

## **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 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 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:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

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**1A-1. CoC Name and Number:** AZ-501 - Tucson/Pima County CoC

**1A-2. Collaborative Applicant Name:** City of Tucson

**1A-3. CoC Designation:** CA

**1A-4. HMIS Lead:** Pima County CSET Department

# 1B. Continuum of Care (CoC) Engagement

## Instructions:

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**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

## 1B-1. CoC Meeting Participants.

For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:

1. participated in CoC meetings;
2. voted, including selecting CoC Board members; and
3. participated in the CoC's coordinated entry system.

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	No
Local Jail(s)	No	No	No
Hospital(s)	Yes	Yes	Yes
EMS/Crisis Response Team(s)	Yes	Yes	No
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Disability Service Organizations	Yes	Yes	Yes
Disability Advocates	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes

Youth Advocates	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Domestic Violence Advocates	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes	Yes
LGBT Service Organizations	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Mental Illness Advocates	Yes	Yes	Yes
Substance Abuse Advocates	Yes	Yes	Yes
Other:(limit 50 characters)			
Veterans Administration	Yes	Yes	Yes
FQHCs & Medicaid Services	Yes	Yes	Yes
Workforce Investment Board/AJC One-Stop System	Yes	Yes	Yes

**1B-1a. CoC’s Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.**

**Applicants must describe how the CoC:**

- 1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;**
- 2. communicates information during public meetings or other forums the CoC uses to solicit public information;**
- 3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and**
- 4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF. (limit 2,000 characters)**

1. TPCH has 75+ members representing housing, government, employment, legal, healthcare, education, behavioral health, substance abuse, disability, HIV/AIDS, victim services, justice, business, and community stakeholders. In total 200+ individuals participate in the CoC each year including youth and adults with lived experiences of homelessness. The CoC engages in strategic recruitment strategies to engage diverse stakeholders in CoC decision-making and cultivates strategic partnerships with a wide variety of local entities including ESG, HOPWA, CDBG, PATH, RHY, and SAMHSA (sub)recipients; TANF services, the Workforce Investment Board, tribal entities, AZ Department of Child Safety (public child welfare), area hospitals and others.

2. All CoC meetings (membership, Board, committees, subcommittees,) are published on the TPCH website and announced in bi-weekly e-news distribution. Board and voting membership meetings include a call to the public

at which all persons present may provide input to agenda topics and to the CoC.

3. All committee and subcommittee meetings are open to the public for full participation and the CoC routinely conducts focus groups, surveys, and other data collection activities to obtain community input which is used to inform CoC strategies and decisions. The CoC's multi-level approval process allows multiple opportunities for participation in decision-making at the committee, board, and voting membership levels.

4. TPCH communications are conducted through the CoC website which is compliant with ADA WCAG 2.0 standards and includes 8 accessible viewing variations to address common visual impairments. The site is coded for screen readers and available in English, Spanish, and the 10 languages most commonly used by people with limited English proficiency in the region. All TPCH documents are available in large print format upon request.

**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 the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;**
  - 4. how often the CoC solicits new members; and**
  - 5. 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)**

1. TPCH accepts new members year-round. General members sign-up through an online registration form or by attending any TPCH meeting. They are invited to join the voting membership after attending 3 CoC meetings in a 3-month period and are required to maintain active participation and abide by the CoC code of conduct to maintain voting status.

2. Public invitations are communicated through a dedicated page on the TPCH website, email invitations distributed through the TPCH listserv, and social media ads. Membership opportunities are communicated at all TPCH training and community events and included in CoC media releases. The CoC partners with the local 211 to conduct an annual recruitment campaign targeting housing and aligned service providers. The targeted campaign also includes potential members to address gaps in the membership (i.e. tribal leaders, early childhood education, government officials, employers, etc.). Recruitment strategies include mailed invitations, personal calls, and individual meetings and presentations arranged by the Collaborative Applicant and/or CoC Board members.

3. As previously described, the TPCH website which includes invitations and instructions for joining the general and voting membership is compliant with ADA WCAG 2.0 standards, includes 8 accessible viewing variations, is coded for screen readers, and is available in 12 languages.

4. Public invitations are issued throughout the year. Targeted recruitment occurs through an annual membership campaign and supplemented by year-round recruitment as new potential members are identified.

5. TPCH encourages member agencies to invite current and past participants to join, communicates invitations to join during participant focus groups and community events, and distributes targeted social media ads to people with lived experiences. People with lived experience participate in the CoC voting membership, Board, and each of its committees and subcommittees.

**1B-3. Public Notification for Proposals from Organizations Not Previously Funded.**

**Applicants must describe:**

- 1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;**
- 2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;**
- 3. the date(s) the CoC publicly announced it was open to proposal;**
- 4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and**
- 5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.**  
**(limit 2,000 characters)**

3. TPCH announced the NOFA release on 7/3/19 and the opening of the local competition on 7/19/19. Subsequent invitations were issued by email to the TPCH distribution list on 8/2/19, 8/7/19, and 8/14/19.

1. The announcement included instructions for submitting applications through e-snaps and ZoomGrants and was made through the CoC and HMIS email distribution lists which include 500+ contacts from local government, community and faith-based non-profit agencies, affordable housing developers, health and behavioral health care, and private sector partners. The announcement was additionally made through TPCH's social media (600+ followers, monthly page reach ~42,000 views). Announcements encouraged applications from agencies not funded through the CoC and direct solicitation was made by phone to rural, tribal, senior services, and faith-based entities. Presentations were made to a network of eligible tribal organizations, an allied coalition of homeless service providers, and at TPCH membership and committee meetings.

2. New project applicants were encouraged to meet with the Collaborative Applicant (CA) prior to submission to discuss project eligibility, HUD requirements, and eligible costs. A new project applicant orientation webinar was conducted on 8/2/19 and posted to the TPCH website for on-demand viewing. Upon receipt of applications, the CA conducted a threshold review and

requested technical corrections within 2 business days. Applications were then forwarded to independent CoC Selection and DV Bonus Selection Panels which reviewed and selected new project applications which were forwarded to the Independent Review Panel for ranking with renewal applications.

4. The TPCH website meets ADA WCAG 2.0 accessibility standards and is the primary means of public communication. It is accessible for people with a variety of visual/auditory impairments; all TPCH-produced documents were available in large-print format upon request.

5. N/A

# 1C. Continuum of Care (CoC) Coordination

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## 1C-1. CoCs Coordination, Planning, and Operation of Projects.

**Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.**

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	



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**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;**  
**2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and**  
**3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.**  
**(limit 2,000 characters)**

TPCH works closely with the 3 governments operating ESG Programs in the region (City of Tucson, Pima County, and AZ Department of Economic Security). Each ESG recipient holds a seat on the CoC Board and engages in regular communication and collaboration with the CoC through its Collaborative Applicant, HMIS Lead, Continuum of Services Committee, and Emergency Solutions Subcommittee.

1. The CoC provides local data in the form of HIC, PIT, Gaps Analysis, and subrecipient performance reports to each ESG recipient which is used to inform service needs and resource allocation. The CoC is represented on each recipients' funding panels and the CoC's Emergency Solutions Subcommittee meets monthly with ESG recipients to identify, plan for, and address opportunities to improve system performance through strategic resource allocation. The CoC and ESG recipients routinely engage in collaborative planning co-hosting public, provider, and consumer input forums and feedback sessions.

2. In early 2019, TPCH partnered with ESG recipients and subrecipients to conduct a comprehensive analysis of ESG service performance and contributions to system performance. Through this initiative, ESG performance standards were established for emergency shelter, homelessness prevention, street outreach, and rapid rehousing projects. The CoC is now reporting quarterly performance at the subrecipient, recipient, and system level to each of the ESG recipients which is used to inform joint training, technical assistance, and performance improvement initiatives.

3. TPCH collaborated with local Consolidated Planning jurisdictions to survey CoC stakeholders and community members regarding the most pressing housing and homelessness issues in Pima County. ESG recipients and the CoC then co-sponsored a series of 10 Consolidated Planning Forums related to key issues identified through which community panels and participants made recommendations to the current Consolidated Plan update.

**1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions.** Yes to both

**Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the**

**Consolidated Plan jurisdictions within its geographic area.**

**1C-2b. Providing Other Data to Consolidated Plan Jurisdictions.** Yes

**Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.**

**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 protocols for coordinated entry and the CoC’s emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and**
- 2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality. (limit 2,000 characters)**

1. TPCH has formal policies and procedures for Coordinated Entry (CE) and Emergency Transfers. During CE assessment, persons who indicate that they are fleeing or attempting to flee a DV situation are immediately connected to the Emerge Center Against Domestic Abuse, the region’s primary DV service provider, through a 24-hour bilingual crisis hotline. The CE assessor leaves the room during the participant’s discussion with hotline staff who work with the participant to assess safety risk and determine a crisis strategy. Based on that discussion, the participant either completes the CE assessment at the Access Point where they are located or is provided safe transport to the Emerge crisis shelter where CE assessment is finished and individual/family shelter is provided. If the assessment is completed at Emerge, the participant is assigned a unique numeric ID which is used for their referral to the CE by-name list. When the participant is offered a housing placement through CE, Emerge connects them to the community program. Emerge also operates and is publicly advertised as a dedicated CE Access Point for people experiencing DV without safe housing.

The CoC’s Emergency Transfer Plan is consistent with Violence Against Women Act mandates and permits victims to transfer units both within and outside of the CoC’s geographic area to protect their safety. CE and CoC housing project staff are provided annual training to improve provider competencies, guide evidence-based and trauma-informed service delivery, and ensure all projects operate in accordance with the safety guarantees offered to victims through the CoC.

2. Client choice is central to the CoC’s CE strategy. CE assessors are trained to respect client choice and to provide alternate referrals if a participant reports discomfort or safety concern with any housing or service referral. Participants

are encouraged to self-advocate and are not penalized for rejecting housing or service referrals.

**1C-3a. Training–Best Practices in Serving DV Survivors.**

**Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:**

- 1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and**
- 2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.**

**(limit 2,000 characters)**

1. The CoC partners with Emerge to provide annual and on-going training opportunities intended to build housing and service project staff competencies related to serving people experiencing domestic violence, provide a foundational understanding of the impacts and experiences of abuse, and to build familiarity with local resources and processes to promote safety, stability, and healing for DV survivors in their programs. Emerge also provides individual training to local agencies and one-on-one and group technical assistance through the CoC’s Coordinated Entry and Continuum of Services Committees.

Regular training for CoC project staff is delivered at half-day training events (most recently on 9/27/19) and at the CoC’s annual conference and focuses on core competencies, best practices in service delivery, and resource familiarity. Safety planning strategies are discussed and taught, and training follow-up is provided to agencies upon request to help project staff improve their capacity to serve survivors referred through CE.

2. CE staff participate in the training sessions described above and the HMIS Lead provides CE staff with training related to the CoC’s CE Policies and Procedures, including the protocol for people fleeing or attempting to flee DV situations and the CoC’s Emergency Transfer Plan. The CoC is additionally planning more in-depth assessor training for CE Access Point staff intended to teach best practices related to trauma-informed assessment, safety planning, and confidentiality. While each of these topics are covered in the general CoC training, TPCH and Emerge agree that additional training for CE Assessors can play an important role in building an environment of safety and support for victims at their first point of contact. Emerge also participates in the CoC’s CE Committee and provides individual and group technical assistance to support agencies as they serve survivors through their CE assessment, outreach, and navigation services.

**1C-3b. Domestic Violence–Community Need Data.**

**Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking.**

**(limit 2,000 characters)**

TPCH uses de-identified aggregate data from the HMIS, Emerge’s comparable database, and the annual PIT and HIC to inform its understanding of the incidence and experiences of domestic violence, dating violence, sexual assault, and stalking as provided by people interacting with the local homeless response system and with Emerge, the region’s primary DV service provider. HMIS VI-SPDAT data is used to collect and report information from DV victims who have not identified DV as their primary service concern and did not seek assistance through the DV Access Point; this population represents approximately half of all DV survivors served through the local homeless response system. PIT and HIC data inform understanding of the incidence of DV and the intersections between violence and homelessness in the community, and VI-SPDAT and community service data from Emerge’s comparable database provides insight as to the number, experience, and service needs of survivors who have identified DV or other covered experiences as their primary service need and/or sought assistance related to domestic abuse through the DV provider’s crisis hotline, shelter, transitional, and permanent housing programs.

This data analysis has led to increased CoC training offerings including focused training on safety planning, dynamics of abuse, and trauma-informed approaches; as well as improved service strategies including the previously described DV protocol for CE assessment and the community’s identification of a critical need for additional permanent housing options for DV survivors which the CoC seeks to meet through the DV Bonus application included in the FY 2019 New Project Priority List.

TPCH is also working with local law enforcement agencies in an effort to streamline access to local arrest and prosecution data related to DV, dating violence, sexual assault, and stalking which will further improve the CoC’s ability to understand and address survivors’ needs.

**\*1C-4. PHAs within CoC. Attachments Required.**

**Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC’s geographic area.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
City of Tucson	27.00%	Yes-Both	Yes-Both
Pima County	16.00%	Yes-HCV	Yes-HCV

**1C-4a. PHAs’ Written Policies on Homeless Admission Preferences.**

**Applicants must:**

- 1. provide the steps the CoC has taken, with the two largest PHAs within the CoC’s geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference—if the CoC**

**only has one PHA within its geographic area, applicants may respond for one; or**

**2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)**

TPCH works closely with local PHAs including the two largest PHAs in the coverage area, City of Tucson and Pima County. There is a designated PHA seat on the CoC Board and PHA representatives, as well as other staff from both of the jurisdictions, participate actively in the CoC’s voting membership, Board, and each of the CoC committees and subcommittees.

The City of Tucson Housing and Community Development Department serves as the Public Housing Authority (PHA) for the City of Tucson and also administers the Housing Choice Voucher Program for Pima County through a consortium agreement. Homeless preference policies are formally adopted for both the City’s and County’s Housing Choice Voucher Programs, as well as the City PHA’s public housing program.

The currently adopted homeless preference policies prioritize placements for higher-vulnerability households with anticipated long-term rental subsidy needs through two preference strategies:

1. Coordinated Entry Referrals: Referrals for households with VI-SPDAT scores of 11+ (recently reduced from 14) are made directly through CE to the HCV program; needed case management services are provided through partnerships with local behavioral health and supportive services organizations (most often Medicaid and/or privately funded).

2. Move-on from PSH: The CoC partners with the PHA to transition eligible PSH participants from CoC-funded permanent supportive housing to HCV and Public Housing rental subsidies. Eligible households have: 1) been enrolled in PSH for a period of 12 months or longer, have income (earned or through mainstream benefits), have established physical and/or behavioral healthcare, and are enrolled in on-going low-intensity case management support.

**1C-4b. Moving On Strategy with Affordable Housing Providers.**

**Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.**

Yes

**If “Yes” is selected above, describe the type of provider, for example, multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs. (limit 1,000 characters)**

LIHTC Developments: There are 70+ LIHTC properties in the CoC’s geographic area; nearly half of all units dedicated for Special Needs Populations. LIHTC property developers/operators are CoC members, participate in CoC committees and subcommittees, and are represented on the CoC Board.

PHAs: As previously described, the Tucson and Pima County PHAs have a formal move-on policy allowing for households served through CoC projects to

transition to PHA vouchers or public housing.

Other Low-Income/Affordable Housing Programs: CoC agencies link participants to a variety of low-income and affordable housing programs, including homeownership and rental programs, offered through local jurisdictions and not-for-profit housing developers with the aim of promoting positive housing destinations and long-term economic and housing stability for leavers.

**1C-5. Protecting Against Discrimination.**

**Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. (limit 2,000 characters)**

The CoC is committed to preventing and addressing discrimination. All CoC-funded projects are required to confirm non-discrimination on the basis of race, color, creed, religion, sex, disability, familial status and national origin during as part of its application for CoC funding. TPCH written standards also provide for nondiscrimination based on actual or perceived sexual orientation, gender identity, and marital status. Project certifications are verified through the Performance Evaluation and Monitoring process which includes administrative review of CoC projects and requires annual submission of grantees' approved non-discrimination policies and procedures. Policies are reviewed against Fair Housing, Equal Access, and TPCH requirements and deficiencies are communicated in the form of monitoring findings. Grantees are provided 90 days to bring policies into compliance and provide copies of the updated policies for CoC review.

Approved CE Policies and Procedures require that ESG and CoC projects and CE services be operated in full compliance with the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, Title and Titles II and III of the Americans with Disabilities Act. Links to regulatory guidance are incorporated into the Policies and Procedures and the CoC requires that all CoC and ESG project participants, including CE participants, are provided written copies of their rights and protections against discrimination at project entry.

The Southwest Fair Housing Council consults with TPCH to provide guidance as needed to address discrimination throughout the CoC membership. In the past 12 months, the council has assisted in review of prioritization and written standards, communication regarding the Equal Access Rule and continued compliance requirements, and is launching on-demand Fair Housing and Equal Access Rule training for HMIS, CE, and project staff on October 21, 2019.

**\*1C-5a. Anti-Discrimination Policy and Training.**

**Applicants must indicate whether the CoC implemented an anti-**

**discrimination policy and conduct training:**

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 address discrimination based on any protected class under the Fair Housing Act?	No
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	No

**\*1C-6. Criminalization of Homelessness.**

**Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC’s geographic area.**

1. Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
2. Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
3. Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
4. Implemented communitywide plans:	<input checked="" type="checkbox"/>
5. No strategies have been implemented:	<input type="checkbox"/>
6. Other:(limit 50 characters)	
Collaborated with law and code enforcement	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

**1C-7. Centralized or Coordinated Assessment System. Attachment Required.**

**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 for homelessness assistance in the absence of special outreach; and**
- 3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner. (limit 2,000 characters)**

1. Roughly 75% of the County’s population resides in the City of Tucson and surrounding cities and townships, where the CoC’s CE services are most heavily focused. The CoC partners with ESG recipients and subrecipients which

have locations in all populated areas of the County to ensure 100% coverage, a strategy which will be bolstered by the proposed SSO-Coordinated Entry Project included in the FY 2019 New Project Priority List through reallocation funds, specifically targeting far-flung rural and tribal communities. The system's "no wrong door" approach offers standardized assessment by more than 700 trained community assessors working at public Access Points, as well as hospitals, schools, behavioral health agencies, and other County-wide service networks.

2. The CoC's Outreach Coordination Subcommittee conducts weekly team outreach visiting locations identified by CoC members, local law enforcement, and people experiencing homelessness. The subcommittee also strategizes community-wide outreach coverage by reducing duplication in outreach routes. Outreach teams include Medicaid outreach partners and use progressive engagement strategies to encourage service participation among people least likely to apply for assistance. Outreach staff are trained to conduct mobile CE assessment on the streets and in camps and maintain regular schedules and contact with people served to build familiarity and trust.

TPCH also advertises CE in multiple languages on public transit, in community service agencies and public facilities, and through radio and social media targeting vulnerable subpopulations least likely to apply.

3. The CoC uses VI-SPDAT results along with the CoC's approved referral prioritization strategy which priorities households with unsheltered living situations, disability, high service needs, and long histories of on-going or episodic homelessness for assistance. Case conferencing and navigation services are conducted to expedite housing assistance.



# 1D. Continuum of Care (CoC) Discharge Planning

## Instructions:

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## 1D-1. 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).**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

# 1E. Local CoC Competition

## Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

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### \*1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.

**Applicants must indicate whether the CoC:**

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Yes
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

### 1E-2. Project Review and Ranking–Objective Criteria.

**Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:**

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	Yes

### 1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.

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**Applicants must describe:**

**1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and**

**2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.**

**(limit 2,000 characters)**

1) TPOCH's review and ranking process takes into account project participants' histories of abuse, domestic violence, sexual assault, human trafficking, chronic homelessness, disability, limited income, mental illness, physical health, current/past substance abuse, as well as the presence of vulnerable persons including children, medically-fragile individuals, and people living with HIV/AIDS.

The CoC identified community priorities based on subpopulation vulnerability which were prioritized for Tier 1 placement during the local funding competition. These included renewal projects dedicated for families with children under the age of 18, unaccompanied and pregnant/parenting youth, and DV survivors, as well as the Safe Haven project and projects demonstrating high-quality strategies to serve underserved rural communities and diverse subpopulations. New projects targeting DV survivors and underserved rural communities were also prioritized, and ranking placements were adjusted based on these priorities. The rating tool used distinct scoring measures for each project component (SH, TH/RRH, and PSH) projects and applicants were provided with comments boxes through which unique service needs and experiences of participants such as those described above were communicated to review panel members for consideration. This approach allowed each projects' participant context to be taken into account alongside objective performance criteria when determining project ranking.

2) The same process was used to account for severity of service needs and vulnerabilities during the review and ranking process. On the rating tool, each component's unique rating calculations were standardized to a 100% average to prevent projects serving persons with less severe service needs (i.e. TH/RRH projects serving middle-scoring households) from being unfairly ranked above projects serving persons with more severe needs (i.e. SH/PSH projects serving higher-scoring households.)

**1E-4. Public Postings–CoC Consolidated Application. Attachment Required.**

**Applicants must:**

**1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or**

**2. check 6 if the CoC did not make public the review and ranking process; and**

**3. indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or**

**4. check 6 if the CoC did not make public the CoC Consolidated**

**Application.**

Public Posting of Objective Review and Ranking Process		Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing, Project Listings	
1. Email	<input checked="" type="checkbox"/>	1. Email	<input checked="" type="checkbox"/>
2. Mail	<input type="checkbox"/>	2. Mail	<input type="checkbox"/>
3. Advertising in Local Newspaper(s)	<input type="checkbox"/>	3. Advertising in Local Newspaper(s)	<input type="checkbox"/>
4. Advertising on Radio or Television	<input type="checkbox"/>	4. Advertising on Radio or Television	<input type="checkbox"/>
5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>	5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>
6. Did Not Publicly Post Review and Ranking Process	<input type="checkbox"/>	6. Did Not Publicly Post CoC Consolidated Application	<input type="checkbox"/>

**1E-5. Reallocation between FY 2015 and FY 2018.**

**Applicants must report the percentage of the CoC’s ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.**

**Reallocation: 12%**

**1E-5a. Reallocation–CoC Review of Performance of Existing Projects.**

**Applicants must:**  
**1. describe the CoC written process for reallocation;**  
**2. indicate whether the CoC approved the reallocation process;**  
**3. describe how the CoC communicated to all applicants the reallocation process;**  
**4. describe how the CoC identified projects that were low performing or for which there is less need; and**  
**5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.**  
**(limit 2,000 characters)**

The CoC reallocated an additional 9.3% of the ARD in the FY19 competition for a combined total of 21.7% between FY15 and FY19.

1. In August 2019, the CoC replaced its existing Reallocation as a Result of Underspending Policy with a comprehensive reallocation policy addressing underspending, performance, financial and administrative management, and adherence to HUD and TPCH administrative requirements. The Reallocation Policy provides for voluntary and involuntary reallocation of CoC projects. Projects which underspend CoC awards by 10% or more in two consecutive

years are subject to reallocation as are chronically low-performing projects and projects which no longer meet prioritized community needs. The reallocation process is embedded into quarterly performance evaluation and annual administrative review processes and allows for strategic reallocation planning to prevent de-stabilization of participants and ensure reallocated funds are used for maximum community benefit.

2. The CoC Board approved the reallocation policy and process on August 20, 2019.

3. The Reallocation Process was posted to the TPCCH website and communicated to all CoC members and grantees by email on 9/6/19.

4. Low-performing projects are identified through quarterly performance evaluation conducted by the CoC. Training/technical assistance is provided and reallocation is limited to projects which fail to produce measurable improvements over time. Community need is assessed through the annual gaps analysis and review of local PIT, HIC, VI-SPDAT, and HMIS data. Analysis results are shared with CoC committees and the CoC Board which makes final reallocation decisions.

5. The current NOFA process was underway prior to the approval of the policy addressing low performance. Current year reallocation decisions were voluntary; the CoC Board reviewed performance and project sustainability before selecting 2 projects for transfer and 3 for reallocation to meet community needs.

# DV Bonus

## Instructions

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### 1F-1 DV Bonus Projects.

Applicants must indicate whether the CoC is  Yes requesting DV Bonus projects which are included on the CoC Priority Listing:

1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.

1. PH-RRH	<input checked="" type="checkbox"/>
2. Joint TH/RRH	<input type="checkbox"/>
3. SSO Coordinated Entry	<input type="checkbox"/>

**Applicants must click "Save" after checking SSO Coordinated Entry to view questions 1F-3 and 1F-3a.**

### \*1F-2. Number of Domestic Violence Survivors in CoC's Geographic Area.

Applicants must report the number of DV survivors in the CoC's geographic area that:

Need Housing or Services	10,646.00
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the CoC is Currently Serving	7,028.00
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**1F-2a. Local Need for DV Projects.**

**Applicants must describe:**

- 1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and**
- 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).**  
**(limit 500 characters)**

1. The estimate is based on the number of people seeking assistance at the primary DV provider agency last year (5,914), CoC participants reporting DV histories (1,114) and the number of persons reporting that their homelessness was caused by violence at home, abusive relationships, or similar during CE assessment (2,584 VI-SPDAT, 491 F-VI-SPDAT, 296 TAY-VI-SPDAT) with a 15% multiplier to account for under-reporting and unassessed households.

2. Comparable database, HMIS (VI-SPDATs), CoC APR

**1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.**

**Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing—using the list feature below.**

Applicant Name	DUNS Number
Emerge Center Aga...	842812067

## 1F-4. PH-RRH and Joint TH and PH-RRH Project

### Applicant Capacity

DUNS Number:	842812067
Applicant Name:	Emerge Center Against Domestic Abuse
Rate of Housing Placement of DV Survivors–Percentage:	74.00%
Rate of Housing Retention of DV Survivors–Percentage:	100.00%

#### 1F-4a. Rate of Housing Placement and Housing Retention.

**Applicants must describe:**

- 1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and**
- 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)**

1. Housing placement rate is calculated as percentage of exits to safe, permanent housing using FY18-19 service data reported by EmERGE programs. Housing retention rate is calculated as percentage of participants remaining stably housed at 90 days post-exit as reported through EmERGE follow-up survey.

2. Housing placement and retention rates are recorded and reported using EmERGE’s HMIS-comparable database, Client Track.

#### 1F-4b. DV Survivor Housing.

**Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing. (limit 2,000 characters)**

EmERGE uses a Housing First model that incorporates trauma-informed care, Critical Time Intervention, and protocols for safety and confidentiality. The program helps participants obtain housing quickly and provides intensive case management and temporary financial assistance to further them on the path to independence.

Case coordinators complete a thorough housing assessment with each potential housing client that outlines potential barriers to quickly securing housing (e.g., eviction history, credit issues), as well as all formal and informal resources the client currently has access to. Case coordinators work closely with clients in a housing search process that may also include advocacy with landlords and education about the program to assist clients with securing housing initially. The housing search process focuses on safety planning, budgeting and other life skills to ensure that housing is affordable and sustainable, and maximizing the extent to which the client’s housing will support other stabilization factors (e.g., access to public transportation, proximity to employment or their children’s school/child care, etc.)



Emerge maintains strong partnerships and relationships with local landlords and apartment complexes, which has allowed for great success in assisting clients to quickly secure safe housing. These relationships include allowing landlords to communicate concerns or questions (if the client has signed a written release allowing EmERGE staff to work with their landlord and provide advocacy). These relationships also allow EmERGE to provide basic education to landlords about the impact of abuse and specifically, the tactics of economic abuse that often lead to poor rental history, credit issues and lack of income for many clients. This education is often critical to creating access to housing for clients who might otherwise be turned away as a renter.

**1F-4c. DV Survivor Safety.**

**Applicants must describe how project applicant:**

- 1. ensured the safety of DV survivors experiencing homelessness by:**
    - (a) training staff on safety planning;**
    - (b) adjusting intake space to better ensure a private conversation;**
    - (c) conducting separate interviews/intake with each member of a couple;**
    - (d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;**
    - (e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;**
    - (f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and**
  - 2. measured its ability to ensure the safety of DV survivors the project served.**
- (limit 2,000 characters)**

1A. Direct service staff complete 80 hours of initial training 40 hours of didactic training and 40 hours of job shadowing. Training includes an overview of the basic dynamics/tactics of abuse, safety planning techniques, barriers to leaving, short and long-term trauma impacts (adults/children), trauma informed care principles, etc. Safety planning and risk assessment begins at enrollment and occurs continuously throughout program participation.

1B. All program intakes occur in private offices or interview rooms using sound machines, as do sensitive program services provided throughout participation.

1C. When a couple presents for services together, separate interviews/intake sessions are conducted with each person and individual confidentiality is observed by intake and project staff.

1D. EmERGE’s scattered-site approach helps participants make housing choices that will provide them with maximum safety long term, allowing them to transition in place once rental assistance ends. By helping program participants find the best housing location for their individual/family needs, the scattered-site model improves safety and convenience by affording survivors the flexibility to choose rental units that are safe and close to work, school, childcare facilities and personal support systems.

1E. The project does not operate congregate living spaces.

1F. Emerge uses a scattered-site model and does not maintain dedicated units or operate congregate living spaces through its housing program. Emerge staff assist clients to participate in the Arizona Address Confidentiality Program which helps prevent victims of DV, sexual offense, and/or stalking from being found by their perpetrator through public records.

2. Emerge administers comprehensive victim-centered services using best practices for safe planning and assurance. The agency routinely reviews operations and maintains a close working relationship with local law enforcement to ensure participant safety.

**1F-4d. Trauma-Informed, Victim-Centered Approaches.**

**Applicants must describe:**

- 1. project applicant’s experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors; and**
  - 2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:**
    - (a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;**
    - (b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;**
    - (c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;**
    - (d) placing emphasis on the participant’s strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;**
    - (e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;**
    - (f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and**
    - (g) offering support for parenting, e.g., parenting classes, childcare.**
- (limit 4,000 characters)**

1. Emerge has 44 years of experience providing compassionate, trauma-informed, and victim-centered services for DV survivors. The organization uses a voluntary services model with individualized approaches matched to the unique needs and goals of nearly 6,000 survivors annually.

2A. Emerge focuses on connecting the client’s emotional experience of abuse and their process of rebuilding a life in the community as part of a trauma-informed care model. Case coordinators work collaboratively with program participants to develop an initial case plan, address immediate barriers to housing, and quickly locate, lease, and move in to rental units in locations of their choosing, empowering participants to choose homes that are safe, accessible, affordable, and maintain connections to natural support systems with the goal of decreasing isolation that is common among survivors.

2B. Emerge’s voluntary services model is based on a trauma-informed

empowerment approach that encourages participant autonomy; staff are trained to respect client choice and dignity and use a Housing First strategy free of service participation requirements or other barriers such as demands on sobriety or employment.

2C. The project clinician supports case management goals and housing stabilization by helping participants understand and overcome the emotional impacts of abuse and trauma. The clinician helps participants identify triggers and develop strategies related to emotional and physical safety which help prevent trauma impacts from leading to additional barriers to personal well-being and housing stability.

2D. Emerge uses strengths-based assessment and case management goals based on the identification of participant strengths and opportunities to expand existing resources and assets for improved safety and stability. Case plan strategies are developed by the participant, working in partnership with the Case Coordinator and Clinician, to achieve individually identified goals. The project helps participants build personal assets and skills through life skills education and connection to community services, faith and social communities, and other healthy support systems.

2E. Emerge prohibits discrimination based on race, color, national origin, religion, gender, gender identity or gender expression, sexual orientation, age, disability, marital status, diagnosis, or legal status and administers housing services in compliance with Fair Housing law and HUD's Equal Access Rule. Services are provided in each participant's primary language or other language they feel most comfortable using, and in a manner that is culturally appropriate. Emerge staff participate in training provided by A Call to Men addressing the intersections of race, class, gender identity, and sexual orientation as they relate to their lives and the lives of the survivors they serve.

2F. In addition to receiving one-on-one support from their Case Coordinator and Clinician, participants have access to peer survivor groups at Emerge which provide additional emotional support and opportunities for skill-sharing and peer support. Child and family services, as well as lay legal services, protect the integrity and connectedness of survivor families and Emerge staff encourage participation in social, community, and/or spiritual activities of each participant's choosing as a means of decreasing social isolation and encouraging community connectedness.

2G. Emerge's Family Services program team is comprised of clinical and child/family specialists who work with participants and children who have experienced DV. They provide parenting support, age-appropriate safety planning (so children can best protect themselves in a violent home), domestic abuse education, individual and family support sessions, pet therapy, and therapeutic art programming with the goals of improving child and family safety, healthy relationships, communication, self-esteem, and life skills.

**1F-4e. Meeting Service Needs of DV Survivors.**

**Applicants must describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety**

**needs, including:**

- **Child Custody**
- **Legal Services**
- **Criminal History**
- **Bad Credit History**
- **Education**
- **Job Training**
- **Employment**
- **Physical/Mental Healthcare**
- **Drug and Alcohol Treatment**
- **Childcare**

**(limit 2,000 characters)**

Emerge assesses participant needs and measures progress toward goals using a Stabilization, Independence, and Prosperity (SIP) matrix. The case management tool is designed to help participants address long-term needs in the areas of employment, education/training, credit history, financial management/income, housing safety, legal, childcare, mobility, support network and community involvement. Research supports that these factors directly impact housing stabilization.

Emerge staff assess legal needs and pending legal issues including criminal cases (included criminal history), civil cases (divorce, child custody, landlord/tenant), immigration concerns/issues, involvement with Department of Child Safety (DCS), and/or involvement with probation or batterer's treatment services. Project staff connect participants in need of legal assistance to lay legal services at Emerge's community-based service sites and to free and low-cost legal representation as appropriate to help participants address legal issues and improve stability.

All of Emerge's housing services focus on economic advocacy, including life skills development, education, assistance with accessing community resources including financial literacy and credit repair, and financial assistance when necessary.

Job training, GED classes and resources for higher education are coordinated through direct referral to mainstream community partners, as are primary physical/behavioral healthcare and drug/alcohol treatment services. Specialized trauma-informed clinical services are provided directly by the project.

Case Coordinators accompany clients to government benefit offices and assist with enrollment in Medicaid, SSI/SSDI, and TANF Supplemental Nutrition and child care benefits. Child care needs are additionally addressed by assisting program clients with identifying local providers, applying for available scholarships and DES assistance, as well as Emerge providing financial assistance when necessary.

## 2A. Homeless Management Information System (HMIS) Implementation

### Intructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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### 2A-1. HMIS Vendor Identification. Mediware-Bowman Systems

**Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.**

### 2A-2. Bed Coverage Rate Using HIC and HMIS Data.

**Using 2019 HIC and HMIS data, applicants must report by project type:**

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	767	93	674	100.00%
Safe Haven (SH) beds	15	0	15	100.00%
Transitional Housing (TH) beds	448	20	428	100.00%
Rapid Re-Housing (RRH) beds	547	2	545	100.00%
Permanent Supportive Housing (PSH) beds	1,725	0	881	51.07%
Other Permanent Housing (OPH) beds	0	0	0	

### 2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.

**For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-2., applicants must describe:**

**1. steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and  
2. how the CoC will implement the steps described to increase bed coverage to at least 85 percent.  
(limit 2,000 characters)**

The current bed coverage rate for all PSH beds except HUD-VASH is 100%. Until recently, no HUD-VASH beds were entered in HMIS despite years of recruitment, encouragement, and advocacy from CoC members and staff. In 2019, the Southern Arizona Veterans Healthcare System agreed to begin entering HUD-VASH beds in HMIS. HUD-VASH Case Managers have begun entering new HUD-VASH entries and expect that it will take 12-18 months for all 100% of existing VASH beds to undergo annual renewal, obtain appropriate releases, and be entered into HMIS.

1. The CoC, local VA, and the regional VA Network Homeless Coordinator meet monthly to review progress toward the community’s goal of ending veteran homelessness. HUD-VASH participation in HMIS is a standing agenda item for these meetings allowing for monthly status updates, early identification of barriers, and team-based solutions with the goal of achieving 85% or better coverage within 12 months. The HMIS Lead works closely with the local VA staff entering HMIS data to provide technical assistance, as needed, and the VA’s Network Homeless Coordinator conducts weekly tele-conferences with local VA staff to provide administrative and technical support from within the VA system.

2. Local VA staff will continue to enter new HUD-VASH entries into HMIS along with entering existing beds into HMIS during the annual renewal process. The HMIS Lead monitors data entry for data quality and to confirm continued progress toward the goal, communicating delays or challenges to the CoC Board and HMIS Committee, Built for Zero leadership team, and VA regional staff.

**\*2A-3. Longitudinal System Analysis (LSA) Submission.**

**Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0.** Yes

**\*2A-4. HIC HDX Submission Date.**

**Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).  
(mm/dd/yyyy)** 04/30/2019

## 2B. Continuum of Care (CoC) Point-in-Time Count

### Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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**2B-1. PIT Count Date.** 01/22/2019

**Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).**

**2B-2. PIT Count Data–HDX Submission Date.** 04/30/2019

**Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).**

**2B-3. Sheltered PIT Count–Change in Implementation.**

**Applicants must describe:**

**1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**

**2. how the changes affected the CoC’s sheltered PIT count results; or**  
**3. state “Not Applicable” if there were no changes.**

**(limit 2,000 characters)**

1. The CoC has not experienced significant difficulties in the annual administration of its sheltered PIT Count and made only nominal changes to the sheltered count implementation in 2019. Specifically, the 2019 sheltered PIT included additional targeted data collection and reporting training for shelter providers. This training was used to improve accuracy and efficiency of sheltered PIT activities and data, and to introduce new providers to the process.

2. The additional training provided reduced the number of data issues requiring resolution as part of the 2019 PIT but is not believed to have resulted in a

change in the number of persons reported in the sheltered PIT. The change in the number of persons counted through the sheltered PIT is instead attributed to increased bed utilization as a result of improved CE system functioning and a large number of additional rapid re-housing beds operating at the time of the sheltered PIT.

**\*2B-4. Sheltered PIT Count–Changes Due to Presidentially-declared Disaster.**

**Applicants must select whether the CoC added or removed 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 2019 sheltered PIT count.** No

**2B-5. Unsheltered PIT Count–Changes in Implementation.**

**Applicants must describe:**

- 1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**
  - 2. how the changes affected the CoC’s unsheltered PIT count results; or**
  - 3. state “Not Applicable” if there were no changes.**
- (limit 2,000 characters)**

1. The CoC made strategic improvements to the unsheltered PIT in 2019. These included a) expanding PIT canvassing into a larger geographic coverage area more inclusive of urban, rural, and desert areas in which homeless persons congregate, 2) conducting a more intensive PIT outreach and marketing blitz to people experiencing homelessness through local agencies and outreach teams, and 3) improving year-round planning and location mapping. The CoC’s Outreach Coordination Subcommittee played an important role in the improvements to the 2019 PIT implementation approach by mapping desert camps and congregating areas throughout the year which were used to expand the geographic area of the unsheltered PIT and by conducting targeted pre-count outreach and marketing to persons experiencing homelessness encouraging familiarity with the PIT process and encouraging participation.

2. The expanded service area and more strategic preparation and engagement activities managed by the CoC’s Outreach Coordination Subcommittee and local outreach teams allowed for an increased counting of unsheltered persons and is believed to have led to increased participation with harder-to-reach subpopulations, particularly unsheltered persons experiencing chronic homelessness.

**\*2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

**Applicants must:**



**Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count.** Yes

**2B-6a. PIT Count–Involving Youth in Implementation.**

**Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:**

- 1. plan the 2019 PIT count;**
  - 2. select locations where youth experiencing homelessness are most likely to be identified; and**
  - 3. involve youth in counting during the 2019 PIT count.**
- (limit 2,000 characters)**

1. Youth stakeholders were engaged in both the youth-specific and general PIT count planning. Multiple youth service providers representing housing, employment/education, LGBTQ+ youth, outreach, and support services programs participated in the 2019 PIT Count Workgroup, planning day of count activities, aiding in the development of survey questions, contributing to PIT outreach, and ensuring youth perspective and youth-friendly approaches were incorporated into all PIT efforts. These same providers, along with the Homeless Youth Subcommittee (providers) and Youth Action Committee (homeless youth) planned a youth-specific PIT Count event, held the same day as the general PIT count. The youth-specific event was promoted by/at youth agencies, local libraries, outreach teams, and system partners and included a drop-in style pizza party, free mall, and activities to encourage participation.

2. As described above, youth service providers, including ESG and RHY youth outreach teams, participated in the 2019 PIT Count Workgroup, helping to map PIT Count routes and ensure that areas frequented by unsheltered homeless youth were included in PIT Count routes.

3. The CoC’s Youth Action Committee which is comprised of currently/formerly homeless youth ages 18-24 collaborated with youth service providers to plan and facilitate the youth-specific count event. Youth members were invited to participate in surveyor training prior to the event in order to participate directly in counting during the event and/or in the general count; however, the Youth Action Committee membership felt that peer-counting may be uncomfortable for the youth being counted and therefore chose not to participate in direct counting activities.

**2B-7. PIT Count–Improvements to Implementation.**

**Applicants must describe the CoC’s actions implemented in its 2019 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. Street outreach workers conducted advance marketing and outreach to

inform chronically homeless individuals and families of the PIT Count and to encourage participation. Outreach staff and behavioral health outreach/navigation teams participated in the PIT Count, targeting locations known to be frequented by people experiencing chronic homelessness. The CoC expanded the geographic coverage areas of the unsheltered count to include additional areas in which chronically homeless unsheltered people were known or reported to be congregating. See next paragraph for response regarding families.

2. The CoC collaborated with area school districts to identify locations in which unsheltered families were believed to be staying in advance of the PIT Count; however, the CoC did not identify any such families during the count. Other local data suggests a high number of unsheltered families present in the region and the CoC is continuing to work with schools and family service centers to identify strategies to improve counting in the coming year.

3. The strategies described in #1 above related to improving the count of chronically homeless persons applied equally to improving the count of Veterans experiencing homelessness. The local VA participated in PIT planning and had multiple PIT Count teams which were deployed to quadrants known to be popular among Veterans experiencing homelessness.

### 3A. Continuum of Care (CoC) System Performance

#### Instructions

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**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

#### \*3A-1. First Time Homeless as Reported in HDX.

Applicants must:

Report the Number of First Time Homeless as Reported in HDX.	3,388
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#### 3A-1a. First Time Homeless Risk Factors.

Applicants must:

1. describe the process the CoC developed to identify 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 reviews VI-SPDAT data to identify common risk factors and predictors of first-time homelessness; this information is currently being analyzed to inform strategies for improved deployment of prevention and diversion services being delivered as part of the CoC’s recently approved diversion and triage screening tool and strategy. All CE Access Points have been trained in the use of the tool and multiple diversion and prevention training sessions have been conducted with CE assessors to improve their ability to identify risk and prevent first-time homelessness at the time of assessment.

2. Homelessness prevention is woefully underfunded in the region; however,

the CE system assesses for and is the sole referral source to all ESG homelessness prevention resources in the CoC and partners with the local Community Action Agency to link persons at risk of homelessness to CSBG, LIHEAP, and State- and locally-funded prevention services based on their circumstances, resources, and need. The CoC also publishes a resource directory of available homelessness prevention resources on its website and distributes resource information through social media, print flyers, and bilingual resource pamphlets. As described above, CE Access Points and local agencies have received diversion training providing foundational tools and knowledge to help staff divert people at risk of homelessness to family and natural supports, alternative resources, and mainstream financial assistance whenever possible.

3. The CoC’s Homelessness Prevention Workgroup is comprised of members of the HMIS, CE, and Continuum of Services Committees as well as ESG recipients, Medicaid services, and street outreach teams, and guides the CoC’s strategy to reduce first time homelessness. The HMIS Lead Coordinator and Collaborative Applicant Coordinator provide administrative backbone leadership to support the Workgroup. Final oversight is the responsibility of the CoC Board.

**\*3A-2. Length of Time Homeless as Reported in HDX.**

**Applicants must:**

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.	98
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**3A-2a. Strategy to Reduce Length of Time Homeless.**

**Applicants must:**

- 1. describe the CoC’s strategy to reduce the length of time individuals and persons in families remain homeless;**
  - 2. describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and**
  - 3. 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. TPCH has improved its use of local data to inform strategies to reduce lengths of time homeless for all subpopulations. This has included CoC-wide Dynamic Prioritization training (April 2019), the implementation of an Active By-Name List (May 2019), and strengthened collaboration with the local PHA to increase direct entry from homelessness to HCV and Public Housing programs and to stimulate bed/unit turnover in existing housing stock through a more formal approach to the CoC’s move-on strategy. CoC shelter and SSVF programs are piloting rapid resolution and rapid exit approaches and the CoC has expanded its CE services to better incorporate diversion strategies as an alternative to persistent homelessness and avoidable use of limited shelter and transitional/permanent housing stock. The CoC also partners with the Medicaid Housing system which manages a parallel CE process for Medicaid housing within the HMIS. Households seeking assistance are referred to one or both CE systems through HMIS thus simplifying the referral process and making

additional housing resources available to eligible households.

2. The CoC's prioritization process is formally defined in its CoC-approved Written Standards. Prioritization incorporates three key measures identified through HMIS UDEs and local data questions (severity of service needs, disability, and cumulative lifetime homelessness) with people experiencing 2 or more years homeless and severe service needs over their lifetime identified as the highest priority for housing referral through CE.

3. The CA Coordinator and HMIS Lead Coordinator are responsible for monitoring and reporting progress toward reductions in lengths of time homeless, and collaborate with the Performance Evaluation & Monitoring Committee and Continuum of Services Committee to develop and oversee strategies with final oversight assigned to the CoC Board.

**\*3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	48%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	90%

**3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.**

**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;
2. provide the organization name or position title responsible for overseeing 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;
3. 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; and
4. provide the organization name or position title responsible for overseeing 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 CoC collaborates with PHA, VA, Medicaid, and affordable housing partners to expedite positive housing exits to HCV, VASH, and Public Housing whenever possible. The CoC also hosted a training session on workforce

development and employment resources for CoC members and project staff aimed at increasing co-enrollment and coordination between housing services and local education/training and employment services administered through WIOA and other Federal/private workforce development services in order to increase participant income and foster stable exits to permanent housing. The CoC also hosted housing-based case management training for housing service providers, helping trainees build competencies and skills to support permanency among project participants. Lastly, the CoC re-tooled its performance evaluation process to incorporate quarterly performance monitoring of CoC and ESG key performance indicators including exits to positive housing from SO, HP, ES, SH, TH, RRH, and PSH projects. This information is used to develop project performance plans, as well as to inform CoC training initiatives aimed at increasing exits to permanent housing. The recently adopted reallocation plan also provides a process for strategic reallocation of lower-performing projects to higher-performing alternatives with the aim of increasing system performance.

3. Each of the strategies describe above also applies to PSH and other permanent housing projects. Most significantly, the PHA’s move-on strategy, increased collaboration with the workforce development system, and the on-going performance evaluation and reallocation strategies described above play critical roles in the CoC’s strategy to increase retention of RRH and non-RRH permanent housing.

2&4. The CA Coordinator and HMIS Lead Coordinator collaborate with the Continuum of Services Committee to develop and oversee these strategies with final oversight assigned to the CoC Board.

**\*3A-4. Returns to Homelessness as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	13%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	19%

**3A-4a. Returns to Homelessness–CoC Strategy to Reduce Rate.**

**Applicants must:**

- 1. describe the strategy the CoC has implemented to identify 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 return to homelessness. (limit 2,000 characters)**

1. The CoC reviews Built for Zero dashboards and local CE data reports

monthly to monitor trends and changes in returns to homelessness among all homeless subpopulations. As previously described, housing-based case management training was provided to CoC members this year in order to provide tangible tools and skills to improve housing permanency and stability among project participants. Project participants throughout the CoC receive information about homelessness prevention resources at program exit and are encouraged to make use of mainstream and ESG homelessness prevention if needed to prevent subsequent de-stabilization.

2. The CoC encourages best practice follow-up and aftercare services as a means to prevent returns to homelessness through early identification and response to unanticipated threats to housing stability. The CoC is currently monitoring the results of recently launched aftercare/follow-up initiatives being managed by multiple CoC agencies administering State awards, as well as a new initiative being administered through the allied CAA system which uses LIHEAP energy assistance as an incentive for aftercare participation. The CoC expects to use lessons learned through these partner initiatives to develop best practice standards for replication throughout the CoC with the aim of increasing early detection and intervention to address threats to housing stability and retention. Additionally, a community forum on returns to homelessness and strategies to prevent recurrent homelessness was conducted as part of the consolidated planning input process in September 2019 and more refined community strategies are anticipated to be addressed within the consolidated plan update.

3. The CA Coordinator and HMIS Lead Coordinator collaborate with the HMIS Committee and Continuum of Services Committee to develop and oversee strategies with final oversight assigned to the CoC Board.

**\*3A-5. Cash Income Changes as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	15%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	20%

**3A-5a. Increasing Employment Income.**

**Applicants must:**

1. describe the CoC's strategy to increase employment income;
2. describe the CoC's strategy to increase access to employment;
3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
4. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase jobs and income from employment.

**(limit 2,000 characters)**

1&2. As briefly described above, the CoC has strengthened its partnership with the local WIB and WIOA-funded workforce development system (WDS) to increase housing participant enrollment and success in mainstream employment and workforce development programs leading to increased employment income (WIOA, HVRP, Voc Rehabilitation and TANF programs, VA employment resources, etc.). The two systems operate under an MOA which formalizes the WDS' standing practice of prioritizing people experiencing homelessness and full integration into the CoC. The local one-stop system provided a dedicated AJC/One-Stop Career Center for people experiencing homelessness which participates actively in the CoC and partners with multiple CoC and non-CoC housing projects to address the employment needs of project participants and increase income through employability skills development, education/training, business development partnerships, and career matching, particularly in the region's high-growth, living wage earning fields. The CoC's updated quarterly monitoring process incorporates project performance as it relates to employment income growth and the local NOFA rating tool objectively scores projects based on performance.

3. The CoC partners with the local WDS as described above to bring employment opportunities to bear for people experiencing homelessness. Local partners also provide temporary employment solutions through municipal and non-profit programs, aimed at building early income and stimulating re-entry to employment for project participants who have been out of the workforce for extended periods of time and/or face significant barriers to traditional employment.

4. The CA Coordinator and HMIS Lead Coordinator are responsible for monitoring and reporting progress toward reductions in lengths of time homeless, and collaborate with the Continuum of Services Committee to develop and oversee strategies with final oversight assigned to the CoC Board.

**3A-5b. Increasing Non-employment Cash Income.**

**Applicants must:**

- 1. describe the CoC's strategy to increase non-employment cash income;**
- 2. describe the CoC's strategy to increase access to non-employment cash sources;**
- 3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase non-employment cash income.**

1. The CoC hosts training sessions related to mainstream benefit income options (SSI/SSDI, TANF Cash Assistance, VA benefits, etc.) and disseminates information about available programs and resources to CoC members during TPC events and through the TPC website and newsletter. Resources are published and disseminated to project participants through the CoC's Resources webpage and resource pamphlets. Nearly 100% of CoC agencies have one or more trained SOAR practitioners and the CoC helps connect less experienced agencies to skilled SOAR practitioners to expedite SSI/SSDI benefits. Quarterly project performance monitoring assesses changes in non-employment cash income; results inform training and technical assistance offerings including formal training, third-party technical assistance, and/or peer skill-sharing among project recipients. The annual NOFA rating tool objectively



scores projects based on performance.

2. Mainstream non-employment cash benefit representatives participate in local Homeless Connect events, Arizona Stand Down Veteran’s events, Tucson Hope Fest, and other community resource fairs coordinated through the CoC, its member agencies, or community partners. Applications are taken on-site and enrollment processes are simplified whenever possible to reduce barriers and to encourage people who may otherwise be unlikely to apply or unable to attend mandatory enrollment appointments to access available non-cash benefits. As described above, the CoC also hosts presentations with mainstream benefit partners at CoC meetings and communicates non-cash income resource program information through its email distribution list, website, and print resource pamphlets.

3. The CA Coordinator and HMIS Lead Coordinator are responsible for monitoring and reporting progress toward reductions in lengths of time homeless, and collaborate with the Continuum of Services Committee to develop and oversee strategies with final oversight assigned to the CoC Board.

**3A-5c. Increasing Employment. Attachment Required.**

**Applicants must describe how the CoC:**

**1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and**

**2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.**

**(limit 2,000 characters)**

1. The CoC maintains an MOA with the local Workforce Development System (WDS) which coordinates business development, employer recruitment, job fairs, job opportunity announcement, and staffing agency relationships to increase employment opportunities for people experiencing homelessness through its dedicated AJC/One-Stop Career Center for homeless job seekers. The WDS is active in each of the CoC’s committees and subcommittees, as well as the CoC Board, and provides regular updates and resources to the CoC membership to increase co-enrollment and promote employment among housing project participants. CoC members additionally host job fairs throughout the year and administer multiple low-demand employment opportunities (work crews) delivering services to business and municipal partners.

2. TPCH Written Standards require that all CoC recipients and subrecipients, including those administering PSH projects, coordinate with employment resources to provide participants access to job training and development services through which they may increase employment, income, and community integration. The CoC partners with the local community college and a number of education/training providers to coordinate supports for people experiencing homelessness including PSH participants as they prepare for and engage in career technical training, on-the-job training, internship/apprenticeships, and

traditional employment. One of the CoC’s largest PSH projects (83 units) includes a subaward with the AJC/One-Stop Career Center through which participants are assisted to engage in employment training, internships, and obtain sustainable employment income to bridge the living wage gap between SSI/SSDI benefits and financial stability, as well as to support community integration, recovery, and well-being. This and other PSH projects partner with State Rehabilitation Services and other disability training, education, and employment resources to promote employment among PSH participants.

**3A-5d. Promoting Employment, Volunteerism, and Community Service.**

**Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC’s geographic area:**

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	<input type="checkbox"/>
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	<input type="checkbox"/>
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	<input type="checkbox"/>
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	<input type="checkbox"/>
5. The CoC works with organizations to create volunteer opportunities for program participants.	<input type="checkbox"/>
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	<input type="checkbox"/>
7. Provider organizations within the CoC have incentives for employment.	<input type="checkbox"/>
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	<input type="checkbox"/>

**3A-6. System Performance Measures Data–HDX Submission Date** 05/30/2019

**Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)**

### 3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

#### Instructions

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#### 3B-1. Prioritizing Households with Children.

**Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.**

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of previous homeless episodes	<input checked="" type="checkbox"/>
3. Unsheltered homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input type="checkbox"/>
5. Bad credit or rental history	<input type="checkbox"/>
6. Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

#### 3B-1a. Rapid Rehousing of Families with Children.

**Applicants must:**

**1. describe how the CoC currently rehuses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;**

**2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once**

assistance ends; and

**3. provide the organization name or position title responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of them becoming homeless. (limit 2,000 characters)**

1. The CoC’s current average length of homelessness for families with children is 65 days. A recent reduction in State-funded RRH resulted in increased lengths of homelessness in early 2019; the trend has been steadily declining since May 2019 as a result of adjustments to the CE process (Active By Name List, etc) and recent changes to the local PHA homeless preference allowing a greater number of middle-scoring families to take advantage of HCV and Public Housing preferences. As previously described, the CoC has also transitioned to real-time quarterly performance evaluation and the CE system is currently undergoing third-party evaluation to identify and address barriers to rapidly rehousing families that may be unintentionally caused by the CoC’s policies, prioritization standards, and/or assessment, navigation, and referral processes. TPCB has also prioritized the expansion of existing high-performing RRH projects for families totaling \$621,986 in new project applications through reallocation, CoC Bonus, and DV Bonus funds.

2. Family programs collaborate as part of the Continuum of Services Committee and jointly share best practices to promote housing retention. CoC projects have increased financial education services, partnered with non-profit financial counseling and credit repair programs, and strengthened case management partnerships to better manage coordinated resource linkage. As previously described, the CoC has bolstered its partnership with the local workforce development system to improve employment and income outcomes, and is currently monitoring pilot initiatives for expanded follow-up and aftercare services in order to detect and prevent threats to housing stability post-exit.

3. The CA Coordinator and HMIS Lead Coordinator are responsible for monitoring and reporting progress toward the <30-day goal, and collaborate with the Continuum of Services Committee to develop and oversee strategies with final oversight assigned to the CoC Board.

**3B-1b. 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 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 any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or - Insured Housing.**

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	<input checked="" type="checkbox"/>
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	<input type="checkbox"/>

3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input checked="" type="checkbox"/>
4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.	<input type="checkbox"/>

**3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.**

**Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:**

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

**3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.**

**Applicants must check all that apply that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.**

1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
3. Unsheltered Homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input type="checkbox"/>
5. Bad Credit or Rental History	<input type="checkbox"/>

**3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.**

**Applicants must describe how the CoC increased availability of housing and services for:**

- 1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and**
- 2. youth experiencing unsheltered homelessness including creating new**

**youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.  
(limit 3,000 characters)**

1. Over the past year, the CoC has increased availability of both youth housing and services including:

- 25 FYI vouchers recently awarded to the local PHA and child welfare agency for youth

- 15 units of RRH for youth launched with CoC funds on 7/1/18 (first RRH project for youth in CoC)

- SAMHSA outreach/drop-in center, behavioral health, and housing navigation program launched for LGBTQ+ homeless youth in Spring 2019

- Expansion of local dropout prevention program including additional stipend incentives for unaccompanied youth enrolled in and attending middle/high school

In addition to launching and expanding these youth-specific projects, the CoC also took concerted efforts to make projects more youth-inclusive/accommodating including:

- The state child welfare agency adjusted its aftercare approach transitioning to a more youth-friendly opt-out model that prevents unintended service terminations and reduces discharges to homelessness

- The state program also adopted a lower demand service model for aftercare subsidy in line with Housing First best practices, creating greater parity between child welfare aftercare subsidies and comparable supportive housing services through the CoC

The CoC concurrently conducted a 10-month research and planning initiative to better understand and respond to youth homelessness through needs assessment, gaps analysis, and strategic planning. A day-long training institute was held for CoC members which includes tailored workshops for youth agency staff and volunteers, as well as dedicated sessions which introduced youth homelessness topics, best practices, and resources to traditionally adult-serving agency staff with the aim of promoting youth-appropriate and inclusive environments throughout the CoC.

2. In addition to the activities described above which benefit sheltered and unsheltered youth alike, ESG and RHY-funded outreach teams collaborate with the Outreach Coordination Subcommittee to ensure that outreach services delivered to unsheltered youth throughout the CoC are trauma-informed and developmentally appropriate and additional drop-in center and supportive services were provided to unsheltered youth through the various projects described above. Moreover, the CoC was selected to participate in Round 3 of the HUD YHDP and the A Way Home America Grand Challenge through which it will greatly expand housing and services for unsheltered youth over the next 24 months.

**3B-1d.1. Youth Experiencing Homelessness–Measuring Effectiveness of Housing and Services Strategies.**

**Applicants must:**

- 1. provide evidence the CoC uses to measure each of the strategies in question 3B-1d. 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 both strategies in question 3B-1d.; and**
- 3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d. (limit 3,000 characters)**

1. The CoC currently uses HIC, PIT, APR, and SysPM data trends, along with participants’ experiential self-reports, to assess progress toward increased service availability and accessibility. The CoC’s strategic plan to prevent and end youth homelessness establishes key benchmarks that are used to evaluate the success of its efforts to prevent and end youth homelessness by expanding the quantity and availability of youth-specific housing and services and improving youth accessibility and inclusivity in all CoC projects. The strategic plan further calls for a collective impact approach through which overall system improvement will be measured (collective impact model and indicators/milestones currently under development).

2. Specific measurements related to the strategies above and identified in the recently approved strategic plan to prevent and end youth homelessness include, but are not limited to:

# of youth who gain access to and use mainstream housing subsidies and supportive housing resources

# of youth who maintain stable housing to prevent homelessness

# of youth who return to homelessness

# of youth who are prevented from becoming homeless or unstably housed

# of shelters/housing programs that make changes to reduce barriers to safety and ensure a youth-affirming environment

3. These measures are specifically tied to short- and long-term goals coupling system capacity inputs (i.e. increased number of youth-specific housing units) with desired impacts (i.e. reduction in unsheltered youth homelessness, increase in permanent exits to housing). This coupled approach allows the CoC to establish a current year baseline and measure the achievement of concrete short-term action items with correlated anticipated and measurable system performance changes. This approach additionally improves system-level reporting by developing common metrics across youth projects funded through disparate sources (RHY, ESG, CoC, SAMHSA, State, local, etc.)

**3B-1e. Collaboration–Education Services.**

**Applicants must describe:**

- 1. the formal partnerships with:**
  - a. youth education providers;**
  - b. McKinney-Vento LEA or SEA; and**
  - c. school districts; and**

- 2. how the CoC collaborates with:**
  - a. youth education providers;**
  - b. McKinney-Vento Local LEA or SEA; and**
  - c. school districts.**

**(limit 2,000 characters)**

1. The CoC works closely with youth education providers, McKinney-Vento LEA/SEA, local school districts, and charter schools. Formal partnerships are articulated in MOA and letters of agreement with Tucson Preparatory School, University of Arizona, the Pima County School Superintendent, the State Office of Homeless Education, and Pima Vocational High School. Each participates in the CoC, contributes to YHDP initiatives, and coordinates services for homeless students.

2A. Youth Education Providers: A local non-profit dropout prevention program for homeless youth (Youth On Their Own) participates actively in the CoC and provides staff support to the CoC’s Youth Action Committee. YOTO staff serve on the CoC Board (vice-chair) and chair the Homeless Youth Subcommittee; University of Arizona and Pima Community College staff participate in the Homeless Youth Subcommittee, as do local programs offering GED preparation assistance.

2B. McKinney-Vento LEA/SEA: The CoC Board has a dedicated McKinney-Vento seat, currently filled by Tucson Preparatory School. The CoC participates in McKinney-Vento staff networking events hosted by local districts, the SEA, and the Arizona Housing Coalition. Multiple local schools participate in coordinated entry, the Homeless Youth Subcommittee, and CoC activities. Through the recently awarded YHDP, the CoC will be formalizing additional partnerships with area LEAs and the SEA to improve educational access and outcomes for homeless youth.

2C. School Districts and Charter Schools: Multiple local schools participate actively in the CoC and partner to coordinate services for homeless students, as well as to ensure that CoC member agencies and youth and families served are aware of and able to access educational services under the McKinney-Vento Act. The CoC partners with these entities, along with the local community college and university, to promote academic attainment and educational success. 2 schools participate in the CE system.

**3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.**

**Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.**

**(limit 2,000 characters)**

TPCH Written Standards are consistent with the CoC Program Interim Rule



578.23 and 578.93 and require that all CoC and ESG projects funded recipients and subrecipients assisting families with children or unaccompanied youth:

- 1) Take into account the educational needs of children when placing families in housing and will, to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt such children's education.
- 2) Inform families with children and unaccompanied youth of their educational rights, including providing written materials, provide linkage to McKinney Vento Liaisons (including assistance with enrollment if needed) as part of intake procedures.
- 3) Not require children and unaccompanied youth to enroll in a new school as a condition of receiving services.
- 4) Allow parents or the youth (if unaccompanied) to make decisions about school placement.
- 5) Not require children and unaccompanied youth to attend after-school or educational programs that would replace/interfere with regular day school or prohibit them from staying enrolled in their original school.
- 6) Post notices of educational rights at each program site that serves homeless children and families in appropriate languages.
- 7) Designate a staff member responsible for coordinating with the McKinney Vento Educational Coordinator and Liaison to ensure that homeless children and youth in CoC and ESG housing are in school and are receiving all educational services to which they are entitled.

The CoC distributes educational rights information on its website and to member agencies for dissemination to unaccompanied youth and families experiencing homelessness.

**3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.**

**Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.**

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	No
Head Start	Yes	No
Early Head Start	Yes	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No

Birth to 3 years	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

**3B-2. Active List of Veterans Experiencing Homelessness.**

Applicant must indicate whether the CoC uses an active list or by-name list to identify all veterans experiencing homelessness in the CoC. Yes

**3B-2a. VA Coordination–Ending Veterans Homelessness.**

Applicants must indicate whether the CoC is actively working with the U.S. Department of Veterans Affairs (VA) and VA-funded programs to achieve the benchmarks and criteria for ending veteran homelessness. Yes

**3B-2b. Housing First for Veterans.**

Applicants must indicate whether the CoC has sufficient resources to ensure each veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach. Yes

**3B-3. Racial Disparity Assessment. Attachment Required.**

Applicants must:  
 1. select all that apply to indicate the findings from the CoC’s Racial Disparity Assessment; or  
 2. select 7 if the CoC did not conduct a Racial Disparity Assessment.

1. People of different races or ethnicities are more likely to receive homeless assistance.	<input checked="" type="checkbox"/>
2. People of different races or ethnicities are less likely to receive homeless assistance.	<input checked="" type="checkbox"/>
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	<input checked="" type="checkbox"/>
7. The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

**3B-3a. Addressing Racial Disparities.**

**Applicants must select all that apply to indicate the CoC’s strategy to address any racial disparities identified in its Racial Disparities Assessment:**

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	<input checked="" type="checkbox"/>
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	<input type="checkbox"/>
3. The CoC has identified strategies to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
4. The CoC has implemented strategies to reduce disparities in their homeless system.	<input type="checkbox"/>
5. The CoC has identified resources available to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
6: The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

## 4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

**Instructions:**

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

**Resources:**

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### 4A-1. Healthcare—Enrollment/Effective Utilization

**Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.**

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

#### 4A-1a. Mainstream Benefits.

**Applicants must:**

- 1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;**
- 2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;**
- 3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in**

**health insurance;**

**4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and**

**5. 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. CoC General Council (membership) and committee/subcommittee meetings frequently include one or more presentations by mainstream resource providers. These presentations include an overview of existing resources and benefits, highlights changes or additional benefits being provided, outline eligibility and application/referral requirements, and encourage dialogue and collaboration. Updates are additionally communicated through the CoC’s bi-weekly electronic newsletter and/or single-topic mass email distribution and links to mainstream benefits are provided on the CoC website and in resource pamphlets distributed to resource providers and people experiencing homelessness.

2. Mainstream resource information is communicated through CoC committee meetings (10+ meetings monthly), at quarterly membership meetings, and through bi-weekly email distributions to the CoC membership.

3. Community Health Centers and the VA Health Center are active members of the CoC and collaborate with CoC members to help participants enroll in and receive health insurance. Health care coverage is assessed at project entry for all project types (including emergency shelter, street outreach, etc.) and participants are assisted to enroll in available health insurance programs and/or Medicaid/other benefits.

4. Healthcare navigators and program staff provide presentations and training for CoC members, providing tools and resources to assist projects in supporting participants to obtain and effectively utilize Medicaid, Medicare, VA, SSI/SSDI, and other benefits. The regional behavioral health authority coordinates with local providers to make use of Medicaid-funded housing, case management, and supportive services for participants.

5. The CoC Board, informed by the Continuum of Services Committee and supported by the Collaborative Applicant Coordinator, HMIS Lead Coordinator, and Arizona Complete Health Housing Coordinator, are responsible for overseeing this strategy.

**4A-2. Lowering Barriers to Entry Data:**

**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 has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	27
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	27
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

**4A-3. Street Outreach.**

**Applicants must:**

- 1. describe the CoC’s street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;**
- 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’s Outreach Coordination Subcommittee meets 2x/month and includes a breadth of community outreach partners including ESG, CoC, PATH, SSVF, RHY, AHCCCS (Medicaid), Tucson Police Department’s Mental Health Services Team, SAMHSA MAT navigators, and Tucson Fire Department’s TC3 Team, among others. The committee arranges weekly joint outreach efforts targeting high-traffic and under-served areas, and coordinates agency-level outreach activities to reduce duplication and ensure full outreach coverage throughout populated areas of the CoC. Members share information regarding groups/individuals encountered and services delivering during agency and team outreach, building a community dataset of known locations and traffic patterns which inform on-going outreach efforts as well as annual PIT planning.

2. The outreach collaboration covers 100% of the CoC’s populated areas.

3. Street outreach is conducted by member agencies daily; multi-agency team outreach occurs weekly.

4. To tailor outreach to the least likely to engage, outreach workers, many of whom have experienced homelessness and/or housing instability and offer peer supports, use Assertive Outreach and progressive engagement approaches; cover outlying areas; include bilingual specialists and translation (including ASL) services; and provide assistance with survival needs and well as facilitating transportation; phone and internet use; behavioral health engagement, and crisis response. In-field CE assessments are conducted by trained outreach assessors. Outreach training is provided by the CoC and member agencies and promotes evidence-based and evidence-informed trauma-informed care, harm reduction, progressive engagement, and motivational interviewing techniques.

**4A-4. RRH Beds as Reported in 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 2018 and 2019.**

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	693	547	-146

**4A-5. Rehabilitation/Construction Costs–New Projects.** No

**Applicants must indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting \$200,000 or more in funding for housing rehabilitation or new construction.**

**4A-6. Projects Serving Homeless under Other Federal Statutes.** No

**Applicants must indicate whether the CoC is 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.**

## 4B. Attachments

**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>

Document Type	Required?	Document Description	Date Attached
_ FY 2019 CoC Competition Report (HDX Report)	Yes	AZ-501 TPCH FY 20...	09/23/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners’ Preference.	No	City of Tucson PH...	09/23/2019
1C-4. PHA Administrative Plan Homeless Preference.	No	City of Tucson PH...	09/23/2019
1C-7. Centralized or Coordinated Assessment System.	Yes	AZ-501 TPCH CE As...	09/23/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	AZ 501 Projects A...	09/23/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	AZ-501 TPCH Proje...	09/23/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	AZ-501 TPCH Local...	09/23/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	AZ-501 TPCH Local...	09/23/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes	AZ-501 TPCH CoC A...	09/25/2019
3A. Written Agreement with Local Education or Training Organization.	No	AZ-501 TPCH Local...	09/25/2019
3A. Written Agreement with State or Local Workforce Development Board.	No	AZ-501 TPCH Local...	09/25/2019
3B-3. Summary of Racial Disparity Assessment.	Yes	TPCH Racial Dispa...	09/23/2019
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No	AZ-501 TPCH HMIS ...	09/25/2019
Other	No	CoC Review, Score...	09/25/2019



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Other	No		
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## **Attachment Details**

**Document Description:** AZ-501 TPCH FY 2019 CoC Competition Report

## **Attachment Details**

**Document Description:** City of Tucson PHA Administration Plan - Move On Preference

## **Attachment Details**

**Document Description:** City of Tucson PHA Administration Plan - Homeless Preference

## **Attachment Details**

**Document Description:** AZ-501 TPCH CE Assessment Tools

## **Attachment Details**

**Document Description:** AZ 501 Projects Accepted Notification

## **Attachment Details**

**Document Description:** AZ-501 TPCH Projects Rejected

## **Attachment Details**

**Document Description:** AZ-501 TPCH Local Competition Deadline

## **Attachment Details**

**Document Description:** AZ-501 TPCH Local Competition Postings,  
Process Document, Rating Tools

## **Attachment Details**

**Document Description:** AZ-501 TPCH CoC Approved Consolidated  
Application

## **Attachment Details**

**Document Description:** AZ-501 TPCH Local Education Agreements

## **Attachment Details**

**Document Description:** AZ-501 TPCH Local Workforce Agreement

## Attachment Details

**Document Description:** TPCH Racial Disparity Assessment Summary - September 2019

## Attachment Details

**Document Description:**

## Attachment Details

**Document Description:** AZ-501 TPCH HMIS Governance, Policies, Agreement

## Attachment Details

**Document Description:** CoC Review, Score, and Ranking Procedures

## Attachment Details

**Document Description:**

## Submission Summary

**Ensure that the Project Priority List is complete prior to submitting.**

Page	Last Updated
<b>1A. Identification</b>	09/16/2019
<b>1B. Engagement</b>	09/19/2019
<b>1C. Coordination</b>	09/24/2019
<b>1D. Discharge Planning</b>	No Input Required
<b>1E. Local CoC Competition</b>	09/24/2019
<b>1F. DV Bonus</b>	09/19/2019
<b>2A. HMIS Implementation</b>	09/19/2019
<b>2B. PIT Count</b>	09/24/2019
<b>3A. System Performance</b>	09/25/2019
<b>3B. Performance and Strategic Planning</b>	09/24/2019
<b>4A. Mainstream Benefits and Additional Policies</b>	09/25/2019
<b>4B. Attachments</b>	09/25/2019

FY2019 CoC Application	Page 61	09/25/2019
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**Submission Summary**

No Input Required

## 2019 HDX Competition Report

### PIT Count Data for AZ-501 - Tucson/Pima County CoC

#### Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	1765	1574	1380	1372
Emergency Shelter Total	568	731	666	669
Safe Haven Total	15	15	14	15
Transitional Housing Total	801	443	337	327
Total Sheltered Count	1384	1189	1017	1011
Total Unsheltered Count	381	385	363	361

#### Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	213	225	263	356
Sheltered Count of Chronically Homeless Persons	93	169	172	169
Unsheltered Count of Chronically Homeless Persons	120	56	91	187

# 2019 HDX Competition Report

## PIT Count Data for AZ-501 - Tucson/Pima County CoC

### Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	139	96	104	130
Sheltered Count of Homeless Households with Children	138	96	102	130
Unsheltered Count of Homeless Households with Children	1	0	2	0

### Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	454	281	243	203	204
Sheltered Count of Homeless Veterans	304	232	187	158	156
Unsheltered Count of Homeless Veterans	150	49	56	45	48



2019 HDX Competition Report  
HIC Data for AZ-501 - Tucson/Pima County CoC

**HMIS Bed Coverage Rate**

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	767	93	674	100.00%
Safe Haven (SH) Beds	15	0	15	100.00%
Transitional Housing (TH) Beds	448	20	428	100.00%
Rapid Re-Housing (RRH) Beds	547	2	545	100.00%
Permanent Supportive Housing (PSH) Beds	1725	0	881	51.07%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	3,502	115	2543	75.08%

## 2019 HDX Competition Report

### HIC Data for AZ-501 - Tucson/Pima County CoC

#### PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	137	298	169	174

#### Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC	131	61	136	105

#### Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC	525	301	693	547

# 2019 HDX Competition Report

## FY2018 - Performance Measurement Module (Sys PM)

### Summary Report for AZ-501 - Tucson/Pima County CoC

#### Measure 1: Length of Time Persons Remain Homeless

This measures 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.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	4327	3783	54	63	9	25	30	5
1.2 Persons in ES, SH, and TH	4888	4297	89	98	9	36	45	9

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.

# 2019 HDX Competition Report

## FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	4368	3543	298	383	85	98	130	32
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	4956	3990	312	397	85	117	158	41

# 2019 HDX Competition Report

## FY2018 - Performance Measurement Module (Sys PM)

### 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.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	65	11	17%	6	9%	3	5%	20	31%
Exit was from ES	967	168	17%	87	9%	84	9%	339	35%
Exit was from TH	753	61	8%	39	5%	42	6%	142	19%
Exit was from SH	12	2	17%	0	0%	0	0%	2	17%
Exit was from PH	942	101	11%	49	5%	64	7%	214	23%
TOTAL Returns to Homelessness	2739	343	13%	181	7%	193	7%	717	26%

### Measure 3: Number of Homeless Persons

#### Metric 3.1 – Change in PIT Counts

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1574	1380	-194
Emergency Shelter Total	731	666	-65
Safe Haven Total	15	14	-1
Transitional Housing Total	443	337	-106
Total Sheltered Count	1189	1017	-172
Unsheltered Count	385	363	-22

### Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	4990	4378	-612
Emergency Shelter Total	4373	3810	-563
Safe Haven Total	43	55	12
Transitional Housing Total	769	756	-13

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

#### 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

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	480	529	49
Number of adults with increased earned income	24	54	30
Percentage of adults who increased earned income	5%	10%	5%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	480	529	49
Number of adults with increased non-employment cash income	87	127	40
Percentage of adults who increased non-employment cash income	18%	24%	6%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	480	529	49
Number of adults with increased total income	109	149	40
Percentage of adults who increased total income	23%	28%	5%

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

#### Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	477	411	-66
Number of adults who exited with increased earned income	115	61	-54
Percentage of adults who increased earned income	24%	15%	-9%

#### Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	477	411	-66
Number of adults who exited with increased non-employment cash income	66	82	16
Percentage of adults who increased non-employment cash income	14%	20%	6%

#### Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	477	411	-66
Number of adults who exited with increased total income	174	137	-37
Percentage of adults who increased total income	36%	33%	-3%



## 2019 HDX Competition Report

### FY2018 - 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

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	4381	3921	-460
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	1374	1188	-186
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	3007	2733	-274

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	5257	4939	-318
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	1773	1551	-222
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	3484	3388	-96

## 2019 HDX Competition Report

### FY2018 - 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 FY2018 (Oct 1, 2017 - Sept 30, 2018) 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

	Submitted FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	981	916	-65
Of persons above, those who exited to temporary & some institutional destinations	124	88	-36
Of the persons above, those who exited to permanent housing destinations	142	222	80
% Successful exits	27%	34%	7%

Metric 7b.1 – Change in exits to permanent housing destinations

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	4692	3853	-839
Of the persons above, those who exited to permanent housing destinations	2145	1859	-286
% Successful exits	46%	48%	2%

#### Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	1134	1045	-89
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	1065	945	-120
% Successful exits/retention	94%	90%	-4%

# 2019 HDX Competition Report

## **FY2018 - SysPM Data Quality**

### **AZ-501 - Tucson/Pima County CoC**

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 in 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.

# 2019 HDX Competition Report

## FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	640	744	730	722	1231	1011	496	402	1753	1798	2024	1853	229	490	256	636				
2. Number of HMIS Beds	614	706	691	696	1231	1011	496	402	1101	1058	1210	1059	229	490	256	634				
3. HMIS Participation Rate from HIC ( % )	95.94	94.89	94.66	96.40	100.00	100.00	100.00	100.00	62.81	58.84	59.78	57.15	100.00	100.00	100.00	99.69				
4. Unduplicated Persons Served (HMIS)	3994	4106	4355	3847	2377	1768	1101	746	717	924	1276	1061	1063	1586	1673	1851	46	130	219	254
5. Total Leavers (HMIS)	3661	3782	3911	3351	1620	1330	750	432	193	250	235	181	726	1061	1209	966	8	58	41	161
6. Destination of Don't Know, Refused, or Missing (HMIS)	1162	1036	444	383	150	69	76	45	11	5	14	9	37	33	25	33	6	32	24	49
7. Destination Error Rate (%)	31.74	27.39	11.35	11.43	9.26	5.19	10.13	10.42	5.70	2.00	5.96	4.97	5.10	3.11	2.07	3.42	75.00	55.17	58.54	30.43

# 2019 HDX Competition Report

## Submission and Count Dates for AZ-501 - Tucson/Pima County CoC

### Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/22/2019	

### Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	4/30/2019	Yes
2019 HIC Count Submittal Date	4/30/2019	Yes
2018 System PM Submittal Date	5/30/2019	Yes



**ADMINISTRATIVE PLAN**  
**FOR THE**  
**HOUSING CHOICE VOUCHER PROGRAM**

7/1/19

Approved by the HA Board of Commissioners: **04/09/2019**

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## THE HOMELESS PREFERENCE PROGRAM (HPP) PROGRAM

### *Program Purpose*

HPP serves those who may or may not be considered chronically homeless. The individuals selected must have a VI SPDAT score of 14 or greater, or transitioning from Coc-funded Permanent Supportive Housing (PSH). The PHA will coordinate with Pima County and Tucson Pima Collaboration to End Homelessness (TPCH) to obtain referrals. The program provides a monthly rent assistance payment to these persons to help them live successfully in their own home and community, in addition, TPCH agencies will provide case management.

To accomplish the above the PHA will:

1. Eligibility Determination: The person must currently have VI SPDAT scores of 14 or greater or transitioning from CoC-funded Permanent Supportive Housing (PSH).
2. Demonstrated Need: The TPCH agency must provide evidence that the applicant meets the referral criteria. Provide a family navigator to assist client to locate appropriate housing according to their needs. Provide appropriate and necessary case-management and supportive services and crisis intervention, if necessary. Notify the PHA if the client withdraws from the services with the agency and update HMIS. Pre-inspect client's unit at 48-96 hours prior to a scheduled inspection, attend all certification and inspection appointments, mediate landlord/client issues, and
3. Responsible for Rent - The person must be financially responsible for their portion of rent cost. The TPCH agency must check in with client by the 6<sup>th</sup> of each month to ensure rent is paid if client is responsible to pay rent.
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6. This is a referral-based program requiring a certification from the PHA's partnering agency. Upon acceptance of the referral the certified client will be issued the next available HPP designated voucher.

ETHNICITY	Hispanic	Non-Hispanic	Unknown
2013	769	619	0
2017	378	438	0
Percent Change	-51%	-30%	0

Based on the needs identified in the HUD Consolidated Plan the Agency continues to provide decent, safe, and affordable housing in Tucson and Pima County. In order to address the increasing community needs, the Agency has become more proactive in using available resources to define and expand existing strategies.

**Analysis of PHA portfolio and options:** The City of Tucson, during the last year, has worked on an analysis of the Public Housing portfolio to identify strategies for long-term viability. Issues under evaluation include: 1) funding sources; 2) financing mechanisms; 3) rent structures; 4) capital and structural improvements; 5) property mix and locations; 6) operations costs, energy costs and management efficiencies; 7) neighborhood context and revitalization initiatives; 8) coordination of City services for low-income residents; and 9) maintaining the one-for-one replacement of any units that are removed from the public housing portfolio. It has been determined that the PHA should move forward with the procurement of a Master Developer to assist mission to revitalize the portfolio. An RFQ will be developed and once Board of Commissioner approval is received, the PHA will move forward to begin the revitalization of the portfolio.

**Choice Neighborhoods and Rental Assistance Demonstration (RAD):** In 2016 the City of Tucson applied for a Choice Neighborhoods Planning and Action Grant from the U.S. Department of Housing and Urban Development (HUD). This application was not selected for funding in this national competition. The Agency has reapplied for the grant and is waiting for the HUD announcement of the 2017 grant awards. The application incorporated a physical needs assessment a 408 unit seventeen-story public housing building that represents 27% of the local PHA public housing portfolio, the Tucson House. The physical needs assessment resulted in a “severely distressed” designation, due to the antiquated systems in the building. This elderly and disabled high rise public housing building is located in a high-stress neighborhood with an adopted revitalization area plan, the Oracle Area Revitalization Project (OARP). The intent is to plan for the transformation of to address the aged building systems including HVAC, domestic water distribution, fire suppression, electrical and other special building components. The PHA will also include energy conservation and finishes. The agency has built on the previous Choice Neighborhoods application and will continue to integrate the Tucson House residents and neighbors in a collective process and projects to benefit all area residents. The application was further strengthened through the award of the Byrne Criminal Justice Innovation Program which has targeted the same area as our Choice Neighborhoods application. The Agency may also partner with Chicanos por la Causa in the HUD Envision Center Demonstration, which is also looking at the same area which includes Tucson House. Once the PHA issues a RFQ for a Master Developer partner, the PHA may consider RAD for Tucson House as well as other Public Housing properties.

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The Agency has committed 10% of the portfolio, vouchers and public housing unit, in support of housing families through HPP. The Homeless Preference Program will continue to accept the following referrals:

**Coordinated Entry Referrals - Vouchers**

**Permanent Supportive Housing Exits – Vouchers and Public Housing Units (as availability provides)**

**Homeless Families - Public Housing Units**

The Agency plans to increase the utilization of vouchers and public housing units to address homeless ness but adding the following referrals:

**Homeless Youth (between the ages of 18 and 24 years of age) – Vouchers or Public Housing**

The homeless youth referrals will be allowed from any Tucson Pima Collaboration to End Homelessness (TPCH) agency partner. The referring agency must sign the agreement with the applicant and the PHA to provide case management and referrals for life skills, employment training and opportunities, education, parenting, substance abuse treatment, mental health counseling, or any other necessary services.

**Partner with Pima County Pay for Success – Vouchers**

The PHA may partner with Pima County to provide up to 250 vouchers, if available, to provide housing assistance to program participants experiencing chronic homelessness, behavioral health issues and frequent engagements with law enforcement. The chronic definition, for this purpose, does not require the HUD definition of but shall mean a minimum of two homelessness periods with the addition of behavioral health and permanent supportive housing needs.

**Affirmatively Furthering Fair Housing:** Consistent with the City’s responsibility to affirmatively further fair housing and facilitate deconcentration of poverty, the City of Tucson Public Housing Authority (PHA) will continue to utilize two sets of payment standards utilizing the Hypothetical Small Area Fair Market Rents and Core Based Statistical Area (CBSA) ratios. The City and County will be jointly implementing the new Affirmatively Furthering Fair Housing (AFFH) planning process but will continue to provide the Impediments to Fair Housing until the further clarification regarding the implementation of AFFH is available.



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## Chapter 17 Specialty Programs

The PHA participates in a number of specialty programs. Most of these programs are funded by the United States Department of Housing and Urban Development and are targeted to specific populations. Most of the specialty programs are jointly ventured with participating local social services agencies that provide support services. All of these programs are managed as though they are Section 8 Housing Choice Vouchers with limited exemptions defined by the rules and regulations promulgated by the Funder.

The specialty programs are as follows:

<b>Program</b>	<b>Funder</b>	<b>Affiliated Agency</b>	<b>Target Population</b>	<b>Wait List or Referral</b>
HUD-VASH	HUD	Veterans Administration	Homeless Veterans	Referral
HUD-VASH PROJECT-BASED	HUD	Veterans Administration	Homeless Veterans	Referral
Moderate Rehabilitation – Flores Apartments	HUD	La Frontera	Low Income	Referral
Moderate Rehabilitation – Miracle Square Apartments	HUD	Miracle Square Apartments	Low Income	Referral
Family Unification Program (FUP)	HUD	Arizona Department of Economic Security Child Protective Services & Arizona’s Children Assoc.	Reuniting Families or Youth Aging Out of Foster Care	Referral
Home and Community Based Services Programs (HCBS)	HUD	Pima Health System / Aetna	Disabled Persons	Referral
Non Elderly Disabled II (NED II)	HUD	Pima Health System / Aetna, CPSA and State of Arizona DDS	Non-Elderly Disabled Persons	Referral
Mainstream	HUD	CPSA, CODAC, COMPASS La Frontera, COPE	Disabled persons	Wait List
51Homes	HUD	CPSA, CODAC, COMPASS , Primavera, La Frontera, COPE	Medically Vulnerable Homeless Persons	Referral
FSS	HUD	Various	Section 8 & Public Housing	Referral
Homeless Preference Program (HPP)	HUD	TPCH Agencies – various	Section 8 & Public Housing	Referral
Project Based Vouchers	HUD	None	Low Income	Wait List
Project Based Vouchers	HUD	La Frontera		
HOPWA – Rent Subsidy Program	Pima County	SAAF – Section 8 “look-alike” program	Low Income	Referral

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# TPCH Coordinated Entry Triage & Diversion Tool

**Introduction Script:** To determine what services may be available for you, I will need to collect some basic information about your current situation. This information is confidential and will only be used to assist you in accessing appropriate resources or programs. You may refuse to answer any question, but doing so may mean you will not be referred to available resources that might best help you in your current situation.

## GENERAL QUESTIONS:

- 1 Are you homeless? (e.g., living on street, in vehicle, or at shelter)  Yes  No
- 2 Are you in a dangerous or life-threatening situation such as domestic violence, trafficking, sexual assault, or stalking? (See CE DV policy appendix for non-victim service providers.)  Yes  No
- 3 Do you believe you will become homeless within the next fourteen (14) days?  Yes  No
- 4 If you are currently housed, what type of assistance would you need to stay housed? (check all that apply)
- |  |  |
|--|--|
| <input type="checkbox"/> Food Assistance           | <input type="checkbox"/> Income                |
| <input type="checkbox"/> Rental Assistance         | <input type="checkbox"/> Move-In assistance    |
| <input type="checkbox"/> Utility Assistance        | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Tenant/Landlord Mediation |  |

## DIVERSION QUESTIONS:

- 5 Are you safe in your current living situation? (If no, provide applicant with a Resource List and discuss options.)  Yes  No
- 6 Is there somewhere you (and your family) could stay temporarily? (Help applicant think through potential places – with family, friends, co-workers; at motel? Have applicant identify what barriers seem to exist and possible ways to overcome them.)  Yes  No
- 7 What's making it hard for you (and your family) to get into or maintain permanent housing? (check all that apply)
- |   |   |
|---|---|
| <input type="checkbox"/> Lack of income/job     | <input type="checkbox"/> Criminal conviction          |
| <input type="checkbox"/> Past eviction          | <input type="checkbox"/> Disability/medical condition |
| <input type="checkbox"/> Past due utility bills | <input type="checkbox"/> Being new to area            |
| <input type="checkbox"/> Bad credit             | <input type="checkbox"/> Transportation               |
| <input type="checkbox"/> Lack of child care     | <input type="checkbox"/> Other (specify) _____        |
- 8 What resources might help you to get into temporary or permanent housing? (check all that apply)
- |  |  |
|--|--|
| <input type="checkbox"/> Income                                  | <input type="checkbox"/> AHCCCS healthcare     |
| <input type="checkbox"/> Help from family/friends                | <input type="checkbox"/> SSI or SSDI           |
| <input type="checkbox"/> Social services like SNAP (food stamps) | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Legal services                          |  |
- 9 Have you exhausted all options?  Yes  No



# TPCH Coordinated Entry Triage & Diversion Tool

## OUTCOME:

**Triage Outcome: (please select one)**

- VI-SPDAT (homeless & dangerous life threatening situation)
- PR-VI-SPDAT (program/case management)
- Self-resolve
- Natural Support (family/friends)
- Mainstream Financial Resources (Rent, utilities, etc.)
- Not homeless (Resource list provided)

## BEFORE STARTING ANY VI-SPDAT OR PR-VI-SPDAT, ASK THE FOLLOWING:

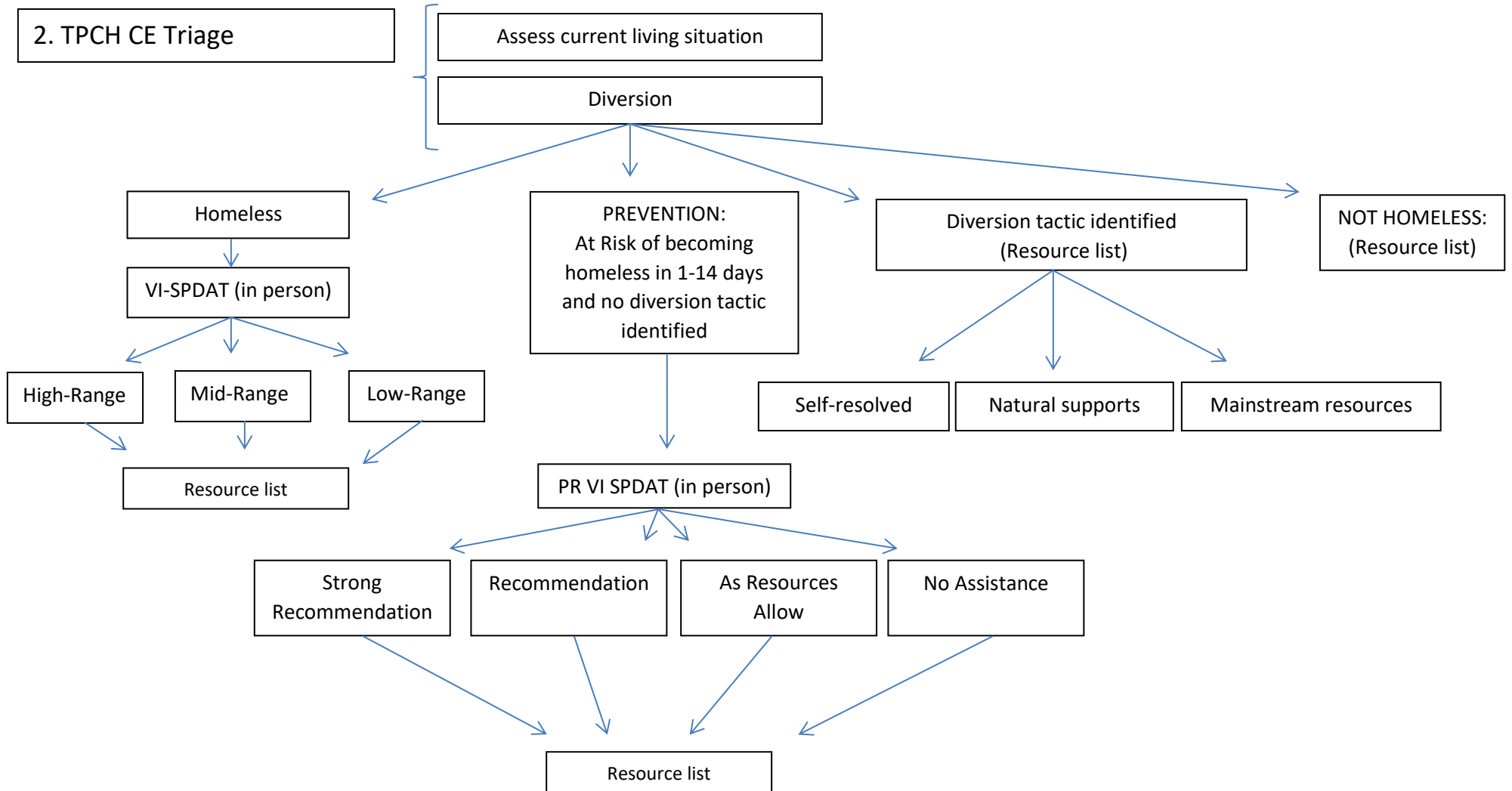
I have a 10-15 minute assessment tool that I'd like to complete with you for possible referral to the Coordinated Entry homeless housing (or homeless prevention) program system. Would you be willing to do that with me?  
(If yes, complete the appropriate VI-SPDAT or PR-VI-SPDAT.)

In addition, I would like to provide you with information on possible resources that may be helpful in your situation. Would you be interested in getting those resources?

# TPCH Coordinated Entry Flow

1. Receiving process

2. TPCH CE Triage



# TPCH Coordinated Entry

## Data Elements

Interviewer's Name \_\_\_\_\_

Agency \_\_\_\_\_

Assessment Date \_\_\_\_\_

Assessment Location \_\_\_\_\_

HMIS Client Release of Authorization Signed  Yes  No (If No, do not enter information into HMIS)

### CLIENT INFORMATION:

Client Name \_\_\_\_\_ Client ID # \_\_\_\_\_

Name Data Quality  Full Name Reported  
 Partial, Street Name, or Code Name Reported **Alias** \_\_\_\_\_  
 Client doesn't know  
 Client refused

Social Security Number \_\_\_\_\_ **SSN Data Quality**  Full SSN Reported  
 Approximate or Partial SSN Reported  
 Client doesn't know  
 Client refused

**U.S. Military Veteran**  Yes  
*Check Yes* if client has ever been on active duty in the armed forces of the United States, regardless of discharge status or length of service:  No  
 Client doesn't know  
 Client refused

Phone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Call Notes/Critical Contact Information:** Document any information that would help an agency locate this person; i.e. On a regular day, where is it easiest to find you and what time of day is easiest to do so?; Is there a phone number and/or email where someone can get in touch with you or leave you a message? Document, exhausted resources.

E-Mail: \_\_\_\_\_

Family/Friend Contact: \_\_\_\_\_

Common Locations Visited: \_\_\_\_\_

# TPCH Coordinated Entry Data Elements

## CALLPOINT DEMOGRAPHICS AND UNIVERSAL DATA ELEMENTS:

**Date of Birth**  
(mm/dd/yyyy) \_\_\_\_\_

- DOB Type**
- Full date of birth reported
  - Approximate or Partial date of birth reported
  - Client doesn't know
  - Client refused

- | <b>Race</b>              | <u>Primary</u>                   | <u>Secondary(if different than Primary)</u>               |
|--------------------------|----------------------------------|---|
| <input type="checkbox"/> | American Indian/Alaska Native    | <input type="checkbox"/> American Indian/Alaska Native    |
| <input type="checkbox"/> | Asian                            | <input type="checkbox"/> Asian                            |
| <input type="checkbox"/> | Black or African-American        | <input type="checkbox"/> Black or African-American        |
| <input type="checkbox"/> | Native Hawaiian/Pacific Islander | <input type="checkbox"/> Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> | White                            | <input type="checkbox"/> White                            |
| <input type="checkbox"/> | Client doesn't know              | <input type="checkbox"/> Client doesn't know              |
| <input type="checkbox"/> | Client refused                   | <input type="checkbox"/> Client refused                   |

- Ethnicity**
- Non-Hispanic/Latino
  - Client doesn't know
  - Hispanic/Latino
  - Client refused

- Gender**
- Female
  - Male
  - Trans Female (MTF or Male to Female)
  - Trans Male (FTM or Female to Male)
  - Gender Non-Conforming (i.e. not exclusively male or female)
  - Client doesn't know
  - Client refused

- Does the client have a disabling condition?**
- Yes
  - Client doesn't know
  - No
  - Client refused

## RESIDENCE PRIOR TO PROJECT ENTRY

*Type of Living Situation is separated into 3 different types. Each type has its own set of additional questions. Only select one of the following 3 types: Homeless Situation (A), Institutional Situation (B), Transitional and Permanent Housing Situation (C).*

- HOMELESS SITUATION (A)**
- Place not meant for habitation
  - Emergency shelter, including hotel or motel paid for with emergency shelter voucher
  - Safe Haven
  - Interim Housing – this is not a type of housing but a HUD specific criteria

- INSTITUTIONAL SITUATION (B)**
- Foster care home or foster care group home
  - Hospital or other residential non-psychiatric medical facility
  - Jail, prison or juvenile detention facility
  - Long term-care facility or nursing home
  - Psychiatric hospital or other psychiatric facility
  - Substance abuse treatment facility or detox center

## TPCH Coordinated Entry Data Elements

**TRANSITIONAL AND PERMANENT HOUSING SITUATION (C)**

- Hotel or motel paid for without emergency shelter voucher
- Owned by client, no ongoing housing subsidy
- Owned by client, with ongoing housing subsidy
- Permanent housing (other than RRH) for formerly homeless persons
- Rental by client, no ongoing housing subsidy
- Rental by client, with VASH subsidy
- Rental by client, with GPD TIP subsidy
- Rental by client, with other ongoing housing subsidy (including RRH)
- Residential project or halfway house with no homeless criteria
- Staying or living in a family member's room, apartment, or house
- Staying or living in a friend's room, apartment, or house
- Transitional housing for homeless persons (including homeless youth)
- Client doesn't know
- Client refused

**Length of Stay in Prior Living Situation**  
(answer for types: A, B, and C)

- One night or less
- Two to six nights
- One week or more, but less than one month
- One month or more, but less than 90 days
- 90 days or more, but less than one year
- One year or longer
- Client doesn't know
- Client refused

**Approximate date homelessness started this time:**

When did the client start staying on the streets, in emergency shelters, or safe haven, this time?

\_\_\_\_\_ mm/dd/yyyy

*Please note that each time a client moves out of housing and returns to being homeless that this question needs to be updated with the new date.*

**Regardless of where they stayed last night – Number of times the client has been on the streets, in ES, or SH in the past three years including today**

Count the times a client has been homeless, separated by breaks in the last three years. A break means at least 7 consecutive nights of not living on the street, in an emergency shelter or safe haven or at least 90 days in any of the places listed under the header "Institutional Situations" on the previous page.

- One time
- Two times
- Three times
- Four or more times
- Client doesn't know
- Client refused

**Total number of months homeless on the street, in ES or SH in the past three years**

Count the cumulative number of months in which a person was on the streets, in an emergency shelter or safe haven in the last 3 years, *including* stays in an institution less than 90 days or in permanent or transitional housing less than 7 days. Round the number of months up to the next highest number of full months. (I.e. the current month, even if a partial month, can be counted as a full month.)

- One month (this time is the first month)
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- More than 12 months
- Client doesn't know
- Client refused

**Do you have to register as a sex offender?**

- Yes       No

## TPCH Coordinated Entry Data Elements

Have you been discharged from jail or prison in the last 12 months?  Yes  No  Client doesn't know  Client refused

Over the course of your lifetime, how long (in years) have you been homeless? If less than 1 year put 0 years. \_\_\_\_\_ Years  Client doesn't know  Client refused

If residence prior to assessment is considered an "Institutional Situation", approximate date you entered the current Institutional Situation. \_\_\_\_\_  N/A  
mm/dd/yyyy

If the length of stay in previous place was less than a month, do you spend most of your time in situations like this?  Yes  No  Client doesn't know  Client refused

If you responded "No" to the question above, where did you spend most of your time?

- Place not meant for habitation
- Emergency Shelter, including hotel or motel paid with emergency shelter voucher
- Safe Haven
- Interim Housing\*
- Couch hopping
- Jail, prison or juvenile detention facility
- Substance abuse treatment facility or detox center
- Other: \_\_\_\_\_
- Client doesn't know
- Client refused
- N/A

Are you receiving services from any of the following agencies?

- |  |   |
|--|---|
| <input type="checkbox"/> Assurance Health & Wellness             | <input type="checkbox"/> El Rio Community Health Center         |
| <input type="checkbox"/> Banner University Medical Group         | <input type="checkbox"/> Intermountain Healthcare               |
| <input type="checkbox"/> Arizona Complete Health-CCP             | <input type="checkbox"/> La Frontera Arizona                    |
| <input type="checkbox"/> COPE Community Services                 | <input type="checkbox"/> Marana Health Center/MHC Healthcare    |
| <input type="checkbox"/> CODAC Health, Recovery & Wellness, Inc. | <input type="checkbox"/> Pathways                               |
| <input type="checkbox"/> Community Bridges, Inc.                 | <input type="checkbox"/> Southern Arizona VA Health Care System |
| <input type="checkbox"/> Community Health Associates             | <input type="checkbox"/> Other (specify) _____                  |
| <input type="checkbox"/> Community Partners, Inc.                | <input type="checkbox"/> None of the above                      |

### TPCH CE SECURE QUESTIONS:

What best describes your sexual orientation?

- Heterosexual or straight
- Gay
- Lesbian
- Queer
- Pan Sexual

Listen and check one. Read list if needed

- Bi Sexual
- Asexual
- Other (please specify)
- Client refused

**TPCH Coordinated Entry**  
**Prevention Vulnerability Index – Service Prioritization Decision Assistance Tool (PR-VI-SPDAT)**  
**PR-VI-SPDAT FOR INDIVIDUALS**

**Basic Information**

1. Are you 60 years of age or older?  Yes  No

**IF "YES" TO QUESTION 1, THEN SCORE 1.** **SCORE**

**Safety**

2. Are you currently being harmed or at risk of being harmed by another person, such as a spouse, relative, parent or friend?  Yes  No

3. Have you experienced violence or threats of violence in the last six months, that has had an impact on feeling safe where you live.  Yes  No

**IF "YES" TO EITHER QUESTIONS 2 OR 3, THEN SCORE 1.** **SCORE**

4. Is your current situation in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?  Yes  No

5. I do not need any details, just a YES or NO: Is your current risk of eviction being caused by emotional, physical, psychological, sexual, or any other type of abuse, or by any other trauma you have experienced?  Yes  No

**IF "YES" TO QUESTIONS 4 OR 5, THEN SCORE 1.** **SCORE**

**Long Term Housing Stability**

6. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to stay housed?  Yes  No

**IF "YES" TO QUESTION 6, THEN SCORE 1.** **SCORE**

7. Do you do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't really know, share a needle, or anything like that?  Yes  No

**IF "YES" TO QUESTION 7, THEN SCORE 1.** **SCORE**

8. Have you harmed yourself or anyone else in the 6 months?  Yes  No

**IF "YES" QUESTION 8, THEN SCORE 1.** **SCORE**

9. Is anyone currently forcing you to do something you don't want to do?  Yes  No

**IF "YES" TO QUESTION 9, THEN SCORE 1.** **SCORE**

10. If female, are you currently pregnant?  Yes  No

**IF "YES" TO QUESTION 10, THEN SCORE 1.** **SCORE**

**TPCH Coordinated Entry  
Prevention Vulnerability Index – Service Prioritization Decision Assistance Tool (PR-VI-SPDAT)  
PR-VI-SPDAT FOR INDIVIDUALS**

**History of Housing and Homelessness**

11. At any point in the last three years have you stayed in a shelter, in your car, on the street, outdoors, or any other place not fit for people to live?  Yes  No
- a) IF YES: How many times has that occurred in the last three years? \_\_\_\_\_
- b) IF YES: What is the total length of time (in months) that has happened if you add all of the different times together in the last three years? \_\_\_\_\_

**IF "YES" TO QUESTION 11 AND 4+ TIMES AND/OR 12+ MONTHS, THEN SCORE 3.**

**SCORE**

12. In the last six months, have you accessed supports from any churches, other faith groups, or a non-profit organization to get supports to stay housed such as financial assistance, help working things out with a landlord, re-locating from one apartment or home to another because where you had been staying was unsafe, or anything like that?  Yes  No

**IF "YES" TO QUESTION 12, THEN SCORE 1.**

**SCORE**

13. Within the last six months in your current housing, how many complaints have there been about you from neighbors, the landlord or tenant/owner, or the police? \_\_\_\_\_

**IF 4+ COMPLAINTS TO QUESTION 13, THEN SCORE 1.**

**SCORE**

14. Do any of the following issues make it hard for you to find or stay in permanent housing or connect with other resources that can help you do that:

- a) Accessible housing because you have a disability that requires a special type of housing?  Yes  No
- b) A poor credit history?  Yes  No
- c) Restrictions on where you can live because of legal stuff?  Yes  No
- d) No references for your housing or poor references on your housing history?  Yes  No
- e) Difficulties understanding or communicating in English?  Yes  No
- f) Difficulties with math that make it hard to budget or take care of your finances?  Yes  No
- g) Safety issues which may include keeping where you live unknown to a past abuser?  Yes  No

**IF "YES" TO ANY 2 ON QUESTION 14 A-G, THEN SCORE 1.**

**SCORE**

15. Are you currently living in an overcrowded situation (which means there are too many people living in the home for the amount of space you have), and where there are arguments or conflicts because of the overcrowding?  Yes  No

**IF "YES" TO QUESTION 15, THEN SCORE 1.**

**SCORE**

16. If your current housing was saved, do you plan on remaining in that place for at least the next 6 months, if that is legally possible?  Yes  No

**IF "NO" TO QUESTION 16, THEN SCORE 1.**

**SCORE**



**TPCH Coordinated Entry  
Prevention Vulnerability Index – Service Prioritization Decision Assistance Tool (PR-VI-SPDAT)  
PR-VI-SPDAT FOR INDIVIDUALS**

**Personal Administration & Money Management**

17. Is there any person, landlord, business, utility company, bookie, dealer, or government group like the IRS that thinks you owe them money?  Yes  No
- a) IF YES: What is the total amount that others think is owed? \$ \_\_\_\_\_

IF THE TOTAL VALUE IS \$1,000+ TO QUESTION 17A, THEN SCORE 1.

**SCORE**

18. Do you get any money or assistance from the government like SSI, SSDI, TANF or Food Stamps, or do you have a pension, inheritance, get money from a regular job or working under the table, or anything like that?  Yes  No
- a) IF YES: What is the next date you **know** you will receive money? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- b) IF YES: What is the total amount you will expect to receive? \_\_\_\_\_

IF THE DATE TO QUESTION 18A IS MORE THAN 14 DAYS AWAY **AND/OR** THE VALUE TO QUESTION 18B IS LESS THAN HALF THE VALUE OF QUESTION 17A, THEN SCORE 1.

**SCORE**

19. What is the total amount of money you currently have, including any money in the bank or investments? \$ \_\_\_\_\_

IF THE AMOUNT TO QUESTION 19 IS LESS THAN HALF THE VALUE OF 17A, THEN SCORE 1.

**SCORE**

20. Is there anyone currently helping you manage your finances, like a payee, guardianship, or trustee, because a judge or the government said you have to?  Yes  No

IF "YES" TO QUESTION 20, THEN SCORE 1.

**SCORE**

21. In the last year, how many times have you received a cash advance or loan from a business, bank, or person, where you have not repaid the full amount **and** the interest owed is 15% or more? \$ \_\_\_\_\_

IF 3+ TIMES TO QUESTION 21, THEN SCORE 1.

**SCORE**

22. Have other members of your family or friends provided emergency financial assistance to you in the last three years to help you stay housed like helping you with rent, paying off arrears, paying a utility company to keep your lights on or anything like that, where they still expect you to pay them back but you have not been able to?  Yes  No

IF "YES" TO QUESTION 22, THEN SCORE 1.

**SCORE**

**Meaningful Daily Activity**

23. Do you have planned activities, other than just surviving, that makes you feel happy and fulfilled?  Yes  No

IF "NO" TO QUESTION 23, THEN SCORE 1.

**SCORE**

**TPCH Coordinated Entry  
Prevention Vulnerability Index – Service Prioritization Decision Assistance Tool (PR-VI-SPDAT)  
PR-VI-SPDAT FOR INDIVIDUALS**

**Self Care and Daily Living Skills**

24. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water, and other things like that?  Yes  No

IF "NO", TO QUESTION 24, THEN SCORE 1.

**SCORE**

**Interactions with Emergency Services**

25. In the past six months, how many times have you...

- a) Received health care at an emergency department/room? \_\_\_\_\_
- b) Taken an ambulance to the hospital? \_\_\_\_\_
- c) Been hospitalized as an inpatient? \_\_\_\_\_
- d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? \_\_\_\_\_
- e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? \_\_\_\_\_
- f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? \_\_\_\_\_

IF THE TOTAL NUMBER OF INTERACTIONS TO QUESTION 25 EQUALS 4+, THEN SCORE 1.

**SCORE**

**Wellness**

- 26. Have you ever had to leave an apartment, residential program, or other place you were staying because of your physical health?  Yes  No
- 27. Do you have any chronic health issue where you are not accessing appropriate care or that is making it difficult to stay housed?  Yes  No
- 28. Do you have any physical disabilities that limit the type of housing you can access, or make it hard to live independently because help is needed?  Yes  No
- 29. When you are sick, do you avoid getting medical help?  Yes  No

IF "YES" TO ANY QUESTIONS 26-29, THEN SCORE 1 FOR PHYSICAL HEALTH.

**SCORE**

- 30. Has your drinking or drug use caused you to be kicked out of an apartment or residential program or other place in the past?  Yes  No
- 31. Does drinking or drug use make it difficult to stay housed or afford your housing?  Yes  No

IF "YES" TO ANY QUESTIONS 30-31, THEN SCORE 1 FOR SUBSTANCE USE.

**SCORE**

**TPCH Coordinated Entry  
Prevention Vulnerability Index – Service Prioritization Decision Assistance Tool (PR-VI-SPDAT)  
PR-VI-SPDAT FOR INDIVIDUALS**

32. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, residential program or other place you were staying, because of:
- a) A mental health issue or concern?  Yes  No
- b) A past head injury?  Yes  No
- c) A learning disability, developmental disability, or other impairment?  Yes  No
33. Do you have any mental health or brain issues that make it hard for you to live independently because help is needed?  Yes  No

**IF "YES" TO ANY QUESTIONS 32-33, THEN SCORE 1 FOR MENTAL HEALTH.**

**SCORE**

34. *DID THE INDIVIDUAL SCORE 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH?*  Yes  No

**IF "YES" TO QUESTION 34, THEN SCORE 1.**

**SCORE**

35. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?  Yes  No
36. Are there any medications like painkillers that you do not take the way the doctor prescribed or where the medication is sold?  Yes  No

**IF "YES" TO ANY QUESTIONS 35-36, THEN SCORE 1.**

**SCORE**

**SCORING SUMMARY**

SCORE	RECOMMENDATION
22+:	STRONG RECOMMENDATION FOR FINANCIAL AND CASE MANAGEMENT SUPPORTS
16-21:	RECOMMENDATION FOR FINANCIAL AND/OR CASE MANAGEMENT SUPPORTS
11-15:	AS RESOURCES ALLOW, CONSIDER FINANCIAL AND/ OR CASE MANAGEMENT SUPPORTS
0-10:	NO ASSISTANCE PROVIDED; MAY HOWEVER, PROVIDE REFERRAL TO MAINSTREAM RESOURCES

**TPCH Coordinated Entry**  
**Prevention Vulnerability Index & Service Prioritization Decision Assistance Tool (PR-VI-SPDAT)**  
**PR-VI-SPDAT for FAMILIES**

**Basic Information**

1. Is either head of household 60 years of age or older?  Yes  No

**IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.** **SCORE**

**Household Composition**

2. How many children under the age of 18 are currently with you? \_\_\_\_\_

3. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed? \_\_\_\_\_

4. **IF HOUSEHOLD INCLUDES A FEMALE:** Is any member of the family currently pregnant?  Yes  No

5. Please provide a list of children's names, ages and date of birth:

First Name	Last Name	Age	Date of Birth

**IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1.** **SCORE**

**IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1.** **SCORE**

**Safety**

6. Are you currently being harmed or at risk of being harmed by another person, such as a spouse, relative, parent or friend?  Yes  No

7. Have you or any member of your family experienced violence or threats of violence in the last six months that has had an impact on feeling safe where you live?  Yes  No

**IF "YES" TO QUESTIONS 6 OR 7, THEN SCORE 1.** **SCORE**

8. Is your current situation in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?  Yes  No

9. I do not need any details, just a **YES** or **NO**: Is your current risk of eviction being caused by emotional, physical, psychological, sexual, or any other type of abuse, or by any other trauma you or anyone in your family has experienced?  Yes  No

**IF "YES" TO QUESTIONS 8 OR 9, THEN SCORE 1.** **SCORE**

**TPCH Coordinated Entry  
Prevention Vulnerability Index & Service Prioritization Decision Assistance Tool (PR-VI-SPDAT)  
PR-VI-SPDAT for FAMILIES**

**Long Term Housing Stability**

10. Does anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to stay housed?  Yes  No

IF "YES" TO QUESTION 10, THEN SCORE 1.

**SCORE**

11. Does anyone in your family do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that?  Yes  No

IF "YES" TO QUESTION 11, THEN SCORE 1.

**SCORE**

12. Have you or any member of your family harmed yourself or anyone else in the last six months?  Yes  No

IF "YES" TO QUESTION 12, THEN SCORE 1.

**SCORE**

13. Is anyone currently forcing you or any member of your family to do something they don't want to do?  Yes  No

IF "YES" TO QUESTION 13, THEN SCORE 1.

**SCORE**

**History of Housing and Homelessness**

14. At any point in the last three years have you stayed in a shelter, in your car, on the street, outdoors, or any other place not fit for people to live?  Yes  No

a) IF YES: How many times has that occurred in the last three years? \_\_\_\_\_

b) IF YES: What is the total length of time (in months) that has happened if you add all the different times together in the last three years? \_\_\_\_\_

IF "YES" TO QUESTION 14 AND 3+ TIMES AND/OR 6+ MONTHS, THEN SCORE 3.

**SCORE**

15. In the last six months, have you accessed supports from any churches, other faith groups, or a non-profit organization to get supports to stay housed such as financial assistance, help working things out with a landlord, re-locating from one apartment or home to another because where you had been staying was unsafe, or anything like that?  Yes  No

IF "YES" TO QUESTION 15, THEN SCORE 1.

**SCORE**

16. Within the last six months in your current housing, how many complaints have there been about you from neighbors, the landlord or tenant/owner, or the police? \_\_\_\_\_

IF 4+ COMPLAINTS TO QUESTION 16, THEN SCORE 1.

**SCORE**

**TPCH Coordinated Entry  
Prevention Vulnerability Index & Service Prioritization Decision Assistance Tool (PR-VI-SPDAT)  
PR-VI-SPDAT for FAMILIES**

17. Do any of the following issues make it hard for you to find or stay in permanent housing or connect with other resources that can help you do that:

- a) Accessible housing because you or another member of your family have a disability that requires a special type of housing?  Yes  No
- b) A poor credit history?  Yes  No
- c) Restrictions on where you can live because of legal stuff in the life of any family member?  Yes  No
- d) Special school programming required for any of the children?  Yes  No
- e) No references for your housing or poor references on your housing history?  Yes  No
- f) Difficulties understanding or communicating in English?  Yes  No
- g) Difficulties with math that make it hard to budget or take care of your finances?  Yes  No
- h) Safety issues which may include keeping where you live unknown to past abuser?  Yes  No

**IF "YES" TO ANY 2, TO QUESTION 17 A-H, THEN SCORE 1.** **SCORE**  
\_\_\_\_\_

18. Are you and your family currently overcrowded (which means there are too many people living in the home for the amount of space you have), and where there are arguments or conflicts because of overcrowding?  Yes  No

**IF "YES" TO QUESTION 18, THEN SCORE 1.** **SCORE**  
\_\_\_\_\_

19. If your current housing was saved, do you plan on remaining in that place for at least the next 6 months if that is legally possible?  Yes  No

**IF "NO" TO QUESTION 19, THEN SCORE 1.** **SCORE**  
\_\_\_\_\_

**Personal Administration & Money Management**

20. Is there any person, landlord, business, utility company, bookie, dealer or government group like the IRS that thinks you or anyone in your family owes them money?  Yes  No

a) IF YES: What is the total amount that others think is owed? \_\_\_\_\_

**IF THE TOTAL VALUE IS \$1,000+ TO QUESTION 20, THEN SCORE 1.** **SCORE**  
\_\_\_\_\_

21. Do you get any money or assistance from the government like Income Support/Welfare, Disability Benefits, or do you have a pension, inheritance, get money from a regular job or working under the table, or anything like that?  Yes  No

a) IF YES: What is the next date you **know** you will receive money? \_\_\_\_\_

b) IF YES: What is the total amount you will expect to receive? \_\_\_\_\_

**IF THE DATE ON QUESTION 21A IS MORE THAN 14 DAYS AWAY AND/OR THE VALUE IS LESS THAN HALF THE VALUE OF 20A, THEN SCORE 1.** **SCORE**  
\_\_\_\_\_

**TPCH Coordinated Entry  
Prevention Vulnerability Index & Service Prioritization Decision Assistance Tool (PR-VI-SPDAT)  
PR-VI-SPDAT for FAMILIES**

22. What is the total amount of money you and your family currently has, including any money in the bank or investments? \_\_\_\_\_

**IF THE VALUE FOR QUESTION 22 IS LESS THAN HALF THE VALUE OF 20A, THEN SCORE 1.** **SCORE**  
\_\_\_\_\_

23. Is there anyone currently helping you manage your finances, like a payee, guardianship, or trustee, because a judge or the government said you have to?  Yes  No

**IF "YES" TO QUESTION 23, THEN SCORE 1.** **SCORE**  
\_\_\_\_\_

24. In the last year, how many times have you received a cash advance or loan from a business, bank, or person, where you have no repaid the full amount **and** the interest owed is 15% or more? \_\_\_\_\_

**IF 3+ TIMES FOR QUESTION 24, THEN SCORE 1.** **SCORE**  
\_\_\_\_\_

25. Have other members of your family or friends provided emergency financial assistance to you in the last three years to help you stay housed like helping you with rent, paying off arrears, paying a utility company to keep your lights on or anything like that, where they still expect you to pay them back but you have not been able to?  Yes  No

**IF "YES" TO QUESTION 25, THEN SCORE 1.** **SCORE**  
\_\_\_\_\_

**Meaningful Daily Activity**

26. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled?  Yes  No

**IF "NO" TO QUESTION 26, THEN SCORE 1.** **SCORE**  
\_\_\_\_\_

**Self-Care and Daily Living Skills**

27. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water, and other things like that?  Yes  No

**IF "NO" TO QUESTION 27, THEN SCORE 1.** **SCORE**  
\_\_\_\_\_

**Interactions with Emergency Services**

28. In the past six months, how many times have you or anyone in your family...
- a) Received health care at an emergency/department room? \_\_\_\_\_
  - b) Taken an ambulance to the hospital? \_\_\_\_\_
  - c) Been hospitalized as an inpatient? \_\_\_\_\_
  - d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? \_\_\_\_\_

**TPCH Coordinated Entry  
Prevention Vulnerability Index & Service Prioritization Decision Assistance Tool (PR-VI-SPDAT)  
PR-VI-SPDAT for FAMILIES**

- e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? \_\_\_\_\_
- f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? \_\_\_\_\_

**IF THE TOTAL NUMBER OF INTERACITONS TO QUESTION 28 A-F EQUALS 4+, THEN SCORE 1.** **SCORE**  
\_\_\_\_\_

**Wellness**

29. Have you or your family ever had to leave an apartment, residential program, or other place you were staying because of your physical health?  Yes  No
30. Do you or any member of your family have any chronic health issues where you are not accessing appropriate care or that is making it difficult to stay housed?  Yes  No
31. Do you have any physical disabilities that limit the type of housing you can access, or make it hard to live independently because help is needed?  Yes  No
32. When you or a family member is sick, do you avoid getting medical help?  Yes  No

**IF "YES" TO ANY, TO QUESTIONS 29-32, THEN SCORE 1 FOR PHYSICAL HEALTH** **SCORE**  
\_\_\_\_\_

33. Has the drinking or drug use of anyone in your family caused you to being kicked out of an apartment or residential program or other place in the past?  Yes  No
34. Does drinking or drug use make it difficult to stay housed or afford your housing?  Yes  No

**IF "YES" TO QUESTIONS 33 OR 34, THEN SCORE 1 FOR SUBSTANCE ABUSE.** **SCORE**  
\_\_\_\_\_

35. Have you or anyone in your family ever had trouble maintaining your housing, or been kicked out of an apartment, residential program or other place you were staying because of:
- a) A mental health issue or concern?  Yes  No
- b) A past head injury?  Yes  No
- c) A learning disability, developmental disability, or other impairment?  Yes  No
36. Do you or anyone in your family have any mental health or brain issues that would make it hard for you to live independently because help is needed?  Yes  No

**IF "YES" TO ANY, TO QUESTION 35 A-C, OR 36, THEN SCORE 1 FOR MENTAL HEALTH** **SCORE**  
\_\_\_\_\_

37. IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH: Is it the same person in your family that has a medical condition, mental health concern or brain injury, and has experience with problematic substance use?  Yes  No

**IF "YES" TO QUESTION 37, THEN SCORE 1.** **SCORE**  
\_\_\_\_\_



**TPCH Coordinated Entry**

**Prevention Vulnerability Index & Service Prioritization Decision Assistance Tool (PR-VI-SPDAT)  
PR-VI-SPDAT for FAMILIES**

- 38. Are there any medications that a doctor says that you or anyone in your family should be taking that, for whatever reason, they are not taking?  Yes  No
- 39. Are there any medications like painkillers that you or anyone in your family does not take the way the doctor prescribed or where the medication is sold?  Yes  No

**IF "YES" TO QUESTION 38 OR 39, THEN SCORE 1.** **SCORE**

**Family Unit Considerations**

- 40. Are there any children that have been removed from the family by a child protection service within the last 6 months?  Yes  No
- 41. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing?  Yes  No

**IF "YES" TO QUESTION 40 OR 41, THEN SCORE 1.** **SCORE**

- 42. In the last 6 months have any children lived with family or friends because of your homelessness or housing situation?  Yes  No

**IF "YES" TO QUESTION 42, THEN SCORE 1.** **SCORE**

- 43. **IF THERE ARE SCHOOL-AGED CHILDREN:** Do your children attend school more often than not each week?  Yes  No
- 44. Have the members of your family changed in the last 6 months, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that?  Yes  No
- 45. Do you anticipate any other adults or children coming to live with you within the next 6 months?  Yes  No

**IF "NO" TO 43 OR "YES" TO QUESTIONS 44 OR 45, SCORE 1.** **SCORE**

- 46. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that?  Yes  No
- 47. **IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:** Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?  Yes  No
- 48. After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...
  - a) 3 or more hours per day for children ages 13 or older?  Yes  No
  - b) 2 or more hours per day for children aged 12 or younger?  Yes  No

**IF "NO" TO 46, OR "YES" TO 47 OR 48, SCORE 1.** **SCORE**

**TPCH Coordinated Entry  
Prevention Vulnerability Index & Service Prioritization Decision Assistance Tool (PR-VI-SPDAT)  
PR-VI-SPDAT for FAMILIES**

**SCORING SUMMARY:** \_\_\_\_\_

<b>SCORE</b>	<b>RECOMMENDATION</b>
<b>22+:</b>	<b>STRONG RECOMMENDATION FOR FINANCIAL AND CASE MANAGEMENT SUPPORTS</b>
<b>16-21:</b>	<b>RECOMMENDATION FOR FINANCIAL AND/OR CASE MANAGEMENT SUPPORTS</b>
<b>11-15:</b>	<b>AS RESOURCES ALLOW, CONSIDER FINANCIAL AND/OR CASE MANAGEMENT SUPPORTS</b>
<b>0-10:</b>	<b>NO ASSISTANCE PROVIDED; MAY, HOWEVER, PROVIDE REFERRAL TO MAINSTREAM RESOURCES</b>

**TPCH Coordinated Entry**  
**Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT)**  
**Prescreen For HOMELESS INDIVIDUALS**

**A. HISTORY OF HOUSING AND HOMELESSNESS**

1. Where do you sleep most frequently? (check one)  Shelters  
 If Other, please specify  Transitional Housing  
 Safe Haven  
 Outdoors  
 Other (specify): \_\_\_\_\_  
 Refused

FOR THE ABOVE, IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1

**SCORE**

2. How long has it been since you lived in permanent stable housing?  
 Currently in stable housing     Less than 1 year     One year or more     Refused

3. In the last three years, how many times have you been homeless? (check one)  
 0     1     2     3     4     5     6     7     8     9     10     Greater than 10     Refused

FOR THE ABOVE, IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1

**SCORE**

**B. RISK**

4. *In the past six months, how many times have you...*

a) Received health care at an emergency department room (check one)

- 0     1     2     3     4     5     6     7     8     9     10     Greater than 10     Refused

b) Taken an ambulance to the hospital? (check one)

- 0     1     2     3     4     5     6     7     8     9     10     Greater than 10     Refused

c) Been hospitalized as an inpatient? (check one)

- 0     1     2     3     4     5     6     7     8     9     10     Greater than 10     Refused

d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? (check one)

- 0     1     2     3     4     5     6     7     8     9     10     Greater than 10     Refused

e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? (check one)

- 0     1     2     3     4     5     6     7     8     9     10     Greater than 10     Refused

f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? (check one)

- 0     1     2     3     4     5     6     7     8     9     10     Greater than 10     Refused

FOR THE ABOVE, IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR **EMERGENCY SERVICE USE.**

**SCORE**

**TPCH Coordinated Entry  
Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT)  
Prescreen For HOMELESS INDIVIDUALS**

5. Have you been attacked or beaten up since you've become homeless?  Yes  No  Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year?  Yes  No  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.**

**SCORE**

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?  Yes  No  Refused

**IF "YES" TO THE ABOVE, THEN SCORE 1 FOR LEGAL ISSUES.**

**SCORE**

8. Does anybody force or trick you to do things that you do not want to do?  Yes  No  Refused

9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't really know, share a needle, or anything like that?  Yes  No  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.**

**SCORE**

**C. SOCIALIZATION & DAILY FUNCTIONING**

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money?  Yes  No  Refused

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?  Yes  No  Refused

**FOR THE ABOVE, IF "YES" TO QUESTION 10 OR "NO" TO QUESTION 11, THEN SCORE 1 FOR MONEY MANAGEMENT.**

**SCORE**

12. Do you have planned activities each day other than just surviving, that make you feel happy and fulfilled?  Yes  No  Refused

**IF "NO" FOR THE ABOVE, THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY.**

**SCORE**

13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?  Yes  No  Refused

**IF "NO" FOR THE ABOVE, THEN SCORE 1 FOR SELF-CARE**

**SCORE**

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?  Yes  No  Refused

**IF "YES" TO THE ABOVE, THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.**

**SCORE**

**TPCH Coordinated Entry  
Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT)  
Prescreen For HOMELESS INDIVIDUALS**

**WELLNESS**

- |   |                              |                             |                                      |
|---|------------------------------|-----------------------------|--------------------------------------|
| 15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of physical health?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused     |
| 16. Do you have chronic health issues with your liver, kidneys, stomach, lungs or heart?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused     |
| 17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused     |
| 18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused     |
| 19. When you are sick or not feeling well, do you avoid getting help?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused     |
| 20. <b>FOR FEMALE RESPONDENTS ONLY:</b> Are you currently pregnant?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A Refused |

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH**.

**SCORE**

- |   |                              |                             |                                  |
|---|------------------------------|-----------------------------|----------------------------------|
| 21. Has your drinking or drug use led you to being kicked out of an apartment or programs where you were staying in the past? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |
| 22. Will drinking or drug use make it difficult for you to stay housed or afford your housing?                                | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE ABUSE**.

**SCORE**

- |   |                              |                             |                                  |
|---|------------------------------|-----------------------------|----------------------------------|
| 23. <i>Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter programs or other place you were staying because of:</i> |                              |                             |                                  |
| a) A mental health issue or concern?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |
| b) A past head injury?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |
| c) A learning disability, developmental disability, or other impairment?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |

- |  |                              |                             |                                  |
|--|------------------------------|-----------------------------|----------------------------------|
| 24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |
|--|------------------------------|-----------------------------|----------------------------------|

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH**

**SCORE**

IF THE RESPONDENT SCORED 1 FOR **PHYSICAL HEALTH** AND 1 FOR **SUBSTANCE USE** AND 1 FOR **MENTAL HEALTH**, SCORE 1 FOR **TRI-MORBIDITY**

**SCORE**

- |  |                              |                             |                                  |
|--|------------------------------|-----------------------------|----------------------------------|
| 25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?               | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |
| 26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MEDICATIONS**

**SCORE**

**TPCH Coordinated Entry  
Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT)  
Prescreen For HOMELESS INDIVIDUALS**

27. YES OR NO: Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?  Yes     No     Refused

IF "YES" TO THE ABOVE, SCORE 1 FOR **ABUSE AND TRAUMA**.

**SCORE**

**SCORING SUMMARY**

DOMAIN	SUBTOTAL	RESULTS	
PRE-SURVEY: If age 60 or above enter 1	_____/1	<b>Score</b>	<b>Recommendation</b>
A. HISTORY OF HOUSING AND HOMELESSNESS	_____/2	0-3:	no housing
B. RISKS	_____/4		
C. SOCIALIZATION AND DAILY FUNCTIONS	_____/4	4-7:	an assessment for Rapid Re-housing
D. WELLNESS	_____/6		
<b>GRAND TOTAL</b>	_____/17	8+:	an assessment for Permanent Supportive Housing/Housing First

**TPCH Coordinated Entry**  
**Vulnerability Index – Service Prioritization Decision Assistance Tool (TAY - VI-SPDAT)**  
**Prescreen for HOMELESS YOUTH**

**A. HISTORY OF HOUSING AND HOMELESSNESS**

1. Where do you sleep most frequently? (check one)  
 If Other, please specify
- Shelters
  - Transitional Housing
  - Safe Haven
  - Outdoors
  - Other (specify): \_\_\_\_\_
  - Refused

FOR THE ABOVE, IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1

**SCORE**

2. How long has it been since you lived in permanent stable housing?
- Currently in stable housing
  - Less than 1 year
  - One year or more
  - Refused

3. In the last three years, how many times have you been homeless? (check one)

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- Greater than 10
- Refused

FOR THE ABOVE, IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1

**SCORE**

**B. RISK**

4. *In the past six months, how many times have you...*

- a) Received health care at an emergency department room (check one)

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- Greater than 10
- Refused

- b) Taken an ambulance to the hospital? (check one)

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- Greater than 10
- Refused

- c) Been hospitalized as an inpatient? (check one)

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- Greater than 10
- Refused

- d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? (check one)

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- Greater than 10
- Refused

- e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? (check one)

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- Greater than 10
- Refused

- f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? (check one)

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- Greater than 10
- Refused

FOR THE ABOVE, IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR **EMERGENCY SERVICE USE.**

**SCORE**

**TPCH Coordinated Entry  
Vulnerability Index – Service Prioritization Decision Assistance Tool (TAY - VI-SPDAT)  
Prescreen for HOMELESS YOUTH**

5. Have you been attacked or beaten up since you've become homeless?  Yes  No  Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year?  Yes  No  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.**

**SCORE**

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?  Yes  No  Refused

8. Were you ever incarcerated when younger than age 18?  Yes  No  Refused

**IF "YES" TO THE ABOVE, THEN SCORE 1 FOR LEGAL ISSUES.**

**SCORE**

9. Does anybody force or trick you to do things that you do not want to do?  Yes  No  Refused

10. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't really know, share a needle, or anything like that?  Yes  No  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.**

**SCORE**

**C. SOCIALIZATION & DAILY FUNCTIONING**

11. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money?  Yes  No  Refused

12. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?  Yes  No  Refused

**FOR THE ABOVE, IF "YES" TO QUESTION 11 OR "NO" TO QUESTION 12, THEN SCORE 1 FOR MONEY MANAGEMENT.**

**SCORE**

13. Do you have planned activities each day other than just surviving, that make you feel happy and fulfilled?  Yes  No  Refused

**IF "NO" FOR THE ABOVE, THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY.**

**SCORE**

14. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?  Yes  No  Refused

**IF "NO" FOR THE ABOVE, THEN SCORE 1 FOR SELF-CARE**

**SCORE**

15. *Is your current lack of stable housing...*

a) Because you ran away from your family home, a group home or foster home?  Yes  No  Refused

b) Because of a difference in religious or cultural belief from your parents, guardians or caregivers?  Yes  No  Refused



**TPCH Coordinated Entry  
Vulnerability Index – Service Prioritization Decision Assistance Tool (TAY - VI-SPDAT)  
Prescreen for HOMELESS YOUTH**

- |   |                              |                             |                                  |
|---|------------------------------|-----------------------------|----------------------------------|
| c) Because your family or friends caused you to become homeless?      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |
| d) Because of conflicts around gender identity or sexual orientation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |

**IF "YES" TO THE ABOVE, THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.**

**SCORE**

- |  |                              |                             |                                  |
|--|------------------------------|-----------------------------|----------------------------------|
| e) Because of violence at home between family members?                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |
| f) Because of an unhealthy or abusive relationship, either at home or elsewhere? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR ABUSE/TRAUMA**

**SCORE**

**D. WELLNESS**

- |   |                              |                             |                                      |
|---|------------------------------|-----------------------------|--------------------------------------|
| 16. Have you ever had to leave an apartment, shelter program, or other place you were staying because of physical health?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused     |
| 17. Do you have chronic health issues with your liver, kidneys, stomach, lungs or heart?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused     |
| 18. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused     |
| 19. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused     |
| 20. When you are sick or not feeling well, do you avoid getting medical help?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused     |
| 21. Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A Refused |

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH.**

**SCORE**

- |   |                              |                             |                                  |
|---|------------------------------|-----------------------------|----------------------------------|
| 22. Has your drinking or drug use led you to being kicked out of an apartment or programs where you were staying in the past? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |
| 23. Will drinking or drug use make it difficult for you to stay housed or afford your housing?                                | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |
| 24. If you've ever used marijuana, did you ever try it at age 12 or younger?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE ABUSE.**

**SCORE**

- |   |                              |                             |                                  |
|---|------------------------------|-----------------------------|----------------------------------|
| 25. <i>Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter programs or other place you were staying because of:</i> |                              |                             |                                  |
| a) A mental health issue or concern?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |
| b) A past head injury?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |
| c) A learning disability, developmental disability, or other impairment?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |
| 26. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?                                | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Refused |

**TPCH Coordinated Entry  
Vulnerability Index – Service Prioritization Decision Assistance Tool (TAY - VI-SPDAT)  
Prescreen for HOMELESS YOUTH**

<b>IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH</b>	<b>SCORE</b>
<b>IF THE RESPONDENT SCORED 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY</b>	<b>SCORE</b>
27. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
28. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
<b>IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MEDICATIONS</b>	<b>SCORE</b>

**SCORING SUMMARY**

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY: If the person is 17 years of age or less score 1	_____/1	<b><u>Score</u></b> <b><u>Recommendation</u></b>
A. HISTORY OF HOUSING AND HOMELESSNESS	_____/2	0-3: No moderate or high intensity services be provided at this time
B. RISKS	_____/4	4-7: Assessment for time—limited supports with moderate intensity
C. SOCIALIZATION AND DAILY FUNCTIONS	_____/4	
D. WELLNESS	_____/6	8+: Assessment for long-term housing with high service intensity
<b>GRAND TOTAL</b>	_____/17	

**TPCH Coordinated Entry**  
**Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-FSPDAT)**  
**Prescreen for HOMELESS FAMILIES**

**BASIC INFORMATION**

1. Is either head of household 60 years of age or older?  Yes  No  Refused

FOR EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1	SCORE

2. How many parents are included in this family?  0  1  2  3 or more  Refused

**CHILDREN**

1. How many children under the age of 18 are currently with you?  0  1  2  3 or more  Refused

2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed?  0  1  2  3 or more  Refused

3. **IF HOUSEHOLD INCLUDES A FEMALE:**  
 Is any member of the family currently pregnant? =  Yes  No  N/A Refused

4. *If your family includes children, are any of them:*

- 4.a) ages 6 or younger?  Yes  No  Refused

- 4.b) ages 11 or younger?  Yes  No  Refused

- 4.c) You may use this area to provide a list of children's names and ages:

First Name	Last Name	Age	Date of Birth

FOR THE ABOVE, IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGES 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR <b>FAMILY SIZE</b> .	SCORE

FOR THE ABOVE, IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR <b>FAMILY SIZE</b> .	SCORE

**A. HISTORY OF HOUSING AND HOMELESSNESS**

5. Where do you and your family sleep most frequently? (choose one) If Other, please specify
- Shelters
  - Transitional Housing
  - Safe Haven
  - Outdoors
  - Other (specify): \_\_\_\_\_
  - Refused

FOR THE ABOVE, IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1	SCORE

**TPCH Coordinated Entry  
Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-FSPDAT)  
Prescreen for HOMELESS FAMILIES**

6. How long has it been since you and your family lived in permanent stable housing?  
 Currently in stable housing       Less than 1 year       One year or more       Refused
- 
7. In the last three years, how many times have you and your family been homeless?  
 0    1    2    3    4    5    6    7    8    9    10    Greater than 10    Refused

**FOR THE ABOVE, IF THE FAMILY HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1** **SCORE**

**B. RISKS**

8. *In the past six months, how many times have you or anyone in your family...*
- a) Received health care at an emergency department room  
 0    1    2    3    4    5    6    7    8    9    10    Greater than 10    Refused
- 
- b) Taken an ambulance to the hospital?  
 0    1    2    3    4    5    6    7    8    9    10    Greater than 10    Refused
- 
- c) Been hospitalized as an inpatient?  
 0    1    2    3    4    5    6    7    8    9    10    Greater than 10    Refused
- 
- d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?  
 0    1    2    3    4    5    6    7    8    9    10    Greater than 10    Refused
- 
- e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along?  
 0    1    2    3    4    5    6    7    8    9    10    Greater than 10    Refused
- 
- f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?  
 0    1    2    3    4    5    6    7    8    9    10    Greater than 10    Refused

**FOR THE ABOVE, IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.** **SCORE**

9. Have you or anyone in your family been attacked or beaten up since they've become homeless?       Yes    No    Refused
- 
10. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year?       Yes    No    Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.** **SCORE**

11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live?       Yes    No    Refused

**IF "YES" TO THE ABOVE, THEN SCORE 1 FOR LEGAL ISSUES.** **SCORE**

12. Does anybody force or trick you or anyone in your family to do things that you do not want to do?       Yes    No    Refused

**TPCH Coordinated Entry  
Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-FSPDAT)  
Prescreen for HOMELESS FAMILIES**

13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't really know, share a needle, or anything like that?  Yes  No  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.** **SCORE**  
\_\_\_\_\_

**C. SOCIALIZATION & DAILY FUNCTIONING**

14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money?  Yes  No  Refused

15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?  Yes  No  Refused

**IF FOR THE ABOVE, IF "YES" TO QUESTION 10 OR "NO" TO QUESTION 15, THEN SCORE 1 FOR MONEY MANAGEMENT.** **SCORE**  
\_\_\_\_\_

16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled?  Yes  No  Refused

**FOR THE ABOVE, IF "NO", THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY.** **SCORE**  
\_\_\_\_\_

17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?  Yes  No  Refused

**FOR THE ABOVE, IF "NO" THEN SCORE 1 FOR SELF-CARE** **SCORE**  
\_\_\_\_\_

18. Is your family's current homelessness in any way caused by a relationship that broke that down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?  Yes  No  Refused

**FOR THE ABOVE, IF "YES" THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.** **SCORE**  
\_\_\_\_\_

**D. WELLNESS**

19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family?  Yes  No  Refused

20. Do you or anyone in your family have chronic health issues with your liver, kidneys, stomach, lungs or heart?  Yes  No  Refused

21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family?  Yes  No  Refused

22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?  Yes  No  Refused

23. When someone in your family is sick or not feeling well, does your family avoid getting medical help?  Yes  No  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH** **SCORE**  
\_\_\_\_\_

**TPCH Coordinated Entry  
Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-FSPDAT)  
Prescreen for HOMELESS FAMILIES**

24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or programs where you were staying in the past?  Yes  No  Refused

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing?  Yes  No  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE ABUSE.**** **SCORE**

26. *Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter programs or other place you were staying because of:*

a) A mental health issue or concern?  Yes  No  Refused

b) A past head injury?  Yes  No  Refused

c) A learning disability, developmental disability, or other impairment?  Yes  No  Refused

27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed?  Yes  No  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH**** **SCORE**

28. *If the family answered YES to any **Physical Health questions** 19 through 23 AND Yes to ANY **Substance Use** questions 24 through 25, AND Yes to ANY **MENTAL HEALTH QUESTIONS** 26 THROUGH 27:*

28. a) Does any single member of your household have a medical condition, mental health concern, **and** experience with problematic substance abuse?  Yes  No  N/A Refused

**FOR THE ABOVE, IF "YES", SCORE 1 FOR **TRI-MORBIDITY.**** **SCORE**

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking?  Yes  No  Refused

30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication?  Yes  No  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MEDICATIONS**** **SCORE**

31. **YES OR NO:** Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced?  Yes  No  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **ABUSE AND TRAUMA**** **SCORE**

**TPCH Coordinated Entry  
Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-FSPDAT)  
Prescreen for HOMELESS FAMILIES**

**E. FAMILY UNIT**

32. Are there any children that have been removed from the family by a child protection service within the last 180 days?  Yes  No  Refused
- 
33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing?  Yes  No  Refused

**FOR THE ABOVE, IF "YES", SCORE 1 FOR FAMILY LEGAL ISSUES**

**SCORE**

34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation?  Yes  No  Refused
- 
35. Has any child in the family experienced abuse or trauma in the last 180 days?  Yes  No  Refused
- 
36. **IF THERE ARE SCHOOL AGED CHILDREN:** Do your children attend school more often than not each week?  Yes  No  N/A Refused

**IF "YES", TO ANY OF QUESTIONS 24 OR 35, OR "NO" TO QUESTIONS 36, SCORE 1 FOR NEEDS OF CHILDREN**

**SCORE**

37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that?  Yes  No  Refused
- 
38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed?  Yes  No  Refused

**IF "YES", TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY STABILITY**

**SCORE**

39. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that?  Yes  No  Refused
- 
40. *After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...*
- a) 3 or more hours per day for children ages 13 or older?  Yes  No  Refused
- b) 2 or more hours per day for children aged 12 or younger?  Yes  No  Refused
- 
41. **IF THERE ARE CHILDREN BOTH 12 AND UNDER 13 AND OVER:** Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?  Yes  No  N/A Refused

**FOR THE ABOVE, IF "NO", TO QUESTIONS 39, OR "YES" TO ANY OF QUESTIONS 40 OR 41, SCORE 1 FOR PARENTAL ENGAGEMENT.**

**SCORE**

**TPCH Coordinated Entry  
Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-FSPDAT)  
Prescreen for HOMELESS FAMILIES**

**SCORING SUMMARY**

<b>DOMAIN</b>		<b>SUBTOTAL</b>	<b>RESULTS</b>	
			<b>SCORE</b>	<b>RECOMMENDATION</b>
PRE-SURVEY		_____/2		
A.	HISTORY OF HOUSING AND HOMELESSNESS	_____/2	0-3	No housing
B.	RISKS	_____/4		
C.	SOCIALIZATION AND DAILY FUNCTIONS	_____/4	4-8	an assessment for Rapid Re-Housing
D.	WELLNESS	_____/6		
E.	FAMILY UNIT	_____/4	9+	an assessment for Permanent Supportive Housing/Housing First
<b>GRAND TOTAL</b>		_____/22		



# PROJECTS ACCEPTED NOTIFICATION



**DONATE**

Review the local application materials for the FY 2019 Continuum of Care Program funding Competition in Tucson/Pima County. Organizations interested in applying for new or renewal FY 2019 Continuum of Care Program funds should begin by carefully reviewing the following documents:

- [TPCH – FY 2019 NOFA Competition Overview, Instructions, and Process \(V1 7.19.19\)](#)
- [HUD's FY 2019 Continuum of Care Program NOFA.](#)

## PRELIMINARY FY 2019 CONTINUUM OF CARE RESULTS ANNOUNCED (updated 9/14/19)

The TPCH Independent Review Panel has released the preliminary priority list, project ranking, and tier placement for the FY 2019 HUD Continuum of Care Program funding competition. Project ranking is subject to change at the discretion of the TPCH Board of Directors which will consider the Independent Review Panel's recommendations and eligible appeals, if applicable, at its September 24, 2019 meeting.

Review the preliminary results: [FY 2019 TPCH Preliminary Ranking & Tier Placement \(9.14.19\)](#)

## APPLICATION DEADLINE: AUGUST 21, 2019 – 11:59PM ARIZONA TIME

The Continuum of Care Program requires two applications – the local ZoomGrants application and the Federal e-snaps application. The FY 2019 TPCH Funding Competition Overview, Instructions, and Process document provides additional information regarding this process and is provided in the file library below along with a variety of HUD and TPCH resources to assist experienced and first-time applicants.

- Review materials and submit the local application at <https://www.zoomgrants.com/zgf/fy2019TPCH-CoC>.
- Register for and submit the Federal (e-snaps) application online at <https://esnaps.hud.gov/grantium/frontOffice.jsf>.

### RECENT NEWS

**TPCH Announcements – September 6, 2019**

**News Release: Youth Homelessness Demonstration Program**

**A Grand Challenge – TPCH Centering Youth Collaboration and Racial, Immigration, and LGBTQ+ Equity in Work to End Youth Homelessness**

**TPCH Announcements – August 8, 2019**

**TRAINING: Dynamics of Abuse – Practical Approaches to Working with Victims of Domestic Violence**

### TUCSON PIMA COLLABORATION TO END HOMELESSNESS (TUCSON/PIMA COUNTY CONTINUUM OF CARE) PRELIMINARY PRIORITY LIST & TIER PLACEMENT FOR FY 2019 HUD CONTINUUM OF CARE PROGRAM COMPETITION

*Pending Review and Approval by the TPCH Board. Appeal and approval meeting to be held September 24, 2019 (visit [www.tpch.net/calendar](http://www.tpch.net/calendar) for meeting details).*

#### ACCEPTED AND RANKED APPLICATIONS

RANKED PLACE	APPLICANT ORGANIZATION	PROJECT NAME	GRANT NUMBER	TOTAL BUDGET	RATING SCORE	PROJECT TYPE
1	Pima County CSET HIMS	Pima County HIMS	A200396/011810	\$221,492	Exempt	HIMS
2	Pima County CSET HIMS	Pima County HIMS Expansion	A20168/011803	\$200,000	Exempt	HIMS
3	Our Family Services, Inc.	Secure Futures RRH for Youth	A20186/011801	\$247,026	100.00%	PH-RRH
4	Pima County	La Cuesta	A20055/011811	\$200,399	88.60%	TH
5	Pima County	Project Advent RRH	A20042/011811	\$418,241	83.46%	PH-RRH
6	Community Partnership of Southern Arizona	Medical Respite T1-RRH	A20190/011803	\$244,854	82.86%	TH-RRH
7	City of Tucson	Shelter Plus Care IV - Operation Safe At Home	A20106/011810	\$682,239	86.49%	PH-PSH
8	Pima County	CASA Coalition Assisting Self-Sufficiency Attainment RRH	A20027/011811	\$443,961	88.79%	PH-RRH
9	Our Family Services, Inc.	Your Place Youth RRH	A20201/011803	\$61,459	83.05%	PH-RRH
10	City of Tucson	Tucson/Pima Coordinated Entry Project	REALLLOCATION	\$372,585	Exempt	SSO-CIE
11	Arizona Department of Housing	Shelter Plus Care TRA Pima	A20043/011811	\$652,358	89.19%	PH-RRH
12	Our Family Services, Inc.	Home Again RRH	A20146/011804	\$459,392	82.71%	PH-RRH
13	Our Family Services, Inc.	Home Again Expansion	REALLLOCATION	\$208,358	Exempt	PH-RRH
14	Old Pueblo Community Foundation	Agape Project	A20169/011803	\$64,235	84.95%	PH-PSH
15	Our Family Services, Inc.	Homes First PSH	A20143/011804	\$214,187	82.88%	PH-PSH
16	Pima County	One Stop Rapid Rehousing	A20167/011803	\$201,545	84.11%	PH-RRH
17	Community Partnership of Southern Arizona	Frontiers	A20110/011803	\$199,313	79.26%	PH-PSH
18	Old Pueblo Community Foundation	Oasis Project	A20037/011811	\$196,391	81.31%	PH-PSH
19	Southern Arizona AIDS Foundation	Long Term Housing	A20034/011811	\$68,080	82.88%	PH-PSH
20	City of Tucson	ECOP Permanent Supportive Housing Program	A20161/011803	\$660,631	77.48%	PH-PSH
21	Emergent Center Against Domestic Abuse	Emergent - RRH for Survivors of Domestic Abuse	A20147/011804	\$61,835	75.70%	PH-RRH
22	City of Tucson	Shelter Plus Care Partnership (SPC-P)	A20044/011811	\$695,656	65.77%	PH-PSH
23	La Frontera Center, Inc.	Sonora House - Safe Haven	A20047/011811	\$433,245	67.37%	SH
24	Old Pueblo Community Foundation	Old Pueblo My Home Project	A20158/011803	\$61,478	74.77%	PH-PSH
25	Community Bridges, Inc.	CBH Tucson PSH	REALLCOG-BONUS	\$203,841	Exempt	PH-PSH
26	Emergent Center Against Domestic Abuse	Supporting Survivors of Domestic Abuse through Rapid Rehousing	DV BONUS	\$205,628	Exempt	PH-RRH
27	Community Partnership of Southern Arizona	Project Bimester	A20159/011804	\$34,714	71.62%	PH-PSH
28	Southern Arizona AIDS Foundation	Positive Housing Opportunities II	A20041/011811	\$48,065	73.87%	PH-PSH
29	Southern Arizona AIDS Foundation	Pathways	A20036/011811	\$128,177	63.98%	PH-PSH
30	Pima County	Project Advent Expansion	COC BONUS	\$208,000	Exempt	PH-RRH
Tier 1 Total				\$7,837,867		
Annual Renewal Demand				\$8,334,209		
COC Bonus Total				\$418,358		
DV Bonus Total				\$205,628		
Tucson/Pima County Total				\$8,856,285		

#### REJECTED/WITHDRAWN APPLICATIONS

APPLICATION STATUS	APPLICANT ORGANIZATION	PROJECT NAME	GRANT NUMBER	TOTAL BUDGET	RATING SCORE	PROJECT TYPE
Withdrawn	TMSI Family Services	Permanent Supportive Housing for People Experiencing Homelessness	REALLLOCATION	\$211,333	Exempt	PH-PSH
Rejected	Interfaith Community Services	ICS Rapid Rehousing	REALLLOCATION	\$208,307	Exempt	PH-RRH

PUBLISHED SEPTEMBER 14, 2019

Jason Thorpe - [EXTERNAL]TPCH Releases Preliminary FY 2019 HUD Continuum of Care Program Funding Competition R

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**From:** Tucson Pima Collaboration to End Homelessness <tpch@tucsonaz.gov>  
**To:** Jason Thorpe <Jason.thorpe@tucsonaz.gov>  
**Date:** 9/14/2019 4:52 PM  
**Subject:** [EXTERNAL]TPCH Releases Preliminary FY 2019 HUD Continuum of Care Program Competition Results

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[View this email in your browser](#)



***TPCH Releases Preliminary Priority List and Tier Placement for FY 2019 HUD Continuum of Care Program Funding Competition***

The TPCH Independent Review Panel has competitively reviewed and ranked all renewal and new project applications for FY 2019 HUD Continuum of Care Program funds. The Preliminary Priority List and Tier Placement identifies all project applications which have been accepted and ranked into two tiers per HUD requirements. The document also identifies project applications which were rejected by the CoC Reallocation and Bonus Selection Panel or withdrawn by the project applicant prior to review.

The Preliminary Priority List and Tier Placement is posted at <https://tpch.net/about/nofa-documents/fy-2019/>.

Preliminary rankings are subject to change at the discretion of the TPCH Board of Directors. The TPCH Board will publicly review the Independent Review Panel's recommendations and eligible appeals at its regularly scheduled September 24, 2019 CoC Board Meeting. The meeting agenda includes a Call to the Public during which community input is requested.

**MEETING DETAILS**

September 24, 3:00PM  
Pima County Housing Center  
801 W. Congress Street  
Tucson, AZ 85705

**PROJECT APPLICANT APPEALS**

Project applicants may appeal ranking recommendations only for eligible causes as outlined in the [TPCH FY 2019 Continuum of Care Program Competition Summary, Instructions, and Process](#). Eligible appeals must be submitted in writing at <https://www.surveymonkey.com/r/TPCH-FY2019-CoC-Appeal> on or before 12pm Arizona Time on Thursday, September 19.

Appeals submitted after the published deadline, for ineligible causes, or through any means other than online form above will not be considered.

If you have questions concerning the project ranking or appeals process, please email [tpch@tucsonaz.gov](mailto:tpch@tucsonaz.gov).



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You are receiving this email because you opted in via our website, signed up at a TPCH meeting or event, or receive HUD Continuum of Care grant funds through the Tucson Pima Collaboration to End Homelessness and/or Emergency Solutions Grants subawards in Pima County.

**Our mailing address is:**

Tucson Pima Collaboration to End Homelessness  
c/o City of Tucson HCD  
310 N. Commerce Park Loop, Santa Rita Building, First Floor  
Tucson, Az 85726

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Online		Sent Items		
		To	Subject	Date
Frequently Used Folders				
NOFA Communications (57)				
Monitoring (50)				
Complete (19)				
Multi-User Columns				
AAQ (4)				
Mobile Notes				
Work In Progress (3)				
		Janet Lennox	Re: [EXTERNAL]Final TPCH check	9/13/2019 6:47 PM
		jason_thorpe@outlook.com	Fwd: [EXTERNAL]Tucson Homeless Connect FB Event	9/13/2019 6:45 PM
		Jason.Thorpe@tucsonaz.gov	Fwd: [EXTERNAL]Tucson Homeless Connect FB Event	9/13/2019 6:45 PM
		jsnyder@tmmfs.org; carolynowensgrantwriter@gmail.com	Application Withdrawal Confirmation	9/13/2019 6:06 PM
		jsnyder@tmmfs.org; carolynowensgrantwriter@gmail.com	CoC Application	9/13/2019 5:59 PM
		tkromer@icstucson.org; Tricia Yeggy	Application Declined - ICS Rapid Rehousing	9/13/2019 5:50 PM
		Tricia Yeggy; tkromer@icstucson.org	Notice Regarding CoC Application Forthcoming	9/13/2019 5:36 PM
		India Ramon	CE Engr Group	9/13/2019 5:31 PM

**Jason Thorpe - Application Declined - ICS Rapid Rehousing**

---

**From:** Jason Thorpe  
**To:** tkromer@icstucson.org; Tricia Yeggy  
**Date:** 9/13/2019 5:50 PM  
**Subject:** Application Declined - ICS Rapid Rehousing  
**Cc:** TPCH; claudiap@email.arizona.edu

---

Hello Mr. Kromer and Ms. Yeggy,

This email is to confirm our recent telephone conversation and formally inform you that Interfaith Community Services' application for FY 2019 HUD Continuum of Care Program funds has been rejected Tucson Pima Collaboration to End Homelessness (TPCH) in its capacity as the Tucson/Pima County Continuum of Care.

Reason for Rejection: TPCH received requests for CoC Reallocation and Bonus funds which exceeded the maximum amount available through HUD. Each CoC Reallocation and Bonus application was competitively reviewed by the independent CoC Reallocation and Bonus Project Selection Panel for threshold eligibility project quality, consistency with HUD and local priorities, community needs, and cost effectiveness as outlined in the TPCH FY 2019 Continuum of Care Program Funding Competition Overview, Instructions, Process for Tucson/Pima County. The Selection Panel found that other applications exhibited greater cost effectiveness and were more closely aligned with current community needs.

I want to thank you again for your application and your continued participation in the Continuum of Care. We do hope that you will consider applying next year. Please email [tpch@tucsonaz.gov](mailto:tpch@tucsonaz.gov) if you have any questions or concerns regarding this decision.

Jason M. Thorpe  
Collaborative Applicant Coordinator  
[\(520\) 837-5331](tel:(520)837-5331)

City of Tucson  
Housing & Community Development  
310 N. Commerce Park Loop  
Santa Rita Building

**Jason Thorpe - Application Withdrawal Confirmation**

---

**From:** Jason Thorpe  
**To:** jsnyder@tmmfs.org; carolynowensgrantwriter@gmail.com  
**Date:** 9/13/2019 6:06 PM  
**Subject:** Application Withdrawal Confirmation  
**Cc:** TPCHE; claudiap@email.arizona.edu

---

Hello Ms. Snyder and Ms. Owens,

This email is to confirm your email correspondence dated August 22, 2019 informing the Tucson Pima Collaboration to End Homelessness that TMM Family Services wished to withdraw its application for FY HUD Continuum of Care Program funds. Per your correspondence, the application was withdrawn from competition and was not competitively reviewed or ranked. The original application is e-snaps has been rejected.

Reason for Rejection: Applicant withdrew application upon receiving notice of ineligible costs that would require budget modification to the application.

I want to thank you again for your application and your continued participation in the Continuum of Care. We do hope that you will consider applying next year. Please email [tpch@tucsonaz.gov](mailto:tpch@tucsonaz.gov) if you have any questions or concerns regarding this decision.

Jason M. Thorpe  
Collaborative Applicant Coordinator  
[\(520\) 837-5331](tel:(520)837-5331)

City of Tucson  
Housing & Community Development  
310 N. Commerce Park Loop  
Santa Rita Building

# LOCAL COMPETITION DEADLINE

## WEBSITE POSTING TO WWW.TPCH.NET

The screenshot shows the TPCH website homepage. The navigation bar includes links for CONTACT, CALENDAR, FACEBOOK, and a language dropdown set to English. A prominent orange 'DONATE' button is on the right. The main header features the TPCH logo and a navigation menu with HOME, ABOUT, DATA, COMMITTEES, NEWS, and RESOURCES. Below the header is a banner image of a building with the text 'FY 2019 NOFA Headquarters'. The main content area is titled 'The FY 2019 CoC Program Competition is Now Open'. It states that TPCH has released local application materials for the FY 2019 Continuum of Care Program Funding Competition. A red arrow points to the 'APPLICATION DEADLINE: AUGUST 21, 2019 - 11:59PM ARIZONA TIME'. Below this, it explains that two applications are required: a local ZoomGrants application and a Federal e-snaps application. A list of resources includes the competition overview and HUD's NOFA. A sidebar on the right contains a search bar and a 'RECENT NEWS' section with several news items.

**The FY 2019 CoC Program Competition is Now Open**

TPCH has released the local application materials for the FY 2019 Continuum of Care Program Funding Competition in Tucson/Pima County. Organizations interested in applying for new or renewal FY 2019 Continuum of Care Program funds should begin by carefully reviewing the following documents:

- TPCH – FY 2019 NOFA Competition Overview, Instructions, and Process (V1 7.19.19)
- HUD's FY 2019 Continuum of Care Program NOFA.

**APPLICATION DEADLINE: AUGUST 21, 2019 – 11:59PM ARIZONA TIME**

The Continuum of Care Program requires two applications – the local ZoomGrants application and the Federal e-snaps application. The FY 2019 TPCH Funding Competition Overview, Instructions, and Process document provides additional information regarding this process and is provided in the file library below along with a variety of HUD and TPCH resources to assist experienced and first-time applicants.

- Review materials and submit the local application at <https://www.zoomgrants.com/zgf/FY2019TPCH-CoC>.
- Register for and submit the Federal (e-snaps) application online at <https://esnaps.hud.gov/grantium/frontOffice.jsf>.

This screenshot shows the same TPCH website page but scrolled down to reveal more content. The 'APPLICATION DEADLINE' section is repeated. Below it, there is a section for 'APPLICANT ORIENTATION SESSIONS' which states that TPCH will host two online orientation sessions on August 2, 2019. It provides links for 'Renewal Application Webinar' (9:30AM) and 'New Project Application Webinar' (1:30PM). The 'HUD RESOURCES' section mentions that the NOFA for the FY 2019 CoC Program Competition has been posted to the HUD Exchange. The 'LOCAL RESOURCES' section advises applicants to read the competition overview and other documents in the Document Library. A 'QUESTIONS' section is also visible at the bottom of the page.

**APPLICATION DEADLINE: AUGUST 21, 2019 – 11:59PM ARIZONA TIME**

The Continuum of Care Program requires two applications – the local ZoomGrants application and the Federal e-snaps application. The FY 2019 TPCH Funding Competition Overview, Instructions, and Process document provides additional information regarding this process and is provided in the file library below along with a variety of HUD and TPCH resources to assist experienced and first-time applicants.

- Review materials and submit the local application at <https://www.zoomgrants.com/zgf/FY2019TPCH-CoC>.
- Register for and submit the Federal (e-snaps) application online at <https://esnaps.hud.gov/grantium/frontOffice.jsf>.

**APPLICANT ORIENTATION SESSIONS**

TPCH will host two online orientation sessions for new and renewal project applicants on August 2, 2019.

[RSVP Here for Renewal Application Webinar](#) (August 2, 9:30AM Arizona time) – Mandatory for all renewal project applicants

[RSVP Here for New Project Application Webinar](#) (August 2, 1:30PM Arizona time) – Strongly encouraged for all new project applicants

**HUD RESOURCES**

The Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2019 Continuum of Care (CoC) Program Competition has been posted to the [FY 2019 CoC Program Competition: Funding Availability](#) page on the HUD Exchange. Additional resources are available on the [e-snaps](#) page on the HUD Exchange.

**LOCAL RESOURCES**

Before completing the local and Federal applications, applicants should read and familiarize themselves with the [TPCH – FY 2019 NOFA Competition Overview, Instructions, and Process \(V1 7.19.19\)](#), as well as the other resource documents provided in the Document Library at the bottom of this page library.

**QUESTIONS**

Safari File Edit View History Bookmarks Window Help | tpch.net/about/nofa-documents/fy-2019/ | Fri Jul 19 4:03 PM

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## QUESTIONS

If you have questions related to the local application process or ZoomGrants, please contact [tpch@tucsonaz.gov](mailto:tpch@tucsonaz.gov) and allow 2-3 business days for a reply.

If you have questions related to HMIS participation or requirements in Tucson/Pima County, please contact [hmishelp@pima.gov](mailto:hmishelp@pima.gov) and allow 2-3 business days for a reply.

If you have questions pertaining to *e-snaps* technical issues or the FY 2019 CoC Program Competition, submit your questions to HUD using the *e-snaps* [Ask A Question \(AAQ\) portal](#). To submit a question to the *e-snaps* AAQ portal, select "e-snaps" from the "My question is related to" dropdown list on Step 2 of the question submission process.

If you have questions related to the CoC Program interim rule or related Federal policies, submit your questions to the CoC Program [AAQ portal](#). To submit a question to the CoC AAQ portal, select "CoC: Continuum of Care Program" from the "My question is related to" dropdown list on Step 2 of the question submission process.

## NOFA TIMELINE

*Posted July 19, 2019. We will note and date any updates to the timeline as they occur.*

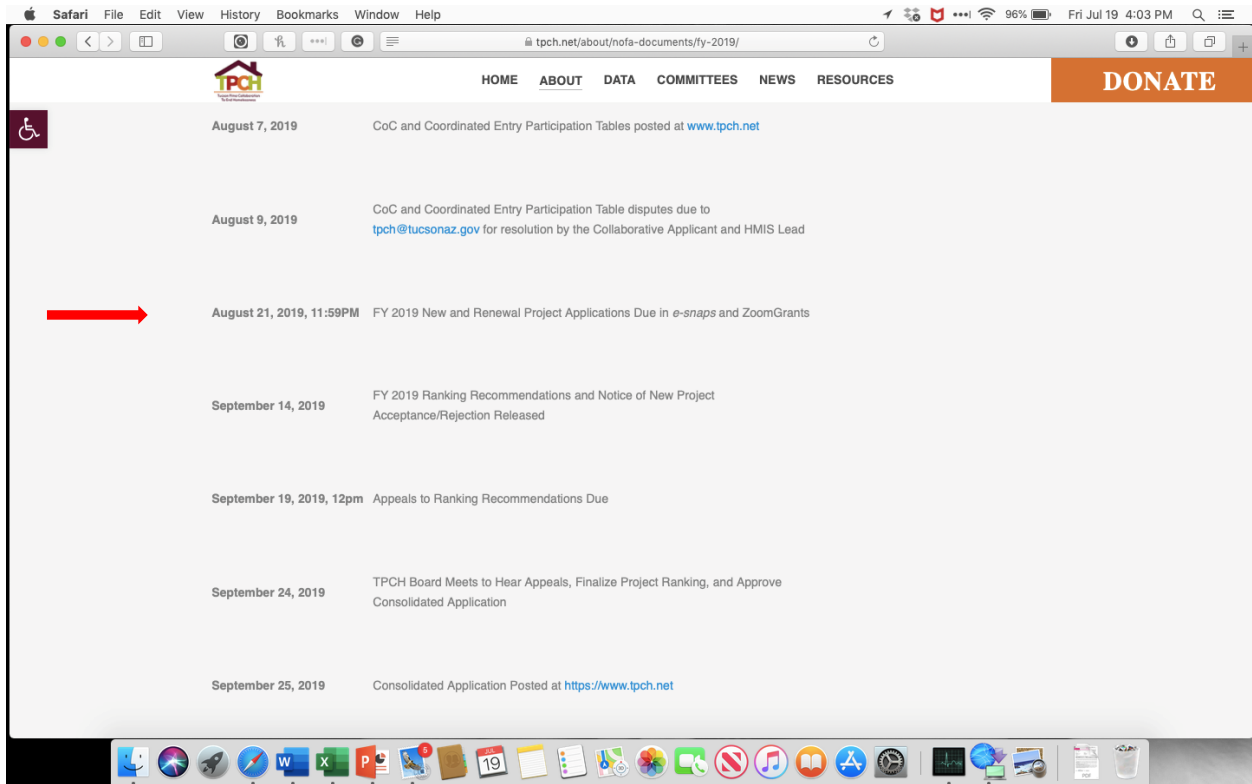
July 3, 2019	FY 2019 CoC NOFA Released by HUD
July 9, 2019	FY 2019 CoC New/Renewal Project Applications Released by HUD
July 10, 2019	FY 2019 CoC Renewal Project Intent to Renew Form Released by TPCH

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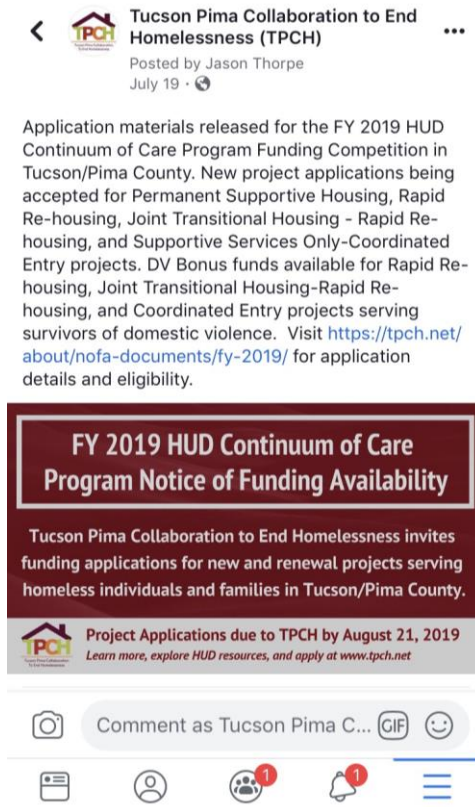
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July 10, 2019	FY 2019 CoC Renewal Project Intent to Renew Form Released by TPCH
July 16, 2019	FY 2019 CoC Funding Competition Process and Materials for Tucson/Pima County Approved by TPCH Board
July 19, 2019	FY 2019 CoC Funding Competition Process and Application Materials for Tucson/Pima County Released by TPCH
July 22, 2019, 12pm	FY 2019 CoC Renewal Project Intent to Renew Forms Due
August 2, 2019, 10:30am	FY 2019 CoC Renewal Project Application Training Session/Q&A Mandatory for all CoC Renewal Project Applicants
August 2, 2019 1:30pm	FY 2019 CoC New Project Application Training Session/Q&A Strongly encouraged for all CoC New Project Applicants
August 7, 2019	CoC and Coordinated Entry Participation Tables posted at <a href="http://www.tpch.net">www.tpch.net</a>





## SOCIAL MEDIA POSTING FACEBOOK – 7/19/19



# EMAIL POSTING – 7/19/19

## SYSTEM GENERATED MAILCHIMP REPORT OF DISTRIBUTION

The screenshot shows the Mailchimp interface for a campaign titled "Invitation To Apply For FY 2019 Continuum Of Care Program Funds In Tucson/Pima County". The campaign is in the "Details" view, showing various metadata fields. A red arrow points to the "Delivery date & time" field, which is set to "Fri, Jul 19, 2019 4:10 pm". The "Campaign URL" is a long tracking link. The "From name" is "Tucson Pima Collaboration to End Homelessness" and the "From email" is "tpch@tucsonaz.gov". The "Subject line" and "Preview text" are also visible. The "Recipients" field indicates the campaign was sent to the audience "Tucson Pima Collaboration to End Homelessness".

Field	Value
Campaign URL	<a href="https://mailchi.mp/127adabc5e23/invitation-to-apply-for-fy-2019-continuum-of-care-program-funds-in-tucsonpima-county">https://mailchi.mp/127adabc5e23/invitation-to-apply-for-fy-2019-continuum-of-care-program-funds-in-tucsonpima-county</a>
Delivery date & time	Fri, Jul 19, 2019 4:10 pm
From name	Tucson Pima Collaboration to End Homelessness
From email	tpch@tucsonaz.gov
Subject line	Invitation to Apply for FY 2019 Continuum of Care Program Funds in Tucson/...
Preview text	TPCH seeks new and renewal applications for FY 2019 HUD CoC Program fun...
Recipients	Sent to audience: Tucson Pima Collaboration to End Homelessness

Jason Thorpe - [EXTERNAL]Invitation to Apply for FY 2019 Continuum of Care Program Funds in Tucson/Pima Cou

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**From:** Tucson Pima Collaboration to End Homelessness <tpch@tucsonaz.gov>  
**To:** Jason Thorpe <Jason.thorpe@tucsonaz.gov>  
**Date:** 7/19/2019 4:10 PM  
**Subject:** [EXTERNAL]Invitation to Apply for FY 2019 Continuum of Care Program Funds in Tucson/Pima County

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[View this email in your browser](#)



## FY 2019 HUD Continuum of Care Program Notice of Funding Availability

**Tucson Pima Collaboration to End Homelessness invites funding applications for new and renewal projects serving homeless individuals and families in Tucson/Pima County.**



**Project Applications due to TPCH by August 21, 2019**  
*Learn more, explore HUD resources, and apply at [www.tpch.net](http://www.tpch.net)*

**ANNOUNCEMENT: JULY 19, 2019**

TPCH has released the local application materials for the FY 2019 Continuum of Care Program Funding Competition in Tucson/Pima County.

Organizations interested in applying for new or renewal FY 2019 Continuum of Care Program funds should begin by carefully reviewing HUD's FY 2019 Continuum of Care Program NOFA and the TPCH FY 2019 CoC Program Overview, Instructions, and Review Process.

All application materials are available at <http://www.tpch.net/about/nofa-documents/fy-2019> along with a variety of HUD and TPCH resource

[RSVP for New Project Application Webinar](#) (August 2, 1:30PM Arizona time) - Strongly encouraged for all new project applicants



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You are receiving this email because you opted in via our website, signed up at a TPCH meeting or event, or receive HUD Continuum of Care grant funds through the Tucson Pima Collaboration to End Homelessness and/or Emergency Solutions Grants subawards in Pima County.

Our mailing address is:  
Tucson Pima Collaboration to End Homelessness  
c/o City of Tucson HCD  
310 N. Commerce Park Loop, Santa Rita Building, First Floor  
Tucson, Az 85726

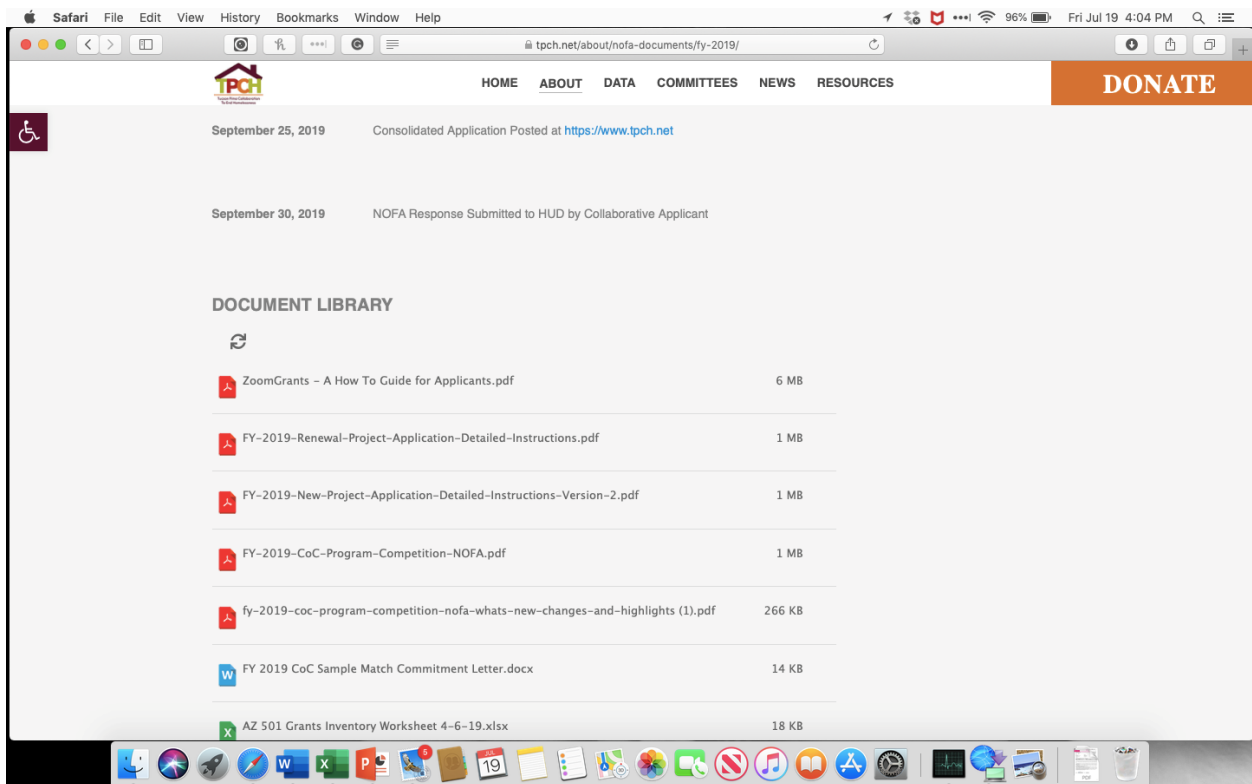
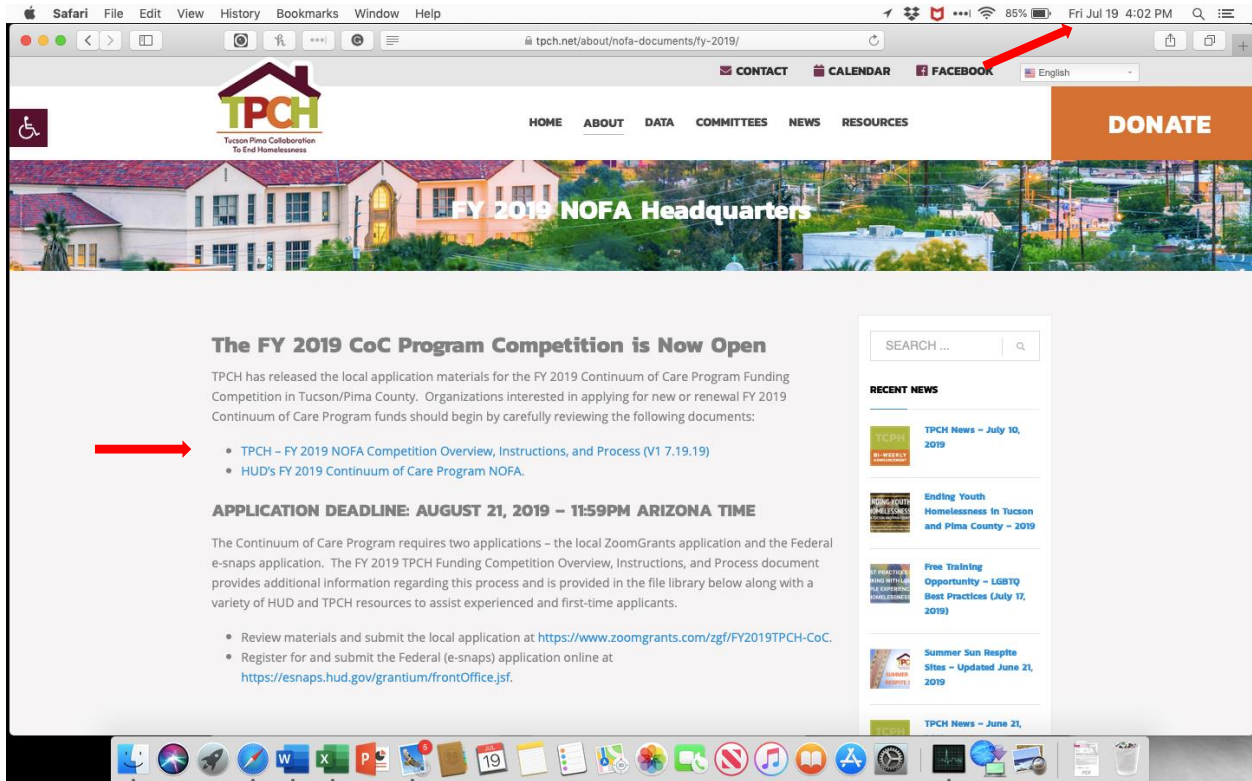
[Add us to your address book](#)

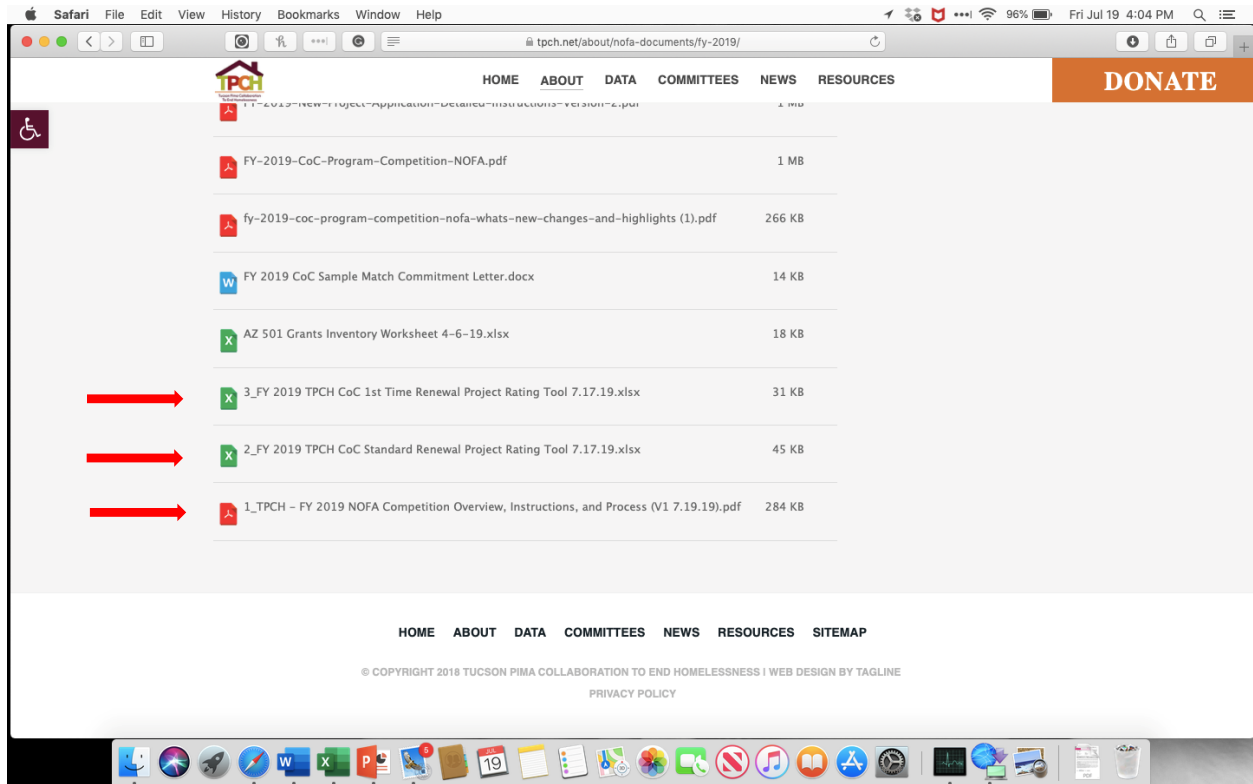
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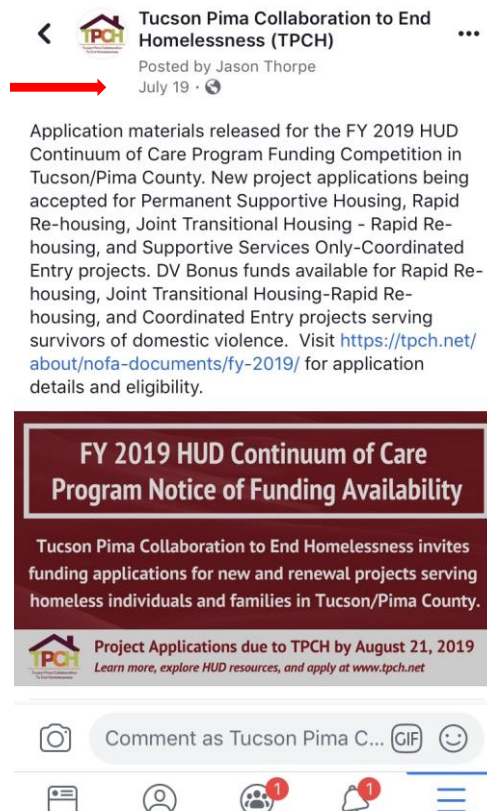
# PUBLIC POSTING – ANNOUNCEMENT OF LOCAL COMPETITION

## WEBSITE POSTING TO WWW.TPCH.NET (7/19/19)





## SOCIAL MEDIA POSTING FACEBOOK – 7/19/19



# EMAIL POSTING – 7/19/19

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Field	Value
Campaign URL	<a href="https://mailchi.mp/127adabc5e23/invitation-to-apply-for-fy-2019-continuum-of-care-program-funds-in-tucsonpima-county">https://mailchi.mp/127adabc5e23/invitation-to-apply-for-fy-2019-continuum-of-care-program-funds-in-tucsonpima-county</a>
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Recipients	Sent to audience: Tucson Pima Collaboration to End Homelessness

Jason Thorpe - [EXTERNAL]Invitation to Apply for FY 2019 Continuum of Care Program Funds in Tucson/Pima Cou

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[View this email in your browser](#)



## FY 2019 HUD Continuum of Care Program Notice of Funding Availability

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**Project Applications due to TPCH by August 21, 2019**  
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You are receiving this email because you opted in via our website, signed up at a TPCH meeting or event, or receive HUD Continuum of Care grant funds through the Tucson Pima Collaboration to End Homelessness and/or Emergency Solutions Grants subawards in Pima County.

Our mailing address is:  
Tucson Pima Collaboration to End Homelessness  
c/o City of Tucson HCD  
310 N. Commerce Park Loop, Santa Rita Building, First Floor  
Tucson, Az 85726

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# FY 2019 HUD CONTINUUM OF CARE PROGRAM FUNDING COMPETITION

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Competition Overview, Instructions, and  
Process for Tucson/Pima County



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# OVERVIEW

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## Funding Opportunity

The United States Department of Housing and Urban Development (HUD) issues a Notice of Funding Availability (NOFA) for Continuum of Care (CoC) Program funds for housing programs and services for people experiencing homelessness annually. The Tucson Pima Collaboration to End Homelessness (TPCH) is designated by HUD as the AZ-501 Tucson/Pima County Continuum of Care and is responsible for preparing the CoC's application for HUD CoC funds.

HUD's CoC Program serves as a source of critical funding for the wide array of homeless services and supportive housing in Tucson and throughout Pima County. In FY 2018, HUD funded 25 transitional and permanent housing project grants, one Safe Haven project grant, two dedicated HMIS project grants, and one CoC Planning grant in Pima County totaling more than \$8.5M in Federal resources.

The FY 2019 CoC Program NOFA was released by HUD on July 3, 2019 and is available at <https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>. Consistent with HUD requirements, TPCH is administering the local competition for renewal and new applications for CoC Program funds.

This document outlines the process for submitting new and renewal project applications under the [FY 2019 HUD NOFA](#) and the process to be used by TPCH to evaluate and prioritize those applications. To ensure the CoC consolidated application is competitive and strategically developed to maximize federal funding, TPCH reserves the right to amend these requirements and/or issue additional instructions, clarifications, or corrections as needed.

These instructions are not a substitute for reading the FY 2019 CoC Program NOFA and do not include all instructions, requirements or details provided by HUD. Applicants are strongly encouraged to read the FY 2019 CoC Program NOFA and supporting documents provided at <https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices> in order to prepare a complete, accurate, and responsive application for funds.

## FY 2019 CoC Program Application Orientation Sessions

TPCH will conduct two on-line orientation sessions for CoC project applicants on August 2, 2019. All renewal project applicants are required to have at least one organizational representative attend the renewal application orientation session. New project applicants are strongly encouraged to have one or more representatives attend the project orientation session.

<b>Renewal Application Orientation/Q&amp;A:</b> <i><u>Mandatory for all Renewal Projects</u></i>	Friday, August 2 2019: 10:30 AM Appx. 60 minutes
<b>New Project Application Orientation/Q&amp;A:</b> <i><u>Strongly Encouraged for all New Projects</u></i>	Friday, August 2, 2019: 1:30 PM Appx. 90 minutes

Register for orientation sessions at <https://tpch.net/about/nofa-documents/fy-2019/>.

## Eligible Applicants

To apply for CoC Program funds, all applicants must meet the eligibility requirements defined in Section V. of the [FY 2019 CoC Program NOFA](#). Renewal project applications may only be submitted by the current project grantee or, in the case of grant transfers, by the existing CoC grantee to which the project is being transferred as approved by TPCH and/or HUD.

## Estimated Funding Available

The exact amount of HUD funding that will be made available to the CoC is unknown and, as in past years, the CoC is required to rank all project applications competitively in two tiers based on the project's consistency with HUD and local priorities, project performance, and the applicant's capacity to successfully administer the federal award. The sole exception to this ranking requirement is the CoC Planning Grant which is not competitively ranked.

HUD has released the [FY 2019 CoC Estimated Annual Renewal Demand Report](#) which provides the Preliminary Pro Rata Need (PPRN), estimated Annual Renewal Demand (ARD), estimated Tier 1 amount, and the amount of CoC Bonus, DV Bonus, and CoC Planning Grant funding available for new project applications.

FY 2019 Estimated Annual Renewal Demand Report – Tucson/Pima County	
Preliminary Pro Rata Need (PPRN)	\$6,172,731
Estimated Annual Renewal Demand (ARD)	\$8,334,229
Tier 1	\$7,837,867
Tier 2	\$496,362 (renewal) + CoC Bonus = \$913,077
Funding Available for CoC Bonus Projects	\$416,715 (included in Tier 2 above)
Funding Available for DV Bonus Projects	\$617,273
Funding Available for CoC Planning	\$250,029

## Local Priorities – Renewal Projects

TPCH has identified the following priorities for renewal projects (listed in no particular order). Local renewal priorities reflect community need, the presence of unique beneficiary service needs, existing system gaps, and community values. Priorities are accounted for in final project ranking alongside project performance. Meeting one or more local priorities does not prevent a lower-performing project from being placed in Tier 2 or being subject to reallocation.

- Projects dedicated for families with children under the age of 18
- Projects dedicated for youth ages 24 and younger
- Projects dedicated for survivors of domestic violence, dating violence, and stalking
- Safe Haven component project
- HMIS component projects

- Projects demonstrating capacity and high-quality approaches to serving people experiencing homelessness throughout Pima County including tribal and rural communities outside the metropolitan reach.

The administration of an HMIS is required by HUD. The TPCH Board has determined that both HMIS component renewal projects shall be placed in Tier 1 to ensure the CoC's continued and effective HMIS operations.

## Local Priorities – New Projects

TPCH invites new project applications for any project types allowed under the FY 2019 Continuum of Care Program NOFA. Projects will be competitively reviewed based on applicant capacity, prior experience with the same or similar projects, community need, proposal quality, and other factors. The following priorities have been established by TPCH for new projects and reflect identified community needs and gaps. These represent the CoC's top priorities for CoC Bonus, DV Bonus, and Reallocation funds.

- Support Services Only – Coordinated Entry Project
- Projects demonstrating capacity and high-quality approaches to serving people experiencing homelessness throughout Pima County including tribal and rural communities outside the metropolitan reach
- Projects Dedicated for Survivors of Domestic Violence, Dating Violence, and Stalking
- Expansion Projects to Expand High-Performing Permanent Housing Projects\*

For the purpose of prioritizing new projects, high-performing projects shall be defined as renewal projects in the top 25% of FY 2019 renewal project rating tool scores. HMIS component projects are excluded from this calculation.

## Reallocation

TPCH has determined that all current CoC projects are eligible for renewal application and that no projects are subject to involuntary reallocation during the FY 2019 CoC Program competition due to underspending or underperformance. The TPCH Board of Directors strongly urges each CoC Program grant recipient to evaluate how their projects can best serve their participants and the community and to consider reallocating either all or a portion of their grant either to a different program component or for expansion of existing higher-performing projects if possible. Those who are considering reallocation and have questions about the process should email [tpch@tucsonaz.gov](mailto:tpch@tucsonaz.gov) as early as possible.

## Application Types

Project applications may be submitted under multiple choices as further described in the [FY 2019 HUD CoC Program NOFA](#). These include:

Current CoC Projects may apply to:

- Renew the existing CoC project as it currently operates (renewal project)
- Transition the project from one project component to another over a 12-month grant period (transition grant)
- Consolidate one or more renewal projects of the same component type into one project (grant consolidation)

New Project applications may be submitted to:

- Launch a new Permanent Supportive Housing, Rapid Rehousing, Joint Transitional Housing- Rapid Rehousing, HMIS, or Support Services Only Coordinated Entry project including projects dedicated for victims of domestic violence, dating violence, and stalking
- Expand an existing eligible project
- Transition a renewal project to another project component (see above)
- Consolidate one or more renewal projects (see above)

## Key Dates

All times listed are in Arizona time. Late submissions may be subject to penalties up to and including rejection and forfeiture of CoC renewal funds.

<b>July 3, 2019</b>	FY 2019 CoC NOFA Released by HUD
<b>July 9, 2019</b>	FY 2019 CoC New/Renewal Project Applications Released by HUD
<b>July 10, 2019</b>	FY 2019 CoC Renewal Project Intent to Renew Form Released by TPCH
<b>July 16, 2019</b>	FY 2019 CoC Funding Competition Process and Materials for Tucson/Pima County Approved by TPCH Board
<b>July 19, 2019</b>	FY 2019 CoC Funding Competition Process and Application Materials for Tucson/Pima County Released by TPCH
<b>July 22, 2019 12pm</b>	FY 2019 CoC Renewal Project Intent to Renew Forms Due
<b>August 2, 2019 10:30am</b>	FY 2019 CoC Renewal Project Application Training Session/Q&A Mandatory for all CoC Renewal Project Applicants
<b>August 2, 2019 1:30pm</b>	FY 2019 CoC New Project Application Training Session/Q&A Mandatory for all CoC New Project Applicants

<b>August 7, 2019</b>	CoC and Coordinated Entry Participation Tables posted at <a href="http://www.tpch.net">www.tpch.net</a>
<b>August 9, 2019</b>	CoC and Coordinated Entry Participation Table disputes due to <a href="mailto:tpch@tucsonaz.gov">tpch@tucsonaz.gov</a> for resolution by the Collaborative Applicant and HMIS Lead
<b>August 21, 2019 11:59pm</b>	FY 2019 New and Renewal Project Applications Due in e-snaps and ZoomGrants
<b>September 14, 2019</b>	FY 2019 Ranking Recommendations and Notice of New Project Acceptance/Rejection Released
<b>September 19, 2019 12pm</b>	Appeals to Ranking Recommendations Due
<b>September 24, 2019</b>	TPCH Board Meets to Hear Appeals, Finalize Project Ranking, and Approve Consolidated Application
<b>September 25, 2019</b>	Consolidated Application Posted at <a href="http://www.tpch.net">www.tpch.net</a>
<b>September 30, 2019</b>	NOFA Response Submitted to HUD by Collaborative Applicant

## Renewal Project Applications

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All current CoC-funded projects are eligible for renewal through this competition. **Renewal project applications are due by 11:59pm Arizona time on August 21, 2019.**

Late submissions will be subject to a penalty of 10 points per calendar day on the FY 2019 Tucson/Pima County Ranking Tool up to a maximum of 60 points. Renewal projects not submitted within 6 calendar days of the published due date will be reallocated or may be transferred to another existing CoC grantee at the discretion of the TPCH Board.

Incomplete submissions will be deemed late and subject to the same penalties described above. Late penalties will continue to accrue until all required information is submitted. Application completeness is the sole responsibility of the applicant. Applications will be reviewed by the Collaborative Applicant and applications found to have minor omissions, as determined by the non-conflicted officers of the TPCH Board, shall be notified of such omissions and given until 11:59pm on the following business day to submit corrected and complete documents. Following the 1 business day grace period for minor omissions, penalty points shall accrue as described above.

### Intent to Renew Form

As communicated by email on July 10, 2019, each existing CoC project is required to submit the Intent to Renew Form no later than 12pm Arizona time on July 22, 2019. The Intent to Renew Form is available at [https://www.surveymonkey.com/r/FY19\\_CoC\\_Project\\_Intent\\_to\\_Renew\\_Form](https://www.surveymonkey.com/r/FY19_CoC_Project_Intent_to_Renew_Form).



## Renewal Application Materials

Local and HUD project applications must be submitted electronically unless the applicant has obtained a Waiver of Electronic Submission Requirements from HUD. Applicants who have obtained a waiver must contact [tpch@tucsonaz.gov](mailto:tpch@tucsonaz.gov) or call the Collaborative Applicant Coordinator at (520) 837-5331 no later than August 15, 2019 to arrange for paper documents. Applicants requesting a waiver of local electronic submission requirements will be required to provide a copy of the waiver issued by HUD.

The renewal project application consists of four parts. These include:

**ESNAPS Renewal Project Application:** Projects must complete and submit the HUD Renewal Project Application including all required standard forms, certifications, and attachments. The HUD Renewal Project Application is submitted online using HUD's web-based *esnaps* platform and is available at <https://esnaps.hud.gov/grantium/frontOffice.jsf>. The completed *esnaps* application must be uploaded as an attachment to the Local Renewal Project Application.

**Local Project Application:** Project applicants must complete and submit the FY 2019 HUD Continuum of Care Program local application. The application is submitted online using the web-based ZoomGrants platform and is available at <https://www.zoomgrants.com/zgf/FY2019TPCH-CoC>.

The local application shows all questions for all project types by default. Many questions will disappear from the local application after you select the appropriate project type for which you are applying by responding to Question 1. Complete this step before preparing responses to the local application questions.

**Tucson/Pima County FY 2019 CoC Program Competition Rating Tool:** Project applicants must complete and submit the rating tool available at <https://tpch.net/about/nofa-documents/fy-2019/>. There are two versions of the rating tool posted. Projects which have previously renewed and have submitted one or more APRs to HUD must complete the Standard Rating Tool. Projects which are renewing for the first time and have not yet submitted an APR to HUD must complete the First-Time Renewal Rating Tool. The completed rating tool must be uploaded as an attachment to the Local Renewal Project Application.

The rating tool is pre-set to round all figures to the second decimal place; however, conversion to some versions of Excel may change this setting. Applicants are required to ensure that all responses on the rating tool display to the second decimal place (e.g. 98.12%) before submitting the rating tool in ZoomGrants.

**Required Attachments:** The following documents are required for submission and must be uploaded as attachments to the Local Renewal Project Application.

- Completed **FY 2019 CoC Program Competition Renewal Project Rating Tool** as described above. This must be submitted as an Excel file and named **ProjectNameRatingTool2019**
- Completed **ESNAPS Renewal Application** as described above. This must be submitted as a PDF file and named **ProjectNameESNAPS2019**

- **Sage HMIS-generated Annual Performance Report (APR)** for the project's most recently completed 12-month operating year. This must be submitted as a searchable PDF file and named **ProjectNameAPR2019**
- **Proof of expenditure** on project's most recently completed 12-month operating year. Proof must be submitted in the form of a LOCCS screenshot verifying final expenditure total reported on the submitted rating tool and named **ProjectNameLOCCS2019**
- **HUD and TPCH Monitoring Documents** (if applicable)

The Collaborative Applicant will ensure that all submissions are complete and accurate. If a submission is found to be incomplete or contain inaccuracies, the Collaborative Applicant will notify the primary and secondary contacts identified in the project application. Corrections shall be submitted according to the process for addressing inaccuracies and minor omissions described above.

## Renewal Project Threshold Review

The TPCH Collaborative Applicant will conduct a threshold review of all renewal project applications to verify that applicants are eligible to apply for the project and that applicants and potential subrecipients meet the Project Eligibility Threshold Requirements defined in Section V.C.3 of the [FY 2019 CoC Program NOFA](#).

The Collaborative Applicant will additionally confirm that projects applying under the TH, RRH, TH-RRH, and PSH project components have met the local Coordinated Entry threshold requirement by committing to filling 100% of project openings through Coordinated Entry in the Local Project Application.

The threshold review shall result in a Pass/Fail determination and may identify opportunities for improvement which will be compiled and sent to the project applicant and the non-conflicted officers of the TPCH Board to enable each applicant to present the strongest possible application to HUD. Project applicants will have two business days to make corrections/edits to the originally submitted proposals in response to requests for threshold clarifications. After the second business day, project applications with unresolved threshold deficiencies will be forwarded to non-conflicted officers of the TPCH Board who will make the final decision as to whether the project will be deemed to have met threshold or will be involuntarily reallocated as a result of failure to meet threshold requirements.

All project applications which meet threshold requirements will be forwarded to the Independent Review Panel for project ranking.

## Renewal Project Rating Tool Scoring Detail and Methodology

Projects renewing for the first time are scored based solely on Community Contribution and must completed the First Time Renewal Rating Tool posted at <https://tpch.net/about/nofa-documents/fy-2019/>.

Projects which have previously renewed and submitted one or more APRs to HUD will be scored based on Project Outcomes and Performance, Grant Administration, and Community Contribution. See the Rating Tool for further information. Scoring detail is outlined in the Standard Rating Tool; a single-sheet Excel workbook posted at <https://tpch.net/about/nofa-documents/fy-2019/>.

## New Project Applications

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The Collaborative Applicant will develop and release the application for new project applications on or before July 19, 2019.

**All applications for new projects must be submitted no later than 11:59pm Arizona time on August 21, 2019.** Late applications will not be reviewed. Applications will be reviewed by the Collaborative Applicant and applications found to have minor omissions, as determined by the non-conflicted officers of the TPCB Board, shall be notified of such omissions and given until 11:59pm on the following business day to submit corrected and complete documents. Following the 1-business day grace period for minor omissions, incomplete applications will be deemed non-responsive and will not be further reviewed.

### Eligible Project Types

Project applications may be submitted develop new or expand existing CoC and non-CoC projects through CoC Bonus, Domestic Violence Bonus, and Reallocated funds (if available).

### New Projects Created Through Reallocation or CoC Bonus Funds

Applications will be accepted for the following types of new projects created through reallocation or CoC Bonus funds:

- Permanent housing-permanent supportive housing (PH-PSH) projects
- Permanent housing-rapid rehousing (PH-RRH) projects
- Joint TH and PH-RRH component projects
- Dedicated HMIS projects for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in *esnaps*.
- Supportive services only – coordinated entry projects to develop or operate a centralized or coordinated assessment system.

In addition to applications to develop new projects through Reallocation or CoC Bonus funds, current CoC grantees may submit new project applications to expand existing CoC or non-CoC projects. Applicants interested in applying for reallocated or CoC Bonus funds to expand existing projects should consult the information provided under the [Expansion Projects](#) heading below.

Applicants seeking new project funding through reallocation or CoC Bonus funds should consult the [Local Priorities](#) heading above and the [FY 2019 CoC Program NOFA](#) paying special attention to Sections III.B.2.c, III.B.2.t, V.B.2.d.(1), V.B.3.a.(3), and V.B.3.a.(5) for detailed information and requirements.

## New Projects Created Through DV Bonus Funds

Applications will be accepted for the following types of new projects created through DV Bonus funds:

- Permanent Housing-Rapid Re-housing projects dedicated to serving survivors of domestic violence, dating violence, or stalking who are defined as homeless under 24 CFR 578.3
- Joint Transitional Housing and Permanent Housing – Rapid Re-housing component projects as defined in Section III.C.2.n of [FY 2019 CoC Program NOFA](#) dedicated to serving survivors of domestic violence, dating violence, or stalking who are defined as homeless under 24 CFR 578.3
- Supportive services only-coordinated entry projects to implement policies, procedures, and practices that equip the CoC's coordinated entry system to better meet the needs of survivors of domestic violence, dating violence, or stalking

Applications for Permanent Housing – Rapid Re-housing and Joint Transitional Housing-Permanent Housing Rapid Rehousing component projects through the DV Bonus must demonstrate that the projects will use trauma-informed, victim-centered approaches to meet the housing and safety needs of participants.

In addition to applications to develop new projects through DV Bonus funds, applicants may submit new project applications to expand existing projects. Expansion project applications may expand projects already dedicated to serving survivors of domestic violence, dating violence, or stalking who are defined as homeless under 24 CFR 578.3. Applicants may also apply to expand an existing renewal project in accordance with Section III.C.3.j of the [FY 2019 HUD CoC Program NOFA](#), that is not dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that meet the definition of homeless in paragraph (4) of 24 CFR 578.3 to dedicate additional units, beds, persons served, or services provided to existing program participants to this population. Applicants seeking DV Bonus funds to expand existing projects should consult the information provided under the [Expansion Projects](#) heading below.

Applicants seeking new project funding through DV Bonus funds should consult the [Local Priorities](#) heading above and the [FY 2019 CoC Program NOFA](#) paying special attention to Sections II.B.3, II.B.10.e, III.C.2.h, V.B.2.d.(10), V.B.3.a.(4), V.B.3.a.(5), and VIII.A.2.d for detailed information and requirements.

## Expansion Projects

Renewal project applicants may submit a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS activities within the CoC's geographic area.

New project expansion applications that are submitted to expand an eligible renewal CoC Program-funded project may only request a 1-year grant term, regardless of the project type.

Project applicants that intend to submit a new project application for the purposes of expanding an eligible CoC Program renewal project must:

- Enter the grant number of the project that is eligible for renewal that the project applicant requests to expand on the new project application
- Indicate how the new project application will expand units, beds, services, persons served, or services provided to existing program participants, or in the case of HMIS or SSO-Coordinated Entry projects, how the current activities will be expanded for the CoC's geographic area
- Ensure the funding request for the expansion grant is within the funding parameters allowed under the reallocation or bonus funding amounts available

To apply for an expansion grant, project applicants must submit separate renewal and new project applications in e-snaps and ZoomGrants, as well as a single renewal application that includes the combined information from the renewal and new project applications in e-snaps only. While the renewal and new projects will be ranked by the CoC, the combined expansion project will not be ranked and if selected for conditional award will take the ranked position of the stand-alone renewal project and the separate new project will be removed from the ranking resulting in project applications below to slide up one ranked position.

If the combined renewal expansion project is also part of a fully consolidated project application, the project application will follow the ranking process for consolidated projects outlined in Section II.B.5 of the [FY 2019 CoC Program NOFA](#) and if the combined expansion and fully consolidated project is selected for conditional award, the ranked position of the stand-alone renewal project and the new project will be removed from the ranking causing project applications below to slide up one ranked position. If HUD determines the combined expansion project is ineligible, HUD will review the renewal and new project applications separately as these projects will retain their ranked position on the CoC Project listings.

Project applicants seeking to apply for Expansion Grant funding should review the [FY 2019 CoC Program NOFA](#) paying close attention to Sections III.C.2.j, V.B.2.e.(2), and V.B.3.a.(5) for additional information and requirements.

## Transition Grants

Current CoC grantees can transition an existing renewable component (e.g., Transitional Housing) to another component (e.g., Permanent Housing – Rapid Re-housing). To take advantage of the transition grant, the project applicant must use the reallocation process to eliminate at least one existing eligible renewal component to a project for one of the eligible new project components. Eligible new project components are limited to Permanent Housing – Permanent Supportive Housing, Permanent Housing – Rapid Re-housing, Joint Transitional Housing and Permanent Housing – Rapid Re-housing, dedicated HMIS, and Support Services Only – Coordinated Entry.

The term of the new grant must be for 1 year. A project applicant can transition more than one existing component to create a new component provided all of the following requirements are met:

- The project applicant for the new grant is the same as the recipient for the eligible renewal grant(s) being eliminated
- The project applicant provides the grant number(s) of the project(s) being eliminated to create the new project
- A copy of the most recently awarded project application(s) of the projects being eliminated through reallocation to create the new project (in most cases this will be a copy of the FY 2018 project application) is attached in the new project application

To create a Transition Grant, the CoC must wholly eliminate one or more projects and use those funds to create the single, new transition grant. The [FY 2019 CoC Program NOFA](#) also requires:

- No more than 50 percent of each transition grant may be used for costs of eligible activities of the project(s) eliminated to create the new project
- Transition grants in this Competition are eligible for renewal in subsequent fiscal years for eligible activities of the new program component

To be eligible to receive a transition grant, the renewal project applicant must have the consent of the Continuum of Care and meet the standards outlined in Section III.C.3.t of the [FY 2019 CoC Program NOFA](#). The TPCB Board has approved the transition of any grant type to create additional units of Permanent Housing – Rapid Rehousing or Permanent Housing – Permanent Supportive Housing. Other transition grant requests shall be submitted in writing to [tpch@tucsonaz.gov](mailto:tpch@tucsonaz.gov) no later than August 5, 2019 for approval by the non-conflicted officers of the TPCB Board prior to application submission.

Transition grants cannot use the consolidation process in the [FY 2019 CoC Program Competition](#) and must meet all FY 2019 CoC Program eligibility and threshold requirements (Sections V.C.3.b and V.C.3.c of the [FY 2019 CoC Program NOFA](#)) as well as commit to filling 100% of project openings through Coordinated Entry. If conditionally selected for a transition grant by HUD,

- The operating year start date of the new grant will be the date after the end of the previous grant term for the expiring component
- If more than one eligible renewal project was reallocated to create a single transition grant, HUD will use the day after the end of the earliest expiring grant term
- The project will have 1 year to fully transition from the original component to the new component that must take place during the normal operating year.

For a new project to be considered a transition grant:

- The applicant for the new project must be the same recipient for the eligible renewal grant(s) being eliminated

- The applicant must provide the grant number(s) of the projects being eliminated to create the new project
- The applicant must attach a copy of the most recently awarded project application.

If HUD determines that a new project that applied to be a transition grant does not qualify to be a transition grant, but meets all other new project requirements, then HUD may award the project as a new project that is not a transition grant. In these instances, the recipient will not be permitted to expend any funds on activities not include in the new project application.

Project applicants seeking funding for a Transition Grant should review the [FY 2019 CoC Program NOFA](#) paying special attention to Section III.C.3.v for additional information and requirements.

## Consolidation Projects

Eligible renewal project applicants are able to consolidate two or more eligible renewal projects (but no more than four projects) into one project application during the application process. The projects being combined during a grant consolidation will continue uninterrupted. To be eligible for consolidation, projects must have the same recipient and be for the same component; and they will be funded in this competition only with FY 2018 funds (meaning no funds recaptured from prior years will be awarded to the project). HUD will not permit projects that have the following characteristics to consolidate:

- Outstanding audit or monitoring findings
- Outstanding obligation to HUD that is in arrears
- Unresolved construction delays
- History of poor financial management/drawdown issues
- History of low occupancy levels, or lack experience in administering the project type
- Other capacity issues

HUD will not permit a transitional housing and a permanent housing project to consolidate to form a Joint TH and PH-RRH component project and will not permit a transition grant to be consolidated with any other project. Additionally, transition grants cannot use the consolidation process in the FY 2019 CoC Program Competition.

To apply for a consolidated grant, applicants must submit obtain prior HUD approval and complete separate renewal project applications for each of the grants that are proposed to be consolidated in e-snaps and ZoomGrants, as well as an application for the new consolidated grant with the combined budget and information of all grants proposed for consolidation in e-snaps only. Project applications that are proposed to be consolidated will be ranked, and if all those grants are selected, HUD will award the single consolidated grant. If one of the grants proposed to be consolidated is found to be

ineligible for consolidation or is not selected, HUD will award all grants that are eligible for renewal and selected as separate grants.

Applicants interested in applying to consolidate two or more renewal project grants should review the [FY 2019 CoC Program NOFA](#) paying special attention to Sections II.B.5, III.C.3.e, V.B.2.b.(4), and V.B.3.a.(6) for additional information and requirements. Applicants must also notify the Collaborative Applicant of their intent to apply for a consolidation grant no later than July 22, 2019 by completing the FY 2019 Intent to Renew Form.

## New Project Application Materials

The application for new project applications will consist of two parts. These include:

**ESNAPS New Project Application:** Projects must complete and submit the HUD New Project Application including all required standard forms, certifications, and attachments. The HUD New Project Application is submitted online using HUD's web-based *esnaps* platform and is available at <https://esnaps.hud.gov/grantium/frontOffice.jsf>. The completed *esnaps* application with all attachments must be uploaded as an attachment to the Local Renewal Project Application.

\*Note, new project applications for transition, expansion, and consolidated applications may also require renewal applications and/or copies of prior year applications as previously described.

**Local Project Application:** Project applicants must complete and submit the FY 2019 HUD Continuum of Care Program local application. The application is submitted online using the web-based ZoomGrants platform and is available at <https://www.zoomgrants.com/zgf/FY2019TPCH-CoC>.

**Note Regarding Rating Tools for Transition Grants:** Applicants submitting new project applications for Transition Grants must also submit the Renewal Project rating tool as described under the [Renewal Project Application Materials](#) heading above.

## New Project Review and Selection Process

The TPCH Collaborative Applicant will conduct a threshold review of all new project applications to verify that applicants are eligible to apply for the project and that applicants and potential subrecipients meet the Project Eligibility Threshold Requirements and Project Quality Thresholds defined in Section V.C.3 of the [FY 2019 CoC Program NOFA](#).

The Collaborative Applicant will additionally confirm that projects applying under the TH, RRH, TH-RRH, and PSH project components have met the local Coordinated Entry threshold requirement by committing to filling 100% of project openings through Coordinated Entry in the Local Project Application.

The threshold review shall result in a Pass/Fail determination and may identify opportunities for improvement which will be compiled and sent to the project applicant and the non-conflicted officers of the TPCH Board to enable each applicant to present the strongest possible application to HUD. Project applicants will have two business days to make corrections/edits to the originally



submitted proposals in response to requests for threshold clarifications. After the second business day, project applications with unresolved threshold deficiencies will be forwarded to non-conflicted officers of the TPCB Board who will make the final decision as to whether the project will be deemed to have met threshold or will be rejected.

Consolidation Project and Transition Grant applications which pass threshold review will be automatically forwarded to the Independent Review Panel for ranking.

All other new project applications which meet threshold requirements will be forwarded to either the CoC Bonus and Reallocation Selection Panel or the DV Bonus Selection Panel for qualitative review. The Selection Panels will select project applications based on community need, quality of project application, alignment with [local priorities](#), anticipated community benefits, and potential contributions to overall system performance up to the maximum amount of funds available in each competition (CoC Bonus and Reallocation minus amount of Consolidation and Transition reallocations, DV Bonus). Selected project applications will be forwarded to the Independent Review Panel for ranking.

## Project Ranking Process

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Renewal project applications will be evaluated based on prior project performance as reported on the Rating Tool, severity of target population service needs, contribution to overall system performance, alignment with [local priorities](#), identified community needs, and overall quality of the local and *esnaps* funding application as determined by the Independent Review Panel. New project applications will be evaluated based on community need, quality of project application, alignment with [local priorities](#), anticipated community benefits, potential contributions to overall system performance, and applicant's prior performance with CoC Program grants, if applicable. Review Panel members may also receive and consider additional CoC data reports and documents to assist with the ranking process as approved by the non-conflicted officers of the TPCB Board.

For renewal projects and new Consolidation, Transition, and Expansion Projects, rating tool raw scores will be converted into percentages based on the total points earned by the project and the total number of points possible. In the case of projects with the same score – a tie – the Review Panel will use the following criteria to break the tie and determine the ranking order:

- First, compliance with the Housing First approach.
- Second, the percent of exits to permanent housing destinations as reported on the TPCB 2019 Rating Tool, Part 2.1 Housing Stability Outcome.
- Third, the higher percentage of grant utilization as reported on the TPCB 2019 Rating Tool, Part 3.1 Award Utilization/Funds Expended.
- Fourth, the higher score on data quality as reported on the TPCB 2019 Rating Tool Part 3.3 HMISS Data Quality.

New and renewal projects will be ranked into two tiers in priority order by the Independent Review Panel. Preliminary evaluation results and project ranking will be distributed to the TPCH Board and posted at <https://tpch.net/about/nofa-documents/fy-2019/> on or before September 16, 2019.

The Board shall review eligible appeals according to the process outlined under the [Appeals](#) heading below. Based on the results of that review and other considerations at its discretion, the TPCH Board may adjust the final ranking at its meeting on September 24, 2019. The ranking decisions of the TPCH Board are final.

## Work of the Independent Review Panel

The Independent Review Panel is to complete the ranking process for response to the [HUD FY 2019 CoC Program NOFA](#) by assigning all projects to be entered by TPCH into this grant competition into a recommended order or priority. Review Panel members will be recruited by the Collaborative Applicant from a list of organizations and individuals approved by the TPCH Board. All review panelists will:

- Be free of conflict of interest with regard to all organizations, and their subrecipients, applying through TPCH for HUD FY 2019 CoC Program funding as stated on the panel's conflict of interest form
- Receive an orientation to the CoC Program and an overview of community needs as it relates to current housing stock, gaps, and coordinated entry referral data, as well as information regarding the incidence, needs, and gaps related housing and services for survivors of domestic violence, dating violence, and stalking
- Have access to all project application documents and attachments submitted by each project applicant, as well as a copy of this document and the [FY 2019 CoC Program NOFA](#)

All Independent Review Panel members are expected to independently review and evaluate each renewal and new project application based on the criteria described above. Prior to meeting as a group, each Independent Review Panel member will independently order renewal and new project applications in priority order. New project applications will be selected from the lists forwarded by the CoC Bonus and DV Bonus Selection Panels up to the total amount of CoC Bonus funds available as listed on the Estimated Annual Renewal Demand Report plus funds made available through reallocation minus the amount of reallocated funds used by Consolidation and Transfer project applications meeting threshold requirements.

The Review Panel will meet as a group to review individual priority lists and approve a preliminary ranking order in two tiers composed of new and renewal project applications through consensus or majority vote, if consensus cannot be achieved.

## Appeals

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Applicants wishing to appeal a project's ranking placement must submit an appeal in writing using the online Appeals Form available at <https://www.surveymonkey.com/r/TPCH-FY2019-CoC-Appeal> on or

before the date identified under the [Key Dates](#) heading above. This appeals process refers to renewal and new project applications.

## Eligible Appeals

The TPCH Board will only consider appeals resulting from the following;

- Verified conflicts of interest as defined in the TPCH Governance Charter available at <https://tpch.net/about/tpch-governing-documents/>, 24 CFR 578, and/or 2 CFR 200
- Violation of locally established rules as provided in this document and TPCH Governing Documents available at <https://tpch.net/about/tpch-governing-documents/>.
- Technical breach of regulations established by HUD or other funding sources
- Technical error (such as mathematical miscalculation). Errors in application documents submitted by the project applicant, including but not limited to the Rating Tool, are the sole responsibility of the applicant are not eligible for appeal.

## Appeal Review

To assure the ability of the TPCH Board of Directors and the Collaborative Applicant to take effective action, appeals to decisions made by the Independent Review Panel will be submitted to the Collaborative Applicant using the Appeals Form. The Collaborative Applicant will review the appeal and make an initial determination of appeal eligibility based on the eligible appeals described above. Appeals that do not appear to meet the definition of [Eligible Appeals](#) above will be marked ineligible by the Collaborative Applicant and forwarded to the non-conflicted officers of the TPCH Board for final determination of eligibility. Appeals confirmed to be ineligible will not be forwarded to or considered by the TPCH Board.

As described under the [Project Ranking Process](#) heading above, the TPCH Board will review all eligible appeals at its September 24, 2019 meeting and may adjust rating tool scores and/or project rankings, if appropriate. Appellants will be notified of the results of their appeal no later than September 26, 2019. The decisions of the TPCH Board are final.

## Applicant Resources

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HUD has released a number of resources to assist project applicants in the completion of FY 2019 CoC Program project applications.

### **HUD e-snaps Grant Application Portal (Federal Grant Application)**

<https://www.esnaps.hud.gov>

### **TPCH FY 2019 CoC Program Local Application for Tucson/Pima County**

<https://www.zoomgrants.com/zgf/FY2019TPCH-CoC>

## **FY 2019 CoC Program Competition NOFA: What's New, Changes, and Highlights**

<https://www.hudexchange.info/resource/5852/fy-2019-continuum-of-care-coc-program-competition-nofa-whats-new-changes-and-highlights/>

## **Renewal Project Application Detailed Instructions and Navigational Guide**

<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

## **Process for Completing Renewal Project Application Screens**

<https://www.hudexchange.info/resource/5476/process-for-completing-renewal-project-application-screens/>

## **New Project Application Detailed Instructions and Navigational Guide**

<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

## **Project Applicant Authorized Representative Update**

<https://www.hudexchange.info/resource/2906/instructions-for-updating-coc-project-applicant-authorized-representative/>

## **Project Applicant Profile Navigational Guide**

<https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>

## **Putting the Applicant Profile in Edit-Mode**

<https://www.hudexchange.info/resource/3117/updating-the-applicant-profile-resource/>

## **Completing HUD Form 2880 in esnaps**

<https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/>

## **DUNS Number and US System for Award Management instructions**

<https://www.hudexchange.info/resource/1245/dun-and-bradstreet-duns-number-guide/>

## **Add and Delete Registrants in esnaps**

<https://www.hudexchange.info/resource/2903/adding-deleting-registrants-in-esnaps/>

## **Understand esnaps Features and Functions**

<https://www.hudexchange.info/resource/2915/esnaps-features-and-functions/>

## **Navigate the Left Menu Bar in esnaps**

<https://www.hudexchange.info/resource/2915/esnaps-features-and-functions/>

TPCH has also posted additional resources to the TPCH website. All resources below can be accessed at <https://tpch.net/about/nofa-documents/fy-2019/>.

- Renewal and New Project Applications
- Blank Rating Tools

- Sample Match Commitment Letter
- Appeals Form
- Guide to Submitting Project Applications in ZoomGrants

## Technical Assistance and Contact Information

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For additional questions related to the FY 2019 CoC Program Funding Competition in Tucson/Pima County, please contact:

**For questions related to HMIS Data and/or Coordinated Entry participation, please contact:**

Pima County HMIS  
[HMISHelp@pima.gov](mailto:HMISHelp@pima.gov)

**For all other questions, please contact:**

TPCH Collaborative Applicant  
[tpch@tucsonaz.gov](mailto:tpch@tucsonaz.gov)

**FY 2019 TUCSON/PIMA COUNTY CoC PROGRAM COMPETITION RATING TOOL**  
**FOR PROJECTS WHICH HAVE PREVIOUSLY SUBMITTED ONE OR MORE RENEWAL PROJECT APPLICATIONS**

To complete this tool, you will need to print the most recent APR submitted to HUD from Sage HMIS in landscape mode. Only enter data into the blue shaded cells. All other formulas will calculate automatically. All percentages should be displayed to the second decimal place. If percentages are not rounding to the second decimal place or you are experiencing errors with the tool, email tpch@tucsonaz.gov.

**SECTION 1. PROJECT AND AGENCY INFORMATION**

Enter the project's information into all boxes in this section.

<b>ALL Project Types</b>	Project Name			
	Project Type			
	Operating Year Start Date			
	Operating Year End Date			
	Grant Recipient			
	Expiring Grant Number			
	DUNS Number			
	Contact Information for the 2 Persons Who Can Answer Questions, If Needed, About this Project	Name		
		Telephone		
		Email		
Alt Name				
Alt Phone				
	Alt Email			

<input type="checkbox"/> Check this box if your project is a Safe Haven
<input type="checkbox"/> Check this box if this project is requesting funds as part of a transition grant.
<input type="checkbox"/> Check this box if this project is requesting funds as part of a consolidation grant.

**SECTION 2. SCORING OF PROJECT OUTCOMES AND PERFORMANCE**

**PART 2.1 Housing Stability Outcome for the Completed Grant Term**

This is based on your most recent APR submitted to HUD.

Enter answers exactly as they appear on the CoC APR uploaded to Sage.

		CoC APR Question Number	Enter Answers in this Column
<b>Project Types</b>	Number of Stayers	5a (8)	
	Number of Leavers	5a (5)	
	Total persons whose destinations excluded them from the calculation. (more than 90 days)	23a	
	Total persons whose destinations excluded them from the calculation. (90 days or less)	23b	
	Number of exits included in the calculation.	<b>CALCULATION</b>	<b>0</b>

**PART 2.1**

Threshold	Points
0%	0
20%	5
40%	7
55%	9
60%	10

ALL P

Total Persons Exiting to positive housing destination (more than 90 days).	23a	
Total Persons Exiting to positive housing destination (90 days or less).	23b	
Total persons staying or exiting to positive housing destinations.	<b>CALCULATION</b>	<b>0</b>
Percentage of persons who stayed in or exited to positive housing destinations.	<b>CALCULATION</b>	<b>#DIV/0!</b>

**Total Points out of 20 #N/A**

If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):

- 65% 11
- 70% 12
- 75% 13
- 80% 14
- 85% 15
- 90% 17
- 95% 19
- 100% 20

**PART 2.2 Adult Income for the Completed Grant Term**

This is based on your most recent APR submitted to HUD.

Enter answers exactly as they appear on the CoC APR uploaded to Sage.

	CoC APR Question Number	Enter Answers in this Column	
<b>ALL Project Types</b>	Number of Adults with Any Income - Performance Measure: Percent of persons who accomplished this measure.	19a3, row 5, column 9	<b>0</b>

**Total Points out of 15 0**

If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):

- PART 2.2**
- | Threshold | Points |
|-----------|--------|
| 0%        | 0      |
| 10%       | 3      |
| 22%       | 6      |
| 24%       | 7      |
| 26%       | 8      |
| 28%       | 9      |
| 30%       | 10     |
| 32%       | 11     |
| 34%       | 12     |
| 36%       | 13     |
| 38%       | 14     |
| 40%       | 15     |

**PART 2.3 Non-Cash Benefits for the Completed Grant Term**

This is based on your most recent APR submitted to HUD.

Enter answers exactly as they appear on the CoC APR uploaded to Sage.

Leave boxes blank that do not correspond to your project type.

	CoC APR Question Number	Enter Answers in this Column	
	Number of adult stayers with non-cash benefit	20b, row 2, column 2	

- PART 2.3**
- | PSH       |        | SH/TH/RRH |        |
|-----------|--------|-----------|--------|
| Threshold | Points | Threshold | Points |
| 0%        | 0      | 0%        | 0      |
| 10%       | 3      | 10%       | 3      |

PSH	Number of all adult stayers	5a (9)		
	Number of Adult Stayers Not Yet Required to Have An Annual Assessment	18 (row 7, middle column)		
	Percent of adult stayers with non-cash benefit	<b>CALCULATION</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
SH / TH / RRRH / TH-RRH	Number of adult leavers with non-cash benefit	20b, row 2, column 3		
	Number of all adult leavers	5a(6)		
	Percent of non-cash benefits - adult leavers	<b>CALCULATION</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
<b>Total Points out of 15</b>				<b>#N/A</b>
If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):				

20%	5	20%	5
30%	7	30%	7
40%	9	40%	9
53%	10	53%	10
58%	11	58%	11
63%	12	63%	12
68%	13	68%	13
73%	14	73%	14
78%	15	78%	15

### SECTION 3. GRANT ADMINISTRATION

#### PART 3.1 Award Utilization / Funds Expended

This is based on your most recent APR submitted to HUD.

Enter information for the completed grant year.		Enter Answers in this Column		
All Project Types	Amount of contract or award			
	Total expenses plus administration (Do not include match. Amount should match total LOCCCS draw downs and cannot exceed the award amount.)			
	Match amount			
		<b>CALCULATION</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
<b>Total Points out of 4</b>				<b>#DIV/0!</b>
If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):				

<b>PART 3.1</b>	
<b>Threshold</b>	<b>Points</b>
0%	0
85%	1
90%	2
95%	3
100%	4

#### PART 3.2 Cost Effectiveness

This is based on Budget + match / Total persons staying or exiting to positive housing destinations - **This will automatically calculate for you.**

Enter information for the completed grant year.			
All Project Types	Contract Award + Match	Section 3.1 of the rating tool	\$ -
	Total Persons staying or exiting to Positive housing destination	Section 2.1 of the rating tool	0



A		CALCULATION	#DIV/0!
There are no points associated with this question!			N/A

**PART 3.3 HMIS Data Quality for the Completed Grant Term**

This is based on your most recent APR submitted to HUD.

Check your percent error for each type and list it below. Must be listed to second decimal point

		% Error Rate	
<b>ALL Project Types</b>	Name	6a	1.0
	SSN	6a	1.0
	Date of birth	6a	1.0
	Race	6a	1.0
	Ethnicity	6a	1.0
	Gender	6a	1.0
	Veteran Status	6b	1.0
	Project Start Date	6b	1.0
	Relationship to Head of HH	6b	1.0
	Client Location	6b	1.0
	Disabling Condition	6b	1.0
	Destination	6c	1.0
	Income & Sources at Start	6c	1.0
	Income & Sources at Annual Assessment	6c	1.0
Income & Sources at Exit	6c	1.0	
<b>Total Points out of 15</b>			<b>15.00</b>

**PART 3.3**

Threshold	Points
0%	1
5%	0.5
10%	0

If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):

**PART 3.4 Point in Time Utilization**

<b>ALL PROJECT TYPES</b>				
This is based on your most recent APR submitted to HUD and the correspondening e-snaps application.				
Total number of year-round <b>units</b> proposed in the project's e-snaps application				
Enter the number of <b>units</b> filled on each of the 4 PIT dates in the row below. Information must match the figures reported in the Bed/Unit Utilization Report in the project's most recently submitted APR.				
January	April	July	October	#DIV/0!
<b>Total Points out of 5</b>				<b>#DIV/0!</b>
Total number of year-round <b>beds</b> proposed in the project's e-snaps application				

**Part 3.4**

0%	0
30%	1
60%	3
90%	5

**Part 3.4**

0%	0
30%	1
60%	3
90%	5

Enter the number of <b>beds</b> filled on each of the 4 PIT dates in the row below. Information must match the figures reported in the Bed/Unit Utilization Report in the project's most recently submitted APR.				
January	April	July	October	#DIV/0!
<b>Total Points out of 5</b>				#DIV/0!
If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):				

**SECTION 4. COMMUNITY CONTRIBUTION**

**PART 4.1 CoC Participation**

Response to this question must match the information provided in CoC and CE Participation table. The CoC & CE Participation table will be released by the Collaborative Applicant no later than August 7, 2019.		Enter Answers in this Column	
<b>ALL PROJECT TYPES</b>	Has the recipient maintained voting membership for the past 12 months		#N/A
	Did the recipient provide 1 team lead and 1 participant (for this grant) for the 2019 Street Count?		#N/A
<b>Total Points out of 6</b>			#N/A
This Box may be filled by the grant recipient: if applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):			

Part 4.1

Yes 3

Partial 2

No 0

**PART 4.2 Coordinated Entry**

Answer these questions based on your completed grant year. Response must match the information provided in CoC and CE Participation table. The CoC & CE Participation table will be released by the Collaborative Applicant no later than August 7, 2019.

	Enter Answers in this Column	
--	------------------------------	--

ALL Project Types	Are you currently a Public Access Point?		#N/A
	How many openings did this project have during the completed operating year?		
PSH / RRH / TH / TH-RRH	How many of these openings were filled through Coordinated Entry during the completed operating year?		
	Calculation %	0.00%	0
<b>Total Points out of 14</b>			<b>#N/A</b>
If applicable, please explain any extenuating circumstances that relate to lost points in this section such as transfers between projects. (limited to 1000 characters):			

Part 4.2

Part 4.2

All Project Types

PSH/RRH/TH

Yes	2
No	0

Threshold	Points
0%	0
69%	3
79%	6
89%	9
100%	12

**PART 4.3 Housing First (Yes=2pt; no=0pt)**

Answer the following questions based on the upcoming renewal grant year.

	Enter Answers in this Column	
ALL Project Types	Are applicants allowed to enter the program without income?	#N/A
	Are applicants allowed to enter the program even if they aren't "clean and sober" or "treatment compliant"?	#N/A
	Are applicants allowed to enter the program even if they have justice system involvement?	#N/A
	Are service and treatment plans voluntary, or if required, implemented such that tenants cannot be evicted for not following through?	#N/A
<b>Total Points out of 8</b>		<b>#N/A</b>
If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):		

Part 4.3

Answer	Points
Yes	2
No	0

**PART 4.4 Bed Dedication**

Answer these questions based on your completed grant year.

1		
---	--	--

Part 4.4

Threshold Points

PSH	Beds that are dedicated to Chronically Homeless or Dedicated Plus	
	Total number of beds	
	<b>Totals</b>	#DIV/0!
<b>Total Points out of 4</b>		<b>#DIV/0!</b>
If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):		

0% 0  
75% 2  
95% 4

Penalty Points will be applied for late submissions by the Collaborative Applicant as described in the FY 2019 2019 CoC Funding Competition Overview, Instructions and Process Document

	PSH	SH	TH, RRH, TH-RRH
<b>Total Tool Points Possible</b>	111	95	107
<b>Total Points Earned</b>	#N/A	#N/A	#N/A
<b>Project Percentage</b>	#N/A	#N/A	#N/A

Final comments (max 1000 characters):

**FY 2019 TUCSON/PIMA COUNTY CoC PROGRAM COMPETITION RATING TOOL**

**FIRST TIME RENEWAL APPLICATIONS - PROJECTS WHICH HAVE PREVIOUSLY RENEWED MAY NOT USE THIS TOOL**

Only enter data into the yellow shaded cells. All other formulas will calculate automatically. All percentages should be displayed to the second decimal place. If percentages are not rounding to the second decimal place or you are experiencing errors with the tool, email tpch@tucsonaz.gov.

**SECTION 1. PROJECT AND AGENCY INFORMATION**

Enter the project's information into all boxes in this section.

<b>ALL Project Types</b>	Project Name			
	Project Type			
	Operating Year Start Date			
	Operating Year End Date			
	Grant Recipient			
	Expiring Grant Number			
	DUNS Number			
	Contact Information for the 2 Persons Who Can Answer Questions, If Needed, About this Project	Name		
		Telephone		
		Email		
		Alt Name		
		Alt Phone		
Alt Email				

**SECTION 2. COMMUNITY CONTRIBUTION**

**PART 2.1 CoC Participation**

Response to this question must match the information provided in CoC and CE Participation table. The CoC & CE Participation table will be released by the Collaborative Applicant no later than August 7, 2019.		Enter Answers in this Column	
<b>ALL PROJECT TYPES</b>	Has the recipient maintained voting membership for the past 12 months		#N/A
	Did the recipient provide 1 team lead and 1 participant (for this grant) for the 2019 Street Count?		#N/A
<b>Total Points out of 6</b>			#N/A
<p><b>This Box may be filled by the grant recipient:</b> if applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):</p>			

Part 4.1  
 Yes 3  
 Partial 2  
 No 0

**PART 2.2 Coordinated Entry**

Answer these questions based on your completed grant year. Answer these questions based on your completed grant year. Response must match the information provided in CoC and CE Participation table. The CoC & CE Participation table will be released by the Collaborative Applicant no later than August 7, 2019.

		Enter Answers in this Column	
<b>ALL Project Types</b>	Are you currently a Public Access Point as indicated on the TPCH website?		#N/A
	How many openings did this project have between its operating start date and June 30, 2019?		
	How many of these openings were filled through Coordinated Entry?		
Calculation %		0.00%	0
<b>Total Points out of 14</b>			#N/A
If applicable, please explain any extenuating circumstances that relate to lost points in this section such as transfers between projects. (limited to 1000 characters):			

Part 4.2

Part 4.2

All Project Types

PSH/RRH/TH

Yes 2

Threshold Points

No 0

0% 0

69% 3

79% 6

89% 9

100% 12

**PART 2.3 Housing First (Yes=2pt; no=0pt)**

Answer the following questions based on the upcoming renewal grant year.

		Enter Answers in this Column	
<b>ALL Project Types</b>	Are applicants allowed to enter the program without income?		#N/A
	Are applicants allowed to enter the program even if they aren't "clean and sober" or "treatment compliant"?		#N/A
	Are applicants allowed to enter the program even if they have justice system involvement?		#N/A
	Are service and treatment plans voluntary, or if required, implemented such that tenants cannot be evicted for not following through?		#N/A
<b>Total Points out of 8</b>			#N/A

Part 4.3

Answer Points

Yes 2

No 0

If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):

**PART 2.4 Bed Dedication**

Answer these questions based on your completed grant year.

<b>PSH</b>	Beds that are dedicated to Chronically Homeless or Dedicated+	
	Total number of beds	
	<b>Totals</b>	#DIV/0!
<b>Total Points out of 4</b>		<b>#DIV/0!</b>
<p>If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):</p>		

Part 4.4 Threshold	Points
0%	0
75%	2
95%	4

Penalty Points will be applied for late submissions by the Collaborative Applicant as described in the FY 2019 2019 CoC Funding Competition Overview, Instructions and Process Document

	<b>PSH</b>		<b>TH, RRH, TH-RRH</b>
<b>Total Tool Points Possible</b>	<b>32</b>		<b>28</b>

	<b>PSH</b>		<b>TH, RRH, TH-RRH</b>
<b>Total Points Earned</b>	<b>#N/A</b>		<b>#N/A</b>

	<b>PSH</b>		<b>TH, RRH, TH-RRH</b>
<b>Project Percentage</b>	<b>#N/A</b>		<b>#N/A</b>

Final comments (max 1000 characters):

# PUBLIC POSTING - COC CONSOLIDATED APPLICATION

**The FY 2019 CoC Program Competition is Now Closed**

TPCH would like to thank the local organizations and individuals who submitted applications for HUD Continuum of Care Program funds through the FY 2019 CoC Program competition, as well as community volunteers who generously contributed time to assist with the development of the FY 2019 CoC Application and/or to participate in the CoC Reallocation & Bonus Selection Panel, DV Bonus Selection Panel, Independent Review Panel. The TPCH Board met on September 24, 2019 and approved the CoC's consolidated application including both the CoC Application and the CoC Priority List.

View or download the approved AZ-501 TPCH FY 2019 CoC Project Ranking (Approved 9.24.19). This document includes final rating tool scores, budget amounts, ranking order, and tier placement.

View or download the approved AZ-501 TPCH FY 2019 CoC Application (Approved 9.24.19)

View or download the approved TPCH AZ-501 CoC FY 2019 Priority List (Approved 9.24.19)

View or download the reviewed project applications including withdrawn, rejected, and accepted/rank applications from the document library below.

*FY 2019 CoC Project Ranking, CoC Application, and Priority List documents are also provided in the document library below.*

[Archived FY19 NOFA Docs](#)

**RECENT NEWS**

- TPCH Announcements – September 6, 2019
- News Release: Youth Homelessness Demonstration Program
- A Grand Challenge – TPCH Centering Youth Collaboration and Racial, Immigration, and LGBTQ+ Equity in Work to End Youth Homelessness
- TPCH Announcements – August 6, 2019
- TRAINING: Dynamics of Abuse – Practical Approaches to Working with Victims of Domestic Violence

**Archived FY19 NOFA Docs**

TMM Family Services - PH PSH for Seniors (Withdrawn).pdf	87 KB
Southern Arizona AIDS Foundation - POS II (Renewal).pdf	2 MB
Southern Arizona AIDS Foundation - Pathways (Renewal).pdf	2 MB
Southern Arizona AIDS Foundation - Long Term Housing Savoy (Renewal).pdf	2 MB
Pima County - Project Advent RRH Expansion Combined (Combined Renewal).pdf	663 KB
Pima County - Project Advent (Renewal).pdf	645 KB
Pima County - Pima County HMIS Expansion (Renewal).pdf	71 KB
Pima County - Pima County HMIS Consolidation (Fully Consolidated).pdf	71 KB
Pima County - Pima County HMIS (Renewal).pdf	70 KB




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[Pima County - One Stop RRH \(Renewal\).pdf](#) 566 KB  
[Pima County - La Casita \(Renewal\).pdf](#) 661 KB  
[Pima County - CASA \(Renewal\).pdf](#) 881 KB  
[Pima County - Advent Expansion 2019 \(CoC Bonus\).pdf](#) 734 KB  
[Our Family Services - Your Place RRH \(Renewal\).pdf](#) 547 KB  
[Our Family Services - Secure Futures for Youth \(Fully Consolidated\).pdf](#) 758 KB  
[Our Family Services - Secure Futures \(Renewal\).pdf](#) 800 KB  
[Our Family Services - Homes First PSH \(Renewal\).pdf](#) 712 KB  
[Our Family Services - Home Again Expansion \(Reallocation\).pdf](#) 802 KB  
[Our Family Services - Home Again 20-21 RRH Expansion Combined \(Combined Renewal Exa...\)](#) 728 KB  
[Our Family Services - Home Again \(Renewal\).pdf](#) 284 KB



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[Old Pueblo Community Foundation - Old Pueblo My Home Project \(Renewal\).pdf](#) 4 MB  
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[Old Pueblo Community Foundation - Oasis \(Reallocation\).pdf](#) 4 MB  
[Old Pueblo Community Foundation - Agave \(Renewal\).pdf](#) 4 MB  
[La Frontera Center - Sonora House Safe Haven \(Renewal\).pdf](#) 259 KB  
[Interfaith Community Services - ICS Rapid Rehousing \(Rejected\).pdf](#) 108 KB  
[Emerge Center Against Domestic Abuse - Supporting Domestic Abuse Survivors through Rapi...](#) 810 KB  
[Emerge Center Against Domestic Abuse - Rapid Re-Housing for Survivors of Domestic Abuse \(...\)](#) 805 KB  
[Community Partnership of Southern Arizona - Project Bienestar \(Renewal\).pdf](#) 4 MB  
[Community Partnership of Southern Arizona - Medical Respite TH-RRH \(Renewal\).pdf](#) 2 MB  
[Community Partnership of Southern Arizona - Frontiers \(Renewal\).pdf](#) 1 MB



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Community Partnership of Southern Arizona - Frontiers (Renewal).pdf 1 MB

Community Bridges, Inc. - CBI Tucson PSH 2019 (Reallocation + CoC Bonus).pdf 363 KB

City of Tucson - Tucson Pima County Coordinated Entry Project (Reallocation).pdf 6 MB

City of Tucson - Shelter Plus Care Partnership (Renewal).pdf 770 KB

City of Tucson - Shelter Plus Care IV - Operation Safe at Home (Renewal).pdf 2 MB

City of Tucson - ECHO Permanent Supportive Housing Program (Renewal).pdf 554 KB

City of Tucson - CoC Planning Grant FY2019 (Planning).pdf 228 KB

Arizona Department of Housing - SPC TRA Pima (Renewal).pdf 2 MB



3\_TPCH AZ-501 CoC FY 2019 Priority List (Approved 9.24.19).pdf 217 KB

2\_AZ-501 TPCH FY 2019 CoC Application (Approved 9.24.19).pdf 16 MB

1\_AZ-501 TPCH FY 2019 CoC Project Ranking (Approved 9.24.19).pdf 38 KB

Page Revision History

7/3/19 - Notification of HUD Release Posted

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1\_AZ-501 TPCH FY 2019 CoC Project Ranking (Approved 9.24.19).pdf 38 KB

Page Revision History

7/3/19 - Notification of HUD Release Posted

7/19/19 - Local Competition Information and Documents Posted

8/2/19 - Application Orientation Slides Added to Document Library

8/4/19 - Recorded Application Orientation Links Added

8/7/19 - CoC and CE Participation Tables Added to Document Library

8/7/19 - Reallocated Funding Availability Section Added

8/7/19 - Additional Guidance for DV Bonus Project Applicants Added to Document Library

8/20/19 - Final CE Participation Table Added to Document Library

9/14/19 - Preliminary Priority List and Ranking Order Section Added

9/14/19 - Preliminary Priority List and Ranking Order Added to Document Library


9/24/19 - Approved CoC Application, CoC Priority List, and CoC Project Rankings Added to Document Library

9/24/19 - Withdrawn, Rejected, and Accepted/Ranked Project Applications Added to Document Library

9/24/19 - Competition Information Removed; Approved CoC Application, CoC Priority List, and CoC Project Ranking Section Added

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**TUCSON PIMA COLLABORATION TO END HOMELESSNESS (TUCSON/PIMA COUNTY CONTINUUM OF CARE)  
FINAL PRIORITY LIST & TIER PLACEMENT FOR FY 2019 HUD CONTINUUM OF CARE PROGRAM COMPETITION**

Approved by the TPCB Board of Directors on September 24, 2019

FINAL RANKING	APPLICANT ORGANIZATION	PROJECT NAME	GRANT NUMBER	TOTAL BUDGET	TOOL SCORE	PROJECT TYPE
1	City of Tucson	FY19 CoC Planning Grant	A20200L9T01800	\$250,029	Exempt	Planning
1	Pima County CSET HHS	Pima County HHS	A20036L9T01810	\$221,492	Exempt	HHS
C1	Pima County	HHS (Fully Consolidated)	CONSOLIDATION	\$421,492	Exempt	HHS
2	Pima County CSET HHS	Pima County HHS Expansion	A20166L9T01803	\$200,000	Exempt	HHS
3	Our Family Services, Inc.	Secure Futures RRH for Youth	A20186L9T01801	\$247,026	100.00%	PH-RRH
C3	Our Family Services, Inc.	Secure Future RRH (Fully Consolidated)	CONSOLIDATION	\$307,485	Exempt	PH-RRH
4	Pima County	LA Care	A20033L9T01811	\$205,109	99.60%	PH
5	Pima County	Project Advent RRH	A20042L9T01811	\$418,241	93.46%	PH-RRH
6	Community Partnership of Southern Arizona	Medical Respite TRU RRH	A20196L9T01801	\$344,864	92.86%	PH-RRH
7	City of Tucson	Shelter Plus Care IV - Operation Safe At Home	A20106L9T01810	\$682,239	88.49%	PH-PSH
8	Pima County	CASA Coalition Assisting Self-Sufficiency Abatement RRH	A20021L9T01811	\$443,961	88.79%	PH-RRH
9	Our Family Services, Inc.	Your Place Youth RRH	A20201L9T01800	\$60,459	85.05%	PH-RRH
10	City of Tucson	Tucson/Pima Coordinated Entry Project	REALLOCATION	\$372,595	Exempt	SOC-CE
11	Arizona Department of Housing	Shelter Plus Care TRA Pima	A20044L9T01811	\$652,528	89.19%	PH-PSH
12	Our Family Services, Inc.	Home Again RRH	A20146L9T01804	\$498,392	87.71%	PH-RRH
13	Our Family Services, Inc.	Home Again Expansion	REALLOCATION	\$208,358	Exempt	PH-RRH
14	Old Pueblo Community Foundation	Agape Project	A20166L9T01803	\$68,735	85.68%	PH-PSH
C14	Old Pueblo Community Services	Oculla (Fully Consolidate)	CONSOLIDATION	\$146,513	Exempt	PH-PSH
15	Our Family Services, Inc.	Homes First PSH	A20143L9T01804	\$214,167	82.88%	PH-PSH
16	Pima County	One Stop Rapid Rehousing	A20161L9T01803	\$201,545	81.11%	PH-RRH
17	Community Partnership of Southern Arizona	Frontiers	A20116L9T01807	\$199,263	79.28%	PH-PSH
18	Old Pueblo Community Foundation	Class Project	A20033L9T01811	\$196,391	81.31%	PH-PSH
19	Southern Arizona AIDS Foundation	Long Term Housing	A20036L9T01811	\$94,086	82.86%	PH-PSH
20	City of Tucson	ECHO Permanent Supportive Housing Program	A20191L9T01803	\$660,631	77.48%	PH-PSH
21	Emergent Center Against Domestic Abuse	Emergent - RRH for Survivors of Domestic Abuse	A20144L9T01804	\$61,535	75.20%	PH-RRH
22	City of Tucson	Shelter Plus Care Partnership (SPC-I)	A20044L9T01811	\$695,456	65.77%	PH-PSH
23	La Frontera Center, Inc.	Sonora House -olla Haven	A20041L9T01811	\$433,245	67.37%	SH
24	Old Pueblo Community Foundation	Old Pueblo My Home Project	A20155L9T01803	\$61,478	74.72%	PH-PSH
25	Southern Arizona AIDS Foundation	Positive Housing Opportunities II	A20044L9T01811	\$48,005	73.87%	PH-PSH
26	Southern Arizona AIDS Foundation	Pathways	A20036L9T01811	\$75,177	61.06%	PH-PSH
27	Community Bridges, Inc.	CB Tucson PSH	REALLOCATION	\$46,899	Exempt	PH-PSH
27	Community Bridges, Inc. (CONTINUED)	CB Tucson PSH (CONTINUED)	REALLOC BONUS	\$370,016	Exempt	PH-PSH
D29	Emergent Center Against Domestic Abuse	Supporting Survivors of Domestic Abuse through Rapid Rehousing	DV BONUS	\$209,626	Exempt	PH-RRH
29	Community Partnership of Southern Arizona	Project Bienestar	A20126L9T01806	\$334,774	71.62%	PH-PSH
30	Pima County	Project Advent Expansion	COC BONUS	\$208,000	Exempt	PH-RRH
Tier 1 Total				\$7,837,867		
Annual Renewal Demand				\$8,334,299		
COC Bonus Total				\$418,358		
DV Bonus Total				\$209,629		
COC Planning Grant Total				\$250,029		
<b>Tucson/Pima County Total</b>				<b>\$9,326,314</b>		

APPLICATION STATUS	APPLICANT ORGANIZATION	PROJECT NAME	GRANT NUMBER	TOTAL BUDGET	RATING TOOL SCORE	PROJECT TYPE
Withdrawn	TMJ Family Services	Permanent Supportive Housing for People Experiencing Homelessness	REALLOCATION	\$211,333	Exempt	PH-PSH
Rejected	Interfaith Community Services	ICS Rapid Rehousing	REALLOCATION	\$208,307	Exempt	PH-RRH

Approved 9.24.19  
Revised 1.1

Applicant: City of Tucson - Housing & Community Development Department AZ 501  
Project: AZ-501 CoC Registration FY 2019 COC\_REG\_2019\_170845

**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 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 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.

TPCH-AZ-501-CoC-FY-2019-Prio x +

tpch.net/wp-content/uploads/TPCH-AZ-501-CoC-FY-2019-Priority-List-Approved-9.24.19.pdf

TPCH-AZ-501-CoC-FY-2019-Priority-List-Approved-9.24.19.pdf 1 / 26

Applicant: City of Tucson - Housing & Community Development Department AZ 501  
Project: AZ-501 CoC Registration FY 2019 COC\_REG\_2019\_170845

**Before Starting the Project Listings for the CoC Priority Listing**

**The FY 2019 CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be submitted prior to the CoC Program Competition deadline as required by the FY 2019 CoC Program Competition NOFA.**

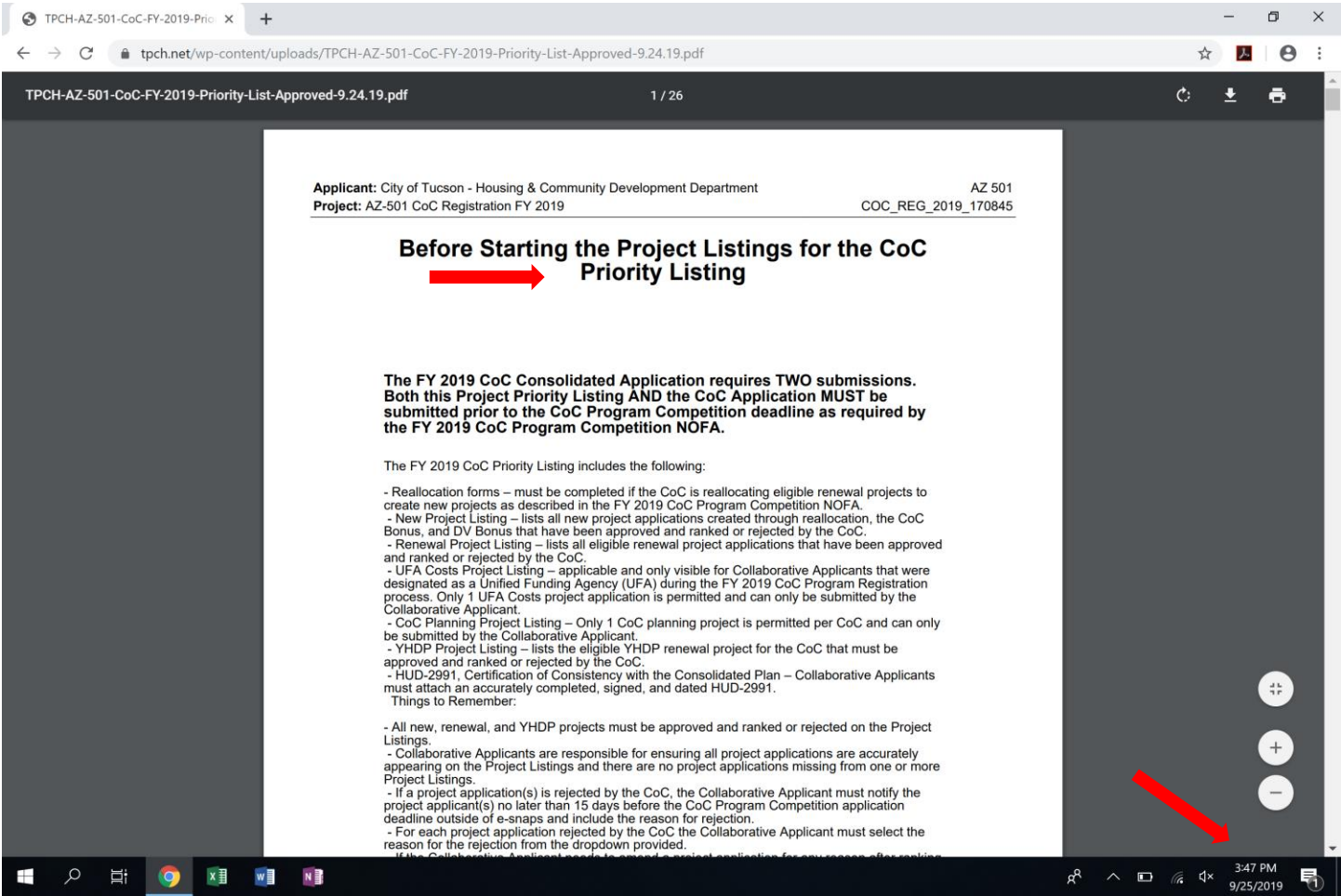
The FY 2019 CoC Priority Listing includes the following:

- Reallocation forms – must be completed if the CoC is reallocating eligible renewal projects to create new projects as described in the FY 2019 CoC Program Competition NOFA.
- New Project Listing – lists all new project applications created through reallocation, the CoC Bonus, and DV Bonus that have been approved and ranked or rejected by the CoC.
- Renewal Project Listing – lists all eligible renewal project applications that have been approved and ranked or rejected by the CoC.
- UFA Costs Project Listing – applicable and only visible for Collaborative Applicants that were designated as a Unified Funding Agency (UFA) during the FY 2019 CoC Program Registration process. Only 1 UFA Costs project application is permitted and can only be submitted by the Collaborative Applicant.
- CoC Planning Project Listing – Only 1 CoC planning project is permitted per CoC and can only be submitted by the Collaborative Applicant.
- YHDP Project Listing – lists the eligible YHDP renewal project for the CoC that must be approved and ranked or rejected by the CoC.
- HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

Things to Remember:

- All new, renewal, and YHDP projects must be approved and ranked or rejected on the Project Listings.
- Collaborative Applicants are responsible for ensuring all project applications are accurately appearing on the Project Listings and there are no project applications missing from one or more Project Listings.
- If a project application(s) is rejected by the CoC, the Collaborative Applicant must notify the project applicant(s) no later than 15 days before the CoC Program Competition application deadline outside of e-snaps and include the reason for rejection.
- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.

If the Collaborative Applicant needs to amend a project application for any reason after receiving



**FY 2019 TUCSON/PIMA COUNTY CoC PROGRAM COMPETITION RATING TOOL**  
**FOR PROJECTS WHICH HAVE PREVIOUSLY SUBMITTED ONE OR MORE RENEWAL PROJECT APPLICATIONS**

To complete this tool, you will need to print the most recent APR submitted to HUD from Sage HMIS in landscape mode. Only enter data into the blue shaded cells. All other formulas will calculate automatically. All percentages should be displayed to the second decimal place. If percentages are not rounding to the second decimal place or you are experiencing errors with the tool, email tpch@tucsonaz.gov.

**SECTION 1. PROJECT AND AGENCY INFORMATION**

Enter the project's information into all boxes in this section.

<b>ALL Project Types</b>	Project Name			
	Project Type			
	Operating Year Start Date			
	Operating Year End Date			
	Grant Recipient			
	Expiring Grant Number			
	DUNS Number			
	Contact Information for the 2 Persons Who Can Answer Questions, If Needed, About this Project	Name		
		Telephone		
		Email		
Alt Name				
Alt Phone				
	Alt Email			

<input type="checkbox"/> Check this box if your project is a Safe Haven
<input type="checkbox"/> Check this box if this project is requesting funds as part of a transition grant.
<input type="checkbox"/> Check this box if this project is requesting funds as part of a consolidation grant.

**SECTION 2. SCORING OF PROJECT OUTCOMES AND PERFORMANCE**

**PART 2.1 Housing Stability Outcome for the Completed Grant Term**

This is based on your most recent APR submitted to HUD.

Enter answers exactly as they appear on the CoC APR uploaded to Sage.

		CoC APR Question Number	Enter Answers in this Column
<b>Project Types</b>	Number of Stayers	5a (8)	
	Number of Leavers	5a (5)	
	Total persons whose destinations excluded them from the calculation. (more than 90 days)	23a	
	Total persons whose destinations excluded them from the calculation. (90 days or less)	23b	
	Number of exits included in the calculation.	<b>CALCULATION</b>	<b>0</b>

**PART 2.1**

Threshold	Points
0%	0
20%	5
40%	7
55%	9
60%	10

ALL P

Total Persons Exiting to positive housing destination (more than 90 days).	23a	
Total Persons Exiting to positive housing destination (90 days or less).	23b	
Total persons staying or exiting to positive housing destinations.	<b>CALCULATION</b>	<b>0</b>
Percentage of persons who stayed in or exited to positive housing destinations.	<b>CALCULATION</b>	<b>#DIV/0!</b>

**Total Points out of 20 #N/A**

If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):

65%	11
70%	12
75%	13
80%	14
85%	15
90%	17
95%	19
100%	20

**PART 2.2 Adult Income for the Completed Grant Term**

This is based on your most recent APR submitted to HUD.

Enter answers exactly as they appear on the CoC APR uploaded to Sage.

	CoC APR Question Number	Enter Answers in this Column	
<b>ALL Project Types</b>	Number of Adults with Any Income - Performance Measure: Percent of persons who accomplished this measure.	19a3, row 5, column 9	<b>0</b>

**Total Points out of 15 0**

If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):

**PART 2.2**

Threshold	Points
0%	0
10%	3
22%	6
24%	7
26%	8
28%	9
30%	10
32%	11
34%	12
36%	13
38%	14
40%	15

**PART 2.3 Non-Cash Benefits for the Completed Grant Term**

This is based on your most recent APR submitted to HUD.

Enter answers exactly as they appear on the CoC APR uploaded to Sage.

Leave boxes blank that do not correspond to your project type.

	CoC APR Question Number	Enter Answers in this Column
	Number of adult stayers with non-cash benefit	20b, row 2, column 2

**PART 2.3**

PSH

SH/TH/RRH

Threshold	Points	Threshold	Points
0%	0	0%	0
10%	3	10%	3

PSH	Number of all adult stayers	5a (9)		
	Number of Adult Stayers Not Yet Required to Have An Annual Assessment	18 (row 7, middle column)		
	Percent of adult stayers with non-cash benefit	<b>CALCULATION</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
SH / TH / RRRH / TH-RRH	Number of adult leavers with non-cash benefit	20b, row 2, column 3		
	Number of all adult leavers	5a(6)		
	Percent of non-cash benefits - adult leavers	<b>CALCULATION</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
<b>Total Points out of 15</b>				<b>#N/A</b>
If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):				

20%	5	20%	5
30%	7	30%	7
40%	9	40%	9
53%	10	53%	10
58%	11	58%	11
63%	12	63%	12
68%	13	68%	13
73%	14	73%	14
78%	15	78%	15

### SECTION 3. GRANT ADMINISTRATION

#### PART 3.1 Award Utilization / Funds Expended

This is based on your most recent APR submitted to HUD.

Enter information for the completed grant year.		Enter Answers in this Column		
All Project Types	Amount of contract or award			
	Total expenses plus administration (Do not include match. Amount should match total LOCCCS draw downs and cannot exceed the award amount.)			
	Match amount			
		<b>CALCULATION</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
<b>Total Points out of 4</b>				<b>#DIV/0!</b>
If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):				

<b>PART 3.1</b>	
<b>Threshold</b>	<b>Points</b>
0%	0
85%	1
90%	2
95%	3
100%	4

#### PART 3.2 Cost Effectiveness

This is based on Budget + match / Total persons staying or exiting to positive housing destinations - **This will automatically calculate for you.**

Enter information for the completed grant year.			
All Project Types	Contract Award + Match	Section 3.1 of the rating tool	\$ -
	Total Persons staying or exiting to Positive housing destination	Section 2.1 of the rating tool	0

A		CALCULATION	#DIV/0!
There are no points associated with this question!			N/A

**PART 3.3 HMIS Data Quality for the Completed Grant Term**

This is based on your most recent APR submitted to HUD.

Check your percent error for each type and list it below. Must be listed to second decimal point

		% Error Rate	
<b>ALL Project Types</b>	Name	6a	1.0
	SSN	6a	1.0
	Date of birth	6a	1.0
	Race	6a	1.0
	Ethnicity	6a	1.0
	Gender	6a	1.0
	Veteran Status	6b	1.0
	Project Start Date	6b	1.0
	Relationship to Head of HH	6b	1.0
	Client Location	6b	1.0
	Disabling Condition	6b	1.0
	Destination	6c	1.0
	Income & Sources at Start	6c	1.0
	Income & Sources at Annual Assessment	6c	1.0
Income & Sources at Exit	6c	1.0	
<b>Total Points out of 15</b>			<b>15.00</b>

**PART 3.3**

Threshold	Points
0%	1
5%	0.5
10%	0

If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):

**PART 3.4 Point in Time Utilization**

<b>ALL PROJECT TYPES</b>				
This is based on your most recent APR submitted to HUD and the correspondening e-snaps application.				
Total number of year-round <b>units</b> proposed in the project's e-snaps application				
Enter the number of <b>units</b> filled on each of the 4 PIT dates in the row below. Information must match the figures reported in the Bed/Unit Utilization Report in the project's most recently submitted APR.				
January	April	July	October	#DIV/0!
<b>Total Points out of 5</b>				#DIV/0!
Total number of year-round <b>beds</b> proposed in the project's e-snaps application				

**Part 3.4**

0%	0
30%	1
60%	3
90%	5

**Part 3.4**

0%	0
30%	1
60%	3
90%	5



Enter the number of <b>beds</b> filled on each of the 4 PIT dates in the row below. Information must match the figures reported in the Bed/Unit Utilization Report in the project's most recently submitted APR.				
January	April	July	October	#DIV/0!
<b>Total Points out of 5</b>				#DIV/0!
If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):				

**SECTION 4. COMMUNITY CONTRIBUTION**

**PART 4.1 CoC Participation**

Response to this question must match the information provided in CoC and CE Participation table. The CoC & CE Participation table will be released by the Collaborative Applicant no later than August 7, 2019.		Enter Answers in this Column	
<b>ALL PROJECT TYPES</b>	Has the recipient maintained voting membership for the past 12 months		#N/A
	Did the recipient provide 1 team lead and 1 participant (for this grant) for the 2019 Street Count?		#N/A
<b>Total Points out of 6</b>			#N/A
This Box may be filled by the grant recipient: if applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):			

Part 4.1

Yes 3

Partial 2

No 0

**PART 4.2 Coordinated Entry**

Answer these questions based on your completed grant year. Response must match the information provided in CoC and CE Participation table. The CoC & CE Participation table will be released by the Collaborative Applicant no later than August 7, 2019.

	Enter Answers in this Column	
--	------------------------------	--

ALL Project Types	Are you currently a Public Access Point?		#N/A
	How many openings did this project have during the completed operating year?		
PSH / RRH / TH / TH-RRH	How many of these openings were filled through Coordinated Entry during the completed operating year?		
	Calculation %	0.00%	0
<b>Total Points out of 14</b>			<b>#N/A</b>
If applicable, please explain any extenuating circumstances that relate to lost points in this section such as transfers between projects. (limited to 1000 characters):			

Part 4.2		Part 4.2	
All Project Types		PSH/RRH/TH	
Yes	2	Threshold	Points
No	0	0%	0
		69%	3
		79%	6
		89%	9
		100%	12

**PART 4.3 Housing First (Yes=2pt; no=0pt)**

Answer the following questions based on the upcoming renewal grant year.

	Enter Answers in this Column	
ALL Project Types	Are applicants allowed to enter the program without income?	#N/A
	Are applicants allowed to enter the program even if they aren't "clean and sober" or "treatment compliant"?	#N/A
	Are applicants allowed to enter the program even if they have justice system involvement?	#N/A
	Are service and treatment plans voluntary, or if required, implemented such that tenants cannot be evicted for not following through?	#N/A
<b>Total Points out of 8</b>		<b>#N/A</b>
If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):		

Part 4.3	
Answer	Points
Yes	2
No	0

**PART 4.4 Bed Dedication**

Answer these questions based on your completed grant year.

1	
---	--

Part 4.4	
Threshold	Points

<b>PSH</b>	Beds that are dedicated to Chronically Homeless or Dedicated Plus	
	Total number of beds	
<b>Totals</b>		#DIV/0!
<b>Total Points out of 4</b>		<b>#DIV/0!</b>
If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):		

0%      0  
75%      2  
95%      4

Penalty Points will be applied for late submissions by the Collaborative Applicant as described in the FY 2019 2019 CoC Funding Competition Overview, Instructions and Process Document

	<b>PSH</b>	<b>SH</b>	<b>TH, RRH, TH-RRH</b>
<b>Total Tool Points Possible</b>	<b>111</b>	<b>95</b>	<b>107</b>
	<b>PSH</b>	<b>SH</b>	<b>TH, RRH</b>
<b>Total Points Earned</b>	<b>#N/A</b>	<b>#N/A</b>	<b>#N/A</b>
	<b>PSH</b>	<b>SH</b>	<b>TH, RRH</b>
<b>Project Percentage</b>	<b>#N/A</b>	<b>#N/A</b>	<b>#N/A</b>

Final comments (max 1000 characters):

**FY 2019 TUCSON/PIMA COUNTY CoC PROGRAM COMPETITION RATING TOOL**

**FIRST TIME RENEWAL APPLICATIONS - PROJECTS WHICH HAVE PREVIOUSLY RENEWED MAY NOT USE THIS TOOL**

Only enter data into the yellow shaded cells. All other formulas will calculate automatically. All percentages should be displayed to the second decimal place. If percentages are not rounding to the second decimal place or you are experiencing errors with the tool, email tpch@tucsonaz.gov.

**SECTION 1. PROJECT AND AGENCY INFORMATION**

Enter the project's information into all boxes in this section.

<b>ALL Project Types</b>	Project Name			
	Project Type			
	Operating Year Start Date			
	Operating Year End Date			
	Grant Recipient			
	Expiring Grant Number			
	DUNS Number			
	Contact Information for the 2 Persons Who Can Answer Questions, If Needed, About this Project	Name		
		Telephone		
		Email		
		Alt Name		
		Alt Phone		
	Alt Email			

**SECTION 2. COMMUNITY CONTRIBUTION**

**PART 2.1 CoC Participation**

Response to this question must match the information provided in CoC and CE Participation table. The CoC & CE Participation table will be released by the Collaborative Applicant no later than August 7, 2019.		Enter Answers in this Column	
<b>ALL PROJECT TYPES</b>	Has the recipient maintained voting membership for the past 12 months		#N/A
	Did the recipient provide 1 team lead and 1 participant (for this grant) for the 2019 Street Count?		#N/A
<b>Total Points out of 6</b>			#N/A
<p><b>This Box may be filled by the grant recipient:</b> if applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):</p>			

Part 4.1

Yes 3

Partial 2

No 0

**PART 2.2 Coordinated Entry**

Answer these questions based on your completed grant year. Answer these questions based on your completed grant year. Response must match the information provided in CoC and CE Participation table. The CoC & CE Participation table will be released by the Collaborative Applicant no later than August 7, 2019.

		Enter Answers in this Column	
<b>ALL Project Types</b>	Are you currently a Public Access Point as indicated on the TPCH website?		#N/A
	How many openings did this project have between its operating start date and June 30, 2019?		
	How many of these openings were filled through Coordinated Entry?		
Calculation %		0.00%	0
<b>Total Points out of 14</b>			#N/A
If applicable, please explain any extenuating circumstances that relate to lost points in this section such as transfers between projects. (limited to 1000 characters):			

Part 4.2

Part 4.2

All Project Types

PSH/RRH/TH

Yes 2

Threshold Points

No 0

0% 0

69% 3

79% 6

89% 9

100% 12

**PART 2.3 Housing First (Yes=2pt; no=0pt)**

Answer the following questions based on the upcoming renewal grant year.

		Enter Answers in this Column	
<b>ALL Project Types</b>	Are applicants allowed to enter the program without income?		#N/A
	Are applicants allowed to enter the program even if they aren't "clean and sober" or "treatment compliant"?		#N/A
	Are applicants allowed to enter the program even if they have justice system involvement?		#N/A
	Are service and treatment plans voluntary, or if required, implemented such that tenants cannot be evicted for not following through?		#N/A
<b>Total Points out of 8</b>			#N/A

Part 4.3

Answer Points

Yes 2

No 0

If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):

**PART 2.4 Bed Dedication**

Answer these questions based on your completed grant year.

<b>PSH</b>	Beds that are dedicated to Chronically Homeless or Dedicated+	
	Total number of beds	
	<b>Totals</b>	#DIV/0!
<b>Total Points out of 4</b>		<b>#DIV/0!</b>
If applicable, please explain any extenuating circumstances that relate to lost points in this section (limited to 1000 characters):		

Part 4.4 Threshold	Points
0%	0
75%	2
95%	4

Penalty Points will be applied for late submissions by the Collaborative Applicant as described in the FY 2019 2019 CoC Funding Competition Overview, Instructions and Process Document

	<b>PSH</b>		<b>TH, RRH, TH-RRH</b>
<b>Total Tool Points Possible</b>	<b>32</b>		<b>28</b>

	<b>PSH</b>		<b>TH, RRH, TH-RRH</b>
<b>Total Points Earned</b>	<b>#N/A</b>		<b>#N/A</b>

	<b>PSH</b>		<b>TH, RRH, TH-RRH</b>
<b>Project Percentage</b>	<b>#N/A</b>		<b>#N/A</b>

Final comments (max 1000 characters):

**Memorandum of Agreement  
Partnership to Support College Enrollment and Post-Secondary Attainment Among  
Students Experiencing Homelessness and Housing Instability in Pima County**

This Memorandum of Agreement is executed between the Tucson Pima Collaboration to End Homelessness Continuum of Care and Fostering Success, a program of the University of Arizona targeting students who have experienced foster care and/or homelessness.

**Goals of the Partnership:**

1. To promote university enrollment and degree completion among students experiencing or at risk of experiencing homelessness in Pima County.
2. To streamline linkage to Education and Training Voucher access and tuition waivers authorized through the State of Arizona and the University of Arizona.
3. To strengthen coordination and collaboration between post-secondary education and homeless assistance programs serving homeless students.

The Tucson/Pima Collaboration to End Homelessness Continuum of Care and University of Arizona Fostering Success agree to work together to achieve the aforementioned goals.

**Role and Responsibilities of Partnering Agencies:**

**Fostering Success, a campus community at the University of Arizona, will:**

1. Collaborate with the Continuum of Care to promote university enrollment, student support, and Education and Training Voucher/Tuition waiver opportunities among homeless students;
2. Assist students experiencing homelessness and housing instability to enroll and succeed in university programs.

**Tucson/Pima Collaboration to End Homelessness Continuum of Care (CoC) will:**

1. Extend membership in the Continuum of Care and appropriate committees and workgroups to Fostering Success
2. Collaborate with Fostering Success to promote and educate CoC members and students experiencing homelessness and housing ability about the Fostering Success program, Education and Training Vouchers, and University of Arizona tuition waivers;
3. Assess educational needs and interests through the Continuum of Care's Coordinated Entry system and refer eligible and interested students to Fostering Success for assistance with post-secondary education, as appropriate.

**Notices**

Each party to this agreement will provide written notice to the other party of any change in the organization that would impact collaborative activities under this agreement. Such notice shall be served by electronic or mail delivery upon the other party.

**Termination**

Either party may at any time cancel this agreement, with or without cause, by giving thirty (30) days advance written notice to the other party which shall commence on the date of mailing of the written notice by certified mail or personal delivery.

IN WITNESS THEREOF, the parties have affixed their signatures to this agreement on the date written below.

**Signatures**



Dani Carrillo, Program Coordinator  
University of Arizona – Fostering Success

9/19/2019  
Date



Claudia Powell, Board Chairperson  
Tucson Pima Collaboration to End Homelessness

9/24/19  
Date



**Memorandum of Agreement**  
**Partnership to Support High School Completion Among Students Experiencing**  
**Homelessness and Housing Instability in Pima County**

This Memorandum of Agreement is executed between the Tucson Pima Collaboration to End Homelessness Continuum of Care and Tucson Preparatory School, an Arizona charter high school providing specialized secondary services for homeless students in Pima County, Arizona.

**Goals of the Partnership:**

1. To streamline referral to secondary education and McKinney-Vento educational services among students experiencing or at risk of experiencing homelessness in Pima County.
2. Encourage academic attainment and high school graduation among youth experiencing homelessness and housing stability.
3. To promote coordination and collaboration between secondary education and homeless assistance programs serving unaccompanied youth and homeless families.

The Tucson/Pima Collaboration to End Homelessness Continuum of Care and Tucson Preparatory School agree to work together to achieve the aforementioned goals.

**Role and Responsibilities of Partnering Agencies:**

**Tucson Preparatory School, a not-for-profit Arizona charter high school, will:**

1. Collaborate with the Continuum of Care to promote publicly available McKinney-Vento services to unaccompanied youth and families experiencing homelessness and housing instability;
2. Streamline high school enrollment and service access for students experiencing homelessness and housing instability in accordance with McKinney-Vento Act.

**Tucson/Pima Collaboration to End Homelessness Continuum of Care (CoC) will:**

1. Extend membership in the Continuum of Care and appropriate committees and workgroups to Tucson Preparatory School;
2. Collaborate with Tucson Preparatory School to promote and educate CoC members, unaccompanied youth, and students experiencing homelessness and housing ability about the educational rights of homeless students afforded by the McKinney-Vento Act;
3. Assess educational needs and interests through the Continuum of Care's Coordinated Entry system and refer eligible students to McKinney-Vento resources within their home districts and/or at Tucson Preparatory School or other charter schools based on the household's preferences.

**Notices**

Each party to this agreement will provide written notice to the other party of any change in the organization that would impact collaborative activities under this agreement. Such notice shall be served by electronic or mail delivery upon the other party.

**Termination**

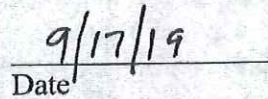
Either party may at any time cancel this agreement, with or without cause, by giving thirty (30) days advance written notice to the other party which shall commence on the date of mailing of the written notice by certified mail or personal delivery.

IN WITNESS THEREOF, the parties have affixed their signatures to this agreement on the date written below.

**Signatures**

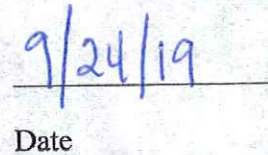


Jody Sullivan, Executive Director  
Tucson Preparatory School

  
Date



Claudia Powell, Board Chairperson  
Tucson Pima Collaboration to End Homelessness

  
Date

**Memorandum of Understanding**  
**Partnership to Increase Employment and Economic Self-Sufficiency Among People**  
**Experiencing Homelessness and Housing Instability in Pima County**

This Memorandum of Understanding is executed between the City of Tucson Housing and Community Development Department, the Collaborative Applicant of the Tucson/Pima Collaboration to End Homelessness Continuum of Care, and Pima County Community Services Employment and Training Department (CSET), the Workforce Innovation & Opportunity Act (WIOA) Operator, on behalf of the Pima County Workforce Investment Board.

**Goals of the Partnership:**

1. To improve employability and increase income among people experiencing or at risk of experiencing homelessness in Pima County.
2. To expand partnerships with local employment agencies and employers through which homeless youth and adults can improve economic self-sufficiency.
3. To promote coordination and collaboration between workforce development, housing, and supportive service programs.

The Tucson/Pima Collaboration to End Homelessness Continuum of Care through its Collaborative Applicant and Pima County agree to work together to achieve the aforementioned goals.

**Role and Responsibilities of Partnering Agencies:**

**Pima County, a local government agency, through its Community Services Employment and Training Department, will:**

1. Maintain voting membership and active participation in the Continuum of Care, including participation in appropriate committees and workgroups;
2. Collaborate with the Continuum of Care to promote publicly available workforce development programs to people experiencing homelessness and housing instability;
3. Provide training to Continuum of Care members related to local workforce development resources, employment-based case management strategies, high-growth career opportunities, and other relevant topics;
4. Operate a designated One-Stop (American Job Center) location for people experiencing homelessness and housing instability; and
5. Prioritize people experiencing homelessness and housing instability for available workforce development programs as permissible and authorized in the Arizona Department of Economic Security WIOA Policy Manual.

**Tucson/Pima Collaboration to End Homelessness Continuum of Care (CoC), through its Collaborative Applicant, will:**

1. Extend membership in the CoC and appropriate committees and workgroups to the Workforce Investment Board;

2. Collaborate with the Workforce Investment Board and Pima County to promote publicly available workforce development programs to people experiencing homelessness and housing instability;
3. Collaborate with the Workforce Investment Board and One Stop partners to expand employment opportunities for people experiencing or at risk of experiencing homelessness through partnerships with education and training providers, employers, employment agencies, and other relevant stakeholders.

### Notices

Each party to this agreement will provide written notice to the other party of any change in the organization that would impact collaborative activities under this agreement. Such notice shall be served by electronic or mail delivery upon the other party.

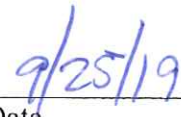
### Termination

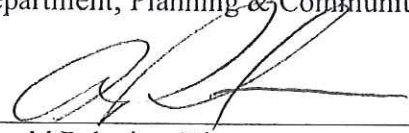
Either party may at any time cancel this agreement, with or without cause, by giving thirty (30) days advance written notice to the other party which shall commence on the date of mailing of the written notice by certified mail or personal delivery.

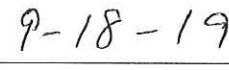
IN WITNESS THEREOF, the parties have affixed their signatures to this agreement on the date written below.

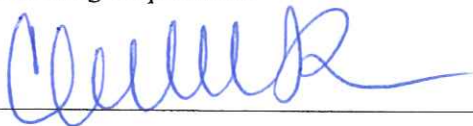
### Signatures

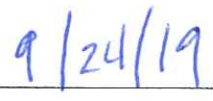
  
\_\_\_\_\_  
Glenn Moyer, PCD Administrator  
City of Tucson Housing & Community Development  
Department, Planning & Community Development Division

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Arnold Palacios, Director  
Pima County Community Services, Employment and  
Training Department

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Claudia Powell, Board Chairperson  
Tucson Pima Collaboration to End Homelessness

  
\_\_\_\_\_  
Date

## **RACIAL DISPARITY ASSESSMENT SUMMARY WORK TO DATE - SEPTEMBER 2019**

In 2019, TPCCH began to assess our homelessness systems for racial disparities in services and outcomes, and to initiate the development of action plans where disparities were found. Given racial and ethnic disparities recognized in data collected from past PIT counts, this was not the first time TPCCH has thought about analyzing racial and ethnic disparities in our system, however with tools provided by the National Alliance to End Homelessness (NAEH) and HUD, we are now able to delve more deeply into these disparities. The TPCCH Race and Equity workgroup has recently been developed and will take the lead in guiding TPCCH in our efforts to acknowledge and address racial and ethnic disparities in our system.

The HUD CoC racial equity analysis tool indicates that 72% of people experiencing homelessness in our community identify as White, 12% identify as Black, 7% identify as Native American or Alaskan Natives, 2% identify as Asian and 7% identify as multi-racial or identify in a different way. These data indicate that people who identify as Black and Native American are over represented in homelessness and people who identify as White and Asian are underrepresented in homelessness. As only 5% of the people in poverty identify as Black, it is clear that poverty alone does not explain overrepresentation in homelessness. With regard to ethnicity, Hispanic/Latinx people were underrepresented during the 2019 PIT count, as only 30% of people experiencing homelessness identified as Hispanic/Latinx and 36% percent of people in the Tucson-Pima region identify as Hispanic/Latinx. However, Hispanic/Latinx families are significantly overrepresented in homeless families, as they account for only 36% of families with children in our community, but make up 59% of families experiencing homelessness.

Homelessness among subpopulations in our community yields similar disparities. Black identified youth make up 11% of youth experiencing homelessness, but only make up 4% of youth in our community. Likewise, Native American youth also make up 4% of youth in our community, and account for 11% of homeless youth. White and Hispanic/Latinx youth are underrepresented in youth experiencing homelessness, except, possibly, for youth led families with children which make up 63% of youth families with children. Numbers of youth led families with children for the general population is unavailable.

Data on racial and ethnic disparities for veterans in our community also deserve further exploration. Though detailed demographic data for veterans is not available, 88% of veterans identify as white. Of those who are experiencing homelessness 77% identify as white, 15% as Black, 1% as Native American, 2% as Asian/Pacific Islander and 10% as multi-racial or other (non-white) indicating that veterans of color are overrepresented in homelessness. Veterans who identify as Hispanic/Latinx may be slightly underrepresented in the homeless population. Most people who work in the field are well aware of racial disproportionality among people experiencing homelessness. This disproportionality is heavily influenced by historical and

structural racism. Disproportionality is particularly acute with respect to African Americans and Native Americans nationally, and is reflected within the TPCCH system, as well.

Data that pertains specifically to disparities in housing is limited. Currently our HMIS system does not allow us to calculate who has been placed in permanent housing nor who returns to homelessness. These two very important data points provide central information with regard to racial and ethnic disparities within our system, thus highlight the need for the Tucson Pima CoC to examine the capacity of our HMIS system to provide the needed data. In partnership with the CoC's HMIS Lead, the TPCCH Race and Equity Workgroup will explore the various data necessary to form a comprehensive assessment of disparities and strategize on how to best obtain that data periodically. Nationally developed data dashboards indicate a need for continued analysis of existing tools and added analysis of supplementary data to determine the extent of racial and ethnic disparities within our system.

For many years, similar to other communities, our community has addressed the various inequities that exist within our system on the surface, but have neglected to delve deeper into the inequities that impact people with various identities experiencing homelessness. We know that system imbalances impact people of color disproportionately and the disparities are even greater for youth of color, LGBTQ+ youth and undocumented youth. TPCCH members also know that the critical next step in this approach is to better link equity initiatives to the comprehensive work that has been initiated to end youth homelessness. As a community, we have, at times, been stifled by HUD rules and regulations, traditional approaches and cookie-cutter approaches which too often fail marginalized communities. Utilizing a targeted universalism approach, we are prepared to set community goals and develop data-driven strategies that address group-based disparities.

As we are in the process of taking a hard look at our system and have sought TA to help optimize several areas of our system, our community is primed to think honestly and deeply about racial and ethnic disparities. TPCCH currently participates in HUD's Governance Continuum of Practice, Built for Zero, and recently completed 12-month participation in Youth Collaboratory's Coordinated Entry Learning Community. TPCCH has also been selected to participate in the A Way Home American Grand Challenge to end youth homelessness. This challenge will bring together stakeholders (CoC members and non-CoC members) to work together to address the system barriers that directly contribute to disparities for youth—particularly those youth of color and identify as sexual and gender minorities. Through these learning sessions, our community is diligently working to address areas of our system that we hope will better serve our community members, be more efficient and reduce disparities. Additionally, the TPCCH Board Chair is participating in the African-American Affinity group of the National Healthcare for Homeless Council to help guide the council in reducing disparities for Black people experiencing homelessness nationally. Lessons learned from this national work will be shared with TPCCH to determine appropriate local strategies and to begin to think about the ways that health disparities impact people experiencing homelessness.

TPCCH has also partnered with the National Association for Community Mediation (NAFCM) and a local CoC member and community mediation center, the Center for Community Dialogue & Training, to provide training, technical assistance coaching, and facilitated discussions among

TPCH membership regarding the intersections of race, gender, and economic disenfranchisement. National trainers will spend two days helping TPCH discuss and develop restorative justice frameworks that can be used in initiatives to address racial disparity and inequity within member organizations and the CoC as a whole. After the training, follow-up coaching will be provided for one year to help identify and resolve roadblocks to progressing toward a more equitable system that are caused by the TPCH's existing organizational culture and structure. Because the approaches we use to improve our overall system may not exactly align with the best practices for specific subpopulations such as youth, survivors of domestic violence, and others, it will be important to specifically consider the experiences of people of color within these subpopulations independently throughout that process and have guidance to do so.

Though TPCH is in the beginning stages of thinking deeply about racial and ethnic disparities within our homeless and housing system, because of ground work that has been completed and the commitment of TPCH leadership, we are well-positioned to grapple with systemic racial and ethnic disparities in each of the working groups and to begin thinking strategically about how to reduce racial and ethnic disparities within our system and to more equitably serve all people experiencing homelessness in our community.

# TUCSON PIMA COLLABORATION TO END HOMELESSNESS

## GOVERNANCE CHARTER, OPERATING POLICIES AND STRATEGIC PLAN

Adopted June 12, 2014

Revised January 26, 2016

Revised (written standards) June 28, 2016

Revised March 8, 2018

Revised February 14, 2019

Revised May 9, 2019

Revised November 12, 2015

Revised May 12, 2016

Revised (written standards) May 11, 2017

Revised May 10, 2018

Revised March 12, 2019

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- f. coordinating providers of education and homeless services for youth to plan for outreach, prevention, education, and evaluation of homeless youth programs.

**Section 7 — HMIS Committee:** The HMIS Committee is responsible for:

- a. providing guidance to the Board, which is responsible for HMIS implementation, including planning, software selection, implementation and administration of the database according to HUD's HMIS Data and Technical Standards. Active participation on this Committee is mandatory for all organizations that have licensed HMIS users.
- b. reviewing, updating and overseeing policies and procedures about HMIS data; coordinating and analyzing data for the monitoring of the continuum performance, including:
  - 1. Housing Inventory Chart (HIC)
  - 2. Annual Performance Reports (APR)
  - 3. Homeless Data Exchange (HDX)
  - 4. Emergency Solutions Grants (ESG)
  - 5. Point-In-Time Summary Counts (PIT)
  - 6. Continuum of Care - Application Data
  - 7. Annual Homeless Assessment Reports (AHAR)
- c. organizing and implementing a Point-In-Time count of unsheltered individuals and families in Pima County, according to HUD's requirements.

**Section 8 — Performance, Evaluation and Monitoring Committee:** The Performance, Evaluation and Monitoring Committee is responsible for:

- a. ensuring that the internal processes of the Continuum of Care , including its articles, policies procedures are being carried out as intended;
- b. monitoring recipient and sub-recipient performance, evaluating outcomes and recommending to the Board performance improvement plans for poor performers;
- c. developing and recommending to the Board continuum-wide performance targets in consultation with recipients and sub-recipients.

**Section 9 – Coordinated Entry Committee:** The Coordinated Entry Committee provides guidance and policy recommendations on the implementation, administration and maintenance of a Coordinated Entry System (24 CFR 578.8(a) (8). Active participation in this committee (or coordinated entry subcommittee) is required for all TPCP members who are HUD funded.

- a. engaging in ongoing planning with all stakeholders, including recipients of ESG funds, that can participate in the Coordinated Entry process;
- b. developing and implementing policies and procedures about Coordinated Entry in a continuous improvement process in which the policies and procedures may change over time as informed by best practices;
- c. compiling, reviewing and quantifying data to inform the community and improve the performance of the entire CoC;
- d. working closely with the HMIS Committee to address HMIS Data Sharing needs regarding the success of Coordinated Entry and to update HMIS Policies and Procedures accordingly.

**Section 10 – Youth Action Committee:** The Youth Action Committee provides guidance and policy recommendations on the implementation, administration and oversight of services impacting youth who are experiencing homelessness or at risk of homelessness.

- a. Guiding ongoing planning of homeless youth services including strategic planning to prevent and end youth homelessness.
- b. Providing a youth voice in decision making within the CoC.
- c. Developing and overseeing implementation of strategies to serve youth experiencing homelessness more effectively throughout the CoC.
- d. Assist in the development and design of applications for funding for youth homelessness projects
- e. Integrating youth input throughout the CoC and coordinating youth focused activities with other committees, work groups, the HMIS Lead, and the Collaborative Applicant.
- f. Oversee the activities of the Homeless Youth Subcommittee.

## ARTICLE VIII — STAFF

**Section 1 — Staff:** The Board has authority to allocate funds for staff and contractors as resources permit in order to assist the Board and the TPCCH in carrying out the CoC’s goals and policies.

## ARTICLE IX — ROLES OF COLLABORATIVE APPLICANT AND HMIS LEAD

**Section 1 — Collaborative Applicant/Fiscal Agent:** The TPCCH Collaborative Applicant is the Continuum of Care (CoC)-designated legal entity to fulfill the following responsibilities:

- a. HUD Responsibilities of the Collaborative Applicant**
  - i. Collects and submits the CoC Registration, Consolidated Application (which includes the CoC Application and CoC Priority Listing),
  - ii. Applies for CoC planning funds on behalf of the CoC during the CoC Program Competition,
  - iii. Participates in the continuous development of the Governance Charter with the CoC, and
  - iv. Acts on behalf of the CoC when applying for HUD grants and is the point of contact with HUD representatives.
- b. TPCCH Additional Responsibilities of the Collaborative Applicant**
  - i. Assumes leadership role in the development of the CoC Consolidated Application, aligning with the Notice of Funding Availability.
  - ii. Posts and maintains formal records of all TPCCH documents, meeting agendas and minutes, and records all decisions, including membership records for maintenance of voting privileges.
  - iii. Applies for additional funding as directed by the TPCCH.
  - iv. Fulfills fiscal responsibilities for CoC planning and related funds in accordance with HUD requirements (OMB 2 CFR 200), as well as non-federal funds, that include, but are not limited to: ensuring match requirement is fulfilled, maintain all financial records of related expenses for HUD-required and TPCCH activities, provide at least quarterly financial reports to the CoC Board and General Council, conduct all TPCCH Request for Proposal and purchasing processes, execute and oversee fulfillment of contracts as directed by the CoC.

- v. Employs TPCH staff to perform CoC functions and maintains internal leadership to ensure all responsibilities of the Collaborative Applicant are continuously fulfilled.

**Section 2 — HMIS Lead:** The HMIS Lead is a legal entity that has been designated by the Continuum of Care (TPCH) in accordance with the Federal Homeless Emergency Assistance and Rapid Transition to Housing Continuum of Care Program (24 CFR 578) to operate the Continuum's Homeless Management Information System (HMIS) on its behalf. The Voting Membership of the TPCH approves the HMIS Lead for a time period of at least two (2) years. The HMIS Lead Agency works cooperatively with the CoC to follow all U.S. Department of Housing and Urban Development (HUD) regulations, and the HMIS Protocol. The HMIS lead will consult on the annual updates made to the Governance Charter.

**ARTICLE X— AMENDMENTS:** This Governance Charter may be amended at any the TPCH General Council meeting of the TPCH by a two-thirds majority (66%) of the voting membership of TPCH present. Proposed amendments may be brought for discussion to any Governance & Planning meeting throughout the year or submitted to the Treasurer sixty (60) days in advance of the Annual Meeting.

# **Pima County Homeless Management Information System**

## **Protocol for the Governance of the Homeless Management Information System in Pima County, Arizona**

### **I. Purpose**

Pursuant to the requirements established by the U.S. Department of Housing and Urban Development (HUD), this Protocol sets forth the intended governance structure for the operation of the Homeless Management Information System (HMIS) in Pima County, Arizona. This Protocol defines the intended roles of the various entities that provide services to homeless people in Pima County. In order to ensure an effective, efficient, and secure system, this Protocol includes: general parameters for the system, confidentiality and security practices, network operations, and HMIS user training availability.

### **II. Glossary**

#### Agency

Administrator: An HMIS user who is designated by a participating agency as the primary contact for all communication regarding Pima County HMIS at that agency and to fulfill the responsibilities of that designation.

AHAR: Annual Homeless Assessment Report, an official report to the U.S. Congress

APR: Annual Performance Report, a report required by HUD

CAPER: Consolidated Annual Performance and Evaluation Report

Client: An individual who is receiving homeless or homelessness prevention services from an HMIS participating agency about whom service data is tracked in HMIS.

CoC: The Continuum of Care

CSET: Pima County Community Services, Employment and Training Department

Continuum of Care: A geographically based group of representatives that carries out the planning responsibilities of the Continuum of Care program, as directed by the HUD Continuum of Care Program Regulations (24 CFR Part 578.) In

Pima County, the Continuum of Care is the Tucson Pima Collaboration to End Homelessness.

Data

Subcommittee: TPCH HMIS committee established to create a library of TPCH data and make policy recommendations to the CoC and Pima County regarding HMIS.

Grantee: Pima County through CSET

HIC The Housing Inventory Chart (HIC) is a HUD required report submitted on an annual basis.

HMIS: Homeless Management Information System; electronic database utilized by member agencies to track the provision of services to and needs of homeless people within the geographic boundaries of Pima County.

HMIS Committee: A TPCH subcommittee of HMIS users

HMIS Lead

Agency: Pima County, HUD HMIS Grantee responsible for coordination of the HMIS.

HMIS Users: Members of participating agencies authorized to access and enter data into HMIS

HUD: U.S. Department of Housing and Urban Development

NOFA: Notice of Funding Availability issued by HUD for CoC funds

Participating Agencies:

Community and faith-based organizations, government entities, businesses and individuals that participate in the CoC and provide services to homeless persons.

PIT The Point-in-Time (PIT) reports include both Sheltered and Unsheltered persons. These reports are submitted to HUD on an annual basis.

SYS PM The System Performance Measures (SYS PM) are a series of performance reports submitted to HUD on an annual basis.

TPCH: Tucson Pima Collaboration to End Homelessness, a coalition of community and faith-based organizations, government entities, businesses and individuals committed to the mission of reducing homelessness and to addressing the challenges associated with homelessness in Pima County. TPCH is the Continuum of Care in Pima County and is the lead decision-making group for homeless services

funded by the HUD Continuum of Care Program, which includes HMIS, and represents the geographic area of Pima County.

Vendor: Bowman Systems, L.L.C., contractor providing ServicePoint, the HMIS software, a contractor to Pima County

### **III. Background**

The Pima County HMIS meets the HUD requirements to record and store client-level information on the characteristics and service needs of homeless persons. This system utilizes a software application called ServicePoint, which is operated by the vendor. Pima County CSET provides technical assistance and support. The CoC brings together homeless assistance providers within the community to create a more coordinated and effective housing and service delivery system.

In order to meet the federal requirements for HUD CoC funding, the CoC utilizes HMIS to collect client information, to prepare the APR, and to report aggregate community-wide data as required.

Non HUD funded homeless service providers are encouraged to participate in HMIS to provide a comprehensive source of available services and identify gaps in services within Pima County.

All HMIS participating agencies are required to be members of the CoC and attend the monthly HMIS committee meetings. All HMIS participating agencies are required to complete an Agency Agreement and accept the conditions, requirements, and regulations of HMIS participation. Each agency is encouraged to identify a high-level user who can accept the responsibility of an Agency Administrator and complete the required training.

### **IV. General Parameters and Goals for HMIS Implementation and Use**

- A. HMIS Lead Agency and the CoC shall work cooperatively to:
1. Develop HMIS policies, procedures, and support to meet HUD requirements and to maximize the utility of HMIS.
  2. Prioritize use of HMIS funding to meet HUD requirements. Uses will include, but are not limited to: determination of license distribution, user access levels, training, reporting, technical support, and addition of software modules components.
  3. Develop and submit the CoC application.
  4. Develop strategies to secure local match funds.
  5. Regularly review HMIS data and reports required by HUD.

6. Encourage participating agency compliance with all Federal and State laws and regulations relating to the operation of HMIS.
7. Encourage HMIS user compliance with HUD HMIS Data Standards relating to the collection, storage, retrieval, and dissemination of client data.
8. Encourage the use of HMIS data to inform policy decisions and to establish CoC performance measures.
9. Adhere to the HMIS grant parameters.
10. Select an HMIS software system.

B. HMIS Lead Agency will:

1. Designate liaison(s) to coordinate HMIS efforts with HUD and the CoC.
2. Attend and provide input at TPCH HMIS Committee meetings.
3. Provide the CoC with reports regarding HMIS utilization.
4. Pursuant to County procurement policies and procedures, procure and administer the vendor and consultant contracts related to the HMIS grant and abide by the terms and conditions of such contracts.
5. Remain in good standing with HUD as an HMIS Grantee.
6. Submit reports required of the HMIS Grantee to HUD in a timely manner.
7. Prepare of the HUD required system reports such as the HIC, PIT, SYS PM and AHAR. Present reports to the CoC and submit to HUD in a timely manner.
8. Provide HMIS data to the CoC.
9. Upon request and approval of the CoC, provide HMIS data to local, state or Federal entities.
10. Be the sole contractor for HMIS software and services with Vendor.

C. The CoC will:

1. Ensure that:
  - a. The CoC approves and submits the HMIS and CoC application.
  - b. Participating agencies implement HUD HMIS standards.

2. Monitor HMIS and review successes and failures to validate system effectiveness.
3. Elect a CoC member representative to chair the HMIS Committee and serve as liaison for coordinating HMIS efforts with the HMIS Lead Agency, HMIS Committee and participating agencies.
4. Educate and instruct participating agencies through the HMIS Committee:
  - a. To collect accurate data from consenting clients as mandated by HUD.
  - b. Not to transmit information in violation of any Federal or State laws or regulations, including, but not limited to, copyright law, protected trade secrets, obscenity, or threats.
  - c. Not to release HMIS data to any person, agency, or organization other than the CoC, other participating agencies, HUD, and the HMIS Lead Agency, unless specific consent is received from the client and approved by the CoC.
  - d. That HMIS Lead Agency is the sole contractor for HMIS software and services with Vendor and that participating agencies and HMIS users cannot instruct Vendor to act outside the scope of their contracts with Pima County.
5. Develop HMIS policies and procedures in conjunction with the HMIS Lead Agency, as required by HUD.

**V. Network Operations**

**A. Pima County/HMIS Lead Agency**

1. With regard to the HMIS Vendor, Pima County as HMIS Lead Agency:
  - a. Retains all authority for the administration of vendor and consultant contracts.
  - b. Will be the sole liaison with the Vendor for any contract performance issues.
  - c. Will monitor performance of Vendor to ensure that necessary technical support and the appropriate training to HMIS users is provided.



- d. Will ensure that Vendor is required to provide an Information Services Help Desk for HMIS-related questions from participating agencies.
2. Pima County and the Vendor will monitor software and license use. Pima County or the Vendor, in consultation with Pima County, may restrict participating agency access to HMIS for inappropriate use or terminate a participating agency's licenses to maintain the integrity of the HMIS.

## B. Participating Agency

Each participating agency will be required to:

1. Complete an HMIS Participating Agency Agreement.
2. Identify an Agency Administrator, if appropriate, and submit an Agency Administrator Agreement.
3. **Warrant that all individuals entering or accessing HMIS data have completed HMIS training, signed User Agreement and are approved by both the participating agency and the HMIS Lead Agency prior to being allowed to use HMIS.**
4. Ensures that no user shares his or her login and password under any circumstance.
5. Establish and enforce agency-level HMIS policies and procedures.
6. Maintain an electronic data security program, Internet connectivity, and computer equipment to meet data standards and regulations.
7. Take all necessary precautions to prevent any destructive or malicious program from being introduced to the System, including virus protection software.
8. In the event that a virus, worm or other malicious code is introduced to HMIS through the agency's computer network, notify Pima County immediately and employ all appropriate resources to efficiently disinfect the systems as quickly as possible.
9. Immediately notify Pima County either prior to, or immediately upon, user change.
10. Monitor use of HMIS and insure HMIS users comply with license requirements.
11. Recognize that the HMIS Lead Agency is the sole contractor for HMIS software and services with Vendor and that participating agencies and

HMIS users cannot instruct Vendor to act outside the scope of their contracts with Pima County.

12. Execute and comply with the terms of:
  - a. HMIS Participating Agency Agreement; and
  - b. The HMIS Data Sharing Agreement.

## **VI. Security**

### **A. Pima County:**

1. Will assign HMIS user licenses and login IDs.
2. May deny HMIS access to any HMIS user.
3. Will maintain copies of all HMIS Agreements.
4. CSET will monitor license usage, etc.....

### **B. TPCH:**

1. Through the HMIS Committee, will monitor each participating agency to insure that:
  - a. HMIS users are properly trained in HMIS use and security.
  - b. Participating agencies agree to keep login IDs and passwords confidential and assure that HMIS users do not share with anyone.
  - c. Internal security protocols are established and followed to prevent unauthorized utilization, access or transmission of HMIS data.
  - d. That HMIS equipment, data, and software is secured and access is limited only to users who have completed training and have a specific job-related need.
2. Will develop a process for dealing with the violations of any of the HMIS information security protocols.
3. Will immediately notify Pima County of any deletion of an authorized participating agency to insure timely deactivation of the HMIS user IDs and passwords.

**VI. Amendments**

Amendments, including additions, deletions, or modifications to this Protocol may be proposed in writing by either TPCH or Pima County. Proposals will be presented to the CoC for consideration. If approved by the CoC, TPCH and Pima County will amend the Protocol. Amendments will be effective only when in writing and executed by the Parties.

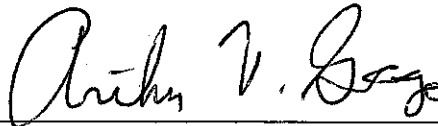
**VIII. Attachment**

The HMIS Policies and Procedures Manual, including the following documents, are important to the functioning of the HMIS:

- HMIS Participating Agreement
- Pima County HMIS Agency Administrator Agreement
- HMIS User Agreement
- HMIS Data Sharing Sharing Agreement


**IX. Agreement**

This Protocol, signed by Pima County, as the HMIS Lead Agency, and TPCH defines the governance roles in relation to HMIS. Both Parties acknowledge that this Protocol shall serve as the written agreement between the Continuum of Care and the HMIS Lead Agency required by HUD.

 9/6/16  
 \_\_\_\_\_  
 Date

TPCH Chair  
Tucson Pima Collaboration to End Homelessness

Art Gage  
\_\_\_\_\_  
Print TPCH Chair Name

 8/31/16  
 \_\_\_\_\_  
 Date

Charles Casey  
Director  
Pima County Community Services,  
Employment and Training Department  
2797 E. Ajo Way, 3<sup>rd</sup> Floor  
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## **TUCSON PIMA COLLABORATION TO END HOMELESSNESS**

### **HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)**

Pima County, Arizona

### **POLICIES & PROCEDURES MANUAL**

*Approved October 28, 2014, amended February 23, 2016, amended June 26, 2017*

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Tucson Pima Collaboration to End Homelessness

[www.tpch.net](http://www.tpch.net)

Pima County Community Services Employment & Training

[www.pima.gov](http://www.pima.gov)

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HMIS Team

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## Introduction

The Tucson Pima Collaboration to End Homelessness (TPCH) is a coalition of community and faith-based organizations, government entities, business, individuals committed to the mission of ending homelessness and representatives of persons experiencing homelessness, addressing the issues that contribute to homelessness, and acting as the local Continuum of Care (CoC) for the geographic area of Tucson/Pima County, Arizona (AZ-501), as defined by the U.S. Department of Housing and Urban Development (HUD) and the Federal Homeless Emergency Assistance and Rapid Transition to Housing Continuum of Care Program (HEARTH Act – 24 CFR 578.) TPCH brings together homeless assistance providers within the community to create a more coordinated and effective housing and service delivery system.

Pursuant to the requirements established by HUD, these Policies & Procedures set forth the intended governance structure for the operation of the Homeless Management Information System (HMIS) in Pima County, Arizona, and defines the intended roles of the various entities that provide services to people experiencing homelessness in Pima County. In order to ensure an effective, efficient, and secure system, this includes: general parameters for the system, confidentiality and security practices, network operations, and HMIS user training availability.

The Pima County HMIS meets the HUD requirements to record and store client-level information on the characteristics and service needs of homeless persons. This system utilizes a software application called Service Point, which is operated by Bowman Systems, LLC. TPCH has selected the HMIS Lead to provide technical assistance and support.

In order to meet the federal requirements for HUD CoC funding, TPCH utilizes HMIS to collect client information, to prepare the APR, and to report aggregate community-wide data as required. HUD requires that all HUD-funded projects participate in HMIS and comply with HUD Data and Technical Standards.

Non-HUD funded homeless programs and service providers are encouraged to participate in HMIS to provide a comprehensive source of available services and identify gaps in services within Pima County.

All HMIS participating agencies are required to be members of TPCH and attend the monthly HMIS committee meetings. All HMIS participating agencies are required to complete an Agency Agreement and accept the conditions, requirements, and regulations of HMIS participation. Each agency is encouraged to identify a high-level user who can accept the responsibility of an Agency Administrator and complete the required training. All HMIS users must be trained and maintain a high level of competency, confidentiality and commitment to high data quality.

## KEY SUPPORT ROLES AND RESPONSIBILITIES

### Tucson Pima Collaboration to End Homelessness General Council

- Approves the HMIS Lead Agency

### Tucson Pima Collaboration to End Homelessness Board of Directors

- Recommends HMIS Lead Agency to the TPCB General Council for approval
- Encourages and facilitates HMIS participation
- Approves and facilitates enforcement of HMIS policies as set forth in the TPCB HMIS Policies and Procedures Manual
- Designates software to be used for the HMIS in Pima County
- Approves HMIS Protocol Agreement with HMIS Lead Agency

### HMIS Committee

- Oversees the HMIS project and has oversight responsibility for all HMIS activities
- Guides the implementation of the HMIS
- Develops, informs, and reviews HMIS policies and procedures, recommending changes to HMIS policies and procedures to the TPCB Board on an annual basis
- Reviews and addresses Data Quality on a monthly basis

### HMIS Lead Agency

- Authorizes and makes decisions regarding day-to-day operations of HMIS
- Ensures HMIS compliance with all HUD requirements
- Advises TPCB Board of non-compliance with HMIS policies and HUD requirements
- Monitors data quality in accordance with the Data Quality Plan
- Acts as liaison between TPCB and regional or nation HMIS related organizations and participates in related activities
- Supervises contract(s) with vendor(s), including software vendor
- Maintains all written agreements with Participating Agencies, Agency Administrators and Users
- Provides training and support to Participating Agency users
- Facilitates continuing quality improvement via data analyses and knowledge of best practices
- Submits HUD required reports, such as AHAR, CAPER, HMIS APR, HMIS Renewal application, and HMIS related data required for CoC application

### HMIS Participating Agencies

- Complete a HMIS Participating Agency Agreement signed by authorized agency executive
- Agree to abide by *HMIS Policies and Procedures Manual* approved and adopted by the TPCB Board, as well as all HUD requirements
  - Ensure that all employees and agents comply with the Policy
  - Ensure staffing and equipment necessary to implement and ensure HMIS participation

### HMIS Primary Point Person/Agency Administrators



- Complete Agency Administrator Agreement, approved by authorized agency executive
- Act as main point-of-contact and the liaison between the HMIS Lead Agency and their respective agency's users
- Ensure compliance with HMIS Policies & Procedures and HUD requirements within their agency
- Provide HMIS support for other users within their agency

#### HMIS Users

- Complete Pima County HMIS User Agreement, approved by authorized agency administrator or executive
- Attend HMIS Committee meetings
- Complies with HMIS Policies & Procedures and HUD requirements within their agency
- Provides feedback on system performance and enhancements
- Provides information and support for policy enforcement

#### Clients

- Sign Client Release of Information to allow their information to be entered into HMIS by the HMIS Participating Agency
- May request specific information regarding how their information may be shared among Data Sharing agencies
- May refuse to participate in HMIS and this may not prevent the client from receiving assistance

## HMIS AGENCY IMPLEMENTATION POLICIES AND PROCEDURES

### MANDATED PARTICIPATION

All projects that are authorized under HUD and the McKinney-Vento Act, as amended by the HEARTH Act, to provide homeless assistance services are required to enter client data into the local HMIS. These participating agencies will be required to comply with all applicable operating procedures and must agree to execute and comply with an HMIS Participating Agency Agreement.

### VOLUNTARY PARTICIPATION

While HUD- funded projects are required to meet only minimum participation standards, HUD strongly encourages all agencies to fully participate in HMIS with all of their homeless assistance programs. While the TPCP cannot require non-funded providers to participate in the HMIS, the TPCP works closely with non-funded agencies to articulate the benefits of the HMIS and to strongly encourage their participation in order to achieve a comprehensive and accurate understanding of homelessness in Tucson/Pima County.

### MINIMUM PARTICIPATION STANDARDS

- Each participating agency complete a HMIS Participating Agency Agreement and, if applicable, a Data Sharing Agreement.
- Agency staff collects client information as HUD required Client Record Creation elements which are shared by all HMIS Participating Projects and include: Name, Date of Birth, Social Security Number and Veteran Status. Agency staff shall also collect client information as HUD required Universal data elements.
- HUD funded projects are also required to collect Program-Specific Data Elements as defined by HUD and other data elements as determined by the CoC for all clients served by programs participating in HMIS.
- Data may be shared among agencies and subject to appropriate client consent and Data Sharing agreements.
- Agency staff enters client-level data into the HMIS following the HMIS Entry/Exit Policy (see Appendix C.)
- Participating agencies shall comply with all HUD regulations for HMIS participation located at: <https://www.hudexchange.info/hmis/>.
- Each agency designates at least one HMIS point-of-contact, often known as the HMIS Agency Administrator. This person may or may not also be the Agency Administrator (see below). The HMIS Agency Administrator functions as the main liaison with the HMIS Team and is responsible for organizing its agency's users, making sure proper training has taken place for the users and that all paperwork and confidentiality requirements are being followed by all users from that agency.
- Each agency must designate at least one user to function as an Agency Administrator. The Agency Administrator is expected to provide on-site support to the agency's end-users, run agency reports, monitor the agency's data quality, and work with the HMIS Management Team to troubleshoot HMIS issues. Agency Administrators are expected to attend HMIS Committee meetings.
- Each HMIS participating agency is required to have a representative at the HMIS Committee meeting who can effectively communicate what is covered in the meeting to the rest of the project's HMIS users.

## HMIS PARTICIPATING AGENCY TERMINATION

In the event that the relationship between the TPCCH HMIS and a Partner Agency is terminated, the Partner Agency will no longer have access to the HMIS. The HMIS Team will report the termination to the TPCCH Board of Directors.

## SYSTEM REQUIREMENTS

The HMIS Team is responsible for controlling access to the system and will authorize access to essential services sites. The HMIS is designed to protect against the recording of information in unauthorized locations or systems.

Users must not attempt to gain physical or logical access to data or systems for which they are not authorized through written agreements.

## WORKSTATIONS AND INTERNET ACCESS

The Pima County HMIS is accessible by all computers through stable Internet access. *ServicePoint* is designed to be compatible with the newest versions of *Internet Explorer*, *Google Chrome*, *Mozilla Firefox* and *Apple Safari*.

*Java* is a required component for the Advanced Reporting Tool (ART); however, not all versions of *Java* are compatible with ART. Currently, *Java* version 6 release 45 (32 bit) is the only version of *Java* that is recommended by Bowman Systems in order to run ART.

## MOBILE DEVICES

The only mobile device that is officially supported by Bowman Systems is the Apple iPad. However, many mobile devices may be able to run *ServicePoint*.

## TRAINING

Pima County, the HMIS Lead Agency, provides training to all HMIS projects and users. HMIS application training will be conducted periodically throughout the year. If additional, or specific, training needs arise, the HMIS Team may arrange for special training sessions.

Training may be conducted in a 'hands-on' computer lab, online, in a classroom setting, or on-site at an agency.

- *New Users*  
All new users are required to attend New User training and submit an approved New User Agreement to be granted HMIS access.
- *Existing Users*  
Existing users will be required to attend New User training after a leave of absence or if a license remains unused for 6 months or longer.

- *Follow-up*  
All users are encouraged to attend all trainings offered by Pima County. Trainings are offered on specific topics, to increase data quality, and to trouble- shoot common problems.
- *Security & Privacy*  
Security and privacy training is provided to all new users, existing users and in follow-up trainings.
- *Reports*  
Report training is offered to all ART license users and to assist with preparation of required HUD reports including, but not limited to: AHAR, PIT, HIC, APR, and CAPER.

## **TECHNICAL SUPPORT**

Pima County, the HMIS Lead Agency, provides technical support to all HMIS projects and users.

Pima County has a Help Desk which is available during Pima County business hours Monday through Friday.

Request for assistance should be made directly through the HMIS help email: [hmishelp@pima.gov](mailto:hmishelp@pima.gov).

Technical support includes:

- Password Reset Assistance
- New User / Program Setup
- Training
- Report Requests
- Technical Assistance and Support
- Other Issues or concerns

The HMIS Team provides support to HMIS participating agencies through the following methods:

1. CoC Meeting participation
2. Provision of workflow documents
3. Provision of user trainings
4. Help Desk support
5. On-Site support as required

Pima County is responsible for working directly with the software vendor to report system issues, troubleshoot, coordinated system upgrades, additional software modules and user licenses.

## REPORTS

Pima County, the HMIS Lead Agency, shall provide support directly to HMIS participating agencies for completing HUD required reports including, but not limited to: APR, CAPER, PIT, and HIC, along with the AHAR and other reports required by Federal, State and local entities as directed by TPCCH.

Pima County shall produce an annual report for TPCCH, along with other reports as requested for community-wide data analysis.

Each Agency may send its Agency Administrator to receive training on how to run agency-specific reports using HMIS. The HMIS Lead will be a resource to agency users as they develop reports but will be available to provide only a limited, reasonable level of support to each Agency and the agency may be required to pay additional cost.

The HMIS Committee will be the primary body to query HMIS participating agencies on their reporting needs and to prioritize a list of reports to be developed by TPCCH for use by all HMIS participating agencies.

The HMIS Lead shall be responsible for assisting in the development of custom reports for participating HMIS agencies.

The HMIS may require additional cost to develop custom reports for any HMIS participating agency or agencies. Approval must be made through the HMIS Committee and approved by the TPCCH Board of Directors.

Development of custom reports is of secondary priority to assisting with or running HUD-required reports and may require additional cost.

All requests for community-wide data and reports must be made through the HMIS Committee and approved by the TPCCH Board of Directors and may require additional cost.

**APPENDIX A: GLOSSARY OF HMIS ACRONYMS AND TERMS**

**Acronyms**

AIRS	Alliance of Information & Referral Systems
AHAR	Annual Homeless Assessment Report
APR	Annual Performance Report
CHO	Contributing HMIS Organization
CoC	Continuum of Care
DV	Domestic Violence
ESG	Emergency Solutions Grants
FIPS	Federal Information Processing Standards Codes for states, counties, and named populated places
HEARTH	Homeless Emergency Assistance and Rapid Transition to Housing
HHS	U.S. Department of Health & Human Services
HIC	Housing Inventory Chart
HIPAA	Health Insurance Portability and Accountability Act of 1996
HMIS	Homeless Management Information System
HOPWA	Housing Opportunities for Persons with HIV/AIDS
HUD	U.S. Department of Housing and Urban Development
I&R	Information and Referral
MH	Mental Health
NOFA	Notice of Funding Availability
PATH	Projects for Assistance from Homelessness
PIT	Point in Time
PPI	Personal Protected Information
S+C	Shelter Plus Care (McKinney-Vento Program)
SA	Substance Abuse
SHP	Supportive Housing Program
SRO	Single Room Occupancy
SSO	Supportive Services Only
SSVF	Supportive Services for Veteran Families
TA	Technical Assistance
VA	Veterans Administration
VAWA	Violence Against Women Act
XML	Extensible Markup

## **Terms**

### **Alliance of Information and Referral Systems (AIRS)**

The professional association for over 1,000 community information and referral (I&R) providers serving primarily the United States and Canada. AIRS maintains a taxonomy of human services.

### **Annual Performance Report (APR)**

A report that tracks program progress and accomplishments in HUD's competitive homeless assistance programs. The APR provides the grantee and HUD with information necessary to assess each grantee's performance.

### **Audit Trail**

A record showing who has accessed a computer system and what operations he or she has performed during a given period of time. Most database management systems include an audit trail component.

### **Bed Utilization**

An indicator of whether shelter beds are occupied on a particular night or over a period of time.

### **Chronic homelessness**

HUD defines a chronically homeless person as a homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter during that time. *Persons under the age of 18 are not counted as chronically homeless individuals.*

### **Chronically Homeless Household**

HUD defines a chronically household as a family that has at least one adult member (persons 18 or older) who has a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter/safe haven during that time.

### **Client Intake**

The process of collecting client information upon entrance into a program.

### **Consumer**

An individual or family who has experienced or is currently experiencing homelessness.

## **Continuum of Care (CoC)**

A community with a unified plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximize self-sufficiency. HUD funds many homeless programs and HMIS implementations through Continuum of Care grants.

## **Coverage**

A term commonly used by CoCs or homeless providers. It refers to the number of beds represented in an HMIS divided by the total number of beds available.

## **Contributing HMIS Organization (CHO)**

Any organization (including its employees, volunteers, affiliates, contractors, and associates) that records, uses or processes data on homeless clients for an HMIS. The requirements of the HMIS Final Notice apply to all Contributing HMIS Organizations.

## **Data Quality**

The accuracy and completeness of all information collected and reported to the HMIS.

## **Data Standards**

See HMIS Data and Technical Standards Final Notice.

## **De-identification**

The process of removing or altering data in a client record that could be used to identify the person. This technique allows research, training, or other non-clinical applications to use real data without violating client privacy.

## **Digital Certificate**

An attachment to an electronic message used for security purposes. The most common use of a digital certificate is to verify that a user sending a message is who he or she claims to be and to provide the receiver with the means to encode a reply.

## **Disabling Condition**

A disabling condition in reference to chronic homelessness is defined by HUD as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

## **Emergency Shelter**

Any facility whose primary purpose is to provide temporary shelter for the homeless in general or for specific populations of the homeless.



## **Emergency Solutions Grant (ESG)**

A federal grant program designed to help improve the quality of existing emergency shelters for the homeless, to make available additional shelters, to meet the costs of operating shelters, to provide essential social services to homeless individuals, and to help prevent homelessness.

## **Encryption**

Conversion of plain text into unreadable data by scrambling it using a code that masks the meaning of the data to any unauthorized viewer. Computers encrypt data by using algorithms or formulas. Encrypted data are not readable unless they are converted back into plain text via decryption.

## **Family**

HUD defines a family as a household with at least one adult and at least one child.

## **HEARTH Act**

On May 20, 2009, President Obama signed the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act.

## **Homeless Management Information System (HMIS)**

Computerized data collection tool designed to capture client-level information over time on the characteristics and service needs of men, women, and children experiencing homelessness.

Regulations issued by HUD via the Federal Register describing the requirements for implementing HMIS. HMIS requirements and regulations are located at: <https://www.hudexchange.info/hmis/>.

## **Housing Inventory Chart (HIC)**

A calculation of the numbers of beds and housing units in a region on one particular night, usually coinciding with the annual Point-in-Time count.

## **Inferred Consent**

Once clients receive an oral explanation of HMIS, consent is assumed for data entry into HMIS. The client must be a person of age, and in possession of all his/her faculties (for example, not mentally ill).

## **Informed Consent**

A client is informed of options of participating in an HMIS system and then specifically asked to consent. The individual needs to be of age and in possession of all of his faculties (for example, not mentally ill), and his/her judgment not impaired at the time of consenting (by sleep, illness, intoxication, alcohol, drugs or other health problems, etc.).

## **Information and Referral**

A process for obtaining information about programs and services available and linking individuals to these services. These services can include emergency food pantries, rental assistance, public health clinics, childcare resources, support groups, legal aid, and a variety of non-profit and governmental agencies. An HMIS usually includes features to facilitate information and referral.

## **McKinney-Vento Act**

The McKinney-Vento Homeless Assistance Act was signed into law by President Ronald Reagan on July 22, 1987. The McKinney-Vento Act funds numerous programs providing a range of services to homeless people, including the Continuum of Care Programs: the Supportive Housing Program, the Shelter Plus Care Program, and the Single Room Occupancy Program, as well as the Emergency Solutions Grant Program.

## **Notice of Funding Availability (NOFA)**

An announcement of funding available for a particular program or activity.

## **Permanent Supportive Housing**

Long term, community based housing that has supportive services for homeless persons with disabilities. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting. Permanent housing can be provided in one structure or in several structures at one site or in multiple structures at scattered sites.

## **Point in Time Count**

A snapshot of the homeless population taken on a given day. Since 2005, HUD requires all CoC applicants to complete this count every other year in the last week of January. This count includes a street count in addition to a count of all clients in emergency and transitional beds.

## **Privacy Notice**

A written, public statement of an agency's privacy practices. A notice informs clients of how personal information is used and disclosed. According to the *HMIS Data and Technical Standards*, all covered homeless organizations must have a privacy notice.

## **Project-Specific Data Elements**

Data elements required for projects that receive funding under the McKinney-Vento Homeless Assistance Act and complete the Annual Performance Reports (APRs).

## **Public Keys**

Public keys are included in digital certificates and contain information that a sender can use to encrypt information such that only a particular key can read it. The recipient can also verify the identity of the sender through the sender's public key.

## **Scan Cards**

Some communities use ID cards with bar codes to reduce intake time by electronically scanning ID cards to register clients in a bed for a night. These ID cards are commonly referred to as scan cards.

## **Single Room Occupancy (SRO)**

A residential property that includes multiple single room dwelling units. Each unit is for occupancy by a single eligible individual. The unit need not, but may, contain food preparation or sanitary facilities, or both. It provides rental assistance on behalf of homeless individuals in connection with moderate rehabilitation of SRO dwellings.

## **Shelter Plus Care Program**

A program that provides grants for rental assistance for homeless persons with disabilities through four component programs: Tenant, Sponsor, Project, and Single Room Occupancy (SRO) Rental Assistance.

## **Supportive Housing Program**

A program that provides housing, including housing units and group quarters, that has a supportive environment and includes a planned service component.

## **Supportive Services**

Services that may assist homeless participants in the transition from the streets or shelters into permanent or permanent supportive housing, and that assist persons with living successfully in housing.

## **Transitional Housing**

A project that has as its purpose facilitating the movement of homeless individuals and families to permanent housing within a reasonable amount of time (usually 24 months).

## **Unduplicated Count**

The number of people who are homeless within a specified location and time period. An unduplicated count ensures that individuals are counted only once regardless of the number of times they entered or exited the homeless system or the number of programs in which they participated. Congress directed HUD to develop a strategy for data collection on homelessness so that an unduplicated count of the homeless at the local level could be produced.

## **Universal Data Elements**

Data required to be collected from all clients serviced by homeless assistance programs using an HMIS. These data elements include date of birth, gender, race, ethnicity, veteran's status, and Social Security Number (SSN). These elements are needed for CoCs to understand the basic dynamics of homelessness in their community and for HUD to meet the Congressional directive.

## **Written Consent**

Written consent embodies the element of informed consent in a written form. A client completes and signs a form documenting the client's understanding of the options and risks of participating or sharing data in an HMIS system and consenting to such participation and data sharing. The signed document is then kept on file at the agency.

# Pima County Homeless Management Information System

## Protocol for the Governance of the Homeless Management Information System in Pima County, Arizona

### I. Purpose

Pursuant to the requirements established by the U.S. Department of Housing and Urban Development (HUD), this Protocol sets forth the intended governance structure for the operation of the Homeless Management Information System (HMIS) in Pima County, Arizona. This Protocol defines the intended roles of the various entities that provide services to homeless people in Pima County. In order to ensure an effective, efficient, and secure system, this Protocol includes: general parameters for the system, confidentiality and security practices, network operations, and HMIS user training availability.

### II. Glossary

#### Agency

Administrator: An HMIS user who is designated by a participating agency as the primary contact for all communication regarding Pima County HMIS at that agency and to fulfill the responsibilities of that designation.

AHAR: Annual Homeless Assessment Report, an official report to the U.S. Congress

APR: Annual Performance Report, a report required by HUD

Client: An individual who is receiving homeless or homelessness prevention services from an HMIS participating agency about whom service data is tracked in HMIS.

CoC: The Continuum of Care

CSET: Pima County Community Services, Employment and Training Department

Continuum of Care: A geographically based group of representatives that carries out the planning responsibilities of the Continuum of Care program, as directed by the HUD Continuum of Care Program Regulations (24 CFR Part 578.) In Pima County, the Continuum of Care is the Tucson Pima Collaboration to End Homelessness.

Data Subcommittee: The purpose of the Data Subcommittee is to develop HMIS policies and procedures and to coordinate and analyze data for the monitoring of the continuum performance.

Grantee: Pima County through CSET

HMIS: Homeless Management Information System; electronic database utilized by member agencies to track the provision of services to and needs of homeless people within the geographic boundaries of Pima County.

HMIS Committee: The HMIS Committee provides guidance to TPCH, including planning, software selection, implementation and administration of the database according to HUD's HMIS Data and Technical Standards. Active participation on this Committee is mandatory for all organizations that have licensed users of HMIS.

HMIS Lead Agency: Pima County, HUD HMIS Grantee responsible for coordination of the HMIS.

HMIS Users: Members of participating agencies authorized to access and enter data into HMIS

HUD: U.S. Department of Housing and Urban Development

NOFA: Notice of Funding Availability issued by HUD for CoC funds

Participating Agencies: Community and faith-based organizations, government entities, businesses and individuals that participate in the CoC and provide services to homeless persons.

TPCH: Tucson Pima Collaboration to End Homelessness, a coalition of community and faith-based organizations, government entities, businesses and individuals committed to the mission of reducing homelessness and to addressing the challenges associated with homelessness in Pima County. TPCH is the Continuum of Care in Pima County and is the lead decision-making group for homeless services funded by the HUD Continuum of Care Program, which includes HMIS, and represents the geographic area of Pima County.

Vendor: Bowman Systems, L.L.C., contractor providing ServicePoint, the HMIS software, a contractor to Pima County

### III. Background

The Pima County HMIS meets the HUD requirements to record and store client-level information on the characteristics and service needs of homeless persons. This system utilizes a software application called ServicePoint, which is operated by the vendor. Pima County CSET provides technical assistance and support. The CoC brings together homeless assistance providers within the community to create a more coordinated and effective housing and service delivery system.

In order to meet the federal requirements for HUD CoC funding, the CoC utilizes HMIS to collect client information, to prepare the APR, and to report aggregate community-wide data as required.

Non HUD funded homeless service providers are encouraged to participate in HMIS to provide a comprehensive source of available services and identify gaps in services within Pima County.

All HMIS participating agencies are required to be members of the CoC and attend the monthly HMIS committee meetings. All HMIS participating agencies are required to complete an Agency Agreement and accept the conditions, requirements, and regulations of HMIS participation. Each agency is encouraged to identify a high-level user who can accept the responsibility of an Agency Administrator and complete the required training.

### IV. General Parameters and Goals for HMIS Implementation and Use

- A. HMIS Lead Agency and the CoC shall work cooperatively to:
1. Develop HMIS policies, procedures, and support to meet HUD requirements and to maximize the utility of HMIS.
  2. Prioritize use of HMIS funding to meet HUD requirements. Uses will include, but are not limited to: determination of license distribution, user access levels, training, reporting, technical support, and addition of software modules components.
  3. Develop and submit the CoC application.
  4. Develop strategies to secure local match funds.
  5. Regularly review HMIS data and reports required by HUD.
  6. Encourage participating agency compliance with all Federal and State laws and regulations relating to the operation of HMIS.
  7. Encourage HMIS user compliance with HUD HMIS Data Standards relating to the collection, storage, retrieval, and dissemination of client data.

8. Encourage the use of HMIS data to inform policy decisions and to establish CoC performance measures.
9. Adhere to the HMIS grant parameters.
10. Select an HMIS software system and technical support provider.

B. HMIS Lead Agency will:

1. Designate liaison(s) to coordinate HMIS efforts with HUD and the CoC.
2. Attend and, when appropriate, provide input at TPCH HMIS Committee meetings.
3. Provide the CoC with reports regarding HMIS utilization.
4. Pursuant to County procurement policies and procedures, procure and administer the vendor and consultant contracts related to the HMIS grant and abide by the terms and conditions of such contracts.
5. Remain in good standing with HUD as an HMIS Grantee.
6. Submit reports required of the HMIS Grantee to HUD in a timely manner.
7. Prepare of the AHAR and provide AHAR to the CoC.
8. Provide HMIS data to the CoC.
9. Upon request and approval of the CoC, provide HMIS data to local, state or Federal entities.
10. Be the sole contractor for HMIS software and services with Vendor.

C. The CoC will:

1. Ensure that:
  - a. The CoC approves and submits the HMIS and CoC application.
  - b. Participating agencies implement HUD HMIS standards.
2. Monitor HMIS and review successes and failures to validate system effectiveness.



3. Elect a CoC member representative to chair the HMIS Committee and serve as liaison for coordinating HMIS efforts with the HMIS Lead Agency, HMIS Committee and participating agencies.
4. Educate and instruct participating agencies through the HMIS Committee:
  - a. To collect accurate data from consenting clients as mandated by HUD.
  - b. Not to transmit information in violation of any Federal or State laws or regulations, including, but not limited to, copyright law, protected trade secrets, obscenity, or threats.
  - c. Not to release HMIS data to any person, agency, or organization other than the CoC, other participating agencies, HUD, and the HMIS Lead Agency, unless specific consent is received from the client and approved by the CoC.
  - d. That HMIS Lead Agency is the sole contractor for HMIS software and services with Vendor and that participating agencies and HMIS users cannot instruct Vendor to act outside the scope of their contracts with Pima County.
5. Develop HMIS policies and procedures in conjunction with the HMIS Lead Agency, as required by HUD.

V. Network Operations

A. Pima County/HMIS Lead Agency

1. With regard to the HMIS Vendor, Pima County as HMIS Lead Agency:
  - a. Retains all authority for the administration of vendor and consultant contracts.
  - b. Will be the sole liaison with the Vendor for any contract performance issues.
  - c. Will monitor performance of Vendor to ensure that necessary technical support and the appropriate training to HMIS users is provided.
  - d. Will ensure that Vendor is required to provide an Information Services Help Desk for HMIS-related questions

from participating agencies.

2. Will monitor software and license use. Pima County or the Vendor, in consultation with Pima County, may restrict participating agency access to HMIS for inappropriate use or terminate a participating agency's licenses to maintain the integrity of the HMIS.
3. Will provide HMIS implementation, operations and expansion services, as required by HUD.
4. Will provide trained and qualified personnel to assist all users with the following services and support:
  - a. Training
  - b. Reporting
  - c. Meetings/Facilitation
  - d. Security
  - e. Project Management
  - f. Technical Assistance & Support
  - g. Data Quality Monitoring
  - h. System Administration
  - i. Data Analysis Support
  - j. HMIS Regulatory Compliance
  - k. Support for all HUD programs including, but not limited to: CoC Programs, Emergency Solutions Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA), and Supportive Services for Veteran Families (SSVF).

## **B. Participating Agency**

Each participating agency will be required to:

1. Complete an HMIS Participating Agency Agreement.
2. Identify an Agency Administrator, if appropriate, and submit an Agency Administrator Agreement.
3. Warrant that all individuals entering or accessing HMIS data have completed HMIS training, signed User Agreement and are approved by both the participating agency and the HMIS Lead Agency prior to being allowed to use HMIS.
4. Ensures that no user shares his or her login and password under any circumstance.
5. Establish and enforce agency-level HMIS policies and procedures.

6. Maintain an electronic data security program, Internet connectivity, and computer equipment to meet data standards and regulations.
7. Take all necessary precautions to prevent any destructive or malicious program from being introduced to the System, including virus protection software.
8. In the event that a virus, worm or other malicious code is introduced to HMIS through the agency's computer network, notify Pima County immediately and employ all appropriate resources to efficiently disinfect the systems as quickly as possible.
9. Immediately notify Pima County either prior to, or immediately upon, user change.
10. Monitor use of HMIS and insure HMIS users comply with license requirements.
11. Recognize that the HMIS Lead Agency is the sole contractor for HMIS software and services with Vendor and that participating agencies and HMIS users cannot instruct Vendor to act outside the scope of their contracts with Pima County.
12. Execute and comply with the terms of:
  - a. HMIS Participating Agency Agreement; and
  - b. The HMIS Data Sharing Agreement

## **VI. Security**

### **A. Pima County:**

1. Will assign HMIS user licenses and login IDs.
2. May deny HMIS access to any HMIS user.
3. Will maintain copies of all HMIS Agreements.
4. Monitor license usage including inactivating, deleting, or terminating users as required.
5. Reset passwords.
6. Create and manage "Enter Data As" (EDA) and reporting groups set up.

7. Assign ART licenses as required.
  8. Set up and maintain visibility settings for data sharing/data security for all assessments and data types as directed.
9. Maintain security setup as required by HUD technical standards.
- B. **TPCH:**
1. Will identify each participating agency authorized to use HMIS.
  2. Through the HMIS Committee, will monitor each participating agency to insure that:
    - a. HMIS users are properly trained in HMIS use and security.
    - b. Participating agencies agree to keep login IDs and passwords confidential and assure that HMIS users do not share with anyone.
    - c. Internal security protocols are established and followed to prevent unauthorized utilization, access or transmission of HMIS data.
    - d. That HMIS equipment, data, and software is secured and access is limited only to users who have completed training and have a specific job-related need.
  3. Will develop a process for dealing with the violations of any of the HMIS information security protocols.
  4. Will immediately notify Pima County of any deletion of an authorized participating agency to insure timely deactivation of the HMIS user IDs and passwords.

## **VII. Amendments**

Amendments, including additions, deletions, or modifications to this Protocol may be proposed in writing by either TPCH or Pima County. Proposals will be presented to the CoC for consideration. If approved by the CoC, TPCH and Pima County will amend the Protocol. Amendments will be effective only when in writing and executed by the Parties.


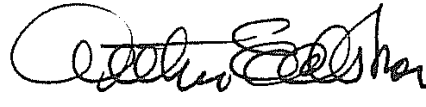
## **VIII. Attachment**

The following documents are important to the functioning of HMIS and are, therefore attached:

- A. Tucson Pima Collaboration to End Homelessness- Operating Policies (most recently amended version)
- B. HMIS Participating Agency Agreement
- C. Pima County HMIS Agency Administrator Agreement
- D. HMIS User Agreement
- E. HMIS Data Sharing Agreement

**IX. Agreement**

This Protocol, signed by Pima County, as the HMIS Lead Agency, and TPCH defines the governance roles in relation to HMIS. Both Parties acknowledge that this Protocol shall serve as the written agreement between the Continuum of Care and the HMIS Lead Agency required by HUD.

	1/16/14			1-16-14	
TPCH Chair	Date		Art Eckstrom	Date	
Tucson Pima Collaboration to End Homelessness			Director		
David Roun			Pima County Community Services,		
Print TPCH Chair Name			Employment and Training Department		
			2797 E. Ajo Way, 3 <sup>rd</sup> Floor		
			Tucson, Arizona 85713		

## **Pima County Homeless Management Information System (HMIS)**

### **Entry & Exit Policy**

Approved February 23, 2016

The Tucson Pima Collaboration to End Homelessness (TPCH) recognized the important of consistent data entry in HMIS. HMIS is a client record-keeping system and its goal is to accurately reflect the activities of clients and services provided by providers throughout Pima County. HMIS Entry/Exit dates for a client mirror when the service and/or residence actually begins and ends. TPCH adopts for the data entry requirements for each of the following:

***Emergency Shelter-*** All clients must be entered/exited in HMIS for all Emergency Shelter programs within 48 hours (2 business days) of their entry/exit in the program.

***Permanent Supportive Housing-*** All clients must be entered/exited into HMIS for all Permanent Housing programs within 5 business days of their entry/exit in the program.

***Rapid Re-Housing-*** All clients must be entered/exited into HMIS for all Rapid Re-Housing programs within 48 hours (2 business days) of their entry/exit in the program.

***Transitional Housing-*** All clients must be entered/exited in HMIS for all Transitional Shelter programs within 48 hours (2 business days) of their entry/exit in the program.

#### **Supportive Services Only-**

***Street Outreach-*** An Outreach Engagement/Enrollment for each client must be entered into HMIS for Street Outreach programs within 48 hours (2 business days) of the initial Engagement/Enrollment. All contacts should be entered into HMIS within 48 hours (2 business days) of their AFTER initial Engagement/Enrollment and subsequently after each additional contact.

Clients should be exited after 6 months if no additional contacts or engagements occur after initial Engagement/Enrollment. If possible, clients should be exited from Outreach after entering a permanent housing program.

***Day Center-*** All clients must be entered/exited in HMIS for all Day Shelter programs within 48 hours (2 business days) of their entry/exit in the program. Clients should be exited after 6 months if no additional contacts or engagements occur after initial Engagement/Enrollment.

***Case Management-*** All clients must be entered/exited in HMIS for all Case Management only programs within 48 hours (2 business days) of their entry/exit in the program. Clients should be exited after 6 months if no additional contacts or engagements occur after initial Engagement/Enrollment.

# TUCSON PIMA COLLABORATION TO END HOMELESSNESS

## Pima County

### Homeless Management Information System (HMIS)

#### Security Plan

Approved August 26, 2014

#### **HMIS SECURITY PLAN**

The goal of the HMIS Security Plan is to ensure that HMIS data is collected, used, and maintained in a confidential and secure environment at all times. The HMIS Security Plan applies to the HMIS Lead/Administrator, HMIS participating agencies, and the HMIS Bowman software. These standards apply to all client information that is collected in the HMIS or through comparable databases.

The purpose of this document is to outline security standards and define the parameters of compliance with these standards. These standards represent a minimum level of security required for all HMIS participating agencies. Another key purpose of this document is to describe how the HMIS Lead/Administrator and HMIS vendor software meet and maintain security requirements established in HUD's security standards.

#### **LEVELS OF USER ACCESS AND SECURITY**

Each HMIS Participating Agency will maintain a written policy detailing organizational management control over access authorization, user levels, and the internal process for activating new HMIS users. The HMIS Administrator will be solely responsible for establishing new users in the HMIS.

HMIS Participating Agencies must establish an internal point of contact, known as the Agency Administrator, for establishing new users with the HMIS Administrator. Individual staff should not email or request new HMIS users or HMIS program changes without permission from the Agency Administrator. Directors should be copied on the correspondence so that they are aware of new user requests.

The Pima County HMIS has four levels of user types:

- 1) ***Volunteer*** –HMIS users are assigned to programs at an agency to view and modify client records and can be assigned 'Enter Data As' rights for programs outside of their agency.
- 2) ***Agency Staff*** – HMIS users are assigned to programs at an agency to view and modify client records, can be assigned 'Enter Data As' rights for programs outside of their agency and update their agency's 'system news'.
- 3) ***Case Manager II***– HMIS users are assigned to program at an agency to view and modify client records and goals/action steps, can be assigned 'Enter Data As' rights for programs outside of their agency, and update their agency's 'system news'. This user can also access the Call Point module, modify case managers, and run agency reports.

4) **Case Manager III**– HMIS users are assigned to program at an agency to view and modify client records and goals/action steps, can be assigned 'Enter Data As' rights for programs outside of their agency, and update their agency's 'system news'. This user can also access the Call Point module, modify case managers, and run agency reports. This user has an 'agency administrator' view of all programs within their agency.

An agency must identify the both the type of user and programs each user should access within their agency. The Agency Administrator must maintain listings of active users and notify the HMIS Administrator immediately (within 24 hours) of any HMIS users that are no longer employed with the agency.

## **SECURITY INCIDENT PROCEDURES**

All HMIS Participating Agencies and their authorized users must abide to the terms of the HMIS agreements. Failure to fulfill these agreements may result in immediate termination of HMIS access until issues are resolved.

All breaches related to security or privacy must be reported to the HMIS Lead immediately (within 24 hours) of discovery. The HMIS Participating Agencies assumes all liability due to data breaches or risk of incident within their organization.

All HMIS users are obligated to report suspected instances of noncompliance with these Standards that may leave HMIS vulnerable to intrusion or compromise client information. The HMIS Lead Agency/Administrator is responsible for reporting any security incidents involving the real or potential intrusion.

All HMIS users will report any incident in which unauthorized use or disclosure of client information has occurred. Security breaches that have the possibility to impact the HMIS must be reported to the HMIS Participating Agency Administrator who notified the HMIS Lead Agency/Administrator. Each HMIS Participating Agency will maintain and follow all procedures established by the HMIS Lead Agency, HMIS software, and Continuum of Care related to thresholds for security incident reporting.

The HMIS Lead Agency staff, in conjunction with the HMIS Administrator will review violations and recommend corrective and disciplinary actions. Each TPC Partner Agency will maintain and follow procedures related to internal reporting of security incidents.

## **AUDIT AND ACCESS CONTROLS**

The HMIS Lead Agency will maintain an accessible audit trail that allows the monitoring of user activity. The HMIS will also authenticate user activity via Internet Protocol (IP) address and prevent simultaneous user access.

All HMIS users are setup so that the HMIS uses the IP to validate the user. At no time and under no circumstance should an HMIS user share their user login and password or allow anyone to use their license. Each user is assigned a license.

## **PERSONNEL AUTHENTICATION & PASSWORD PROTOCOLS**

All users are required to attend New User Training to obtain an HMIS license.

The below outlines password and user inactivity protocols for the each HMIS user:

- 1) All passwords must be unique,
- 2) All passwords must be rotated every 45 days,
- 3) All passwords must be in a prescribed format,
- 4) Upon the third unsuccessful login try, users will be locked out of the system and the HMIS administrator must reset.
- 5) All users with no login activity for at least 45 days will be automatically inactivated.



Locked out users will have to contact the HMIS administrator to have their account reactivated. All users with no login activity for at least 90 days will be automatically deactivated. The HMIS Administrator must be notified and will then have to reactivate. Users who reactivate after 6 months will be required to attend a New User Training for their license to be reactivated.

## **PUBLIC ACCESS PROTOCOLS**

Program staff should be present to monitor workstations containing access to the HMIS. Additionally, when workstations are not in use and staff are not present, steps should be taken to ensure that the computers and data are secure and not usable by unauthorized individuals. After a short amount of time, workstations should automatically turn on a password protected screen saver when the workstation is temporarily not in use. Password protected screen savers are a standard feature with most operating systems and the amount of time can be regulated by the HMIS Participating Agency. If staff from an HMIS Participating Agency will be gone for an extended period of time, staff should log off the data entry system and shut down the computer. The HMIS will automatically log users out after 15 minutes of inactivity.

## **MALWARE AND VIRUS PROTECTION WITH AUTO UPDATE**

HMIS Participating Agencies accessing the HMIS must protect the system by using commercially available malware, virus protection software, and must also maintain a secure firewall.

The HMIS Software Provider places firewalls on all data-hosting servers and regularly monitors all activity.

## **DISASTER PROTECTION AND RECOVERY**

The HMIS Software Provider is contractually required to back up all HMIS data. Data back-up is conducted every 24 hours and is maintained using both power and alternative power systems at a different location from the primary HMIS server.

## **ENCRYPTION**

SSL (Secure Sockets Layer) is standard security technology for establishing an encrypted link between a website and a browser. The HMIS Software Provider ensures that HMIS SSL certificates are maintained and the SSL encryption ONLY encrypts data going across the Internet to the end-user's web browser. The traffic that then flows between the server and the end-user's workstation is encrypted using the SSL certificate installed on that server.

At no time should client information be sent un-secured outside the HMIS software. Any email or other electronic correspondence regarding should be secured by the user and HMIS Participating Agency.



**HMIS PARTICIPATING AGENCY AGREEMENT**

**Pima County Homeless Management Information System (HMIS)**

This agreement is entered into by and between the Pima County, through the Community Services, Employment and Training Department (“CSET”), and \_\_\_\_\_ (“AGENCY”) located at \_\_\_\_\_.

The U.S. Department of Housing and Urban Development (“HUD”) and the Tucson Pima Collaboration to End Homelessness (“TPCH”), the local Continuum of Care (“CoC”), have designated CSET the Homeless Management Information System (“HMIS”) Grantee. As the HMIS Grantee, CSET is the HMIS Lead Agency responsible for implementing and operating the HMIS system and data collection requirements. The “HMIS System” is an internet-based management information software system.

This Agreement shall be effective on the date signed below and shall remain in effect until terminated in writing by either Party or until HUD and/or the CoC require execution of a new Agreement.

By signing below, the Parties agree to the following **Terms, Conditions and Responsibilities:**

A. **CSET**. CSET will perform the duties of the HMIS Lead Agency, which include, but are not limited to:

1. Approve use of HMIS System by AGENCY.
2. Procure, and retain sole ownership of, HMIS hardware and software.
3. Require the HMIS software developer to provide disaster recovery and data security controls.
4. Control the use and dissemination of all data entered into the HMIS System, pursuant to HUD regulations and the TPCH HMIS Protocol.

B. **AGENCY**. AGENCY provides services through various HUD-funded agreements that require it to enter data into the HMIS system. To use the HMIS System, AGENCY shall:

1. Ensure that Agency Administrator(s), or, if no Agency Administrator is available, an HMIS User, attends all mandatory HMIS Committee meetings and communicates HMIS business with other Agency HMIS Users.
2. Follow HMIS Procedures regarding timely entry of data into HMIS System.

3. Maintain a high level of data quality, ensuring that such quality is reviewed no less than monthly.
4. Immediately resolve data discrepancies and inconsistencies to ensure data integrity and accuracy for reports to HUD and the CoC.
5. Ensure that, if AGENCY uses the HMIS System to maintain data on non-HUD funded client services, such use has no impact on the data integrity and operation of the HMIS System.
6. Determine the specific individuals that will be allowed to enter data into the HMIS System, obtain authorization from CSET for each individual to use the HMIS System, and obtain a license for each specific individual. **AGENCY MAY NOT ALLOW AN INDIVIDUAL TO ACCESS THE HMIS SYSTEM PRIOR TO CSET AUTHORIZATION AND PROPER LICENSING.**
7. Ensure that each individual authorized to enter data into the HMIS System has a secure user ID and password. **UNDER NO CIRCUMSTANCES SHALL AGENCY ALLOW THE SHARING OF USER IDS AND PASSWORDS NOR THE USE OF AN USER ID AND PASSWORD BY ANY INDIVIDUAL NOT SPECIFICALLY AUTHORIZED BY CSET.**
8. Notify CSET immediately when an authorized HMIS User leaves the Agency's employment and ensure that no other individual has the ability to use that individual's HMIS System user ID and password.
9. Contact CSET regarding HMIS System software and technical assistance needs. Absent written approval from CSET, **AGENCY MAY NOT CONTACT THE HMIS SYSTEM SOFTWARE PROVIDER FOR ANY REASON, INCLUDING REQUESTING MODIFICATION OF THE SOFTWARE.**
10. Ensure that all authorized HMIS Users adhere to the HMIS Privacy Policies and Protocols and develop an internal HMIS Privacy Policy to prevent unauthorized, inappropriate, or illegal use of the data entered into the HMIS System.
11. Obtain a signed "Client Release of Information" form from each client and ensure that the executed releases are maintained in a secure and controlled location.
12. Designate at least one Agency Administrator to monitor AGENCY's use of the HMIS System and adherence to all privacy policies and CSET and CoC directives.
13. Comply with HUD HMIS Data and Technical Standards which is attached as **Exhibit A**, except when these Standards conflict with Arizona law. In such cases, Arizona law supersedes these Standards.
14. Ensure staff workstations are configured in a manner that prevents access to and viewing of the HMIS System data by anyone not specifically authorized and approved to see the data.

15. Not export client data from the HMIS System to any other organization, entity, government unit or person without first obtaining written permission from CSET.

16. Maintain secure Internet connectivity and computers for approved HMIS users.

C. **Indemnification.** AGENCY shall indemnify, defend, and hold harmless COUNTY, its officers, employees and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs attendant thereto, arising out of any act, omission, fault or negligence by the SUBGRANTEE, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of this Grant Agreement.

D. **Termination.** CSET has the right to terminate this Agreement at any time it determines that AGENCY has failed to comply with its responsibilities under this Agreement.

***AGENCY agrees to abide by the terms, conditions and responsibilities set forth in this Letter of Agreement. CSET agrees to perform the responsibilities set forth above. Further, CSET hereby authorizes AGENCY to use the HMIS System in the conduct of its activities pursuant to the terms and conditions set forth above. This Agreement supersedes and replaces any other agreement, oral or written, regarding the use of the HMIS System.***

**AGENCY (authorized signature):**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

**CSET (approval):**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date



## Pima County HMIS Agency Administrator Agreement

\_\_\_\_\_ "Agency"  
Agency Name

Agency designates the following individual as HMIS Administrator: \_\_\_\_\_  
The Agency HMIS Administrator is the primary contact for all communication regarding Pima County HMIS at this agency. Agency will ensure that the HMIS Administrator complies with all requirements set forth below. The Agency Administrator must acknowledge acceptance of the following responsibilities by initialing in the space provided:

- \_\_\_\_\_ Coordinate Confidentiality Training, when available.
- \_\_\_\_\_ Maintain executed "Client Release of Information" forms in a **secure** location.
- \_\_\_\_\_ Request username and password authorizations from the Pima County HMIS Administrator for HMIS user at Agency.
- \_\_\_\_\_ Monitor user adherence to workstation security and client information confidentiality policies.
- \_\_\_\_\_ Ensure adherence to both the Agency's and Pima County's HMIS Protocols, policies and procedures.
- \_\_\_\_\_ Provide technical support to Agency HMIS users, as needed.
- \_\_\_\_\_ Regularly check accuracy of data entered into HMIS by Agency HMIS users, provide training and guidance.
- \_\_\_\_\_ Monitor use of HMIS for data quality and timeliness.
- \_\_\_\_\_ Regularly run data quality reports and work with Agency's HMIS users to implement corrective measures, as necessary.
- \_\_\_\_\_ Immediately cancel Agency's HMIS user authorization upon separation of user from Agency.
- \_\_\_\_\_ Notify Pima County HMIS Administrator of any changes in authorized users.

**I understand and agree to comply with all statements initialed above.**

\_\_\_\_\_  
Print Partner Agency Administrator Name

\_\_\_\_\_  
Partner Agency Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Partner Agency Executive Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pima County HMIS Lead Agency Signature

\_\_\_\_\_  
Date

Pima County HMIS Partner Agency User Agreement (rev. 10/22/2012)

Page 1 of 1



## Pima County HMIS User Agreement

\_\_\_\_\_ (“Agency” or “Employer”)  
Agency Name

Agency designates the following individual as an HMIS User: \_\_\_\_\_  
HMIS User Name

The above-named HMIS User is an individual who works directly with clients to obtain information from and enter data regarding clients into the Pima County Homeless Management Information System (“HMIS System”) or who accesses the data from the HMIS System in the course of performing his or her duties for the Agency. Agency will ensure that this HMIS User complies with all requirements set forth below.

**My initials in the spaces provided below, and my signature, are proof that I understand, accept and agree to comply with the following HMIS System User requirements:**

### 1. **HMIS DATA CONFIDENTIALITY:**

\_\_\_\_\_ **The information entered into the HMIS system is sensitive and confidential, and is not to be shared, disseminated, discussed or otherwise disclosed,** except as specifically instructed by my Employer or as directed in writing by the client.

\_\_\_\_\_ **Unauthorized, inappropriate, or illegal use of the data entered into the HMIS System may subject me to discipline and/or criminal penalties.**

\_\_\_\_\_ The data that I am able to access in the HMIS System is not to be viewed by or shared with any other HMIS User either in my Agency or in another Agency unless specifically authorized by my Employer and the Pima County HMIS System Manager or as specified in a written request of the client.

\_\_\_\_\_ I may only view, obtain, disclose or use data in the HMIS System as necessary to perform my job duties and responsibilities associated with providing services to my Agency’s clients.

\_\_\_\_\_ Information in the HMIS System about an individual client may only be shared with that client.

\_\_\_\_\_ I must immediately report any suspected or actual security breach to the HMIS Agency Administrator or the Pima County System Administrator.

### 2. **HMIS USER ID AND PASSWORD CONFIDENTIALITY:**

\_\_\_\_\_ My HMIS user ID and password **may not be accessible to, shared with or given to any other person.**

\_\_\_\_\_ My HMIS user ID and password will be kept in a secure location that prevents anyone else from seeing and learning what they are.

\_\_\_\_\_ If I leave employment at the Agency, I will not give my HMIS user ID and password to anyone else in the Agency or to the new person assuming my job.

3. **COMPUTER SECURITY:**

\_\_\_\_\_ **I will never leave my computer unattended when I am logged into the HMIS System.**

\_\_\_\_\_ If I leave my computer and work area, I will log out of the HMIS System and close the internet browser.

4. **DATA ENTRY:**

\_\_\_\_\_ **The computer's automatic data saving must be set to occur every four (4) minutes.**

\_\_\_\_\_ HMIS data must be entered according to AGENCY policies and Pima County HMIS data standards.

\_\_\_\_\_ I will be careful when entering data into the HMIS System to be accurate.

\_\_\_\_\_ The following will NOT be entered into the HMIS System, unless a direct quote of a client AND essential to assessment, services or treatment:

\_\_\_\_\_ **Discriminatory comments** by or about any person regarding race, color, religion, national origin, ancestry, discrimination, age, sex, or sexual orientation.

\_\_\_\_\_ **Offensive language and/or profanity.**

5. **FAILURE TO COMPLY:**

\_\_\_\_\_ I may be subject to personnel action, including, but not limited to termination from employment or volunteer status with the Agency if I fail to comply with the provisions of this User Agreement.

\_\_\_\_\_  
Printed HMIS User Name

\_\_\_\_\_  
HMIS User Job Title

\_\_\_\_\_  
HMIS User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Executive Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HMIS Agency Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pima County HMIS Administrator Signature

\_\_\_\_\_  
Date

**Pima County**

**Homeless Management Information System  
(HMIS)**

**Privacy Plan**

**Approved August 26, 2014**



## **COLLECTION OF PERSONAL INFORMATION**

Personal information will be collected for HMIS only when it is needed to provide services, when it is needed for another specific purpose of the agency where a client is receiving services, or when it is required by law. Personal information may be collected for these purposes:

- To provide or coordinate services for clients
- To find programs that may provide additional client assistance
- To comply with government and grant reporting obligations
- To assess the state of homelessness in the community, and to assess the condition and availability of affordable housing to better target services and resources

Personal information is collected with the knowledge and consent of clients through the signing of the HMIS Client Consent to Release Information form. It is assumed that clients consent to the collection their personal information as described in this notice when they seek assistance from an agency using HMIS and provide the agency with their personal information. An implied consent is acceptable in certain situations, such as during Point-in-Time Street Count interviews.

If an agency reasonably believes that a client is a victim of abuse, neglect or domestic violence, or if a client reports that he/she is a victim of abuse, neglect or domestic violence, special precautions should be taken to protect the client and their personal information.

## **USE AND DISCLOSURE OF PERSONAL INFORMATION**

The U.S. Department of Housing and Urban Development (HUD) and the agencies that fund programs require the use of HMIS when assisting people in need. Clients must give consent before their personal information is used or disclosed for any purpose. Each agency should provide their clients a list of HMIS Participating Agencies.

All agencies in the Pima County HMIS share the following information: name, date of birth and last four digits of the social security number. This sharing avoids the duplication of client records.

Personal information may be used or disclosed for the following purposes:

1. To provide or coordinate services to individuals and families. Agencies that may share client records with other organizations have a data sharing agreement, separate privacy policies and that may allow different uses and disclosures of the information. Clients may ask these agencies for the specific uses of their information. Some agencies work together (collaborate) on programs and share more detailed information. All agencies participating in HMIS must keep client information confidential and only use it for program purposes.
2. To carry out administrative functions such as required reports, legal audits, personnel, oversight, and management functions.
3. When required by law. Personal information will be released to the extent that use or disclosure complies with the requirements of the law.
4. To avert a serious threat to health or safety if:
  - a. the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of an individual or the public, and
  - b. the use or disclosure is made to a person reasonably able to prevent or lessen the threat, including the target of the threat.
5. To comply with government reporting obligations for homeless management information systems and for oversight of compliance with homeless management information system requirements.

Clients may withdraw permission to share their personal information in HMIS at any time. This request must be made in writing to the agency providing assistance. The agency where the client receives services will offer to explain any information that a client may not understand.

If the information listed in HMIS is believed to be inaccurate or incomplete, a client may submit a verbal or written request to have his/her information corrected. Inaccurate or incomplete data may be deleted, or marked as inaccurate or incomplete and supplemented with additional information.

### **LIMITS ON COLLECTION OF PERSONAL INFORMATION**

Only personal information relevant for the purpose(s) for which it will be used will be collected. Personal information must be accurate and complete.

Client files become a permanent record in HMIS. Personal information may be retained for a longer period if required by statute, regulation, contract or another obligation.

## **LIMITS ON PARTICIPATING AGENCY USE OF HMIS CLIENT INFORMATION**

The Pima County HMIS allows the sharing of some personal information and is an open data system. This system allows Participating Agencies to share client information in order to coordinate services for clients. However, Participating Agencies may not limit client service or refuse to provide service in a way that discriminates against clients based on information the Partner Agency obtained from HMIS.

## **COMPLAINTS AND ACCOUNTABILITY**

Questions or complaints about the privacy policies and practices may be submitted to the agency where the client receives services. If no resolution can be found, the complaint will be forwarded to the agency's executive director.

Complaints specific to HMIS operation should be submitted to [hmishelp@pima.gov](mailto:hmishelp@pima.gov). If no resolution can be found, the complaint will be forwarded to Pima County HMIS System Administrator, Pima County CSET Department.

All other complaints will follow the agency's grievance procedure as outlined in the agency's handbook.

All HMIS users (including employees, volunteers, affiliates, contractors and associates) are required to comply with this privacy notice. Users must receive and acknowledge receipt of a copy of this privacy notice.

**Public Privacy Notice (Posted Sign)**

**Pima County Homeless Management Information System  
PRIVACY NOTICE**

**THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND  
DISCLOSED AND HOW YOU CAN OBTAIN ACCESS TO THAT INFORMATION.  
PLEASE READ IT CAREFULLY**

Effective Date: \_\_\_\_\_

**Our Duty to Safeguard your Personal Information:**

\_\_\_\_\_ (Agency Name) collects information about which clients utilize services that we provide. We will ask for your permission to enter the information we collect about you and your family (as applicable) into a program called the HMIS. Although the HMIS helps us keep track of your information, individually identifiable information about you is considered Personal Information. We are required to protect the privacy of your identifying information and to give you notice about how, when and why we may use or disclose the information.

We are also required to follow the privacy practices described in this Notice, although \_\_\_\_\_ (Agency Name) may have additional privacy practices. You may request a copy of this notice at any time.

**How We May Use and Disclose Your Information:**

We use and disclose aggregate information for a variety of reports. We have a limited right to include some of your information for reports on homelessness and services needed by those who are homeless. Personal identifying information may not be used without your specific consent. We will not turn your information over to a national database. We must have your consent to use or disclose your information unless the law permits or requires us to make the use or disclosure without your permission. Please review the client consent form for further details.

**Your Rights Regarding Your Information:**

- You have the right to receive services even if you choose NOT to participate in the Pima County HMIS. However, clients may be refused program entry for not meeting other agency eligibility criteria.
- You have the right to ask for information about who has seen your information.
- You have the right to view your information and change it, if it is not correct.

**Pima County**  
**Homeless Management Information System (HMIS)**  
**Mandatory Collection Notice**

We collect personal information directly from you for reasons that are discussed in our privacy statement. We may be required to collect some personal information as mandated by law or as requested from organizations that fund this program. Other personal information we collect is necessary to operate programs, improve services, and better understand the needs of homelessness. We collect appropriate information only. A Privacy Notice is available upon request.

## HMIS Client Consent To Release Information

Homeless Management Information System in Pima County

\_\_\_\_\_ (AGENCY) participates in the Homeless Management Information System (“HMIS”). HMIS is a secure computer database kept for the Tucson Pima Collaboration to End Homelessness (“TPCH”), a group of agencies which work together to provide services for the homeless. Any information entered into HMIS is protected by passwords and encryption technology. Steps are taken to safeguard the information that is entered into HMIS, but no system is foolproof.

The U. S. Department of Housing and Urban Development and the agencies that fund our programs require us to use HMIS when assisting people in need. We also have to prepare reports from HMIS. The reports do not require the release of your personal identifying information.

Some agencies work together (collaborate) on programs and share more detailed information about their clients through HMIS. Collaborating agencies may share your information to better provide you with services. Any agency that views your information on HMIS must keep it confidential and use it only for program purposes.

Three things from HMIS are shared among all agencies that provide services to the homeless in Pima County. These are: your name; birthday; and the last four digits of your social security number. This sharing avoids the creation of more than one record about you in HMIS. Our Notice of Privacy Practices describes the ways in which your personal information could be used and disclosed by this agency.

**By signing this form, you agree to let this agency enter your personal information into HMIS. YOUR NAME, BIRTHDAY AND LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER WILL BE SHARED WITH ALL OF THE AGENCIES ON THE ATTACHED LIST. If this agency has an agreement to collaborate with another agency to share additional information about you, this agency will, at your request, provide specific information about this collaboration.**

---

I understand that:

- I am not required to sign this Consent to Release Information. My treatment, payments or eligibility for benefits will not be affected if I do not sign. If I do not sign my information will not be entered into HMIS.
- I understand that if this agency has a collaborative data sharing agreement it may share data entered into HMIS.
- This consent will not expire. I have the right to withdraw this permission to share my information at any time. I must give this agency written notice that I no longer want my information shared.
- This agency, TPCH, and the HMIS project cannot control, and are not responsible for, how another agency uses or discloses my information.

[ ] I would like a copy of this signed consent form.

[ ] I would like a copy of this agency’s Notice of Privacy Practices.

---

Client Signature

Date

---

Printed Client Name

---

Agency Staff Signature

Date

---

Printed Agency Staff Name

HMIS Participating Agencies: (as  
of June 1, 2014)

American Red Cross Arizona  
Housing and Prevention  
Arizona Youth Partnership Bowman  
Systems  
Catholic Community Services  
Chicanos por la Causa  
City of Tucson  
CODAC Behavioral Health Services  
Pasadera Behavioral Health Network (Compass Healthcare/SAMHC) Compass  
Affordable Housing  
Cope Community Services Community  
Partnership of Southern Arizona  
Esperanza en Escalante Exodus  
Community Services Gospel  
Rescue Mission  
La Frontera  
La Paloma  
Old Pueblo Community Services Open  
Inn, Inc.  
Our Family Services Pima  
County Primavera  
Foundation  
Southern Arizona AIDS Foundation The  
Salvation Army of Tucson TMM Family  
Services  
Tucson Preparatory School  
Youth On Their Own

# **TUCSON PIMA COLLABORATION TO END HOMELESSNESS**

## **PIMA COUNTY HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) DATA QUALITY PLAN**

Adopted August 26, 2014

### **HMIS DATA QUALITY STANDARDS**

The goal of the HMIS Data Quality Standards is to ensure that HMIS data are collected, entered, and maintained in a consistent, accurate, and timely manner at all times. The HMIS Data Quality Standards apply to the HMIS Lead, TPCCH Participating Agencies, and the overall HMIS Bowman software. These standards apply to all data collected in the HMIS or uploaded through comparable databases.

The HMIS Lead Agency recognizes that agencies may have established their own data quality standards that meet the HUD data quality requirements and minimum standards set forth below. The purpose of this document is to outline those standards to all HMIS Participating Agencies and define the parameters of compliance with these standards. HMIS Participating Agencies may establish additional or more stringent data quality requirements. Another key purpose of this document is to describe how the HMIS Lead Agency will monitor and assist the HMIS Participating Agencies to meet and maintain data quality requirements established in HUD's HMIS standards. This document is subject to revisions based upon new HMIS requirements from HUD.

### **DATA COLLECTION REQUIREMENTS**

Each HMIS Participating Agency will ensure that a minimum set of data elements, referred to as the Universal Data Elements (UDE's) and Program-specific Data Elements as defined by the HUD Data and Technical Standards, will be collected and/or verified from all clients at their initial program enrollment.

Each HMIS Participating Agency is required to enter data into the local Continuum of Care HMIS system. HMIS Participating Agencies must report client-level UDE's and Program-specific Data Elements using the required response categories detailed in the HUD Data and Technical Standards. These standards are already incorporated into the HMIS software.

Program entry and exit dates should be recorded upon any program entry or exit on all participants. Entry dates should record the first day of service or program entry with a new program entry date for each period/episode of service. Exit dates should record the last day of service in a program's housing or the last day a service was provided.

### **TIMELINESS AND FREQUENCY OF DATA ENTRY**

Each HMIS Participating Agency will ensure that data is entered following the Continuum of Care approved Entry/Exit Policy.

Each HMIS Participating Agency must utilize their local Continuum of Care HMIS system for intake, service provision, and program exit data collection as required by the grant guidelines. Many of the program-specific data elements represent transactions that may change over time. Some data elements will only need to be captured at entry, exit, or on an annual basis, while other elements may need to be updated upon service provision, required annually, or when a change in income or employment status is necessary to enhance case management services.





## **DATA COMPLETENESS AND ACCURACY**

Each HMIS Participating Agency will ensure a 100% standard of data completeness and accuracy for data entered into HMIS.

HMIS Participating Agencies will work toward ensuring that 100% of all required client- level UDE's and Program-specific Data Elements are entered correctly into the HMIS. Data collected and entered need to be complete. Each HMIS Participating Agency will make every attempt to collect and enter all required information on all persons served within each household during the time period the household is enrolled in the program.

Achieving adequate HMIS coverage is essential to ensuring that the records are representative of all the clients being served. Missing individual records may result in the inability to determine whether or not the characteristics of those served are significantly different than those that are included. A significant number of missing records may result in aggregate reports that do not accurately reflect the homeless population being served.

Data entered into an HMIS needs to be accurate. If valid data cannot be collected it should be entered as "client doesn't know" or "client refused to answer". Missing information can be acknowledged as missing, while inaccurate data, whether intentional or unintentional, is misleading and may result in the inability to accurately measure performance or report results.

## **DATA QUALITY MONITORING**

The HMIS Lead Agency will perform regular data quality checks on the HMIS data.

On a regular basis, designated staff of the HMIS Lead Agency will perform data quality checks on the HMIS data. Any patterns of error at a HMIS Participating Agency will be reported to the Agency Administrator and/or Primary Contact Person. When patterns of error have been discovered, users will be required to correct data entry techniques and will be monitored for compliance.

Agencies are expected to run their own data quality reports so that they can monitor their own data quality and become more effective in serving persons who experience homelessness across the Continuum. TPCH Partner Agencies are expected to:

- Run and submit data completeness reports, data incongruities reports, and other data quality reports as required by HMIS Lead staff ;
- Notify HMIS Lead staff of findings and timelines for correction; and
- Rerun reports for errant agencies/programs to confirm data correction

## **DATA QUALITY TRAINING REQUIREMENTS**

Each HMIS Participating Agency and user must complete an approved HMIS training before being given HMIS log-in credentials.

The HMIS Lead Agency will provide or arrange for regular HMIS training. It is recommended that all HMIS Participating Agencies identify a staff person from whom Agency users may also receive training. The Agency Administrator will notify the HMIS Lead when they have specific training needs for their end-users.

Reports training for Agency Administrators and other interested users will be made available as needed. These will include training on how to use Provider Reports in how to run existing reports in the Advanced Reporting Tool

(ART.

## **PIMA COUNTY HMIS SUPPORT**

The HMIS Lead will assist agencies and programs to look for data quality, consistency and completeness errors by running reports and sharing them with HMIS users.

Samples of reports the HMIS Lead staff will run include, but are not limited to:

Monthly reports will normally be run the first week after the prior month ending. Some of these reports will be shared directly with TPCCH and individual agencies.

- 0252 Data Completeness Summary and Detail
- Children Not in Households
- 0220 Data Incongruity Locator
- Clients Incorrectly at Level 1
- 0212 Duplicate Clients in ServicePoint

The HMIS Lead will run additional reports as needs arise or to assist the Continuum of Care or other HMIS Participating Agencies.



**HMIS PARTICIPATING AGENCY AGREEMENT**

**Pima County Homeless Management Information System (HMIS)**

This agreement is entered into by and between the Pima County, through the Community Services, Employment and Training Department (“CSET”), and \_\_\_\_\_ (“AGENCY”) located at \_\_\_\_\_.

The U.S. Department of Housing and Urban Development (“HUD”) and the Tucson Pima Collaboration to End Homelessness (“TPCH”), the local Continuum of Care (“CoC”), have designated CSET the Homeless Management Information System (“HMIS”) Grantee. As the HMIS Grantee, CSET is the HMIS Lead Agency responsible for implementing and operating the HMIS system and data collection requirements. The “HMIS System” is an internet-based management information software system.

This Agreement shall be effective on the date signed below and shall remain in effect until terminated in writing by either Party or until HUD and/or the CoC require execution of a new Agreement.

By signing below, the Parties agree to the following **Terms, Conditions and Responsibilities:**

- A. **CSET**. CSET will perform the duties of the HMIS Lead Agency, which include, but are not limited to:
  - 1. Approve use of HMIS System by AGENCY.
  - 2. Procure, and retain sole ownership of, HMIS hardware and software.
  - 3. Require the HMIS software developer to provide disaster recovery and data security controls.
  - 4. Control the use and dissemination of all data entered into the HMIS System, pursuant to HUD regulations and the TPCH HMIS Protocol.
  
- B. **AGENCY**. AGENCY provides services through various HUD-funded agreements that require it to enter data into the HMIS system. To use the HMIS System, AGENCY shall:
  - 1. Ensure that Agency Administrator(s), or, if no Agency Administrator is available, an HMIS User, attends all mandatory HMIS Committee meetings and communicates HMIS business with other Agency HMIS Users.
  - 2. Follow HMIS Procedures regarding timely entry of data into HMIS System.

3. Maintain a high level of data quality, ensuring that such quality is reviewed no less than monthly.
4. Immediately resolve data discrepancies and inconsistencies to ensure data integrity and accuracy for reports to HUD and the CoC.
5. Ensure that, if AGENCY uses the HMIS System to maintain data on non-HUD funded client services, such use has no impact on the data integrity and operation of the HMIS System.
6. Determine the specific individuals that will be allowed to enter data into the HMIS System, obtain authorization from CSET for each individual to use the HMIS System, and obtain a license for each specific individual. **AGENCY MAY NOT ALLOW AN INDIVIDUAL TO ACCESS THE HMIS SYSTEM PRIOR TO CSET AUTHORIZATION AND PROPER LICENSING.**
7. Ensure that each individual authorized to enter data into the HMIS System has a secure user ID and password. **UNDER NO CIRCUMSTANCES SHALL AGENCY ALLOW THE SHARING OF USER IDS AND PASSWORDS NOR THE USE OF AN USER ID AND PASSWORD BY ANY INDIVIDUAL NOT SPECIFICALLY AUTHORIZED BY CSET.**
8. Notify CSET immediately when an authorized HMIS User leaves the Agency's employment and ensure that no other individual has the ability to use that individual's HMIS System user ID and password.
9. Contact CSET regarding HMIS System software and technical assistance needs. Absent written approval from CSET, **AGENCY MAY NOT CONTACT THE HMIS SYSTEM SOFTWARE PROVIDER FOR ANY REASON, INCLUDING REQUESTING MODIFICATION OF THE SOFTWARE.**
10. Ensure that all authorized HMIS Users adhere to the HMIS Privacy Policies and Protocols and develop an internal HMIS Privacy Policy to prevent unauthorized, inappropriate, or illegal use of the data entered into the HMIS System.
11. Obtain a signed "Client Release of Information" form from each client and ensure that the executed releases are maintained in a secure and controlled location.
12. Designate at least one Agency Administrator to monitor AGENCY's use of the HMIS System and adherence to all privacy policies and CSET and CoC directives.
13. Comply with HUD HMIS Data and Technical Standards which is attached as **Exhibit A**, except when these Standards conflict with Arizona law. In such cases, Arizona law supersedes these Standards.
14. Ensure staff workstations are configured in a manner that prevents access to and viewing of the HMIS System data by anyone not specifically authorized and approved to see the data.

15. Not export client data from the HMIS System to any other organization, entity, government unit or person without first obtaining written permission from CSET.

16. Maintain secure Internet connectivity and computers for approved HMIS users.

C. **Indemnification.** AGENCY shall indemnify, defend, and hold harmless COUNTY, its officers, employees and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs attendant thereto, arising out of any act, omission, fault or negligence by the SUBGRANTEE, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of this Grant Agreement.

D. **Termination.** CSET has the right to terminate this Agreement at any time it determines that AGENCY has failed to comply with its responsibilities under this Agreement.

***AGENCY agrees to abide by the terms, conditions and responsibilities set forth in this Letter of Agreement. CSET agrees to perform the responsibilities set forth above. Further, CSET hereby authorizes AGENCY to use the HMIS System in the conduct of its activities pursuant to the terms and conditions set forth above. This Agreement supersedes and replaces any other agreement, oral or written, regarding the use of the HMIS System.***

**AGENCY (authorized signature):**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

**CSET (approval):**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date



**HMIS Data Sharing Agreement**

**Pima County Homeless Management Information System (HMIS)**

This agreement is entered into by and between the Pima County, through the Community Services, Employment and Training Department (“CSET”), and the following agencies:

\_\_\_\_\_ (“Grantee”);  
\_\_\_\_\_ (“Subrecipient”);  
\_\_\_\_\_ (“Subrecipient”);  
\_\_\_\_\_ (“Subrecipient”); and  
\_\_\_\_\_ (“Subrecipient”) (collectively “the parties”).

Grant project: \_\_\_\_\_ (“the grant”).

This agreement establishes the rights and responsibilities of the parties associated with access to, sharing and use of the personal information obtained from clients and entered into the Pima County HMIS system.

The Parties agree as follows:

A. **Data.** Grantee and Subrecipients, as participants in the grant, obtain, and enter into the Pima County HMIS System (“HMIS”), data from individual clients that contains personal, private, medical and confidential information that must be protected and secured. The information entered falls into two general categories:

1. **Basic Demographic Data.** Name, address (if any), age, date of birth, social security number, gender, ethnicity, race, veteran status, prior residence and program status; and
2. **Sensitive Personal Data.** Income, benefits being received, education, employment, destination, disability, general health and medical conditions, as well as pregnancy, HIV/AIDS, behavioral health, legal, and domestic violence situation.

B. **Data Sharing.** The parties warrant that, to efficiently and effectively provide services under the grant, Grantee and Subrecipient(s) must have access to clients’ Basic Demographic Data. The parties further warrant that Grantee must have access to clients’ Sensitive Personal Data from each Subrecipient in order to comply with the grant’s reporting requirements.

1. **Subject to valid client authorization, each Subrecipient hereby authorizes Grantee to access the Basic Demographic Data and Sensitive Personal Data that it enters into HMIS to comply with the grant reporting requirements.**
2. **Subject to valid client authorization, Grantee and each Subrecipient hereby authorizes Grantee and every other Subrecipient to access its Basic Demographic Data.** No Subrecipient shall have access to the Sensitive Personal Data of the Grantee or any other Subrecipient.

## HMIS Data Sharing Agreement

3. Grantee and each Subrecipient shall ensure that:
  - a. Any client information entered into HMIS, whether maintained electronically or on paper, is secured from access and use:
    - i. By any person, political subdivision, entity or agency, except the Grantee; and
    - ii. Unless the individual client has signed a Release of Client Information document to allow sharing between the Grantee and Subrecipient.
  - b. Client services are not negatively impacted or denied to an eligible client based on:
    - i. Information contained in the shared data; or
    - ii. A client's decision not to consent to the sharing of his or her data.
  - c. No one within its agency shall access or share information except as provided herein.
  - d. All collection, maintenance, access and sharing of client data complies with State and Federal law, rules and regulations governing confidentiality of patient records, including, but not limited to:
    - i. Confidentiality for Alcohol and Drug Abuse Patients (42 CFR, Part 2); and
    - ii. Health Insurance Portability and Accountability Act of 1996 (45 CFR, Parts 160 & 164) ("HIPAA").
  - e. Data is accessed only by properly authorized individuals within the organization and only as necessary to:
    - i. Determine client eligibility for homeless services; and
    - ii. Provide quality services to the individual client.
- C. **HMIS LEAD AGENCY**. CSET shall perform the duties of the HMIS Lead Agency as established by the U.S. Department of Housing and Urban Development. For purposes of this Agreement, CSET shall:
  1. Maintain current copies of all Data Sharing Agreements ("DSA") within the Pima County Continuum of Care.
  2. Authorize access to HMIS and data sharing among signatories to each DSA.



## HMIS Data Sharing Agreement

3. Work with HMIS vendors to ensure HMIS software is properly configured to:
    - a. Comply with the terms and conditions of each DSA: and
    - b. Ensure that Grantee and each Subrecipient have the necessary technical support to comply with grant reporting requirements.
  4. Monitor the use and dissemination of all data entered into HMIS to ensure compliance with applicable federal regulations and the Tucson Pima Collaboration to End Homelessness HMIS Protocol.
  5. Prohibit access to HMIS data by the Grantee or any Subrecipient that CSET finds has failed to comply with the terms of this Agreement or if this Agreement is terminated.
- D. **TERM.** This Agreement shall be effective on the date signed by all parties below and shall remain in effect until terminated in writing or until HUD and/or the CoC require execution of a new Agreement. This Agreement may not be amended.
- E. **TERMINATION.** **The abilities of the parties to use and access HMIS data will be immediately withdrawn upon termination of this Agreement.**
1. Any party may terminate this Agreement, by providing 30 days written notice of its intent to terminate. Such notice by a party shall constitute an automatic termination of this Agreement which will be effective on the 30<sup>th</sup> day after the date of notice.
  2. The provision of access to HMIS data to any person, government agency, entity or organization that is not a party to this Agreement shall constitute an automatic and immediate termination of the Agreement.
  3. Any attempt by any party to transfer or assign any rights or obligations set forth under this Agreement shall constitute an automatic and immediate termination of the Agreement.
  4. Should parties fail to cure any compliance problems within 15 calendar days of the date of written notice of a breach or problem, terminate this agreement.
- F. **ASSIGNMENT.** Grantee and Subgrantee(s) may not assign any rights or obligations under this Agreement without the express written permission of CSET and unless and until a new DSA is executed to account for the assignment.
- G. **INDEMNIFICATION.** Grantee and each Subrecipient shall indemnify, defend and hold harmless County, its officers, employees and agents from and against any and all suits, actions, legal, administrative proceedings, claims or demands and costs attendant thereto, arising out of any act, omission, fault or negligence by the Grantee and/or any Subrecipient, their agents, employees or anyone acting under their direction or control or on their behalf in connections with the performance of this Agreement.

H. **PRIOR AGREEMENTS.**

1. This Agreement supersedes and replaces any other agreement, oral or written, regarding access to and sharing of Basic Demographic Data and Sensitive Personal Data entered into and maintained in the Pima County HMIS system.
2. **This Agreement does not relieve any of the parties from the responsibilities established under the HMIS PARTICIPATING AGENCY AGREEMENTS and the HMIS USER AGREEMENTS executed by Grantee and each Subrecipient or the TUCSON PIMA COLLABORATION TO END HOMELESSNESS PROTOCOL.**

This document constitutes the entire Agreement between parties pertaining to the subject matter hereof. This Agreement shall not be modified, amended, altered, or extended.

HMIS Data Sharing Agreement

IN WITNESS WHEREOF, the parties agree to affix their signatures to execute this Agreement on the dates written below:

**GRANTEE (authorized signature):**

\_\_\_\_\_  
Director/Executive Director

\_\_\_\_\_  
Date

**SUBRECIPIENT (authorized signature):**

\_\_\_\_\_  
Director/Executive Director

\_\_\_\_\_  
Date

**SUBRECIPIENT (authorized signature):**

\_\_\_\_\_  
Director/Executive Director

\_\_\_\_\_  
Date

**SUBRECIPIENT (authorized signature):**

\_\_\_\_\_  
Director/Executive Director

\_\_\_\_\_  
Date

**CSET (approval):**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date



## Pima County HMIS Agency Administrator Agreement

\_\_\_\_\_ “Agency”  
Agency Name

Agency designates the following individual as HMIS Administrator: \_\_\_\_\_  
The Agency HMIS Administrator is the primary contact for all communication regarding Pima County HMIS at this agency. Agency will ensure that the HMIS Administrator complies with all requirements set forth below. The Agency Administrator must acknowledge acceptance of the following responsibilities by initialing in the space provided:

- \_\_\_\_\_ Coordinate Confidentiality Training, when available.
- \_\_\_\_\_ Maintain executed “Client Release of Information” forms in a **secure** location.
- \_\_\_\_\_ Request username and password authorizations from the Pima County HMIS Administrator for HMIS user at Agency.
- \_\_\_\_\_ Monitor user adherence to workstation security and client information confidentiality policies.
- \_\_\_\_\_ Ensure adherence to both the Agency’s and Pima County’s HMIS Protocols, policies and procedures.
- \_\_\_\_\_ Provide technical support to Agency HMIS users, as needed.
- \_\_\_\_\_ Regularly check accuracy of data entered into HMIS by Agency HMIS users, provide training and guidance.
- \_\_\_\_\_ Monitor use of HMIS for data quality and timeliness.
- \_\_\_\_\_ Regularly run data quality reports and work with Agency’s HMIS users to implement corrective measures, as necessary.
- \_\_\_\_\_ Immediately cancel Agency’s HMIS user authorization upon separation of user from Agency.
- \_\_\_\_\_ Notify Pima County HMIS Administrator of any changes in authorized users.

**I understand and agree to comply with all statements initialed above.**

\_\_\_\_\_  
Print Partner Agency Administrator Name

\_\_\_\_\_  
Partner Agency Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Partner Agency Executive Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pima County HMIS Lead Agency Signature

\_\_\_\_\_  
Date



## Pima County HMIS User Agreement

\_\_\_\_\_ (“Agency” or “Employer”)  
Agency Name

Agency designates the following individual as an HMIS User: \_\_\_\_\_  
HMIS User Name

The above-named HMIS User is an individual who works directly with clients to obtain information from and enter data regarding clients into the Pima County Homeless Management Information System (“HMIS System”) or who accesses the data from the HMIS System in the course of performing his or her duties for the Agency. Agency will ensure that this HMIS User complies with all requirements set forth below.

**My initials in the spaces provided below, and my signature, are proof that I understand, accept and agree to comply with the following HMIS System User requirements:**

### 1. **HMIS DATA CONFIDENTIALITY:**

\_\_\_\_\_ **The information entered into the HMIS system is sensitive and confidential, and is not to be shared, disseminated, discussed or otherwise disclosed,** except as specifically instructed by my Employer or as directed in writing by the client.

\_\_\_\_\_ **Unauthorized, inappropriate, or illegal use of the data entered into the HMIS System may subject me to discipline and/or criminal penalties.**

\_\_\_\_\_ The data that I am able to access in the HMIS System is not to be viewed by or shared with any other HMIS User either in my Agency or in another Agency unless specifically authorized by my Employer and the Pima County HMIS System Manager or as specified in a written request of the client.

\_\_\_\_\_ I may only view, obtain, disclose or use data in the HMIS System as necessary to perform my job duties and responsibilities associated with providing services to my Agency’s clients.

\_\_\_\_\_ Information in the HMIS System about an individual client may only be shared with that client.

\_\_\_\_\_ I must immediately report any suspected or actual security breach to the HMIS Agency Administrator or the Pima County System Administrator.

### 2. **HMIS USER ID AND PASSWORD CONFIDENTIALITY:**

\_\_\_\_\_ My HMIS user ID and password **may not be accessible to, shared with or given to any other person.**

\_\_\_\_\_ My HMIS user ID and password will be kept in a secure location that prevents anyone else from seeing and learning what they are.

\_\_\_\_\_ If I leave employment at the Agency, I will not give my HMIS user ID and password to anyone else in the Agency or to the new person assuming my job.

3. **COMPUTER SECURITY:**

\_\_\_\_\_ **I will never leave my computer unattended when I am logged into the HMIS System.**

\_\_\_\_\_ If I leave my computer and work area, I will log out of the HMIS System and close the internet browser.

4. **DATA ENTRY:**

\_\_\_\_\_ **The computer's automatic data saving must be set to occur every four (4) minutes.**

\_\_\_\_\_ HMIS data must be entered according to AGENCY policies and Pima County HMIS data standards.

\_\_\_\_\_ I will be careful when entering data into the HMIS System to be accurate.

\_\_\_\_\_ The following will NOT be entered into the HMIS System, unless a direct quote of a client AND essential to assessment, services or treatment:

\_\_\_\_\_ **Discriminatory comments** by or about any person regarding race, color, religion, national origin, ancestry, discrimination, age, sex, or sexual orientation.

\_\_\_\_\_ **Offensive language and/or profanity.**

5. **FAILURE TO COMPLY:**

\_\_\_\_\_ I may be subject to personnel action, including, but not limited to termination from employment or volunteer status with the Agency if I fail to comply with the provisions of this User Agreement.

\_\_\_\_\_  
Printed HMIS User Name

\_\_\_\_\_  
HMIS User Job Title

\_\_\_\_\_  
HMIS User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Executive Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HMIS Agency Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pima County HMIS Administrator Signature

\_\_\_\_\_  
Date

HMIS Client Consent To Release Information  
Homeless Management Information System in Pima County

\_\_\_\_\_ (AGENCY) participates in the Homeless Management Information System (“HMIS”). HMIS is a secure computer database kept for the Tucson Pima Collaboration to End Homelessness (“TPCH”), a group of agencies which work together to provide services for the homeless. Any information entered into HMIS is protected by passwords and encryption technology. Steps are taken to safeguard the information that is entered into HMIS, but no system is foolproof.

The U. S. Department of Housing and Urban Development and the agencies that fund our programs require us to use HMIS when assisting people in need. We also have to prepare reports from HMIS. The reports do not require the release of your personal identifying information.

Some agencies work together (collaborate) on programs and share more detailed information about their clients through HMIS. Collaborating agencies may share your information to better provide you with services. Any agency that views your information on HMIS must keep it confidential and use it only for program purposes.

Four things from HMIS are shared among all agencies that provide services to the homeless in Pima County. These are: your name; birthday; the last four digits of your social security number; and Veteran Status. This sharing avoids the creation of more than one record about you in HMIS. Our Notice of Privacy Practices describes the ways in which your personal information could be used and disclosed by this agency.

**By signing this form, you agree to let this agency enter your personal information into HMIS. YOUR NAME, BIRTHDAY, LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER AND VETERAN STATUS WILL BE SHARED WITH ALL OF THE AGENCIES ON THE ATTACHED LIST. If this agency has an agreement to collaborate with another agency to share additional information about you, this agency will, at your request, provide specific information about this collaboration.**

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I understand that:

- I am not required to sign this Consent to Release Information. My treatment, payments or eligibility for benefits will not be affected if I do not sign. If I do not sign my information will not be entered into HMIS.
- I understand that if this agency has a collaborative data sharing agreement it may share data entered into HMIS.
- This consent will not expire. I have the right to withdraw this permission to share my information at any time. I must give this agency written notice that I no longer want my information shared.
- This agency, TPCH, and the HMIS project cannot control, and are not responsible for, how another agency uses or discloses my information.

I would like a copy of this signed consent form.

I would like a copy of this agency’s Notice of Privacy Practices.

---

Client Signature

Date

---

Printed Client Name

---

Agency Staff Signature

Date

---

Printed Agency Staff Name

10/2014

HMIS Participating Agencies:  
(As of October, 2014)

American Red Cross Arizona Housing  
and Prevention  
Arizona Youth Partnership Bowman  
Systems  
Catholic Community Services Chicanos  
por la Causa  
City of Tucson  
CODAC Behavioral Health Services Compass  
Affordable Housing  
Cope Community Services  
Community Partnership of Southern Arizona Esperanza en  
Escalante  
Exodus Community Services Gospel  
Rescue Mission  
Green Valley Assistance Services La Frontera  
La Paloma  
New Beginnings Treatment Center Old Pueblo  
Community Services Open Inn, Inc.  
Our Family Services  
Pasadera Behavioral Health Network (Compass Healthcare/SAMHC) Pima County  
Primavera Foundation Southern Arizona  
AIDS Foundation  
The Salvation Army of Tucson TMM Family  
Services  
Tucson Preparatory School  
Southern Arizona Veterans Administration  
Youth On Their Own



# FY 2019 HUD CONTINUUM OF CARE PROGRAM FUNDING COMPETITION

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Competition Overview, Instructions, and  
Process for Tucson/Pima County



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# OVERVIEW

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## Funding Opportunity

The United States Department of Housing and Urban Development (HUD) issues a Notice of Funding Availability (NOFA) for Continuum of Care (CoC) Program funds for housing programs and services for people experiencing homelessness annually. The Tucson Pima Collaboration to End Homelessness (TPCH) is designated by HUD as the AZ-501 Tucson/Pima County Continuum of Care and is responsible for preparing the CoC's application for HUD CoC funds.

HUD's CoC Program serves as a source of critical funding for the wide array of homeless services and supportive housing in Tucson and throughout Pima County. In FY 2018, HUD funded 25 transitional and permanent housing project grants, one Safe Haven project grant, two dedicated HMIS project grants, and one CoC Planning grant in Pima County totaling more than \$8.5M in Federal resources.

The FY 2019 CoC Program NOFA was released by HUD on July 3, 2019 and is available at <https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>. Consistent with HUD requirements, TPCH is administering the local competition for renewal and new applications for CoC Program funds.

This document outlines the process for submitting new and renewal project applications under the [FY 2019 HUD NOFA](#) and the process to be used by TPCH to evaluate and prioritize those applications. To ensure the CoC consolidated application is competitive and strategically developed to maximize federal funding, TPCH reserves the right to amend these requirements and/or issue additional instructions, clarifications, or corrections as needed.

These instructions are not a substitute for reading the FY 2019 CoC Program NOFA and do not include all instructions, requirements or details provided by HUD. Applicants are strongly encouraged to read the FY 2019 CoC Program NOFA and supporting documents provided at <https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices> in order to prepare a complete, accurate, and responsive application for funds.

## FY 2019 CoC Program Application Orientation Sessions

TPCH will conduct two on-line orientation sessions for CoC project applicants on August 2, 2019. All renewal project applicants are required to have at least one organizational representative attend the renewal application orientation session. New project applicants are strongly encouraged to have one or more representatives attend the project orientation session.

<b>Renewal Application Orientation/Q&amp;A:</b> <i><u>Mandatory for all Renewal Projects</u></i>	Friday, August 2 2019: 10:30 AM Appx. 60 minutes
<b>New Project Application Orientation/Q&amp;A:</b> <i><u>Strongly Encouraged for all New Projects</u></i>	Friday, August 2, 2019: 1:30 PM Appx. 90 minutes

Register for orientation sessions at <https://tpch.net/about/nofa-documents/fy-2019/>.

## Eligible Applicants

To apply for CoC Program funds, all applicants must meet the eligibility requirements defined in Section V. of the [FY 2019 CoC Program NOFA](#). Renewal project applications may only be submitted by the current project grantee or, in the case of grant transfers, by the existing CoC grantee to which the project is being transferred as approved by TPC and/or HUD.

## Estimated Funding Available

The exact amount of HUD funding that will be made available to the CoC is unknown and, as in past years, the CoC is required to rank all project applications competitively in two tiers based on the project's consistency with HUD and local priorities, project performance, and the applicant's capacity to successfully administer the federal award. The sole exception to this ranking requirement is the CoC Planning Grant which is not competitively ranked.

HUD has released the [FY 2019 CoC Estimated Annual Renewal Demand Report](#) which provides the Preliminary Pro Rata Need (PPRN), estimated Annual Renewal Demand (ARD), estimated Tier 1 amount, and the amount of CoC Bonus, DV Bonus, and CoC Planning Grant funding available for new project applications.

FY 2019 Estimated Annual Renewal Demand Report – Tucson/Pima County	
Preliminary Pro Rata Need (PPRN)	\$6,172,731
Estimated Annual Renewal Demand (ARD)	\$8,334,229
Tier 1	\$7,837,867
Tier 2	\$496,362 (renewal) + CoC Bonus = \$913,077
Funding Available for CoC Bonus Projects	\$416,715 (included in Tier 2 above)
Funding Available for DV Bonus Projects	\$617,273
Funding Available for CoC Planning	\$250,029

## Local Priorities – Renewal Projects

TPCH has identified the following priorities for renewal projects (listed in no particular order). Local renewal priorities reflect community need, the presence of unique beneficiary service needs, existing system gaps, and community values. Priorities are accounted for in final project ranking alongside project performance. Meeting one or more local priorities does not prevent a lower-performing project from being placed in Tier 2 or being subject to reallocation.

- Projects dedicated for families with children under the age of 18
- Projects dedicated for youth ages 24 and younger
- Projects dedicated for survivors of domestic violence, dating violence, and stalking
- Safe Haven component project
- HMIS component projects

- Projects demonstrating capacity and high-quality approaches to serving people experiencing homelessness throughout Pima County including tribal and rural communities outside the metropolitan reach.

The administration of an HMIS is required by HUD. The TPCH Board has determined that both HMIS component renewal projects shall be placed in Tier 1 to ensure the CoC's continued and effective HMIS operations.

## Local Priorities – New Projects

TPCH invites new project applications for any project types allowed under the FY 2019 Continuum of Care Program NOFA. Projects will be competitively reviewed based on applicant capacity, prior experience with the same or similar projects, community need, proposal quality, and other factors. The following priorities have been established by TPCH for new projects and reflect identified community needs and gaps. These represent the CoC's top priorities for CoC Bonus, DV Bonus, and Reallocation funds.

- Support Services Only – Coordinated Entry Project
- Projects demonstrating capacity and high-quality approaches to serving people experiencing homelessness throughout Pima County including tribal and rural communities outside the metropolitan reach
- Projects Dedicated for Survivors of Domestic Violence, Dating Violence, and Stalking
- Expansion Projects to Expand High-Performing Permanent Housing Projects\*

For the purpose of prioritizing new projects, high-performing projects shall be defined as renewal projects in the top 25% of FY 2019 renewal project rating tool scores. HMIS component projects are excluded from this calculation.

## Reallocation

TPCH has determined that all current CoC projects are eligible for renewal application and that no projects are subject to involuntary reallocation during the FY 2019 CoC Program competition due to underspending or underperformance. The TPCH Board of Directors strongly urges each CoC Program grant recipient to evaluate how their projects can best serve their participants and the community and to consider reallocating either all or a portion of their grant either to a different program component or for expansion of existing higher-performing projects if possible. Those who are considering reallocation and have questions about the process should email [tpch@tucsonaz.gov](mailto:tpch@tucsonaz.gov) as early as possible.

## Application Types

Project applications may be submitted under multiple choices as further described in the [FY 2019 HUD CoC Program NOFA](#). These include:

Current CoC Projects may apply to:

- Renew the existing CoC project as it currently operates (renewal project)
- Transition the project from one project component to another over a 12-month grant period (transition grant)
- Consolidate one or more renewal projects of the same component type into one project (grant consolidation)

New Project applications may be submitted to:

- Launch a new Permanent Supportive Housing, Rapid Rehousing, Joint Transitional Housing- Rapid Rehousing, HMIS, or Support Services Only Coordinated Entry project including projects dedicated for victims of domestic violence, dating violence, and stalking
- Expand an existing eligible project
- Transition a renewal project to another project component (see above)
- Consolidate one or more renewal projects (see above)

## Key Dates

All times listed are in Arizona time. Late submissions may be subject to penalties up to and including rejection and forfeiture of CoC renewal funds.

<b>July 3, 2019</b>	FY 2019 CoC NOFA Released by HUD
<b>July 9, 2019</b>	FY 2019 CoC New/Renewal Project Applications Released by HUD
<b>July 10, 2019</b>	FY 2019 CoC Renewal Project Intent to Renew Form Released by TPCH
<b>July 16, 2019</b>	FY 2019 CoC Funding Competition Process and Materials for Tucson/Pima County Approved by TPCH Board
<b>July 19, 2019</b>	FY 2019 CoC Funding Competition Process and Application Materials for Tucson/Pima County Released by TPCH
<b>July 22, 2019 12pm</b>	FY 2019 CoC Renewal Project Intent to Renew Forms Due
<b>August 2, 2019 10:30am</b>	FY 2019 CoC Renewal Project Application Training Session/Q&A Mandatory for all CoC Renewal Project Applicants
<b>August 2, 2019 1:30pm</b>	FY 2019 CoC New Project Application Training Session/Q&A Mandatory for all CoC New Project Applicants

<b>August 7, 2019</b>	CoC and Coordinated Entry Participation Tables posted at <a href="http://www.tpch.net">www.tpch.net</a>
<b>August 9, 2019</b>	CoC and Coordinated Entry Participation Table disputes due to <a href="mailto:tpch@tucsonaz.gov">tpch@tucsonaz.gov</a> for resolution by the Collaborative Applicant and HMIS Lead
<b>August 21, 2019 11:59pm</b>	FY 2019 New and Renewal Project Applications Due in <i>e-snaps</i> and ZoomGrants
<b>September 14, 2019</b>	FY 2019 Ranking Recommendations and Notice of New Project Acceptance/Rejection Released
<b>September 19, 2019 12pm</b>	Appeals to Ranking Recommendations Due
<b>September 24, 2019</b>	TPCH Board Meets to Hear Appeals, Finalize Project Ranking, and Approve Consolidated Application
<b>September 25, 2019</b>	Consolidated Application Posted at <a href="http://www.tpch.net">www.tpch.net</a>
<b>September 30, 2019</b>	NOFA Response Submitted to HUD by Collaborative Applicant

## Renewal Project Applications

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All current CoC-funded projects are eligible for renewal through this competition. **Renewal project applications are due by 11:59pm Arizona time on August 21, 2019.**

Late submissions will be subject to a penalty of 10 points per calendar day on the FY 2019 Tucson/Pima County Ranking Tool up to a maximum of 60 points. Renewal projects not submitted within 6 calendar days of the published due date will be reallocated or may be transferred to another existing CoC grantee at the discretion of the TPCH Board.

Incomplete submissions will be deemed late and subject to the same penalties described above. Late penalties will continue to accrue until all required information is submitted. Application completeness is the sole responsibility of the applicant. Applications will be reviewed by the Collaborative Applicant and applications found to have minor omissions, as determined by the non-conflicted officers of the TPCH Board, shall be notified of such omissions and given until 11:59pm on the following business day to submit corrected and complete documents. Following the 1 business day grace period for minor omissions, penalty points shall accrue as described above.

### Intent to Renew Form

As communicated by email on July 10, 2019, each existing CoC project is required to submit the Intent to Renew Form no later than 12pm Arizona time on July 22, 2019. The Intent to Renew Form is available at [https://www.surveymonkey.com/r/FY19\\_CoC\\_Project\\_Intent\\_to\\_Renew\\_Form](https://www.surveymonkey.com/r/FY19_CoC_Project_Intent_to_Renew_Form).

## Renewal Application Materials

Local and HUD project applications must be submitted electronically unless the applicant has obtained a Waiver of Electronic Submission Requirements from HUD. Applicants who have obtained a waiver must contact [tpch@tucsonaz.gov](mailto:tpch@tucsonaz.gov) or call the Collaborative Applicant Coordinator at (520) 837-5331 no later than August 15, 2019 to arrange for paper documents. Applicants requesting a waiver of local electronic submission requirements will be required to provide a copy of the waiver issued by HUD.

The renewal project application consists of four parts. These include:

**ESNAPS Renewal Project Application:** Projects must complete and submit the HUD Renewal Project Application including all required standard forms, certifications, and attachments. The HUD Renewal Project Application is submitted online using HUD's web-based *esnaps* platform and is available at <https://esnaps.hud.gov/grantium/frontOffice.jsf>. The completed *esnaps* application must be uploaded as an attachment to the Local Renewal Project Application.

**Local Project Application:** Project applicants must complete and submit the FY 2019 HUD Continuum of Care Program local application. The application is submitted online using the web-based ZoomGrants platform and is available at <https://www.zoomgrants.com/zgf/FY2019TPCH-CoC>.

The local application shows all questions for all project types by default. Many questions will disappear from the local application after you select the appropriate project type for which you are applying by responding to Question 1. Complete this step before preparing responses to the local application questions.

**Tucson/Pima County FY 2019 CoC Program Competition Rating Tool:** Project applicants must complete and submit the rating tool available at <https://tpch.net/about/nofa-documents/fy-2019/>. There are two versions of the rating tool posted. Projects which have previously renewed and have submitted one or more APRs to HUD must complete the Standard Rating Tool. Projects which are renewing for the first time and have not yet submitted an APR to HUD must complete the First-Time Renewal Rating Tool. The completed rating tool must be uploaded as an attachment to the Local Renewal Project Application.

The rating tool is pre-set to round all figures to the second decimal place; however, conversion to some versions of Excel may change this setting. Applicants are required to ensure that all responses on the rating tool display to the second decimal place (e.g. 98.12%) before submitting the rating tool in ZoomGrants.

**Required Attachments:** The following documents are required for submission and must be uploaded as attachments to the Local Renewal Project Application.

- Completed **FY 2019 CoC Program Competition Renewal Project Rating Tool** as described above. This must be submitted as an Excel file and named **ProjectNameRatingTool2019**
- Completed **ESNAPS Renewal Application** as described above. This must be submitted as a PDF file and named **ProjectNameESNAPS2019**



- **Sage HMIS-generated Annual Performance Report (APR)** for the project's most recently completed 12-month operating year. This must be submitted as a searchable PDF file and named **ProjectName**APR2019
- **Proof of expenditure** on project's most recently completed 12-month operating year. Proof must be submitted in the form of a LOCCS screenshot verifying final expenditure total reported on the submitted rating tool and named **ProjectName**LOCCS2019
- **HUD and TPCH Monitoring Documents** (if applicable)

The Collaborative Applicant will ensure that all submissions are complete and accurate. If a submission is found to be incomplete or contain inaccuracies, the Collaborative Applicant will notify the primary and secondary contacts identified in the project application. Corrections shall be submitted according to the process for addressing inaccuracies and minor omissions described above.

## Renewal Project Threshold Review

The TPCH Collaborative Applicant will conduct a threshold review of all renewal project applications to verify that applicants are eligible to apply for the project and that applicants and potential subrecipients meet the Project Eligibility Threshold Requirements defined in Section V.C.3 of the [FY 2019 CoC Program NOFA](#).

The Collaborative Applicant will additionally confirm that projects applying under the TH, RRH, TH-RRH, and PSH project components have met the local Coordinated Entry threshold requirement by committing to filling 100% of project openings through Coordinated Entry in the Local Project Application.

The threshold review shall result in a Pass/Fail determination and may identify opportunities for improvement which will be compiled and sent to the project applicant and the non-conflicted officers of the TPCH Board to enable each applicant to present the strongest possible application to HUD. Project applicants will have two business days to make corrections/edits to the originally submitted proposals in response to requests for threshold clarifications. After the second business day, project applications with unresolved threshold deficiencies will be forwarded to non-conflicted officers of the TPCH Board who will make the final decision as to whether the project will be deemed to have met threshold or will be involuntarily reallocated as a result of failure to meet threshold requirements.

All project applications which meet threshold requirements will be forwarded to the Independent Review Panel for project ranking.

## Renewal Project Rating Tool Scoring Detail and Methodology

Projects renewing for the first time are scored based solely on Community Contribution and must completed the First Time Renewal Rating Tool posted at <https://tpch.net/about/nofa-documents/fy-2019/>.

Projects which have previously renewed and submitted one or more APRs to HUD will be scored based on Project Outcomes and Performance, Grant Administration, and Community Contribution. See the Rating Tool for further information. Scoring detail is outlined in the Standard Rating Tool; a single-sheet Excel workbook posted at <https://tpch.net/about/nofa-documents/fy-2019/>.

## New Project Applications

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The Collaborative Applicant will develop and release the application for new project applications on or before July 19, 2019.

**All applications for new projects must be submitted no later than 11:59pm Arizona time on August 21, 2019.** Late applications will not be reviewed. Applications will be reviewed by the Collaborative Applicant and applications found to have minor omissions, as determined by the non-conflicted officers of the TPCB Board, shall be notified of such omissions and given until 11:59pm on the following business day to submit corrected and complete documents. Following the 1-business day grace period for minor omissions, incomplete applications will be deemed non-responsive and will not be further reviewed.

### Eligible Project Types

Project applications may be submitted develop new or expand existing CoC and non-CoC projects through CoC Bonus, Domestic Violence Bonus, and Reallocated funds (if available).

### New Projects Created Through Reallocation or CoC Bonus Funds

Applications will be accepted for the following types of new projects created through reallocation or CoC Bonus funds:

- Permanent housing-permanent supportive housing (PH-PSH) projects
- Permanent housing-rapid rehousing (PH-RRH) projects
- Joint TH and PH-RRH component projects
- Dedicated HMIS projects for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in *esnaps*.
- Supportive services only – coordinated entry projects to develop or operate a centralized or coordinated assessment system.

In addition to applications to develop new projects through Reallocation or CoC Bonus funds, current CoC grantees may submit new project applications to expand existing CoC or non-CoC projects. Applicants interested in applying for reallocated or CoC Bonus funds to expand existing projects should consult the information provided under the [Expansion Projects](#) heading below.

Applicants seeking new project funding through reallocation or CoC Bonus funds should consult the [Local Priorities](#) heading above and the [FY 2019 CoC Program NOFA](#) paying special attention to Sections III.B.2.c, III.B.2.t, V.B.2.d.(1), V.B.3.a.(3), and V.B.3.a.(5) for detailed information and requirements.

## New Projects Created Through DV Bonus Funds

Applications will be accepted for the following types of new projects created through DV Bonus funds:

- Permanent Housing-Rapid Re-housing projects dedicated to serving survivors of domestic violence, dating violence, or stalking who are defined as homeless under 24 CFR 578.3
- Joint Transitional Housing and Permanent Housing – Rapid Re-housing component projects as defined in Section III.C.2.n of [FY 2019 CoC Program NOFA](#) dedicated to serving survivors of domestic violence, dating violence, or stalking who are defined as homeless under 24 CFR 578.3
- Supportive services only-coordinated entry projects to implement policies, procedures, and practices that equip the CoC's coordinated entry system to better meet the needs of survivors of domestic violence, dating violence, or stalking

Applications for Permanent Housing – Rapid Re-housing and Joint Transitional Housing-Permanent Housing Rapid Rehousing component projects through the DV Bonus must demonstrate that the projects will use trauma-informed, victim-centered approaches to meet the housing and safety needs of participants.

In addition to applications to develop new projects through DV Bonus funds, applicants may submit new project applications to expand existing projects. Expansion project applications may expand projects already dedicated to serving survivors of domestic violence, dating violence, or stalking who are defined as homeless under 24 CFR 578.3. Applicants may also apply to expand an existing renewal project in accordance with Section III.C.3.j of the [FY 2019 HUD CoC Program NOFA](#), that is not dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that meet the definition of homeless in paragraph (4) of 24 CFR 578.3 to dedicate additional units, beds, persons served, or services provided to existing program participants to this population. Applicants seeking DV Bonus funds to expand existing projects should consult the information provided under the [Expansion Projects](#) heading below.

Applicants seeking new project funding through DV Bonus funds should consult the [Local Priorities](#) heading above and the [FY 2019 CoC Program NOFA](#) paying special attention to Sections II.B.3, II.B.10.e, III.C.2.h, V.B.2.d.(10), V.B.3.a.(4), V.B.3.a.(5), and VIII.A.2.d for detailed information and requirements.

## Expansion Projects

Renewal project applicants may submit a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS activities within the CoC's geographic area.

New project expansion applications that are submitted to expand an eligible renewal CoC Program-funded project may only request a 1-year grant term, regardless of the project type.

Project applicants that intend to submit a new project application for the purposes of expanding an eligible CoC Program renewal project must:

- Enter the grant number of the project that is eligible for renewal that the project applicant requests to expand on the new project application
- Indicate how the new project application will expand units, beds, services, persons served, or services provided to existing program participants, or in the case of HMIS or SSO-Coordinated Entry projects, how the current activities will be expanded for the CoC's geographic area
- Ensure the funding request for the expansion grant is within the funding parameters allowed under the reallocation or bonus funding amounts available

To apply for an expansion grant, project applicants must submit separate renewal and new project applications in e-snaps and ZoomGrants, as well as a single renewal application that includes the combined information from the renewal and new project applications in e-snaps only. While the renewal and new projects will be ranked by the CoC, the combined expansion project will not be ranked and if selected for conditional award will take the ranked position of the stand-alone renewal project and the separate new project will be removed from the ranking resulting in project applications below to slide up one ranked position.

If the combined renewal expansion project is also part of a fully consolidated project application, the project application will follow the ranking process for consolidated projects outlined in Section II.B.5 of the [FY 2019 CoC Program NOFA](#) and if the combined expansion and fully consolidated project is selected for conditional award, the ranked position of the stand-alone renewal project and the new project will be removed from the ranking causing project applications below to slide up one ranked position. If HUD determines the combined expansion project is ineligible, HUD will review the renewal and new project applications separately as these projects will retain their ranked position on the CoC Project listings.

Project applicants seeking to apply for Expansion Grant funding should review the [FY 2019 CoC Program NOFA](#) paying close attention to Sections III.C.2.j, V.B.2.e.(2), and V.B.3.a.(5) for additional information and requirements.

## Transition Grants

Current CoC grantees can transition an existing renewable component (e.g., Transitional Housing) to another component (e.g., Permanent Housing – Rapid Re-housing). To take advantage of the transition grant, the project applicant must use the reallocation process to eliminate at least one existing eligible renewal component to a project for one of the eligible new project components. Eligible new project components are limited to Permanent Housing – Permanent Supportive Housing, Permanent Housing – Rapid Re-housing, Joint Transitional Housing and Permanent Housing – Rapid Re-housing, dedicated HMIS, and Support Services Only – Coordinated Entry.

The term of the new grant must be for 1 year. A project applicant can transition more than one existing component to create a new component provided all of the following requirements are met:

- The project applicant for the new grant is the same as the recipient for the eligible renewal grant(s) being eliminated
- The project applicant provides the grant number(s) of the project(s) being eliminated to create the new project
- A copy of the most recently awarded project application(s) of the projects being eliminated through reallocation to create the new project (in most cases this will be a copy of the FY 2018 project application) is attached in the new project application

To create a Transition Grant, the CoC must wholly eliminate one or more projects and use those funds to create the single, new transition grant. The [FY 2019 CoC Program NOFA](#) also requires:

- No more than 50 percent of each transition grant may be used for costs of eligible activities of the project(s) eliminated to create the new project
- Transition grants in this Competition are eligible for renewal in subsequent fiscal years for eligible activities of the new program component

To be eligible to receive a transition grant, the renewal project applicant must have the consent of the Continuum of Care and meet the standards outlined in Section III.C.3.t of the [FY 2019 CoC Program NOFA](#). The TPCB Board has approved the transition of any grant type to create additional units of Permanent Housing – Rapid Rehousing or Permanent Housing – Permanent Supportive Housing. Other transition grant requests shall be submitted in writing to [tpch@tucsonaz.gov](mailto:tpch@tucsonaz.gov) no later than August 5, 2019 for approval by the non-conflicted officers of the TPCB Board prior to application submission.

Transition grants cannot use the consolidation process in the [FY 2019 CoC Program Competition](#) and must meet all FY 2019 CoC Program eligibility and threshold requirements (Sections V.C.3.b and V.C.3.c of the [FY 2019 CoC Program NOFA](#)) as well as commit to filling 100% of project openings through Coordinated Entry. If conditionally selected for a transition grant by HUD,

- The operating year start date of the new grant will be the date after the end of the previous grant term for the expiring component
- If more than one eligible renewal project was reallocated to create a single transition grant, HUD will use the day after the end of the earliest expiring grant term
- The project will have 1 year to fully transition from the original component to the new component that must take place during the normal operating year.

For a new project to be considered a transition grant:

- The applicant for the new project must be the same recipient for the eligible renewal grant(s) being eliminated

- The applicant must provide the grant number(s) of the projects being eliminated to create the new project
- The applicant must attach a copy of the most recently awarded project application.

If HUD determines that a new project that applied to be a transition grant does not qualify to be a transition grant, but meets all other new project requirements, then HUD may award the project as a new project that is not a transition grant. In these instances, the recipient will not be permitted to expend any funds on activities not include in the new project application.

Project applicants seeking funding for a Transition Grant should review the [FY 2019 CoC Program NOFA](#) paying special attention to Section III.C.3.v for additional information and requirements.

## Consolidation Projects

Eligible renewal project applicants are able to consolidate two or more eligible renewal projects (but no more than four projects) into one project application during the application process. The projects being combined during a grant consolidation will continue uninterrupted. To be eligible for consolidation, projects must have the same recipient and be for the same component; and they will be funded in this competition only with FY 2018 funds (meaning no funds recaptured from prior years will be awarded to the project). HUD will not permit projects that have the following characteristics to consolidate:

- Outstanding audit or monitoring findings
- Outstanding obligation to HUD that is in arrears
- Unresolved construction delays
- History of poor financial management/drawdown issues
- History of low occupancy levels, or lack experience in administering the project type
- Other capacity issues

HUD will not permit a transitional housing and a permanent housing project to consolidate to form a Joint TH and PH-RRH component project and will not permit a transition grant to be consolidated with any other project. Additionally, transition grants cannot use the consolidation process in the FY 2019 CoC Program Competition.

To apply for a consolidated grant, applicants must submit obtain prior HUD approval and complete separate renewal project applications for each of the grants that are proposed to be consolidated in e-snaps and ZoomGrants, as well as an application for the new consolidated grant with the combined budget and information of all grants proposed for consolidation in e-snaps only. Project applications that are proposed to be consolidated will be ranked, and if all those grants are selected, HUD will award the single consolidated grant. If one of the grants proposed to be consolidated is found to be

ineligible for consolidation or is not selected, HUD will award all grants that are eligible for renewal and selected as separate grants.

Applicants interested in applying to consolidate two or more renewal project grants should review the [FY 2019 CoC Program NOFA](#) paying special attention to Sections II.B.5, III.C.3.e, V.B.2.b.(4), and V.B.3.a.(6) for additional information and requirements. Applicants must also notify the Collaborative Applicant of their intent to apply for a consolidation grant no later than July 22, 2019 by completing the FY 2019 Intent to Renew Form.

## New Project Application Materials

The application for new project applications will consist of two parts. These include:

**ESNAPS New Project Application:** Projects must complete and submit the HUD New Project Application including all required standard forms, certifications, and attachments. The HUD New Project Application is submitted online using HUD's web-based *esnaps* platform and is available at <https://esnaps.hud.gov/grantium/frontOffice.jsf>. The completed *esnaps* application with all attachments must be uploaded as an attachment to the Local Renewal Project Application.

\*Note, new project applications for transition, expansion, and consolidated applications may also require renewal applications and/or copies of prior year applications as previously described.

**Local Project Application:** Project applicants must complete and submit the FY 2019 HUD Continuum of Care Program local application. The application is submitted online using the web-based ZoomGrants platform and is available at <https://www.zoomgrants.com/zgf/FY2019TPCH-CoC>.

**Note Regarding Rating Tools for Transition Grants:** Applicants submitting new project applications for Transition Grants must also submit the Renewal Project rating tool as described under the [Renewal Project Application Materials](#) heading above.

## New Project Review and Selection Process

The TPCB Collaborative Applicant will conduct a threshold review of all new project applications to verify that applicants are eligible to apply for the project and that applicants and potential subrecipients meet the Project Eligibility Threshold Requirements and Project Quality Thresholds defined in Section V.C.3 of the [FY 2019 CoC Program NOFA](#).

The Collaborative Applicant will additionally confirm that projects applying under the TH, RRH, TH-RRH, and PSH project components have met the local Coordinated Entry threshold requirement by committing to filling 100% of project openings through Coordinated Entry in the Local Project Application.

The threshold review shall result in a Pass/Fail determination and may identify opportunities for improvement which will be compiled and sent to the project applicant and the non-conflicted officers of the TPCB Board to enable each applicant to present the strongest possible application to HUD. Project applicants will have two business days to make corrections/edits to the originally

submitted proposals in response to requests for threshold clarifications. After the second business day, project applications with unresolved threshold deficiencies will be forwarded to non-conflicted officers of the TPCB Board who will make the final decision as to whether the project will be deemed to have met threshold or will be rejected.

Consolidation Project and Transition Grant applications which pass threshold review will be automatically forwarded to the Independent Review Panel for ranking.

All other new project applications which meet threshold requirements will be forwarded to either the CoC Bonus and Reallocation Selection Panel or the DV Bonus Selection Panel for qualitative review. The Selection Panels will select project applications based on community need, quality of project application, alignment with [local priorities](#), anticipated community benefits, and potential contributions to overall system performance up to the maximum amount of funds available in each competition (CoC Bonus and Reallocation minus amount of Consolidation and Transition reallocations, DV Bonus). Selected project applications will be forwarded to the Independent Review Panel for ranking.

## Project Ranking Process

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Renewal project applications will be evaluated based on prior project performance as reported on the Rating Tool, severity of target population service needs, contribution to overall system performance, alignment with [local priorities](#), identified community needs, and overall quality of the local and *esnaps* funding application as determined by the Independent Review Panel. New project applications will be evaluated based on community need, quality of project application, alignment with [local priorities](#), anticipated community benefits, potential contributions to overall system performance, and applicant's prior performance with CoC Program grants, if applicable. Review Panel members may also receive and consider additional CoC data reports and documents to assist with the ranking process as approved by the non-conflicted officers of the TPCB Board.

For renewal projects and new Consolidation, Transition, and Expansion Projects, rating tool raw scores will be converted into percentages based on the total points earned by the project and the total number of points possible. In the case of projects with the same score – a tie – the Review Panel will use the following criteria to break the tie and determine the ranking order:

- First, compliance with the Housing First approach.
- Second, the percent of exits to permanent housing destinations as reported on the TPCB 2019 Rating Tool, Part 2.1 Housing Stability Outcome.
- Third, the higher percentage of grant utilization as reported on the TPCB 2019 Rating Tool, Part 3.1 Award Utilization/Funds Expended.
- Fourth, the higher score on data quality as reported on the TPCB 2019 Rating Tool Part 3.3 HGIS Data Quality.



New and renewal projects will be ranked into two tiers in priority order by the Independent Review Panel. Preliminary evaluation results and project ranking will be distributed to the TPCH Board and posted at <https://tpch.net/about/nofa-documents/fy-2019/> on or before September 16, 2019.

The Board shall review eligible appeals according to the process outlined under the [Appeals](#) heading below. Based on the results of that review and other considerations at its discretion, the TPCH Board may adjust the final ranking at its meeting on September 24, 2019. The ranking decisions of the TPCH Board are final.

## Work of the Independent Review Panel

The Independent Review Panel is to complete the ranking process for response to the [HUD FY 2019 CoC Program NOFA](#) by assigning all projects to be entered by TPCH into this grant competition into a recommended order or priority. Review Panel members will be recruited by the Collaborative Applicant from a list of organizations and individuals approved by the TPCH Board. All review panelists will:

- Be free of conflict of interest with regard to all organizations, and their subrecipients, applying through TPCH for HUD FY 2019 CoC Program funding as stated on the panel's conflict of interest form
- Receive an orientation to the CoC Program and an overview of community needs as it relates to current housing stock, gaps, and coordinated entry referral data, as well as information regarding the incidence, needs, and gaps related housing and services for survivors of domestic violence, dating violence, and stalking
- Have access to all project application documents and attachments submitted by each project applicant, as well as a copy of this document and the [FY 2019 CoC Program NOFA](#)

All Independent Review Panel members are expected to independently review and evaluate each renewal and new project application based on the criteria described above. Prior to meeting as a group, each Independent Review Panel member will independently order renewal and new project applications in priority order. New project applications will be selected from the lists forwarded by the CoC Bonus and DV Bonus Selection Panels up to the total amount of CoC Bonus funds available as listed on the Estimated Annual Renewal Demand Report plus funds made available through reallocation minus the amount of reallocated funds used by Consolidation and Transfer project applications meeting threshold requirements.

The Review Panel will meet as a group to review individual priority lists and approve a preliminary ranking order in two tiers composed of new and renewal project applications through consensus or majority vote, if consensus cannot be achieved.

## Appeals

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Applicants wishing to appeal a project's ranking placement must submit an appeal in writing using the online Appeals Form available at <https://www.surveymonkey.com/r/TPCH-FY2019-CoC-Appeal> on or

before the date identified under the [Key Dates](#) heading above. This appeals process refers to renewal and new project applications.

## Eligible Appeals

The TPCH Board will only consider appeals resulting from the following;

- Verified conflicts of interest as defined in the TPCH Governance Charter available at <https://tpch.net/about/tpch-governing-documents/>, 24 CFR 578, and/or 2 CFR 200
- Violation of locally established rules as provided in this document and TPCH Governing Documents available at <https://tpch.net/about/tpch-governing-documents/>.
- Technical breach of regulations established by HUD or other funding sources
- Technical error (such as mathematical miscalculation). Errors in application documents submitted by the project applicant, including but not limited to the Rating Tool, are the sole responsibility of the applicant are not eligible for appeal.

## Appeal Review

To assure the ability of the TPCH Board of Directors and the Collaborative Applicant to take effective action, appeals to decisions made by the Independent Review Panel will be submitted to the Collaborative Applicant using the Appeals Form. The Collaborative Applicant will review the appeal and make an initial determination of appeal eligibility based on the eligible appeals described above. Appeals that do not appear to meet the definition of [Eligible Appeals](#) above will be marked ineligible by the Collaborative Applicant and forwarded to the non-conflicted officers of the TPCH Board for final determination of eligibility. Appeals confirmed to be ineligible will not be forwarded to or considered by the TPCH Board.

As described under the [Project Ranking Process](#) heading above, the TPCH Board will review all eligible appeals at its September 24, 2019 meeting and may adjust rating tool scores and/or project rankings, if appropriate. Appellants will be notified of the results of their appeal no later than September 26, 2019. The decisions of the TPCH Board are final.

## Applicant Resources

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HUD has released a number of resources to assist project applicants in the completion of FY 2019 CoC Program project applications.

### **HUD e-snaps Grant Application Portal (Federal Grant Application)**

<https://www.esnaps.hud.gov>

### **TPCH FY 2019 CoC Program Local Application for Tucson/Pima County**

<https://www.zoomgrants.com/zgf/FY2019TPCH-CoC>

## **FY 2019 CoC Program Competition NOFA: What's New, Changes, and Highlights**

<https://www.hudexchange.info/resource/5852/fy-2019-continuum-of-care-coc-program-competition-nofa-whats-new-changes-and-highlights/>

## **Renewal Project Application Detailed Instructions and Navigational Guide**

<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

## **Process for Completing Renewal Project Application Screens**

<https://www.hudexchange.info/resource/5476/process-for-completing-renewal-project-application-screens/>

## **New Project Application Detailed Instructions and Navigational Guide**

<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

## **Project Applicant Authorized Representative Update**

<https://www.hudexchange.info/resource/2906/instructions-for-updating-coc-project-applicant-authorized-representative/>

## **Project Applicant Profile Navigational Guide**

<https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>

## **Putting the Applicant Profile in Edit-Mode**

<https://www.hudexchange.info/resource/3117/updating-the-applicant-profile-resource/>

## **Completing HUD Form 2880 in esnaps**

<https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/>

## **DUNS Number and US System for Award Management instructions**

<https://www.hudexchange.info/resource/1245/dun-and-bradstreet-duns-number-guide/>

## **Add and Delete Registrants in esnaps**

<https://www.hudexchange.info/resource/2903/adding-deleting-registrants-in-esnaps/>

## **Understand esnaps Features and Functions**

<https://www.hudexchange.info/resource/2915/esnaps-features-and-functions/>

## **Navigate the Left Menu Bar in esnaps**

<https://www.hudexchange.info/resource/2915/esnaps-features-and-functions/>

TPCH has also posted additional resources to the TPCH website. All resources below can be accessed at <https://tpch.net/about/nofa-documents/fy-2019/>.

- Renewal and New Project Applications
- Blank Rating Tools

- Sample Match Commitment Letter
- Appeals Form
- Guide to Submitting Project Applications in ZoomGrants

## Technical Assistance and Contact Information

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For additional questions related to the FY 2019 CoC Program Funding Competition in Tucson/Pima County, please contact:

**For questions related to HMIS Data and/or Coordinated Entry participation, please contact:**

Pima County HMIS  
[HMISHelp@pima.gov](mailto:HMISHelp@pima.gov)

**For all other questions, please contact:**

TPCH Collaborative Applicant  
[tpch@tucsonaz.gov](mailto:tpch@tucsonaz.gov)