospital or psychiatric facility | 0 |
   | Substance abuse treatment facility or detox center | 0 |

   **c. Transitional & Permanent Housing Situations**

   | Hotel or motel paid for without emergency shelter voucher | 3 |
   | Owned by client, no ongoing housing subsidy | 0 |
   | Owned by client, with ongoing housing subsidy | 0 |
   | Permanent housing for formerly homeless persons (such as CoC project, HUD legacy programs or HOPWA PH) | 0 |
   | Rental by client, no ongoing housing subsidy | 5 |
   | Rental by client with VASH housing subsidy | 0 |
   | Rental by client with GPD TIP subsidy | 0 |
   | Rental by client with ongoing housing subsidy | 3 |
   | Residential project or halfway house with no homeless criteria | 3 |
   | Staying or living in a family member’s room, apartment or house | 3 |
   | Staying or living in a friend’s room, apartment or house | 3 |
   | Transitional housing for homeless persons (including homeless youth) | 3 |
   | Other (specify): | 0 |
   | Client doesn’t know | 0 |
   | Prefer not to disclose | 0 |

2. **Length of Stay in above situation. How long were they in the place identified above?**

   | One night or less | 0 |
   | Two to six nights | 0 |
   | One week or more but less than one month | 0 |
   | One month but less than 90 days | 0 |
   | 90 days or more but less than 1 year | 3 |
   | One year of longer | 5 |
   | Client doesn’t know | 0 |
   | Prefer not to disclose | 0 |
Homeless Connect – Screening Assessment (3-6-18)

Information may be collected over time, as it may not be appropriate to go into detail at initial intake. This is an assessment tool, NOT a client intake form.

IF CLIENT IS HOMELESS (1a) – ANSWER QUESTIONS 3A – 6A, THEN PROCEED TO QUESTION 7

3. a. If the client has been continuously homeless for one year or longer (Q2), indicate the number of years:
   - [ ] 1 – 2 years
   - [ ] 2 – 3 years
   - [ ] 3 – 4 years
   - [ ] 4 or more years

4. a. Enter the date the client started being homeless on the streets, in shelter, or in safe haven this time:
   (If this is the client’s first day on the streets, shelter, or safe haven, enter today’s date)
   __________________________
   Month/Day/Year

5. a. Number of times the client has been homeless on the streets, in shelter, or in safe haven in the past three years:
   - [ ] 1 time (this time)
   - [ ] 4 or more times
   - [ ] 2 times (this time)
   - [ ] Client doesn’t know
   - [ ] 3 times (this time)
   - [ ] Prefer not to disclose

6. a. Total number of months the client has been homeless on the streets, in shelter, or in a safe haven in the past three years:
   - [ ] One month or less (you may also choose this if this is the first time the client has been homeless)
   - [ ] Between 2 and 12 months – Enter the total number of months: __________________________
   - [ ] More than 12 months
   - [ ] Client doesn’t know
   - [ ] Prefer not to disclose

IF CLIENT IS IN AN INSTITUTIONAL SITUATION (1b), ANSWER QUESTIONS 3B – 6B, THEN PROCEED TO QUESTION 7

3. b. On the night before the client entered the institutional situation, did the client stay on the streets, emergency shelter or safe haven?
   - [ ] Yes
   - [ ] No
   - [ ] Client doesn’t know
   - [ ] Prefer not to disclose

4. b. Enter the date the client started being homeless on the streets, in shelter, or in safe haven this time:
   (If this is the client’s first day on the streets, shelter, or safe haven, enter today’s date)
   __________________________
   Month/Day/Year

5. b. Number of times the client has been homeless on the streets, in shelter, or in safe haven in the past three years:
   - [ ] 1 time (this time)
   - [ ] 4 or more times
   - [ ] 2 times (this time)
   - [ ] Client doesn’t know
   - [ ] 3 times (this time)
   - [ ] Prefer not to disclose

6. b. Total number of months the client has been homeless on the streets, in shelter, or in a safe haven in the past three years:
   - [ ] One month or less (you may also choose this if this is the first time the client has been homeless)
   - [ ] Between 2 and 12 months – Enter the total number of months: __________________________
   - [ ] More than 12 months
   - [ ] Client doesn’t know
   - [ ] Prefer not to disclose
### Homeless Connect – Screening Assessment (3-6-18)

Information may be collected over time, as it may not be appropriate to go into detail at initial intake. This is an assessment tool, NOT a client intake form.

**IF CLIENT IS IN A TRANSITIONAL OR PERMANENT HOUSING SITUATION (1c), ANSWER QUESTIONS 3C – 6C, THEN PROCEED TO QUESTION 7**

3. **c.** On the night before the client entered a transitional or permanent housing situation, did the client stay on the streets, shelter, or safe haven?

- [ ] Yes
- [ ] No
- [ ] Client doesn’t know
- [ ] Prefer not to disclose

4. **c.** Enter the date the client started being homeless on the streets, in shelter, or in safe haven this time:

   
   
   
   **(If this is the client’s first day on the streets, shelter, or safe haven, enter today’s date)**

   
   
   
   
   **Month/Day/Year**

5. **c.** Number of times the client has been homeless on the streets, in shelter, or in safe haven in the past three years:

- [ ] 1 time *(this time)*
- [ ] 2 times *(this time)*
- [ ] 3 times *(this time)*
- [ ] 4 or more times
- [ ] Client doesn’t know
- [ ] Prefer not to disclose

6. **c.** Total number of months the client has been homeless on the streets, in shelter, or in a safe haven in the past three years:

- [ ] One month or less *(you may also choose this if this is the first time the client has been homeless)*
- [ ] Between 2 and 12 months – Enter the total number of months: ______________________________
- [ ] More than 12 months
- [ ] Client doesn’t know
- [ ] Prefer not to disclose

7. **If at risk of homelessness, does the client believe they will become homeless in the next 14 days?**

- [ ] Yes
- [ ] No
- [ ] Client doesn’t know
- [ ] Prefer not to disclose

8. **If at risk of homelessness, how long can they say in their current location?**

- [ ] Can no longer stay here
- [ ] 1-3 days
- [ ] 1 month
- [ ] 4-7 days
- [ ] 1-3 weeks
- [ ] Indefinite/unknown

9. **If homeless or at immediate risk of homelessness, is there anywhere else they can stay for at least the next 3 – 7 days if they were able to receive case management services, limited financial support of other assistance?**

- [ ] Yes
- [ ] No
- [ ] Client doesn’t know
- [ ] Prefer not to disclose

10. **If yes, where?**

- [ ] Alternative housing
- [ ] Current owned housing
- [ ] Current rented housing
- [ ] Family
- [ ] Friends
- [ ] Hotel/motel

11. **What other assistance might be beneficial?**

- [ ] Conflict resolution
- [ ] Landlord mediation
- [ ] Legal counsel
- [ ] Rental assistance
- [ ] Transportation
- [ ] Utility assistance
- [ ] Other financial
- [ ] No assistance needed
- [ ] Other (specify)
12. What is the primary reason for the housing crisis? (Choose only one)  

<table>
<thead>
<tr>
<th>Reason</th>
<th>PT Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discharged from an institution</td>
<td>3</td>
</tr>
<tr>
<td>Doubled up and must leave housing</td>
<td>3</td>
</tr>
<tr>
<td>Evicted or in the process of eviction</td>
<td>3</td>
</tr>
<tr>
<td>Foreclosure on rental property</td>
<td>3</td>
</tr>
<tr>
<td>Landlord dispute</td>
<td>3</td>
</tr>
<tr>
<td>Living in condemned housing</td>
<td>3</td>
</tr>
<tr>
<td>Overcrowding in current housing</td>
<td>3</td>
</tr>
<tr>
<td>Rental arrears</td>
<td>5</td>
</tr>
<tr>
<td>Sudden and significant increase in rent/utility costs</td>
<td>5</td>
</tr>
<tr>
<td>Sudden and significant loss of income</td>
<td>3</td>
</tr>
<tr>
<td>Unable to pay rent</td>
<td>5</td>
</tr>
<tr>
<td>Utility arrears</td>
<td>5</td>
</tr>
<tr>
<td>Violence or abuse</td>
<td>5</td>
</tr>
<tr>
<td>Other (Specify)</td>
<td>0</td>
</tr>
</tbody>
</table>

13. What factors are possible barriers to resolving your housing crisis? (Choose all that apply)  

<table>
<thead>
<tr>
<th>Barrier</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Substance use disorder</td>
<td></td>
</tr>
<tr>
<td>Financial contributor absent (jail, hospital, etc.)</td>
<td></td>
</tr>
<tr>
<td>Divorce</td>
<td></td>
</tr>
<tr>
<td>Moved to seek work</td>
<td></td>
</tr>
<tr>
<td>Family/personal illness</td>
<td></td>
</tr>
<tr>
<td>Relationship problems</td>
<td></td>
</tr>
<tr>
<td>Poor credit</td>
<td></td>
</tr>
<tr>
<td>Unemployment/job loss</td>
<td></td>
</tr>
<tr>
<td>Aged out of foster care</td>
<td></td>
</tr>
<tr>
<td>Education level</td>
<td></td>
</tr>
<tr>
<td>Language barrier</td>
<td></td>
</tr>
<tr>
<td>Domestic Violence</td>
<td></td>
</tr>
<tr>
<td>Unable to find affordable housing</td>
<td></td>
</tr>
<tr>
<td>Behavioral health</td>
<td></td>
</tr>
<tr>
<td>Other (Specify)</td>
<td></td>
</tr>
</tbody>
</table>

14. What is the total household monthly income?  

$____________________________________

<table>
<thead>
<tr>
<th>Calculate % of AMI</th>
<th>PT Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 30% AMI</td>
<td>1</td>
</tr>
<tr>
<td>31 – 50% AMI</td>
<td>0</td>
</tr>
<tr>
<td>51 – 80% AMI</td>
<td>0</td>
</tr>
<tr>
<td>81% + AMI</td>
<td>0</td>
</tr>
</tbody>
</table>

15. Did housing counseling address the client’s need?  

☐ Yes ☐ No
16. Indicate the appropriate Reason for Leaving the Homeless Connect Screening Project. Destination should indicate where the client is currently staying.

- Housing counseling successful.
  EXIT client from the Homeless Connect screening project.

- Housing counseling unsuccessful and client at-risk of homelessness.
  EXIT client from the Homeless Connect screening project EXIT client from the Homeless Connect Screening Project and ENTER into the Homeless Connect Homelessness Prevention Project.

- Housing counseling unsuccessful and client is homeless.
  EXIT client from the Homeless Connect Screening Project and ENTER into the Homeless Connect Housing Assistance Project.

17. Reason for leaving at Exit:

- Housing counseling successful.

- Housing counseling unsuccessful and client is at-risk of homelessness.
  Refer to Homeless Connect Homelessness Prevention Project.

- Housing counseling unsuccessful and client is homeless.
  Refer to Homeless Connect Housing Assistance Project.

18. Destination at Exit:

| Deceased                                      |
| Emergency shelter, including a hotel, motel, or campground paid for with emergency shelter voucher |
| Foster care home or foster care group home    |
| Hospital or other residential non-psychiatric medical facility |
| Hotel or motel paid for without emergency shelter voucher |
| Jail, prison or juvenile detention facility   |
| Long-term care facility or nursing home       |
| Moved from one HOPWA-funded project to HOPWA PH |
| Moved from one HOPWA-funded project to HOPWA TH |
| Owned by client, no ongoing housing subsidy   |
| Owned by client, with ongoing housing subsidy |
| Permanent housing (other than RRH) for formerly homeless persons |
| Place not meant for habitation (“the streets,” vehicle, abandoned building, bus/train/airport, or anywhere outside) |
| Psychiatric hospital or other psychiatric facility |
| Rental by client, no ongoing housing subsidy  |
| Rental by client, RRH or equivalent subsidy   |
| Rental by client, other ongoing housing subsidy |
### Destination at Exit (continued)

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental by client, VASH subsidy</td>
<td></td>
</tr>
<tr>
<td>Rental by client, GPD TIP subsidy</td>
<td></td>
</tr>
<tr>
<td>Rental project of halfway house with no homeless criteria</td>
<td></td>
</tr>
<tr>
<td>Safe haven</td>
<td></td>
</tr>
<tr>
<td>Staying or living with family, permanent tenure</td>
<td></td>
</tr>
<tr>
<td>Staying or living with friends, permanent tenure</td>
<td></td>
</tr>
<tr>
<td>Staying or living with family, temporary tenure (room, apartment or house)</td>
<td></td>
</tr>
<tr>
<td>Staying or living with friends, temporary tenure (room, apartment or house)</td>
<td></td>
</tr>
<tr>
<td>Substance abuse treatment facility or detox center</td>
<td></td>
</tr>
<tr>
<td>Transitional housing for homeless persons (including homeless youth)</td>
<td></td>
</tr>
<tr>
<td>Other <em>(Specify)</em>:</td>
<td></td>
</tr>
<tr>
<td>No exit interview completed</td>
<td></td>
</tr>
<tr>
<td>Client doesn’t know</td>
<td></td>
</tr>
<tr>
<td>Prefer not to disclose</td>
<td></td>
</tr>
</tbody>
</table>
Purpose

The 2018 Continuum of Care (CoC) Consolidated Application requires evidence of the ranking and selection process used showing that it is objective, has at least one factor related to achieving positive outcomes and has a specific method for evaluating projects submitted by victim service providers.

Attachment Description

Idaho’s Balance of State (BoS) Continuum of Care (CoC) Written Standards include the application ranking and selection process for the CoC. (Written Standards are publicly available on the Collaborative Applicant’s website, www.idahohousing.com, and screenshots of both the IHCC page containing these Written Standards and the CoC page including information and a reference to the IHCC page are attached here for your review).

The text regarding application rating and review procedure from the Written Standards is also provided for your review.

Scoring sheets used for both renewal and new funding are included. The project applications are also included with the pertinent sections highlighted (5.2 pg 13 and references to CMIS which uses de-identified data for victim service providers (pages 18-20)). Emails sent to service providers, the IHCC Board, and interested parties compromise another part of this submission.
Continuum of Care (CoC)

The Continuum of Care (CoC) Program is designed to support communities' responses to the challenges of ending homelessness. The program uses data to increase homeless individuals and families' access to housing and community services while minimizing the trauma and distress they have experienced. It promotes access to mainstream resources and services and works towards self-sufficiency opportunities. If you would like additional information about the CoC program, you may email IHFA Homelessness Programs at homelessness@ihfa.idaho.gov.

Subrecipient Application Materials

IHFA has not yet released the 2018 CoC Application, but IHFA aims to complete the Local Application process by a more timely manner this year. This year's CoC will continue to require an application process for the ranking of all projects submitted under the CoC. In order to facilitate this necessary process, IHFA is posting the 2017 CoC Local Renewal Application, which must be completed for all projects funded under the CoC in 2017.

IHFA will post the 2018 CoC Local Renewal Application for potential new funding. We will not know the extent of available funding until the CoC's CoC is funded, and potential reallocations deemed. Eligible component types under this solicitation include Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH). PSH projects must serve the Chronically Homeless exclusively; persons served must come from the streets (places not meant for human habitation) or from emergency shelters; RRH must serve persons who come from the streets (places not meant for human habitation), from emergency shelters, or persons facing domestic violence situations.

The applications and accompanying documentation are outlined in the application, and the local agency must submit to IHFA by 9:00 AM Mountain Time, Friday, July 6, 2018.

Please complete and submit an application for each renewal and new project which you are interested in providing. Final notice of inclusion or exclusion from the CoC application score and possible ranking will be provided after the review process is complete, and the CoC Board (SHCC) has approved new projects and ranking.

2018 CoC Local Renewal Application
2018 CoC Local New Application

CoC Competition

To prepare for the funding renewal application for the CoC program, the annual project ranking and prioritization process must be initiated. This process requires all CoC subrecipients within Idaho's Balance of State Continuum of Care to complete a grant renewal application should they desire to continue receiving federal support for their project. The application must be completed and returned to IHFA by 9:00 AM Mountain Time, Friday, July 6, 2018.

The Independent Review Panel (IRP) is made up of volunteers not associated with an agency or project funded by the Continuum of Care program. Those interested in being an IRP panelist may express their interest by sending an email to homelessness@ihfa.idaho.gov. Once applications are scored by the IRP, the Idaho Homelessness Continuum Committee (IHCC) will vote on project ranking priorities based on project and housing component type. IHCC meeting minutes are open to the public upon request. A homelessness continuum consists of all regions in the state. CoC's from regions one (1) through six (6) support one individual to act as a representative for the region on the IHCC Board. Those who desire to have their preferences and personal priorities heard by the IHCC may present them to their regional representative.

Further information regarding the application, review process, and project ranking can be found in the Idaho Balance of State CoC Written Standards, available on IHFA's website. View Written Standards.

CoC Competition Documents

_IDAHO_Housing_and_Finance_Association_serves_as_the_Collaborative_Applicant_for_Idaho’s_Balance_of_States_CoC программы, and submits annually all required CoC application documents. These application documents were submitted to IHFA for consideration on September 24, 2015. These documents have been included in the links below for your reference:

PY 2017 CoC Application
PY 2017 Project Priority Listing

Federal Resources/Regulations

CoC Program Overview

Program Forms/Manuals

CDC Program Manual
CDC FY17 Work Plan
CDC Reimbursement Request Forms
• Willingness to operate the project using Housing First practice and philosophy as described in this document.

6. APPLICATION PROCESS

Upon HUD issuance of the CoC Program Notice of Funding Availability, or the Program Registration if sufficient information is detailed therein, the Collaborative Applicant will establish a timeline for the completion of the CoC’s general and project applications. At a minimum, this timeline will be based on the inclusion and completion of the following activities:

6A. Application

Establish competitive applications (new and renewal) either through the creation of a new version or the revision of a previously used version based on HUD preferences presented in the NOFA. The application will be created with the purpose of measuring performance in an objective and outcome-based manner to allow for the identification of under-performing projects or inefficient use of funds.

6B. Solicitation

The applications should be accompanied with clear instructions, deadlines, and expectations. Renewal applications will be distributed no later than May 1, unless HUD process dictates a need to delay. New projects will include relevant program and component type descriptions for each eligible project type identified. The new project application will be released once availability of funds, eligible project types, and target populations have been identified from the CoC Program Notice of Funding Availability and/or Registration. The solicitations will be posted to both the Collaborative Applicant’s and IHCC’s websites. The notification of the availability of new or reallocated funds will be broadcast through various stakeholder email channels and are to be announced at each Regional Coalition meeting.

6C. Review Panel

Participation in the Independent Review Panel (IRP) will be requested through Regional Coalitions, email distribution, and the IHCC’s and Collaborative Applicant’s websites. IRP panelists will assist in the review and scoring of renewal and new project applications. Should the number of volunteers be deficient,
Collaborative Applicant staff will assist in the review and scoring of applications. IRP activities will include a reconciliation session upon the completion of individual scoring to promote consistency in scoring outcomes. Individuals and agencies unaffiliated with an organization or grant funded by the CoC program or individuals or agencies with influence over or otherwise connected to an organization or grant funded by the CoC program may not participate in the IRP.

6D. Application Briefing
The Collaborative Applicant will conduct a briefing that will provide an overview of HUD and IHCC strategy and scoring criteria, eligible activities for new projects, application completion, and the timeline for completion and award announcements. This will be made available to all parties interested in applying.

6E. Project Priority Listing
The project priority listing will consist of the IHCC’s ranking of new and renewal CoC projects. This ranking will be based on application score, threshold standards, project component type, and an assessment by the IHCC. All renewal projects will be listed in score order (highest to lowest), in the manner chosen by the IHCC. A threshold line will be drawn. The threshold line will be consistent with the manner by which HUD defines Tier II. Project proposals that do not meet threshold criteria identified in the application will fall below the listing’s threshold line. First year renewal projects will be listed immediately above the listing’s threshold line. Renewal projects listed below threshold are considered a “Project of Concern.” They, along with new applications, are referred to the Board for funding consideration. The referral will include a funding recommendation from the Collaborative Applicant. The Board will establish a review committee to evaluate the proposals and recommendations and decide which projects will be included in the CoC’s Project Priority Listing. Due to the extremely vital nature of the activities associated with HMIS and Coordinated Entry grants, they will be ranked at the top of the CoC’s Priority Listing, regardless of their new or renewal status.
6F. Funding Announcements

Applicants will be made aware of their inclusion status in the CoC’s Project Priority Listing in writing by the notification deadline imposed by HUD in the NOFA.
COC Score Sheet

Thank you for your participation in the scoring committee for the 2018 Continuum of Care renewal and new applications. In order to fairly score each applicant’s submission, please follow the instructions below.

Instructions

In this binder is a physical copy of each application for the COC ranking process. The front cover of the binder details your reviewer number. Please use the reviewer number to fill out the appropriate Excel score sheet. Please use the application to guide your answers to the score sheet questions. Please note that the applications are double sided, including match letters. On the following pages, you will find instructions for the COC Renewal and New Applications.

Note: The only projects that are new for 2018 are SCCAP and St. Vincent d'Paul.
For New Applications:
1. Pick an application project to review
2. Pull up the project’s score sheet
   - It is an Excel Spreadsheet under G:\Special Needs\CoC\Applications\2018 COC Application\Subrecipient Applications
   - Named COC New Score Sheet
3. Select the tab on the score sheet relating to your reviewer number
   - i.e. Reviewer 1 selects the Reviewer 1 tab
   - Enter your score for each question in the “reviewer points” column
   - If there are questions/concerns/additional information you want the committee to consider
     - Please indicate your responses in the “comments” column next to each question
4. Fill out the score sheet
   - Part 1
     - No need to score
     - Provide general commentary on the questions in the “comments” column
   - Part 2:
     - No need to score
     - Provide general commentary on the questions in the “comments” column
   - Part 3:
     - For Section 1: Narrative questions
       - Score each question based on the following
         - As this section is mainly qualitative, please score based off of the direction of answers
           - i.e. did the applicant answer the question and provide support for their reasoning
         - On the score sheet, enter in the score for the whole question (all the sub-parts) into the reviewer points column
           - Each sub-part (a, b, c etc.) is worth 5 points
     - For Section 2: Threshold questions
       - For question 1, if the percentage for question 1 is 25% or more, mark “met” on the score sheet
         - If the percentage is less than 25% of total request, mark “unmet” on score sheet
       - For question 2, as long as one box is checked, mark “met” on score sheet
       - For questions 3 and 4,
         - If the “Yes” boxes are checked, mark “met” on the score sheet
For Section 3: Housing First questions

- For question 1
  - If box is checked “Yes”, put five points on the score sheet
  - If box is checked “No”, put zero points on the score sheet

- For question 2
  - Each box checked is one point
    - With the exception of none of the above, which is zero points

- For question 3
  - Each checked box is one point
    - With the exception of none of the above, which is zero points

- For question 4
  - Each checked box is one “factor”
    - 10 points=>5 factors
    - 5 points= 3-5 factors
    - 0 points= 0-2 factors

- For question 5
  - Each checked box is one “factor”
    - 5 points= >5 factors
    - 3 points= 3-5 factors
    - 1 point= 1-2 factors

For Section 4: Project Operations questions

- For question 1
  - If Housing Costs is checked, 5 points
  - If Supportive Services is checked, 0 points

- For question 2
  - Do not score this question, mark 0 points

- For question 3
  - Do not score this question, mark 0 points

For Section 5: Mainstream Resources questions

- For question 1
  - Each checked box is worth 1 point for a max of 5 points

For Section 6: Bonus Questions

- For question 1
  - If they commit anything for leverage, 5 points
  - If they commit over 200% of their grant, 10 points

- For question 2
  - If they mark Veterans, 5 points
  - If they mark Chronically Homeless, 3 points
  - If they mark Families/Youth, 2 points
• For question 3
  o If they attend all 3, 10 points
  o If they attend 2, 5 points
  o If they attend 1, 3 points
• For question 4
  o If yes is marked, 5 points
  o If no is marked, 0 points
• Part 4
  β No need to score
  β Provide general commentary on the questions in the “comments” column
• Part 5
  β No need to score
  β Provide general commentary on the questions in the “comments” column
For Renewal Applications:

1. Pick an application project to review
2. Pull up the project’s score sheet
   a. It is an Excel Spreadsheet under G:\Special Needs\CoC\Applications\2018 COC Application\Subrecipient Applications
      i. Named COC New Score Sheet
3. Select the tab on the score sheet relating to your reviewer number
   i. i.e. Reviewer 1 selects the Reviewer 1 tab
   b. Enter your score for each question in the “reviewer points” column
   c. If there are questions/concerns/additional information you want the committee to consider
      i. Please indicate your responses in the “comments” column next to each question
4. Fill out the score sheet
   a. Part 1: Evaluation
      i. Section 1: Narrative Questions
         1. Score each question based on the following
            a. As this section is mainly qualitative, please score based off of the direction of answers
               i. i.e. did the applicant answer the question and provide support for their reasoning
            b. On the score sheet, enter in the score for the whole question (all the sub-parts) into the reviewer points column
               i. Each sub-part (a, b, c etc.) is worth 5 points
      ii. Section 2: Threshold questions
          1. For question 1, if the percentage for question 1 is 25% or more, mark “met” on the score sheet
             a. If the percentage is less than 25% of total request, mark “unmet” on score sheet
          2. For question 2
             a. If a box is checked, mark “met” on the score sheet
          3. For question 3
             a. If box is checked yes, mark “met”
             b. If box is checked no, mark “unmet”
          4. For question 4
             a. If box is checked yes, mark “met”
             b. If box is checked no, mark “unmet”
      iii. Section 3: Housing First questions
          1. For question 1
             a. If box is checked yes, 5 points
             b. If box is checked no, 0 points
          2. For question 2
             a. If all 5 boxes are checked, 5 points
b. If less than 5 boxes are checked, 0 points

3. For question 3
   a. If all 5 boxes are checked, 5 points
   b. If less than 5 boxes are checked, 0 points

4. For question 4
   a. One box is a “factor”
   b. If more than five boxes are checked, 10 points
   c. If three to five boxes are checked, 5 points
   d. If no boxes to two boxes are checked, 0 points

5. For question 5
   a. One box is a “factor”
   b. If more than five boxes are checked, 5 points
   c. If three to five boxes are checked, 3 points
   d. If one box to two boxes are checked, 1 points
   e. If no boxes are checked, 0 points

iv. Section 4: HUD Performance questions

1. For question 1
   a. For 50% - 100%, mark 10 points (High)
   b. For 20% - 49%, mark 5 points (Medium)
   c. For 0% - 19%, mark 0 points (Low)

2. For question 2
   a. For 50% - 100%, mark 10 points (High)
   b. For 30% - 49%, mark 5 points (Medium)
   c. For 0% - 29%, mark 0 points (Low)

3. For question 3
   a. For 90% - 100%, mark 10 points (High)
   b. For 70% - 89%, mark 5 points (Medium)
   c. For 0% - 69%, mark 0 points (Low)

4. For question 4
   a. For 95 -100%, mark 5 points
   b. For 90-94.99%, mark 3 points
   c. For 0 - 89.9%, mark 0 points

5. For question 5
   a. Do not score as IHFA cannot retrieve information from the APR

6. For question 6
   a. Do not score as IHFA cannot retrieve information from the APR

7. For question 7
   a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
   b. If there are no unresolved findings (i.e. N is marked in the outstanding monitoring findings column), 5 points
c. If there are unresolved findings (i.e., Y is marked in the outstanding monitoring findings column), 0 points

8. For question 8
   a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
      i. Use the data in the column titled “Question 8: Percentage of Supportive Services” to grade the following
   b. If 0-15% of budget is supportive services, 10 points
   c. If 15-25% of budget is supportive services, 5 points
   d. If 25% or greater of budget is supportive services, 0 points

9. For question 9
   a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
      i. Use the data in the column titled “Question 9: Prioritized beds for Chronically Homeless” to grade the following
   b. If 30% or more beds are dedicated to Chronically Homeless, 5 points
   c. If 10–29% beds are dedicated to Chronically Homeless, 3 points
   d. If 9% or less beds are dedicated to Chronically Homeless, 0 points

10. For question 10
    a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
       i. Use the data in the column titled “Question 10: Attendance” to grade the following
    b. If they attend 3, 5 points
    c. If they attend 2, 3 points
    d. If they attend 1, 1 points

11. For question 11
    a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
       i. Use the data in the column titled “Question 11: APR submission” to grade the following
    b. If accurate and on time, 5 points
    c. If inaccurate and on time, 3 points
    d. If inaccurate and late or accurate and late, 0 points

v. Section 5: Project Property questions
   1. For question 1
      a. Do not score
   2. For question 2
      a. If checked yes, 5 points
b. If checked no, 0 points

vi. Section 6: Negative Determinate questions

1. For question 1
   a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
      i. Use the data in the column titled “Question 1: Amendments” to grade the following
   b. If 0 or 1 amendment is marked in the column, 5 points
   c. If more than one amendment, 0 points

2. For question 2
   a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
      i. Use the data in the column titled “Question 2: % of funds expended” to grade the following
   b. If expended 98% of funds or more, 10 points
   c. If expended 80% to 97% of funds, 5 points
   d. If expended less than 80% of funds, 0 points

3. For question 3
   a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
      i. Use the data in the column titled “Question 3: % of clients who exited to shelter or the streets” to grade the following
   b. If less than or equal to 10% of participants, 5 points
   c. If greater than 10% of participants, 0 points

vii. Section 7: Bonus questions

1. If 200% or greater commitment to leverage, 10 points
2. If less than 200% but greater than or equal to 100%, 5 points
3. If no leverage marked, 0 points

b. Part 2: General Information questions
   i. No need to score
   ii. Provide general commentary on the questions in the “comments” column

c. Part 3: Performance
   i. No need to score
   ii. Provide general commentary on the questions in the “comments” column

d. Part 4: Federal and State Registration
   i. No need to score
   ii. Provide general commentary on the questions in the “comments” column
New Project Summary

Project Name
Agency Name
Region
Component Type
Reviewer's Score
Total Score
Percentage
Reviewer's Comments

0
462
0%

Reviewer's Comments
<table>
<thead>
<tr>
<th>Section</th>
<th>Question</th>
<th>Reviewer</th>
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# Renewal Project Summary

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<tr>
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<tr>
<td>Component Type</td>
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| Reviewer's Score | 0  
| Subtotal Score | 355  
| Negative Determinants | 0  
| Total | 355  
| Percentage | 0%  
| Reviewer's Comments |  

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Good afternoon, COC Partners and Board,

The 2018 Local COC application is now available on IHFA’s website [*2018 COC Local Renewal Application*]. HUD has not yet released the NOFA for 2018, but we expect it soon. We would also like to allow more time for this process than in the past, and so have set the due date as Friday, July 20, 2018 at 5 pm MT. Instructions are included with the application. While we do not yet know if funding might be available for new projects, we intend to have a 2018 Local COC New Application posted in the next day or two, too, for those who might be interested. I’ll send another message as soon as that application is posted.

You’ll notice this year’s application is a Word document — the past several year’s PDF documents contained a host of issues, and so we’ve removed that burden. Please let us know if this helps.

Also, this year I will be providing two webinars (about 1 hour) for applicants to ask any questions regarding the application. We will have a section-by-section discussion and process overview conversation. Since this is new, we’ll also be asking for feedback regarding this process to inform future attempts. The webinars will be:

- Tuesday, June 19, 2 pm MT
- Thursday, June 21, 10 am MT

The webinar is not mandatory, but strongly encouraged. I will send registration links to all on these lists, and you are encouraged to share with anyone else in your organization who might benefit.

Please let us know if you have any questions — I’ll send those links next.

Thank you,

Sheri E. Cook  
Idaho Housing and Finance Association  
P.O. Box 7899, Boise, ID 83707-1899  
Phone 208-331-4754 | SheriC@IHFA.ORG  
www.idahohousing.com
Kristina Larkin

From: Sheri Cook
Sent: Monday, June 11, 2018 3:30 PM
To: Amber Young, Salvation Army/Boise; Angela Bobbitt, Bill Campbell, CLUB, Inc.; BJ Stensland, Aid For Friends; Captain Michael Halverson, Salvation Army Nampa; Captain Ralph Guthrie, The Salvation Army; Carisa McAllister, Carla Poulson, Salvation Army/Boise (SAFE); Carrie McEachern, Family Services Alliance; Deb Hemmert; SEICAA; Dena Skinner, CLUB, Inc.; Elaina Pierson, Sojourners' Alliance; Holly Knapp, St. Vincent de Paul; Jeff Conroy, St. Vincent de Paul - CDA; Jerald Jones, SEICAA; Jeremy Blades, CATCH; John Ernst, St. Vincent de Paul; Joy Sweeney (jsweeney@seicaa.org); Ken Robinette, SCCAP; LaJean Willson; Leslie Foltz, Bannock Youth Foundation; Marina Wold, Salvation Army of Lewiston; Michelle Claywood (michelle@fsalliance.org); Michelle Picklesimer; SCCAP; Misty McEwen, SCCAP; Nancy Tuttle, Salvation Army Nampa; Peggy Guthrie, Salvation Army; Ryon Elliot (ryon.elliott@byfhome.com); Sarah O'Banion, Family Services Alliance; Steve Bonnar, Sojourners' Alliance; Susan Thurm, Aid for Friends; Verenize Beltran; Vicki Schaffer, Virginia Acevedo, Bannock Youth Foundation; Wyatt Schroeder - CATCH, Inc. (Business Fax); Alacia Handy, Idaho H&W Div of Behavioral Health; Anna Johnson-Whitehead, VA; Brady Ellis; Lorenzo Washington, IDOC; Maureen Brewer; Rico Barrera, Department of Labor; Shana Zottikos; Suzanne Peck, Department of Education
Cc: snap; HMIS; Dana Wiemiller
Subject: 2018 Local COC Application webinar - June 19

Hi all,

As promised, here is the first webinar link: https://attendee.gotowebinar.com/register/6658388821985950193. Please register for this June 19 webinar or the June 21 webinar (link to follow).

Thank you,

Sheri E. Cook
Idaho Housing and Finance Association
P.O. Box 7899, Boise, ID 83707-1899
Phone 208-331-4754 | SheriC@IHFA.ORG
www.idahohousing.com
Hi all,

And now, here is the second webinar link: https://attendee.gotowebinar.com/register/6535863644233152001. Please register for previous June 19 webinar or this June 21 webinar.

Thank you,

Sheri E. Cook
Idaho Housing and Finance Association
P.O. Box 7899, Boise, ID 83707-1899
Phone 208-331-4754 | SheriC@IHFA.ORG
www.idahohousing.com
From: Sheri Cook  
Sent: Thursday, August 16, 2018 2:34 PM  
To: Kristina Larkin  
Subject: FW: 2018 COC Local Renewal Application

From: Terri Eberlein [mailto:TerriE@IHFA.ORG]  
Sent: Monday, June 11, 2018 2:29 PM  
To: Sheri Cook  
Subject: 2018 COC Local Renewal Application

Hi Sheri,
The word doc has been posted and the language for the section updated.

Let me know if you need anything else.

https://www.idahohousing.com/homelessness-services-programs/continuum-of-care/

Thanks!  
Terri

From: Sheri Cook  
Sent: Monday, June 11, 2018 11:28 AM  
To: Terri Eberlein <TerriE@IHFA.ORG>  
Subject: Please replace

Hi Terri,

We need to update the 2017 COC Renewal Application (at the end of the Subrecipient Application Materials section) found here https://www.idahohousing.com/homelessness-services-programs/continuum-of-care/ to the attached document.

Could you let me know as soon as you have this done? Please label it 2018 COC Local Renewal Application.

The section text also needs to be updated – please see attached document for new section text.

Thanks,

Sheri E. Cook  
Idaho Housing and Finance Association  
P.O. Box 7899, Boise, ID 83707-1899  
Phone 208-331-4754 | SheriC@IHFA.ORG  
www.idahohousing.com
Section 4: Project Property Questions
Please attach a copy of this project’s policies with relevant sections highlighted for each question in this section.

<table>
<thead>
<tr>
<th>Property Questions</th>
<th>Scoring Criteria</th>
</tr>
</thead>
</table>
| 1. Does the project contain information and processes for conducting HQS inspections? | Yes = 5 points  
No = 0 points |

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

2. Does the project identify properties built prior to 1978, and disclose the potential for Lead-Based Paint?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Please attach a copy of this project’s policies with relevant sections highlighted.

Section 5: HUD Performance Questions
The review panel (RP) will use the information provided below to score this section. Verification will be conducted using HMIS. The RP will take into consideration the different factors for PSH and RRH based on factors for each project component type. Use the HMIS/CMIS Data Form to answer Questions 1-6.

<table>
<thead>
<tr>
<th>HUD Performance Questions</th>
<th>Project Response</th>
<th>Scoring Criteria</th>
</tr>
</thead>
</table>
| 1. During the 2017 calendar year, what was the percentage to which this project increased employment and other income for homeless persons? (Average Change in Overall Income) | Enter % from HMIS/CMIS Database Form:  
__________ | 10 points= increased 70% or more  
5 points=increased 50-69%  
0 points=increased less than 50% |

2. During the 2017 calendar year, what was the percentage of persons in the project exited to permanent housing destinations?

| Enter % from HMIS/CMIS Database Form:  
__________ | 10 points= 80% or more  
5 points=60-79%  
0 points=less than 60% |
2018 COC Renewal Project Application

HMIS or CMIS Data Form for 2018 CoC Renewal Application

HMIS and CMIS Participation Projects

Run the COC APR Report in ServicePoint for your project using your Entry/Exit provider.
- Use the date range of 1/1/17 to 12/31/17
- Use this report to answer questions 1-5 below

Run the 0252 Data Completeness Report Card in ART using your Entry/Exit provider.
- Use the date range of 01/01/2017 to 01/01/2018
- Do NOT include services in the report
- Use this report to answer question 6 below

Please submit the COC APR Report and the 0252 Data Completeness Report Card (Tab B Overall Report Card ONLY - do not send all tabs in the report) and this completed form with the CoC renewal application

1. During the calendar year 2017, what was the percentage to which this project increased income for participants in the project for more than one year?

   Enter the % from Question 19a3, last column for Number of Adults with Any Income (i.e. Total Income)

   Enter this percentage for Q1 under Section 4: HUD Performance Questions

2. During the calendar year 2017, what was the percentage of persons in the project who exited to permanent destinations?

   From Q 23a, enter the % from the Percentage (last row) in the “Total” column
   From Q 23b, enter the % from the Percentage (last row) in the “Total” column

   Enter the higher percentage of Q23a or Q23b above for Q2 under Section 4: HUD Performance Questions

3. During the calendar year 2017, what was the percentage of Adult persons entered your project from the streets, Emergency Shelter or Safe Haven?

   a. From Q15, enter the Subtotal of the “Homeless Situations” from the Total Column
   b. From Q5a Line 2, enter the "Total number of records for Adults Only"
   c. Percent of adults entering from the homeless situations. (Divide 3a/3b)

   Enter the percentage from 3c for Q3 under Section 4: HUD Performance Questions
4. During the calendar year 2017, did the project have clients who remained in PH for 6 months or more?

| From the CoC APR Q22a1 Did any client(s) stay for 181 or more days? | □ Yes □ No |

Enter this response for Q4 under Section 4: HUD Performance Questions

5. During the calendar year 2017, what percentage of clients remained in the project for 6 months or longer?

d. a. From the CoC APR Q22a1 enter the total of all clients in the Total Column who were in the project for 181 days or longer.

b. From the CoC APR Q22a1 enter the total clients (Total Column) "

c. Percent of clients in the project 6 months or longer. (Divide 5a/5b)

Enter the percentage from 5c in Q5 under Section 4: HUD Performance Questions

6. During the calendar year 2017, what percentage of the required data elements was entered into HMIS or comparable database for your project?

| From the 0252 Data Completeness Report Card, enter the overall % complete |

Enter the percentage in Q6 under Section 4: HUD Performance Questions
HMIS or CMIS Compliance Form

The COC program requires all COC subrecipients to use HMIS, or CMIS if the subrecipient is an organization whose primary mission is to serve victim/survivors of domestic violence.

1) Are you an organization whose primary mission is to serve victims/survivors of domestic violence, and are prohibited from using HMIS as per the Violence Against Women Act (VAWA) of 2005?
   ___ Yes (please answer all questions below)
   ___ No (please answer questions 3-6 below)

2) Does your agency participate in CMIS, operated by IHFA?
   ___ Yes   ___ No

3) Does your organization have the staffing capacity to have at least one staff member perform data entry?
   ___ Yes   ___ No

5) Does your organization agree to have the staff member(s) trained in HMIS or CMIS within 30 days of the grant start date?
   ___ Yes   ___ No

6) Does your organization have other projects who serve persons experiencing homelessness which are not funded by HUD?
   ___ Yes   ___ No

   If yes, please list:

7) Are these projects recorded in HMIS/CMIS?
   ___ Not Applicable   ___ Yes   ___ No

   If yes, please list those recorded in HMIS/CMIS:
Part 4: Evaluation

1. Please do not score for your agency. The scoring will create a method of prioritizing your project's funding. For descriptive questions, the word limit for each subpart (i.e. 1 a, 1 b, e.t.c) is 500 words. Word limits will be verified.

Section 1: Narrative Questions

1. Subrecipient Information - EXPLAIN EACH IN DETAIL: - 20 possible points
   a. The relevant experience of you and your partners in working with homeless persons
   b. The project’s target population, why you chose it, and your experience serving this population
   c. Any relevant previous experience with providing housing of a similar nature
   d. Any relevant previous experience of providing supportive services of a similar nature

2. Project Information - EXPLAIN EACH IN DETAIL: - 15 possible points
   a. Provide a description that addresses the entire scope of the proposed project’s activities
   b. Describe the basic organization and management structure of your organization
   c. Include evidence of internal and external coordination and an adequate financial accounting system

3. Project Description - EXPLAIN EACH IN DETAIL: - 15 possible points
   a. How participants will be assisted to obtain and remain in permanent housing
   b. How the participants will increase their financial stability
   c. How often will supportive services be provided

4. Service Area/Outreach - 15 possible points
   a. What is your proposed service area (city, county)?
   b. Describe your agency’s outreach plan for the project
      i. As Idaho is a primarily rural state, how do you plan to outreach to rural areas?
   c. How do you plan to reduce barriers to access to your project’s services
TO: HUD REVIEW TEAM
FROM: BRADY ELLIS
VICE PRESIDENT, HOUSING SUPPORT PROGRAMS
CHAIR, IHCC
SHERI E. COOK
SENIOR SPECIAL NEEDS GRANTS COORDINATOR
DESIGNATED HUD CONTACT FOR THE COLLABORATIVE APPLICANT

SUBJECT: COC WRITTEN STANDARDS APPLICATION PROCESS
DATE: SEPTEMBER 14, 2018

Purpose

The 2018 Continuum of Care (CoC) Consolidated Application requires attachment of the Idaho Balance of State Continuum of Care Written Standards, with regard to the CoC’s Application Rating and Review Process.

Attachment Description

The document which follows this memo includes the relevant pages of the Written Standards, which is the text regarding application rating and review procedure. This section is highlighted and can be found on pages 3-5 of this Attachment. Written Standards are publicly available on the Collaborative Applicant’s website, www.idahohousing.com, and a screenshot of this page is attached below.

Additionally, applications and scoring sheets for both renewal and new funding are included. Emails sent to service providers, the Board, and interested parties comprise another portion of this submission.
Continuum of Care (CoC)

The Continuum of Care (CoC) Program is designed to support communitywide response to the challenge to end homelessness. The program quickly re-houses homeless individuals and families while minimizing the trauma and disruption they have experienced, provides access to mainstream resources and programs and works towards self-sufficiency opportunities. If you would like additional information about the CoC program, you may email IHRAS Homelessness Programs Department at jpoon@ihfas.

Subrecipient Application Materials

This year's IRAS will continue to require an application process for the ranking of project applications submitted under the CoC. IRAS is posting the 2018 CoC Local Renewal Application, which must be completed for all projects funded under the 2017 CoC Competition.

IRAS will post the 2018 CoC Local New Application for potential new funding. Eligible component types under this notice include Permanent Supportive Housing (PSH) and Rapid Re-housing (RRH). PSH projects must serve the Chronically Homeless exclusively, and persons served must come from the streets (places not meant for human habitation) or from emergency shelters. RH must serve persons who come from the streets (places not meant for human habitation), from emergency shelters, or persons facing domestic violence situations.

These applications and all accompanying document attachments, as outlined in the application, must be submitted to [email protected] no later than 5 pm Mountain Time, Friday, July 20, 2018.

Please complete and submit an application for each renewal and new project which you are interested in providing. Final notice of inclusion or exclusion from the CoC application scores and possible ranking will be provided after the review process is complete, and the CoC Board has approved new projects and ranking.

2018 CoC Local Renewal Application
2018 CoC Local New Application

CoC Competition

To prepare for the funding renewal application for the CoC program, the annual project ranking and prioritization process must be initiated. The process requires all CoC subrecipients within Idaho's Continuum of Care to complete a grant renewal application. It is crucial for the continuity of funding and support for the project. The application must be completed and returned to the IRAS office to be included in the scoring process. The deadline and due dates are listed in individualized notifications. The ranking and renewal review process involves the establishment of a review panel, the independent review panel (IRP), made up of volunteers not associated with the agency or project, and the Continuum of Care Renewal Application Process.

Funding by the Continuum of Care Program. The IRAS competition will involve the establishment of a review panel, the independent review panel (IRP), made up of volunteers not associated with the agency or project. The IRP is responsible for reviewing and ranking the applications submitted to the IRAS. The IRP will make recommendations to the IRAS for funding projects based on project and housing component type. IRAS meeting minutes are open to the public upon request. A homelessness and housing coalition exists within each CoC region, and CoC regions will be responsible for selecting representatives from their region.

Further information regarding the application process, review process, and project ranking can be found in the Idaho Balance of State CoC Written Standards, available on IRAS's website.

View Written Standards

CoC Competition Documents

Idaho Housing and Finance Association serves as the Collaborative Applicant for Idaho's Balance of State Continuum of Care, and submits annually all required CoC application documents. These application documents were submitted to IRAS for consideration on September 26, 2017. These documents have been included in the links below for your reference.
• Willingness to operate the project using Housing First practice and philosophy as described in this document.

6. **APPLICATION PROCESS**

Upon HUD issuance of the CoC Program Notice of Funding Availability, or the Program Registration if sufficient information is detailed therein, the Collaborative Applicant will establish a timeline for the completion of the CoC’s general and project applications. At a minimum, this timeline will be based on the inclusion and completion of the following activities:

### 6A. Application

Establish competitive applications (new and renewal) either through the creation of a new version or the revision of a previously used version based on HUD preferences presented in the NOFA. The application will be created with the purpose of measuring performance in an objective and outcome-based manner to allow for the identification of under-performing projects or inefficient use of funds.

### 6B. Solicitation

The applications should be accompanied with clear instructions, deadlines, and expectations. Renewal applications will be distributed no later than May 1, unless HUD process dictates a need to delay. New projects will include relevant program and component type descriptions for each eligible project type identified. The new project application will be released once availability of funds, eligible project types, and target populations have been identified from the CoC Program Notice of Funding Availability and/or Registration. The solicitations will be posted to both the Collaborative Applicant’s and IHCC’s websites. The notification of the availability of new or reallocated funds will be broadcast through various stakeholder email channels and are to be announced at each Regional Coalition meeting.

### 6C. Review Panel

Participation in the Independent Review Panel (IRP) will be requested through Regional Coalitions, email distribution, and the IHCC’s and Collaborative Applicant’s websites. IRP panelists will assist in the review and scoring of renewal and new project applications. Should the number of volunteers be deficient,
Collaborative Applicant staff will assist in the review and scoring of applications. IRP activities will include a reconciliation session upon the completion of individual scoring to promote consistency in scoring outcomes. Individuals and agencies unaffiliated with an organization or grant funded by the CoC program or individuals or agencies with influence over or otherwise connected to an organization or grant funded by the CoC program may not participate in the IRP.

6D. Application Briefing
The Collaborative Applicant will conduct a briefing that will provide an overview of HUD and IHCC strategy and scoring criteria, eligible activities for new projects, application completion, and the timeline for completion and award announcements. This will be made available to all parties interested in applying.

6E. Project Priority Listing
The project priority listing will consist of the IHCC’s ranking of new and renewal CoC projects. This ranking will be based on application score, threshold standards, project component type, and an assessment by the IHCC. All renewal projects will be listed in score order (highest to lowest), in the manner chosen by the IHCC. A threshold line will be drawn. The threshold line will be consistent with the manner by which HUD defines Tier II. Project proposals that do not meet threshold criteria identified in the application will fall below the listing’s threshold line. First year renewal projects will be listed immediately above the listing’s threshold line. Renewal projects listed below threshold are considered a “Project of Concern.” They, along with new applications, are referred to the Board for funding consideration. The referral will include a funding recommendation from the Collaborative Applicant. The Board will establish a review committee to evaluate the proposals and recommendations and decide which projects will be included in the CoC’s Project Priority Listing. Due to the extremely vital nature of the activities associated with HMIS and Coordinated Entry grants, they will be ranked at the top of the CoC’s Priority Listing, regardless of their new or renewal status.
6F. Funding Announcements

Applicants will be made aware of their inclusion status in the CoC’s Project Priority Listing in writing by the notification deadline imposed by HUD in the NOFA.
IDAHO HOUSING AND FINANCE ASSOCIATION

2018 CONTINUUM OF CARE - RENEWAL PROJECT APPLICATION

to snap@ihfa.org.
**Instructions:**

This is an application to renew Continuum of Care (COC) funding for the FY2018 (expenditure year 2019-2020) HUD COC Competition. This local application will be reviewed and scored by a panel of 3-4 reviewers. The application consists of eight sections, as described in this introduction. The more specific, descriptive, and straightforward your answers are the more likely your project will be accurately reviewed and scored.

The cover page and Section 1 are required threshold items. The purpose of this section is to grade each application on the same standardized elements to determine eligibility for funding. Each of these items is required by HUD for an agency to receive federal funding. If there is a table associated with the question, please fill out the project response column. Please do not fill out the scoring criteria column. Threshold criteria deficiencies may result in removal of your application from the competition, or may automatically move your project to Tier 2 as identified by HUD in its 2018 Notice of Funding Availability (NOFA). As part of Section 1, please update and show proof of state and federal registration. The purpose of the registration is to ensure your agency has no outstanding delinquent debts and is in good standing with all Federal awards and state requirements.

1. Please ensure your agency’s registration with the Idaho Secretary of State (SOS) and the Federal System for Award Management (SAM) is up to date
   a. See the General Information Cover Page for instructions to access these websites
2. Attach verification that the registrations are up to date
   a. A print out or screenshot of the screen is sufficient
3. If you have questions on your registration, please reach out to the help desk at these respective agencies as IHFA does not have administration rights in these systems

Additionally, Section 1 contains negative determinants on page 8, which will be scored based on information provided to reviewers by IHFA. Responses are not needed, but those determinants are included for your information.

Sections 2-7 comprise the competitively scored portion of your application. Please fill out per the instructions in each section. The purpose of these sections is to ensure IHFA and HUD understand what your project hopes to accomplish and how many people it intends to serve during the grant year. Scoring of these sections impact final ranking decisions when the Balance of State Consolidated Application is submitted.

The last 3 pages are the HMIS/CMIS data form (applicable to Part 1, Section 4), the HMIS/CMIS compliance form, and the Homeless Connect compliance form. Please fill out and submit these with your application.
Follow these instructions to complete your application:

- **Section 1: Threshold Questions**
  - Directions:
    1. Answer each question regarding your proposed project
    2. Attach letters of commitment for your project match requirement to your application submission
       - In-kind match commitments must be documented by an MOU

- **Section 2: Negative Determinants**
  - Directions:
    1. Answer each question regarding your proposed project
    2. Scores in this section will be subtracted from your project’s total score

- **Section 3: Housing First Questions**
  - Directions:
    1. Answer each question regarding your proposed project
    2. Refer to the Housing First Checklist from USICH for more information and references
      [https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf](https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf)

- **Section 4: Project Property Questions**
  - Directions:
    1. Check yes or no for each of these questions regarding your proposed project

- **Section 5: HUD Performance Questions**
  - Directions:
    1. Generate the CoC APR for HMIS and CMIS participating project for the date range 2017 (1/1/2017--12/31/2017) and the 0252 Data Completeness Report Card for the date range 01/01/2017 -01/01/2018
    2. Fill out the attached HMIS/CMIS Data Form using the reports
       - Follow the instructions on the form and enter the appropriate data
    3. Answer the HUD performance questions based on the CoC APR and 0252 according to each question’s instruction
    4. Attach the CoC APR, 0252 Data Completeness Report Card, and completed HMIS/CMIS data form for HMIS and CMIS Users to the end of this application

- **Section 6: Narrative Questions**
  - Directions
    1. Please follow the instructions and answer each question regarding your proposed project
    2. The word limit for each subpart (i.e. 1a, 1b etc) is 250 words
    3. Please be specific, utilize key words, and provide detailed descriptions
4. Keep in mind that scoring committee members may not be as familiar with homeless programs as you so anything you can do to help define or clarify your narrative is recommended.

- Section 7: Projected performance
  - Directions:
    1. Respond to identified goals and quantify for the year being funded under this application

- Section 8: Bonus Questions
  - Directions:
    1. Respond to the prompt, and attach documentation of leveraging commitments.

*Please do not score for your agency. The score generated by the review panel will create a method of prioritizing your project’s funding.*

To submit, please send the application and all required attachments identified in this packet to [snap@ihfa.org](mailto:snap@ihfa.org). The application is due on Friday, **July 20, 2018**.

*Please contact IHFA’s SNAP Team at [snap@ihfa.org](mailto:snap@ihfa.org) with any questions or concerns regarding this application. Please contact IHFA’s HMIS/CMIS Team at [hmis@ihfa.org](mailto:hmis@ihfa.org) or [cmis@ihfa.org](mailto:cmis@ihfa.org) for data or ServicePoint report questions. Please contact IHFA’s Homeless Connect Team at [homelessprograms@ihfa.org](mailto:homelessprograms@ihfa.org).*

*Thank you, and we look forward to your submission!*
General Information

Agency Name: ________________ __________________________ __________________________ __________________________

Project Name: __________________________ __________________________ __________________________ __________________________

Project Address: __________________________ __________________________ __________________________ __________________________
[As an administrator of federal grants, IHFA is bound by U.S. Code 11375(c)(5) regarding confidentiality of addresses pertaining to family violence shelters]

Agency Address (if different): ________________ __________________________ __________________________ __________________________

City: __________________________ __________________________ __________________________ __________________________

Zip Code: ____________ __________________________ __________________________ __________________________

DUNS #: ________________ __________________________ __________________________ __________________________

Tax ID #: ________________ __________________________ __________________________ __________________________

Website Address: ________________ __________________________ __________________________ __________________________

Contact Person for this Application: __________________________ __________________________ __________________________

Phone Number: ________________ __________________________ __________________________ __________________________

Email: __________________________ __________________________ __________________________ __________________________

Agency registration is current in SAM
  • SAM: https://www.sam.gov/portal/SAM/##11

Agency registration is current with Idaho’s Secretary of State
  • SOS: http://www.sos.idaho.gov/corp/index.html

Agency has no outstanding federal delinquent debt

Agency is not a federally debarred contractor

Please attach your agency’s 501 (c)(3) determination letter from the IRS.

Please attach your federally-approved cost allocation plan and indirect cost rate, if applicable.

______________________________________________ ________________
Signature of Authorized Official Date

______________________________________________ _______________________
Name (Typed or printed) Title (Typed or printed)
### Section 1: Threshold Questions

Your project must meet all of the following in order to be considered for funding in the 2018 COC cycle. Please fill out the project response for your project. However, do not answer any of the scoring sections.

<table>
<thead>
<tr>
<th>Threshold Questions</th>
<th>Project Response</th>
<th>Scoring Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Match must equal 25% of the total grant request including admin costs but excluding leasing costs. At least 50% of the match must be cash match, but 50% may be in-kind match. What is the total commitment to this project for match?</td>
<td>Enter %: _______</td>
<td>Met or Unmet</td>
</tr>
<tr>
<td>2. This program is (select one):</td>
<td></td>
<td>Met or Unmet</td>
</tr>
<tr>
<td>Permanent Supportive Housing (the CoC Written Standards prioritize the chronically homeless. All beds in PSH will be prioritized for the chronically homeless)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Housing Rapid Re-housing (will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. This project agrees to participate in Homeless Connect.</td>
<td></td>
<td>Met or Unmet</td>
</tr>
<tr>
<td>4. This project agrees to participate in HMIS or CMIS (if prohibited from using HMIS).</td>
<td></td>
<td>Met or Unmet</td>
</tr>
</tbody>
</table>
5. Service Area/Outreach –
   a. What is your proposed service area (city, county)?
   
   b. Describe your agency’s outreach plan for the project’s proposed service area. How do you plan to reduce barriers to access? Please attach the project’s Affirmative Marketing Plan.
   
   c. Enter the percentage of homeless persons who will be served by the proposed project for each of the following locations. No other homeless circumstance can be considered; however, if a person recently spent 90 consecutive days or less in a jail, hospital, or other publicly-funded institution, he or she still qualifies as coming from one of the following locations, if they were living on the streets or in shelter prior to institutional entry. Please note that not all locations listed below are appropriate for all component types. It is important that you email snap@ihfa.org if you have any questions.

   | Directly from the street or other locations not meant for human habitation | % |
   | Directly from emergency shelters | % |

6. Federal Education Requirements –

   Required for homeless individuals and families per (42 USC 11431 et seq).

   a. Are the proposed project policies and practices consistent with the laws related to providing education services to homeless individuals and families? Please attach a copy of this project’s policies with relevant sections highlighted.

      □ YES □ NO

   b. Does the project have a designated staff person to ensure the homeless children are enrolled in school and receive educational services as appropriate? Please attach a copy of this project’s policies with relevant sections highlighted.

      □ YES □ NO

   c. If applicable, describe the reasons for non-compliance with educational laws, and the corrective action to be taken prior to grant agreement execution.
## Section 2: Negative Determinants
Please fill out the project response for your project. Scores in this section will deduct points from your project’s total score.

<table>
<thead>
<tr>
<th>Negative Determinate Questions</th>
<th>Scoring Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In the previous grant year, did the project request/receive amendments to the grant agreement?</td>
<td>0 points = 0 or 1 amendment -5 points = &gt;1 amendment</td>
</tr>
<tr>
<td>2. In the most recently completed grant year, did this project expend all of the budgeted funds?</td>
<td>0 points = 98% of funds -5 points = 80% to 97% of funds spent -10 points = Less than 80% of funds</td>
</tr>
<tr>
<td>3. In the 2017 Calendar year, did the project have clients who exited to shelter or the streets? (Please use the APR report generated in Section 4 to determine these percentages.)</td>
<td>0 points = Less than or equal to 10% of Participants -5 points = Greater than 10% of Participants</td>
</tr>
<tr>
<td>4. Has the agency applying been classified as a high-risk subrecipient in the preceding 12 months?</td>
<td>-10 points = yes 0 points = no</td>
</tr>
<tr>
<td>5. Has the agency applying provided housing and services as identified in the most recently completed grant year?</td>
<td>0 points = yes -5 points = no</td>
</tr>
<tr>
<td>6. Has the agency applying adhered to the terms of their grant agreement and all incorporated plans and attachments in the most recently completed grant year?</td>
<td>0 points = yes -10 points = no</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| 7. Does this project have unresolved monitoring findings? | 0 points=0 unresolved findings  
-5 points=1 or more unresolved findings |
| 8. How many monitoring findings were issued specifically for this project in the most recently completed compliance monitor? | -10 points=20 or more  
-5 points= 10-19  
0 points=less than 10 |
## Section 3: Housing First Questions

Please attach a copy of this project’s policies with relevant sections highlighted for each question in this section.

<table>
<thead>
<tr>
<th>Housing First Questions</th>
<th>Scoring Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the project have policies that expedite the intake and screening process to</td>
<td>Yes = 5 points</td>
</tr>
<tr>
<td>quickly move participants into permanent housing?</td>
<td>No = 0 points</td>
</tr>
<tr>
<td>□ Yes</td>
<td></td>
</tr>
<tr>
<td>□ No</td>
<td></td>
</tr>
<tr>
<td>2. Does the project ensure that participants are not screened out based on the</td>
<td>Yes to all 5 = 5 points</td>
</tr>
<tr>
<td>following items? Select all that apply. By checking all of the first five boxes, this</td>
<td>No to any = 0 points</td>
</tr>
<tr>
<td>project will be considered low barrier.</td>
<td></td>
</tr>
<tr>
<td>□ Having too little income</td>
<td></td>
</tr>
<tr>
<td>□ Active or history of substance use</td>
<td></td>
</tr>
<tr>
<td>□ Having a criminal record with exceptions for state-mandated restrictions (Idaho</td>
<td></td>
</tr>
<tr>
<td>Code § 9-335)</td>
<td></td>
</tr>
<tr>
<td>□ History of domestic violence (e.g. lack of a protective order, period of separation</td>
<td></td>
</tr>
<tr>
<td>from abuser, or law enforcement involvement)</td>
<td></td>
</tr>
<tr>
<td>□ Poor credit, financial or rental history, or other behaviors that indicate a lack of</td>
<td></td>
</tr>
<tr>
<td>“housing readiness.”</td>
<td></td>
</tr>
</tbody>
</table>
3. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply. Each of the first five boxes must be checked to receive full points.

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Being a victim of domestic violence
- Any other activity not covered in a lease agreement typically found in the project’s geographic area.

| Yes to all 5 = 5 points | No to any = 0 points |

4. Does this project abide by the following key elements of housing first principles (Check all that apply):

- Few to no programmatic prerequisites to permanent housing entry
- Leases or rental agreements do not have any provisions that would not be found in leases held by someone who does not have a disability
- Participation in services is voluntary and tenants cannot be evicted for rejecting services
- House rules, if any, are similar to those found in housing for people who do not have disabilities and do not restrict visitors or otherwise interfere with a life in the community
- Housing is not time-limited, and the lease is renewable at tenants’ and owners’ option (RRH projects that are not structured in a way that require the household to move upon completion of the program is included- i.e. rental assistance programs)

| 10 points = >5 factors | 5 points = 3-5 factors |
Tenants have choices in the supportive services that they receive. They are asked about their choices and can choose from a range of services, and different tenants receive different types of services based on their needs and preferences.

As needs change over time, tenants can receive more intensive or less intensive support services without impacting their participation in the program.

5. Select all hard to serve homeless populations this project intends serve:

- Mental Illness
- Alcohol Abuse
- Drug Abuse
- Chronic Health Conditions
- HIV
- Developmental Disabilities
- Physical Disabilities
- Domestic Violence
- Unaccompanied Transition Aged Youth (TAY) (ages 18-24)

5 points: >5 factors
3 points: 3-5 factors
1 point: 1-2 factors
## Section 4: Project Property Questions

Please attach a copy of this project's policies with relevant sections highlighted for each question in this section.

<table>
<thead>
<tr>
<th>Property Questions</th>
<th>Scoring Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the project contain information and processes for conducting HQS inspections?</td>
<td>Yes = 5 points</td>
</tr>
<tr>
<td></td>
<td>No = 0 points</td>
</tr>
<tr>
<td>2. Does the project identify properties built prior to 1978, and disclose the potential for Lead-Based Paint?</td>
<td>Yes = 5 points</td>
</tr>
<tr>
<td></td>
<td>No = 0 points</td>
</tr>
</tbody>
</table>

Please attach a copy of this project’s policies with relevant sections highlighted.

## Section 5: HUD Performance Questions

The review panel (RP) will use the information provided below to score this section. Verification will be conducted using HMIS. The RP will take into consideration the different factors for PSH and RRH based on factors for each project component type. Use the HMIS/CMIS Data Form to answer Questions 1-6.

<table>
<thead>
<tr>
<th>HUD Performance Questions</th>
<th>Project Response</th>
<th>Scoring Criteria</th>
</tr>
</thead>
</table>
| 1. During the 2017 calendar year, what was the percentage to which this project increased employment and other income for homeless persons? (Average Change in Overall Income) | Enter % from HMIS/CMIS Database Form: | 10 points= increased 70% or more  
5 points=increased 50-69%  
0 points=increased less than 50% |
| 2. During the 2017 calendar year, what was the percentage of persons in the project exited to permanent housing destinations? | Enter % from HMIS/CMIS Database Form: | 10 points= 80% or more  
5 points=60-79%  
0 points=less than 60% |
### 2018 COC Renewal Project Application

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. During the 2017 calendar year, what was the percentage of adult persons served who entered your project from the streets or Emergency Shelter?</td>
<td>Enter % from HMIS/CMIS Database Form: _________</td>
<td>10 points= 80% or more  5 points=60-79%  0 points=less than 60%</td>
</tr>
<tr>
<td>4. During the 2017 calendar year did the project have clients who remained in PH for 6 months or more?</td>
<td>Enter the response from the HMIS/CMIS Database Form: ☐ Yes ☐ No</td>
<td>5 points= Yes  0 points= No</td>
</tr>
<tr>
<td>5. During the 2017 calendar year, what percent of clients remained in the project for 6 months or longer?</td>
<td>Enter % from HMIS/CMIS Database Form: _________</td>
<td>5 points = Greater than 75%  3 Points – Between 50% and 75% of Participants  0 points = Less than 50% of Participants</td>
</tr>
<tr>
<td>6. During the 2017 calendar year, what percentage of the required data elements were entered into HMIS or CMIS for your project?</td>
<td>Enter the Overall % Complete (from the 0252 Report): _________</td>
<td>5 points=95-100%  3 points=90-94.99%  0 points=89.9% and below</td>
</tr>
</tbody>
</table>
8. What percentage of the budget for this project is dedicated to housing (leasing, rental assistance, operations)?

<table>
<thead>
<tr>
<th>Reviewer’s use only</th>
<th>10 points=80-100%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5 points=50-79%</td>
</tr>
<tr>
<td></td>
<td>0 points=&gt;50%</td>
</tr>
</tbody>
</table>

9. What percentage of beds in this project are prioritized for chronically homeless (CH) households?

<table>
<thead>
<tr>
<th>Reviewer’s use only</th>
<th>5 points=50% or greater</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 points=30-49%</td>
</tr>
<tr>
<td></td>
<td>0 points=less than 30%</td>
</tr>
</tbody>
</table>

Total project beds: _________
Percentage prioritized: _________

10. What percentage of beds are dedicated CH beds?

<table>
<thead>
<tr>
<th>Reviewer’s use only</th>
<th>5 points=High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 points=Medium</td>
</tr>
<tr>
<td></td>
<td>0 points=Low</td>
</tr>
</tbody>
</table>

Total project beds: _________
Percentage dedicated: _________

11. In the previous calendar year (2017), did employees of this project:

- Attend Regional Coalitions?
- Participate in Committee meetings?
- Participate in IHCC meetings?

<table>
<thead>
<tr>
<th>Reviewer’s use only</th>
<th>5 points = Attended all 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 points = Attended 2 of 3</td>
</tr>
<tr>
<td></td>
<td>1 points = Attended 1 of 3</td>
</tr>
</tbody>
</table>

12. Was the most recently completed grant year’s APR submitted on time and accurately?

<table>
<thead>
<tr>
<th>Reviewer’s use only</th>
<th>5 points = Accurate and before or on the deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 points = Inaccurate but before or on the deadline</td>
</tr>
<tr>
<td></td>
<td>0 points = Inaccurate and after the deadline</td>
</tr>
</tbody>
</table>
2018 COC Renewal Project Application

Section 6: Narrative Questions

1. Project Information – explain each in detail. Responses are limited to 500 words per part (i.e. 500 words for 1.a. and 500 words for 1.b. Word limits will be verified.)
   a. Partnerships or coordination with other agencies which enhance services.
   b. The impact of funding on your agency's services in your community.

2. Project Description - explain each in detail. Responses are limited to 500 words per part (i.e. 500 words for 2.a. and 500 words for 2.b. Word limits will be verified.)
   a. How participants will be assisted to obtain and/or remain in permanent housing.
   b. How the participants will increase their financial position.
Section 7: Projected Performance
Permanent Housing Performance Measures

For each of the performance measures you must give the total number of persons about whom the measure is expected to be reported during the grant year for which you are applying, and the number of applicable persons who are expected to achieve the measure within the operating year among the total number of persons. For performance measure #2, please circle which of the measures (represented in **bold**) on which you would like to report. Assess your project’s previous targets and adjust if did not meet or could improve your numbers.

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Total Participants</th>
<th>Total Expected to Achieve</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The number of persons remaining in permanent housing at the end of the operating year or exiting to permanent housing during the operating year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The number of persons age 18 and older who will maintain or increase their total income (from all sources) as of the end of the <strong>operating year</strong> or <strong>program exit</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 8: Bonus Question

<table>
<thead>
<tr>
<th>Bonus Question</th>
<th>Project Response</th>
<th>Scoring Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What is the commitment of leverage for this project? Leverage is funding above and beyond the required match amount.</td>
<td>Enter amount of leverage:</td>
<td>10 points= 200+%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 points= 100+%</td>
</tr>
</tbody>
</table>
HMIS or CMIS Data Form for 2018 CoC Renewal Application

HMIS and CMIS Participation Projects

Run the COC APR Report in ServicePoint for your project using your Entry/Exit provider.
  o Use the date range of 1/1/17 to 12/31/17
  o Use this report to answer questions 1-5 below

Run the 0252 Data Completeness Report Card in ART using your Entry/Exit provider.
  o Use the date range of 01/01/2017 to 01/01/2018
  o Do NOT include services in the report
  o Use this report to answer question 6 below

Please submit the COC APR Report and the 0252 Data Completeness Report Card (Tab B Overall Report Card ONLY - do not send all tabs in the report) and this completed form with the CoC renewal application

1. During the calendar year 2017, what was the percentage to which this project increased income for participants in the project for more than one year?

   Enter the % from Question 19a3, last column for Number of Adults with Any Income (i.e. Total Income)

   Enter this percentage for Q1 under Section 4: HUD Performance Questions

2. During the calendar year 2017, what was the percentage of persons in the project who exited to permanent destinations?

   From Q 23a, enter the % from the Percentage (last row) in the “Total” column

   From Q 23b, enter the % from the Percentage (last row) in the “Total” column

   Enter the higher percentage of Q23a or Q23b above for Q2 under Section 4: HUD Performance Questions

3. During the calendar year 2017, what was the percentage of Adult persons entered your project from the streets, Emergency Shelter or Safe Haven?

   a. From Q15, enter the Subtotal of the “Homeless Situations” from the Total Column

   b. From Q5a Line 2, enter the "Total number of records for Adults Only"

   c. Percent of adults entering from the homeless situations. (Divide 3a/3b)

   Enter the percentage from 3c for Q3 under Section 4: HUD Performance Questions
4. During the calendar year 2017, did the project have clients who remained in PH for 6 months or more?

<table>
<thead>
<tr>
<th>From the CoC APR Q22a1 Did any client(s) stay for 181 or more days?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

Enter this response for Q4 under Section 4: HUD Performance Questions

5. During the calendar year 2017, what percentage of clients remained in the project for 6 months or longer?

<table>
<thead>
<tr>
<th>a. From the CoC APR Q22a1 enter the total of all clients in the Total Column who were in the project for 181 days or longer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. From the CoC APR Q 22a1 enter the total clients (Total Column) &quot;</td>
</tr>
<tr>
<td>c. Percent of clients in the project 6 months or longer. (Divide 5a/5b)</td>
</tr>
</tbody>
</table>

Enter the percentage from 5c in Q5 under Section 4: HUD Performance Questions

6. During the calendar year 2017, what percentage of the required data elements was entered into HMIS or comparable database for your project?

| From the 0252 Data Completeness Report Card, enter the overall % complete |

Enter the percentage in Q6 under Section 4: HUD Performance Questions
HMIS or CMIS Compliance Form

The COC program requires all COC subrecipients to use HMIS, or CMIS if the subrecipient is an organization whose primary mission is to serve victim/survivors of domestic violence.

1) Are you an organization whose primary mission is to serve victims/survivors of domestic violence, and are prohibited from using HMIS as per the Violence Against Women Act (VAWA) of 2005?
   ___ Yes (please answer all questions below)
   ___ No (please answer questions 3-6 below)

2) Does your agency participate in CMIS, operated by IHFA?
   ___ Yes   ___ No

3) Does your organization have the staffing capacity to have at least one staff member perform data entry?
   ___ Yes   ___ No

5) Does your organization agree to have the staff member(s) trained in HMIS or CMIS within 30 days of the grant start date?
   ___ Yes   ___ No

6) Does your organization have other projects who serve persons experiencing homelessness which are not funded by HUD?
   ___ Yes   ___ No

   If yes, please list:

   7) Are these projects recorded in HMIS/CMIS?
      ___ Not Applicable   ___ Yes   ___ No

   If yes, please list those recorded in HMIS/CMIS:
Homeless Connect Compliance Form

The COC program requires all COC subrecipients to participate in Homeless Connect, its coordinated entry system.

2) Does your agency participate in Homeless Connect, operated by IHFA?
   ___ Yes   ___ No

3) Does your organization have the staffing capacity to ensure compliance with the requirements of Homeless Connect as mandated by the provisions in the Continuum of Care (CoC) Program Interim Rule at 24 CFR 578.7(a)(8)?
   ___ Yes   ___ No

3) Does your organization comply with the policies and procedures set forth in the Idaho Balance of State CoC Homeless Connect Operating Procedures?
   ___ Yes   ___ No

5) Does your organization agree to have the staff member(s) trained to ensure all vacancies are filled through the Homeless Connect System?
   ___ Yes   ___ No

6) Does your organization have other projects who serve persons experiencing homelessness which are not funded by HUD?
   ___ Yes   ___ No

   If yes, please list:

7) Are these projects collaborating with Homeless Connect?
   ___ Not Applicable   ___ Yes   ___ No

   If yes, please list those:
2018
CONTINUUM OF CARE -
NEW PROJECT APPLICATION

Due by Friday, July 27, 2018 at 5:00 pm MST.
Please submit via email to snap@ihfa.org.
Instructions:

This is an application for a new project under 2018 Continuum of Care (COC) funding. The COC program is designed to promote communitywide commitment to the goal of ending homelessness. Currently there are two types of programs under the COC permanent housing umbrella, rapid re-housing (RRH) and permanent supportive housing (PSH). RRH funds emphasize housing search, relocation services, short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing. PSH funds focus on heads of households living with a disability and their families. In order qualify for PSH, participants must have a clinically recognized disability. PSH allows for indefinite leasing or rental assistance paired with supportive services. According to these guidelines, please select your project’s focus by checking the appropriate box on page 5. The application will be reviewed and scored. The more specific, descriptive, and straightforward your answers are the more likely your project will be accurately reviewed and scored.

Please do not score for your agency. The scoring will create a method of prioritizing your project’s potential for funding.

Part 1 Section 1 consists of general information questions. This section will not be scored, but are required for the purposes of reporting to HUD. Please answer each question regarding your proposed project. Even though the questions are not quantitatively scored, in order to be considered for the funds, you need to answer each question.

Part 1 Section 2 contains threshold information questions. Please answer each question regarding your proposed project. Projects which do not meet threshold criteria will not be considered for submission in the Idaho Balance of State CoC Application.

Threshold Questions

  Directions:
  - Answer each question regarding your proposed project.
  - Attach letters of commitment for match for your project to your application submission.
  - Refer to www.HUDExchange.info for further information on the homeless definition, Permanent Supportive Housing and Rapid Re-housing Projects.

Part 1 Section 3 identifies necessary registrations and required status. Please ensure your agency is registered and in compliance with both entities. Please attach proof of registration and current compliance status (this can be accomplished using a print screen). Projects not in compliance with this criteria will not be considered for submission in the Idaho Balance of State CoC Application.

This section also requires proof of federal accountability and documentation. Please submit an IRS determination letter or a screen shot of your agency’s eligibility using this search tool (https://apps.irs.gov/app/eos/) to verify 501(c)(3) status. Please also ensure your agency’s
registration with the Idaho Secretary of State (SOS) and the Federal System for Award Management (SAM) is up to date. The purpose of the registration is to ensure your agency has no outstanding debts and is in good standing with all Federal awards. If you have questions on your registration, please reach out to the help desk at the respective agencies as IHFA does not have administration rights in these systems.

Part 2 Section 1 describes necessary characteristics of your proposed project. Please complete using the instructions provided for each question.

**Project Property Questions**
- Directions:
  - Check yes or no for each of the questions regarding your proposed project

Part 2 Section 2 consists of part of questions that will be scored. The purpose of this segment is to score each application based on the same elements. If there is a table associated with the question, please fill out the project response column. Please do not fill out the scoring criteria column.

**Housing First Questions**
- Directions:
  1. Answer each question regarding your proposed project
  2. Refer to the Housing First Checklist from USICH for more information and references
     (https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checlist_FINAL.pdf)

Part 3 consists of budget information. Please follow the directions below to complete this section:

1. Fill out Table 1 with cost projections for the 2018 grant (2019 - 2020 funding year).
2. If requesting leasing or rental assistance, please fill out Table 2 with the number of projected units to be served according to the instructions on the page. Leasing projects require the funded agency to serve as the leaseholder, rental assistance projects require a lease between project participants and landlords, with a secondary payment agreement between the funded agency and the landlord.
3. If requesting supportive services, please fill out Table 3 with your projected needs according to the instructions on the page. Services funding is limited to no more than 20% of the total budget before administrative funds are added.
4. If requesting operations, please fill out Table 4 with your projected operations needs according to the instructions on the page. Projects who request rental assistance may not request operations funding.
5. If requesting HMIS/CMIS funds, please fill out Table 5 with your projected data entry/reporting requirements according to the instructions on the page.
6. If requesting administrative funds, please fill out Table 6 with your projected admin costs according to the instructions on the page. Administrative funds are limited to 3.5% of the project budget.
Follow these instructions for Part 4:

- **Section 1: Narrative Questions**
  - Scored via the qualitative responses your agency provides as well as qualifying factors in the check box questions
  - This section allows agencies to further describe their projects and their goals in obtaining COC funds
  - Directions:
    1. Answer each question regarding your proposed project.
    2. The word limit for each subpart (i.e. 1a, 1b etc) is 500 words.
      - If the question does not have subparts, the word limit is 500 words.
      - Word limits will be verified.
    3. Please be specific, utilize key words, and provide detailed descriptions.

- **Section 2: Mainstream Resources Questions**
  - Directions:
    1. Check all that apply

- **Section 4: Bonus Questions**
  - Directions:
    1. Submit letters of commitment to demonstrate the type and amount of leverage being committed.
      - IHFA will calculate the percentage of leverage based on the letters of commitment
    2. Scoring committee will assess

Part 5 consists of the Permanent Housing Performance Measures. Please fill out per the instructions on the page. The purpose of this section is to ensure IHFA and HUD understands what your project hopes to accomplish and how many people it intends to serve during the grant year.

Finally, complete and return the HMIS/CMIS Compliance form and the Homeless Connect Compliance Form.

To submit, please send the application and all required attachments identified in this packet to snap@ihfa.org. The application is due on Friday, **July 27, 2018, no later than 5:00 pm MST**.

Please contact IHFA’s SNAP Team at snap@ihfa.org with any questions or concerns regarding this application. Please contact IHFA’s HMIS/CMIS Team at hmis@ihfa.org or cmis@ihfa.org for data or ServicePoint report questions. Please contact IHFA’s Homeless Connect Team at homelessprograms@ihfa.org.

Thank you, and we look forward to your submission!
Part 1: General and Threshold Information
Section 1: General Information

Agency Name: __ ______________________________ ______________________________ ______________________ 

Program Name: ______________________________ ______________________________ ______________________ 

Program Address: ___ ______________________ __________________________ _________________________

This is required information

[As an administrator of federal grants, IHFA is bound by U.S. Code 11375(c)(5) regarding confidentiality of addresses pertaining to family violence shelters]

Business Address (if different): ________________________________________ _________________________

City: _______________ _________________________________ Zip Code: ________ 

DUNS #: ___________ _________________________ Tax ID #: ___________ _________________________ 

Website: _____________________________________________________________________________ 

Contact Person for this Application: ______________________________ _________________________ 

Phone Number: _____ _________________ Email: ________________________________ 

This program is (select one):

☐ Permanent Supportive Housing (will serve 100 percent chronically homeless individuals and families). For further guidance please see page 20 of the FY2017 CoC Program NOFA. 

☐ Permanent Housing Rapid Re-housing (will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness. For further guidance please see page 20 of the FY2017 CoC Program NOFA. 

______________________ __________________________ ______________________________ ______________________ 

Signature of Authorized Official Date 

______________________ __________________________ ______________________________ ______________________ 

Name (Typed or printed) Title (Typed or printed) 

*Note: Rapid Re-housing is considered Permanent Housing for HUD purposes. Please answer all application questions.
## Section 2: Threshold Questions

Your proposed project must meet all of the following in order to be considered for funding in the 2018 COC cycle.

<table>
<thead>
<tr>
<th>Threshold Questions</th>
<th>Scoring Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Please declare your total match commitment:</td>
<td></td>
</tr>
<tr>
<td>In-kind: ____________________________</td>
<td></td>
</tr>
<tr>
<td>Cash: _________________________________</td>
<td></td>
</tr>
<tr>
<td>Is match being used for eligible activities? (Please see Tables in Part 3: Budget for eligible activities costs)</td>
<td>Met or Unmet</td>
</tr>
<tr>
<td>☐ Yes</td>
<td></td>
</tr>
<tr>
<td>☐ No</td>
<td></td>
</tr>
<tr>
<td>Match must equal 25% of the total grant request including admin costs but excluding leasing costs. At least 50% of the match must be cash match, but 50% may be in-kind match. Supporting documentation of match commitment is required to be attached.</td>
<td></td>
</tr>
<tr>
<td>2. This program is (select one):</td>
<td></td>
</tr>
<tr>
<td>☐ Permanent Supportive Housing (the CoC Written Standards prioritize the chronically homeless. All beds in PSH will be prioritized for the chronically homeless)</td>
<td>Met or Unmet</td>
</tr>
<tr>
<td>☐ Permanent Housing Rapid Re-housing (will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.)</td>
<td></td>
</tr>
<tr>
<td>3. This project agrees to participate in the CoC's <a href="#">Homeless Connect system</a>.</td>
<td></td>
</tr>
<tr>
<td>☐ Yes</td>
<td>Met or Unmet</td>
</tr>
<tr>
<td>☐ No</td>
<td></td>
</tr>
</tbody>
</table>
4. This project agrees to participate in **HMIS** or a comparable database, if prohibited from participating in HMIS. Project administrator requires use of **CMIS** as a comparable database. The standards for a comparable database are set forth in 24 CFR 580.25.

<table>
<thead>
<tr>
<th></th>
<th>Met or Unmet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Federal Education Requirements – Required for homeless individuals and families per (42 USC 11431 et seq).**

5. Are the proposed project policies and practices consistent with the laws related to providing education services to homeless individuals and families?

<table>
<thead>
<tr>
<th></th>
<th>Met or Unmet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Please attach a copy relevant policies and practices for this project, with relevant sections highlighted.

**Does the project have a designated staff person to ensure the homeless children are enrolled in school and receive educational services as appropriate?**

<table>
<thead>
<tr>
<th></th>
<th>Met or Unmet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Please attach a copy relevant policies and practices for this project, with relevant sections highlighted.
Section 3: Required Registrations

SOS and SAM Registration

Registration with the Secretary of State (SOS) and System Award Management (SAM) must be up to date. The links to the sites are listed below. Please attach verification that these are up to date. Printing the screen is acceptable documentation. Please use the following links to access SOS and SAM:

- Agency registration is current in SAM
  SAM: [https://www.sam.gov/portal/SAM/##11](https://www.sam.gov/portal/SAM/##11)
  - Once you have reached the website, select search records and provide print screen documentation showing current registration.

- Agency registration is current with Idaho’s Secretary of State
  - Once you have reached the website, select search records and provide print screen documentation showing current registration.

- IRS Status determination: please attach your agency’s 501 (c)(3) approval letter from the Internal Revenue Service

- Agency has no outstanding federal delinquent debt

- Agency is not a federally debarred contractor

- Please attach your federally-approved cost allocation plan and indirect cost rate, if applicable.
1. Please identify the specific population focus. (Select ALL that apply)

- [ ] Chronic Homeless
- [ ] Mental Illness
- [ ] Substance Abuse
- [ ] Chronic Health Conditions
- [ ] Developmental Disabilities
- [ ] Physical Disabilities
- [ ] Domestic Violence
- [ ] Veterans
- [ ] Unaccompanied Transition Aged Youth (TAY) (ages 18-24)
- [ ] Families
- [ ] HIV/AIDS
- [ ] Other __________ __________

2. Enter the percentage of homeless persons who will be served by the proposed project for each of the following locations. No other homeless circumstance can be considered; however, if a person recently spent 90 consecutive days or less in a jail or other publicly funded institution and spend the night prior to enter in one of the locations listed below, he or she still qualifies as coming from one of the following locations. Please note that not all locations listed below are appropriate for all component types. It is important that you email snap@ihfa.org if you have any questions.

<table>
<thead>
<tr>
<th>Location</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directly from the street or other locations not meant for human habitation</td>
<td>%</td>
</tr>
<tr>
<td>Directly from emergency shelters</td>
<td>%</td>
</tr>
<tr>
<td>Persons fleeing DV (use only if project serves 100% DV victims)</td>
<td>%</td>
</tr>
</tbody>
</table>
3. For all supportive services available to participants, indicate who (yourself or a partner agency) will provide them, how they will be accessed, and how often they will be provided:

<table>
<thead>
<tr>
<th>Supportive Services</th>
<th>Provider</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment of Service Needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistance with Moving Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment Assistance and Job Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Search and Counseling Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Skills Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental Health Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outpatient Health Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substance Abuse Treatment Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Deposits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Indicate the maximum number of units and beds available for project participants for the requested housing project.
   a. Units: _______
   b. Beds: _______

5. Indicate the number of households or persons served at maximum program capacity:

<table>
<thead>
<tr>
<th>Households/Characteristics</th>
<th>Households with at Least One Adult and One Child</th>
<th>Adult Households without Children</th>
<th>Households with Only Children</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # of Households</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adults over age 24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adults ages 18-24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accompanied children under age 18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unaccompanied Children under age 18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Indicate the number of persons served at maximum program capacity according to their age group, disability status, and the extent in which persons served fit into one or more of the subpopulation categories. The numbers here are intended to reflect a single point in time at maximum capacity and not the number served over the course of a year or grant term.

### Persons in Households with at least one adult and one child:

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Chronically Homeless Non-Veterans</th>
<th>Chronically Homeless Veterans</th>
<th>Non-Chronically Homeless Veterans</th>
<th>Chronic Substance Abuse</th>
<th>Persons with HIV/AIDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults over age 24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adults ages 18-24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children under age 18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Persons</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Severely Mentally Ill</th>
<th>Victims of Domestic Violence</th>
<th>Physical Disability</th>
<th>Developmental Disability</th>
<th>Persons not represented by listed subpopulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults over age 24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adults ages 18-24</td>
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</tr>
<tr>
<td>Children under age 18</td>
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</tr>
<tr>
<td><strong>Total Persons</strong></td>
<td></td>
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</tr>
</tbody>
</table>

### Persons in Households without children:

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Chronically Homeless Non-Veterans</th>
<th>Chronically Homeless Veterans</th>
<th>Non-Chronically Homeless Veterans</th>
<th>Chronic Substance Abuse</th>
<th>Persons with HIV/AIDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults over age 24</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Persons</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Characteristics</td>
<td>Severely Mentally Ill</td>
<td>Victims of Domestic Violence</td>
<td>Physical Disability</td>
<td>Developmental Disability</td>
<td>Persons not represented by listed subpopulations</td>
</tr>
<tr>
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<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Adults over age 24</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Adults ages 18-24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Persons</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Section 2: Housing First Questions

Upon implementation of a Coordinated Entry system throughout Idaho’s Balance of State, agencies must have a housing first approach for their COC projects. Please answer each of the below.

<table>
<thead>
<tr>
<th>Housing First Questions</th>
<th>Scoring Criteria</th>
</tr>
</thead>
</table>
| 1. Will the project have policies that expedite the intake and screening process to quickly move participants into permanent housing? | Yes = 5 points  
No = 0 points |
| - Yes | |
| - No | |

| 2. Will the project ensure that participants are not screened out based on the following items? Select all that apply. By checking all of the first five boxes, this project will be considered low barrier. | Yes to all = 5 points  
Yes to any = 1 point  
None = 0 points |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Having too little income</td>
<td></td>
</tr>
<tr>
<td>- Active or history of substance use</td>
<td></td>
</tr>
<tr>
<td>- Having a criminal record with exceptions for state-mandated restrictions (Idaho Code § 9-335)</td>
<td></td>
</tr>
<tr>
<td>- History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)</td>
<td></td>
</tr>
<tr>
<td>- Poor credit, financial or rental history, or other behaviors that indicate a lack of “housing readiness.”</td>
<td></td>
</tr>
</tbody>
</table>

| 3. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply. Each of the first five boxes must be check to receive full points. | Yes to all = 5 points  
Yes to any = 1 point  
None = 0 points |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Failure to participate in supportive services</td>
<td></td>
</tr>
<tr>
<td>- Failure to make progress on a service plan</td>
<td></td>
</tr>
<tr>
<td>- Loss of income or failure to improve income</td>
<td></td>
</tr>
<tr>
<td>- Being a victim of domestic violence</td>
<td></td>
</tr>
<tr>
<td>- Any other activity not covered in a lease agreement typically found in the project’s geographic area.</td>
<td></td>
</tr>
</tbody>
</table>
4. Does this project abide by the following key elements of housing first principles (Check all that apply):

- Few to no programmatic prerequisites to permanent housing entry.

- Leases or rental agreements do not have any provisions that would not be found in leases held by someone who does not have a disability.

- Participation in services is voluntary and tenants cannot be evicted for rejecting services.

- House rules, if any, are similar to those found in housing for people who do not have disabilities and do not restrict visitors or otherwise interfere with a life in the community.

- Housing is not time-limited, and the lease is renewable at tenants’ and owners’ option (RRH projects that are not structured in a way that require the household to move upon completion of the program is included- for example, rental assistance programs).

- Tenants have choices in the supportive services that they receive. They are asked about their choices and can choose from a range of services, and different tenants receive different types of services based on their needs and preferences.

- As needs change over time, tenants can receive more intensive or less intensive support services without losing their homes.

<table>
<thead>
<tr>
<th>10 points=&gt;5 factors</th>
<th>5 points=3-5 factors</th>
<th>0 points=0-2 factors</th>
</tr>
</thead>
</table>

Page 14 of 27
5. Select all harder to serve homeless or at-risk of homeless populations served:

- Mental Illness
- Alcohol Abuse
- Drug Abuse
- Chronic Health Conditions
- HIV
- Developmental Disabilities
- Physical Disabilities
- Domestic Violence
- Unaccompanied Youth (under age 18)
- Unaccompanied TAY (ages 18-24)

5 points = >5 factors
3 points = 3-5 factors
1 point = 1-2 factors

**Part 3: Budget**

**Table 1: Overall Project Budget:**

Fill out the below for your project’s total request. For more detail on each eligible cost, see the section named Eligible Costs on [https://www hudexchange info/programs/coc/coc-program-eligibility-requirements](https://www hudexchange info/programs/coc/coc-program-eligibility-requirements). For RRH and PSH, please only request for leasing, rental assistance, supportive services, operations, HMIS, and Administrative costs.

<table>
<thead>
<tr>
<th>Eligible Cost</th>
<th>Total Assistance ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leasing</td>
<td></td>
</tr>
<tr>
<td>Rental Assistance</td>
<td></td>
</tr>
<tr>
<td>Supportive Services</td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td></td>
</tr>
<tr>
<td>HMIS</td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
</tr>
<tr>
<td><strong>Total Budget ($)</strong></td>
<td></td>
</tr>
</tbody>
</table>
Table 2: Rental Assistance/Leasing Unit Budget

Please fill out the table below. Please utilize the descriptors listed below to fill out the table.

1. Size of Unit(s): Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds. SRO means single room occupancy.

2. Fair Market Rent: This is a required field. The FMRs are available online at [http://www.huduser.org/portal/datasets/fmr.html](http://www.huduser.org/portal/datasets/fmr.html). Select the FY2018 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rent for each unit in the FMR Area column in the chart below.

3. # of units: This is a required field. For each unit size, enter the number of units for which funding is being requested.

4. Total Request: FMR multiplied by # of units

<table>
<thead>
<tr>
<th>Size of Units</th>
<th>FMR ($)</th>
<th># of Units</th>
<th>Total Request ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 Bedroom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Bedroom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Bedroom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Bedroom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Bedroom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Bedroom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Bedroom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Total Unit Budget</strong> $</td>
</tr>
</tbody>
</table>


Table 3: Eligible Supportive Service Costs

You will be allowed to allocate your supportive services funding into any of the eligible categories below. Please enter the quantity in detail (e.g. 1 FTE Case Manager Salary + benefits, or child care for 15 children) for each service cost for which funding is being requested as well as entering the amount requested for each eligible line item. Please note that supportive services cannot be more than 20% of your overall budget.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment of service needs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistance with moving costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment assistance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing/Counseling services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental health services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outpatient health services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outreach services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substance abuse treatment services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility deposits</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Supportive Services ($)
Table 4: Eligible Operations Costs

Please allocate your operations services funding into any of the eligible categories below. Please enter the quantity in detail (e.g. 1.75 FTE hours and benefits for staff, utility types, monthly allowance for supplies) for each operating cost for which funding is being requested as well as entering the amount requested for each eligible line item. If your project requests Rental Assistance, operations costs are **not** eligible. If your project requests Leasing, maintenance and repair as well as property taxes and insurance are **not** eligible costs.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance and repair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property taxes and insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building security</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity, gas and water</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Operations ($)**

Table 5: Eligible HMIS/CMIS Costs

Use of HMIS/CMIS is required to receive COC funding. Please enter the quantity in detail (e.g. 1.75 FTE hours and benefits for staff, other eligible items) for each cost for which you are requesting as well as entering the amount requested for each eligible line item.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space &amp; Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total HMIS/CMIS ($)**
Table 6: Eligible Administrative Costs

Please allocate your administrative funding into any of the eligible categories below. Please enter the quantity in detail (e.g. 1.75 FTE hours and benefits for staff, etc) for each cost requested as well as entering the amount for each eligible line item. Administrative costs are limited to 3.5% of your budget.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversight</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitoring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Audit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Admin ($)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part 4: Evaluation

1. Please do not score for your agency. The scoring will create a method of prioritizing your project’s funding. For descriptive questions, the word limit for each subpart (i.e. 1 a, 1 b, e.t.c) is 500 words. Word limits will be verified.

Section 1: Narrative Questions

1. Subrecipient Information - EXPLAIN EACH IN DETAIL: - 20 possible points
   a. The relevant experience of you and your partners in working with homeless persons
   b. The project’s target population, why you chose it, and your experience serving this population
   c. Any relevant previous experience with providing housing of a similar nature
   d. Any relevant previous experience of providing supportive services of a similar nature

2. Project Information - EXPLAIN EACH IN DETAIL: - 15 possible points
   a. Provide a description that addresses the entire scope of the proposed project’s activities
   b. Describe the basic organization and management structure of your organization
   c. Include evidence of internal and external coordination and an adequate financial accounting system

3. Project Description - EXPLAIN EACH IN DETAIL: -15 possible points
   a. How participants will be assisted to obtain and remain in permanent housing
   b. How the participants will increase their financial stability
   c. How often will supportive services be provided

4. Service Area/Outreach - 15 possible points
   a. What is your proposed service area (city, county)?
   b. Describe your agency’s outreach plan for the project
      i. As Idaho is a primarily rural state, how do you plan to outreach to rural areas?
   c. How do you plan to reduce barriers to access to your project’s services
5. Please identify whether the project will include the following activities: 4 possible points (1 point for each box checked “Yes”)

a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?

☐ YES  ☐ NO

b. Use of a single application form for four or more mainstream programs?

☐ YES  ☐ NO

c. Regular follow-ups with participants to ensure mainstream benefits are received and renewed?

☐ YES  ☐ NO

d. Will project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?

☐ YES  ☐ NO

i. Indicate the last SOAR (SSI/SSDI Outreach, Access, and Recovery) training date for the staff person providing the technical assistance. __________
Section 2: Project Operations Questions

Please answer each of following regarding potential daily operations of your project.

<table>
<thead>
<tr>
<th>Project Cost</th>
<th>Scoring Criteria</th>
</tr>
</thead>
</table>
| 1. Describe the percentage of housing costs (rental assistance, leasing, and operations), the percentage of services, the percentage of HMIS/CMIS costs, and the percentage of administrative costs in your budget request from Part 2. Please include percentages below: | 10 points=housing > 85%  
5 points= housing between 70-84%  
0 points=housing below 70% |
| **Housing Costs**                     | _______%                               |
| **Supportive Services**               | _______%                               |
| **HMIS/CMIS**                         | _______%                               |
| **Administrative**                    | _______%                               |
Section 3: Mainstream Resource Questions

Please answer the following question regarding potential participants’ access to services.

<table>
<thead>
<tr>
<th>Mainstream Resource Questions</th>
<th>Scoring Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What partnerships or coordination with other agencies will enhance services?</td>
<td>Each checked box is worth 1 point (maximum of 5 points)</td>
</tr>
<tr>
<td>☐ Medicaid/Medicare</td>
<td></td>
</tr>
<tr>
<td>☐ CHIP Insurance</td>
<td></td>
</tr>
<tr>
<td>☐ T.A.N.F.</td>
<td></td>
</tr>
<tr>
<td>☐ Food Stamps</td>
<td></td>
</tr>
<tr>
<td>☐ Indigent Services</td>
<td></td>
</tr>
<tr>
<td>☐ Vocational Rehab</td>
<td></td>
</tr>
<tr>
<td>☐ Mental Health</td>
<td></td>
</tr>
<tr>
<td>☐ Substance Abuse</td>
<td></td>
</tr>
<tr>
<td>☐ District Health Dept.</td>
<td></td>
</tr>
<tr>
<td>☐ Veteran’s Services</td>
<td></td>
</tr>
<tr>
<td>☐ Social Security</td>
<td></td>
</tr>
<tr>
<td>☐ Dept. of Labor</td>
<td></td>
</tr>
<tr>
<td>☐ Housing Authority/Section 8 Voucher Provider</td>
<td></td>
</tr>
</tbody>
</table>

Please attach all relevant MOA, MOU, letter of intent, or letter of support from agencies identified in question 1.

Each attached document clearly detailing support is worth 1 point.
Section 4: Bonus Questions

If applicable, please answer the following to be considered for extra points on the application.

<table>
<thead>
<tr>
<th>Bonus Questions</th>
<th>Scoring Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Leveraging is funding above and beyond the match required amount. What is</td>
<td>10 points = 200%+</td>
</tr>
<tr>
<td>the commitment of leverage for this project?</td>
<td>5 points = 100%+</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Please attach written leveraging documentation from partner agencies to receive</td>
<td></td>
</tr>
<tr>
<td>points.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Will a majority of your units be dedicated to the following population (s)</td>
<td>Veterans = 5 points</td>
</tr>
<tr>
<td>(Dedicated means that the bed will only be used to house persons in the</td>
<td>CH = 3 Points</td>
</tr>
<tr>
<td>specified population unless there are no persons within the geographic area</td>
<td>Families/Youth=2 points</td>
</tr>
<tr>
<td>that meet that criteria, in which case the project must adhere to population</td>
<td></td>
</tr>
<tr>
<td>prioritization order established by the CoC.):</td>
<td></td>
</tr>
<tr>
<td>☐ Veterans</td>
<td></td>
</tr>
<tr>
<td>☐ Chronically Homeless</td>
<td></td>
</tr>
<tr>
<td>☐ Families or Youth</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Will or do the employees of this project:</td>
<td>10 points = Attend all 3</td>
</tr>
<tr>
<td>☑Attend [Regional Coalitions]?</td>
<td>5 points = Attend 2 of 3</td>
</tr>
<tr>
<td>☑Participate in [Committee] meetings?</td>
<td>3 points = Attend 1 of 3</td>
</tr>
<tr>
<td>☑Participate in [IHCC] meetings?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Will the project be the only CoC, ESG or McKinney-Vento funded project in</td>
<td>5 points = Yes</td>
</tr>
<tr>
<td>the County? (Please verify with your local [Regional Coalition].)</td>
<td>0 points = No</td>
</tr>
<tr>
<td>☐ Yes</td>
<td></td>
</tr>
<tr>
<td>☐ No</td>
<td></td>
</tr>
</tbody>
</table>
### Part 5: Performance Measures

#### Permanent Housing or Rapid Rehousing Performance Measures

Fill out one of the below tables depending on your desired grant type. For each of the performance measures you must give the total number of persons about whom the measure is expected to be reported and the number of applicable persons who are expected to achieve the measure within the operating year from the total number of persons. For performance measure #2, please circle which of the measures (represented in **bold**) you would like to report on.

<table>
<thead>
<tr>
<th>PSH Performance Measure</th>
<th># expected to serve</th>
<th># who will achieve</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The number of persons remaining in permanent housing at the end of the operating year or exiting to permanent housing during the operating year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The number of persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RRH Performance Measure</th>
<th># expected to serve</th>
<th># who will achieve</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Persons exiting to permanent housing destinations (per data element 3.12 of the 2014 HMIS Data Standards) during the operating year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The number of persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Persons who were placed in permanent housing within 30 days of entry into project.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HMIS or CMIS Compliance Form

The COC program requires all COC subrecipients to use HMIS, or CMIS if the subrecipient is an organization whose primary mission is to serve victim/survivors of domestic violence.

1) Are you an organization whose primary mission is to serve victims/survivors of domestic violence, and are prohibited from using HMIS as per the Violence Against Women Act (VAWA) of 2005?
   ___ Yes (please answer all questions below)
   ___ No (please answer questions 3-6 below)

2) Does your agency participate in CMIS, operated by IHFA?
   ___ Yes  ___ No

3) Does your organization have the staffing capacity to have at least one staff member perform data entry?
   ___ Yes  ___ No

5) Does your organization agree to have the staff member(s) trained in HMIS or CMIS within 30 days of the grant start date?
   ___ Yes  ___ No

6) Does your organization have other projects who serve persons experiencing homelessness which are not funded by HUD?
   ___ Yes  ___ No

   If yes, please list:

7) Are these projects recorded in HMIS/CMIS?
   ___ Not Applicable  ___ Yes  ___ No

   If yes, please list those recorded in HMIS/CMIS:
**Homeless Connect Compliance Form**

The COC program requires all COC subrecipients to participate in Homeless Connect, its coordinated entry system.

2) Does your agency participate in Homeless Connect, operated by IHFA?
   
   ___ Yes   ___ No

3) Does your organization have the staffing capacity to ensure compliance with the requirements of Homeless Connect as mandated by the provisions in the Continuum of Care (CoC) Program Interim Rule at 24 CFR 578.7(a)(8)?
   
   ___ Yes   ___ No

3) Does your organization comply with the policies and procedures set forth in the Idaho Balance of State CoC [Homeless Connect Operating Procedures]?  
   
   ___ Yes   ___ No

5) Does your organization agree to have the staff member(s) trained to ensure all vacancies are filled through the Homeless Connect System?
   
   ___ Yes   ___ No

6) Does your organization have other projects who serve persons experiencing homelessness which are not funded by HUD?
   
   ___ Yes   ___ No

   If yes, please list:

7) Are these projects collaborating with Homeless Connect?
   
   ___ Not Applicable   ___ Yes   ___ No

   If yes, please list those:
COC Score Sheet

Thank you for your participation in the scoring committee for the 2018 Continuum of Care renewal and new applications. In order to fairly score each applicant’s submission, please follow the instructions below.

Instructions

In this binder is a physical copy of each application for the COC ranking process. The front cover of the binder details your reviewer number. Please use the reviewer number to fill out the appropriate Excel score sheet. Please use the application to guide your answers to the score sheet questions. Please note that the applications are double sided, including match letters. On the following pages, you will find instructions for the COC Renewal and New Applications.

Note: The only projects that are new for 2018 are SCCAP and St. Vincent d’Paul.
For New Applications:

1. Pick an application project to review
2. Pull up the project’s score sheet
   - It is an Excel Spreadsheet under G:\Special Needs\CoC\Applications\2018 COC Application\Subrecipient Applications
     - Named COC New Score Sheet
3. Select the tab on the score sheet relating to your reviewer number
   - i.e. Reviewer 1 selects the Reviewer 1 tab
   - Enter your score for each question in the “reviewer points” column
   - If there are questions/concerns/additional information you want the committee to consider
     - Please indicate your responses in the “comments” column next to each question
4. Fill out the score sheet
   - Part 1
     - No need to score
     - Provide general commentary on the questions in the “comments” column
   - Part 2:
     - No need to score
     - Provide general commentary on the questions in the “comments” column
   - Part 3:
     - For Section 1: Narrative questions
       - Score each question based on the following
         - As this section is mainly qualitative, please score based off of the direction of answers
           - i.e. did the applicant answer the question and provide support for their reasoning
         - On the score sheet, enter in the score for the whole question (all the sub-parts) into the reviewer points column
           - Each sub-part (a, b, c etc.) is worth 5 points
     - For Section 2: Threshold questions
       - For question 1, if the percentage for question 1 is 25% or more, mark “met” on the score sheet
         - If the percentage is less than 25% of total request, mark “unmet” on score sheet
       - For question 2, as long as one box is checked, mark “met” on score sheet
       - For questions 3 and 4,
         - If the “Yes” boxes are checked, mark “met’ on the score sheet
For Section 3: Housing First questions

- For question 1
  - If box is checked “Yes”, put five points on the score sheet
  - If box is checked “No”, put zero points on the score sheet

- For question 2
  - Each box checked is one point
    - With the exception of none of the above, which is zero points

- For question 3
  - Each checked box is one point
    - With the exception of none of the above, which is zero points

- For question 4
  - Each checked box is one “factor”
    - 10 points => 5 factors
    - 5 points = 3-5 factors
    - 0 points = 0-2 factors

- For question 5
  - Each checked box is one “factor”
    - 5 points = >5 factors
    - 3 points = 3-5 factors
    - 1 point = 1-2 factors

For Section 4: Project Operations questions

- For question 1
  - If Housing Costs is checked, 5 points
  - If Supportive Services is checked, 0 points

- For question 2
  - Do not score this question, mark 0 points

- For question 3
  - Do not score this question, mark 0 points

For Section 5: Mainstream Resources questions

- For question 1
  - Each checked box is worth 1 point for a max of 5 points

For Section 6: Bonus Questions

- For question 1
  - If they commit anything for leverage, 5 points
  - If they commit over 200% of their grant, 10 points

- For question 2
  - If they mark Veterans, 5 points
  - If they mark Chronically Homeless, 3 points
  - If they mark Families/Youth, 2 points
• For question 3
  o If they attend all 3, 10 points
  o If they attend 2, 5 points
  o If they attend 1, 3 points
• For question 4
  o If yes is marked, 5 points
  o If no is marked, 0 points
  o Part 4
    ß No need to score
    ß Provide general commentary on the questions in the “comments” column
  o Part 5
    ß No need to score
    ß Provide general commentary on the questions in the “comments” column
For Renewal Applications:

1. Pick an application project to review
2. Pull up the project’s score sheet
   a. It is an Excel Spreadsheet under G:\Special Needs\CoC\Applications\2018 COC Application\Subrecipient Applications
      i. Named COC New Score Sheet
3. Select the tab on the score sheet relating to your reviewer number
   i. i.e. Reviewer 1 selects the Reviewer 1 tab
   b. Enter your score for each question in the “reviewer points” column
   c. If there are questions/concerns/additional information you want the committee to consider
      i. Please indicate your responses in the “comments” column next to each question
4. Fill out the score sheet
   a. Part 1: Evaluation
      i. Section 1: Narrative Questions
         1. Score each question based on the following
            a. As this section is mainly qualitative, please score based off of the direction of answers
               i. i.e. did the applicant answer the question and provide support for their reasoning
            b. On the score sheet, enter in the score for the whole question (all the sub-parts) into the reviewer points column
               i. Each sub-part (a, b, c etc.) is worth 5 points
      ii. Section 2: Threshold questions
         1. For question 1, if the percentage for question 1 is 25% or more, mark “met” on the score sheet
            a. If the percentage is less than 25% of total request, mark “unmet” on score sheet
         2. For question 2
            a. If a box is checked, mark “met” on the score sheet
         3. For question 3
            a. If box is checked yes, mark “met”
            b. If box is checked no, mark “unmet”
         4. For question 4
            a. If box is checked yes, mark “met”
            b. If box is checked no, mark “unmet”
      iii. Section 3: Housing First questions
         1. For question 1
            a. If box is checked yes, 5 points
            b. If box is checked no, 0 points
         2. For question 2
            a. If all 5 boxes are checked, 5 points
3. For question 3
   a. If all 5 boxes are checked, 5 points
   b. If less than 5 boxes are checked, 0 points

4. For question 4
   a. One box is a “factor”
      b. If more than five boxes are checked, 10 points
      c. If three to five boxes are checked, 5 points
      d. If one box to two boxes are checked, 1 points
      e. If no boxes are checked, 0 points

5. For question 5
   a. One box is a “factor”
      b. If more than five boxes are checked, 5 points
      c. If three to five boxes are checked, 3 points
      d. If one box to two boxes are checked, 1 points
      e. If no boxes are checked, 0 points

iv. Section 4: HUD Performance questions

1. For question 1
   a. For 50% - 100%, mark 10 points (High)
   b. For 20% - 49%, mark 5 points (Medium)
   c. For 0% - 19%, mark 0 points (Low)

2. For question 2
   a. For 50% - 100%, mark 10 points (High)
   b. For 30% - 49%, mark 5 points (Medium)
   c. For 0% - 29%, mark 0 points (Low)

3. For question 3
   a. For 90% - 100%, mark 10 points (High)
   b. For 70% - 89%, mark 5 points (Medium)
   c. For 0% - 69%, mark 0 points (Low)

4. For question 4
   a. For 95-100%, mark 5 points
   b. For 90-94.99%, mark 3 points
   c. For 0 - 89.9%, mark 0 points

5. For question 5
   a. Do not score as IHFA cannot retrieve information from the APR

6. For question 6
   a. Do not score as IHFA cannot retrieve information from the APR

7. For question 7
   a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
   b. If there are no unresolved findings (i.e. N is marked in the outstanding monitoring findings column), 5 points
c. If there are unresolved findings (i.e. Y is marked in the outstanding monitoring findings column), 0 points

8. For question 8
   a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
      i. Use the data in the column titled “Question 8: Percentage of Supportive Services” to grade the following
   b. If 0-15% of budget is supportive services, 10 points
   c. If 15-25% of budget is supportive services, 5 points
   d. If 25% or greater of budget is supportive services, 0 points

9. For question 9
   a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
      i. Use the data in the column titled “Question 9: Prioritized beds for Chronically Homeless” to grade the following
   b. If 30% or more beds are dedicated to Chronically Homeless, 5 points
   c. If 10 – 29% beds are dedicated to Chronically Homeless, 3 points
   d. If 9% or less beds are dedicated to Chronically Homeless, 0 points

10. For question 10
    a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
       i. Use the data in the column titled “Question 10: Attendance” to grade the following
    b. If they attend 3, 5 points
    c. If they attend 2, 3 points
    d. If they attend 1, 1 points

11. For question 11
    a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
       i. Use the data in the column titled “Question 11: APR submission” to grade the following
    b. If accurate and on time, 5 points
    c. If inaccurate and on time, 3 points
    d. If inaccurate and late or accurate and late, 0 points

v. Section 5: Project Property questions
   1. For question 1
      a. Do not score
   2. For question 2
      a. If checked yes, 5 points
b. If checked no, 0 points

vi. Section 6: Negative Determinate questions
   1. For question 1
      a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
         i. Use the data in the column titled “Question 1: Amendments” to grade the following
         b. If 0 or 1 amendment is marked in the column, 5 points
         c. If more than one amendment, 0 points
   2. For question 2
      a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
         i. Use the data in the column titled “Question 2: % of funds expended” to grade the following
         b. If expended 98% of funds or more, 10 points
         c. If expended 80% to 97% of funds, 5 points
         d. If expended less than 80% of funds, 0 points
   3. For question 3
      a. Look at attached table Figure 1: Data for Scoring COC Renewal Projects
         i. Use the data in the column titled “Question 3: % of clients who exited to shelter or the streets” to grade the following
         b. If less than or equal to 10% of participants, 5 points
         c. If greater than 10% of participants, 0 points

vii. Section 7: Bonus questions
    1. If 200% or greater commitment to leverage, 10 points
    2. If less than 200% but greater than or equal to 100%, 5 points
    3. If no leverage marked, 0 points

b. Part 2: General Information questions
   i. No need to score
   ii. Provide general commentary on the questions in the “comments” column

c. Part 3: Performance
   i. No need to score
   ii. Provide general commentary on the questions in the “comments” column

d. Part 4: Federal and State Registration
   i. No need to score
   ii. Provide general commentary on the questions in the “comments” column
Renewal Project Summary

Project Name
Agency Name
Region
Component Type
Reviewer's Score 0
Subtotal Score 355
Negative Determinants 0
Total 355
Percentage 0%
Reviewer's Comments
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Good afternoon, COC Partners and Board,

The 2018 Local COC application is now available on IHFA’s website [2018 COC Local Renewal Application]. HUD has not yet released the NOFA for 2018, but we expect it soon. We would also like to allow more time for this process than in the past, and so have set the due date as Friday, July 20, 2018 at 5 pm MT. Instructions are included with the application. While we do not yet know if funding might be available for new projects, we intend to have a 2018 Local COC New Application posted in the next day or two, too, for those who might be interested. I’ll send another message as soon as that application is posted.

You’ll notice this year’s application is a Word document — the past several year’s PDF documents contained a host of issues, and so we’ve removed that burden. Please let us know if this helps.

Also, this year I will be providing two webinars (about 1 hour) for applicants to ask any questions regarding the application. We will have a section-by-section discussion and process overview conversation. Since this is new, we’ll also be asking for feedback regarding this process to inform future attempts. The webinars will be:

- Tuesday, June 19, 2 pm MT
- Thursday, June 21, 10 am MT

The webinar is not mandatory, but strongly encouraged. I will send registration links to all on these lists, and you are encouraged to share with anyone else in your organization who might benefit.

Please let us know if you have any questions — I’ll send those links next.

Thank you,

Sheri E. Cook
Idaho Housing and Finance Association
P.O. Box 7899, Boise, ID 83707-1899
Phone 208-331-4754 | SheriC@IHFA.ORG
www.idahohousing.com
Hi all,

As promised, here is the first webinar link: https://attendee.gotowebinar.com/register/6658388821935950193. Please register for this June 19 webinar or the June 21 webinar (link to follow).

Thank you,

Sheri E. Cook
Idaho Housing and Finance Association
P.O. Box 7899, Boise, ID 83707-1899
Phone 208-331-4754 | SheriC@IHFA.ORG
www.idahohousing.com
Hi all,

And now, here is the second webinar link: https://attendee.gotowebinar.com/register/653586364233152001. Please register for previous June 19 webinar or this June 21 webinar.

Thank you,

Sheri E. Cook
Idaho Housing and Finance Association
P.O. Box 7899, Boise, ID 83707-1899
Phone 208-331-4754|SheriC@IHFA.ORG
www.idahohousing.com
Purpose

The 2018 Continuum of Care (CoC) Consolidated Application requires attachment of the Idaho Balance of State Continuum of Care Reallocation Process.

Attachment Description

Idaho’s Balance of State (BoS) Continuum of Care (CoC) Written Standards include in Sections 5C and 5D the process by which the Board reallocates COC funding and the standards for funding new projects with reallocated funds. The Written Standards are publicly available on the Collaborative Applicant’s website, www.idahohousing.com.

The document which follows this memo includes the relevant text from the Written Standards regarding Reallocation and reassignment of funding. This section is highlighted and can be found on pages 2-4 of this attachment.
5B. Performance Goals:
The local CoC application aims to enforce the adoption of federal and local strategies and goals intended to:

- Reduce lengths of episodes of homelessness
- Reduce new and return entries into homelessness
- Increase income growth, including debt to income ratio
- Reduce first time homelessness
- Increase permanent housing retention
- Reduce the extent of those homeless

5C. Reallocations or Re-purposing of CoC Funds
Upon the completion of renewal project application scoring, projects will be ranked in score order; highest to lowest. A threshold will be established in alignment with the percentage HUD uses to define Tier 2 ranking. Projects below this threshold will be labeled Projects of Concern. Grants completing their first project renewal will not be ranked below the threshold line. Projects of Concern, along with all new projects proposed through reallocation of the availability of a bonus project, will be evaluated by a Review Committee established by the IHCC Board. This includes projects which straddle the threshold line (i.e. fall partially into both Tier 1 and Tier 2). The review committee will have access to all applications and will receive a recommendation on project ranking from the Collaborative Applicant based on risk of funding loss for the CoC, quality of application, performance, history of compliance, and community resource needs.

Upon the final decision of the Review Committee, who will be given authority by the IHCC Board to make the ranking and funding decisions, the final Idaho Balance of State CoC project ranking will be complete. Projects of Concern that are included in the CoC’s priority ranking and are awarded renewal funding may be required to develop a 12-month action plan for improving project performance in the area(s) identified on the score card. Projects of concern may be required to provide quarterly progress reports to the IHCC Board. The IHCC Board will assess the project performance at the end of the 12 month period and will determine if the project is improving in the areas identified and meeting federal and local goals. If the project performance has not improved significantly or fails to meet the Board expectations the project will likely be at risk for mandatory reallocation or project repurposing.
Project repurposing will occur through recommendation by the Collaborative Applicant. Project repurposing will be recommended if a project is not performing up to federal and local expectations, and if there is an opportunity to improve performance and meet local and federal needs by changing the project model. Repurposing would mean working with the project and the local HUD office to reclassify the project from one project model to another. For example, a transitional housing project could be converted, or repurposed, to become an emergency shelter project, a permanent housing project, or a rapid re-housing project. The Collaborative Applicant would work closely with the project staff and the local HUD office on the repurposing plan and the timeline for completion of the project repurposing. Project repurposing would be contingent upon HUD approval.

If a subrecipient chooses to decline or refuse repurposing, funds will be diverted into a general pool which will be made available in a competitive solicitation for subrecipients to use at the IHCC Board’s direction and consistent with the eligible activities described in the NOFA. If there are not enough new applications received to replace the repurposed project, the project may be funded but with an action plan to improve performance with the IHCC Board’s approval.

5D. New Projects

Funding for new projects, including through reallocation, is limited to Permanent Housing and Supportive Services Only for Coordinated Entry projects. Transitional housing and other supportive services only projects will not be accepted.

New project proposals will be scored and ranked based on the following criteria:

• Demonstrated ability to comply with HUD, Collaborative Application, and IHCC requirements.
• Demonstrated ability to accurately and appropriately execute fiscal management, including match and leverage funds.
• Demonstrated experience administering and complying with current and prior HUD-funded projects (no adverse findings or performance).
• Proposed activities meet a homelessness/housing need identified as an IHCC priority.
• Capable and willing to participate in HMIS/CMIS, including adherence to HUD, HMIS Lead, and IHCC standards, and comply with Homeless Connect requirements.
• Willingness to operate the project using Housing First practice and philosophy as described in this document.

6. APPLICATION PROCESS

Upon HUD issuance of the CoC Program Notice of Funding Availability, or the Program Registration if sufficient information is detailed therein, the Collaborative Applicant will establish a timeline for the completion of the CoC’s general and project applications. At a minimum, this timeline will be based on the inclusion and completion of the following activities:

6A. Application

Establish competitive applications (new and renewal) either through the creation of a new version or the revision of a previously used version based on HUD preferences presented in the NOFA. The application will be created with the purpose of measuring performance in an objective and outcome-based manner to allow for the identification of under-performing projects or inefficient use of funds.

6B. Solicitation

The applications should be accompanied with clear instructions, deadlines, and expectations. Renewal applications will be distributed no later than May 1, unless HUD process dictates a need to delay. New projects will include relevant program and component type descriptions for each eligible project type identified. The new project application will be released once availability of funds, eligible project types, and target populations have been identified from the CoC Program Notice of Funding Availability and/or Registration. The solicitations will be posted to both the Collaborative Applicant’s and IHCC’s websites. The notification of the availability of new or reallocated funds will be broadcast through various stakeholder email channels and are to be announced at each Regional Coalition meeting.

6C. Review Panel

Participation in the Independent Review Panel (IRP) will be requested through Regional Coalitions, email distribution, and the IHCC’s and Collaborative Applicant’s websites. IRP panelists will assist in the review and scoring of renewal and new project applications. Should the number of volunteers be deficient,
Purpose

The 2018 Continuum of Care (CoC) Consolidated Application requires attachment of the letters of inclusion of the projects accepted into the CoC’s Application Rating and Review Process.

Attachment Description

Idaho’s Balance of State (BoS) Continuum of Care (CoC) has attached the letters of inclusion for the projects that will be involved in the 2018 CoC Rating and Review Process.
August 9, 2018

To: St. Vincent de Paul North Idaho
201 E Harrison Ave
Coeur d'Alene, ID 83814

Re: FY2018 CoC Competition Project Priority Listing

Dear Mr. Conroy,

Thank you for your participation in the Idaho Homelessness Coordinating Committee's (IHCC) funding application process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC's Project Priority Listing:

- RRH New Project

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]

Sheri L. Cole
Senior Special Needs Grants Coordinator
August 9, 2018

To: St. Vincent de Paul North Idaho
201 E Harrison Ave
Coeur d'Alene, ID 83814

Re: FY2018 CoC Competition Project Priority Listing

Dear Mr. Conroy,

Thank you for your participation in the Idaho Homelessness Coordinating Committee's (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC's Project Priority Listing:

- Angel Arms for Singles Permanent Housing

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]

Sherri Cook
Senior Special Needs Grants Coordinator
August 9, 2018

To: Aid For Friends, Inc
P.O. Box 4233
Pocatello, ID 83205

Re: FY2018 CoC Competition Project Priority Listing

Dear Ms. Stensland,

Thank you for your participation in the Idaho Homelessness Coordinating Committee’s (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:

- Building Bridges Permanent Housing

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]

Sheri Cook
Senior Special Needs Grants Coordinator
August 9, 2018

To: CLUB, Inc
620 S Woodruff Ave
Idaho falls, ID 83401

Re: FY2018 CoC Competition Project Priority Listing

Dear Mr. Campbell,

Thank you for your participation in the Idaho Homelessness Coordinating Committee’s (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:

- CLUB Canyon House Permanent Supportive Housing

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]

Sherri Cook
Senior Special Needs Grants Coordinator
August 9, 2018

To: CLUB, Inc
6205 Woodruff Ave
Idaho Falls, ID 83401

Re: FY2018 CoC Competition Project Priority Listing

Dear Mr. Campbell,

Thank you for your participation in the Idaho Homelessness Coordinating Committee’s (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:

- Eagle Pointe Permanent Housing

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]

Sheri Cook
Senior Special Needs Grants Coordinator
August 9, 2018

To: St. Vincent de Paul North Idaho
201 E Harrison Ave
Coeur d'Alene, ID 83814

Re: FY2018 CoC Competition Project Priority Listing

Dear Mr. Conroy,

Thank you for your participation in the Idaho Homelessness Coordinating Committee’s (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:

- First Step Permanent Housing

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]
Sheri Cook
Senior Special Needs Grants Coordinator
August 9, 2018

To: Salvation Army of Lewiston
P.O. Box 773
Lewiston, ID 83501

Re: FY2018 CoC Competition Project Priority Listing

Dear Captain Guthrie,

Thank you for your participation in the Idaho Homelessness Coordinating Committee’s (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:

- Hand of Hope

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]

Sheri Cook
Senior Special Needs Grants Coordinator
August 9, 2018

To: St. Vincent de Paul North Idaho
201 E Harrison Ave
Couer d'Alene, ID 83814

Re: FY2018 CoC Competition Project Priority Listing

Dear Mr. Conroy,

Thank you for your participation in the Idaho Homelessness Coordinating Committee's (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC's Project Priority Listing:

- Healing Hearts Permanent Housing

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]

Sheri Cook
Senior Special Needs Grants Coordinator
August 9, 2018

To: CLUB, Inc
620 S Woodruff Ave
Idaho Falls, ID 83401

Re: FY2018 CoC Competition Project Priority Listing

Dear Mr. Campbell,

Thank you for your participation in the Idaho Homelessness Coordinating Committee’s (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:

- Idaho Falls Permanent Housing

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]

Sherri Cook
Senior Special Needs Grants Coordinator
August 9, 2018

To: South Central Community Action Partnership, Inc
550 Washington Street South
Twin Falls, ID 83301

Re: FY2018 CoC Competition Project Priority Listing

Dear Mr. Robinette,

Thank you for your participation in the Idaho Homelessness Coordinating Committee’s (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:

- Magic Valley Rapid Re-Housing

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]

Sheri Cook
Senior Special Needs Grants Coordinator
August 9, 2018

To: Aid for Friends, Inc.
PO Box 4233
Pocatello, ID 83205

Re: FY2018 CoC Competition Project Priority Listing

Dear Ms. Stensland,

Thank you for your participation in the Idaho Homelessness Coordinating Committee’s (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:

- Pocatello Rapid Re-Housing

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]

Sheri Cook
Senior Special Needs Grants Coordinator
August 9, 2018

To: Sojourners’ Alliance
627 N Van Buren
Moscow, ID 83843

Re: FY2018 CoC Competition Project Priority Listing

Dear Mr. Bonner,

Thank you for your participation in the Idaho Homelessness Coordinating Committee’s (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:

- Project Warmth

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]

Sheri Cook
Senior Special Needs Grants Coordinator
August 9, 2018

To: Salvation Army Nampa
1412 4th Street South
Nampa, ID 83686

Re: FY2018 CoC Competition Project Priority Listing

Dear Ms. Young,

Thank you for your participation in the Idaho Homelessness Coordinating Committee's (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:

- Salvation Army Nampa

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

Sheri Cook
Senior Special Needs Grants Coordinator
August 9, 2018

To: Southeastern Idaho Community Action Agency
614 N 8th Ave
Pocatello, ID 83201

Re: FY2018 CoC Competition Project Priority Listing

Dear Ms. Hemmert,

Thank you for your participation in the Idaho Homelessness Coordinating Committee’s (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:

- SEICAA Manor

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]

Sheri Cook
Senior Special Needs Grants Coordinator
August 9, 2018

To: Idaho Housing and Finance Association
PO Box 7899
Boise, ID 83707

Re: FY2018 CoC Competition Project Priority Listing

Dear Ms. Stevens,

Thank you for your participation in the Idaho Homelessness Coordinating Committee’s (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:

- Shelter Plus Care

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

Sheri Cook
Senior Special Needs Grants Coordinator
August 9, 2018

To: Bannock Youth Foundation  
PO Box 246  
Pocatello, ID 83204

Re: FY2018 CoC Competition Project Priority Listing

Dear Ms. Acevedo,

Thank you for your participation in the Idaho Homelessness Coordinating Committee’s (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:

- Square One Rapid Re-Housing Project

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]

Sheri Cook  
Senior Special Needs Grants Coordinator
August 9, 2018

To: CLC, Inc  
620 S Woodruff Ave  
Idaho Falls, ID 83401  

Re: FY2018 CoC Competition Project Priority Listing  

Dear Mr. Campbell,  

Thank you for your participation in the Idaho Homelessness Coordinating Committee’s (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:  

- Woodruff House Housing First  

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.  

Please send questions you may have regarding this notice to snap@ihfa.org.  

Sincerely,  

Sheri Cook  
Senior Special Needs Grants Coordinator
August 9, 2018

To: CATCH, Inc.
503 S Americana Blvd
Boise, ID 83702

Re: FY2018 CoC Competition Project Priority Listing

Dear Mr. Schroeder,

Thank you for your participation in the Idaho Homelessness Coordinating Committee’s (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:

- Your Front Door

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]
Sheri Cook
Senior Special Needs Grants Coordinator
August 13, 2018

To: South Central Community Action Partnership, Inc  
550 Washington Street South  
Twin Falls, ID 83301

Re: FY2018 CoC Competition Project Priority Listing

Dear Mr. Robinette,

Thank you for your participation in the Idaho Homelessness Coordinating Committee’s (IHCC) funding application process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC’s Project Priority Listing:

- CoC RRH SCCAP

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]

Sheri Cook  
Senior Special Needs Grants Coordinator
August 13, 2018

To: St. Vincent de Paul North Idaho
201 E Harrison Ave
Couer d'Alene, ID 83814

Re: FY2018 CoC Competition Project Priority Listing

Dear Mr. Conroy,

Thank you for your participation in the Idaho Homelessness Coordinating Committee's (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC's Project Priority Listing:

- Angel Arms Families Permanent Housing

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org.

Sincerely,

[Signature]

Sherri E. Cook
Senior Special Needs Grants Coordinator
August 9, 2018

To: CLUB, Inc
620 S Woodruff Ave
Idaho falls, ID 83401

Re: FY2018 CoC Competition Project Priority Listing

Dear Mr. Campbell,

Thank you for your participation in the Idaho Homelessness Coordinating Committee's (IHCC) funding renewal process. Upon completion of the review and scoring it has been determined that the following projects will be included in the IHCC's Project Priority Listing:

- CLUB Canyon House Expansion

Please be aware, this notice is not a commitment of funds. The Department of Housing and Urban Development will make final award decisions. You will be notified of final funding decisions once HUD has announced FY18 CoC awards.

Please send questions you may have regarding this notice to snap@ihfa.org

Sincerely,

[Signature]

Sheri E. Cook
Senior Special Needs Grants Coordinator
TO: HUD REVIEW TEAM
FROM: BRADY ELLIS
VICE PRESIDENT, HOUSING SUPPORT PROGRAMS
CHAIR, IHCC
SHERI E. COOK
SENIOR SPECIAL NEEDS GRANTS COORDINATOR
DESIGNATED HUD CONTACT FOR THE COLLABORATIVE APPLICANT

SUBJECT: NOTIFICATION OUTSIDE E-SNAPS- PROJECTS REJECTED OR REDUCED
DATE: SEPTEMBER 14, 2018

Purpose

The 2018 Continuum of Care (CoC) Consolidated Application requires attachment of the Idaho Balance of State Continuum of Care notification outside of e-snaps if projects have been rejected or reduced.

Attachment Description

Idaho’s Balance of State (BoS) Continuum of Care (CoC) did not have any projects that were rejected or reduced by the CoC, therefore we have no attachments for this section. Two projects voluntarily requested reductions in funding allowing the remainder of their eligible renewal amounts to be reallocated.
Purpose

The 2018 Continuum of Care (CoC) Consolidated Application requires evidence that the CoC established a local competition deadline that was no later than 30 days before the FY 2018 CoC Program Competition deadline and that it was publicly posted.

Attachment Description

Included in this attachment is a screenshot from the Idaho Housing and Finance website that indicates when the application is due. Also includes are emails to the subrecipients and board members indicating when the CoC application is due.
Continuum of Care (CoC)

The Continuum of Care (CoC) Program is designed to support community-wide responses to the challenge of ending homelessness. The program quickly rehouses homeless individuals and families while minimizing the trauma and dislocation they have experienced; promotes access to mainstream resources and programs; and works towards self-sufficiency opportunities. If you would like additional information about the CoC program, you may email HHFA’s Homelessness Programs Department at info@hhfa.org.

Subrecipient Application Materials

HHFA has not yet released the 2018 CoC Program Application, but HHFA hopes to complete the Local Application process in a more timely manner this year. This year’s NQA will continue to require an application process for the ranking of project applications submitted under the CoC. In order to facilitate this necessary process, HHFA is posting the 2018 CDC Local Renewal Application which must be completed for all projects funded under the 2017 CDC Competition.

HHFA will post the 2018 CDC Local renewal application for potential new funding. HHFA does not know the extent of available funding until HHFA’s NQA is granted, and potential reallocations decided. Eligible component types under this Notice include Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH). PSH projects must serve the Chronically Homeless Exclusively, and persons served must come from the streets (places not meant for human habitation) or from emergency shelters. RRH must serve persons who come from the streets (places not meant for human habitation), from emergency shelters, or persons facing domestic violence situations.

These applications and all accompanying document attachments, as outlined in the application must be submitted to HHFA no later than 5 pm Mountain Time, Friday, July 20, 2018.

Please complete and submit an application for each renewal and new project which you are interested in providing. Final notice of inclusion or exclusion from the CoC application was 30, and possible ranking will be provided after the review process is complete, and the CoC Board (HHC) has approved new projects and ranking.

2018 CDC Local Renewal Application
2018 CDC Local New Application

CoC Competition

To prepare for the funding renewal application for the CoC program, the annual project ranking and prioritization process must be initiated. This process requires all CoC subrecipients within the State to complete an annual renewal application document. These applications and all accompanying document attachments, as outlined in the application, must be submitted to HHFA no later than 5 pm Mountain Time, Friday, July 20, 2018.

Please complete and submit an application for each renewal and new project which you are interested in providing. Final notice of inclusion or exclusion from the CoC application was 30, and possible ranking will be provided after the review process is complete, and the CoC Board (HHC) has approved new projects and ranking.

2018 CDC Local Renewal Application
2018 CDC Local New Application

Federal Resources/Regulations

CoC Program Overview

Program Forms/Manuals
COC Program Manual
COC Eligibility Cost Detail
COC Reimbursement Request Forms
Good afternoon, COC Partners and Board,

The 2018 Local COC application is now available on IHFA's website [2018 COC Local Renewal Application]. HUD has not yet released the NOFA for 2018, but we expect it soon. We would also like to allow more time for this process than in the past, and so have set the due date as Friday, July 20, 2018 at 5 pm MT. Instructions are included with the application. While we do not yet know if funding might be available for new projects, we intend to have a 2018 Local COC New Application posted in the next day or two, too, for those who might be interested. I'll send another message as soon as that application is posted.

You'll notice this year's application is a Word document — the past several year's PDF documents contained a host of issues, and so we've removed that burden. Please let us know if this helps.

Also, this year I will be providing two webinars (about 1 hour) for applicants to ask any questions regarding the application. We will have a section-by-section discussion and process overview conversation. Since this is new, we'll also be asking for feedback regarding this process to inform future attempts. The webinars will be:

- Tuesday, June 19, 2 pm MT
- Thursday, June 21, 10 am MT

The webinar is not mandatory, but strongly encouraged. I will send registration links to all on these lists, and you are encouraged to share with anyone else in your organization who might benefit.

Please let us know if you have any questions — I'll send those links next.

Thank you,

Sheri E. Cook
Idaho Housing and Finance Association
P.O. Box 7899, Boise, ID 83707-1899
Phone 208-331-4754 | SheriC@IHFA.ORG
www.idahohousing.com
Purpose

The 2018 Continuum of Care (CoC) Consolidated Application requires attachment of the HMIS Governance Agreement.

Attachment Description

Idaho’s Balance of State (BoS) Continuum of Care (CoC) HMIS Governance Agreement sets forth the governance structure for the Idaho Homeless Management Information System (HMIS) for the Idaho Balance of State Continuum of Care. It establishes the general understandings and specific responsibilities of each party relating to key aspects of the governance and operation of the Idaho HMIS.
Homeless Management Information System (HMIS) Governance Agreement

This agreement is made and entered into by and between the Idaho Housing and Finance Association, an Idaho independent body corporate and politic (hereinafter "IHFA"), and the Idaho Balance of State Continuum of Care, (hereinafter the "CoC").

Purpose and Scope

The purpose of this Governance Agreement is to set forth the governance structure for the Idaho Homeless Management Information System (HMIS) for the Idaho Balance of State Continuum of Care (CoC). As such this Governance Agreement establishes the general understandings and specific responsibilities of each party relating to key aspects of the governance and operation of the Idaho HMIS.

The CoC has instituted the use of HMIS in response to the requirements of the United States Congress and as directed by the United States Department of Housing and Urban Development (HUD) requiring the implementation and operating of management information systems for purposes of collecting unduplicated counts of homeless people and analyzing patterns of use of persons seeking assistance.

HMIS is used to record, analyze, and report client and activity data in regard to the provision of shelter, housing and services to individuals and families who are homeless or at risk of homelessness in a CoC. The HMIS captures program-level and client-level, system-wide information on the characteristics and services needs of men, women, and children experiencing homelessness. It provides longitudinal information about persons who access the homeless services system in the CoC and has the capacity to integrate and unduplicate data from all homeless assistance and homelessness prevention programs who contribute data in HMIS.

The Parties hereto agree to following terms and conditions, which include the recitals.

Recitals:

1. The CoC has determined that the activities, administration, policies, procedures and oversight of the Idaho HMIS program will be directed by the Collaborative Applicant, the Data Collection, Reporting and Evaluation (DCR&E) Committee and the HMIS Lead. The CoC has designated Idaho Housing and Finance Association (IHFA) as both the Collaborative Applicant and the HMIS Lead. The DCR&E Committee is a sub-committee in the Idaho Homelessness Coordination Committee (IHCC).

   a. Collaborative Applicant
   The Collaborative Applicant provides oversight of HMIS and works in conjunctions with the Data Collection, Reporting and Evaluation Committee to support the overall initiative and success of the HMIS program. The Collaborative Applicant provides oversight, project direction, policy decisions, and directs the HMIS Lead on behalf of the CoC as outlined in the Idaho Balance of State Governance Charter. The Collaborative Applicant monitors the HMIS for compliance and adherence to the CoC approved plans.

   b. The Data Collection, Reporting and Evaluation Committee
   The DCR&E is a working sub-committee in the IHCC that supports and enhances the mission of the HMIS program. The committee serves as a liaison to the six regional housing coalitions
for the CoC. The DCR&E committee works in conjunction with the Collaborative Applicant and the HMIS Lead to provide guidance and oversight of HMIS. The DCR&E Committee helps draft, revise, review and present recommendations to the CoC on HMIS activities, functions, reports and procedures.

c. HMIS Lead Agency
The HMIS Lead is responsible for the overall administration of HMIS and adherence to the regulations of the federal programs that use HMIS. The HMIS Lead works under the direction of the CoC in conjunction with the Collaborative Applicant and the DCR&E Committee. The HMIS Lead contracts with each participating agency, administers the HMIS grant funds, monitors participating agencies and users for compliance and security and drafts, reviews, recommends and implements CoC approved HMIS activities, functions, reports and procedures.

2. Software and Data
The CoC Homeless Management Information System software of choice is ServicePoint (trademarked and copyrighted by Bowman Internet Systems, Inc.). ServicePoint is a client information system that provides a standardized assessment of a client’s needs, creates individualized service plans and records the use of housing and services which communities can use to determine the utilization of services of participating Service Providers, identify gaps in the local service continuum and develop outcome measurements.

IHFA has entered into a contract with Medicare Information Systems. This contract enables IHFA to participate in a HMIS implementation. IHFA serves as the system administrator for the HMIS system under the terms of this agreement. As the HMIS Lead Organization and custodian of data, IHFA shall have access to all CoCs’ agencies, programs, and client information pertaining to HMIS.

3. Funding
Administration of HMIS is covered by HUD CoC grants, ESG funding, projects participating in HMIS and HUD-required match funds. The terms of uses of HMIS funds are governed by the funding source requirements, grant agreements and applicable rules.

The HUD CoC grants have a cash match requirement. IHFA, as the HMIS Lead, is retaining responsibility for facilitating the commitment of the local match for the HMIS dedicated grants. Continuing match funding is subject to and contingent upon available annual financing from local jurisdictions, partner agencies or other non-profit, charitable foundations. In the event there is a shortfall in the cash match the CoC agrees to explore other funding options if needed.

4. Compliance
The HMIS is operated in compliance with the HUD HMIS Data and Technical Standards, the HEARTH Act, the CoC Interim rules and proposed HMIS regulations. The parties anticipate that HUD and other federal partners participating in HMIS will approve revisions and/or new regulations while this agreement is in effect. The parties agree to make changes to this agreement, other HMIS operating documents, agreements, practices and policies and procedures to stay in compliance with new and revised HUD and other federal partners participating in HMIS regulations, within the specified timeframe for such changes.
5. **Policy and Procedures**
   The Idaho HMIS is operated within the framework of agreements, policies and procedures that have been developed and approved over time by the CoC. These include but are not limited to the HMIS Overview, Policy and Procedures, Service Provider Contract, and User Agreement. Deletions, additions or revisions may be required to have CoC approval before the existing agreements, policies and procedures can be changed. (Attachment A)

   The HMIS Standards Plan sets forth the guidelines, benchmarks, expectations and requirements for the Data Quality, Privacy and Security Plans. (Attachment B)

**Terms and Conditions**

1. **Collaborative Applicant Responsibilities are defined as but are not limited to:**
   - Directs HMIS Lead Agency on behalf of the CoC
   - Finalizes CoC decisions on:
     - Planning
     - Participation
     - Coordination of resources
     - Policies and Procedures
   - Monitors milestones and makes high level decisions on growth of HMIS
   - Designates the HMIS software and approves any changes to the HMIS Lead Agency or software
   - Approves the HMIS Budget
   - Submits the HMIS grants in the CoC Application
   - Representation on the regular monthly meetings with the Data Collection, Reporting and Evaluation Committee
   - Ensures agency participation and participation mandates through funding considerations
   - Ensures HMIS is governed in accordance with CoC expectations and agreements
   - Monitors HMIS Lead for compliance with HUD regulations, HMIS Policy & Procedures
   - Oversight of required reporting and submission of data to HUD and the other federal partners
   - Supports and protects the rights and privacy of clients

2. **DCR&E Committee Responsibilities are defined as but are not limited to:**
   - Reviews and makes recommendations on the HMIS governance agreements in accordance with CoC expectations and agreements
   - Makes recommendations to CoC on
     - Planning
     - Participation
     - Coordination of resources
     - Determination of long term policies and procedures
   - Reviews and makes recommendations to CoC on
     - Policies and Procedures
     - Data Quality Plan
     - Security Plan
     - Privacy Policy
• Reviews milestones and makes recommendations on growth of HMIS
• Serves as liaison to Regional Housing Coalitions, presents committee agenda items and relays regional feedback to committee
• Promotes agency participation and the collection of all necessary data
• Regularly reviews CoC and HUD required reports
• Reviews and approves data for the CoC application, AHAR reporting, CoC Action Plan, PIT Count, HIC reports and other related activities.
• Reviews and approves HMIS data and reports used for the Independent Review Panel if requested by the CoC or the Collaborative Applicant.
• Promotes the use of HMIS for performance measurements, utilization of services and effectiveness of homeless programs
• Supports and protects the rights and privacy of clients
• Reviews reports and conducts follow-up with identified projects for corrective actions as needed

3. HMIS Lead Responsibilities are defined as but are not limited to:
• Responds to CoC directives and represents HMIS to the community and stakeholders
• Oversees the day-to-day administration of HMIS (Attachment C)
• Provides staffing for operation of HMIS
• Provides regular training on HMIS regulations, software, data standards, data quality, security, confidentiality, privacy, reporting and related issues.
• Provides technical support to participating agencies on HMIS regulations, software, data standards, data quality, security, confidentiality, privacy, reporting and related issues
• Monitors agency participation, security, compliance and the collection of all necessary data
• Over-sight of database management, licensing and system functionality
• Serves as the liaison with the software vendor and ensures system integrity, compliance and availability
• Provides recommendations on use of HMIS software and software enhancements
• Regularly attends the CoC and designated sub-committee meetings
• Makes recommendations to DCR&E and the CoC on
  ➢ Planning
  ➢ Participation
  ➢ Coordination of resources
  ➢ Determination of long term policies and procedures
• Develops and implements CoC approved written
  ➢ Policies and Procedures
  ➢ Data quality Plan
  ➢ Security Plan
  ➢ Privacy Plan
• Serves as the liaison with HUD regarding the HUD HMIS grants and submits the Annual Performance Report for HMIS grants
• Provides HMIS budget and submits draw requests
• Ensures accuracy, generates data, reports and submits the AHAR
• Ensures accuracy, generates data, reports and submits the System Performance Measurements
- Coordinate collection, review, reporting and submission of annual PIT Count and Housing Inventory Count
- Carries out Coordinated Entry activities and other initiatives and projects as directed by the CoC or Collaborative Applicant
- Ensures accuracy, generates data and Ad Hoc reports for the CoC, HUD, VA, PATH, HHS RHY, Project Sponsors, CoC Committees and other public and private requests
- Ensures accuracy, generates data and reports, for
  - CoC Application
  - Independent Review Panel
  - Risk Analysis and Monitoring
  - CoC Performance Measurements
  - CAPER and Action Plan
  - Annual Performance Reports
- Supports and protects the rights and privacy of clients

**Period of Agreement and Modification/Termination**

This agreement will become effective upon affirmation date below and shall remain in effect until terminated by the parties. Each party shall have the right to terminate this agreement upon 90 days prior written notice to the CoC in care of Idaho Housing and Finance Association. Violation of any component may be grounds for immediate termination of this Agreement.

Any amendments, including additions, deletions, or modifications must be agreed to by all parties to this Agreement.

**SIGNATURES**

On this date, April 25th, 2018, we affirm that the Idaho Balance of State Continuum of Care has reviewed and approved this HMIS Governance Agreement and agreed to abide to the Terms and Conditions, including the recitals and attachments, of this agreement.

**IDAHO HOUSING AND FINANCE ASSOCIATION**

BY: [Signature]

Brady Ellis

[Typed/Printed Name]

Vice President, Housing Support Programs

[Title]

5-10-18

[Date]
The Idaho HMIS is operated within the framework of agreements, policies and procedures that are required by HUD, other Federal partners or have been developed and approved over time by the CoC. Deletions, additions or revisions may be required to have CoC approval before the existing agreements, policies and procedures can be changed.
IDAHO HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

Policy and Procedures

Updated April 2018
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Introduction

A Homeless Management Information System (HMIS) is a locally administered information system used to record and analyze client, service and housing data for individuals and families who are homeless or at risk of homelessness. The power of the HMIS is its capacity to integrate and unduplicate data across all homeless assistance and homelessness prevention projects in the community who contribute data in HMIS.

To meet HUD’s goal to end homelessness a community must know the scope of the problem, including the characteristics of those who find themselves homeless as well as an understanding of what is working in the community and what is not. HMIS produces reliable aggregate data at multiple levels: project, system, local, state and national. HMIS is used to measure project performance and participate in benchmarking of the national effort to end homelessness. Solid data enables a community to work confidently towards their goals as they measure outputs, outcomes, and impacts.

In 2010, the U.S. Interagency Council on Homelessness (USICH) affirmed HMIS as the official method of measuring outcomes in its Opening Doors: Federal Strategic Plan to Prevent and End Homelessness. HMIS is administered by HUD, through the Office of Special Needs Assistance Programs (SNAPS). It is used by all projects that target services to persons experiencing homelessness within SNAPS and the office of HIV-AIDS Housing in addition to several federal partner programs that work with specific homeless populations which include:

- **U.S. Department of Housing and Urban Development (HUD)**
  - Office of Special Needs Assistance Programs (SNAPS)
  - Continuum of Care (CoC) Program
  - Emergency Solutions Grant (ESG) Program
  - Housing Opportunities for Persons with AIDS program (HOPWA)
  - HUD Veterans Affairs Supportive Housing (HUD/VASH)
  - Rural Housing Stability Assistance Programs (RHSP)
- **U.S. Department of Health and Human Services (HHS)**
  - Administration for Children and Families (ACF) – Family and Youth Service Bureau (FYSB)
    - Runaway and Homeless Youth (RHY)
  - Substance Abuse and Mental Health Services Administration (SAMHSA)
    - Projects for Assistance in Transition from Homelessness (PATH)
- **U.S. Department of Veteran Affairs (VA)**
  - Supportive Services for Veteran Families Program (SSVF)
  - Community Contact Emergency Housing (HCHV/EH)
  - Community Contact Residential Treatment Program (HCHV/RT)
  - Domiciliary Care (HCHV/DOM)
  - VA Community Contract Safe Haven Program (HCHV/SH)
  - Grant and Per Diem Program (GPD)
  - Compensated Work Therapy Transitional Residence (CWT/TR)

The HMIS Federal Partners worked collaboratively to develop HMIS Data Standards. The purpose of data quality standards is to standardize expectations and provide guidance to HMIS participating programs to ensure sufficient data on clients, their demographic, characteristics and services, facilitate confident
reporting on the extent and characteristics of homelessness, and provide communities with baselines data collection requirements. HUD has worked with program staff of the federal partners to align the data elements required for each program funding source and determine how and when data is to be collected. Communities may choose to incorporate additional data elements they may find useful for local or state purposes.

Section 1 Contractual Requirement and Roles

Introduction

The Idaho Balance of State Continuum of Care (BoS CoC) has instituted the use of HMIS in response to the requirements of the United States Congress under the HUD Appropriations Act HR-2620, the HEARTH Act, the CoC Programs interim rule 24 CFR 578 and as directed by HUD. Idaho Housing and Finance (IHFA) administers HMIS for the Idaho BoS CoC.

The Idaho HMIS is operated within the framework of agreements, policies and procedures that have been developed and approved over time by the Idaho BoS CoC. These include but are not limited to, the HMIS Governance Agreement, Policy and Procedures, Service Provider Contract, and User Agreement. Deletions, additions or revisions may be required to have CoC approval before the existing agreements, policies and procedures can be changed.

Policy

IHFA and HMIS Participating agencies are bound by all, but not limited to, the above-mentioned contractual obligations. These contracts and agreements spell out the obligations, rights and responsibilities of the contracting parties. IHFA and the CoC are bound by the terms and conditions outlined in the IHFA HMIS Governance Agreement. IHFA functions as the Collaborative Applicant for HUD funds and acts as the HMIS Lead.

The HEARTH Act has instituted the use of HMIS in response to the requirements of the United States Congress and as directed by the HUD requiring implementation and operation of management information systems for purposes of collecting unduplicated counts of homeless individuals and analyzing patterns of use of persons seeking assistance.

The CoC has determined that the activities, administration, policies, procedures and oversight of the Idaho HMIS program will be directed by the Collaborative Applicant, the Data Collection, Reporting and Evaluation (DCR&E) Committee and the HMIS Lead. The DCR&E Committee is a sub-committee in the Idaho Homelessness Coordinating Committee (IHCC).

Service Provider (Agency)

A Service Provider is any agency that participates in HMIS.

A Service Provider that is a sub recipient of federal funding disbursed through IHFA is required to participate in HMIS by contributing and recording data of individuals (hereinafter referred to as "Client") participating in such federally-funded programs.
A Service Provider using HMIS for client data entry and recording but who does not receive federal funding shall be covered by the same rules and obligations as those Service Providers receiving federal funding.

The Service Provider and IHFA agree to be bound by all applicable federal and state confidentiality regulations and laws that protect Client records that will be placed in the Idaho HMIS. Upon entry of Client confidential information into the HMIS, neither IHFA nor the Service Provider shall disclose any confidential information of any Client, unless authorized by the Client, required under law or by court order, or if disclosed in such a way as to remove all identifying information from the presentation of such information. Such restrictions on use of confidential Client information shall not limit the preparation of reports by IHFA or the CoC System Administrator for its use or for the use of HUD, provided such reports do not contain any confidential information regarding any Client unless consented to by the Client.

IHFA shall create Policies and Procedures with such Policies and Procedures hereby incorporated into the HMIS Service Provider Contract.

The contracting parties warrant by their signature that no employer-employee relationship is established between IHFA and the Service Provider by the terms of the HMIS Service Provider Contract.

The HMIS Service Provider Contract may be terminated by IHFA or HUD at any time with or without cause upon ten (10) days written notice by IHFA to the Service Provider. If termination is for breach of Client's confidentiality, as required under the HMIS Service Provider Contract, and by state and federal laws, then IHFA or HUD may terminate the contract immediately.

If the HMIS Service Provider Contract is terminated, IHFA shall maintain its right to the use of all Client data previously entered by the terminating Service Provider; such use is subject to any restrictions requested by the Client.

Due to the nature of information contained on the HMIS system, the Service Provider shall not assign its rights or obligations under the HMIS Service Provider Contract to any other party without the prior approval of IHFA.

**HMIS Use and Data Entry**

The Service Provider shall follow, comply with and enforce the User Agreement. The User Agreement may be modified as needed for the purpose of efficient operation of the HMIS system. IHFA will announce approved modifications in a timely manner. The Service Provider is responsible for the Users data entry accuracy, correctness and completeness.

**Reports and Information**

- The Service Provider may make aggregate data on clients it services available to other entities for funding or planning purposes pertaining to providing services to homeless persons. However, such aggregate data shall not identify individual Clients.
- The Service Provider shall not make available to other entities any data on clients it does not serve.
- The Service Provider shall be responsible for HMIS data entry compliance for client data and reports.
• The Service Provider shall periodically (or when requested by the System Administrator) run and review audit reports to ensure data integrity.
• The Service Providers have full reporting access to any clients they serve. There are a variety of canned reports available in HMIS along with a Report Writer function which Users have full access to.
• The Service Provider and/or Users’ access to HMIS data on clients it does not serve shall be limited based on the current status of any release of information.

Service Provider Audit, Recordkeeping and Reporting

Service Provider may be subjected to system audits.

Service Providers who receive federal funding through IHFA may have grant monies may be withheld by IHFA at its discretion until the Service Provider has demonstrated acceptable levels of participation and data entry.

The Service Provider agrees to make available to IHFA any requested information and documentation needed to monitor use of HMIS. The program will be subjected to monitoring on HMIS Policy and Procedures, Standards Plans, reporting and federal, state and local regulations and laws that protect client records.

The Service Provider agrees to comply with IHFA requirements to collect data for persons experiencing homelessness or who are at-risk of homelessness. The requirements will be outlined in the Policies and Procedures, and under the terms of the Service Provider Contract.

General Conditions

Service Providers participating in HMIS, whether due to federal funding requirements, or as non-federal funded voluntary HMIS users, are required to enter into a Service Provider contract with IHFA.

The HMIS Service Provider contracts will be renewed annually. All Service Providers participating in HMIS must be current in all related contracts.

Without limiting the right of IHFA, HUD, HHS or VA to terminate without cause as called for above, the Service Provider agrees that IHFA or HUD may immediately amend or terminate any or all parts of the Service Provider Contract at any time if it is determined that grant funds allocated for associated projects have been misused, used for ineligible activities or ineligible agencies, or used in an inconsistent manner with the conditions of the grant application, the grant agreement, the Service Provider Contract and/or any IHFA or HUD governing regulations, policies, and/or procedures.

The Service Provider acknowledges that IHFA may use one or more of the following remedies when it is known that the terms of the Service Provider Contract or associated grant agreements have not been followed: demand full or partial repayment; terminate the Service Provider Contract and/or litigation in the district court of Ada County.

Section 30-3-31, the Idaho Nonprofit Corporation Act, and Idaho Code §18-1359 through 18-1361, identify conflicts of interest by public and non-profit employees. The Service Provider agrees to meet these statutory requirement and further represents that nothing of monetary value has been given, promised or implied as remuneration for entering into this Contract and that there will be no personal financial gain by the executive director or other managerial staff, employees or the family member(s) of employees as a result of the Service.
Provider Contract.

**HMIS Lead/System Administrator**

The HMIS Lead is responsible for the overall organization, administration and management of Idaho BoS CoC HMIS, and adherence to the regulations of the federal programs that use HMIS. The HMIS Lead works under the direction of the CoC in conjunction with the Collaborative Applicant and the DCR&E Committee. The HMIS Lead contracts with each participating Service Provider, administers the HMIS grant funds, monitors participating agencies and users for compliance and security and drafts, reviews, recommends and implements CoC approved HMIS activities, functions, reports and procedures.

The HMIS Lead and the BoS CoC have entered into a Governance Agreement that sets forth the structure for both parties. As such this Governance Agreement establishes the general understandings and specific responsibilities of each party relating to key aspects of the governance and operation of the HMIS.

To optimize HMIS outcomes, the CoC may recognize a need for a CoC System Administrator who will coordinate the HMIS program at the local level. The System Administrator will operate within the guidelines of the HMIS System Administrator Program, the HMIS Policy & Procedures and abide by all federal, state and local confidentiality and privacy regulations and laws that protect client records accessed or entered into the HMIS. The CoC System Administered shall perform the duties as outlined in the HMIS roles and responsibilities expressed in the Governance Agreement, and will complete the required system administrator training provided by the HMIS Lead Agency and/or any additional training required within the Governance Agreement. The System Administrator must be willing to sign and comply with the End User Agreement and the Data Standards Acknowledgement.

IHFA serves as the HMIS System and CoC Administrator under the terms of the Service Provider Contract. IHFA, as the system administrator, reserves the right to contract with a CoC’s Collaborative Applicant or other CoC lead agency, for purposes of establishing localized HMIS System Administration support, as described in IHFA’s HMIS System Administrator Program.

As the HMIS Lead and custodian of data, IHFA shall have access to all of the CoC’s agencies, programs and client information pertaining to HMIS as called for under the HMIS System Administrator Program.

**Policy**

The HMIS System Administrator will adhere to and enforce all of the policies and procedures in the HMIS Governance Agreement as well as the Service Provider Contract.

The HMIS System Administrator shall approve the publication of aggregate data to the CoC.

IHFA and any CoC System Administrator shall use HMIS information for reporting, auditing, planning and research purposes only. Information used for public reporting purposes shall not include personally identifying information and be limited to statistical data.

The HMIS Lead or CoC System Administrator will regularly run review and draw audits, data completeness audits, APR audits, data quality and/or system security Audits and reports. Results of these reports may be shared with Service Providers in the Continuum of Care, and other organizations as required.

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The HMIS lead will utilize existing HMIS reports where available and applicable, and will develop specialty reports if the request for information is feasible. It may take the HMIS Lead up to the 30 days to fulfill the request or, if the report cannot be produced in thirty days, respond with alternative options.

The HMIS Lead shall apply patches and upgrades to the system and send out notification and documentation prior to the event.

**Responsibilities**

HMIS Lead/System Administrator responsibilities are defined as but are not limited to:

- Responds to CoC directives and represents HMIS to the community and stakeholders.
- Oversees the day-to-day administration of HMIS.
- Provides staffing for operation of HMIS.
- Provides regular training on HMIS regulations, software, data standards, data quality, security, confidentiality, privacy, reporting and related issues.
- Provides technical support to participating agencies on HMIS regulations, software, data standards, data quality, security, confidentiality, privacy, reporting and related issues.
- Monitors Service Provider participation, security, compliance and the collection of all necessary data.
- Oversees database management, licensing and system functionality.
- Serves as the liaison with the software vendor and ensures system integrity, compliance and availability.
- Provides recommendations on use of HMIS software and software enhancements.
- Regularly attends the CoC and designated sub-committee meetings.
- Makes recommendations to DCR&E and the CoC on:
  - Planning
  - Participation
  - Coordination of resources
  - Determination of long term policies and procedures
- Develops and implements CoC approved documents, including:
  - Policies and Procedures
  - Data quality Plan
  - Security Plan
  - Privacy Plan
- Serves as the liaison with HUD regarding the HUD HMIS grants and submits the Annual Performance Report for HMIS grants.
- Provides HMIS budget and submits draw requests.
- Ensures accuracy, generates data, reports and submits the Annual Homeless Assessment Report (AHAR).
- Coordinate collection, review, reporting and submission of annual PIT Count and Housing Inventory Count.
- Carries out Coordinated Entry activities and other initiatives and projects as directed by the CoC or Collaborative Applicant.
- Ensures accuracy, generates data and Ad Hoc reports for the CoC, HUD, VA, PATH, HHS RHY, Project Sponsors, CoC Committees and other public and private requests.
- Ensures accuracy, generates data and reports by the CoC and Federal Partners.

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Idaho Homeless Management Information System

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Generates reports for CoC and Federal partners.
- Supports and protects the rights and privacy of clients.
- Maintains and periodically updates an HMIS user guide and related operational and user training documentation.

**Collaborative Applicant**

The Collaborative Applicant provides oversight of HMIS and works in conjunction with the Data Collection, Reporting and Evaluation Committee to support the overall initiative and success of the HMIS program. The Collaborative Applicant provides oversight, project direction, policy decisions, and directs the HMIS Lead on behalf of the CoC as outlined in the Idaho Balance of State Governance Charter. The Collaborative Applicant monitors the HMIS for compliance and adherence to the CoC approved plans.

**Policy**

IHFA is the direct grantee of HUD and acts as a financing disbursement conduit between HUD and Service Providers to implement programs consistent with the federal law. These laws include without limitation the requirements found in HUD Appropriations Act, 24 CFR 84, and any other federal statute or regulation pertaining to the implementation, use of and monitoring/audit of the Homeless Management Information System. Service Provider agrees to comply with these requirements, which are incorporated as part of the Service Provider Contract.

**Responsibilities**

Collaborative Applicant Responsibilities are defined as but are not limited to:

- Directs HMIS Lead Agency on behalf of the CoC.
- Finalizes CoC decisions on:
  - Planning
  - Participation
  - Coordination of resources
  - Policies and Procedures
- Monitors milestones and makes high level decisions on growth of HMIS.
- Designates the HMIS software and approves any changes to the HMIS Lead Agency or software.
- Approves the HMIS Budget. Submits the HMIS grants in the CoC Application.
- Representation on the regular monthly meetings with the Data Collection, Reporting and Evaluation Committee.
- Ensures Service Provider participation and participation mandates through funding considerations.
- Ensures HMIS is governed in accordance with CoC expectations and agreements.
- Monitors HMIS Lead for compliance with HUD regulations, HMIS Policy & Procedures.
- Oversight of required reporting and submission of data to HUD and the other federal partners.
- Supports and protects the rights and privacy of clients.
Idaho Homelessness Coordinating Committee (IHCC)

Idaho Homelessness Coordinating Committee (IHCC) is the governing body for homeless service planning for the State of Idaho. One of the primary functions of the IHCC is to serve as the Idaho Balance of State Continuum of Care Board ("The Board").

Policy

IHCC committees report to the Board and serve as the CoC planning body.

Responsibilities

The Board serves as the Continuum-designated primary decision-making group and works with the IHCC committees and the CoC Collaborative Applicant, Idaho Housing and Finance Association (IHFA) to fulfill three major duties:

- Operate the CoC
- Designate and oversee a HMIS
- CoC Planning

Data Collection, Reporting and Evaluation Committee (DCR&E)

The DCR&E is a working sub-committee in the IHCC that supports and enhances the mission of the HMIS program. The committee serves as a liaison to the six regional housing coalitions for the CoC. Data Collection, Reporting and Evaluation involve not only the HUD required programs, but also other federal partners such as Veterans Affairs and Health and Human Services, as well as faith-based and non-profit agencies not participating in HMIS.

Policy

The DCR&E committee works in conjunction with the Collaborative Applicant and the HMIS Lead to provide guidance and oversight of HMIS. The DCR&E Committee helps draft, revise, review and present recommendations to the CoC on HMIS activities, functions, reports and procedures.

Committee members will assist in the coordination of Regional Coalition meetings to assess the DCR&E projects, will include data standards and data quality review, Point-in-Time Count, Housing inventory Counts, AHAR, Continuum of Care Notice of Funding Availability application, Continuum of Care ad-hoc reporting and pilot projects.

Responsibilities

DCR&E Committee Responsibilities are defined as but are not limited to:

- Reviews and makes recommendations on the HMIS governance agreements in accordance with CoC expectations and agreements.
- Makes recommendations to CoC on:
  - Planning
  - Participation
  - Coordination of resources
  - Determination of long term policies and procedures
• Reviews and makes recommendations to CoC on:
  ➢ Policies and Procedures
  ➢ Data Quality Plan
  ➢ Security Plan
  ➢ Privacy Policy
• Reviews milestones and makes recommendations on growth of HMIS.
• Serves as liaison to Regional Housing Coalitions, presents committee agenda items and relays regional feedback to committee.
• Promotes Service Provider participation and the collection of all necessary data.
• Regularly reviews CoC and HUD required reports.
• Reviews and approves data for the CoC application, AHAR reporting, CoC Action Plan, PIT Count, HiC reports and other related activities.
• Reviews and approves HMIS data and reports used for the Independent Review Panel if requested by the CoC or the Collaborative Applicant.
• Promotes the use of HMIS for performance measurements, utilization of services and effectiveness of homeless programs.
• Supports and protects the rights and privacy of clients.
• Reviews reports and conducts follow-up with identified projects for corrective actions as needed.

**Funding/Participation Fees**

To ensure a sustainable and mature HMIS program and to meet the operational demands of the HEARTH Act, the Idaho Balance of State Continuum of Care has instituted a HMIS Fee Structure.

**Policy**

Administration of HMIS is covered by HUD CoC grants, ESG funding, projects participating in HMIS and HUD-required match funds. The terms of use of HMIS funds are governed by the funding source requirements, grant agreements and applicable rules.

**Process**

The HMIS Fee structure represents a method to distribute the cost across all programs using HMIS, and to develop a more diverse funding base, increase equity in participation, and reduce the financial burden on any one Service Provider. This will help ensure a fair, reasonable and affordable structure for the continued operation of a strong HMIS in Idaho and encourage consistent participation by recipients, sub-recipients and non-HUD funded programs that provide homeless assistance activities.

The HUD CoC grants have a cash match requirement. IHFA retains responsibility for facilitating the commitment of the local match for the HMIS dedicated grants. Continuing match funding is subject to and contingent upon available annual financing from local jurisdictions, partner agencies or other non-profit, charitable foundations. The HMIS fees charged to a Service Provider are explained in the Service Provider Contract.

In the event there is a shortfall in the cash match the CoC agrees to explore other funding options if needed.

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Scholarships are available, funds permitting, for HMIS activities such as setup fees, annual costs, licenses, training costs, computers and hardware, and other HMIS activities. Home Partnership Foundation grant recipients or voluntary agencies (currently not receiving HUD or other federal funding for the specific program) that want to participate, but do not have the resources to pay for the cost themselves, may be covered as well.

**System Security**

The CoC HMIS software of choice is ServicePoint (trademarked and copyrighted by Mediware Information Systems, Inc.). ServicePoint is a client information system that provides a standardized assessment of a client's needs, creates individualized service plans and records the use of housing and services which communities can use to determine the utilization of services of participating Service Providers. Identify gaps in the local service continuum and develop outcome measurements. IHFA has entered into a contract with Mediware Information Systems Inc., permitting IHFA to participate in its HMIS implementation.

Client data will be encrypted at the server level when the information is entered at the time of transmission to the ServicePoint system.

ServicePoint (Bowman Systems) is a web-based software encrypted for secure transmittal and storage. Implementation of ServicePoint involves a centralized database where participating Service Providers, with client consent, can enter and access Client information, and all data is encrypted at the database level. This means that anyone hacking into the server would not see any Client information. This encryption tool is state of the art. All changes, additions and deletions to Client records are tracked by the system and can identify the User and the action. Information can be locked or unlocked, viewed or not, depending on the User Access Level of the viewer. This provides a level of security and accountability for the Service Provider's database.

Every User of the HMIS system is authenticated with a unique User ID and password. A User will be locked out of the system after four consecutive bad logon attempts and will need to contact the System Administrator to regain access. All Users shall utilize the password protected screen savers on any computer accessing the HMIS database and the User shall log off of HMIS and shut down the browser when not using HMIS.

**Right to Deny Access**

The Service Provider shall not be denied access to Client data entered by the Service Provider. Service Providers are bound by all restrictions placed upon the data by the Client and any Service Provider. The Service Provider shall diligently record and take all other appropriate actions to assure the HMIS includes and reflects all restrictions Client has requested.

**Comparable Database**

Domestic Violence (DV) providers are prohibited from entering data on their clients into an HMIS yet are required to use a comparable database to collect and report on universal and program-specific data elements. The Community Management Information System (CMIS) developed and administered by
IHFA provides this functionality for the state’s DV providers. The CMIS fulfills the requirements for a comparable database while simultaneously providing reporting support for information required by HUD.

**Policy**

Domestic Violence Service Providers wishing to use CMIS for data entry, retrieval and reporting purposes will be under the same contractual obligations as HMIS Service Providers expect in those instances where, due to the separation of databases and type of client data, separate contracts, agreements or clauses directly relating to CMIS and its usage apply.

**Section 2: HMIS Use**

**Introduction**

HMIS use is the responsibility of all Service Providers, Users, CoC System Administrator and the HMIS Lead and shall abide and comply with all policies and procedures of HMIS and shall keep abreast of all ServicePoint updates and policy changes.

Service Providers and their authorized Users shall not misrepresent their client base in the HMIS database by entering known, inaccurate, false or misleading data under any circumstances. The Service Provider and User will not alter information, with known inaccurate information, that has been entered into the HMIS database by another Service Provider or User.

Service Providers and their authorized Users shall not cause in any manner or way known corruption of the HMIS database. Report any discrepancies in the use of the IHFA HMIS system, including without limitation access of information and entry of information, to the Service Provider Director or to the HMIS System Administrator.

The use of the HMIS database with the intent to defraud federal, state or local governments, individuals or entities, or to conduct any illegal activity, will be grounds for legal action.

**Policy**

Access to the HMIS system is limited to the Users authorized by the Service Providers, the CoC System Administrator and the HMIS Lead. The Service Provider shall identify, approve and authorize their respective Users and are responsible for contacting the HMIS Lead for revoking, adding or editing Users access.

Users are required to follow, comply with and enforce the User Agreement. The User Agreement may be modified, with notification, by IHFA at its discretion, as needed for the purpose of efficient operation of the HMIS system.

**Process**

All HMIS users must receive the Policy & Procedure training on privacy, security confidentiality and data standard requirements of HMIS prior to receiving their system training and access to the live HMIS database.
All users shall sign and abide by the terms and conditions stated in the Policy & Procedures, User Agreement, Data Standards acknowledgement and Policy and Procedures acknowledgements.

The Service Providers Executive Director or other agency authorized individual is responsible for ensuring that all users needing access to the HMIS system and/or data receive the necessary preparatory training, authorize users to receive training, agree to ensure that users under their employ/jurisdiction abide by all rules, regulations, policies and procedures related to HMIS usage, and require members of its staff that access HMIS data to attend all subsequent pertinent trainings as offered by the HMIS Lead. Training documentation is kept on file by the HMIS Lead.

The Service Provider shall be responsible for entering Client data reviewing the data entry and running reports for all clients they serve.

The Service Provider shall have representation at all agency/regional data quality review meetings if needed.

The Service Provider is responsible for the Users data entry accuracy, correctness and completeness.

The Service Provider shall periodically (or when requested by the HMIS Lead) run and review audit reports to ensure data integrity.

HMIS User Responsibilities

The User shall only enter individuals in the HMIS database that exist as Clients under the Service Provider’s approved area of service.

The User shall be responsible for entering into HMIS:

- HUD funded Service Provider – Universal Data Elements (client profile, household, entry/exit, services, and shelter), and any Program Specific data as required by the grant.
- Non-HUD funded Service Provider – at a minimum the Universal Data Elements (client profile, household, entry/exit, services, and shelter).

The User shall consistently enter information into the HMIS database on a weekly basis. In the event that weekly data entry cannot be made, the User shall have all data entry completed for the month by no later than the 5th business day of the following month.

If the Users utilized hard copy paper forms to enter data into HMIS, the forms shall be securely stored or suitably disposed of once data entry is complete.

The User shall enter ROI information (Client Consent and Release of Information Authorization) on all clients. Sharing data is optional but entering data is not optional. An ROI shall be recorded for all clients, even if not sharing data.

The User shall not include profanity or offensive language in the HMIS database.

The User shall utilize the HMIS database for business purposes only.

The User shall follow the Rules for Password and User IDs

- Each User will be issued a unique User ID and Password
- Passwords are required to be changed every 45 days.

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- Passwords must be a minimum of 8 characters and include at least two numerical values.
- Sharing of user ID and password is forbidden
- Do not select a trivial, predictable or obvious password or a common word found in the dictionary or any of the below spelled backwards.
  - Trivial passwords include common words like 'secret', 'password', or 'computer'
  - Predictable passwords include days of the week, months, or a new password that has only a one or two character difference from the previous password.
  - Obvious passwords include User name, User ID, names of persons, pets, relatives, cities, addresses, birth date, car license plate and so on.
- Do NOT use someone else’s or password or let anyone use your User ID. If you, or someone at your agency needs more access, or if you are having problems with your access, contact your System Administrator for help.
- Beware of “shoulder surfers”. These are people who stand behind you and look over your shoulder while you are keying in your password or are working with confidential information.

**Equipment Requirements**

All computers used to access HMIS shall have a password-protected screensaver with a timeout enabled and, a commercially-available antivirus program set to automatically update the antivirus definitions files and regularly run system scans. The computer or network computer that is accessing HMIS must be protected from outside intrusion by a software or hardware firewall.

All Users shall utilize the password protected screen savers on any computer accessing the HMIS database and the User shall log off of HMIS and shut down the browser when not using HMIS.

**Access Levels**

HMIS user access levels control who can see which information. Confidentiality is a primary concern and these levels of access help control access to information. Lower levels allow viewing only of basic demographics while middle levels allow additional information to be viewed, added and or updated. The highest level allows access to Service Provider functions and unlimited client access. The HMIS Lead shall aid in the determination of HMIS User access level. The level will be based on each User’s job function as it relates to HMIS data entry and retrieval schema.

**Licenses**

Once training is complete, users will be issued a User License through their Service Provider. This license allows the user to access HMIS and read client data, enter client data and run reports depending on the user’s HMIS access level.

**Auditing**

The HMIS Lead will conduct annual onsite monitoring of Service Providers and their authorized Users to ensure compliance with the HMIS Policy & Procedures.
Section 3: Training

Introduction

Training is an essential component of the HMIS access and use guidelines. All HMIS users must be aware of the confidential nature of the client data they are collecting, the laws, rules, regulations and policies related to data integrity and security, data standards relating to HMIS use. Users must consider the ramifications connected to insufficient data security processes, and the effects on the Service Provider, user and client if client data is not entered in a timely, accurate and complete manner.

Policy

The HMIS Lead shall provide training and periodic updates to that training to select Service Provider Staff on the use of the HMIS software. Training includes but not limited to:

- Basic new user, Policy and Procedures, intermediate and advanced user training.
- Reports Training.
- Program enhancement, upgrades, refresher or other specifically requested training.
- Data Standards and Federal Partner requirements.
- CoC or Service Provider Request.

Training Requests

Service Providers are responsible for ensuring that all staff, volunteers and other persons in their organization using or accessing information from HMIS receive confidentiality training to include HMIS use and all applicable HMIS security and confidentiality requirements.

Service Providers will submit their training request to HMIS along with the information on the person needing training. Service Providers should submit their training request via e-mail, to hmis@ihfa.org. The HMIS Lead will evaluate the request and if approved, will work with the Service Provider to schedule HMIS training.

The HMIS Lead will, through monitoring activities, determine areas where additional HMIS training might be need by individuals, agencies or across the CoC. Such training will be incorporated in the onsite monitoring visits where applicable. Major changes in HUD requirements or software changes may necessitate further training. In these events the HMIS Lead will reach out to the CoC or individual Service Providers to arrange additional or updated training.

The HMIS Lead will develop and conduct refresher or other training, based on results of technical assistance, reports, requests and on- and off-site monitoring, that the HMIS Lead determines will help the Service Provider to maintain data security and integrity, and enhance data quality. Such training may be conducted onsite during subsequent monitoring visits, may be conducted onsite at the discretion of HMIS and the Service Provider, or may be offered in electronic form by phone, webcast or other means.
Section 4: Technical Support

Introduction
The HMIS Lead shall be available for technical assistance such as HMIS requirements and procedures, system troubleshooting and report generation.

Policy
The HMIS Lead will provide technical support related to the operation and functions of the Idaho HMIS implementation. The HMIS Lead does not function as an IT (Information Technology) provider of services related to hardware and network operations.

Process
Service Providers and Users will contact HMIS with questions and requests concerning HMIS services such as data entry, report generation, policies, procedures and software functionality. Users requesting technical support are encouraged to send their requests via email to hmis@ihfa.org. Requests submitted by phone are also accepted but typically a written request is preferred and often a follow-up email is requested.

HMIS Lead staff will reply to the Service Provider within one business day to answer the inquiry when possible, or to gather more information and facts from the Service Provider regarding their request so that IHFA Lead staff can address and answer the request.

Technical Support Availability/Hours of Operation
Idaho HMIS technical support is available Monday through Friday, 8am-5pm, Mountain Time, excluding holidays.

The HMIS Lead will contact Service Providers and Users to provide updates and expected time to restore system availability in the event of a system outage. The HMIS Lead will maintain close contact with the software vendor until the time that the outage is resolved and full access is restored.

The HMIS Lead is responsible for ensuring that all necessary patches or system upgrades occur in a timely manner. Since most of these functions are performed by the software vendor, HMIS Lead will notify end users and agencies of any anticipated affect on system availability prior to the event.

Process
The HMIS Lead will notify Service Providers and Users of any anticipate affect on system availability, including but not limited to system availability, when upgrades and patches are applied to HMIS by the vendor.
Section 5: Data Standards

Introduction

HUD and the federal partners worked collaboratively to develop the HMIS Data Standards, HMIS Data Dictionary and the HMIS Program Manuals. Data quality standards standardizes expectations and provide guidance to HMIS participating programs and ensures sufficient data on clients, their demographics, characteristics and services, which will facilitate consistent reporting on the extent and characteristics of homelessness in our state.

The Data Standards refer to the type of data to be collected, create standard definitions of each data element, identify the population of whom data is collected and when it should be collected.

The Data Standards are reviewed annually by HUD and the federal partners and updated as needed. The current HMIS Data Standards Manual can be found at https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual-2017.pdf

The Data Standards Manual is designed to help CoCs, HMIS Lead Agencies, HMIS System Administrators, and HMIS Users to help them understand the data elements that are required to be collected in order to meet the participation and reporting requirements established by HUD and the Federal Partners. Communities may Service choose to incorporate additional data elements they may find useful for local or state reporting purposes.

Policy

The HMIS Lead, CoC, Service Providers and Users shall abide by all of the standards and conditions related to data quality as described in the most recent Data Standards Manual.

All HMIS Users will receive Data Standards training as part of the initial HMIS training. Updates, revisions and changes to the Data Standards will be communicated to the Service Providers via direct training (via phone, other electronic means or in person), via email, or by other communications deemed appropriate to distribute the updates and fully inform those affected by the changes. The HMIS Data Standards training material will also be updated to reflect the changes.

Data Collection Requirements

The Data Standards Manual outlines the data collection requirements each of the HMIS federal partners has for data collection. It is possible multiple federal funding sources will be used in a single project (e.g. an emergency shelter project may be funded by both ESG and RHY). When a project is funded by multiple federal partners, it is important that all elements required by each of the federal partners are collected and that appropriate reporting can be produced according to each funder’s requirements.

Projects that choose to participate in Idaho HMIS without any funder requirement should, at minimum, collect Universal Data Elements (UDE) and those elements required for System Performance Measurement or are established for project types by local community requirements.
They may also collect any appropriate Program Specific Data Elements (PSDE) needed for the project's own reporting purposes.

**Universal Data Elements (UDE)**

The Universal Data Elements (UDE) are collected in HMIS by all projects regardless of funding type. The UDEs establish the baseline data collection requirements for all contributing CoC projects. They are the basis for producing unduplicated estimates of the number of people experiencing homelessness, accessing services from homeless assistance projects, basic demographic characteristics of people experiencing homelessness, and patterns of service use, including information on shelter stays and homelessness over time.

Response categories of “Client doesn’t know” and “Client refused” are options on all data fields. The response category of “Data Not Collected” is available on some data fields but will be counted the same as missing data, which can affect the CoC and funding availability.

**Program Specific Data Elements (PSDE)**

The common PSDEs are collected across most federal partner programs. PSDEs provide information about the characteristics of clients, the services that are provided, and client outcomes. These data elements must be collected from all clients served by programs that are required by their funding source.

For programs with no such reporting requirements, these data standards are optional but recommended since they allow local CoCs to obtain consistent information across a range of providers that can be used to plan service delivery, monitor the provision of services, and identify client outcomes.

PSDEs differ from the UDEs in that no one project must collect every single element in this section. Which data elements are required is dictated by the reporting requirements set forth by each Federal partner for each of its programs. A Partner may require all of the fields or response categories in a data element or may specify which of the fields or response categories are required for their report.

Local CoCs may elect to require all contributing continuum projects to collect a subset of the data elements contained in this section to obtain consistent information across a range of projects that can be used to plan service delivery, monitor the provision of services, and identify client outcomes.

However, these data elements do not constitute a client assessment tool, and projects must develop their own data collection protocols in order to properly assess client service needs.

**Program Manuals**

Separate Data Standards Manuals have been created to provide guidance and direction for PATH, RHY, HOPWA, VA and CoC usage of HMIS. PATH and RHY operate under unique circumstances within the CoC and deal with a more specific set of issues with their respective subpopulations. Any updates or changes to the PATH or RHY Data Standards will be communicated to the respective PATH or RHY Service Providers by the HMIS Lead.

**Data Quality and Monitoring Plan**

The Idaho Balance of State CoC has a HMIS Standard Plan that covers Data Quality, Privacy and Security. The Data Collection, Reporting and Evaluation (DCR&E) Committee, working in collaboration with the
HMIS Lead, is responsible for reviewing and updating the HMIS Standards Plan annually and submitting to the CoC for approval.

The CoC understands the need for quality data that accurately reflects the valid and true nature of homelessness in Idaho for analysis and reporting. These standards take in consideration the diverse nature and project scope of all programs across the state to ensure that data is entered in a timely and consistent manner while protecting client-level data.

The Data Quality and Monitoring Plan incorporates, by reference, the current Policy and Procedures. The data quality and monitoring plan sets forth the expectations and benchmarks for high quality data that accurately reflects the information on persons experiencing homelessness and the programs that serve them. The plan is operated in compliance with the current HMIS Data Standards and will be updated to reflect revised and/or new regulations and industry standards as required.

All key staff members involved in the collection, analysis, and dissemination of data and are required to have a shared understanding for the purpose of data collection.

Timeliness

Entering data in a timely manner helps to reduce errors and missing and incomplete data that can occur when too much time has passed between the time of the client intake/service transaction and the actual data entry.

Data Completeness

In order to facilitate high quality reporting and analysis the data collected and entered in HMIS must be as complete as possible. Partially complete or missing data can affect the ability of the CoC to meet various funding compliance requirements.

Data Accuracy and Consistency

Information entered into the HMIS needs to be valid in order to accurately represent information on persons experiencing homelessness and the agencies that provide services. Inaccurate data can affect reporting on project performance and could adversely affect the CoC and funding sources.

Process

Monthly, Quarterly and Annual Reports will be generated from the HMIS for the CoC and designated committees for review and quality assurance.

The HMIS Lead will run audits as needed for the CoC, the HUD grantee, or to meet other requirements of CoC reporting.

The CoC receives quarterly reports from HMIS Lead to monitor HMIS Standards Plan. Reports will be reviewed to ensure that benchmarks set by the Strategic Planning Committee have been met and if not, suggest or implement corrective actions as required.
Section 6: System Security and Confidentiality

Introduction

HMIS Security and Confidentiality refers to the treatment of the information entered into the HMIS and how it is disclosed, shared, protected, and used by the entities that have access to the data.

For all information entered in the HMIS, Service Providers and Users are bound by all applicable federal and state confidentiality regulations and laws that protect Client records that will be accessed or entered into the HMIS system.

Policy

IHFA and Service Providers shall follow, comply with and enforce all of the system security and confidentiality requirements as outlined in the Service Provider Contract. Users shall follow, comply with and enforce the User Agreement.

Any requests for release of HMIS information, including court orders and subpoenas, shall be referred to IHFA. The Service Provider agrees not to release any confidential information received from the HMIS database to any organization or individual.

Technical Standards- Confidentiality and Privacy Requirements

The Service Provider and IHFA agree to be bound by all applicable federal and state confidentiality regulations and laws that protect Client records that will be placed on the Idaho HMIS. Upon entry of Client confidential information into the HMIS, neither IHFA nor Service Provider shall disclose any confidential information of any Client, unless authorized by Client, required under law or by court order, or if disclosed in such a way as to remove all identifying information from the presentation of such information. Such restriction on use of confidential Client information shall not limit the preparation of reports by IHFA or the CoC System Administrator for its use or for the use of HUD, provided such reports do not contain any confidential information regarding any Client unless consented to by the Client.

A Service Provider may adopt additional substantive and procedural privacy protections that exceed the requirements listed in the HMIS Policy and Procedures as long as all additional protections and procedures are included in its privacy notice. Employees, volunteers, affiliates, contractors and associates are covered by the privacy standards of the Service Provider they deal with.

Confidentiality Requirements

If a Service Provider is a HIPAA covered agency, they must abide by HIPAA regulations. HIPAA Privacy Rules take precedence over HMIS privacy standards. Rules for Domestic Violence Shelters and Service Providers take precedence over HMIS privacy standards and data entry requirements.

The Idaho HMIS system maintains a common database which allows for the sharing of information. Some of the data HMIS collects is considered Protected Personal Information (PPI). Protected Personal Information is defined as:
Any information that can be used to identify a particular individual. Protected Personal Information includes without limitation a Client’s name, Social Security Number, Date of Birth, and such personal identifying information that identifies directly, indirectly, by linking with other identifying information to identify a specific individual, or can be manipulated by a reasonably foreseeable method to identify an individual.

Personal Protected Information (PPI) will not be disclosed to any State or Federal Agency except as required by law or to avoid a serious threat to health or safety.

Unauthorized disclosure of PPI may be grounds for legal action. Sharing of HMIS data among Service Providers is encouraged but not required.

**Process**

The Service Provider is responsible for ensuring that all staff, volunteers and other persons in their organization using or accessing information from HMIS receive confidentiality training to include HMIS use and all applicable confidentiality laws.

The Service Provider and Users shall utilize the IHFA HMIS Client Consent & Release of Information Authorization form for all Clients. The Service Provider and Users shall provide a verbal explanation of the HMIS database and the terms of consent to the Client, including an explanation of how the information will be used, how it will be provided, and advantages of providing accurate information.

To access referenced documents, please go to the IHFA HMIS page.

The Service Provider shall maintain appropriate documentation of Client consent to participate in the HMIS database.

The Service Providers and Users shall diligently record and take appropriate actions, in the HMIS system, to record all restrictions requested by the Client.

If a Client withdraws consent for release of information, the Service Provider/ User remains responsible to ensure that Client’s information is restricted.

**Privacy Requirements**

The Privacy Standards apply to all Service Providers, HMIS Users, CoC System Administrators, and HMIS Lead. All organizations and users that have access to HMIS data must comply with the privacy requirements listed below with respect to: data collection limitations; data quality; purpose and use limitations; openness; access and correction; and accountability. Privacy refers to the safeguarding of PPI in the Idaho HMIS from open view, sharing or inappropriate use.

**Process**

The Service Provider will use the Idaho HMIS Privacy Notice which describes the purpose for which it collects the PPI, its policies and practices for the processing of PPI, and all the uses and disclosures.

The Service Provider must post the Idaho HMIS Privacy Notice at each intake desk (or comparable location) that explains generally the reasons for collecting this information.
The Service Provider must post a sign stating the availability of its privacy notice to any individual who requests a copy.

The Service Provider must allow an individual to inspect and to have a copy of any PPI about the individual.

The Service Provider must offer to explain any information that the individual does not understand.

The Service Provider must consider any request by an individual for correction of inaccurate or incomplete PPI pertaining to the individual. The Service Provider is not required to remove such information but they may mark such information as inaccurate or incomplete or supplement such information.

The Service Provider must establish a method, such as an internal audit, for regularly reviewing compliance with its privacy notice. The Service Provider must maintain permanent documentation of all privacy notice amendments.

The Service Provider must establish an internal or external appeal process for hearing an appeal of a privacy complaint or an appeal of denial of access or correction rights.

If the Service Provider maintains a public web page, the Service Provider must post the current version of its privacy notice on the web page.

The Service Provider must require each member of its staff (including employees, volunteers, affiliates, contractors and associates) to sign (annually or otherwise) a confidentiality agreement that acknowledges receipt of a copy of the privacy notice and that pledges to comply with the privacy notice.

The Service Provider must require each member of its staff (including employees, volunteers, affiliates, contractors and associates) to undergo (annually or otherwise) formal training in privacy requirements.

The Service Provider must secure any paper or other hard copy containing PPI that is either generated by or for HMIS, including, but not limited to reports, data entry forms and signed consent forms.

To access the referenced documents, place go to the IHFA HMIS page.

Release of Information

Policy

All participating agencies shall utilize the IHFA HMIS Privacy Notice and Release of Authorization (ROI) form for all clients. This form is required to be given to all adult clients for notification of the agencies use of HMIS and collection of data. The form describes how the data will or will not be used, the clients right to a printed copy of the data contained in the HMIS and grievance procedure if they believe their privacy rights have been violated. This form also allows the client to authorize or deny the sharing of their protected personal information.
Data Sharing

Policy

The Idaho BoS CoC HMIS implementation is by default a closed system. No client data entered into the HMIS database will be shared with any other Service Provider or HMIS users outside of the Service Provider providing service, with the exception of the HMIS Lead without the express written consent of the client. Client information can only be shared among Service Providers by express written consent of the client using the HMIS Privacy Notices and Release of Authorization Form. There are certain Service Providers and projects where no data sharing is allowed.

Process

Clients can revoke the sharing of data at anytime by indicating their desire to revoke in writing. The written revocation shall be kept in the client’s physical file.

Sharing of HMIS data among Service Providers is encouraged but not required.

Any requests for release of information, including court orders and subpoenas, shall be referred to IHFA. The Service Providers and Users agree not to release any confidential information received from the HMIS database to any organization or individual.

Monitoring: System and Physical

Policy

Service Providers who receive federal funding are required to use HMIS and are subject to system audits.

Service Providers and sub-recipients receiving funding through IHFA, as well as Service Providers that are not funded by any federal partner but are entering data as part of the CoC’s HMIS implementation may be subject to system audits. Federal funding may be withheld by IHFA at its discretion, where applicable, until the Service Provider has demonstrated acceptable levels of participation.

End users, case managers and executive directors review the HMIS Data Standards packet and sign the acknowledgment annually.

Process

The HMIS Lead will conduct annual onsite monitoring and the Service Provider will be subjected to monitoring on HMIS Policy and Procedures, Standards Plans, reporting and federal, state and local regulations and laws that protect client records.

The HMIS Lead will conduct periodic off-site monitoring of Service Provider HMIS data entries, including but not limited to data completeness, data accuracy, ROI accuracy and security settings and other areas that the HMIS Lead determines necessary to ensure the security and confidentiality of Client information. The HMIS Lead will contact Service Provider’s with necessary information allowing the Service Provider to make corrections to the Service Provider’s Client entries.

Any equipment purchased for the Service Provider using HMIS scholarship funds are subject to
monitoring. Monitoring may include, but not be limited to, ensuring that equipment is in good working order, that it is the actual equipment specified at the time of purchase, and that the equipment is being used for HMIS activities and by licensed HMIS users.

All equipment used to access or transmit client information shall meet all HMIS security and confidentiality requirements applicable to Service Providers.

The HMIS Lead will notify Service Providers and schedule an on-site visit appointment prior to conducting annual HMIS monitoring.

The HMIS Lead will provide Service Providers and Users with copies of all monitoring forms, Acknowledgements, training documents and Service Provider Contract copies related to the monitoring process and required training and renewals.

The HMIS Lead monitoring staff will meet with all licensed users to ensure the security of hard-copy client data as well as computers used for HMIS access.

Monitoring staff will inspect any equipment purchased with HMIS scholarship funds to determine location, condition, and appropriate use.

The HMIS monitoring staff may provide refresher training in areas that the HMIS Lead has determined are most needed to protect the security and confidentiality of client data.

Referenced forms and documents can be found at: https://www.idahohousing.com/homelessness-services-programs/hmis/

Section 7: Reporting

Introduction

The data collected in HMIS is used mainly for reporting purposes to HUD, Federal Partners, the CoC and other organizations using HMIS.

The HMIS Lead responds to requests from Service Providers, Users and IHCC committees for ad hoc or special focus reports. Custom reports may be requested at any time from the System Administrator. The general public can request reports for non-identifying aggregate and statistical data by completing a Data Request Form.

Policy

HMIS data is reported only at a non-identifying aggregate and statistical level.

Only the HMIS Lead Agency or the CoC may approve publication of aggregate data specific to the continuum. Organizations may approve publication of data specific to their organization. The analysis and publication of community-wide numbers will be guided by the CoC or HMIS lead agency designated committees or workgroups.
The general public can request reports for non-identifying aggregate and statistical data by completing a Data Request Form. The HMIS Lead will address all requests for data entries other than Service Providers or clients. Non-identifying aggregate and statistical data will not contain outliers. Outliers may be removed if they represent less than 5% of any value.

HMIS Data is used to produce some or all of the following reports:

- Point-In-Time Count (PIT)
- Longitudinal System Analysis (formerly Annual Homeless Assessment Report (AHAR))
- System Performance Measurements (SPM)
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Required Federal Partners Reports
- Annual Performance Report (APR)
- System Reports
- Ad-Hoc Requests
- CoC Quarterly Reports

Section 8: Internal Operating Procedures

Introduction

IHFA, as the HMIS Lead for the Idaho BoS CoC, operates under the same standards and conditions as do the Service Providers concerning HMIS use and security. IHFA also has several unique roles to play as the System Administrator for HMIS, such as disaster recovery operations.

Policy

The HMIS Lead shall enforce all Policy and Procedures regarding HMIS use and responsibilities and ensure that the internal operations of IHFA are in compliance with those operating standards.

Disaster Recovery

IHFA shall act as the main point of contact between Service Providers and Users in the event of system failure due to some form of disaster.

Process

In the event of a disaster affecting IHFA and necessitating the restoration of the Idaho Balance of State CoC HMIS implementation, the IHFA Information Technology department is responsible for restoring all internal IHFA operations, including connecting to the internet to allow IHFA HMIS users to access ServicePoint. In the event that the disaster affects the software provider, Mediware, Bowman has in place a disaster and recovery plan which they will implement to return service as quickly as possible, or prevent the disruption of service, if possible. In the event of either scenario, IHFA and Mediware will be in regular and close contact and will send out updates to all affected Service Providers as progress on system restoration permits.
Definitions

Agency—Any organization providing services to eligible homeless or near homeless persons. Agencies using HMIS are also referred to as Service Providers.

Annual Homelessness Assessment Report (AHAR)—HUD’s annual report that provides Congress with detailed information on individuals and households experiencing homelessness across the country each year.

Consolidated Annual Performance and Evaluation Report (CAPER)—The primary mechanism for Emergency Solutions Grants (ESG) Program is accomplishment reporting. This is used to report comprehensive, nationwide data that shows the impact of the ESG Program across the country.

Client—An individual about whom a Service Provider collects or maintains protected personal information: (1) because the individual is receiving, has received, has received but, may receive or has inquired about assistance from a Service Provider; or (2) in order to identify needs, or to plan or develop appropriate assistance within the CoC.

Collaborative Applicant—The Collaborative Applicant provides oversight of HMIS and works in conjunctions with the Data Collection, Reporting and Evaluation Committee to support the overall initiative and success of the HMIS program. The Collaborative Applicant provides oversight, project direction, policy decisions, and directs the HMIS Lead on behalf of the CoC as outlined in the Idaho Balance of State Governance Charter. The Collaborative Applicant monitors the HMIS for compliance and adherence to the CoC approved plans.

Community Management Information System (CMIS)—Information system developed and administered by IHFA on behalf of the state’s DV Service Providers. DV providers are prohibited to enter DV client information into an HMIS. The CMIS fulfills the requirements for a comparable database while simultaneously providing reporting support for information required by HUD.

Comparable Database—HUD prohibits DV providers from entering data on their clients into an HMIS yet are required to use a comparable database to collect and report on universal and program-specific data elements. The Community Management Information System (CMIS) developed and administered by IHFA provides this functionality for the state’s DV providers.

Continuum of Care (CoC)—The primary decision-making entity defined in the funding application to HUD as the official body representing a community plan to meet the specific need of people who are homeless as they move to stable housing and maximum self-sufficiency.

Coordinated Entry (CE)—A comprehensive process that standardizes the way individuals and families at risk of homelessness or experiencing homelessness access are assessed for and referred to the housing and services that they need for housing stability.

Database—An electronic system for organizing data so it can be easily searched and retrieved.

Data Quality Framework Report—Used for the System Performance Measures and the CoC APR and CAPER review.

Data Collection, Reporting and Evaluation (DCR&E) Committee—The DCR&E is a working subcommittee in the IHCC that supports and enhances the mission of the HMIS program. The committee
serves as a liaison to the six regional housing coalitions for the CoC. The DCR&E committee works in conjunctions with the Collaborative Applicant and the HMIS Lead to provide guidance and oversight of HMIS. The DCR&E Committee helps draft, revise, review and present recommendations to the CoC on HMIS activities, functions, reports and procedures.

**Domestic Violence (DV) Service Provider**—Service Provider whose primary mission is to service victims of domestic violence and provides housing and other services to individuals experiencing domestic violence.

**Executive Director**—The administrative person who runs and directs the operations of a Service Provider and who has the authority to authorize User access to HMIS.

**Federal Partners**—The HMIS Federal Partners worked collaboratively to develop the 2014 HMIS Data Standards. HUD has worked with program staff of the federal partners to align the data elements required for each program funding source and determine how and when data is to be collected.

**Governance Agreement**—Sets forth the governance structure for the Idaho Homeless Management Information System (HMIS) for the Idaho Balance of State Continuum of Care (CoC). The agreement establishes the general understandings and specific responsibilities of each party relating to key aspects to the governance and operations of the Idaho HMIS.

**Governance Committee**—Committee Members develop Policies and Procedures for IHCC and will identify processes to create specific task-oriented and/or permanent committees to meet the ongoing needs of the IHCC committees. This committee will ensure shared communication among other committees and members of the IHCC. The committee will ensure that the IHCC meets at least quarterly and will develop agendas and materials to help meet strategic planning goals as set by the Strategic Planning Committee.

**Housing Inventory Count (HIC)**—The HIC is a point-in-time inventory of projects within a CoC that provide beds and units dedicated to serving persons who are homeless. It is intended to provide HUD and CoCs with information about the shelter and housing capacity of homeless crisis response systems. It should reflect the number of beds and units available on the night designated for the count that are dedicated to serve persons who are homeless (and, for permanent housing projects, were homeless at entry), per the HUD homeless definition.

**Homeless Management Information System (HMIS)**—Information system used to record, analyze and transmit client and activity data in regard to the provision of shelter, housing and services to individuals and families who are homeless or at risk of homelessness in a Continuum of Care (CoC).

**HMIS Lead**—An organization designated by a CoC to operate the CoC’s HMIS on its behalf.

**Idaho Balance of State Continuum of Care (Idaho BoS CoC)**—The Continuum of Care (CoC) covering the Service Providers providing homeless and homeless prevention services in Idaho, excluding Ada County.

**Idaho Homelessness Coordinating Committee (IHCC)**—The IHCC serves the State of Idaho and is represented by Regions one through six, the Boise City/Ada County Continuum of Care, and relevant agencies through the State. The IHCC functions as the Idaho Balance of State Continuum of Care Board. The purpose of the IHCC is to facilitate the coordination, communication, and cooperation of housing and supportive services.
Licensed User—Also referred to as “user”; an authorized individual who uses or enters data in an HMIS database.

HMIS Vendor—A contractor who provides materials or services for the operation of an HMIS. Mediware is the vendor of ServicePoint, the HMIS software used by the Idaho BoS CoC.

Non-Public Information (see also PPI)—Information about an individual that is of a private nature and neither available to the general public nor obtained from a public record. Non-Public Information includes without limitation a Client’s name, social security number and such personal identifying information.

Point In Time (PIT) Count—Idaho Housing and Finance Association (IHFA) is required by U.S. Department of Housing and Urban Development (HUD) to obtain a count of the number of unsheltered and sheltered homeless persons or families in Idaho. The PIT count is a one-night count of unsheltered and sheltered homeless persons. The PIT count must occur on one night during the last ten days in January.

Privacy Notice (IHFA HMIS Privacy Notice)—Service Providers must publish a privacy notice describing its policies and practices for the processing of PPI. IHFA has developed the IHFA HMIS Privacy Notice to meet these requirements which all Service Providers are required to use.

Program Specific Data Elements (PSDE)—Agencies which are recipients of HUD McKinney-Vento Act program funds must also collect program specific data elements to meet the requirements of their grant.

Protected Personal Information (PPI)—Any information that can be used to identify a particular individual. Protected Personal Information includes without limitation a client’s name, Social Security Number, Date of Birth, and such personally identifying that identifies directly, indirectly, by linking with other identifying information to identify a specific individual, or can be manipulated by a reasonably foreseeable method to identify an individual.

Release of Information (ROI)—Form to notify the client that his information will be entered into the HMIS and to obtain his consent to share said information with other Service Providers.

Sage—Sage is an online repository that allows greater flexibility to recipients, CoCs, and HUD to report and search CoC Program APR data. CoC grant recipients are required to submit their APRs using Sage beginning April 1, 2017.

Service Provider—All entities that have similar agreements to access the HMIS system as administered by IHFA, including IHFA, CoC System Administrators, and HUD.

Service Provider Contract—Contract entered into by Agencies (Service Providers) and IHFA concerning the rights and responsibilities of both parties related to the administration and use of HMIS.

Sheltered Survey—The Sheltered Survey is a count of the total number of persons in your project on the night of the last Wednesday in January. The survey also reports on subpopulations of Chronically Homeless, Disability, Youth and Veterans.
System Performance Measures (SPM)—A series of seven reports designed to help communities gauge their progress in preventing and ending homelessness and provide a more complete picture of how well a community is achieving this goal.

Un-affiliated Third Party—Any entity or individual other than the Service Provider entering into this contract, the HMIS System Administrator, or CoC System Administrator as called for under the HMIS Administrator Program.

Universal Data Elements (UDE)—The Universal Data Elements, as identified in the HMIS Data and Technical Standards Final Notice (Federal Register Vol. 69 No. 146) are required to be entered into HMIS by all participating agencies regardless of funding source.

Referenced forms and documents can be found at:
https://www.idahohousing.com/homelessness-services-programs/hmis/
Idaho Balance of State CoC HMIS Standards Plan
Data Quality, Privacy and Security
(Attachment B)

The CoC understand the need for quality data that accurately reflects the valid and true nature of homelessness in Idaho for analysis and reporting. These standards take in consideration the diverse nature and project scope of all programs across the state to ensure that data is entered in a timely and consistent manner while protecting client-level data.

The Idaho Balance of State CoC uses the following HMIS Standards in conjunction with the existing Policies and Procedures as referenced in section 5 of the HMIS Governance Agreement. The Data Collection, Reporting and Evaluation Committee, working in collaboration with the HMIS Lead, is responsible for reviewing and updating the HMIS Standards Plan annually and submitting to the CoC for approval.
Data Quality and Monitoring Plan

The Data Quality and Monitoring Plan incorporates by reference the Policy and Procedures and Service Provider Contract to include the citations and protections that define the standards of HMIS Use and data entry. The data quality and monitoring plan sets forth the expectations and benchmarks for high quality data that accurately reflects the information on persons experiencing homelessness and the programs that serve them. The plan is operated in compliance with the HMIS Data Standards (Oct 2017) and will be updated to reflect revised and/or new regulations and industry standards as required.

Timeliness
Entering data in a timely manner helps to reduce errors and missing and incomplete data that can occur when too much time has passed between the time of the client intake/service transaction and the actual data entry.

 Benchmarks
- All Users of the HMIS database will adhere to weekly data entry. In the event weekly data entry cannot be made, the User shall have all data entry completed for the month no later than the 5th day of the following month.
- All Client information is updated regularly at program entry, program exit and annual assessment as per requirements relative to the funding source or the CoC.

Monitor Plan
The HMIS Lead will run monthly User Log-In reports to verify that Users are accessing the system at least monthly. HMIS Lead will contact agencies with Users who have not logged in within 30 days for explanation.

The HMIS Lead may run draw audit reports to validate client-level expenses for draw requests for HUD grantees. Draw reimbursements may be delayed if the data entry is not up-to-date.

The HMIS Lead may run the 0640 Data Quality Framework Report for Timeliness review. HMIS Lead will contact agencies with Users who do not meet the weekly data entry may be contacted to for explanation to be shared with the CoC.

Data Completeness
In order to facilitate high quality reporting and analysis the data collected and entered in HMIS must be as complete as possible. Partially complete or missing data can affect the ability of the CoC to meet various funding compliance requirements.

 Benchmarks
- All Universal Data elements as listed in the HMIS Data Standards are required to be entered into HMIS by all participating agencies regardless of funding source. The specified Project Specific Data Elements are required for all HUD, VA, HHS, and PATH funded projects.
- All projects participating in HMIS shall enter data on 100% of the clients they serve regardless of funding source.
Idaho Balance of State CoC HMIS Standards Plan

- An overall project data completeness rate of 95% is expected for all projects participating in HMIS. Additionally, there should be no more than 5% missing or null data for each individual Universal Data Element. End Users shall have access to designated Data Quality reports for their review process.
- End Users will run the 0252 Data Completeness Report Card for all of their projects at least monthly to monitor their data completeness. Data fields below 95% should be reviewed and completed if the information has been collected from the client. Active clients should be contacted within the month to collect the missing data. End Users may be required to run and submit the reports at the request of the HMIS Lead, DCR&E or the CoC.
- All clients must have a project entry and a project exit recorded when entering or leaving a program. An Entry date records the first day of service or program entry and the Exit date records the last day of service or program exit. Clients should have a new project Entry/Exit for each episode of service.
- All residential projects must also record the corresponding check-in and check-out dates in ShelterPoint.
- Established projects should have an average utilization rate between 65% to 105%. New projects may need some time to reach projected occupancy rates and are not expected to meet the average the first year of operation. Utilization rates consistently over or under the average may reflect incomplete or missing data entry.

Monitor Plan
The HMIS Lead will run Entry/Exit and ShelterPoint Comparison audits as directed by the HMIS Lead, the CoC, the HUD grantee, or to meet other requirements of CoC reporting. Programs with incomplete or incongruent data will be notified of their deficiencies and provided with technical assistance and additional training from the HMIS Lead and instructed on how to update or correct the data.

The DCR&E will review the Data Completeness report quarterly for all housing projects. Programs that are identified as consistently lower than the 95% data completeness rate will be monitored by the DCR&E Committee and may receive technical assistance and additional training from the HMIS Lead.

The CoC will receive periodic Utilization reports. Projects that are identified as consistently over or under the average utilization rate may be asked to submit an explanation. The project utilization rates will be monitored by the DCR&E Committee and may receive technical assistance and additional training from the HMIS Lead.

Data Accuracy and Consistency
Information entered into the HMIS needs to be valid in order to accurately represent information on persons experiencing homelessness and the agencies that provide services. Inaccurate data can affect reporting on project performance and could adversely affect the CoC and funding sources.

Benchmarks
- All new users or others with access to HMIS data are required to attend the Policy & Procedures and Data Standards training prior to access to the HMIS.
- New users must attend at least one HMIS program and software training prior to receiving a license. Additional trainings are offered throughout the year at the participating agency, the HMIS Lead organization or over the phone.

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Idaho Balance of State CoC HMIS Standards Plan

- Users are required to attend at least one HMIS training annually.
- End users, case managers and executive directors review the HMIS Data Standards packet and sign the acknowledgement annually.
- End Users are directed by the CoC to run the 0640 Data Quality Framework, CoC APR Report, ESG CAPER Report and the Basic Entry Exit Report monthly to monitor their data accuracy.
- Participating agencies in HMIS may be required to run HMIS reports and certify their data for various reports including but not limited to the Annual Performance Report (APR), the Annual Homeless Assessment Report (AHAR), the CoC Application, System Performance Measurements, the PIT and HIC Counts, the CoC and for other state or local government, private funders and other organizations.

Monitor Plan

The CoC receives a quarterly Data Quality Report by project type that provides counts of clients and sub-populations served along with the quality of the data entered.

The CoC will receive quarterly reports with data on the Length of Time Homeless; Increases to Income and Returns to Homelessness. The reports will be reviewed to make sure projects are meeting the baseline requirements as set forth in the System Performance Measurements. Agencies may be monitored by the DCR&E Committee and can receive technical assistance and additional training from the HMIS Lead.

The CoC will receive a quarterly Destination Outcomes report with the baselines for positive destination outcomes determined by the CoC by project type. Programs that do not meet the baseline requirements may be asked to submit an explanation to the CoC. The project will be monitored by the DCR&E Committee and may receive technical assistance and additional training from the HMIS Lead.

HMIS generates a numbered Client ID list for compliance monitoring of CoC projects. During the monitor client files are validated using specified HMIS information.

HMIS users are supplied with copies of all HMIS forms developed by the HMIS Lead and used in training including the Walk Through Summary Guide; Data Entry forms, Income, Non-Cash Benefits and Health Insurance Worksheets; and a Disability Data Entry Worksheet.

The HMIS Lead may check for data accuracy by random audits or by incongruent data flagged in the process of other activities. Consistency checks include Entry/Exit and ShelterPoint Date Comparisons, overlapping project Entry/Exits, conflicting assessment data and Household incongruences. Programs with incomplete or incongruent data will be notified of their deficiencies and provided with technical assistance from the HMIS Lead and instructed on how to update or correct the data.

The HMIS Lead will monitor Data Timeliness, Data Completeness, and Data Accuracy and Consistency through a variety of methods, including but not limited to on-site Compliance Monitoring, off-site Compliance Monitoring, desk audits, reporting and other audit activities as per requirements relative to the funding source, HMIS Lead or the CoC.
Idaho Balance of State CoC HMIS Standards Plan

Privacy Plan

The Privacy Plan incorporates by reference the Policy and Procedures and Service Provider Contract which include the citations and protections that define the confidentiality and privacy requirements for the use of the HMIS. The Privacy Plan outlines the standards used to ensure the HMIS is a system of integrity and confidentiality and to protect against any reasonably anticipated threats or hazards to the client's privacy.

The HMIS system maintains a common database with all Affiliated Service Providers within the state of Idaho which allows for sharing of information. It is the client’s decision if the HMIS data can be shared and can only be assigned by the client’s signature on the Client Privacy Notice & Release of Information Authorization form.

Covered Homeless Organizations (CHO), Continuum of Care (CoC), Homeless Service Providers, HMIS Users and HMIS host or administrators or others with access to HMIS data are required to attend the Policy & Procedures and Data Standards training and sign the HMIS Policy and Procedure Acknowledgement. HMIS users must also sign the User Agreement. Signed HMIS User Agreements and Policy and Procedure Acknowledgments are kept on file by the HMIS Lead.

Covered Homeless Organizations (CHO) and Homeless Service Providers are required to enter into a Service Provider contract with the HMIS Lead. Two copies of the contract are fully executed and Agencies received one copy and one is kept on file by the HMIS Lead.

Agency executive director or other authorized personnel are responsible for authorizing their End Users and must require members of its staff that access HMIS data to attend all pertinent trainings as offered by the HMIS Lead. Training documentation is kept on file by the HMIS Lead.

The HMIS Privacy Plan includes the following required documents:

- **Service Provider Contract**
  This contract obligates organizations that participate in the Idaho HMIS to abide by all terms and conditions of the HMIS and to oversee proper use of the system by staff.

- **Affiliated Service Provider list**
  This form lists all the current agencies in the state that participate or have access to the HMIS. This list can be shared with the client for help explaining the sharing of information in HMIS.

- **User Agreement**
  This form signed by all HMIS users specifies the understanding of the proper use of the system and the acceptance of the confidentiality standards.

- **HMIS Policy and Procedure Acknowledgement**
  This form signed by all persons undergoing the Policy and Procedure training specifies their understanding of the information and agree to comply with the policies contained therein.

- **Client Privacy Notice & Release of Information Authorization form (English and Spanish)**
  This form is required to be given to all adult clients for notification of the agencies use of HMIS and collection of data. The form describes how the data will or will not be used, the clients right to a printed copy of the data contained in the HMIS and grievance procedure if they believe their privacy rights have been violated. This form also allows the client to authorize or deny the sharing of their protected personal information.

- **Idaho HMIS Privacy Notice (English and Spanish)**

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Idaho Balance of State CoC HMIS Standards Plan

This form is a notice that is posted at intake desks or comparable locations. This notice briefly describes how the agency may use and disclose information in the HMIS and how the client can gain access to their information.

- **HMIS Information Request Form**
  This form is for 3rd party data request (not Affiliated Service Providers) who request information from the HMIS. Only aggregate statistic data will be provided and will not contain any data that could directly or indirectly identify a client.

- **Grievance Procedure Form**
  This form is used to submit a confidential grievance concerning personal or private data that the client believes has not been sufficiently resolved by the agency using HMIS.
Idaho Balance of State CoC HMIS Standards Plan

Security Plan

The Security Plan incorporates by reference the Policy and Procedures which include the citations and protections that define the system security requirements for the use of the HMIS. The Security Plan outlines the standards used to ensure the integrity and access to the system and information while protecting against any reasonably anticipated threats or hazards to the system's security.

The HMIS system of choice is ServicePoint (trademarked and copyrighted by Bowman Internet Systems, Inc.). ServicePoint is a web-based system with integrated database-level encryption. The HMIS client data is stored in a central server hosted by Bowman Systems located in Shreveport, LA. Site security is of high priority and includes 24-hour security personnel and video surveillance, redundant power and HVAC, along with environmental monitoring systems.

The system security and technology provided by the system vendor includes:
- Audit Trail logs and reports on users who have viewed, updated, added or deleted client records.
- End-user authentication via username and complex password, including temporarily inactivating licenses with more than 3 consecutive failed logins.
- Automatic logout after 30 minutes of inactivity on the system.
- Password expiration every 45 days.
- Secured Socket-Layer certification of data sent over the internet.
- Firewall protection against attempted system hacks.
- Disaster Recovery including nightly database backups, offsite tape storage, and backup history.

The system security and technology required by HMIS includes:
- Prohibition of sharing User ID's and passwords.
- New user can only be added to the system by Executive Director or other authorized personnel.
- User email and phones recorded for all users.
- Audit and deactivation of licenses of users who have not accessed the system in 30 days.
- Workstation specifications to verify equipment meets the minimum standards for workstation for optimal performance.
- Electronic and physical site security monitoring of Data Quality, Privacy and Security requirements.
Idaho Balance of State CoC HMIS Lead Responsibilities
Attachment C

Homeless Management Information System Administration

System Administration

System Set-Up: Add/change/delete Providers, Provider Groups, Pick Lists, Assessments, Screen Settings; Security Settings; Build Bedlists; System Preferences, Merge Clients; test new/different functionality of new/existing system functions; revise procedures

Auditing: Data entry quality, and timeliness; Draw Requests; APR’s; Data and Tech Standards compliance

Vendor Coordination and Communication (Bowman Systems, HUD, Abt Assoc.)

HMIS Projects and Statistics: PIT Count (state-wide), AHAR, CoC App- HMIS tables and HIC; HUD Project Monitoring

HMIS: Represent HMIS to community and stakeholders

Implementation: New providers, system upgrades

Policy Development and HMIS Compliance: develop policies, procedures and contracts for service providers and users as per HUD, Data and Technical Standards Final Notice, IHFA, SHP Grant, Federal and State law, and other applicable privacy regulations and requirements

IHFA Web-site: Submit new and updated documents for posting on the web-site

Database Management

Licensing: ServicePoint access for providers and users

Users: Add/Change/Delete Users, Assign access levels; reset passwords; Audit usage

System Upgrades: coordinate system down time; apply and test upgrade/patches;

Security: Establish default structure; maintain exceptions lists. Data and Tech Standards compliance

Vendor Coordination and Communication (Bowman Systems)

Technical Assistance

Troubleshooting: Respond to phone calls, emails or other requests for questions, problems, issues, comments, concerns, suggestions or complaints about the system, reports, policy and procedures or security requirements; help providers and users better understand the system and how to use it effectively;

Evaluate Technical Needs: Assist providers in evaluating their hardware and software needs, internet access, and level of computer knowledge.

System Support: Give limited hardware and software support; be the liaison with Bowman Systems for higher level support issues.

Training

Agency Training: Train new providers (Exec Directors, Agency Administrators, Case Mngrs, and Staff) on HMIS requirements and procedures; help determine system set-up as per agency needs, services and practices; assess basic computer, internet, and software level of knowledge and how to use the program proficiently

User Training: Phone, internet and on-site training sessions for all users in the Policy and Procedures (security of confidentiality) of HMIS and data entry and reporting on ServicePoint.

Training Sessions: Conduct group training sessions, brown bag events, meeting presentations to train users, service providers, community members on HMIS and/or data entry and Reporting in ServicePoint

Documentation and Reporting

User Guide: Update and revise as needed ServicePoint User Guide and ancillary documentation and training documents; Verify users are using the most current versions during training; supplement with new information as needed

Admin Guide: Create, update and revise as needed a HMIS Administrator Guide

Reporting-Users: Help users run reports, create reports or create custom reports for them. Report data and statistics as requested to affiliated and non-affiliated service providers, and other requesters. Work with service providers to generate required annual reports and draw requests; reports for projects (PIT Report)

Misc Documents: Quarterly Newsletter, Information emails and reminders; IHCC stats and updates,

Operational Needs (Misc)

Travel time, meetings (including prep time), presentations, continuing ed, conference calls, web trainings, HMIS training and conferences, staff meetings, misc. projects.
Purpose

The 2018 Continuum of Care (CoC) Consolidated Application requires attachment of the Idaho Balance of State Continuum of Care HMIS Policy and Procedures manual.

Attachment Description

The Idaho HMIS is operated within the framework of agreements, policies and procedures that have been developed and approved over time by the CoC. These include but are not limited to the HMIS Overview, Policy and Procedures, Service Provider Contracts and User Agreement. Deletions, additions or revisions may be required to have CoC approval before the existing agreements, policies and procedures can be changed.
HMIS Overview

This chapter will provide an overview of the statewide Homeless Management Information System (HMIS) that Idaho Housing and Finance Association (IHFA) administers. The implementation of HMIS in Idaho began in 2002 after IHFA received a grant from the Department of Housing and Urban Development (HUD). HMIS is an ongoing project with new providers coming onboard all the time. The use of HMIS in the Point in Time Count, Annual Homeless Assessment Report (AHAR), Annual Performance Report (APR), general reporting, CoC Application and Ten Year Plans to Reduce Homelessness has increased the need to increase HMIS coverage for the state.

For more information regarding HMIS Policy and Procedures, please contact the HMIS System Administrator at hmis@ihfa.org.

Contents:

- The Beginnings of HMIS
- Universal and Program Specific Data Elements
- Uses of HMIS Data
- ServicePoint Software
- HMIS Fees
- HMIS Participation Scholarships
Notes:
What is HMIS?
A Homeless Management Information System (HMIS) is an information system used to record, analyze, and report client and activity data in regard to the provision of shelter, housing and services to individuals and families who are homeless or at risk of homelessness in a Continuum of Care (CoC). The HMIS captures program-level and client-level, system-wide information on the characteristics and services needs of men, women, and children experiencing homelessness. It provides longitudinal information about persons who access the homeless services system in the CoC and has the capacity to integrate and unduplicate data from all homeless assistance and homelessness prevention programs who contribute data in HMIS.

In 2001, Congress directed the Department of Housing and Urban Development on the need for data analysis on the extent of Homelessness and the effectiveness of the McKinney-Vento Act programs. The mandate required:

- Developing unduplicated counts of clients served at the local level
- Analyzing patterns of use of people entering and exiting the homeless assistance system;
- Evaluating the effectiveness of these systems.

Over the last 20 years, many federal and state agencies have implemented plans to eliminate homelessness and reduce the impact of poverty. In order to effectively combat homelessness and poverty, policy makers need reliable data to gain a full understanding of homelessness, its underlying issues, trends, and the overall impact on the community. Without reliable information, it is difficult to more appropriately target resources, monitor the use of homeless services over time, and ensure that critical services are offered to those who need it most.

While HMIS is a requirement for all agencies that receive HUD funding, all homeless service providers and public and private organizations that provide homeless and/or homeless prevention services are actively invited and encouraged to participate in HMIS in order to gain a comprehensive picture of homelessness in Idaho.

HMIS Data Collection Requirements
The Universal Data elements, as identified in the Homeless Management Information System (HMIS): Data and Technical Standards Final Notice (Federal Register Vol. 69 No. 146) are required to be entered into HMIS by all participating agencies regardless of funding source. Universal Data Elements

- Name
- Social Security Number
- Date of Birth
- Race
- Ethnicity
- Gender
- Veteran Status
- Disabling Condition
- Housing Status
- Residence Prior to Program Entry
- Zip Code of Last Permanent Address
- Program Entry Dates
- Program Exit Dates
- Unique Person Identification Number
- Program Identification Number
- Household Identification Number

In addition, in order to identify the Chronically Homeless, data on the extent of homelessness and household characteristics are also collected.

Please Note: Agencies who are recipients of HUD McKinney-Vento Act program funds must also collect Program Specific Data Elements to meet the requirements of their grant. They include the following:

- Income and Sources
- Non-Cash Benefits
- Physical Disability
- Developmental Disability
- HIV/AIDS
- Mental Health
- Substance Abuse
- Chronic Health Condition
- Military Information
- Domestic Violence
- Services Received
- Destination (at Exit)
- Reasons for Leaving
HMIS – A Community Resource
HMIS has the capacity to incorporate data from all service providers in the community and to capture basic descriptive information on every person served. HMIS assesses and documents the community’s progress in reducing homelessness. By banding together and using one state wide HMIS system we can:

- Bring the power of the most current up-to-date computer technology to the day-to-day operations of individual homeless assistance providers
- Share client level information with other affiliated service providers in the state
- Knit together providers within a local community in a more coordinated and effective housing and service delivery systems
- Strengthen community planning and resource allocation
- Obtain and report critical aggregate information about the characteristics and needs of homeless persons

How is HMIS data used?
The data collected in HMIS is used mainly for reporting purposes to HUD but many other organizations also use HMIS data. **Data is reported only at a non-identifying aggregate and statistical level.** Affiliated service providers are the only agencies with access to shared client-level data. If you choose not to share your information with other Service Providers, you will still have access to client-level data for your agency.

- Annual Progress Reports (APR) for SHP and ShelterPlus Care grantees (HUD)
- Annual Progress Reports for ESG grantees (HUD)
- SuperNofa application for Idaho’s two Continuums of Care (HUD)
- Annual Point in Time (PIT) Count of the Sheltered and Unsheltered Homeless (HUD)
- Annual Homeless Assessment (AHAR) (HUD)
- Consolidate Annual Performance & Evaluation Report (CAPER) (HUD)
- Individual Providers Requests from non-HUD funders
- Draw requests for grantees
- Idaho’s Action Plan to Reduce Homelessness (Executive Order No. 2005-11)
- Misc. Requests (News organizations, non-profits, federal and state government, and other funding sources)

ServicePoint Software
Idaho Housing and Finance Association administers the statewide HMIS program and uses a web-based software called ServicePoint (Bowman Systems).

- ServicePoint is Secure. Data is encrypted for secure transmittal and storage. It ensures that all client and service provider data is secure at all times. Information can be locked or unlocked, viewed or not, depending on the level of security of the viewer.
- ServicePoint is a robust. It enables staff to assess, refer & track clients; coordinate care; plan & manage programs; gather statistics; and share data with others - all in real-time. It also enables you to track & capture the information necessary to secure funding for services that are low in supply, yet high in demand.
- ServicePoint is Flexible. Custom assessments and intake forms can be created to capture data specific to your organization and meet the needs of your agency (more than homeless information such as chapel service).
- ServicePoint is Web-based. There is no software to install.
- ServicePoint has complete detailed reporting features. Choose from standard preformatted reports or custom reports can be written to meet the needs of your agency.
- ServicePoint tracks client history. It allows you to monitor changes in income, employment, living situations, service history, cost of service & source of funds and more
- The ShelterPoint module manages inventory. It allows housing providers to monitor shelter bed usage and availability
Who pays for HMIS?

**HMIS Fees**

Under the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH) of 2009, all recipients of financial assistance under the Continuum of Care program, The Emergency Solutions Grant program, the Rural Housing Stability Assistance (RHS) program, as well as HUD programs previously funded under the McKinney-Vento Act, are required to use HMIS to collect client-level data on persons served. To ensure a sustainable and mature HMIS program and to meet the operational demands of the HEARTH Act, the Idaho Balance of State Continuum of Care has instituted the following HMIS Fee Structure starting in 2012.

The HMIS Fee structure is a method to distribute the cost across all programs using HMIS, and to develop a more diverse funding base, increase equity in participation, and reduce the financial burden on any one agency. This will help ensure a fair, reasonable and affordable structure for the continued operation of a strong HMIS in Idaho and encourage consistent participation by recipients, sub-recipients and non-HUD funded programs that provide homeless assistance activities.

Scholarships are available, funds permitting, for the HMIS activities listed below for Home Partnership Foundation grant recipients or voluntary agencies (currently not receiving HUD or other federal funding for the specific program) that want to participate, but do not have the resources to pay for the cost themselves.

In addition to the HMIS Fees, limited scholarships are also available to all agencies, regardless of funding source, to help pay costs for HMIS specific computers, hardware, software, and trainings or other projects directly related to HMIS. To apply please complete the HMIS Participation Scholarship Application.

If you are interested in participating in HMIS, or would like more information specific to the needs of your agency, please contact:

Jennifer Otto  
HMIS System Administrator  
Idaho Housing and Finance Association  
Direct: (208) 424-7015 Toll Free: (877) 447-2687  
Fax: (208) 331-4808  
[jennifer@ihfa.org](mailto:jennifer@ihfa.org)
HMIS Participation Scholarship Application

To apply for HMIS Participation Scholarship complete the form below. Please allow 4 –6 weeks to process the request. Scholarships can cover Setup Fees, Annual Costs, Licenses, Training Costs, Computers, Hardware and other HMIS activities.

Mail, E-mail or Fax completed form to:
Jennifer Otto
HMIS System Administrator
PO Box 7899
Boise, ID 83707-1899
Fax: 208 331-4808

Organization: Phone #: 
Address: 

Executive Director: Primary Contact 
Description of Organization & Services Provided: 

Has your organization or any one in your organization used HMIS before?  Yes ☐ No ☐ Not Sure ☐

We serve (Check all that apply):
☐ Homeless clients  ☐ Homeless Prevention  ☐ Low income  ☐ Other (describe) ________________________

We receive funding from (Check all that apply):
☐ HUD McKinney-Vento Act  ☐ HUD-ESG  ☐ Home Partnership Foundation  ☐ VA

Other Funding sources: ________________________

Seeking Scholarship to Cover (Check all that apply) and Amount:

☐ Setup Costs $ _____  ☐ Annual Fees $ _____  ☐ Additional Licenses $ _____  ☐ ART Licenses $ ______

☐ Training/Travel $______  ☐ Computer/Hardware $______  ☐ Other (describe below) $______

Why you are applying for this scholarship? ________________________

______________________________________________________________________________

By (Executive/Director Signature) __________________________ Name Printed: __________________________

Date: __________________________
<table>
<thead>
<tr>
<th>Item</th>
<th>Initial Costs</th>
<th>Annual Costs</th>
<th>Due Date</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD McKinney-Vento Funded Programs (SHP, S+C)</td>
<td>NA</td>
<td>5% of grant</td>
<td>Grant start date</td>
<td>Includes all software licenses, and HMIS System Support and required reporting. When available, includes one Advanced Reporting Tool (ART) license for the program after successful completion of ART Basic Training. Additional ART licenses may be charged as stated in Other Services</td>
</tr>
<tr>
<td>HUD Emergency Solutions Grant Funded Programs (ESG)</td>
<td>NA</td>
<td>5% of grant</td>
<td>Program start date</td>
<td>Includes all software licenses, and HMIS System Support and required reporting. When available, includes one Advanced Reporting Tool (ART) license for the program after successful completion of ART Basic Training. Additional ART licenses may be charged as stated in Other Services.</td>
</tr>
<tr>
<td>Home Partnership Foundation (HPF) • New Agency or Program in HMIS • Existing Agency/Program (new grant) -no initial costs</td>
<td>$750.00 plus additional licenses</td>
<td>$500.00 plus additional licenses</td>
<td>Grant start date/Program start date/January 1st</td>
<td>Includes one software license; program administration review; system set-up; new agency training; and HMIS System Support, and basic reporting. Each additional software license will be charged at actual cost -refunds on licenses not used will be at the discretion of the HMIS Lead agency. Does not include ART license – see Other Services</td>
</tr>
<tr>
<td>Note: All or a portion of the fee may be waived at the discretion of the HMIS Lead agency if the designated End User is already licensed or program is substantially similar to one already administered for the agency.</td>
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<td></td>
</tr>
<tr>
<td>Voluntary Programs • New Agency or Program in HMIS • Existing program (new grant) -no initial costs</td>
<td>$750.00 plus additional licenses</td>
<td>$500.00 plus additional licenses</td>
<td>Grant start date/Program start date/January 1st</td>
<td>Includes one software license; program administration review; system set-up; new agency training; and HMIS System Support, and basic reporting. Each additional software license will be charged at actual cost -refunds on licenses not used will be at the discretion of the HMIS Lead agency. Does not include ART license – see Other Services</td>
</tr>
<tr>
<td>Note: All or a portion of the fee may be waived at the discretion of the HMIS Lead agency if the designated End User is already licensed or program is substantially similar to one already administered for the agency.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Federal Agencies</td>
<td>$750.00 for first site/program – may be additional charges for each site/program/ or licenses</td>
<td>$500 plus additional licenses</td>
<td>Grant start date/Program start date/January 1st</td>
<td>Includes one software license, program administration review, system set-up, new agency training, and HMIS System Support and required reporting. (Does not include ART license – see Other Services) Each additional software license will be charged at actual cost – refunds on licenses not used will be at the discretion of the HMIS Lead agency Does not include ART licenses - see Other Services</td>
</tr>
<tr>
<td>Item</td>
<td>Initial Costs</td>
<td>Annual Costs</td>
<td>Due Date</td>
<td>Activities</td>
</tr>
<tr>
<td>------------------------------------------------</td>
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<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Other Continuums of Care (CoC)</td>
<td>TBD</td>
<td>TBD</td>
<td>Contract Date</td>
<td>Includes all duties of the HMIS Lead Agency agreement including HMIS system support, technical assistance, database management, training, security compliance monitoring and required reporting and other functions as contracted. Programs receiving funding from non McKinney-Vento sources that are not covered by the CoC agreement may be charged a HMIS participation fee. Cost of the software licenses is not included in the CoC HMIS Administration fee. Licenses will be maintained by the HMIS Lead Agency but the CoC will be responsible for determining the number of licenses needed for their End Users and paying annually for all licenses ordered even if they are not all in use. Does not include ART licenses - see Other Services</td>
</tr>
<tr>
<td>Other Services</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Advanced Reporting Tool (ART) access</td>
<td></td>
<td></td>
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<td>Includes Art license and basic ART training. ART licenses cannot be transferred between active End Users. Refunds on licenses not used will be at the discretion of the HMIS Lead Agency.</td>
</tr>
<tr>
<td>Ad-Hoc Reports</td>
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<td>Development and generation of agency or program specific reports not required by HUD or the CoC.</td>
</tr>
<tr>
<td>Training/Travel</td>
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<td>Advanced or agency specific training</td>
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<tr>
<td>Comparable Database Review</td>
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<td></td>
<td></td>
<td>HUD funded Domestic Violence providers must use a HMIS comparable database. At the discretion of the CoC the HMIS Lead agency may be required to verify the database meets HMIS Regulations</td>
</tr>
<tr>
<td>Misc Fees</td>
<td></td>
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<td>Non-standard, one-time or unique costs associated with data cleanup, data analysis, data conversion, integration, data exports, one-time HMIS set-up/user projects, PIT Count, training and travel, or software customization</td>
</tr>
</tbody>
</table>

**Note:** All or a portion of the fee may be waived at the discretion of the HMIS Lead agency if the designated End User is already licensed, program or project is substantially similar to one already administered for the agency, or report is substantially similar to one already created in use.
IDAH0
HOMELESSS
MANAGEMENT
INFORMATION
SYSTEM (HMIS)

Policy and Procedures

Updated April 2018
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Introduction
A Homeless Management Information System (HMIS) is a locally administered information system used to record and analyze client, service and housing data for individuals and families who are homeless or at risk of homelessness. The power of the HMIS is its capacity to integrate and unduplicate data across all homeless assistance and homelessness prevention projects in the community who contribute data in HMIS.

To meet HUD’s goal to end homelessness a community must know the scope of the problem, including the characteristics of those who find themselves homeless as well as an understanding of what is working in the community and what is not... HMIS produces reliable aggregate data at multiple levels: project, system, local, state and national. HMIS is used to measure project performance and participate in benchmarking of the national effort to end homelessness. Solid data enables a community to work confidently towards their goals as they measure outputs, outcomes, and impacts.

In 2010 the U.S. Interagency Council on Homelessness (USICH) affirmed HMIS as the official method of measuring outcomes in its Opening Doors: Federal Strategic Plan to Prevent and End Homelessness. HMIS is administered by HUD, through the Office of Special Needs Assistance Programs (SNAPS). It is used by all projects that target services to persons experiencing homelessness within SNAP and the office of HIV-AIDS Housing in addition to several federal partner programs that work with specific homeless populations which include:

- **U.S. Department of Housing and Urban Development (HUD)**
  - Office of Special Needs Assistance Programs (SNAPS)
  - Continuum of Care (CoC) Program
  - Emergency Solutions Grant (ESG) Program
  - Housing Opportunities for Persons with AIDS program (HOPWA)
  - HUD-Veterans Affairs Supportive Housing (HUD/VASH)
  - Rural Housing Stability Assistance Programs (RHSP)

- **U.S. Department of Health and Human Services (HHS)**
  - Administration for Children and Families (ACYF) – Family and Youth Service Bureau (FYSB)
    - Runaway and Homeless Youth (RHY)
  - Substance Abuse and Mental Health Services Administration (SAMHSA)
    - Projects for Assistance in Transition from Homelessness (PATH)

- **U.S Department of Veteran Affairs (VA)**
  - Supportive services for Veteran Families Program (SSVF)
  - Community Contact Emergency Housing (HCHV/EH)
  - Community Contact Residential Treatment Program (HCHV/RT)
  - Domiciliary Care (HCHV/DOM)
  - VA Community Contract Safe Haven Program (HCHV/SH)
  - Grant and Per Diem Program (GPD)
  - Compensated Work Therapy Transitional Residence (CWT/TR)

The HMIS Federal Partners worked collaboratively to develop HMIS Data Standards. The purpose of data quality standards is to standardize expectations and provide guidance to HMIS participating programs to ensure sufficient data on clients, their demographic, characteristics and services, facilitate confident
reporting on the extent and characteristics of homelessness, and provide communities with baselines
data collection requirements. HUD has worked with program staff of the federal partners to align the
data elements required for each program funding source and determine how and when data is to be
collected. Communities may choose to incorporate additional data elements they may find useful for
local or state purposes.

Section 1 Contractual Requirement and Roles

Introduction

The Idaho Balance of State Continuum of Care (BoS CoC) has instituted the use of HMIS in response to
the requirements of the United States Congress under the HUD Appropriations Act HR-2620, the
HEARTH Act, the CoC Programs interim rule 24 CFR 578 and as directed by HUD. Idaho Housing and
Finance (IHFA) administers HMIS for the Idaho BoS CoC.

The Idaho HMIS is operated within the framework of agreements, policies and procedures that have
been developed and approved over time by the Idaho BoS CoC. These include but are not limited to, the
HMIS Governance Agreement, Policy and Procedures, Service Provider Contract, and User Agreement.
Deletions, additions or revisions may be required to have CoC approval before the existing agreements,
policies and procedures can be changed.

Policy

IHFA and HMIS Participating agencies are bound by all, but not limited to, the above-mentioned
contractual obligations. These contracts and agreements spell out the obligations, rights and
responsibilities of the contracting parties. IHFA and the CoC are bound by the terms and conditions
outlined in the IHFA HMIS Governance Agreement. IHFA functions as the Collaborative Applicant for
HUD funds and acts as the HMIS Lead.

The HEARTH Act has instituted the use of HMIS in response to the requirements of the United States
Congress and as directed by the HUD requiring implementation and operation of management
information systems for purposes of collecting unduplicated counts of homeless individuals and
analyzing patterns of use of persons seeking assistance.

The CoC has determined that the activities, administration, policies, procedures and oversight of the
Idaho HMIS program will be directed by the Collaborative Applicant, the Data Collection, Reporting and
Evaluation (DCR&E) Committee and the HMIS Lead. The DCR&E Committee is a sub-committee in the
Idaho Homelessness Coordinating Committee (IHCC).

Service Provider (Agency)

A Service Provider is any agency that participates in HMIS.

A Service Provider that is a sub recipient of federal funding disbursed through IHFA is required to
participate in HMIS by contributing and recording data of individuals (hereinafter referred to as “Client”)
participating in such federally-funded programs.

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A Service Provider using HMIS for client data entry and recording but who does not receive federal funding shall be covered by the same rules and obligations as those Service Providers receiving federal funding.

The Service Provider and IHFA agree to be bound by all applicable federal and state confidentiality regulations and laws that protect Client records that will be placed in the Idaho HMIS. Upon entry of Client confidential information into the HMIS, neither IHFA nor the Service Provider shall disclose any confidential information of any Client, unless authorized by the Client, required under law or by court order, or if disclosed in such a way as to remove all identifying information from the presentation of such information. Such restrictions on use of confidential Client information shall not limit the preparation of reports by IHFA or the CoC System Administrator for its use or for the use of HUD, provided such reports do not contain any confidential information regarding any Client unless consented to by the Client.

IHFA shall create Policies and Procedures with such Policies and Procedures hereby incorporated into the HMIS Service Provider Contract.

The contracting parties warrant by their signature that no employer-employee relationship is established between IHFA and the Service Provider by the terms of the HMIS Service Provider Contract.

The HMIS Service Provider Contract may be terminated by IHFA or HUD at any time with or without cause upon ten (10) days written notice by IHFA to the Service Provider. If termination is for breach of Client’s confidentiality, as required under the HMIS Service Provider Contract, and by state and federal laws, then IHFA or HUD may terminate the contract immediately.

If the HMIS Service Provider Contract is terminated, IHFA shall maintain its right to the use of all Client data previously entered by the terminating Service Provider; such use is subject to any restrictions requested by the Client.

Due to the nature of information contained on the HMIS system, the Service Provider shall not assign its rights or obligations under the HMIS Service Provider Contract to any other party without the prior approval of IHFA.

**HMIS Use and Data Entry**

The Service Provider shall follow, comply with and enforce the User Agreement. The User Agreement may be modified as needed for the purpose of efficient operation of the HMIS system. IHFA will announce approved modifications in a timely manner. The Service Provider is responsible for the Users data entry accuracy, correctness and completeness.

**Reports and Information**

- The Service Provider may make aggregate data on clients it services available to other entities for funding or planning purposes pertaining to providing services to homeless persons. However, such aggregate data shall not identify individual Clients.
- The Service Provider shall not make available to other entities any data on clients it does not serve.
- The Service Provider shall be responsible for HMIS data entry compliance for client data and reports.
The Service Provider shall periodically (or when requested by the System Administrator) run and review audit reports to ensure data integrity.

- The Service Providers have full reporting access to any clients they serve. There are a variety of canned reports available in HMIS along with a Report Writer function which Users have full access to.
- The Service Provider and/or Users’ access to HMIS data on clients it does not serve shall be limited based on the current status of any release of information.

**Service Provider Audit, Recordkeeping and Reporting**

Service Provider may be subjected to system audits.

Service Providers who receive federal funding through IHFA may have grant monies may be withheld by IHFA at its discretion until the Service Provider has demonstrated acceptable levels of participation and data entry.

The Service Provider agrees to make available to IHFA any requested information and documentation needed to monitor use of HMIS. The program will be subjected to monitoring on HMIS Policy and Procedures, Standards Plans, reporting and federal, state and local regulations and laws that protect client records.

The Service Provider agrees to comply with IHFA requirements to collect data for persons experiencing homelessness or who are at-risk of homelessness. The requirements will be outlined in the Policies and Procedures, and under the terms of the Service Provider Contract.

**General Conditions**

Service Providers participating in HMIS, whether due to federal funding requirements, or as non-federal funded voluntary HMIS users, are required to enter into a Service Provider contract with IHFA.

The HMIS Service Provider contracts will be renewed annually. All Service Providers participating in HMIS must be current in all related contracts.

Without limiting the right of IHFA, HUD, HHS or VA to terminate without cause as called for above, the Service Provider agrees that IHFA or HUD may immediately amend or terminate any or all parts of the Service Provider Contract at any time if it is determined that grant funds allocated for associated projects have been misused, used for ineligible activities or ineligible agencies, or used in an inconsistent manner with the conditions of the grant application, the grant agreement, the Service Provider Contract and/or any IHFA or HUD governing regulations, policies, and/or procedures.

The Service Provider acknowledges that IHFA may use one or more of the following remedies when it is known that the terms of the Service Provider Contract or associated grant agreements have not been followed: demand full or partial repayment; terminate the Service Provider Contract and/or litigation in the district court of Ada County.

Section 30-3-81, the Idaho Nonprofit Corporation Act, and Idaho Code §18-1359 through 18-1361, identify conflicts of interest by public and non-profit employees. The Service Provider agrees to meet these statutory requirement and further represents that nothing of monetary value has been given, promised or implied as remuneration for entering into this Contract and that there will be no personal financial gain by the executive director or other managerial staff, employees or the family member(s) of employees as a result of the Service
Provider Contract.

**HMIS Lead/System Administrator**

The HMIS Lead is responsible for the overall organization, administration and management of Idaho BoS CoC HMIS, and adherence to the regulations of the federal programs that use HMIS. The HMIS Lead works under the direction of the CoC in conjunction with the Collaborative Applicant and the DCR&E Committee. The HMIS Lead contracts with each participating Service Provider, administers the HMIS grant funds, monitors participating agencies and users for compliance and security and drafts, reviews, recommends and implements CoC approved HMIS activities, functions, reports and procedures.

The HMIS Lead and the BoS CoC have entered into a Governance Agreement that sets forth the structure for both parties. As such this Governance Agreement establishes the general understandings and specific responsibilities of each party relating to key aspects of the governance and operation of the HMIS.

To optimize HMIS outcomes, the CoC may recognize a need for a CoC System Administrator who will coordinate the HMIS program at the local level. The System Administrator will operate within the guidelines of the HMIS System Administrator Program, the HMIS Policy & Procedures and abide by all federal, state and local confidentiality and privacy regulations and laws that protect client records accessed or entered into the HMIS. The CoC System Administered shall perform the duties as outlined in the HMIS roles and responsibilities expressed in the Governance Agreement, and will complete the required system administrator training provided by the HMIS Lead Agency and/or any additional training required within the Governance Agreement. The System Administrator must be willing to sign and comply with the End User Agreement and the Data Standards Acknowledgement.

IHFA serves as the HMIS System and CoC Administrator under the terms of the Service Provider Contract. IHFA, as the system administrator, reserves the right to contract with a CoC’s Collaborative Applicant or other CoC lead agency, for purposes of establishing localized HMIS System Administration support, as described in IHFA’s HMIS System Administrator Program.

As the HMIS Lead and custodian of data, IHFA shall have access to all of the CoC’s agencies, programs and client information pertaining to HMIS as called for under the HMIS System Administrator Program.

**Policy**

The HMIS System Administrator will adhere to and enforce all of the policies and procedures in the HMIS Governance Agreement as well as the Service Provider Contract.

The HMIS System Administrator shall approve the publication of aggregate data to the CoC.

IHFA and any CoC System Administrator shall use HMIS information for reporting, auditing, planning and research purposes only. Information used for public reporting purposes shall not include personally identifying information and be limited to statistical data.

The HMIS Lead or CoC System Administrator will regularly run review and draw audits, data completeness audits, APR audits, data quality and/or system security Audits and reports. Results of these reports may be shared with Service Providers in the Continuum of Care, and other organizations as required.
The HMIS lead will utilize existing HMIS reports where available and applicable, and will develop specialty reports if the request for information is feasible. It may take the HMIS Lead up to the 30 days to fulfill the request or, if the report cannot be produced in thirty days, respond with alternative options.

The HMIS Lead shall apply patches and upgrades to the system and send out notification and documentation prior to the event.

**Responsibilities**

HMIS Lead/System Administrator responsibilities are defined as but are not limited to:

- Responds to CoC directives and represents HMIS to the community and stakeholders.
- Oversees the day-to-day administration of HMIS.
- Provides staffing for operation of HMIS.
- Provides regular training on HMIS regulations, software, data standards, data quality, security, confidentiality, privacy, reporting and related issues.
- Provides technical support to participating agencies on HMIS regulations, software, data standards, data quality, security, confidentiality, privacy, reporting and related issues.
- Monitors Service Provider participation, security, compliance and the collection of all necessary data.
- Over-site of database management, licensing and system functionality.
- Serves as the liaison with the software vendor and ensures system integrity, compliance and availability.
- Provides recommendations on use of HMIS software and software enhancements.
- Regularly attends the CoC and designated sub-committee meetings.
- Makes recommendations to DCR&E and the CoC on:
  - Planning
  - Participation
  - Coordination of resources
  - Determination of long term policies and procedures
- Develops and implements CoC approved documents, including:
  - Policies and Procedures
  - Data quality Plan
  - Security Plan
  - Privacy Plan
- Serves as the liaison with HUD regarding the HUD HMIS grants and submits the Annual Performance Report for HMIS grants.
- Provides HMIS budget and submits draw requests.
- Ensures accuracy, generates data, reports and submits the Annual Homeless Assessment Report (AHAR).
- Coordinate collection, review, reporting and submission of annual PIT Count and Housing Inventory Count.
- Carries out Coordinated Entry activities and other initiatives and projects as directed by the CoC or Collaborative Applicant.
- Ensures accuracy, generates data and Ad Hoc reports for the CoC, HUD, VA, PATH, HHS RHY, Project Sponsors, CoC Committees and other public and private requests.
- Ensures accuracy, generates data and reports by the CoC and Federal Partners.
Generates reports for CoC and Federal partners.
Supports and protects the rights and privacy of clients.
Maintains and periodically updates an HMIS user guide and related operational and user training documentation.

**Collaborative Applicant**

The Collaborative Applicant provides oversight of HMIS and works in conjunction with the Data Collection, Reporting and Evaluation Committee to support the overall initiative and success of the HMIS program. The Collaborative Applicant provides oversight, project direction, policy decisions, and directs the HMIS Lead on behalf of the CoC as outlined in the Idaho Balance of State Governance Charter. The Collaborative Applicant monitors the HMIS for compliance and adherence to the CoC approved plans.

**Policy**

IHFA is the direct grantee of HUD and acts as a financing disbursement conduit between HUD and Service Providers to implement programs consistent with the federal law. These laws include without limitation the requirements found in HUD Appropriations Act, 24 CFR 84, and any other federal statute or regulation pertaining to the implementation, use of and monitoring/audit of the Homeless Management Information System. Service Provider agrees to comply with these requirements, which are incorporated as part of the Service Provider Contract.

**Responsibilities**

Collaborative Applicant Responsibilities are defined as but are not limited to:

- Directs HMIS Lead Agency on behalf of the CoC.
- Finalizes CoC decisions on:
  - Planning
  - Participation
  - Coordination of resources
  - Policies and Procedures
- Monitors milestones and makes high level decisions on growth of HMIS.
- Designates the HMIS software and approves any changes to the HMIS Lead Agency or software.
- Approves the HMIS Budget and submits the HMIS grants in the CoC Application.
- Representation on the regular monthly meetings with the Data Collection, Reporting and Evaluation Committee.
- Ensures Service Provider participation and participation mandates through funding considerations.
- Ensures HMIS is governed in accordance with CoC expectations and agreements.
- Monitors HMIS Lead for compliance with HUD regulations, HMIS Policy & Procedures.
- Oversight of required reporting and submission of data to HUD and the other federal partners.
- Supports and protects the rights and privacy of clients.
Idaho Homelessness Coordinating Committee (IHCC)

Idaho Homelessness Coordinating Committee (IHCC) is the governing body for homeless service planning for the State of Idaho. One of the primary functions of the IHCC is to serve as the Idaho Balance of State Continuum of Care Board (“The Board”).

Policy

IHCC committees report to the Board and serve as the CoC planning body.

Responsibilities

The Board serves as the Continuum-designated primary decision-making group and works with the IHCC committees and the CoC Collaborative Applicant, Idaho Housing and Finance Association (IHFA) to fulfill three major duties:

- Operate the CoC
- Designate and oversee a HMIS
- CoC Planning

Data Collection, Reporting and Evaluation Committee (DCR&E)

The DCR&E is a working sub-committee in the IHCC that supports and enhances the mission of the HMIS program. The committee serves as a liaison to the six regional housing coalitions for the CoC. Data Collection, Reporting and Evaluation involve not only the HUD required programs, but also other federal partners such as Veterans Affairs and Health and Human Services, as well as faith-based and non-profit agencies not participating in HMIS.

Policy

The DCR&E committee works in conjunction with the Collaborative Applicant and the HMIS Lead to provide guidance and oversight of HMIS. The DCR&E Committee helps draft, revise, review and present recommendations to the CoC on HMIS activities, functions, reports and procedures.

Committee members will assist in the coordination of Regional Coalition meetings to assess the DCR&E projects, will include data standards and data quality review, Point-in-Time Count, Housing Inventory Counts, AHAR, Continuum of Care Notice of Funding Availability application, Continuum of Care ad-hoc reporting and pilot projects.

Responsibilities

DCR&E Committee Responsibilities are defined as but are not limited to:

- Reviews and makes recommendations on the HMIS governance agreements in accordance with CoC expectations and agreements.
- Makes recommendations to CoC on:
  - Planning
  - Participation
  - Coordination of resources
  - Determination of long term policies and procedures
• Reviews and makes recommendations to CoC on:
  - Policies and Procedures
  - Data Quality Plan
  - Security Plan
  - Privacy Policy
• Reviews milestones and makes recommendations on growth of HMIS.
• Serves as liaison to Regional Housing Coalitions, presents committee agenda items and relays regional feedback to committee.
• Promotes Service Provider participation and the collection of all necessary data.
• Regularly reviews CoC and HUD required reports.
• Reviews and approves data for the CoC application, AHAR reporting, CoC Action Plan, PIT Count, HIC reports and other related activities.
• Reviews and approves HMIS data and reports used for the Independent Review Panel if requested by the CoC or the Collaborative Applicant.
• Promotes the use of HMIS for performance measurements, utilization of services and effectiveness of homeless programs.
• Supports and protects the rights and privacy of clients.
• Reviews reports and conducts follow-up with identified projects for corrective actions as needed.

**Funding/Participation Fees**

To ensure a sustainable and mature HMIS program and to meet the operational demands of the HEARTH Act, the Idaho Balance of State Continuum of Care has instituted a HMIS Fee Structure.

**Policy**

Administration of HMIS is covered by HUD CoC grants, ESG funding, projects participating in HMIS and HUD-required match funds. The terms of uses of HMIS funds are governed by the funding source requirements, grant agreements and applicable rules.

**Process**

The HMIS Fee structure represents a method to distribute the cost across all programs using HMIS, and to develop a more diverse funding base, increase equity in participation, and reduce the financial burden on any one Service Provider. This will help ensure a fair, reasonable and affordable structure for the continued operation of a strong HMIS in Idaho and encourage consistent participation by recipients, sub-recipients and non-HUD funded programs that provide homeless assistance activities.

The HUD CoC grants have a cash match requirement. IHFA retains responsibility for facilitating the commitment of the local match for the HMIS dedicated grants. Continuing match funding is subject to and contingent upon available annual financing from local jurisdictions, partner agencies or other non-profit, charitable foundations. The HMIS fees charged to a Service Provider are explained in the Service Provider Contract.

In the event there is a shortfall in the cash match the CoC agrees to explore other funding options if needed.
Scholarships are available, funds permitting, for HMIS activities such as setup fees, annual costs, licenses, training costs, computers and hardware, and other HMIS activities. Home Partnership Foundation grant recipients or voluntary agencies (currently not receiving HUD or other federal funding for the specific program) that want to participate, but do not have the resources to pay for the cost themselves, may be covered as well.

**System Security**

The CoC HMIS software of choice is ServicePoint (trademarked and copyrighted by Mediware Information Systems, Inc.). ServicePoint is a client information system that provides a standardized assessment of a client’s needs, creates individualized service plans and records the use of housing and services which communities can use to determine the utilization of services of participating Service Providers, identify gaps in the local service continuum and develop outcome measurements. IHFA has entered into a contract with Mediware Information Systems Inc., permitting IHFA to participate in its HMIS implementation.

Client data will be encrypted at the server level when the information is entered at the time of transmission to the ServicePoint system.

ServicePoint (Bowman Systems) is a web-based software encrypted for secure transmittal and storage. Implementation of ServicePoint involves a centralized database where participating Service Providers, with client consent, can enter and access Client information, and all data is encrypted at the database level. This means that anyone hacking into the server would not see any Client information. This encryption tool is state of the art. All changes, additions and deletions to Client records are tracked by the system and can identify the User and the action. Information can be locked or unlocked, viewed or not, depending on the User Access Level of the viewer. This provides a level of security and accountability for the Service Provider’s database.

Every User of the HMIS system is authenticated with a unique User ID and password. A User will be locked out of the system after four consecutive bad logon attempts and will need to contact the System Administrator to regain access. All Users shall utilize the password protected screen savers on any computer accessing the HMIS database and the User shall log off of HMIS and shut down the browser when not using HMIS.

**Right to Deny Access**

The Service Provider shall not be denied access to Client data entered by the Service Provider. Service Providers are bound by all restrictions placed upon the data by the Client and any Service Provider. The Service Provider shall diligently record and take all other appropriate actions to assure the HMIS includes and reflects all restrictions Client has requested.

**Comparable Database**

Domestic Violence (DV) providers are prohibited from entering data on their clients into an HMIS yet are required to use a comparable database to collect and report on universal and program-specific data elements. The Community Management Information System (CMIS) developed and administered by

Idaho Homeless Management Information System
(HMIS) Policy and Procedures

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IHFA provides this functionality for the state’s DV providers. The CMIS fulfills the requirements for a comparable database while simultaneously providing reporting support for information required by HUD.

Policy

Domestic Violence Service Providers wishing to use CMIS for data entry, retrieval and reporting purposes will be under the same contractual obligations as HMIS Service Providers expect in those instances where, due to the separation of databases and type of client data, separate contracts, agreements or clauses directly relating to CMIS and its usage apply.

Section 2: HMIS Use

Introduction

HMIS use is the responsibility of all Service Providers, Users, CoC System Administrator and the HMIS Lead and shall abide and comply with all policies and procedures of HMIS and shall keep abreast of all ServicePoint updates and policy changes.

Service Providers and their authorized Users shall not misrepresent their client base in the HMIS database by entering known, inaccurate, false or misleading data under any circumstances. The Service Provider and User will not alter information, with known inaccurate information, that has been entered into the HMIS database by another Service Provider or User.

Service Providers and their authorized Users shall not cause in any manner or way known corruption of the HMIS database. Report any discrepancies in the use of the IHFA HMIS system, including without limitation access of information and entry of information, to the Service Provider Director or to the HMIS System Administrator.

The use of the HMIS database with the intent to defraud federal, state or local governments, individuals or entities, or to conduct any illegal activity, will be grounds for legal action.

Policy

Access to the HMIS system is limited to the Users authorized by the Service Providers, the CoC System Administrator and the HMIS Lead. The Service Provider shall identify, approve and authorize their respective Users and are responsible for contacting the HMIS Lead for revoking, adding or editing Users access.

Users are required to follow, comply with and enforce the User Agreement. The User Agreement may be modified, with notification, by IHFA at its discretion, as needed for the purpose of efficient operation of the HMIS system.

Process

All HMIS users must receive the Policy & Procedure training on privacy, security confidentiality and data standard requirements of HMIS prior to receiving their system training and access to the live HMIS database.
All users shall sign and abide by the terms and conditions stated in the Policy & Procedures, User Agreement, Data Standards acknowledgement and Policy and Procedures acknowledgements.

The Service Providers Executive Director or other agency authorized individual is responsible for ensuring that all users needing access to the HMIS system and/or data receive the necessary preparatory training, authorize users to receive training, agree to ensure that users under their employ/jurisdiction abide by all rules, regulations, policies and procedures related to HMIS usage, and require members of its staff that access HMIS data to attend all subsequent pertinent trainings as offered by the HMIS Lead. Training documentation is kept on file by the HMIS Lead.

The Service Provider shall be responsible for entering Client data reviewing the data entry and running reports for all clients they serve.

The Service Provider shall have representation at all agency/regional data quality review meetings if needed.

The Service Provider is responsible for the Users data entry accuracy, correctness and completeness.

The Service Provider shall periodically (or when requested by the HMIS Lead) run and review audit reports to ensure data integrity.

**HMIS User Responsibilities**

The User shall only enter individuals in the HMIS database that exist as Clients under the Service Provider’s approved area of service.

The User shall be responsible for entering into HMIS:

- HUD funded Service Provider – Universal Data Elements (client profile, household, entry/exit, services, and shelter), and any Program Specific data as required by the grant.
- Non-HUD funded Service Provider – at a minimum the Universal Data Elements (client profile, household, entry/exit, services, and shelter).

The User shall consistently enter information into the HMIS database on a weekly basis. In the event that weekly data entry cannot be made, the User shall have all data entry completed for the month by no later than the 5th business day of the following month.

If the Users utilized hard copy paper forms to enter data into HMIS, the forms shall be securely stored or suitably disposed of once data entry is complete.

The User shall enter ROI information (Client Consent and Release of Information Authorization) on all clients. **Sharing data is optional but entering data is not optional. An ROI shall be recorded for all clients, even if not sharing data.**

The User shall not include profanity or offensive language in the HMIS database.

The User shall utilize the HMIS database for business purposes only.

The User shall follow the Rules for Password and User IDs

- Each User will be issued a unique User ID and Password
- Passwords are required to be changed every 45 days.
• Passwords must be a minimum of 8 characters and include at least two numerical values.
• Sharing of user ID and password is forbidden
• Do not select a trivial, predictable or obvious password or a common word found in the dictionary or any of the below spelled backwards.
  - Trivial passwords include common words like ‘secret’, ‘password’, or ‘computer’
  - Predictable passwords include days of the week, months, or a new password that has only a one or two character difference from the previous password.
  - Obvious passwords include User name, User ID, names of persons, pets, relatives, cities, addresses, birth date, car license plate and so on.
• Do NOT use someone else’s or password or let anyone use your User ID. If you, or someone at your agency needs more access, or if you are having problems with your access, contact your System Administrator for help.
• Beware of “shoulder surfers”. These are people who stand behind you and look over your shoulder while you are keying in your password or are working with confidential information.

**Equipment Requirements**

All computers used to access HMIS shall have a password-protected screensaver with a timeout enabled and, a commercially-available antivirus program set to automatically update the antivirus definitions files and regularly run system scans. The computer or network computer that is accessing HMIS must be protected from outside intrusion by a software or hardware firewall.

All Users shall utilize the password protected screen savers on any computer accessing the HMIS database and the User shall log off of HMIS and shut down the browser when not using HMIS.

**Access Levels**

HMIS user access levels control who can see which information. Confidentiality is a primary concern and these levels of access help control access to information. Lower levels allow viewing only of basic demographics while middle levels allow additional information to be viewed, added and or updated. The highest level allows access to Service Provider functions and unlimited client access. The HMIS Lead shall aid in the determination of HMIS User access level. The level will be based on each User’s job function as it relates to HMIS data entry and retrieval schema.

**Licenses**

Once training is complete, users will be issued a User License through their Service Provider. This license allows the user to access HMIS and read client data, enter client data and run reports depending on the user’s HMIS access level.

**Auditing**

The HMIS Lead will conduct annual onsite monitoring of Service Providers and their authorized Users to ensure compliance with the HMIS Policy & Procedures.
Section 3: Training

Introduction
Training is an essential component of the HMIS access and use guidelines. All HMIS users must be aware of the confidential nature of the client data they are collecting, the laws, rules, regulations and policies related to data integrity and security, data standards relating to HMIS use. Users must consider the ramifications connected to insufficient data security processes, and the effects on the Service Provider, user and client if client data is not entered in a timely, accurate and complete manner.

Policy
The HMIS Lead shall provide training and periodic updates to that training to select Service Provider Staff on the use of the HMIS software. Training includes but not limited to:

- Basic new user, Policy and Procedures, intermediate and advanced user training.
- Reports Training.
- Program enhancement, upgrades, refresher or other specifically requested training.
- Data Standards and Federal Partner requirements.
- CoC or Service Provider Request.

Training Requests
Service Providers are responsible for ensuring that all staff, volunteers and other persons in their organization using or accessing information from HMIS receive confidentiality training to include HMIS use and all applicable HMIS security and confidentiality requirements.

Service Providers will submit their training request to HMIS along with the information on the person needing training. Service Providers should submit their training request via e-mail, to hmis@ihfa.org. The HMIS lead will evaluate the request and if approved, will work with the Service Provider to schedule HMIS training.

The HMIS Lead will, through monitoring activities, determine areas where additional HMIS training might be need by individuals, agencies or across the CoC. Such training will be incorporated in the onsite monitoring visits where applicable. Major changes in HUD requirements or software changes may necessitate further training. In these events the HMIS Lead will reach out to the CoC or individual Service Providers to arrange additional or updated training.

The HMIS Lead will develop and conduct refresher or other training, based on results of technical assistance, reports, requests and on- and off-site monitoring, that the HMIS Lead determines will help the Service Provider to maintain data security and integrity, and enhance data quality. Such training may be conducted onsite during subsequent monitoring visits, may be conducted onsite at the discretion of HMIS and the Service Provider, or may be offered in electronic form by phone, webcast or other means.
Section 4: Technical Support

Introduction
The HMIS Lead shall be available for technical assistance such as HMIS requirements and procedures, system troubleshooting and report generation.

Policy
The HMIS Lead will provide technical support related to the operation and functions of the Idaho HMIS implementation. The HMIS Lead does not function as an IT (Information Technology) provider of services related to hardware and network operations.

Process
Service Providers and Users will contact HMIS with questions and requests concerning HMIS services such as data entry, report generation, policies, procedures and software functionality. Users requesting technical support are encouraged to send their requests via email to hmis@ihfa.org. Requests submitted by phone are also accepted but typically a written request is preferred and often a follow-up email is requested.

HMIS Lead staff will reply to the Service Provider within one business day to answer the inquiry when possible, or to gather more information and facts from the Service Provider regarding their request so that IHFA Lead staff can address and answer the request.

Technical Support Availability/Hours of Operation
Idaho HMIS technical support is available Monday through Friday, 8am-5pm, Mountain Time, excluding holidays.

The HMIS Lead will contact Service Providers and users to provide updates and expected time to restore system availability in the event of a system outage. The HMIS Lead will maintain close contact with the software vendor until the time that the outage is resolved and full access is restored.

The HMIS Lead is responsible for ensuring that all necessary patches or system upgrades occur in a timely manner. Since most of these functions are performed by the software vendor, HMIS Lead will notify end users and agencies of any anticipated affect on system availability prior to the event.

Process
The HMIS Lead will notify Service Providers and Users of any anticipate affect on system availability, including but not limited to system availability, when upgrades and patches are applied to HMIS by the vendor.
Section 5: Data Standards

Introduction

HUD and the federal partners worked collaboratively to develop the HMIS Data Standards, HMIS Data Dictionary and the HMIS Program Manuals. Data quality standards standardizes expectations and provide guidance to HMIS participating programs and ensures sufficient data on clients, their demographics, characteristics and services, which will facilitate confident reporting on the extent and characteristics of homelessness in our state.

The Data Standards refer to the type of data to be collected, create standard definitions of each data element, identify the population of whom data is collected and when it should be collected.

The Data Standards are reviewed annually by HUD and the federal partners and updated as needed. The current HMIS Data Standards Manual can be found at https://www.hudexchange.info/resources/documents/HMIS-Data-standards-Manual-2017.pdf

The Data Standards Manual is designed to help CoCs, HMIS Lead Agencies, HMIS System Administrators, and HMIS Users to help them understand the data elements that are required to be collected in order to meet the participation and reporting requirements established by HUD and the Federal Partners. Communities may Service choose to incorporate additional data elements they may find useful for local or state reporting purposes.

Policy

The HMIS Lead, CoC, Service Providers and Users shall abide by all of the standards and conditions related to data quality as described in the most recent Data Standards Manual.

All HMIS Users will receive Data Standards training as part of the initial HMIS training. Updates, revisions and changes to the Data Standards will be communicated to the Service Providers via direct training (via phone, other electronic means or in person), via email, or by other communications deemed appropriate to distribute the updates and fully inform those affected by the changes. The HMIS Data Standards training material will also be updated to reflect the changes.

Data Collection Requirements

The Data Standards Manual outlines the data collection requirements each of the HMIS federal partners has for data collection. It is possible multiple federal funding sources will be used in a single project (e.g. an emergency shelter project may be funded by both ESG and RHY). When a project is funded by multiple federal partners, it is important that all elements required by each of the federal partners are collected and that appropriate reporting can be produced according to each funder’s requirements.

Projects that choose to participate in Idaho HMIS without any funder requirement should, at minimum, collect Universal Data Elements (UDE) and those elements required for System Performance Measurement or are established for project types by local community requirements.
They may also collect any appropriate Program Specific Data Elements (PSDE) needed for the project’s own reporting purposes.

**Universal Data Elements (UDE)**

The Universal Data Elements (UDE) are collected in HMIS by all projects regardless of funding type. The UDEs establish the baseline data collection requirements for all contributing CoC projects. They are the basis for producing unduplicated estimates of the number of people experiencing homelessness, accessing services from homeless assistance projects, basic demographic characteristics of people experiencing homelessness, and patterns of service use, including information on shelter stays and homelessness over time.

Response categories of “Client doesn't know” and “Client refused” are options on all data fields. The response category of “Data Not Collected” is available on some data fields but will be counted the same as missing data, which can affect the CoC and funding availability.

**Program Specific Data Elements (PSDE)**

The common PSDEs are collected across most federal partner programs. PSDEs provide information about the characteristics of clients, the services that are provided, and client outcomes. These data elements must be collected from all clients served by programs that are required by their funding source.

For programs with no such reporting requirements, these data standards are optional but recommended since they allow local CoCs to obtain consistent information across a range of providers that can be used to plan service delivery, monitor the provision of services, and identify client outcomes.

PSDEs differ from the UDEs in that no one project must collect every single element in this section. Which data elements are required is dictated by the reporting requirements set forth by each Federal partner for each of its programs. A Partner may require all of the fields or response categories in a data element or may specify which of the fields or response categories are required for their report.

Local CoCs may elect to require all contributing continuum projects to collect a subset of the data elements contained in this section to obtain consistent information across a range of projects that can be used to plan service delivery, monitor the provision of services, and identify client outcomes. However, these data elements do not constitute a client assessment tool, and projects must develop their own data collection protocols in order to properly assess client service needs.

**Program Manuals**

Separate Data Standards Manuals have been created to provide guidance and direction for PATH, RHY, HOPWA, VA and CoC usage of HMIS. PATH and RHY operate under unique circumstances within the CoC and deal with a more specific set of issues with their respective subpopulations. Any updates or changes to the PATH or RHY Data Standards will be communicated to the respective PATH or RHY Service Providers by the HMIS Lead.

**Data Quality and Monitoring Plan**

The Idaho Balance of State CoC has a HMIS Standard Plan that covers Data Quality, Privacy and Security. The Data Collection, Reporting and Evaluation (DCR&E) Committee, working in collaboration with the
HMIS Lead, is responsible for reviewing and updating the HMIS Standards Plan annually and submitting to the CoC for approval.

The CoC understands the need for quality data that accurately reflects the valid and true nature of homelessness in Idaho for analysis and reporting. These standards take in consideration the diverse nature and project scope of all programs across the state to ensure that data is entered in a timely and consistent manner while protecting client-level data.

The Data Quality and Monitoring Plan incorporates, by reference, the current Policy and Procedures. The data quality and monitoring plan sets forth the expectations and benchmarks for high quality data that accurately reflects the information on persons experiencing homelessness and the programs that serve them. The plan is operated in compliance with the current HMIS Data Standards and will be updated to reflect revised and/or new regulations and industry standards as required.

All key staff members involved in the collection, analysis, and dissemination of data and are required to have a shared understanding for the purpose of data collection.

**Timeliness**

Entering data in a timely manner helps to reduce errors and missing and incomplete data that can occur when too much time has passed between the time of the client intake/service transaction and the actual data entry.

**Data Completeness**

In order to facilitate high quality reporting and analysis the data collected and entered in HMIS must be as complete as possible. Partially complete or missing data can affect the ability of the CoC to meet various funding compliance requirements.

**Data Accuracy and Consistency**

Information entered into the HMIS needs to be valid in order to accurately represent information on persons experiencing homelessness and the agencies that provide services. Inaccurate data can affect reporting on project performance and could adversely affect the CoC and funding sources.

**Process**

Monthly, Quarter and Annual Reports will be generated from the HMIS for the CoC and designated committees for review and quality assurance.

The HMIS Lead will run audits as needed for the CoC, the HUD grantee, or to meet other requirements of CoC reporting.

The CoC receives quarterly reports from HMIS Lead to monitor HMIS Standards Plan. Reports will be reviewed to ensure that benchmarks set by the Strategic Planning Committee have been met and if not, suggest or implement corrective actions as required.
Section 6: System Security and Confidentiality

Introduction

HMIS Security and Confidentiality refers to the treatment of the information entered into the HMIS and how it is disclosed, shared, protected, and used by the entities that have access to the data.

For all information entered in the HMIS, Service Providers and Users are bound by all applicable federal and state confidentiality regulations and laws that protect Client records that will be accessed or entered into the HMIS system.

Policy

IHFA and Service Providers shall follow, comply with and enforce all of the system security and confidentiality requirements as outlined in the Service Provider Contract. Users shall follow, comply with and enforce the User Agreement.

Any requests for release of HMIS information, including court orders and subpoenas, shall be referred to IHFA. The Service Provider agrees not to release any confidential information received from the HMIS database to any organization or individual.

Technical Standards- Confidentiality and Privacy Requirements

The Service Provider and IHFA agree to be bound by all applicable federal and state confidentiality regulations and laws that protect Client records that will be placed on the Idaho HMIS. Upon entry of Client confidential information into the HMIS, neither IHFA nor Service Provider shall disclose any confidential information of any Client, unless authorized by Client, required under law or by court order, or if disclosed in such a way as to remove all identifying information from the presentation of such information. Such restriction on use of confidential Client information shall not limit the preparation of reports by IHFA or the CoC System Administrator for its use or for the use of HUD, provided such reports do not contain any confidential information regarding any Client unless consented to by the Client.

A Service Provider may adopt additional substantive and procedural privacy protections that exceed the requirements listed in the HMIS Policy and Procedures as long as all additional protections and procedures are included in its privacy notice. Employees, volunteers, affiliates, contractors and associates are covered by the privacy standards of the Service Provider they deal with.

Confidentiality Requirements

If a Service Provider is a HIPAA covered agency, they must abide by HIPAA regulations. HIPAA Privacy Rules take precedence over HMIS privacy standards. Rules for Domestic Violence Shelters and Service Providers take precedence over HMIS privacy standards and data entry requirements.

The Idaho HMIS system maintains a common database which allows for the sharing of information. Some of the data HMIS collects is considered Protected Personal Information (PPI). Protected Personal Information is defined as:

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Any information that can be used to identify a particular individual. Protected Personal Information includes without limitation a Client’s name, Social Security Number, Date of Birth, and such personal identifying information that identifies directly, indirectly, by linking with other identifying information to identify a specific individual, or can be manipulated by a reasonably foreseeable method to identify an individual.

Personal Protected Information (PPI) will not be disclosed to any State or Federal Agency except as required by law or to avoid a serious threat to health or safety.

Unauthorized disclosure of PPI may be grounds for legal action. Sharing of HMIS data among Service Providers is encouraged but not required.

Process
The Service Provider is responsible for ensuring that all staff, volunteers and other persons in their organization using or accessing information from HMIS receive confidentiality training to include HMIS use and all applicable confidentiality laws.

The Service Provider and Users shall utilize the IHFA HMIS Client Consent & Release of Information Authorization form for all Clients. The Service Provider and Users shall provide a verbal explanation of the HMIS database and the terms of consent to the Client, including an explanation of how the information will be used, how it will be provided, and advantages of providing accurate information.

To access referenced documents, place go to the IHFA HMIS page.

The Service Provider shall maintain appropriate documentation of Client consent to participate in the HMIS database.

The Service Providers and Users shall diligently record and take appropriate actions, in the HMIS system, to record all restrictions requested by the Client.

If a Client withdraws consent for release of information, the Service Provider/User remains responsible to ensure that Client’s information is restricted.

Privacy Requirements
The Privacy Standards apply to all Service Providers, HMIS Users, CoC System Administrators, and HMIS Lead. All organizations and users that have access to HMIS data must comply with the privacy requirements listed below with respect to; data collection limitations; data quality; purpose and use limitations; openness; access and correction; and accountability. Privacy refers to the safeguarding of PPI in the Idaho HMIS from open view, sharing or inappropriate use.

Process
The Service Provider will use the Idaho HMIS Privacy Notice which describes the purpose for which it collects the PPI, its policies and practices for the processing of PPI, and all the uses and disclosures.

The Service Provider must post the Idaho HMIS Privacy Notice at each intake desk (or comparable location) that explains generally the reasons for collecting this information.
The Service Provider must post a sign stating the availability of its privacy notice to any individual who requests a copy.

The Service Provider must allow an individual to inspect and to have a copy of any PPI about the individual.

The Service Provider must offer to explain any information that the individual does not understand.

The Service Provider must consider any request by an individual for correction of inaccurate or incomplete PPI pertaining to the individual. The Service Provider is not required to remove such information but they may mark such information as inaccurate or incomplete or supplement such information.

The Service Provider must establish a method, such as an internal audit, for regularly reviewing compliance with its privacy notice. The Service Provider must maintain permanent documentation of all privacy notice amendments.

The Service Provider must establish an internal or external appeal process for hearing an appeal of a privacy complaint or an appeal of denial of access or correction rights.

If the Service Provider maintains a public web page, the Service Provider must post the current version of its privacy notice on the web page.

The Service Provider must require each member of its staff (including employees, volunteers, affiliates, contractors and associates) to sign (annually or otherwise) a confidentiality agreement that acknowledges receipt of a copy of the privacy notice and that pledges to comply with the privacy notice.

The Service Provider must require each member of its staff (including employees, volunteers, affiliates, contractors and associates) to undergo (annually or otherwise) formal training in privacy requirements.

The Service Provider must secure any paper or other hard copy containing PPI that is either generated by or for HMIS, including, but not limited to reports, data entry forms and signed consent forms.

To access the referenced documents, place go to the IHFA HMIS page.

**Release of Information**

**Policy**

All participating agencies shall utilize the IHFA HMIS Privacy Notice and Release of Authorization (ROI) form for all clients. This form is required to be given to all adult clients for notification of the agencies use of HMIS and collection of data. The form describes how the data will or will not be used, the clients right to a printed copy of the data contained in the HMIS and grievance procedure if they believe their privacy rights have been violated. This form also allows the client to authorize or deny the sharing of their protected personal information.
Data Sharing

Policy
The Idaho BoS CoC HMIS implementation is by default a closed system. No client data entered into the HMIS database will be shared with any other Service Provider or HMIS users outside of the Service Provider providing service, with the exception of the HMIS Lead without the express written consent of the client. Client information can only be shared among Service Providers by express written consent of the client using the HMIS Privacy Notices and Release of Authorization Form. There are certain Service Providers and projects where no data sharing is allowed.

Process
Clients can revoke the sharing of data at anytime by indicating their desire to revoke in writing. The written revocation shall be kept in the client’s physical file.

Sharing of HMIS data among Service Providers is encouraged but not required.

Any requests for release of information, including court orders and subpoenas, shall be referred to IHFA. The Service Providers and Users agree not to release any confidential information received from the HMIS database to any organization or individual.

Monitoring- System and Physical

Policy
Service Providers who receive federal funding are required to use HMIS and are subject to system audits.

Service Providers and sub-recipients receiving funding through IHFA, as well as Service Providers that are not funded by any federal partner but are entering data as part of the CoC’s HMIS implementation may be subject to system audits. Federal funding may be withheld by IHFA at its discretion, where applicable, until the Service Provider has demonstrated acceptable levels of participation.

End users, case managers and executive directors review the HMIS Data Standards packet and sign the acknowledgment annually.

Process
The HMIS Lead will conduct annual onsite monitoring and the Service Provider will be subjected to monitoring on HMIS Policy and Procedures, Standards Plans, reporting and federal, state and local regulations and laws that protect client records.

The HMIS Lead will conduct periodic off-site monitoring of Service Provider HMIS data entries, including but not limited to data completeness, data accuracy, ROI accuracy and security settings and other areas that the HMIS Lead determines necessary to ensure the security and confidentiality of Client information. The HMIS Lead will contact Service Provider’s with necessary information allowing the Service Provider to make corrections to the Service Provider’s Client entries.

Any equipment purchased for the Service Provider using HMIS scholarship funds are subject to
monitoring. Monitoring may include, but not be limited to, ensuring that equipment is in good working order, that it is the actual equipment specified at the time of purchase, and that the equipment is being used for HMIS activities and by licensed HMIS users.

All equipment used to access or transmit client information shall meet all HMIS security and confidentiality requirements applicable to Service Providers.

The HMIS Lead will notify Service Providers and schedule an on-site visit appointment prior to conducting annual HMIS monitoring.

The HMIS Lead will provide Service Providers and Users with copies of all monitoring forms, Acknowledgements, training documents and Service Provider Contract copies related to the monitoring process and required training and renewals.

The HMIS Lead monitoring staff will meet with all licensed users to ensure the security of hard-copy client data as well as computers used for HMIS access.

Monitoring staff will inspect any equipment purchased with HMIS scholarship funds to determine location, condition, and appropriate use.

The HMIS monitoring staff may provide refresher training in areas that the HMIS Lead has determined are most needed to protect the security and confidentiality of client data.

Referenced forms and documents can be found at: https://www.idahohousing.com/homelessness-services-programs/hmis/

Section 7: Reporting

Introduction

The data collected in HMIS is used mainly for reporting purposes to HUD, Federal Partners, the CoC and other organizations using HMIS.

The HMIS Lead responds to requests from Service Providers, Users and IHCC committees for ad hoc or special focus reports. Custom reports may be requested at any time from the System Administrator. The general public can request reports for non-identifying aggregate and statistical data by completing a Data Request Form.

Policy

HMIS data is reported only at a non-identifying aggregate and statistical level.

Only the HMIS Lead Agency or the CoC may approve publication of aggregate data specific to the continuum. Organizations may approve publication of data specific to their organization. The analysis and publication of community-wide numbers will be guided by the CoC or HMIS lead agency designated committees or workgroups.
The general public can request reports for non-identifying aggregate and statistical data by completing a Data Request Form. The HMIS Lead will address all requests for data entries other than Service Providers or clients. Non-identifying aggregate and statistical data will not contain outliers. Outliers may be removed if they represent less than 5% of any value.

HMIS Data is used to produce some or all of the following reports:

- Point-In-Time Count (PIT)
- Longitudinal System Analysis (formerly Annual Homeless Assessment Report (AHAR))
- System Performance Measurements (SPM)
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Required Federal Partners Reports
- Annual Performance Report (APR)
- System Reports
- Ad-Hoc Requests
- CoC Quarterly Reports

Section 8: Internal Operating Procedures

Introduction

IHFA, as the HMIS Lead for the Idaho BoS CoC, operates under the same standards and conditions as do the Service Providers concerning HMIS use and security. IHFA also has several unique roles to play as the System Administrator for HMIS, such as disaster recovery operations.

Policy

The HMIS Lead shall enforce all Policy and Procedures regarding HMIS use and responsibilities and ensure that the internal operations of IHFA are in compliance with those operating standards.

Disaster Recovery

IHFA shall act as the main point of contact between Service Providers and Users in the event of system failure due to some form of disaster.

Process

In the event of a disaster affecting IHFA and necessitating the restoration of the Idaho Balance of State CoC HMIS implementation, the IHFA Information Technology department is responsible for restoring all internal IHFA operations, including connecting to the internet to allow IHFA HMIS users to access ServicePoint. In the event that the disaster affects the software provider, Mediware, Bowman has in place a disaster and recovery plan which they will implement to return service as quickly as possible, or prevent the disruption of service, if possible. In the event of either scenario, IHFA and Mediware will be in regular and close contact and will send out updates to all affected Service Providers as progress on system restoration permits.
Definitions

Agency—Any organization providing services to eligible homeless or near homeless persons. Agencies using HMIS are also referred to as Service Providers.

Annual Homelessness Assessment Report (AHAR)—HUD’s annual report that provides Congress with detailed information on individuals and households experiencing homelessness across the country each year.

Consolidated Annual Performance and Evaluation Report (CAPER)—The primary mechanism for Emergency Solutions Grants (ESG) Program is accomplishment reporting. This is used to report comprehensive, nationwide data that shows the impact of the ESG Program across the country.

Client—An individual about whom a Service Provider collects or maintains protected personal information: (1) because the individual is receiving, has received, may receive or has inquired about assistance from a Service Provider; or (2) in order to identify needs, or to plan or develop appropriate assistance within the CoC.

Collaborative Applicant—The Collaborative Applicant provides oversight of HMIS and works in conjunctions with the Data Collection, Reporting and Evaluation Committee to support the overall initiative and success of the HMIS program. The Collaborative Applicant provides oversight, project direction, policy decisions, and directs the HMIS Lead on behalf of the CoC as outlined in the Idaho Balance of State Governance Charter. The Collaborative Applicant monitors the HMIS for compliance and adherence to the CoC approved plans.

Community Management Information System (CMIS)—Information system developed and administered by IHFA on behalf of the state’s DV Service Providers. DV providers are prohibited to enter DV client information into an HMIS. The CMIS fulfills the requirements for a comparable database while simultaneously providing reporting support for information required by HUD.

Comparable Database—HUD prohibits DV providers from entering data on their clients into an HMIS yet are required to use a comparable database to collect and report on universal and program-specific data elements. The Community Management Information System (CMIS) developed and administered by IHFA provides this functionality for the state’s DV providers.

Continuum of Care (CoC)—The primary decision-making entity defined in the funding application to HUD as the official body representing a community plan to meet the specific need of people who are homeless as they move to stable housing and maximum self-sufficiency.

Coordinated Entry (CE)—A comprehensive process that standardizes the way individuals and families at risk of homelessness or experiencing homelessness access are assessed for and referred to the housing and services that they need for housing stability.

Database—An electronic system for organizing data so it can be easily searched and retrieved.

Data Quality Framework Report—Used for the System Performance Measures and the CoC APR and CAPER review.

Data Collection, Reporting and Evaluation (DCR&E) Committee—The DCR&E is a working sub-committee in the IHCC that supports and enhances the mission of the HMIS program. The committee
serves as a liaison to the six regional housing coalitions for the CoC. The DCR&E committee works in conjunctions with the Collaborative Applicant and the HMIS Lead to provide guidance and oversight of HMIS. The DCR&E Committee helps draft, revise, review and present recommendations to the CoC on HMIS activities, functions, reports and procedures.

**Domestic Violence (DV) Service Provider**—Service Provider whose primary mission is to service victims of domestic violence and provides housing and other services to individuals experiencing domestic violence.

**Executive Director**—The administrative person who runs and directs the operations of a Service Provider and who has the authority to authorize User access to HMIS.

**Federal Partners**—The HMIS Federal Partners worked collaboratively to develop the 2014 HMIS Data Standards. HUD has worked with program staff of the federal partners to align the data elements required for each program funding source and determine how and when data is to be collected.

**Governance Agreement**—Sets forth the governance structure for the Idaho Homeless Management Information System (HMIS) for the Idaho Balance of State Continuum of Care (CoC). The agreement establishes the general understandings and specific responsibilities of each party relating to key aspects to the governance and operations of the Idaho HMIS.

**Governance Committee**—Committee Members develop Policies and Procedures for IHCC and will identify processes to create specific task-oriented and/or permanent committees to meet the ongoing needs of the IHCC committees. This committee will ensure shared communication among other committees and members of the IHCC. The committee will ensure that the IHCC meets at least quarterly and will develop agendas and materials to help meet strategic planning goals as set by the Strategic Planning Committee.

**Housing Inventory Count (HIC)**—The HIC is a point-in-time inventory of projects within a CoC that provide beds and units dedicated to serving persons who are homeless. It is intended to provide HUD and CoCs with information about the shelter and housing capacity of homeless crisis response systems. It should reflect the number of beds and units available on the night designated for the count that are dedicated to serve persons who are homeless (and, for permanent housing projects, were homeless at entry), per the HUD homeless definition.

**Homeless Management Information System (HMIS)**—Information system used to record, analyze and transmit client and activity data in regard to the provision of shelter, housing and services to individuals and families who are homeless or at risk of homelessness in a Continuum of Care (CoC).

**HMIS Lead**—An organization designated by a CoC to operate the CoC’s HMIS on its behalf.

**Idaho Balance of State Continuum of Care (Idaho BoS CoC)**—The Continuum of Care (CoC) covering the Service Providers providing homeless and homeless prevention services in Idaho, excluding Ada County.

**Idaho Homelessness Coordinating Committee (IHCC)** — The IHCC serves the State of Idaho and is represented by Regions one through six, the Boise City/Ada County Continuum of Care, and relevant agencies through the State. The IHCC functions as the Idaho Balance of State Continuum of Care Board. The purpose of the IHCC is to facilitate the coordination, communication, and cooperation of housing and supportive services.
**Licensed User**—Also referred to as “user”; an authorized individual who uses or enters data in an HMIS database.

**HMIS Vendor**—A contractor who provides materials or services for the operation of an HMIS. Mediware is the vendor of ServicePoint, the HMIS software used by the Idaho BoS CoC.

**Non-Public Information** (see also PPI)—Information about an individual that is of a private nature and neither available to the general public nor obtained from a public record. Non-Public Information includes without limitation a Client’s name, social security number and such personal identifying information.

**Point In Time (PIT) Count**—Idaho Housing and Finance Association (IHFA) is required by U.S. Department of Housing and Urban Development (HUD) to obtain a count of the number of unsheltered and sheltered homeless persons or families in Idaho. The PIT count is a one-night count of unsheltered and sheltered homeless persons. The PIT count must occur on one night during the last ten days in January.

**Privacy Notice (IHFA HMIS Privacy Notice)**—Service Providers must publish a privacy notice describing its policies and practices for the processing of PPI. IHFA has developed the IHFA HMIS Privacy Notice to meet these requirements which all Service Providers are required to use.

**Program Specific Data Elements (PSDE)**—Agencies which are recipients of HUD McKinney-Vento Act program funds must also collect program specific data elements to meet the requirements of their grant.

**Protected Personal Information (PPI)**—Any information that can be used to identify a particular individual. Protected Personal Information includes without limitation a client’s name, Social Security Number, Date of Birth, and such personally identifying that identifies directly, indirectly, by linking with other identifying information to identify a specific individual, or can be manipulated by a reasonably foreseeable method to identify an individual.

**Release of Information (ROI)**—Form to notify the client that his information will be entered into the HMIS and to obtain his consent to share said information with other Service Providers.

**Sage**—Sage is an online repository that allows greater flexibility to recipients, CoCs, and HUD to report and search CoC Program APR data. CoC grant recipients are required to submit their APRs using Sage beginning April 1, 2017.

**Service Provider**—All entities that have similar agreements to access the HMIS system as administered by IHFA, including IHFA, CoC System Administrators, and HUD.

**Service Provider Contract**—Contract entered into by Agencies (Service Providers) and IHFA concerning the rights and responsibilities of both parties related to the administration and use of HMIS.

**Sheltered Survey**—The Sheltered Survey is a count of the total number of persons in your project on the night of the last Wednesday in January. The survey also reports on subpopulations of Chronically Homeless, Disability, Youth and Veterans.
**System Performance Measures (SPM)**—A series of seven reports designed to help communities gauge their progress in preventing and ending homelessness and provide a more complete picture of how well a community is achieving this goal.

**Un-affiliated Third Party**—Any entity or individual other than the Service Provider entering into this contract, the HMIS System Administrator, or CoC System Administrator as called for under the HMIS Administrator Program

**Universal Data Elements (UDE)**—The Universal Data Elements, as identified in the HMIS Data and Technical Standards Final Notice (Federal Register Vol. 69 No. 146) are required to be entered into HMIS by all participating agencies regardless of funding source.

Referenced forms and documents can be found at:  
https://www.idahohousing.com/homelessness-services-programs/hmis/
2018 CONSOLIDATED CONTINUUM OF CARE APPLICATION

TO: HUD REVIEW TEAM
FROM: BRADY ELLIS
VICE PRESIDENT, HOUSING SUPPORT PROGRAMS
CHAIR, IHCC

SHERI E. COOK
SENIOR SPECIAL NEEDS GRANTS COORDINATOR
DESIGNATED HUD CONTACT FOR THE COLLABORATIVE APPLICANT

SUBJECT: COC IDAHO BALANCE OF STATE HDX COMPETITION REPORT
DATE: SEPTEMBER 14, 2018

Purpose

The 2018 Continuum of Care (CoC) Consolidated Application requires attachment of the Idaho Balance of State Continuum of Care 2018 HDX Competition Report.

Attachment Description

Idaho’s Balance of State (BoS) Continuum of Care (CoC) 2018 HDX Competition Report highlights PIT data, HiC data, and System Performance Measures.
## Total Population PIT Count Data

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count</td>
<td>1380</td>
<td>1204</td>
<td>1256</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>355</td>
<td>424</td>
<td>437</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>412</td>
<td>252</td>
<td>217</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>767</td>
<td>676</td>
<td>654</td>
</tr>
<tr>
<td>Total Unsheltered Count</td>
<td>613</td>
<td>528</td>
<td>602</td>
</tr>
</tbody>
</table>

## Chronically Homeless PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of Chronically Homeless Persons</td>
<td>197</td>
<td>109</td>
<td>142</td>
</tr>
<tr>
<td>Sheltered Count of Chronically Homeless Persons</td>
<td>64</td>
<td>32</td>
<td>39</td>
</tr>
<tr>
<td>Unsheltered Count of Chronically Homeless Persons</td>
<td>133</td>
<td>77</td>
<td>103</td>
</tr>
</tbody>
</table>
2018 HDX Competition Report
PIT Count Data for ID-501 - Idaho Balance of State CoC

## Homeless Households with Children PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children</td>
<td>235</td>
<td>165</td>
<td>165</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Households with Children</td>
<td>144</td>
<td>125</td>
<td>114</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Households with Children</td>
<td>91</td>
<td>40</td>
<td>51</td>
</tr>
</tbody>
</table>

## Homeless Veteran PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Veterans</td>
<td>115</td>
<td>110</td>
<td>104</td>
<td>102</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Veterans</td>
<td>49</td>
<td>64</td>
<td>47</td>
<td>48</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Veterans</td>
<td>66</td>
<td>46</td>
<td>57</td>
<td>54</td>
</tr>
</tbody>
</table>
### HMIS Bed Coverage Rate

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2018 HIC</th>
<th>Total Beds in 2018 HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ES) Beds</td>
<td>501</td>
<td>163</td>
<td>200</td>
<td>59.17%</td>
</tr>
<tr>
<td>Safe Haven (SH) Beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>NA</td>
</tr>
<tr>
<td>Transitional Housing (TH) Beds</td>
<td>262</td>
<td>65</td>
<td>83</td>
<td>42.13%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) Beds</td>
<td>230</td>
<td>0</td>
<td>224</td>
<td>97.39%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) Beds</td>
<td>546</td>
<td>10</td>
<td>499</td>
<td>93.10%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) Beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>NA</td>
</tr>
<tr>
<td>Total Beds</td>
<td>1,539</td>
<td>238</td>
<td>1006</td>
<td>77.33%</td>
</tr>
</tbody>
</table>
2018 HDX Competition Report
HIC Data for ID-501 - Idaho Balance of State CoC

### PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

<table>
<thead>
<tr>
<th>Chronically Homeless Bed Counts</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC</td>
<td>168</td>
<td>215</td>
<td>251</td>
</tr>
</tbody>
</table>

### Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

<table>
<thead>
<tr>
<th>Households with Children</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH units available to serve families on the HIC</td>
<td>48</td>
<td>44</td>
<td>55</td>
</tr>
</tbody>
</table>

### Rapid Rehousing Beds Dedicated to All Persons

<table>
<thead>
<tr>
<th>All Household Types</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH beds available to serve all populations on the HIC</td>
<td>224</td>
<td>182</td>
<td>230</td>
</tr>
</tbody>
</table>
Measure 1: Length of Time Persons Remain Homeless

This measure the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client’s entry, exit, and bed night dates strictly as entered in the HMIS system.

<table>
<thead>
<tr>
<th></th>
<th>Universe (Persons)</th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submitted FY 2016</td>
<td>FY 2016</td>
<td>Submitted FY 2016</td>
</tr>
<tr>
<td>1.1 Persons in ES and SH</td>
<td>1515</td>
<td>49</td>
<td>32</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>2066</td>
<td>129</td>
<td>56</td>
</tr>
</tbody>
</table>

b. This measure is based on data element 3.17.

This measure includes data from each client’s Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client’s entry date, effectively extending the client’s entry date backward in time. This “adjusted entry date” is then used in the calculations just as if it were the client’s actual entry date.

The construction of this measure changed, per HUD’s specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.
# 2018 HDX Competition Report

## FY2017 - Performance Measurement Module (Sys PM)

<table>
<thead>
<tr>
<th></th>
<th>Universe (Persons)</th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submitted FY 2016</td>
<td>FY 2017</td>
<td>Submitted FY 2016</td>
</tr>
<tr>
<td><strong>1.1 Persons in ES, SH, and PH (prior to &quot;housing move in&quot;)</strong></td>
<td>1511</td>
<td>1627</td>
<td>97</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>139</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>42</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Submitted FY 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>FY 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Difference</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Submitted FY 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>FY 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Difference</td>
</tr>
<tr>
<td><strong>1.2 Persons in ES, SH, TH, and PH (prior to &quot;housing move in&quot;)</strong></td>
<td>2064</td>
<td>1965</td>
<td>182</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>193</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>76</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>85</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>
Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

<table>
<thead>
<tr>
<th>Exit was from</th>
<th>Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)</th>
<th>Returns to Homelessness in Less than 6 Months</th>
<th>Returns to Homelessness from 6 to 12 Months</th>
<th>Returns to Homelessness from 13 to 24 Months</th>
<th>Number of Returns in 2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY 2017</td>
<td>% of Returns</td>
<td>FY 2017</td>
<td>% of Returns</td>
<td>FY 2017</td>
</tr>
<tr>
<td>Exit was from SO</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Exit was from ES</td>
<td>683</td>
<td>75</td>
<td>11%</td>
<td>42</td>
<td>6%</td>
</tr>
<tr>
<td>Exit was from TH</td>
<td>289</td>
<td>18</td>
<td>6%</td>
<td>7</td>
<td>2%</td>
</tr>
<tr>
<td>Exit was from SH</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Exit was from PH</td>
<td>641</td>
<td>10</td>
<td>2%</td>
<td>20</td>
<td>3%</td>
</tr>
<tr>
<td>TOTAL Returns to Homelessness</td>
<td>1613</td>
<td>103</td>
<td>6%</td>
<td>69</td>
<td>4%</td>
</tr>
</tbody>
</table>

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts
This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

<table>
<thead>
<tr>
<th>Universe: Total PIT Count of sheltered and unsheltered persons</th>
<th>January 2016 PIT Count</th>
<th>January 2017 PIT Count</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter Total</td>
<td>355</td>
<td>424</td>
<td>69</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>412</td>
<td>252</td>
<td>-160</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>767</td>
<td>676</td>
<td>-91</td>
</tr>
<tr>
<td>Unsheltered Count</td>
<td>613</td>
<td>528</td>
<td>-85</td>
</tr>
</tbody>
</table>

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

<table>
<thead>
<tr>
<th>Universe: Unduplicated Total sheltered homeless persons</th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter Total</td>
<td>1492</td>
<td>1595</td>
<td>103</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>722</td>
<td>435</td>
<td>-287</td>
</tr>
</tbody>
</table>
Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>125</td>
<td>108</td>
<td>-17</td>
</tr>
<tr>
<td>Number of adults with increased earned income</td>
<td>8</td>
<td>11</td>
<td>3</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>6%</td>
<td>10%</td>
<td>4%</td>
</tr>
</tbody>
</table>

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>125</td>
<td>108</td>
<td>-17</td>
</tr>
<tr>
<td>Number of adults with increased non-employment cash income</td>
<td>17</td>
<td>9</td>
<td>-8</td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>14%</td>
<td>8%</td>
<td>-6%</td>
</tr>
</tbody>
</table>

Metric 4.3 – Change in total income for adult system stayers during the reporting period

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>125</td>
<td>108</td>
<td>-17</td>
</tr>
<tr>
<td>Number of adults with increased total income</td>
<td>25</td>
<td>19</td>
<td>-6</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>20%</td>
<td>18%</td>
<td>-2%</td>
</tr>
</tbody>
</table>
## Metric 4.4 – Change in earned income for adult system leavers

<table>
<thead>
<tr>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>322</td>
<td>212</td>
</tr>
<tr>
<td>Number of adults who exited with increased earned income</td>
<td>77</td>
<td>64</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>24%</td>
<td>30%</td>
</tr>
</tbody>
</table>

## Metric 4.5 – Change in non-employment cash income for adult system leavers

<table>
<thead>
<tr>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>322</td>
<td>212</td>
</tr>
<tr>
<td>Number of adults who exited with increased non-employment cash income</td>
<td>39</td>
<td>21</td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>12%</td>
<td>10%</td>
</tr>
</tbody>
</table>

## Metric 4.6 – Change in total income for adult system leavers

<table>
<thead>
<tr>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>322</td>
<td>212</td>
</tr>
<tr>
<td>Number of adults who exited with increased total income</td>
<td>105</td>
<td>79</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>33%</td>
<td>37%</td>
</tr>
</tbody>
</table>
2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with</td>
<td>1667</td>
<td>1664</td>
<td>-3</td>
</tr>
<tr>
<td>entries into ES, SH,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or TH during the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>reporting period.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Of persons above,</td>
<td>295</td>
<td>321</td>
<td>26</td>
</tr>
<tr>
<td>count those who were</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>in ES, SH, TH or any</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PH within 24 months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>prior to their entry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>during the reporting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>year.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Of persons above,</td>
<td>1372</td>
<td>1343</td>
<td>-29</td>
</tr>
<tr>
<td>count those who did</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>not have entries in ES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SH, TH or PH in the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)</td>
<td>1372</td>
<td>1343</td>
<td>-29</td>
</tr>
</tbody>
</table>

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with</td>
<td>2457</td>
<td>2285</td>
<td>-172</td>
</tr>
<tr>
<td>entries into ES, SH,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TH or PH during the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>reporting period.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Of persons above,</td>
<td>413</td>
<td>395</td>
<td>-18</td>
</tr>
<tr>
<td>count those who were</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>in ES, SH, TH or any</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PH within 24 months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>prior to their entry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>during the reporting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>year.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Of persons above,</td>
<td>2044</td>
<td>1890</td>
<td>-154</td>
</tr>
<tr>
<td>count those who did</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>not have entries in ES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SH, TH or PH in the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)</td>
<td>2044</td>
<td>1890</td>
<td>-154</td>
</tr>
</tbody>
</table>
2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD’s Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons who exit Street Outreach</td>
<td>2</td>
<td>114</td>
<td>112</td>
</tr>
<tr>
<td>Of persons above, those who exited to temporary &amp; some institutional destinations</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>0</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>% Successful exits</td>
<td>0%</td>
<td>13%</td>
<td>13%</td>
</tr>
</tbody>
</table>

Metric 7b.1 – Change in exits to permanent housing destinations
## 2018 HDX Competition Report
### FY2017 - Performance Measurement Module (Sys PM)

#### Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe</td>
<td>2337</td>
<td>2231</td>
<td>-106</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>1528</td>
<td>1368</td>
<td>-160</td>
</tr>
<tr>
<td>% Successful exits</td>
<td>65%</td>
<td>61%</td>
<td>-4%</td>
</tr>
</tbody>
</table>

#### Metric 7b.2 – Change in exit to or retention of permanent housing

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in all PH projects except PH-RRH</td>
<td>531</td>
<td>510</td>
<td>-21</td>
</tr>
<tr>
<td>Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations</td>
<td>445</td>
<td>487</td>
<td>42</td>
</tr>
<tr>
<td>% Successful exits/retention</td>
<td>84%</td>
<td>95%</td>
<td>11%</td>
</tr>
</tbody>
</table>
This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.
### 2018 HDX Competition Report

**FY2017 - SysPM Data Quality**

<table>
<thead>
<tr>
<th></th>
<th>All ES, SH</th>
<th>All TH</th>
<th>All PSH, OPH</th>
<th>All RRH</th>
<th>All Street Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Number of non-DV Beds on HIC</strong></td>
<td>240 308 358 391</td>
<td>585 594 526 325</td>
<td>475 476 447 487</td>
<td>97 174 224 182</td>
<td></td>
</tr>
<tr>
<td><strong>2. Number of HMIS Beds</strong></td>
<td>175 195 214 273</td>
<td>438 458 423 237</td>
<td>470 451 410 450</td>
<td>97 174 181 160</td>
<td></td>
</tr>
<tr>
<td><strong>3. HMIS Participation Rate from HIC (%)</strong></td>
<td>72.92 63.31 59.78 69.82</td>
<td>74.87 77.10 80.42 72.92</td>
<td>98.95 94.75 91.72 92.40</td>
<td>100.00 100.00 80.80 87.91</td>
<td></td>
</tr>
<tr>
<td><strong>4. Unduplicated Persons Served (HMIS)</strong></td>
<td>1292 1469 1490 1584</td>
<td>889 855 730 432</td>
<td>583 585 541 522</td>
<td>471 690 856 695</td>
<td>0 0 7 185</td>
</tr>
<tr>
<td><strong>5. Total Leavers (HMIS)</strong></td>
<td>1137 1286 1337 1419</td>
<td>540 548 517 361</td>
<td>193 203 171 107</td>
<td>387 548 703 560</td>
<td>0 0 0 114</td>
</tr>
<tr>
<td><strong>6. Destination of Don’t Know, Refused, or Missing (HMIS)</strong></td>
<td>289 175 328 447</td>
<td>77 66 57 63</td>
<td>36 34 56 10</td>
<td>40 38 27 12</td>
<td>0 0 0 12</td>
</tr>
</tbody>
</table>

7/24/2018 5:53:48 PM
# 2018 HDX Competition Report

## Submission and Count Dates for ID-501 - Idaho Balance of State CoC

### Date of PIT Count

<table>
<thead>
<tr>
<th>Date CoC Conducted 2018 PIT Count</th>
<th>1/31/2018</th>
</tr>
</thead>
</table>

### Report Submission Date in HDX

<table>
<thead>
<tr>
<th>Submitted On</th>
<th>Met Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 PIT Count Submittal Date</td>
<td>4/30/2018</td>
</tr>
<tr>
<td>2018 HIC Count Submittal Date</td>
<td>4/30/2018</td>
</tr>
<tr>
<td>2017 System PM Submittal Date</td>
<td>5/30/2018</td>
</tr>
</tbody>
</table>
2018 CONSOLIDATED CONTINUUM OF CARE APPLICATION

TO: HUD REVIEW TEAM
FROM: BRADY ELLIS
VICE PRESIDENT, HOUSING SUPPORT PROGRAMS
CHAIR, IHCC

SHERI E. COOK
SENIOR SPECIAL NEEDS GRANTS COORDINATOR
DESIGNATED HUD CONTACT FOR THE COLLABORATIVE APPLICANT

SUBJECT: COC WRITTEN STANDARDS FOR ORDER OF PRIORITY
DATE: SEPTEMBER 14, 2018
CC: COORDINATED ENTRY SYSTEM ADMINISTRATOR

Purpose

The 2018 Continuum of Care (CoC) Consolidated Application requires attachment of the Idaho Balance of State Continuum of Care Order of Priority for Coordinated Entry.

Attachment Description

A section from the Idaho Balance of State CoC Coordinated Entry Manual regarding the Orders of Priority is attached and highlighted. This section can be found on pages 2-4 of this attachment.
Section 7: Assign

Once consumers have been connected with system, found to be potentially eligible for Homeless Connect-participating programs, and participated in various types of assessments through the Access and Assess stages, the Assign phase is carried out. The purpose of this phase of the system is to identify a housing intervention that offers housing and services consistent with the consumer's needs and offer available housing first to those with the greatest need. This process is accomplished through: 1) creating a Queue, or list, of potentially eligible consumers; 2) ordering the Queue in such a way that prioritizes homeless persons based on greatest need; 3) offering housing units, as they become available, to the highest priority consumer; 4) housing consumers in housing interventions that appropriately meet their needs while allowing choice and flexibility in their participation; and 5) convening case conferences at a regional or community level to address the needs of those not receiving a housing offering by coordinating with broader community resources.

Prioritization

In accordance with HUD Notice CPD-16-11, HUD funding priorities, and homelessness assistance program strategies, assistance offered through Homeless Connect will be prioritized. The adoption of a prioritization method is a strategic approach to move closer to preventing and ending homelessness. Those who are most vulnerable and have the most severe service needs are the most likely to consume the most public costs and experience continued homelessness or re-entry into homelessness. Housing these persons first, particularly in permanent supportive housing, will alleviate the resource burden elsewhere thereby making shorter term resources available to those who can be permanently re-housed with little utilization of resources. Homelessness assistance programs are the last result prior to entering homelessness or one of very few options available to help become housed.

Orders of Priority

To assure consistent identification and placement of the most vulnerable persons, the orders of priority presented below have been adopted by the IHCC. The order will be based on length of time homeless, with tie-breakers based on a prioritized order of sub-populations. For permanent supportive housing projects, the CoC has adopted the order of priority recommended in HUD Notice CPD-16-11 or any proceeding notice superseding this guidance. The Homelessness Prevention Assessment will determine the extent of need for homelessness prevention.

Consumers seeking services through Homeless Connect are served and prioritized in a non-discriminatory manner. Program and system implementation and operations are carried out in a manner consistent with nondiscrimination provisions of the Federal civil rights laws, including, but not limited to the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Title II or III of the Americans with Disabilities Act, as applicable.

Homeless Connect uses the following criteria and score from the Housing Assessment to appropriately identify consumers with the greatest need and aid them in quickly accessing the most appropriate housing intervention for them:

- First Priority: Chronically homeless individuals and families who have been literally homeless continuously for at least 24 consecutive months.
• Second Priority: Chronically homeless individuals and families who have been literally homeless continuously for at least 12 – 23 consecutive months.

• Third Priority: Chronically homeless individuals and families with four or more episodes in the last three years of being literally homeless and those episodes total 12 months or longer.

• Fourth Priority: Non-chronically homeless individuals and families who have been literally homeless for at least 12 consecutive months or four or more episodes in the last three years of being literally homeless and those episodes total 12 months or longer.

• Fifth Priority: Non-chronically homeless individuals and families who have been literally homeless continuously for at least 3 – 11 consecutive months or have had 2 or 3 episodes in the last 3 years of being literally homeless and those episodes total 4 months or longer.

• Sixth priority: Non-chronically homeless individuals and families who have been literally homeless for a total of at least 90 days or less.

Should these orders of priority sort the Queue in such a manner that multiple individuals and/or families are similarly located at the top of the list, the following additional priorities will be applied to determine which household will be offered assistance first:

• First Priority: Veterans or a household that includes a veteran.

• Second Priority: Individuals or families fleeing or attempting to flee domestic violence, dating violence, or stalking.

• Third Priority: Youth (age 24 and younger)

• Fourth Priority: Individuals and families living on the street or other place not meant for human habitation, as opposed to living in an emergency shelter.

• Fifth Priority: Households with children under age 18.

• Sixth Priority: Households with members age 62 or older.

Emergency Shelter

Individuals and families may enter emergency shelter settings without the requirement to be referred through an access site, nor will shelter be required to prioritize persons seeking shelter; however, whenever possible and appropriate, shelter providers should attempt diversion strategies for all consumers seeking shelter services. Shelter staff should assist consumers in connecting with a local access site to either begin or continue the assessment process.

Wait List Integration

HUD-funded homelessness service providers with consumers on a waiting list for housing upon implementation of Homeless Connect on January 22, 2018 may maintain their waiting list and continue to place consumers from the list into their housing projects through March 23, 2018. After March 23, 2018, open units may only be filled through referrals from the Homeless Connect system.
Service providers with consumers on a wait list for housing should notify those consumers of a change in the process to obtain housing assistance. Consumers should be advised that available units will be filled from the agency’s current wait list until March 23, 2018. Providers should encourage consumers on the wait list to contact the Homeless Connect access point in their region to complete the assessment process to ensure the consumer’s placement in the prioritized Queue.

Program Eligibility

The orders of priority provide only an initial layer of participation selection. However, this does not guarantee eligibility for the project that has an opening when the consumer reaches the top of the Queue, nor does it guarantee an offering of placement into housing. Additional eligibility screening must occur to ensure the consumer meets each funder’s eligibility requirements prior to participating in a program.

Policy

Eligibility will be driven by each funding stream’s regulations, including the IHCCs Written Standards. Each funding stream has its own definition of homelessness and other eligibility requirements. Participating agencies must submit all eligibility criteria to the system administrator prior to participating in Homeless Connect. Any changes to a program’s eligibility criteria or target population must be sent to the system administrator immediately to make sure the referral protocol is updated accordingly. Consumers will be screened for only the most basic eligibility criteria (e.g., homeless status, income, special population type, etc.). Projects may enact policy that restricts participation of consumers who have posed an extreme threat to the health or safety of the project’s staff or other project participants.

Process

When a project participating in Homeless Connect expects or experiences a unit opening, they will contact the access site to inform them of the opening. At this point the Queue will be updated and sorted to apply the order of priority. At this time the eligibility sorting must occur to ensure referrals are made to appropriate projects where the consumer will be potentially eligible. After the referral has been made, the consumer will undergo more in depth eligibility screening with the housing or service provider. More information on this process is outlined under the Housing Offering heading.

Housing Referral

Up to this point, the consumer has connected with an access point, experienced a phased assessment process, has been presented with a summary of housing interventions, received a recommendation for housing placement, and has been placed in the Queue. The consumer is now selected to be offered a housing referral based on the orders of priority and certain eligibility criteria upon the opening of a housing unit. The Housing Referral process informs the consumer of the housing opening and determines the consumer’s desire to participate in the identified project. If the consumer is agreeable, they are referred out to the project. It is prohibited for any HUD homelessness assistance program funded project to accept clients through any means other than through referral from Homeless Connect, with emergency shelters being the sole exception. Other participating agencies and programs are encouraged to fully participate in Homeless Connect and utilize the system’s Queue to fill program openings.

This policy and process applies to both the Homelessness Prevention and Homeless Housing Services.
Purpose

The 2018 Continuum of Care (CoC) Consolidated Application allows us to display our racial disparities findings within our CoC.

Attachment Description

Idaho’s Balance of State (BoS) Continuum of Care (CoC) has attached our racial disparities analysis. While the data can be used to assess the path into homelessness in Idaho for races other than White or Hispanic/Latino, the data is mixed and should continue to be monitored over a longer period of time.
August 2018

Racial Disparities Assessment

Process

Data was reviewed from the following sources:

- Indicators Idaho (indicatorsidaho.org)
- American FactFinder (U.S. Census Bureau’s estimate for Idaho, 2017)
- ID-501 HMIS data from 1/1/2018 – 6/30/2018
- Idaho Homeless Connect data

Data Summary

Population Totals by Race/Ethnicity and Percentages, Idaho less Ada County:

<table>
<thead>
<tr>
<th>Race/Ethnicity</th>
<th>Total¹</th>
<th>Percent in Poverty²</th>
<th>BoS COC Homeless (1/2018 PIT)</th>
<th>Move-In Rates⁴</th>
<th>Positive Outcomes⁴</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>93.75%</td>
<td>14.3%</td>
<td>84%</td>
<td>91%</td>
<td>90%</td>
</tr>
<tr>
<td>Black/African American</td>
<td>0.70%</td>
<td>28.5%</td>
<td>5%</td>
<td>81%</td>
<td>100%</td>
</tr>
<tr>
<td>American Indian and Alaska Native Alone</td>
<td>2.07%</td>
<td>29.3%</td>
<td>3%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Asian Alone</td>
<td>n/a</td>
<td>15.8%</td>
<td>n/a</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Native Hawaiian and Other Pacific Islander Alone</td>
<td>1.25¹</td>
<td>26.1%</td>
<td>1%</td>
<td>50%</td>
<td>14%</td>
</tr>
<tr>
<td>Two or More Races</td>
<td>2.23%</td>
<td>23.9%</td>
<td>7%</td>
<td>84%</td>
<td>n/a</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>12.3%¹</td>
<td>14.9%</td>
<td>15%</td>
<td>89%</td>
<td>100%</td>
</tr>
</tbody>
</table>

¹From Indicators Idaho, based on 2016 U.S. Census data

²Asian/Pacific Islanders together

³American FactFinder (U.S. Census Bureau’s estimate for Idaho, 2017) – Total population in Idaho estimated to be below poverty level is 15.2%, White alone – not Hispanic or Latino : below poverty rate is 13.4%

⁴IHFA HMIS Data: Move-In average for all populations was 90% with White 91% and All Other Races 85%. Positive Outcomes average for all populations was 89%, with White 90% and All Other Races at 78%. Non-Hispanic positive outcomes were 87%. 
Initial Conclusions

Extremely low diversity in Idaho creates difficulty in fully assessing racial disparities that may exist. Monitoring across multiple years may improve the assessment process, particularly where there are such low populations for Black/African Americans and Native Hawaiian and Other Pacific Islanders within this reviewed data sample.

While the rate of homelessness is slightly higher than the population ratio for Hispanic/Latino people in Idaho, the move-in and positive outcomes rates in comparison to those for the average of all Idaho people served are very close to or better than the average.

Black/African American population have a significantly higher rate of homelessness and the move-in rate is significantly less than the average for all Idahoans served, suggesting this number needs to be monitored and solutions found to ensure a higher rate of housing occurs. When looking at the substantially higher rate of poverty for Black/African Americans in Idaho, in concert with the higher rate of homelessness, it appears that more homeless prevention services should be implemented and targeted to this population. The same issue arises for Indigenous peoples (Native American and Pacific Islander).

While the data can be used to assess the path into homelessness in Idaho for races other than White or Hispanic/Latino, the data is mixed and should continue to be monitored over a longer period of time in order to make strategic decisions on how to improve the delivery of services and improve what appear to be racial disparities in serving Idaho Balance of State homeless or at risk of being homeless.