1A. Continuum of Care (CoC) Identification

Instructions:
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: OH-505 - Dayton, Kettering/Montgomery County CoC

1A-2. Collaborative Applicant Name: Montgomery County Board of County Commissioners on behalf of the Homeless Solutions Policy Board

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Mont Co Bd of Commissioners on behalf of HSPB
1B. Continuum of Care (CoC) Engagement

Instructions:
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organization(s) and/or person(s) that participate in CoC meetings. Using the drop-down boxes, indicate if the organization(s) and/or person(s): (1) participate in CoC meetings; and (2) vote, including selection of CoC Board members. Responses should be for the period from 5/1/16 to 4/30/17.

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including electing CoC Board Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>EMT/Crisis Response Team(s)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability Service Organizations</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Disability Advocates</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>Not Applicable</td>
<td>No</td>
</tr>
<tr>
<td>Youth Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>School Administrators/Homeless Liaisons</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Victim Service Providers</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Domestic Violence Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>LGBT Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Agencies that serve survivors of human trafficking</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other homeless subpopulation advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.

1B-1a. Describe the specific strategy(s) the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 1000 characters)

The CoC intentionally seeks a range of perspectives & members with varying skills sets when establishing committees and work groups. Homelessness can only be solved by having everyone at the table, even when they have seemingly competing interests. DV & youth providers are on Agency Directors Group, Coordinated Entry Committee and the CoC Governing Board. Because of their input, the CoC adopted Trauma Informed Care and the unique needs of youth and DV survivors were built into the CoC’s coordinated entry process. Discussion at a public CoC meeting about the opioid epidemic and an increase in panhandling in the community, along with potential solutions to both, led to a new engagement intervention in shelter funded by the local Behavioral Health Board. The CoC then participated in a Task Force with other stakeholders to develop Real Change Dayton – an alternate way to encourage donations to improve the system and the connection to outreach to link individual panhandlers to resources.

1B-2. Describe the CoC's open invitation process for soliciting new members, including any special outreach. (limit 1000 characters)

Twice a year the CoC sends an email to community members asking them to join the CoC to raise awareness & develop solutions. The invitation goes to all CoC Governing Board & Committee members, providers, mainstream & other community organizations and individual citizens. CoC invitations are posted on the County’s social media platforms including Twitter and Facebook. Print and TV interviews and articles about homelessness and the CoC throughout the year provide an opportunity to solicit new members. As individuals contact the CoC office, they are informed about the CoC and added to the mailing list. The CoC works closely with SO, ES, TH, RRH and PSH providers to identify and encourage persons with lived experience to join the CoC. Flyers are shared for posting at the facility-based programs, and the CoC provides bus tokens or gas cards for transportation to and from CoC meetings for persons with lived experience. Meetings are always held convenient to public transportation.

1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to
proposals.
(limit 1000 characters)

When issuing the RFP for new housing projects, the CoC cast a wide net, emailing the RFP on August 11, 2017 to more than 100 people, including all CoC members, a broad array of United Way and other community Agency Directors, and the CoC Governing Board and committee members. The RFP was publicly available on the CoC’s website the same day. In recent CoC Competitions, the CoC has been successful in attracting a new organization who had not previously received funding through the homeless assistance system. Proposals were to be submitted to CoC staff via email. Proposals for new housing projects were evaluated by the CoC’s Program Performance & Evaluation Committee using the score sheet that was publicly available on the CoC’s website. Scoring included applicant experience, proposed plan to assist participants to remain housed and increase income, specific steps to quickly move participants into PH, project capacity, budget, and match.
1C. Continuum of Care (CoC) Coordination

Instructions:
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoCs coordination; planning and operation of projects. Only select "Not Applicable" if the funding source(s) do not exist in the CoC’s geographic area.

<table>
<thead>
<tr>
<th>Entities or Organizations the CoC coordinates planning and operation of projects</th>
<th>Coordinates with Planning and Operation of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opportunities for Persons with AIDS (HOPWA)</td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>Yes</td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY)</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start Program</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through Department of Justice (DOJ) resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through Health and Human Services (HHS) resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through other Federal resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through state government resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through local government resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through private entities, including foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Other: (limit 50 characters)</td>
<td></td>
</tr>
</tbody>
</table>

1C-2. Describe how the CoC actively consults with Emergency Solutions Grant (ESG) recipient’s in the planning and allocation of ESG funds. Include in the response: (1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds; (2) the CoCs participation in the local Consolidated Plan jurisdiction(s) process by providing Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions; and (3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates. (Limit 1000 characters)

The CoC has 3 ESG recipients: City of Dayton, Mont. Co. & State of Ohio. Under auspices of the CoC, the City & County make joint funding allocation decisions and establish performance outcomes for ESG-funded shelter.
prevention and rapid rehousing. The CoC provides HMIS reports including PIT, APR, CAPER & SPM to ESG recipients. Data includes destination, length of stay, income, benefits, occupancy, results of on-site monitoring and overall system statistics. 2 ESG recipients are members of the Program Performance & Evaluation, System Performance & Evaluation & Affordable Housing committees.

CoC staff are actively involved in the process to update the Con Plans, share the full CoC Application and CoC priorities with ESG recipients, and review Con Plan drafts to ensure consistency with the CoC. The CoC participates on an Ohio Advisory Committee for the State’s ESG allocation and in regular forums with CoC Leads across the State to provide input on performance standards.

1C-3. CoCs must demonstrate the local efforts to address the unique needs of persons, and their families, fleeing domestic violence that includes access to housing and services that prioritizes safety and confidentiality of program participants.

(1000 characters)

CoC’s victim service provider is a coordinated entry point. Survivors are referred to CoC’s centralized housing list anonymously with access to full range of CoC housing & services. CoC has adopted Housing First, Housing-Focused Case Management and Trauma Informed Care as best practice. The unique circumstances facing survivors do not restrict them from accessing housing or services to stabilize in housing. CoC has several programs for survivors: ESG-funded RRH, locally funded TH, DOJ/locally funded shelter, DOJ-funded victim services case managers in shelter. Family Violence Collaborative of victim service providers, law enforcement, child protection & healthcare to develop response protocols. Survivors are linked with Collaborative for safety planning & legal assistance; referrals are made from the Collaborative to CoC for survivors not accessing shelter. DV Collective Impact model includes Legal Aid, Volunteer Lawyers Project, Family Service, HeadStart, Recovery Works, DV shelter.

1C-3a. CoCs must describe the following: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment.

(1000 characters)

2 key best practice training topics provided at least annually in our CoC are Trauma Informed Care & Harm Reduction. Victim service, coordinated entry, shelter & housing providers participate in the training. The CoC’s DV provider uses ETO as an HMIS comparable database. To provide a more complete picture, data on DV households, including how many are unique to the DV shelter, is incorporated into the CoC’s annual homeless statistics, without compromising safety or confidentiality. This data is used in conjunction with HIC data to determine gaps and needs in the CoC’s inventory of housing and services.
CoC's victim service provider is a coordinated entry point. Survivors are referred to CoC's centralized housing list anonymously with access to full range of CoC housing & services. Given the cycle of DV, safety planning is the first priority upon entry to DV shelter. DV provider uses DOJ funding for case managers in the non-DV shelter to work with women with history of DV.

1C-4. Using the chart provided, for each of the Public Housing Agency’s (PHA) in the CoC's geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA’s that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.

Attachment Required: If the CoC selected, "Yes-Public Housing", "Yes-HCV" or "Yes-Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry</th>
<th>PHA has General or Limited Homeless Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater Dayton Premier Management</td>
<td>22.50%</td>
<td>Yes-Both</td>
</tr>
</tbody>
</table>

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

1C-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 1000 characters)

Not Applicable.

1C-5. Describe the actions the CoC has taken to: (1) address the needs of Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy.
(limit 1000 characters)

The CoC's RHY provider obtains information about sexual orientation when a youth enters shelter or comes into contact with an outreach worker. The adult shelters do not specifically ask this question but do ask about gender identity.
All homeless persons are sheltered according to their self-identified gender. The CoC’s youth provider conducts training about the needs of LGBT youth at least annually as does the local behavioral health board. The CoC shares information about all community monthly trainings with providers. Rather than offering competing trainings, the CoC publicized and strongly encouraged all providers to listen to HUD’s webinars on the Equal Access to Housing rule. Beginning in June 2017, all contracts for local funding included Equal Access to Housing requirements. The CoC updated its Policies & Procedures to formally incorporate the Equal Access to Housing rule on September 7, 2017.

1C-6. Criminalization: Select the specific strategies implemented by the CoC to prevent the criminalization of homelessness in the CoC’s geographic area. Select all that apply.

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

When "No Strategies have been implemented" is selected no other checkbox may be selected.
1D. Continuum of Care (CoC) Discharge Planning

Instructions:
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning-State and Local: Select from the list provided, the systems of care the CoC coordinates with and assists in state and local discharge planning efforts to ensure those who are discharged from that system of care are not released directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

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

1D-1a. If the applicant did not check all the boxes in 1D-1, provide: (1) an explanation of the reason(s) the CoC does not have a discharge policy in place for the system of care; and (2) provide the actions the CoC is taking or plans to take to coordinate with or assist the State and local discharge planning efforts to ensure persons are not discharged to the street, emergency shelters, or other homeless assistance programs. (limit 1000 characters)

Not Applicable. CoC coordinates with all institutions listed in 1D-1.

1D-2. Discharge Planning: Select the system(s) of care within the CoC’s geographic area the CoC actively coordinates with to ensure persons who have resided in any of the institutions listed below longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

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

Instructions
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Using the drop-down menu, select the appropriate response(s) that demonstrate the process the CoC used to rank and select project applications in the FY 2017 CoC Program Competition which included (1) the use of objective criteria; (2) at least one factor related to achieving positive housing outcomes; and (3) included a specific method for evaluating projects submitted by victim service providers.

Attachment Required: Public posting of documentation that supports the process the CoC used to rank and select project application.

<table>
<thead>
<tr>
<th>Used Objective Criteria for Review, Rating, Ranking and Section</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Included at least one factor related to achieving positive housing outcomes</td>
<td>Yes</td>
</tr>
<tr>
<td>Included a specific method for evaluating projects submitted by victim service providers</td>
<td>No</td>
</tr>
</tbody>
</table>

1E-2. Severity of Needs and Vulnerabilities
CoCs must provide the extent the CoC considered the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Describe: (1) the specific vulnerabilities the CoC considered; and (2) how the CoC takes these vulnerabilities into account during the ranking and selection process. (See the CoC Application Detailed Instructions for examples of severity of needs and vulnerabilities.)
(limit 1000 characters)

The severity of needs and vulnerabilities the CoC takes into consideration when scoring and ranking projects are identified on the CoC’s vulnerability index – criminal history, substance abuse, violence and trauma, human trafficking, mental health issues, foster care history, age (youth/seniors) and physical health. The St. Vincent de Paul Safe Haven, categorized as a TH project by HUD, illustrates this. This project serves a population with many of the vulnerabilities on the CoC’s vulnerability index including substance abuse, trauma, mental health and physical health and provides a critical bridge to PSH for persons who are too vulnerable to remain unsheltered or in shelter and need immediate access to safe housing. The Program Performance & Evaluation Committee scored and ranked this project with the CoC’s PSH programs based on the population served rather than with the TH programs who serve a very different population. As a result, this project ranks 9th on the 2017 Priority
1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.

Attachment Required: Documentation demonstrating the objective ranking and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available. Attachments must clearly show the date the documents were publicly posted.

<table>
<thead>
<tr>
<th>Public Posting</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC or other Website</td>
<td>X</td>
</tr>
<tr>
<td>Email</td>
<td>X</td>
</tr>
<tr>
<td>Mail</td>
<td></td>
</tr>
<tr>
<td>Advertising in Local Newspaper(s)</td>
<td></td>
</tr>
<tr>
<td>Advertising on Radio or Television</td>
<td></td>
</tr>
<tr>
<td>Social Media (Twitter, Facebook, etc.)</td>
<td>X</td>
</tr>
</tbody>
</table>

1E-4. Reallocation: Applicants must demonstrate the ability to reallocate lower performing projects to create new, higher performing projects. CoC’s may choose from one of the following two options below to answer this question. You do not need to provide an answer for both.

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.
Attachment Required - Option 1: Documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between FY 2013 and FY 2017 CoC Program Competitions.
No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

**Reallocation:** Option 1
Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps.

Attachment Required: Copies of the written notification to project applicant(s) that their project application(s) were rejected. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps.

Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.
Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reallocation Supporting Documentation</td>
<td>No</td>
<td>CoC Process for R...</td>
<td>09/14/2017</td>
</tr>
</tbody>
</table>
Attachment Details

Document Description: CoC Process for Reallocation OH-505 CoC
2A. Homeless Management Information System (HMIS) Implementation

Instructions:
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

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

Attachment Required: If “Yes” is selected, a copy of the sections of the Governance Charter, or MOU/MOA addressing the roles and responsibilities of the CoC and HMIS Lead.

2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA.
Page 3 GC and Pages 1-2 MOA

Yes

2A-3. What is the name of the HMIS software vendor?
Mediware (Bowman Systems)

2A-4. Using the drop-down boxes, select the HMIS implementation Coverage area.
Single CoC

2A-5. Per the 2017 HIC use the following chart to indicate the number of beds in the 2017 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells
in that project type.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2017 HIC</th>
<th>Total Beds in HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ESG) beds</td>
<td>405</td>
<td>53</td>
<td>352</td>
<td>100.00%</td>
</tr>
<tr>
<td>Safe Haven (SH) beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing (TH) beds</td>
<td>135</td>
<td>7</td>
<td>128</td>
<td>100.00%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) beds</td>
<td>186</td>
<td>25</td>
<td>161</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) beds</td>
<td>1,390</td>
<td>0</td>
<td>1,171</td>
<td>84.24%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months. (limit 1000 characters)

The CoC has 100% HMIS bed coverage for ES, TH and RRH beds. Bed coverage for PSH falls just short of the 85% threshold at 84.24%. With the exception of the VASH beds, all of the CoC’s PSH beds are included in HMIS. Over the next 12 months, the CoC will reengage Greater Dayton Premier Management (GDPM, the CoC’s Public Housing Authority) and the VA team with whom the CoC worked to end Veteran Homelessness, on this topic. The CoC has a close working relationship with GDPM. The CoC is confident that an HMIS agreement will be signed with GDPM. The CoC commits to providing the user licenses, staff training, and HMIS support to enable GDPM to enter VASH beds into HMIS. The CoC will also provide HMIS refresher training to VA staff.

2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR?

12

2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy)

05/01/2017
2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Indicate the date of the CoC’s 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception.

01/24/2017

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy)

05/01/2017
2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specifically, how those changes impacted the CoCs sheltered PIT count results. (limit 1000 characters)
Not Applicable.

2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? Yes

2C-2a. If “Yes” was selected in 2C-2, enter the change in provider coverage in the 2017 sheltered PIT count, including the number of beds added or removed due to the change.

| Beds Added: | 0 |
| Beds Removed: | 75 |
| Total: | -75 |

2C-3. Did your CoC add or remove emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially declared disaster resulting in a change to the CoC’s 2017 sheltered PIT count? No

2C-3a. If “Yes” was selected in 2C-3, enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.

| Beds Added: | 0 |
| Beds Removed: | 0 |
| Total: | 0 |

2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from No
2016 to 2017?

CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

2C-4a. Describe any change in the CoC’s unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specify how those changes impacted the CoC’s unsheltered PIT count results. See Detailed Instructions for more information.

(limit 1000 characters)

Not Applicable.

2C-5. Did the CoC implement specific measures to identify youth in their PIT count?

Yes

2C-5a. If "Yes" was selected in 2C-5, describe the specific measures the CoC; (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified.

(limit 1000 characters)

The CoC’s only youth provider is an active CoC participant throughout the year, including during the annual PIT Count. Workers from the youth provider’s RHY-funded Outreach program are full participants in planning the PIT Count and in finalizing the list of known locations. Youth outreach workers were a member of each street team that went out in the early morning hours searching for persons who were unsheltered. As part of the planning process, the youth provider held sessions with homeless youth, including unsheltered youth, for help in developing the list of known locations. The sessions were also used to explain to youth what the PIT Count is, how the youth provider was participating, and why it is important to get an accurate count.

2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness.

(limit 1000 characters)

CoC facilitates the PIT Count, relying heavily on the involvement of PATH and youth outreach providers, family shelter providers, the adult shelter case management provider, the VA and SSVF programs, law enforcement, and area meal and services sites to plan and implement an accurate PIT Count. Representatives of these organizations attend planning meetings for the PIT Count and finalize the list of known locations. In particular, each street team includes a representative from PATH, the youth provider, and the VA. PATH outreach workers are known to most unsheltered individuals who are experiencing chronic homelessness and are also most familiar with the
locations where they are sleeping. Having a VA member on each team and at meal sites has helped with engaging unsheltered Veterans. During the 2017 PIT Count, an unsheltered veteran who had not been connected to any resources was interviewed by a VA staff member at a service site and connected to GPD that same day as a bridge to PH.
3A. Continuum of Care (CoC) System Performance

Instructions
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. Performance Measure: Reduction in the Number of First-Time Homeless. Describe: (1) the numerical change the CoC experienced; (2) the process the CoC used to identify risk factors of becoming homeless for the first time; (3) the strategies in place to address individuals and families at risk of becoming homeless; and (4) the organization or position that is responsible for overseeing the CoC’s strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.
(limit 1000 characters)

There were 7% fewer first time homeless persons who entered shelter in FY2016 compared to FY2015. CoC worked with prevention providers to identify why households are seeking assistance and also analyzed HMIS data to identify these primary risk factors: young mothers with children under age 5, large families, less than 1 month in prior living situation, living with family/friends, prior episode of homelessness. CoC has implemented diversion at the main gateway shelters with ESG funds. CoC is conducting an independent evaluation of coordinated entry and expects recommendations for improving efficiency of diversion practices in Spring 2018. The Coordinated Entry Committee is responsible for overseeing the CoC’s strategy to reduce first time homelessness.

3A-2. Performance Measure: Length-of-Time Homeless. CoC’s must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC’s strategy to reduce the length-of-time individuals and families remain homeless.
(limit 1000 characters)

The average length of time homeless reduced 7 nights (16%) in shelter and 12 nights (17%) in ES-TH from FY2015 to FY2016. CoC maintains a by-name chronic list that is reviewed monthly with providers to maintain a focus on housing this group. CoC eliminated a family TH program, converting some units to PSH and reallocating money to new RRH units. CoC will hire an Americorps member in October 2017 to improve landlord recruitment/retention as a strategy for shortening length of homelessness. Length of homelessness is a factor in
prioritization for housing. CoC runs a locally-developed long stayer report that tracks number of nights in shelter. This list is reviewed monthly with providers to ensure these households have a housing plan before they would meet the chronic definition. The Program Performance & Evaluation Committee is responsible for overseeing the CoC’s strategy to shorten the length of time homeless.

3A-3. Performance Measures: Successful Permanent Housing Placement and Retention
Describe: (1) the numerical change the CoC experienced; (2) the CoC's strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC’s strategy for retention of, or placement in permanent housing.
(limit 1000 characters)

CoC had mixed results FY2015-FY2016. SO had 8% increase; ES, TH, RRH had 3% fewer exits to PH. CoC had more people in PSH in FY2016 & more who remained housed, but 1% fewer retained PSH. The FY2016 retention remained high at 95%.
Strategies that have been implemented include: prioritizing ALL PSH beds for chronics; running monthly long-stayer & chronic reports to identify households with longer lengths of stay to target for housing plans; requiring case conferences prior to unsuccessful exits, with lateral moves when necessary; converting TH to RRH or PSH. In the next 12 months, CoC will: undergo evaluation of coordinated entry with recommendations for improving efficiency of system; develop priority order for RRH, begin implementing new RRH for families & youth, target bonus funds to RRH for single adults; conduct process mapping to identify metrics that can be measured and impacted to improve outcome.
System Performance & Evaluation Committee responsible for overseeing strategy.

Describe: (1) the numerical change the CoC experienced, (2) what strategies the CoC implemented to identify individuals and families who return to homelessness, (3) the strategies the CoC will use to reduce additional returns to homelessness, and (4) the organization or position responsible for overseeing the CoC’s efforts to reduce the rate of individuals and families’ returns to homelessness.
(limit 1000 characters)

Returns to homelessness were flat from FY2015 to FY2016; numbers change slightly but % was the same in all time periods. CoC has implemented several strategies: coordinated entry consistently assesses housing barriers, referring to most appropriate housing; extra services provided to PSH participants facing eviction; projects terminating clients required to participate in case conference with CoC to resolve or develop alternate housing plan; participants educated on landlord-tenant law & expectations; projects give landlords contact information; financial assistance to prevent loss of housing.
CoC focusing on returns within 6 months – period with highest return (11%) & most potential to be impacted positively. CoC partnered with local University
MPA students on Capstone Project to develop profiles of those most likely to return with policy recommendations. Returns within 6 months is a high priority item for process mapping. System Performance & Evaluation Committee is responsible.

3A-5. Performance Measures: Job and Income Growth
Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC’s strategy to increase job and income growth from employment, non-employment including mainstream benefits.
(limit 1000 characters)
CoC had 3% more people who increased earned income FY2015-FY2016; 8% fewer increased non-employment cash income. CoC providers operate social enterprise programs that employ participants in transitional jobs; all CoC projects regularly connect participants to employment organizations including Goodwill, Ohio Means Jobs One-Stop Center, Bureau of Vocational Rehab & Eastco, a supportive employment organization. Youth Provider is implementing a SAMHSA evidence-based supportive employment model and has a Collective Impact employment model with Miami Valley Works. Most CoC providers have case managers with specialized training in accessing mainstream benefits through Ohio Benefit Bank and provide transportation to the One-Stop Center if needed. All CoC projects intentionally connect participants to benefits for which they are eligible. Local behavioral health board has new SOAR-certified specialist who works with all CoC projects. Program Performance & Evaluation Committee responsible.

3A-6. Did the CoC completely exclude a geographic area from the most recent PIT count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests).

No

3A.6a. If the response to 3A-6 was “Yes”, what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count?
(limit 1000 characters)
Not Applicable.

3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, 06/05/2017
which included the data quality section for FY 2016.
  (mm/dd/yyyy)
3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. Compare the total number of PSH beds, CoC program and non CoC-program funded, that were identified as dedicated for yes by chronically homeless persons in the 2017 HIC, as compared to those identified in the 2016 HIC.

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.</td>
<td>348</td>
<td>483</td>
<td>135</td>
</tr>
</tbody>
</table>

3B-1.1. In the box below: (1) "total number of Dedicated PLUS Beds" provide the total number of beds in the Project Allocation(s) that are designated as Dedicated PLUS beds; and (2) in the box below "total number of beds dedicated to the chronically homeless:; provide the total number of beds in the Project Application(s) that are designated for the chronically homeless. This does not include those that were identified in (1) above as Dedicated PLUS Beds.

| Total number of beds dedicated as Dedicated Plus | 206  |
| Total number of beds dedicated to individuals and families experiencing chronic homelessness | 138  |
| Total                                           | 344  |

3B-1.2. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing.

Yes

3B-2.1. Using the following chart, check each box to indicate the factor(s) the CoC currently uses to prioritize households with children based on need during the FY 2017 Fiscal Year.

| History of or Vulnerability to Victimization | X    |
| Number of previous homeless episodes       | X    |
3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of becoming homeless. (limit 1000 characters)

The CoC’s goal is for ALL families to be rehoused within 30 days by 2020. Currently, 70% of families with children exit shelter within 30 days. The primary strategy developed to date is to increase the supply of RRH for families, including through a large bonus project in the 2016 CoC Competition, which should begin implementation soon. The CoC is undertaking an independent evaluation of the coordinated entry process and expects recommendations for improving the efficiency of the CE process, in particular through more consistent prioritization of RRH resources for families. A second strategy, set to start in October 2017, is to improve the recruitment and retention of landlords through a dedicated Americorps member to work with landlords. It is too soon to determine the effectiveness of the CoC’s strategy. The Coordinated Entry Committee is responsible for overseeing the CoC’s strategy to rapidly rehouse families within 30 days of becoming homeless.

3B-2.3. Compare the number of RRH units available to serve families from the 2016 and 2017 HIC.

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.</td>
<td>22</td>
<td>35</td>
<td>13</td>
</tr>
</tbody>
</table>

3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing. (limit 1000 characters)

CoC has adopted policies requiring all ES, TH, RRH, PSH programs to comply with Equal Access to Housing Rule in program admission, occupancy, and operating policies and procedures regardless of sexual orientation, gender identity or marital status. Programs are also required to keep families intact in shelter or housing. HMIS data is used to confirm that families are not separated
in shelter. As part of ongoing evaluation, CoC staff review client surveys and conduct on-site monitoring visits at ES, TH and PSH programs a minimum of 2 times/year. All TH, SH, PSH openings are filled via the CoC’s centralized housing list.

3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.

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

3B-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.

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

3B-2.7. Describe: (1) the strategies used by the CoC, including securing additional funding to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness; (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) the measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) why the CoC believes the measure(s) used is an appropriate way to determine the effectiveness of the CoC’s efforts. (limit 1500 characters)

CoC is committed to ending youth homelessness by 2020. The CoC is much closer to ending chronic homelessness and has identified families as the next priority population. There is overlap, as 25% of homeless families are headed by a youth. CoC continues to support the youth TH programs; the 2016 CoC bonus project includes RRH for unaccompanied youth. Under auspices of CoC, additional $ were allocated for homeless youth through a local Combined Funding process, which increases outreach and supports a new Collective Impact model of employment for homeless youth. The CoC’s Youth Resource Center is a one-stop for multi-system youth. Effectiveness of strategies will be measured by: annual number of youth.
experiencing homelessness, percentage change from prior year, percentage of overall homeless population, length of time homeless, destination, and income – all good indicators of CoC’s progress in reducing # of homeless youth, shortening their stay, and increasing housing stability.

3B-2.8. Describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services. (limit 1000 characters)

All CoC providers who work with families or unaccompanied youth attend State & LEA meetings quarterly. CoC’s youth provider provides weekly reports of homeless youth served in shelter to the Liaison to improve coordination and education outcomes. Staff at family ES, TH & PH programs meet with relevant school personnel in the appropriate school district to discuss issues children are experiencing that may impact their education. Providers attend state wide planning meetings on related topics including human trafficking & protocol development meetings for minors. Designated contacts in largest school district refer at-risk families to CoC’s UW-funded prevention program. Providers have formal agreements with early childhood providers. All CoC programs must establish protocols for communicating with families at entry about continuing their child’s education and their eligibility for educational services.

3B-2.9. Does the CoC have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”.

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

3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
CoC ended Veteran homelessness in 2016. Veterans are identified immediately upon entry into shelter & meet with specialized shelter, VA, or SSVF case managers within 24 hours of entry to determine eligibility and begin developing a housing plan. Shelter case managers run an HMIS report every morning to identify veterans who spent the previous night in shelter for referral to VA. VA outreach workers are in shelter; SSVF staff meet with veterans 2/week in shelter. PATH outreach asks unsheltered persons if they were ever in the military and contact CoC and VAMC for VA eligibility determination and referral to VA housing and resources. CoC and VA hold bi-weekly Leadership conference calls to resolve barriers and ensure continued adherence to benchmarks. Bi-weekly meeting is facilitated by CoC and VA of all providers who come into contact with homeless Veterans that includes review of by-name list of homeless Veterans with current status, housing plan & anticipated housing placement date.

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

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

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran is assisted to quickly move into permanent housing using a Housing First approach? Yes
4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Select from the drop-down (1) each type of healthcare organization the CoC assists program participants with enrolling in health insurance, and (2) if the CoC provides assistance with the effective utilization of Medicaid and other benefits.

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

4A-1a. Mainstream Benefits

CoC program funded projects must be able to demonstrate they supplement CoC Program funds from other public and private resources, including: (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits. (limit 1000 characters)

The Montgomery County Job Center is a locally funded one-stop center for benefits and employment. The Job Center has been internationally recognized for its ability to bring employers, educators, 40+ social service agencies together. The CoC’s shelters use local funds to transport clients to the Job Center to apply for benefits and connect to employment resources. All CoC projects connect participants to the Job Center.

CoC providers use the Ohio Benefit Bank to screen for benefit eligibility. CoC projects use the HHS-funded Samaritan Clinic to help persons apply for SSI; locally funded behavioral health board has a SOAR specialist who works with all CoC projects.

Whenever there is new information on or changes to mainstream benefits or other resources, CoC staff email all CoC providers – Agency Directors and
senior staff – to provide the updated information. The Montgomery County Human Services Planning & Development Dept. Assistant Director is responsible for this measure.

4A-2. Low Barrier: Based on the CoCs FY 2017 new and renewal project applications, what percentage of Permanent Housing (PSH) and Rapid Rehousing (RRH), Transitional Housing (TH), Safe-Haven, and SSO (Supportive Services Only-non-coordinated entry) projects in the CoC are low-barrier?

<table>
<thead>
<tr>
<th>Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)</th>
<th>27.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected “low barrier” in the FY 2017 competition.</td>
<td>27.00</td>
</tr>
<tr>
<td>Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as “low barrier”</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

4A-3. Housing First: What percentage of CoC Program Funded PSH, RRH, SSO (non-coordinated entry), safe-haven and Transitional Housing; FY 2017 projects have adopted the Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

<table>
<thead>
<tr>
<th>Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal)</th>
<th>27.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.</td>
<td>27.00</td>
</tr>
<tr>
<td>Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

4A-4. Street Outreach: Describe (1) the CoC’s outreach and if it covers 100 percent of the CoC’s geographic area; (2) how often street outreach is conducted; and (3) how the CoC has tailored its street outreach to those that are least likely to request assistance. (limit 1000 characters)

The CoC has 2 street outreach programs, PATH & RHY, that cover 100% of the CoC’s geographic area. Both are coordinated entry points, assessing unsheltered individuals and making referrals to the CoC’s centralized housing list. Outreach workers can use an anonymous placeholder on the list for persons living unsheltered who are not yet engaged or who refuse to have their data entered into HMIS. PATH conducts street outreach daily M-F. RHY conducts outreach weekly. The outreach programs canvass jointly twice a month. Outreach workers carry language cards to determine which language someone speaks and have access to interpreters who are able to go into the field to communicate with those who are hearing impaired, blind or speak languages other than English. The youth provider has a native Spanish speaker on staff who provides interpretation services for Spanish speaking individuals. Outreach connects with Goodwill, BVR and Project Mobility as needed.

4A-5. Affirmative Outreach
Specific strategies the CoC has implemented that furthers fair housing as
detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach. Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)

The Executive Director of Miami Valley Fair Housing is a member of the CoC Governing Board and works closely with the CoC and all CoC programs to ensure compliance with all Fair Housing requirements. CoC Policies & Procedures require that all CoC programs take steps to ensure effective communication, providing auxiliary aids and services as needed. Interpreters are engaged when necessary to provide assistance with communication, including Community Services for the Deaf, which provides Braille and American Sign Language interpreters. Interpreters also go into the field with outreach workers. Many CoC providers employ bilingual staff who can assist in reaching out to and engaging clients. All client policies and procedures are provided in large print when needed. Rules and information about services and housing opportunities are read aloud to individuals with limited literacy skills to ensure full understanding.

4A-6. Compare the number of RRH beds available to serve populations from the 2016 and 2017 HIC.

<table>
<thead>
<tr>
<th>RRH beds available to serve all populations in the HIC</th>
<th>2016</th>
<th>2017</th>
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4A-7. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction? No

4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statues who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). No
## 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

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<td>Yes</td>
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<td>06. CoC's Governance Charter</td>
<td>Yes</td>
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<td>07. HMIS Policy and Procedures Manual</td>
<td>Yes</td>
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<td>08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes</td>
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Attachment Details

Document Description: Written Notice of Reduction

Attachment Details

Document Description: 2017 CoC Application Public Posting Evidence

Attachment Details

Document Description: CoC Rating and Review Procedure

Attachment Details

Document Description: Public Posting Reallocation-Review-Rank-Score

Attachment Details

Document Description: CoC Process for Reallocation

Attachment Details

Document Description: CoC Governance Charter
Attachment Details

**Document Description:** HMIS Policy and Procedures Manual

Attachment Details

**Document Description:**

Attachment Details

**Document Description:** PHA Administration Plan

Attachment Details

**Document Description:** CoC HMIS MOU

Attachment Details

**Document Description:** Written Standards for Order of Priority
Applicant: Dayton/Kettering/Montgomery County CoC
Project: OH-505 CoC Registration FY2017

Document Description:

Attachment Details

Document Description: FY2017 CoC Competition Report

Attachment Details

Document Description: Written Notice of Acceptance & Rank

Attachment Details

Document Description: Consolidated Plan Certification
Ensure that the Project Priority List is complete prior to submitting.

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<td>1C. Coordination</td>
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<td>1D. Discharge Planning</td>
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<td>1E. Project Review</td>
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<td>1F. Reallocation Supporting Documentation</td>
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<td>2B. PIT Count</td>
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<td>2C. Sheltered Data - Methods</td>
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2017 CoC Competition Reallocation and New Project Solicitation

Reallocation
CoC staff and the Program Performance & Evaluation Committee (PPEC) review performance outcomes for all eligible CoC renewal projects to ensure they are high performing projects, with an eye toward reallocating funding away from any projects that: are not well-performing; do not expend all their CoC grant funding; or that no longer fill a critical gap in the Continuum.

In addition, the PPEC works with CoC organizations to review CoC project budgets and identify targeted funding in well-performing projects that could be reallocated, using the following set of questions as a guide:
- Are there budget expenses that were related to start up?
- Are there items that may have been considered an essential service or operating expense when money was less tight but which are harder to justify today?
- Are there CoC-funded services that could be provided by a community partner or that could be paid for by another funding source?
- Are there CoC-funded services whose loss would be felt but that would not greatly impact clients or project outcomes?

Determination of New Project Need & Project Solicitation
The top need identified was for an improved Coordinated Entry System to implement recommendations of an independent evaluation of the CoC’s Coordinated Entry process to improve its efficiency and effectiveness. Because the CoC is responsible for Coordinated Entry, the CoC did not solicit proposals for a new Coordinated Entry project; the CoC is the applicant. A final decision about whether the CoC will implement the Coordinated Entry recommendations or will solicit proposals for a subrecipient will be made once the independent evaluation has been completed.

The PPEC reviewed the CoC’s existing housing inventory, inventory that is under development, HMIS data, and System Performance Measure reports to establish a priority need for new housing projects.

When issuing the RFP for new housing projects, the CoC cast a wide net, sending the RFP to more than 100 people, including all CoC members, a broad array of United Way and other community Agency Directors, and the CoC Governing Board and committee members. In recent CoC Competitions, the CoC has been successful in attracting a new organization who had not previously received funding through the homeless assistance system.

The email and the lists of recipients can be found on the next 7 pages.
From: Jenkins, Jessica  
Sent: Friday, August 11, 2017 5:18 PM  
Subject: NEW Rapid Rehousing Project Application* DEADLINE 8/23 by Noon  
Attachments: 2017 New Project Application RRH.DOCX

The Dayton-Kettering-Montgomery County Continuum of Care (CoC) is requesting applications for NEW Rapid Rehousing projects targeting single adult ages 25+. The proposal submission deadline is Wednesday, August 23, 2017 by 12:00 p.m. Proposals be submitted electronically to Kathleen Shanahan at shanahank@mcohio.org.

The New Project Application Score Sheet, Application Questions and Answers and other pertinent information will be available on the Montgomery County Human Services Planning and Development Department website at http://www.mcohio.org/departments/human_services_planning_and_development/homeless_solutions/continuum_of_care_application.php next week.

It is strongly encouraged prospective applicants visit the website daily for updated Questions & Answers and other pertinent information. New information will be posted to the website routinely.

Questions related to the Application? Email Kathleen Shanahan at shanahank@mcohio.org.

Thank you

Jessica I. Jenkins  
Assistant Director  
Human Services Planning & Development Department  
Montgomery County  
451 W. Third Street  
Dayton, OH 45422  
937-225-4218
The Dayton-Kettering-Montgomery County Continuum of Care (OH-505 CoC) is requesting applications for:

- **NEW Rapid Rehousing (RRH) projects targeting single adult ages 25+;**
- **AND**
- **NEW Permanent Supportive Housing (PSH) projects targeting single adults in scattered site housing units.**

The proposal submission deadline is **Wednesday, August 23, 2017 by 12:00 p.m.** Proposals must be submitted electronically to Kathleen Shanahan at shanahank@mcohoio.org.


It is strongly encouraged prospective applicants visit the website daily for updated Questions & Answers. New information will be posted to the website routinely.

Questions related to the Application? Email Kathleen Shanahan at shanahank@mcohoio.org.

Thank you

Jessica I. Jenkins
Assistant Director
Human Services Planning & Development Department
Montgomery County
451 W. Third Street
Dayton, OH 45422
937-225-4218
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Phil.Schneider@voago.org
Robinson, Debbie
drobinson@mvho.net
Shanahan, Kathleen
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<td><a href="mailto:hillz@daybreakdayton.org">hillz@daybreakdayton.org</a></td>
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Members:

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Tom Kelley
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Hi Erin,

As we discussed with you over the phone, the City of Dayton’s Shelter+Care TRA grant is being reduced $56,160 in the 2017 CoC Competition. The Homeless Solutions Policy Board approved this reduction at its meeting on September 7, 2017. The decision to reallocate a portion of the S+C TRA grant was made based on a trend the last two years of having unspent money in this grant and a review of HMIS data to ensure that this reduction would not negatively impact the CoC’s PSH inventory.

Please let me know if you have any additional questions about the reduction.

Peace, Kathleen

Kathleen M. Shanahan  
Housing & Homeless Solutions Program Coordinator  
Human Services Planning & Development Department  
Montgomery County  
451 W. Third St., 9th Floor  
Dayton, OH 45422  
937.496.7710 (office)  
937.496.7714 (fax)

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Hi Debbie,

As we discussed with you over the phone, MVHO’s Leasing I grant is being reduced $56,160 in the 2017 CoC Competition. The Homeless Solutions Policy Board approved this reduction at its meeting on September 7, 2017. The decision to reallocate a portion of the Leasing I grant was made based on a trend the last two years of having unspent money in this grant and a review of HMIS data to ensure that this reduction would not negatively impact the CoC’s PSH inventory.

Please let me know if you have any additional questions about the reduction.

Peace, Kathleen

Kathleen M. Shanahan
Housing & Homeless Solutions Program Coordinator
Human Services Planning & Development Department
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CONTINUUM OF CARE APPLICATION

The CoC (Continuum of Care) Consolidated Application is prepared by Montgomery County Homeless Solutions staff and submitted to the US Department of Housing and Urban Development (HUD) annually. CoC funding is the largest single funding source for housing and services for homeless and formerly homeless households in Montgomery County.

Copies of documents related to the 2017 CoC Competition and previous awards and applications can be found using the links below.

For more information you can contact:
Jessica Jenkins, Assistant Director at jenkinsj@mc哦io.org or
Kathleen Shanahan, CoC Lead at shanahank@mc哦io.org.

2017 CoC Competition Documents
Notice of Funding Availability (NOFA) for the FY 2017 Continuum of Care (released 7/14/17)

2017 CoC Application
2017 OH-505 CoC Project Priority Listing
NEW 2017 OH-505 CoC Consolidated Application

2017 CoC Review, Score and Ranking Process
2017 OH-505 CoC Review, Score and Ranking Process
2017 CoC Reconsideration Process

2017 CoC Renewal Applications & Score Sheets
Project Review
The OH-505 CoC’s Program Performance & Evaluation Committee (PPEC) has primary responsibility for evaluating individual projects within the Continuum, regardless of funding source. Each year, the PPEC undertakes a review of CoC-funded projects using the CoC Renewal Applications that can be found on the Homeless Solutions’ page on the Montgomery County, Ohio website: http://www.mcohio.org/departments/human_services_planning_and_development/homeless_solutions/continuum_of_care_application.php.

All projects are reviewed using APR data and 3 years of HMIS data. Specific measures include: exits to permanent housing, housing retention, length of time homeless, employment and other cash income, non-cash benefits, utilization, and HMIS data quality and timeliness. Severity of needs and vulnerabilities of target populations are also taken into consideration, using the populations identified in the CoC’s priority order for housing and the vulnerabilities identified on the CoC’s vulnerability index – criminal history, substance abuse, violence and trauma, human trafficking, mental health issues, foster care, and physical health.

Project Reallocation
CoC staff and the PPEC review performance outcomes for all eligible CoC renewal projects to ensure they are high performing projects, with an eye toward reallocating funding away from any projects that are not well-performing; do not expend all their CoC grant funding; or that no longer fill a critical gap in the Continuum.

In addition, the PPEC works with CoC organizations to review CoC project budgets and identify targeted funding in well-performing projects that could be reallocated, using the following set of questions as a guide:
- Are there budget expenses that were related to start up?
- Are there items that may have been considered an essential service or operating expense when money was less tight but which are harder to justify today?
- Are there CoC-funded services that could be provided by a community partner or that could be paid for by another funding source?
- Are there CoC-funded services whose loss would be felt but that would not greatly impact clients or project outcomes?

Project Scoring
Score sheets for the Renewal Applications – Permanent Supportive Housing and Rapid Rehousing & Transitional Housing – are available through the above link. The score sheets reflect the OH-505 CoC’s commitment to data-driven decisions.

Project Ranking
Using Housing Inventory Chart data, annual population statistics from HMIS, system performance measure reports, and the priority populations established by the CoC Governing Board, the OH-505 CoC developed priority ranking criteria for renewal and new projects.

All projects must commit to implementing Housing First principles and to participating in the CoC’s HUD Housing First Technical Assistance.
Renewal Project Rank Order
Renewal projects will be ranked in the following order based on their primary target population, housing type, and Project Application score.

1. Chronically Homeless Single Adults – Permanent Supportive Housing & Safe Haven
2. Families with Children – Rapid Rehousing
3. Youth 18-24 years – Transitional Housing and Rapid Rehousing
4. Projects serving other populations or using other interventions

The CoC’s HMIS grant will be placed as the lowest project that is fully funded within Tier 1.

Well-performing renewal projects that continue to fill a need in the CoC will be prioritized above new bonus and reallocated projects.

New (and Reallocated) Project Rank Order
1. Coordinated Assessment
2. Rapid Rehousing for Single Adults Ages 25+
3. Permanent Supportive Housing for Single Adults

Other Criteria/Considerations
1. Severity of needs and vulnerabilities experienced by project participants
2. Unique gap/target population served by project
3. Level of negative impact to Continuum if project were not funded
4. Availability of other potential funding sources
5. Number of households served and cost efficiency
6. Expertise and capacity of project applicant and any subrecipients.

New Projects – Additional Criteria
The following criteria also apply to new Permanent Housing project applications.

Project applicant and all subrecipients must have the expertise and capacity to be at full implementation within two months of signing a grant agreement with HUD.

PH-RRH projects should incorporate the core components of Rapid Rehousing: housing identification, rent and move-in assistance, and housing-focused case management and services, including targeted employment assistance in a scattered site, flexible model without preconditions. Resources and services should be tailored to the needs of each individual.

PH-PSH projects requesting funding for housing (rental assistance, leasing or operations) and not services will receive 5 bonus points.
Project Name:

All projects must follow a Housing First approach to be included in the CoC's Priority Listing. All projects must have documented match to be included in the CoC's Priority Listing.

<table>
<thead>
<tr>
<th>Score Sheet Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advancing Homelessness Goals (5 points)</td>
<td></td>
</tr>
<tr>
<td>• Project fully advances Homelessness Goals = 5 points</td>
<td></td>
</tr>
<tr>
<td>• Project does not fully advance Homelessness Goals = 0 points</td>
<td></td>
</tr>
<tr>
<td>Grant Management (10 points)</td>
<td></td>
</tr>
<tr>
<td>• 100% of most recent CoC grant was fully expended = 10 points</td>
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<tr>
<td>• 97-99% of most recent CoC grant was expended = 5 points</td>
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<tr>
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<td>Services/Partnerships (10 points)</td>
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</tr>
<tr>
<td>Utilization – 4 PIt Dates from APR (5 points)</td>
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<tr>
<td>• 90% or greater = 5 points</td>
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<td>• Less than 90% = 0 points</td>
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<tr>
<td>Retention in Housing (20 points)</td>
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<tr>
<td>• 95% or greater = 20 points</td>
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<td>• 85-94% = 10 points</td>
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<tr>
<td>• Less than 85% = 0 points</td>
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<tr>
<td>Exit to Permanent Housing (5 points)</td>
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<td>• 62% or greater = 5 points</td>
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<td>• Less than 62% = 0 points</td>
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<tr>
<td>Cash Income – STAYERS (15 points)</td>
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<tr>
<td>• 84% or greater = 15 points</td>
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<td>• 80-83% = 8 points</td>
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<tr>
<td>• Less than 80% = 0 points</td>
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<tr>
<td>Non-Cash Benefits – STAYERS (15 points)</td>
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<tr>
<td>• 93% or greater = 15 points</td>
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<td>• 85-92% = 5 points</td>
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<td>• Less than 84% = 0 points</td>
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<tr>
<td>HMIS Data Quality (15 points)</td>
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<tr>
<td>• No missing or unknown data higher than 5% = 5 points</td>
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<tr>
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<tr>
<td>TOTAL SCORE (out of 100 possible points)</td>
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APPROVED 8-1-2017 PPEC
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All projects must follow a Housing First approach to be included in the CoC’s Priority Listing. All projects must have documented match to be included in the CoC’s Priority Listing.

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<table>
<thead>
<tr>
<th>Average Length of Stay (5 points)</th>
<th>Points</th>
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<tbody>
<tr>
<td>• 169 days or less = 5 points</td>
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<tr>
<td>• More than 169 days = 0 points</td>
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</table>

<table>
<thead>
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<th>Exit to Permanent Housing (15 points)</th>
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</thead>
<tbody>
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<thead>
<tr>
<th>Increase in Cash Income – LEAVERS (10 points)</th>
<th>Points</th>
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<tbody>
<tr>
<td>• 21% or greater = 10 points</td>
<td></td>
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<tr>
<td>• 15-20% = 5 points</td>
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<tr>
<td>• Less than 15% increase = 0 points</td>
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<thead>
<tr>
<th>Increase in Employment Income – LEAVERS (15 points)</th>
<th>Points</th>
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<tbody>
<tr>
<td>• 16% or greater = 15 points</td>
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<tr>
<td>• 10-15% = 8 points</td>
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<tr>
<td>• Less than 10% = 0 points</td>
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</table>

<table>
<thead>
<tr>
<th>Non-Cash Benefits – LEAVERS (10 points)</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>• 87% or greater = 10 points</td>
<td></td>
</tr>
<tr>
<td>• 84-86% = 5 points</td>
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<tr>
<td>• Less than 84% = 0 points</td>
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</table>

TOTAL SCORE (out of 100 possible points) | Points |
# 2017 OH-505 CoC Competition
## NEW Permanent Supportive Housing Project Score Sheet

**Applicant:**

**Project Name:**

**Amount Requested:**

### TECHNICAL/THRESHOLD REVIEW

<table>
<thead>
<tr>
<th>Eligible applicant</th>
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<tbody>
<tr>
<td>YES</td>
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<table>
<thead>
<tr>
<th>Eligible activities, including target population</th>
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<tbody>
<tr>
<td>YES</td>
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<table>
<thead>
<tr>
<th>Consistent with Consolidated Plan</th>
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<tbody>
<tr>
<td>YES</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Consistent with Homeless Solutions Plan</th>
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<tbody>
<tr>
<td>YES</td>
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<table>
<thead>
<tr>
<th>Documented match</th>
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<tbody>
<tr>
<td>YES</td>
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</table>

### APPLICATION SCORING

#### I. Experience (maximum 20 points)

- Applicant and any subrecipient(s) have successfully demonstrated experience implementing Permanent Supportive Housing for single adults in a scattered site model. *(Q-E1)* – up to 10 points
- Applicant has ability to manage federal or state grants *(Q-E1)* – up to 5 points
- Organization’s financial status is acceptable based on evidence of adequate financial system and status of HUD or OIG monitoring or Audit findings. *(Q-E1)* – up to 5 points

#### II. Project Description (maximum 65 points)

- Plans to assist participants to remain in permanent housing are detailed, population specific, and designed to assist the CoC to increase retention in PSH, increase exits from PSH to PH, and reduce returns to homelessness. *(Q-PD1 & SS1)* – up to 15 points
- Specific steps to quickly move participants into permanent housing and ensure housing stability *(Q-SS1)* – up to 20 points
- Specific steps to assist participants to increase their cash income and connection to mainstream benefits *(Q-SS2)* – up to 15 points
- Supportive services available to participants reflect an array of services to address the project population’s needs. *(Q-SS3 & SS4)* – up to 10 points

#### III. Project Capacity (maximum 5 points)

- Proposed program capacity is appropriate for proposed project. *(Q-PC1 & PC2)* – up to 5 points

#### IV. Budget (maximum 10 points)

- Proposed budget is appropriate for proposed project. *(Budget Tables)* – up to 10 points

#### V. Match and Leveraging (maximum 5 points)

- Proposed match (source and amount) is appropriate for proposed project. – up to 5 points

### BONUS POINTS (5 points)

**TOTAL POINTS**

**Other Considerations:**

8/2017
SCORING KEY

Up to 20 points: 0 = not at all; 5 = not adequately; 10 = adequate; 15 = to a good extent; 20 = completely
Up to 15 points: 0 = not at all; 3 = not adequately; 7 = adequate; 10 = to a good extent; 15 = completely
Up to 10 points: 0 = not at all; 3 = not adequately; 5 = adequate; 7 = to a good extent; 10 = completely
Up to 5 points: 0 = not at all; 1 = not adequately; 2 = adequate; 3 = to a good extent; 5 = completely
### 2017 OH-505 CoC Competition
**NEW Rapid Rehousing Project Score Sheet**

**Applicant:**

**Project Name:**

**Amount Requested:**

<table>
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<th>TECHNICAL/THRESHOLD REVIEW</th>
<th>YES</th>
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<th>APPLICATION SCORING</th>
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<tbody>
<tr>
<td>I. Experience <strong>(maximum 20 points)</strong></td>
</tr>
<tr>
<td>Applicant and any subrecipient(s) have successfully demonstrated experience implementing Rapid Rehousing or similar projects for single adults. (Q-E1) – up to 10 points</td>
</tr>
<tr>
<td>Applicant has ability to manage federal or state grants (Q-E1) – up to 5 points</td>
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<td>Organization’s financial status is acceptable based on evidence of adequate financial system and status of HUD or OIG monitoring or Audit findings. – up to 5 points</td>
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| II. Project Description **(maximum 60 points)** |
| Plans to assist participants to remain in permanent housing are detailed, population specific, and designed to assist the CoC to reduce the length of time homeless; increase exits to PH and reduce returns to homelessness. (Q-PD1 & SS1) – up to 15 points |
| Specific steps to move participants into permanent housing in less than 30 days (Q-SS1) – up to 20 points |
| Specific steps to assist participants to increase their income from permanent employment (Q-SS2) – up to 15 points |
| Supportive services available to participants reflect an array of services to address the project population’s needs. (Q-SS3 & SS4) – up to 10 points |

| III. Project Capacity **(maximum 5 points)** |
| Proposed program capacity: # of households served and average length of time enrolled is appropriate for the proposed project. (Q-PC1, PC2 & PC3) – up to 5 points |

| IV. Budget **(maximum 10 points)** |
| Proposed budget is appropriate for proposed project. (Budget Tables) – up to 10 points |

| V. Match and Leveraging **(maximum 5 points)** |
| Proposed match (source and amount) is appropriate for proposed project. – up to 5 points |

**TOTAL POINTS**

**Other Considerations:**
<table>
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For more information you can contact:
Jessica Jenkins, Assistant Director at rhonda@montgomery.md.us or
Kathleen Shanahan, CoC Lead at kshanahan@montgomery.md.us

2017 CoC Consolidation Documents
- HUD FY2017 Consolidation Notice
- FY2017 Consolidation Instructions
- FY2017 Consolidation Scorecard
- FY2017 Consolidation Instructions
- FY2017 Consolidation Scorecard
- FY2017 Consolidation Instructions
- FY2017 Consolidation Scorecard

2017 CoC Review, Score and Ranking Process
- 2017 CoC Review, Score and Ranking Process

2017 CoC Review, Score and Ranking Process
- 2017 CoC Review, Score and Ranking Process

NEW 2017 CoC Rapid Rehousing Project Application
- 2017 CoC Rapid Rehousing Project Application

CoC Awards
- 2016 CoC Awards
- 2015 CoC Awards

Prior CoC Applications
- 2016-01-055 CoC Consolidated Application
- 2015-03-005 CoC Consolidated Application

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2017 CoC Competition Reallocation and New Project Solicitation

Reallocation

CoC staff and the Program Performance & Evaluation Committee (PPEC) review performance outcomes for all eligible CoC renewal projects to ensure they are high performing projects, with an eye toward reallocating funding away from any projects that: are not well-performing; do not expend all their CoC grant funding; or that no longer fill a critical gap in the Continuum.

In addition, the PPEC works with CoC organizations to review CoC project budgets and identify targeted funding in well-performing projects that could be reallocated, using the following set of questions as a guide:

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- Are there CoC-funded services that could be provided by a community partner or that could be paid for by another funding source?
- Are there CoC-funded services whose loss would be felt but that would not greatly impact clients or project outcomes?

Determination of New Project Need & Project Solicitation

The top need identified was for an improved Coordinated Entry System to implement recommendations of an independent evaluation of the CoC’s Coordinated Entry process to improve its efficiency and effectiveness. Because the CoC is responsible for Coordinated Entry, the CoC did not solicit proposals for a new Coordinated Entry project; the CoC is the applicant. A final decision about whether the CoC will implement the Coordinated Entry recommendations or will solicit proposals for a subrecipient will be made once the independent evaluation has been completed.

The PPEC reviewed the CoC’s existing housing inventory, inventory that is under development, HMIS data, and System Performance Measure reports to establish a priority need for new housing projects.

When issuing the RFP for new housing projects, the CoC cast a wide net, sending the RFP to more than 100 people, including all CoC members, a broad array of United Way and other community Agency Directors, and the CoC Governing Board and committee members. In recent CoC Competitions, the CoC has been successful in attracting a new organization who had not previously received funding through the homeless assistance system.

The email and the lists of recipients can be found on the next 7 pages.
The Dayton-Kettering-Montgomery County Continuum of Care (CoC) is requesting applications for NEW Rapid Rehousing projects targeting single adult ages 25+. The proposal submission deadline is **Wednesday, August 23, 2017 by 12:00 p.m.** Proposals be submitted electronically to Kathleen Shanahan at shanahank@mcohio.org.

The New Project Application Score Sheet, Application Questions and Answers and other pertinent information will be available on the Montgomery County Human Services Planning and Development Department website at [http://www.mcohio.org/departments/human_services_planning_and_development/homeless_solutions/continuum_of_care_application.php](http://www.mcohio.org/departments/human_services_planning_and_development/homeless_solutions/continuum_of_care_application.php) **next week.**

It is strongly encouraged prospective applicants visit the website daily for updated Questions & Answers and other pertinent information. New information will be posted to the website routinely.

Questions related to the Application? Email Kathleen Shanahan at shanahank@mcohio.org.

Thank you

Jessica I. Jenkins
Assistant Director
Human Services Planning & Development Department
Montgomery County
451 W. Third Street
Dayton, OH 45422
937-225-4218
The Dayton-Kettering-Montgomery County Continuum of Care (OH-505 CoC) is requesting applications for:

- **NEW** Rapid Rehousing (RRH) projects targeting single adult ages 25+;

**AND**

- **NEW** Permanent Supportive Housing (PSH) projects targeting single adults in scattered site housing units.

The proposal submission deadline is **Wednesday, August 23, 2017 by 12:00 p.m.** Proposals must be submitted electronically to Kathleen Shanahan at shanahank@mcohio.org.


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Jessica I. Jenkins
Assistant Director
Human Services Planning & Development Department
Montgomery County
451 W. Third Street
Dayton, OH 45422
937-225-4218
Members:

Aaron M. Primm  aaron.primm@daytonohio.org
Amy Harper  aharper@centralstate.edu
Andrea McGriff  amcgriff@mvho.net
Brian Abram  babram@ywcadayton.org
Calandria Dawson - Homefull (calandriad@homefull.org)
Calandria Jewett  calandriad@homefull.org
Charles King  charlesnking@yahoo.com
Crawford Breedlove (Crawford.Breedlove@voago.org)

David Esrati  david@electrsrati.com
Gregg Gaby  gregg.gaby@daytonohio.gov
Helen Jones-Kelley  hjones-kelley@mcdamhs.org
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OVERVIEW
Preventing and ending homelessness in Dayton-Kettering-Montgomery County has been a community priority since 1986. Under the leadership of the Homeless Solutions Policy Board, created to implement the *Homeless Solutions Community 10-Year Plan to End Chronic Homelessness and Reduce Overall Homelessness* which was adopted in June 2006, the system of housing and homeless providers has been transformed to be more client-centered, housing-focused, efficient and effective.

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, signed into law in May 2009, requires communities to adopt new structures to organize their efforts to prevent and end homelessness. In Montgomery County there are four related groups that lead policy and funding activities and operations for the homeless system.

DAYTON-MONTGOMERY COUNTY CONTINUUM OF CARE

1. Purpose
The Dayton-Kettering-Montgomery County Continuum of Care (CoC) is a local network of community stakeholders who are committed to preventing and ending homelessness. The CoC identifies needs, coordinates funding, develops a system of housing and services, and evaluates progress at the system and program level.

2. Membership
   a. CoC members are people who are committed to preventing and ending homelessness including people who are currently or formerly homeless. Organizations represented in the CoC include:

   | Non-profit homeless assistance | Mental health |
   | Victim services                 | Hospitals     |
   | Faith-based                    | Universities  |
   | Government                     | Affordable housing |
   | Business                       | Law enforcement |
   | Advocates                      | Veterans      |
   | Public housing                 | Philanthropy  |
   | School districts               | Housing industry |
b. The CoC will conduct an annual invitation to new members at the beginning of each year. Membership information will be distributed broadly across the community including through various media channels.

c. Each organization will designate one representative to serve as the spokesperson for that organization.

d. There will be no limit on the number of years a person may participate in the CoC.

3. Organization
   a. The CoC will meet at least twice a year with agenda and meeting materials published at least two weeks before the date of the meeting. Organizations in the homeless system will post the meeting notice and agenda at housing and service locations.

   b. CoC meetings are open meetings with no limit on the number of people who may attend from an organization.

   c. In addition to meetings, CoC members may provide input into CoC activities through participation on committees and work groups, responding to surveys, and other means.

   d. The CoC Board co-chairs will facilitate the CoC meetings.

   e. Notes from all CoC meetings will be distributed via email or mail to all CoC participants, to the Homeless Solutions Policy Board, and to all HSPB Committees.

4. Responsibilities
   a. Review and discuss results of annual homeless counts and other data to identify community needs.

   b. Provide input to the development of system benchmarks to be used in the evaluation of the community’s homeless programs and system.

   c. Provide input to the development of funding priorities to meet community needs.

   d. Provide input to the annual CoC Work Plan.

   e. Review the CoC Governance Charter annually.

   f. Review the process to select a CoC Board every five years.
HOMELESS SOLUTIONS POLICY BOARD
The Dayton-Kettering-Montgomery County Continuum of Care designated the Homeless Solutions Policy Board as the CoC Board on July 25, 2013 with the membership, responsibilities and code of conduct in the by-laws adopted on July 25, 2013.

COLLABORATIVE APPLICANT
The Homeless Solutions Policy Board designated Montgomery County as the Collaborative Applicant on December 12, 2012. The Collaborative Applicant is responsible for supporting CoC planning efforts and submits the CoC homeless assistance funding application to the US Department of Housing & Urban Development. The Collaborative Applicant does not make funding or program decisions for the Continuum of Care.

HMIS LEAD
The Homeless Solutions Policy Board designated Montgomery County as the HMIS Lead on December 12, 2012 with responsibility for ensuring that the HMIS is in compliance with HUD requirements and establishing plans for HMIS privacy, security and data quality.
Homeless Solutions Policy Board

Dayton-Montgomery County
Housing/Homeless Management Information System
HMIS

Policies and Procedures Manual

Revised May 2012

Revised September 2009
Revised April 2008
Adopted May 2003
I.A) Introduction: Ownership
The Homeless Solutions Policy Board has final oversight over the creation and maintenance of the Dayton-Montgomery County HMIS. In order to ensure the integrity and security of sensitive client confidential information and other data maintained in the database, all Contributing HMIS Organizations will be required to sign an HMIS Agency Agreement with Montgomery County prior to being given access to the Dayton-Montgomery County HMIS. The HMIS Agency Agreement includes terms regarding the duration of access, an acknowledgement of receipt of the Policies and Procedures Manual, and an agreement to abide by policies and procedures related to the HMIS including all security provisions contained therein.

Violations of the HMIS Agency Agreement, including without limitations the failure to comply with the policies and procedures related to the Dayton-Montgomery County HMIS, may subject the Contributing HMIS Organization to discipline and termination of the access to the HMIS and/or to termination of other Montgomery County agreements.

II.A) Implementation Overview: Relationship to Contributing HMIS Organizations
Contributing HMIS Organizations are those agencies allowed by the Homeless Solutions Policy Board to connect to the Dayton-Montgomery County HMIS for the purpose of data entry, data editing, data review, and data reporting. Relationships between the Montgomery County BCC and Contributing HMIS Organizations are governed by any standing Contributing HMIS Organization-specific agreements already in place, the HMIS Agency Agreement, and the Policies and Procedures Manual. All Contributing HMIS Organizations are required to abide by the policies and procedures outlined in this manual.

II.B) Implementation Overview: Relationship to Bowman Systems
The Montgomery County BCC contracts with Bowman Systems on an annual basis. Through this contract, Bowman Systems provides software maintenance, application support, and database maintenance, as well as support and maintenance for the Dayton-Montgomery County’s HMIS database and web application servers located at Bowman’s main office in Shreveport, Louisiana. The Homeless Solutions staff are responsible for maintaining the Dayton-Montgomery County HMIS contract with Bowman Systems, and the HMIS System Administrator is the designated contact to Bowman Systems. The HMIS System Administrator is the main conduit for communications between Contributing HMIS Organizations and Bowman in order to provide a coherent and timely information exchange.

III.A) Roles and Responsibilities: Project Management
Policy: The Homeless Solutions Policy Board is responsible for project management of the Dayton-Montgomery County HMIS.

Explanation: As the administrative agent for the Dayton-Montgomery County HMIS system, the Homeless Solutions Policy Board is responsible for all system-wide policies, procedures, communication and coordination. The HMIS System Administrator is the primary contact with Bowman Systems and, with its help, will implement all necessary system-wide changes and updates.
Purpose: The Homeless Solutions Policy Board seeks to provide a uniform HMIS which will yield the most consistent data for client management, reporting, service planning, and performance measurement. Providing system-wide oversight and a single point of contact with Bowman Systems accomplishes this goal.

Procedure: The primary position for HMIS project management is the HMIS System Administrator. All system-wide questions and issues should be directed to the HMIS System Administrator.

III.B) Roles and Responsibilities: HMIS System Administrator
Policy: The Montgomery County BCC will employ a System Administrator with primary responsibility for coordination and administration of the Dayton-Montgomery County HMIS. The Homeless Solutions staff will designate a backup System Administrator.

Explanation: The HMIS System Administrator is the primary HMIS contact and is responsible for the coordination and system-wide administration of the Dayton-Montgomery County HMIS.

Purpose: Designation of one primary HMIS contact on the Homeless Solutions staff increases the effectiveness of communication between the HSPB and Contributing HMIS Organizations.

Procedure: The Montgomery County BCC will employ the HMIS System Administrator to coordinate the Dayton-Montgomery County HMIS. The Homeless Solutions staff will designate a backup System Administrator.

III.C) Roles and Responsibilities: Contributing HMIS Organization Site Administrator
Policy: Each Contributing HMIS Organization will designate an HMIS Site Administrator. The HMIS Site Administrator must have an individual e-mail address. Contributing HMIS Organizations may also designate a backup HMIS Site Administrator.

Explanation: The HMIS Site Administrator is the primary HMIS contact at the Contributing HMIS Organization. This person’s responsibilities include:

- Providing a single point of communication between the Agency’s end users and the HMIS System Administrator around HMIS issues;
- Ensuring the stability of the Contributing HMIS Organization’s connection to the Internet and ServicePoint, either directly or in communication with other technical professionals;
- Providing support for the generation of Contributing HMIS Organization reports;
- Managing Contributing HMIS Organization user licenses; and
- Monitoring compliance with standards of client confidentiality and ethical data collection, entry, and retrieval.

Purpose: Designating one primary HMIS contact/“power-user” at each Contributing HMIS Organization increases the effectiveness of communication both between and within agencies.
**Procedure:** Each Contributing HMIS Organization will designate its HMIS Site Administrator and provide that person’s name and contact information to the HMIS System Administrator. Changes to that information must be promptly reported to the HMIS System Administrator.

### III.D) Roles and Responsibilities: HMIS Committee

**Policy:** The HSPB will convene an HMIS Committee that will oversee and set policy for the HMIS database implementation.

**Explanation:** The committee will be composed of members of the community with particular technical and organizational skills to offer the Dayton-Montgomery County HMIS.

**Purpose:** To provide technical and organizational advice and consultation to the System Administrator regarding the Dayton-Montgomery County HMIS and its full implementation.

**Procedure:** The HSPB will solicit names of particularly skilled candidates for this committee and will invite them to join. HSPB staff will elicit advice and convene meetings of this group as necessary.

### III.E) Roles and Responsibilities: User Access Levels

**Policy:** All Dayton-Montgomery County HMIS Users will have an appropriate level of access to HMIS data.

**Explanation:** ServicePoint allows multiple levels of user access to data contained in the database. Access is assigned when new users are added to the system and can be altered as needs change.

**Purpose:** Appropriate levels of access ensure the security of HMIS data. All users should have the level of access which allows efficient job performance without compromising the security of the Dayton-Montgomery County HMIS or the integrity of client information.

**Procedure:** The Site Administrator, in consultation with the HMIS System Administrator, will assign appropriate user levels when adding new users.

### III.F) Roles and Responsibilities: Communication with Contributing HMIS Organizations

**Policy:** The HMIS System Administrator is responsible for relevant and timely communication with each Contributing HMIS Organization regarding the Dayton-Montgomery County HMIS.

**Explanation:** The HMIS System Administrator will communicate system-wide changes and other relevant information to agencies as needed. The HMIS System Administrator will also maintain a high level of availability to Contributing HMIS Organizations. In the event of planned unavailability, the HMIS System Administrator will notify Contributing HMIS Organizations in advance and designate a backup contact.
Purpose: Good communication is essential to the proper functioning of any system, electronic or otherwise. Providing a single point of communication simplifies and speeds communication within the Dayton-Montgomery County HMIS.

Procedure: General communication from the HMIS System Administrator will be directed to the Contributing HMIS Organization Site Administrators. Specific communication will be addressed to the person(s) involved. The HMIS System Administrator will be available via e-mail, phone, and mail as necessary.

III.G) Roles and Responsibilities: Contributing HMIS Organization Communication with HSPB
Policy: Contributing HMIS Organizations are responsible for communicating needs and questions regarding the Dayton-Montgomery County HMIS directly to the HMIS System Administrator.

Explanation: Contributing HMIS Organizations will communicate needs and questions directly to the HMIS System Administrator. In order to foster clarity both for local users and for Bowman Systems, all Contributing HMIS Organization specific communications with Bowman regarding the Dayton-Montgomery County HMIS will go through the HMIS System Administrator.

Purpose: Good communication is essential to the proper functioning of any system, electronic or otherwise. Designated points of communication within Contributing HMIS Organizations and within HSPB simplify and speed communications about the Dayton-Montgomery County HMIS.

Procedure: Users at Contributing HMIS Organizations will communicate needs, issues and questions to the Contributing HMIS Organization Site Administrator. If the Site Administrator is unable to resolve the issue, the Site Administrator will contact the HMIS System Administrator via the HMIS electronic helpdesk.

III.H) Roles and Responsibilities: System Availability
Policy: Bowman Systems will provide a highly available database server and will inform users in advance of any planned interruption in service.

Explanation: It is the intent of the Homeless Solutions Policy Board and Bowman Systems that the HMIS database server will be available 24 hours a day, 7 days a week, 52 weeks a year to incoming connections. However, no computer system achieves 100% uptime. In the event of planned server downtime, the HMIS System Administrator will inform agencies as much in advance as possible in order to allow Contributing HMIS Organizations to plan their access patterns accordingly.

Purpose: A highly available database affords agencies the opportunity to plan data entry, management, and extraction according to their own internal schedules. Availability is a key element in maintaining an HMIS that is a tool for the Contributing HMIS Organizations in managing programs and services.

Procedure: In the event that the database server is or will be unavailable due to disaster or routine maintenance, Bowman Systems will contact the HMIS System Administrator. The HMIS System
Administrator will contact Site Administrators and inform them of the cause and duration of the interruption in service. The HMIS System Administrator will log all downtime for purposes of system evaluation.

III.J Roles and Responsibilities: Data Sharing

Policy: All Contributing HMIS Organizations will be required to, with appropriate client consent, designate the following assessments as “open”: the Client Profile assessment, the Additional Profile assessment, and all Front Door Intake and Front Door Comprehensive assessments. The HMIS Committee will review requests from any Contributing HMIS Organization that does not want to designate these assessments “open”.

Explanation: Open sections of the record can be seen and changed by users from another Contributing HMIS Organization. Closed sections of the record can neither be seen nor changed by users from another Contributing HMIS Organization. Regardless of status, all sections of each record will appear in aggregate reports.

Purpose: The need for client confidentiality and the benefit of collaborative case management can be in tension when discussing inter-agency data sharing. It is the intent of the Homeless Solutions Policy Board to allow as much sharing as is appropriate and beneficial to the Contributing HMIS Organization and to clients benefit, as long as that sharing is made explicit through the HMIS Agency Agreement, made explicit to the client in his or her client consent form, and does not violate the basic tenets of client confidentiality.

Procedure: The Client Profile, Additional Profile, Front Door Intake and Front Door Comprehensive assessments will be designated as “open” in each Contributing HMIS Organization’s provider setup within ServicePoint. Contributing HMIS Organizations that do not want to designate these assessments “open” will need to submit a request to the HMIS Committee to designate the assessment(s) “closed”. The HMIS Committee has final decision-making authority on compliance with the requirement for assessments to be designated as “open”. Contributing HMIS Organizations will develop and sign HMIS Inter-Agency Data Sharing Agreements with any other Contributing HMIS Organizations with which they will be routinely sharing other client data. Contributing HMIS Organizations will inform the HMIS System Administrator of any changes to data sharing practices.

III.J Roles and Responsibilities: Ethical Data Use

Policy: Data contained in the Dayton-Montgomery County HMIS will only be used to support the delivery of homeless and housing services, including homeless prevention, in Dayton and Montgomery County. Each HMIS User will affirm the principles of ethical data use and client confidentiality contained in the Dayton-Montgomery County HMIS Policies and Procedures Manual and the HMIS User Confidentiality and Responsibility Agreement.

Explanation: The purpose of the Dayton-Montgomery County HMIS is to support the delivery of homeless and housing services, including homeless prevention, in Dayton and Montgomery County. The Homeless Solutions Policy Board recognizes that the specific purpose for which the HMIS was
created limits the uses of the data it contains to those which conform to this initial purpose and to the expressed wishes of the client.

**Purpose:** The data collected in the Dayton-Montgomery County HMIS is the personal information of people in the Dayton and Montgomery County community who are experiencing a housing crisis. It is the user’s responsibility as the guardian of that data to ensure that it is only used to the ends for which it was collected and in the manner in which the individual client has given consent.

**Procedure:** All HMIS users will sign an HMIS User Confidentiality and Responsibility Agreement before being given access to the Dayton-Montgomery County HMIS. Any individual or Contributing HMIS Organization misusing or attempting to misuse HMIS data will be denied access to the database, and his/her/its relationship with the Montgomery County BCC will be terminated.

### III.K) Roles and Responsibilities: Access to Core Database

**Policy:** No one will have direct access to the Dayton-Montgomery County HMIS database through any means other than the ServicePoint software, unless explicitly given permission by the Homeless Solutions Policy Board during a process of software upgrade or conversion.

**Explanation:** This policy prevents a user from opening the core database and viewing its contents, thus rendering the security measures within ServicePoint ineffectual.

**Purpose:** To protect the security of the Dayton-Montgomery County HMIS and the integrity and confidentiality of client data.

**Procedure:** Under contract with the Montgomery County BCC, Bowman Systems will monitor access of the database server and employ security methods to prevent unauthorized database access.

### III.L) Roles and Responsibilities: Client Confidentiality

**Policy:** The Montgomery County BCC and Contributing HMIS Organizations will ensure the confidentiality of all client data. No identifiable client data will be entered into the Dayton-Montgomery County HMIS without written client consent, and no identifiable client data will be shared outside of the limits of that written consent.

**Explanation:** The data in the Dayton-Montgomery County HMIS is personal data, collected from people in a vulnerable situation. The Montgomery County BCC and Contributing HMIS Organizations are responsible for protecting the confidentiality of this information.

**Purpose:** The Dayton-Montgomery County HMIS will be a confidential and secure environment protecting the collection and use of client data.

**Procedure:** Access to client data will be tightly controlled using security technology and restrictive access policies. Only individuals authorized to view or edit individual client data will have access to that data.
III.M) Roles and Responsibilities: Contributing HMIS Organization Grievances
Policy: Site Administrators of Contributing HMIS Organizations will contact the HMIS System Administrator to resolve HMIS problems.

Explanation: The Homeless Solutions Policy Board is responsible for the operation of the Dayton-Montgomery HMIS. Any problems with the operation or policies of the Dayton-Montgomery County HMIS are to be discussed and resolved at the lowest possible level. The Homeless Solutions Policy Board has oversight over all aspects of the Dayton-Montgomery County HMIS.

Purpose: In order for the Dayton-Montgomery County HMIS to serve as an adequate tool for Contributing HMIS Organizations and as a guide for system-wide planning, any HMIS problems must be addressed by the organization with the means to effect system-wide change.

Procedure: Through their Site Administrators, Contributing HMIS Organizations will bring HMIS problems to the attention of the HMIS System Administrator. If the HMIS System Administrator cannot resolve these problems, the HMIS System Administrator will take them to the HMIS Committee, and, if necessary, the Executive Committee, then the full HSPB. The HSPB has oversight for all matters regarding the Dayton-Montgomery County HMIS.

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III.N) Roles and Responsibilities: Client Grievances
Policy: Clients will contact the Contributing HMIS Organization with which they have a grievance for resolution of HMIS problems. Contributing HMIS Organizations will report all HMIS related client grievances to the HMIS System Administrator.

Explanation: Each Contributing HMIS Organization is responsible for answering questions and complaints from its own clients regarding the Dayton-Montgomery County HMIS. The HMIS Committee is responsible for the overall use of the HMIS and will respond if users or Contributing HMIS Organizations fail to follow the terms of the HMIS agency agreements, breach client confidentiality, or misuse client data. Contributing HMIS Organizations are obligated to report all HMIS-related client problems and complaints to the HMIS System Administrator who will determine the need for further action.

Purpose: A clear and effective client grievance policy protects the needs of the client and the confidentiality of client data.

Procedure: Clients will bring HMIS complaints directly to the Contributing HMIS Organization with which they have a grievance. Contributing HMIS Organizations will provide a copy of the Dayton-Montgomery County HMIS Policies and Procedures Manual upon request and respond to client issues. Contributing HMIS Organizations will send written notice to the HMIS System Administrator of any HMIS-related client grievance. The HMIS System Administrator will record all grievances and will report these complaints to the HSPB HMIS Committee.

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III.O) Roles and Responsibilities: Contributing HMIS Organization Technical Support Requirements
Policy: Contributing HMIS Organizations will provide their own technical support for all hardware and software used to connect to the Dayton-Montgomery County HMIS.
**Explanation:** The equipment used to connect to the Dayton-Montgomery County HMIS is the responsibility of the Contributing HMIS Organization.

**Purpose:** To provide and maintain the ability to utilize the Dayton-Montgomery County HMIS.

**Procedure:** Contributing HMIS Organizations will provide internal technical support for the hardware, software and Internet connections necessary to connect to the Dayton-Montgomery County HMIS according to their own organizational needs.

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**III.P) Roles and Responsibilities: User Access**

**Policy:** Each end user will be provided a unique user name and initial password. User names will be unique for each user and will not be exchanged with other users. The HMIS System Administrator will have access to the list of user names.

**Explanation:** Each user name is assigned a specific access level and ServicePoint attaches a user name with every change in the HMIS in order to provide an accurate record of who has altered a client record, when it was altered, and what the changes were. Exchanging user names seriously compromises security and accountability to clients and is a breach of the Montgomery County BCC contract with Bowman Systems for the HMIS.

**Purpose:** Controlling user access provides secure client data and accountability to clients.

**Procedures:** Site Administrators will provide unique user names and initial passwords to each user upon completion of training and signing of a User Confidentiality & Responsibility Agreement and receipt of the Policies and Procedures Manual. The sharing of user names will be considered a breach of the HMIS Agency Agreement.

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**III.Q) Roles and Responsibilities: Passwords**

**Policy:** Users will have access to the Dayton-Montgomery County HMIS via a user name and password. Users will keep passwords confidential.

**Explanation:** Users will have access to the Dayton-Montgomery County HMIS via a user name and password. These methods of access are unique to each user and are confidential. Users are responsible for keeping their passwords confidential. For security reasons, passwords are automatically required to be reset every 45 days.

**Purpose:** Passwords are the key to accessing the Dayton-Montgomery County HMIS. In order to maintain security, passwords must be kept confidential and must be changed periodically.

**Procedure:** A user name and password will be distributed to each new user who has completed training. Every 45 days, passwords are reset automatically.

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**III.R) Roles and Responsibilities: Password Recovery**
Policy: The Contributing HMIS Organization Site Administrator will reset a user’s password in the event the password is lost or forgotten.

Explanation: In the event of a lost or forgotten password, the Site Administrator will reset that password, deleting the old password and allowing the user to connect using a new initial password.

Purpose: In any secure system, there is a danger that users will lose or forget their passwords. Password recovery policies address this possibility.

Procedure: In the event of a lost or forgotten password, the user whose password is lost will contact their Site Administrator. The Site Administrator will reset the user password, and issue a temporary password to allowing the user to login and choose a new password. The new password will be valid from that time forward, until the next forced change.

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IV.A) Standard Operations: Extracted Data

Policy: Dayton-Montgomery County HMIS users will maintain the security of any client data extracted from the database and stored locally, including all data used in custom reporting. Dayton-Montgomery County HMIS users will not electronically transmit any unencrypted client data across a public network.

Explanation: The report-writer function of ServicePoint allows client data to be downloaded to a file on the local computer. Confidential client is left vulnerable on the local computer unless additional measures are taken. Such measures might include restricting access to the file by adding password. For security reasons, unencrypted data may not be sent over a network that is open to the public. For example, while unencrypted data might be stored on a server and accessed by a client computer within the private local area network, the same unencrypted data may not be sent via email to a client computer not within the same local area network. HMIS users should apply the same standards of security to local files containing client data as to the HMIS database itself.

Purpose: To ensure that the Dayton-Montgomery County HMIS is a confidential and secure environment protecting the collection and use of client data.

Procedure: Data extracted from the database and stored locally will be stored in a secure location and will not be transmitted outside of the private local area network unless it is property protected. Security questions will be addressed to the HMIS System Administrator.

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IV.B) Standards Operations: Data Access Location

Policy: Users will ensure the confidentiality of client data following all security policies in the Dayton-Montgomery County HMIS Policies and Procedures Manual and adhering to the standards of ethical data use, regardless of the location of the connecting computer.

Explanation: Because ServicePoint is web-enabled software, users could conceivably connect to the database from locations other than the Contributing HMIS Organization itself, using computers other than Contributing HMIS Organization-owned computers. If such a connection is made, the highest levels of security must be applied, and client confidentiality must still be maintained.
Purpose: To ensure that the Dayton-Montgomery County HMIS will be a confidential and secure environment protecting the collection and use of client data.

Procedure: All Policies and Procedures and security standards will be enforced regardless of the location of the connecting computer. Users will be instructed in both policies and security. The HMIS System Administrator will provide any additional clarification.

IV.C) Standard Operations: User Licenses
Policy: Contributing HMIS Organizations may request additional User Licenses from Bowman System through the HMIS System Administrator. The HMIS Committee will determine the cost for User Licenses.

Explanation: As Contributing HMIS Organizations grow and the number of HMIS users increases, Contributing HMIS Organizations may need additional User Licenses.

Purpose: To ensure that all Contributing HMIS Organization staff who need to use the HMIS have access.

Procedure: Contributing HMIS Organizations seeking additional User Licenses will complete a User License Request Form and return this form to the HMIS System Administrator. Depending on funding availability and the relationship of the Contributing HMIS Organization to the Homeless Solutions 10-Year Plan, the cost for the additional user licenses may be provided by the HMIS grant. The HMIS System Administrator will purchase the licenses from Bowman Systems and notify the Contributing HMIS Organization when the additional Licenses are available.

IV.D) Standard Operations: User Activation
Policy: Each new user will be issued a unique user name and password to access the Dayton-Montgomery County HMIS upon completion of ServicePoint training and signing of the HMIS User Confidentiality and Responsibility Agreement.

Explanation: Contributing HMIS Organizations will determine which of their employees will have access to the Dayton-Montgomery County HMIS. Every user must receive appropriate ServicePoint training before being issued a user name and password.

Purpose: In order for the Dayton-Montgomery County HMIS to be a benefit to clients, a tool for Contributing HMIS Organizations, and a guide for planners, all users must be adequately trained to collect, enter and extract data.

Procedure: System Administrators or their designees will distribute user licenses for their Contributing HMIS Organization, adding and deleting users as needed. The HMIS System Administrator will provide initial training to Site Administrators and will supplement this training as necessary.

IV.E) Standard Operations: HMIS User Confidentiality and Responsibility Agreements
Policy: Each Contributing HMIS Organization User will sign an HMIS User Confidentiality and Responsibility Agreement before being granted access to the Dayton-Montgomery County HMIS.

Explanation: Before being granted access to the Dayton-Montgomery County HMIS, each user must sign an HMIS User Confidentiality and Responsibility Agreement, stating that he or she has received training, will abide by the Dayton-Montgomery County HMIS Policies and Procedures Manual, will appropriately maintain the confidentiality of client data, and will only collect, enter and retrieve data in the Dayton-Montgomery County HMIS relevant to the delivery of services to people in a housing crisis in Dayton and Montgomery County.

Purpose: To ensure the security of the Dayton-Montgomery County HMIS and protect the confidentiality of client data.

Procedure: The Contributing HMIS Organization Site Administrator will distribute HMIS User Confidentiality and Responsibility Agreements to new HMIS Users for signature. The user will sign that HMIS User Confidentiality and Responsibility Agreement. The Site Administrator will collect and store signed HMIS User Confidentiality and Responsibility Agreements for all users. The existence of signed HMIS User Confidentiality and Responsibility Agreements will be verified in the annual HMIS site review.

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IV.F) Standard Operations: Training

Policy: Adequate and timely ServicePoint training will be provided to users.

Explanation: The HMIS System Administrator will develop a training schedule annually.

Purpose: In order for the Dayton-Montgomery County HMIS to be a benefit to clients, a tool for Contributing HMIS Organizations and a guide for planners, all users must be adequately trained to collect, enter, and extract data.

Procedure: Various levels of training will be provided – for Site Administrators, beginning users and advanced users. The HMIS System Administrator will train new Site Administrators and will provide periodic new, refresher and topic-specific training for all users, either directly or through contracted trainers.

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IV.G) Standard Operations: Appropriate Data Collection

Policy: Dayton-Montgomery County HMIS users will only collect client data relevant to the delivery of services to people in housing crises in Dayton and Montgomery County. Other uses of the database will be considered on a case-by-case basis.

Explanation: The purpose of the Dayton-Montgomery County HMIS is to support the delivery of homeless and housing services, including homeless prevention, in Dayton and Montgomery County. The database should be used primarily to collect or track information related to serving people in housing crises or planning for the elimination of homelessness. On a case-by-case basis, the HMIS Committee will consider other uses of the database.
Purpose: The goal of the Dayton Housing/Homeless Management Information System is to support the delivery of efficient and effective homeless and housing services, including homeless prevention in Dayton and Montgomery County and the implementation of the Homeless Solutions 10-Year Plan.

Procedure: Dayton-Montgomery County HMIS users will ask the HMIS System Administrator for any necessary clarification of appropriate data collection. The HMIS System Administrator will periodically audit pick-lists and Contributing HMIS Organization-specific fields to ensure the database is being used appropriately.

IV.H) Standard Operations: Required Data Collection
Policy: Contributing HMIS Organizations will collect a required set of data variables for each client as specified in the HMIS Agency Agreement.

Explanation: The Homeless Solutions Policy Board will specify the data elements which must be collected for each client. Contributing HMIS Organizations may choose to collect more client information for their own case management and planning purposes as is permissible under applicable law.

Purpose: In order for the Dayton-Montgomery County HMIS to be a guide for the Homeless Solutions Policy Board and the local community regarding community resource needs and service delivery, certain minimum data must be consistently collected throughout the system.

Procedure: The set of required data elements will be indicated in the HMIS.

IV.I) Standard Operations: Informed Client Consent
Policy: Contributing HMIS Organizations will collect and retain signed client consent forms developed by the HMIS Committee before any client data will be entered into the Dayton-Montgomery County HMIS. Contributing HMIS Organization staff will thoroughly explain the client consent form to each client. The Contributing HMIS Organization client consent form will include information about data sharing between Contributing HMIS Organizations. Clients will be able to choose not to have their information shared.

Explanation: Each client must give explicit permission for the disclosure and use of any client data. Client consent forms must be explained in detail to each client so that the client may make an informed decision about whether or not to have his/her data entered into the Dayton-Montgomery County HMIS.

Purpose: The Homeless Solutions Policy Board recognizes the primacy of client needs, including confidentiality, in the design and management of the HMIS. The client always has the option, for any reason and at any time, to refuse to allow his/her information to be added to the database. Client consent forms help to ensure the ethical collection and disclosure of client data.

Procedure: Contributing HMIS Organizations will develop a process for obtaining client consent using the client consent form developed by the Homeless Solutions. Clients may withdraw this
permission at any time or request to see copies of their consent form or client record. If a client gives permission for data to be entered and then changes his/her mind, this change will only affect data entry going forward from the time that consent was withdrawn. Client information cannot be deleted from the database. Client consent forms must be kept secured from unauthorized access but available for client review. If a client does not give permission to enter confidential data, the Contributing HMIS Organization may enter the de-identified data into an anonymous account that is minimally necessary for the purpose of accurately tracking units of service.

IV.J) Standard Operations: Customization
Policy: Contributing HMIS Organizations may request Contributing HMIS Organization-specific customization of ServicePoint assessments.

Explanation: System Administrators have the ability to provide various levels of customization within ServicePoint, including the creation of new assessment tools.

Purpose: Customization of assessments allowing for the collection of program-specific data makes the Dayton-Montgomery County HMIS a better tool for Contributing HMIS Organizations in managing programs and services.

Procedure: Site Administrators will submit a request for customization to the HMIS System Administrator. The HMIS System Administrator will be responsible for establishing a timeline and completing customization.

IV.K) Standard Operations: Data Integrity
Policy: Dayton-Montgomery County HMIS users will be responsible for the accuracy of their data entry.

Explanation: Individual users are responsible for the accuracy and quality of their own data entry.

Purpose: Accurate data entry is essential to ensuring the usefulness of the Dayton-Montgomery County HMIS.

Procedure: In order to test the integrity of the data contained in the Dayton-Montgomery County HMIS, the HMIS System Administrator will perform regular data integrity checks on the Dayton-Montgomery County HMIS. Any patterns of error will be reported to the Site Administrator. When patterns of error have been discovered, users will be required to correct data entry techniques and will be monitored for compliance. Lack of compliance may result in a loss of HMIS access.

IV.L) Standard Operations: Data Integrity Expectations
Policy: Contributing HMIS Organizations will provide the following levels of data accuracy and timeliness:

- Blanks or unknown entries in required data fields will not exceed 5% per month
- All service provided will be compatible with providing program
• In all reports of shelter, housing or services provided for a client, the client must be eligible to receive the services from the listed provider.
• All HUD and locally required data elements data must be entered into the HMIS within two (2) working days of a front door assessment, residential intake, or shelter stay.
• Basic demographic data is to be entered into the HMIS within two (2) working days of the first substantial outreach encounter.
• Exit data is to be entered into the HMIS within one week of the client exiting a program or shelter stay.

**Explanation:** Of the fields required in the HMIS Agency Agreement, less than 5% of the total fields will be left blank in one month. For example, assuming no other required fields are left blank, the last zip code field should not be left blank for more than 5% of clients entered during one month. Similarly, the use of the entry “unknown” must not exceed 5% in any calendar month. When service records are added, no service entered will be entered as provided by programs that do not provide that type of service. For example, rental assistance should not be entered as provided by a program that provides only emergency shelter. When service records for shelter stays are added, the client must meet the most basic requirements of the program listed as providing shelter. For example, no clients listed as women should have shelter stays in shelters restricted to men.

**Purpose:** Accurate and consistent data entry is essential to ensuring the usefulness of the Dayton-Montgomery County HMIS.

**Procedure:** The HMIS System Administrator will perform regular data integrity checks on the Dayton-Montgomery County HMIS and report these to Site Administrators on a regular basis. When patterns of error have been discovered, users will be required to correct data entry techniques and will be monitored for compliance. Lack of compliance may result in a loss of access to the HMIS.

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**IV.M) Standard Operations: On-Site Review**

**Policy:** The HMIS System Administrator will perform annual on-site reviews of data processes related to the Dayton-Montgomery County HMIS at all Contributing HMIS Organizations.

**Explanation:** On-site reviews enable the Homeless Solutions Policy Board to monitor compliance with the Policies and Procedures Manual and HMIS Agency Agreements and to identify customization or training needs.

**Purpose:** To ensure the integrity and confidentiality of client data.

**Procedure:** The HMIS System Administrator will work with the Site Administrator at each Contributing HMIS Organization to schedule annual site-visits.

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**IV.N) Standard Operations: Data Retrieval – Contributing HMIS Organizations**

**Policy:** Contributing HMIS Organizations will have access to retrieve any individual and aggregated data entered by their own programs. Contributing HMIS Organizations will not have access to retrieve individual records entered by other programs except when data is "open" and with the
explicit consent of the client. Contributing HMIS Organization will not have access to retrieve aggregate data for other agencies or system-wide.

_Explanation:_ The open or closed status of the record is determined by examining both the HMIS Agency Agreements of the Contributing HMIS Organizations involved and the client’s signed consent form. Any data entered by a Contributing HMIS Organization is available for reporting. Data entered by other agencies will not be available unless data has been shared.

_Purpose:_ To ensure client confidentiality and the uniformity of aggregate reporting.

_Procedure:_ The HMIS System Administrators or the Agency HMIS Administrators will set the default open or closed status for all assessments for all programs within their provider trees in ServicePoint. At the time of data entry, HMIS Users can change an individual client’s record to open or closed based on the client consent form. When using the report writer module, users will only be able to extract data from those records to which they have access.

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**IV.O) Standard Operations: Data Retrieval – Homeless Solutions Policy Board**

_Policy:_ The Homeless Solutions Policy Board, through the HMIS System Administrator(s), will have access to retrieve all data in the Dayton-Montgomery County HMIS. The HMIS System Administrator will not access individual client data for purposes other than maintenance, trouble shooting, data analysis, checking for data integrity, planning and waiting list management/referrals. The Homeless Solutions Policy Board will only report client data in aggregate form.

_Explanation:_ The HMIS System Administrator and the backup HMIS System Administrator, in the role of Dayton-Montgomery County HMIS System Administrator have access to all data in the database.

_Purpose:_ To ensure that the Dayton-Montgomery County HMIS is a **confidential and secure environment** protecting the collection and use of client data.

_Procedure:_ The HMIS System Administrator will not access individual client data for purposes other than maintenance, trouble shooting, data analysis, and performing data integrity checks.

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**IV.P) Standard Operations: Data Retrieval – Bowman Systems**

_Policy:_ Bowman Systems will not have access to individual client data contained within the Dayton-Montgomery County HMIS without the explicit permission of the HMIS System Administrator for purpose of software maintenance, data conversion, or troubleshooting.

_Explanation:_ While the Dayton-Montgomery County HMIS servers and data will physically reside at Bowman’s main office, no Bowman staff member is allowed access to that data without the explicit permission of the Homeless Solutions Policy Board.

_Purpose:_ To ensure that the Dayton-Montgomery County HMIS is a **confidential and secure environment** protecting the collection and use of client data.
Procedure: Bowman Systems will sign an agreement with the Homeless Solutions Policy Board prohibiting its access of the database except under the conditions above.

IV.Q) Standard Operations: Data Retrieval – Client
Policy: Any client will have access on demand to view, or keep a printed copy of, his or her own records contained in the Dayton-Montgomery County HMIS. The client will also have access to a logged audit trail of changes to those records. No client shall have access to another client's records in the Dayton-Montgomery County HMIS.

Explanation: The data in the Dayton-Montgomery County HMIS is the personal information of the individual client. Each client has a right to know what information about him or her exists in the database, to know who has added, changed or viewed this information, and to know when these events have occurred.

Purpose: The Homeless Solutions Policy Board recognizes the primacy of client needs in the design and management of the HMIS.

Procedure: A client will ask his/her case manager to see his or her own record. The case manager, or any available staff person with Dayton-Montgomery County HMIS access, will verify the client's identity and print all requested information. The case manager can also request a logged audit trail of the client’s record from the Site Administrator. The Site Administrator will print this audit trail and give it to the case manager, who will give it to the client.

IV.R) Standard Operations: Data Retrieval – Public
Policy: The Homeless Solutions Policy Board will address all requests for data from entities other than Contributing HMIS Organizations. No individual client data will be provided to any group or individual that is neither the Contributing HMIS Organization which entered the data nor the client him or herself without proper authorization or consent.

Explanation: Any requests for reports or information from an individual or group who has not been explicitly granted access to the Dayton-Montgomery County HMIS will be directed to the Homeless Solutions Policy Board. No individual client data will be provided to meet these requests without proper authorization or consent.

Purpose: To ensure that the Dayton-Montgomery County HMIS is a confidential and secure environment protecting the collection and use of client data.

Procedure: All requests for data from anyone other than a Contributing HMIS Organization or a client will be directed to the HMIS System Administrator or a member of the Homeless Solutions staff. The Homeless Solutions Policy Board will provide aggregate data on prevention, homelessness, and housing issues in this area. The Homeless Solutions Policy Board will also issue periodic public reports about prevention, homelessness, and housing issues in Dayton and Montgomery County. No individually identifiable client data will be reported in any of these reports.
IV.S) Standard Operations: Data Retrieval for Research or Comparative Purposes

Policy: The Homeless Solutions Policy Board may use or disclose client data for research conducted by an individual or institution that has a formal relationship with Montgomery County. The HSPB may compare client-level data in the HMIS with other community databases to identify trends or patterns of service usage to better implement the Homeless Solutions 10-Year Plan, prevent homelessness, and connect homeless persons to housing.

Explanation: While the HMIS is a useful resource, it is not always comprehensive enough to fully understand the nature and extent of homelessness, how individuals access mainstream resources, and the most effective prevention.

Purpose: To gain a better understanding of the needs and service usage of individuals who are experiencing a housing crisis to assist with planning, program implementation and resource allocation.

Procedures: The HMIS System Administrator or Homeless Solutions staff, with appropriate consent or agreements, will cross-reference HMIS data with other databases to include, but not be limited to: Jobs and Family Services, child welfare, criminal justice, prevention, and healthcare.

IV.T) Standard Operations: Contract Termination Initiated by Contributing HMIS Organization

Policy: Contributing HMIS Organizations may terminate the HMIS Agency Agreement with or without cause upon 30 days written notice to the Montgomery County BCC and according to the terms specified in the HMIS Agency Agreement. The termination of the HMIS Agency Agreement by the Contributing HMIS Organization may affect other relationships with the Montgomery County BCC. In the event of termination of the HMIS Agency Agreement, all data entered into the Dayton-Montgomery County HMIS will remain an active part of the Dayton-Montgomery County HMIS, and records will remain open or closed according to any data sharing agreements in place at the time of termination.

Explanation: It is necessary for the data entered prior to the termination to remain part of the database to provide accurate information over time and information that can be used to guide planning for community services in Dayton and Montgomery County.

Purpose: The Dayton-Montgomery County HMIS will be a guide for the Homeless Solutions Policy Board and local funders regarding community resource needs and service delivery.

Procedure: For all Contributing HMIS Organizations terminating the HMIS Agency Agreement, the person signing the HMIS Agency Agreement (or a person in the same position within the Contributing HMIS Organization) will notify the Manager of the Homeless Solutions staff 30 days or more from the date of termination of contract. The Manager of the Homeless Solutions staff will notify the HMIS Committee and the full Homeless Solutions Policy Board. In all cases of termination of HMIS Agency Agreements, the HMIS System Administrator will inactivate all users from that Contributing HMIS Organization on the date of termination of contract.
IV.U) **Standard Operations: Contract Termination Initiated by the Montgomery County BCC**

**Policy:** The Montgomery County BCC will terminate the HMIS Agency Agreement for non-compliance with the terms of that contract upon 30 days written notice to the Contributing HMIS Organization. The Montgomery County BCC will require any HMIS violations to be rectified before HMIS Agency Agreement termination is final. The Montgomery County BCC may also terminate the HMIS Agency Agreement with or without cause upon 30 days written notice to the Contributing HMIS Organization and according to the terms specified in the HMIS Agency Agreement. The termination of the HMIS Agency Agreement by the Montgomery County BCC may affect other relationships with the Montgomery County BCC. In the event of termination of the HMIS Agency Agreement, all data entered into the Dayton-Montgomery County HMIS will remain open or closed according to any data sharing agreements in place at the time of termination.

**Explanation:** While the Montgomery County BCC may terminate the HMIS Agency Agreement with the Contributing HMIS Organization, the data entered by that Contributing HMIS Organization prior to termination of the contract will remain part of the database. This is necessary for the database to provide accurate information over time and information that can be used to guide planning for community services in Dayton and Montgomery County. The termination of the HMIS Agency Agreement may affect other relationships with the Montgomery County BCC.

**Purpose:** The Dayton-Montgomery County HMIS will be a guide for the Homeless Solutions Policy Board and the community regarding community resource needs and service delivery.

**Procedure:** When terminating the HMIS Agency Agreement, the Manager of the Homeless Solutions staff will notify the person from the Contributing HMIS Organization who signed the HMIS Agency Agreement (or a person in the same position within the Contributing HMIS Organization) 30 days or more from the date of termination of contract. The Manager of the Homeless Solutions staff will also notify the HMIS System Administrator. In all cases of termination of HMIS Agency Agreements, the HMIS System Administrator will inactive all users from that Contributing HMIS Organization on the date of termination of contract.
Appendix A

Definition of Terms

Authentication: The process of identifying a user in order to grant access to a system or resource. Usually based on a user name and password.

Bowman Systems L.L.C.: The software vendor that wrote ServicePoint, the software used for the Dayton-Montgomery County HMIS. Also known as Bowman or BIS. BIS houses and maintains the server that holds the Dayton-Montgomery County HMIS database.

Dayton-Montgomery County HMIS: The specific HMIS utilized in Dayton, Ohio. Currently, the Dayton-Montgomery County HMIS uses software called ServicePoint, which is produced by Bowman Systems.

Contributing HMIS Organization (CHO): Any organization (including its employees, volunteers, affiliates, contractors, and associates) that records, uses or processes PPI on clients for an HMIS.

Database: An electronic system for organizing data so it can be easily searched and retrieved. Usually organized by fields and records.

Encryption: Translation of data from plain text to a secret code. Only those with the ability to unencrypt the encrypted data can read the data. Provides security.

Firewall: A method of controlling access to a private network to provide security of data. Firewalls can use software, hardware, or a combination of both to control access.

Housing/Homeless Management Information System (HMIS): A generic term for any system used to manage data about homelessness and housing, including homeless prevention.

HMIS System Administrator: The person(s) affiliated with the Homeless Solutions Policy Board who serves as the System Administrator for the Dayton-Montgomery County HMIS.

Homeless Solutions 10-Year Plan: Community plan for ending chronic homelessness and reducing overall homelessness in Dayton and Montgomery County, Ohio.

Homeless Solutions Policy Board (HSPB): The Homeless Solutions Policy Board is a policy and planning organization in Dayton, Ohio with responsibility for implementing the Homeless Solutions 10-Year Plan and setting policy for the Dayton-Montgomery County HMIS.

Homeless Solutions Staff: The staff team employed by Montgomery County BCC with administrative responsibility for implementing the Homeless Solutions 10-Year Plan and operating the Dayton-Montgomery County HMIS.

Montgomery County BCC: The Montgomery County Board of Commissioners has fiscal and contracting responsibility for the Dayton-Montgomery County HMIS.
**Protected Personal Information (PPI):** Any information maintained by a Contributing HMIS Organization about an individual that: (1) identifies a specific individual; (2) can be manipulated by a reasonably foreseeable method to identify a specific individual; or (3) can be linked with other available information to identify a specific individual.

**Server:** A computer on a network that manages resources for use by other computers in the network. For example, a file server stores files that other computers (with appropriate permissions) can access. One file server can “serve” many files to many client computers. A database server stores a data file and performs database queries for client computers.

**ServicePoint:** A software package written by BIS which tracks data about people in housing crisis in order to determine individual needs and provide aggregate data for reporting and planning. This software is web-based, and uses a standard graphical user interface similar to Microsoft Windows.

**Site Administrator:** The person responsible for HMIS administration at each Contributing HMIS Organization.

**System Administrator:** The person with the highest level of user access in ServicePoint. This user has full access to all user and administrative functions.

**User:** An individual who uses a particular software package, in the case of the Dayton-Montgomery County HMIS, the ServicePoint software.

**User License:** An agreement with a software company that allows an individual to use the product. In the case of the Dayton-Montgomery County HMIS, user licenses are agreements between Montgomery County and Bowman Systems that govern individual connections to the Dayton-Montgomery County HMIS.
4-III.B. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

Local Preferences [24 CFR 960.206]

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

GDPM Policy

Greater Dayton Premier Management will use the following local preference:

In order to bring higher income families into Asset Management, Greater Dayton Premier Management will establish a preference for “working” families, where the head, spouse, cohead, or sole member is employed at least 20 hours per week. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].

Preferences will be given to:

- Families that are victims of involuntary displacement by government action, including families impacted by acquisition and rehab (54 points)
- Families with a designation of homeless (7 points)
- Families with a designation of working (8 points)
- Disabled/Elderly (9 points)
- Veteran (9 points)
- Student (5 points)
- Participant in Sojourner Program (1 point)

Initial points will be assigned by self-declaration. However, no applicant will be housed until points are verified.

NOTE: The Board of Housing Commissioners will review these preference points on an annual basis.
GDPM Policy

Homeless preference will be determined based upon third-party verification of a statement signed by an employee, agent or volunteer of a service provider, an attorney, faith-based provider, a medical professional, or another knowledgeable professional from whom the victim has sought assistance. The professional must attest under penalty of perjury that the applicant in question is currently homeless.

Income Targeting Requirement [24 CFR 960.202(b)]

HUD requires that extremely low-income (ELI) families make up at least 40% of the families admitted to public housing during the housing authority’s fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, the housing authority may skip non-ELI families on the waiting list in order to select an ELI family.

Greater Dayton Premier Management also operates a housing choice voucher (HCV) program, admissions of extremely low-income families to the PHA’s HCV program during a PHA fiscal year that exceed the 75% minimum target requirement for the voucher program, shall be credited against the housing authority’s basic targeting requirement in the public housing program for the same fiscal year. However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of: (1) ten percent of public housing waiting list admissions during the housing authority’s fiscal year; (2) ten percent of waiting list admissions to the housing authority’s housing choice voucher program during the housing authority’s fiscal year; or (3) the number of qualifying low-income families who commence occupancy during the fiscal year of housing authority public housing units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

GDPM Policy

Greater Dayton Premier Management will monitor progress in meeting the ELI requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.
B. SPECIAL ADMISSIONS AND EXCEPTIONS FOR SPECIAL ADMISSIONS [24 CFR 982.54(d)(3) and (e), 982.203]

If HUD awards a PHA program funding that is targeted for specifically named families, the Housing Choice Voucher Program will admit these families under a Special Admission procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. The Housing Choice Voucher Program maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

- A family displaced because of demolition or disposition of a public or Indian housing project;
- A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
- For housing covered by the Low Income Housing Preservation and Resident Home-ownership Act of 1990;
- A family residing in a unit affected by eminent domain (per HUD’s request);
- A family residing in a project/Special Program covered by a project-based Housing Choice Voucher HAP contract at or near the end of the HAP contract term;

Applicants who are admitted under Special Admissions, rather than from the waiting list, are identified by specific housing codes in the automated system.

C. LOCAL PREFERENCES [24 CFR 982.207]

The Housing Choice Voucher Program will offer public notice when changing its preference system and the notice will be publicized using the same guidelines as those for opening and closing the waiting list.

The Housing Choice Voucher Program uses the following local preference system (in the order listed):

Victims of domestic violence: The Housing Choice Voucher Program will offer a local preference to families that have been subjected to or victimized by a member of the family or household within the past 12 months.
The Housing Choice Voucher Program requires that victims of domestic violence preference be provided when the victim brings third party verification that includes two elements:

1. A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence or stalking;

2. One of the following dated within the last twelve months:
   a. A police or court record documenting the actual or threatened abuse or;
   b. A statement signed by an employee, agent or volunteer of a victim service provider, an attorney, a medical professional, or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse and the victim must sign or attest to the statement.

At the family’s request, the Housing Choice Voucher Program will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

Veteran preference: [state law definition] (veterans or surviving spouses of veterans).

Elderly preference: Head or spouse of household is 62 years of age or older.

Disability preference: This preference is extended to disabled persons or families with a disabled member as defined in this plan. Proof of disability will be required at time of selection. [HUD regulations prohibit admission preferences for specific types of disabilities] Families at risk of going into a health institution will be selected first in this particular category.

Homeless preference:

1. This preference is extended to an individual who lacks a fixed, regular, and adequate night-time residence.

2. An individual who has a primary night-time residence that is supervised publicly or privately; operated shelter designed for temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing)

Applications can be referred to the Housing Choice Voucher Program thru the local Gateway Shelter, the St. Vincent DePaul Center, or Homefull.
Homeless Management Information System (HMIS)
Technical Support Interagency Agreement
April 1, 2017 – March 30, 2018

Whereas the Board of County Commissioners of Montgomery County, Ohio have requested that the Human Services Planning & Development Department (HSPD) assume the responsibility of providing staff support to the Homeless Solutions Policy Board which includes oversight of the Homeless Management Information System (HMIS); and

Whereas the HMIS is a database required by the U.S. Department of Housing and Urban Development (HUD) to gather information about people served by homeless system providers; and

Whereas the HSPD will provide policy oversight for the HMIS; and

Whereas the HSPD requires technical assistance and specific technical knowledge to effectively support the users of the HMIS; and

Whereas the Montgomery County Department of BCC IT has been established by the Board of County Commissioners of Montgomery County, Ohio to provide comprehensive support to database systems and users; and

Whereas the HSPD desires to use the services of the Montgomery County Department of BCC IT to effectively provide the required comprehensive support to the database systems and users as outlined below; and

Whereas the Montgomery County Department of BCC IT is willing to provide the required comprehensive support to the database systems and users; and

Therefore, the Department of BCC IT agrees to provide the following HMIS technical support and other services for the Human Services Planning & Development department as outlined below:

**TRAINING & TECHNICAL SUPPORT**

- Maintain a phone number and email address for use by HMIS site administrators needing technical assistance. Every effort will be made to maintain a 2-hour response or less during weekday business hours.
- Conduct training of site administrators as needed to ensure that they are able to orient new and users to the HMIS software, data entry standards, ART reporting tools, and HMIS policies and procedures.
- Hold semiannual site administrator meetings.
- Assess HMIS user training needs quarterly and conduct regular training sessions with time for peer-to-peer sharing.
- Develop end user aids/manuals as needed.
- Maintain and ensure appropriate security and access for all users.
DATA QUALITY AND SYSTEM & USER ASSESSMENT

- Conduct annual site visits at each participating agency to assess compliance with HUD standards, and to ensure compliance for data collection, processing and reporting for the standards as determined by HSPD. Provide a written summary/response letter following each visit.
- Develop and keep updated a data quality plan to ensure accuracy of HMIS data including generating monthly reports assessing data quality that will be sent to each HMIS Administrator with follow-up on corrective action.
- Conduct quarterly, or more frequently if indicated, security reviews of the HMIS system & data.

REPORTS

- Produce annual reports on the population, patterns of stay and service characteristics of homeless individuals and families served in the preceding year.
- Produce reports as needed for the Homeless Solutions Policy Board evaluation of the homeless system and 10-Year Plan performance.
- Produce reports as needed to monitor service providers funded through Montgomery County programs.
- Produce reports as needed by HUD and other funders, providers agencies, and for other uses as appropriate.
- Assist in the preparation of required HUD reporting including the Point-in-Time (PIT) Count, Housing Inventory Chart (HIC) and Annual Homelessness Assessment Report (AHAR).

OTHER RESPONSIBILITIES

- Customize HMIS software as requested by the HSPD Department.
- Stay abreast of functional and technical changes with software vendor. Facilitate the delivery of software updates as needed.
- Display a functional knowledge of the HUD Data Standards and any proposed/adopted revisions.
- Attend meetings of the Homeless Solutions Policy Board, System Performance and Evaluation Committee and other Committees as needed.
- Maintain service request tracking system to document types of service request, response time and identify areas to address through training or HMIS customization. Provide monthly report to HSPD documenting service requests received and response time.

The staff of the HSPD Department and the BCC IT Department will meet at least monthly to coordinate HMIS activities and address any outstanding issues. Verbal requests/agreements for service will be followed up with written documentation within one business day. HSPD Staff will provide feedback for the purpose of BCC IT staff evaluation and performance review.

The terms and conditions for this agreement will be for the term of April 1, 2017 through March 31, 2018.

The BCC IT Department agrees to provide the Human Services Planning & Development Department one invoice a month for HMIS. The hourly cost for the services indicated above is up to $41.58. The Human
Services Planning & Development Department agrees to reimburse the Department of BCC IT an annual cost of $86,495.36.

MONTGOMERY COUNTY HUMAN SERVICES PLANNING & DEVELOPMENT DEPARTMENT

[Signatures]

AUTHORIZED COUNTY REPRESENTATIVE  WITNESS  DATE

4/14/17

MONTGOMERY COUNTY DEPARTMENT OF BCC IT

[Signatures]

AUTHORIZED COUNTY REPRESENTATIVE  WITNESS  DATE

4/14/17
DEFINITIONS

- CoC – Dayton-Kettering-Montgomery County Continuum of Care
- CoC Board – Homeless Solutions Policy Board established by the Homeless Solutions Community 10 Year Plan and the CoC Governance Charter
- CoC Lead – Montgomery County provides staff support to the CoC
- CoC Program – Any program providing shelter, housing or services to households who are homeless. This includes programs funded through all resources overseen by the CoC.
- Coordinated Entry – a centralized or coordinated process adopted by the CoC for use with all persons experiencing homelessness that is designed to coordinate intake, assessment and referrals. Formerly referred to as Front Door assessment.
- ESG – Emergency Solutions Grant, a program created by the HEARTH Act to provide funding for emergency shelter and prevention & rapid rehousing programs
- ESG Interim Rule – Initial guidance for ESG funded programs under the HEARTH Act, effective January 4, 2012.
- HEARTH Act – The Homeless Emergency Assistance and Rapid Transition to Housing Act made significant changes to the McKinney-Vento Homeless Assistance Act which provides the authorizing language for all federally funded homeless programs
- HEARTH Interim Rule – Initial guidance for HUD CoC programs as changed by the HEARTH Act, effective August 31, 2012.
- Homeless Definition – Final regulations defining the four categories of homelessness and the documentation required to meet recordkeeping requirements under the HEARTH Act, effective January 4, 2012. The four categories are:
  1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, including those in a shelter or on the street;
  2. An individual or family who will imminently lose their primary nighttime residence within the next 14 days with no subsequent residence identified and the household lacks the resources or social networks to obtain permanent housing;
  3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who are homeless under other federal laws and who meet other criteria for housing instability; or
(4) Any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence with no other residence and the household lacks the resources or social networks to obtain permanent housing.

- Homeless Management Information System (HMIS) – Database that all CoC programs, except those exempt by law, must use to enter information about households served. HMIS policies and procedures are contained in the Dayton-Montgomery County HMIS Policies and Procedures Manual (Attachment I).
- Participant – The household of any composition or type experiencing homelessness who is receiving services from a CoC program
- Recipient and Subrecipient – The non-profit receiving CoC funds from any source to operate a housing or homeless program

PURPOSE AND OVERARCHING POLICIES

Purpose
The CoC has developed Policies and Procedures to guide the local implementation of the HEARTH Act in areas where the CoC has the ability to make choices about households served or benefits provided, or where there is a section of the Interim Rule that needs additional clarification locally. The CoC Policies and Procedures have been developed to ensure consistent delivery of services across CoC programs and are organized into two sections: (1) Program Eligibility, Priority and Assistance Standards and (2) Program Requirements to Comply with HEARTH and CoC Policies.

The OH-505 CoC Policies and Procedures are designed to complement, but not replace, the CoC or ESG Interim Rules. All CoC and ESG recipients must follow all federal, state and local laws and regulations including the CoC Interim Rule and the ESG Interim Rule in their entirety. Each CoC organization must develop and implement written policies and procedures that comply with any funding requirements and with the OH-505 CoC Policies and Procedures.

Case Management
All CoC organizations will adhere to the guidelines, roles and responsibilities for housing-focused case management found in the Case Management Manual (attached).

Collective Impact
Collective Impact is a long-term, multi-sectoral effort to bring about significant change in a community. The five conditions of Collective Impact are: Common Agenda, Shared Measurement System, Mutually Reinforcing Activities, Continuous Communication, and Backbone Organization. The Homeless Solutions Policy Board provides the ongoing support for
Collective Impact initiatives related to homelessness. All CoC organizations will work with the CoC to develop and implement Collective Impact projects.

**Coordinated Entry**
All CoC programs must participate in the CoC’s Coordinated Entry process. Providers will take reasonable steps to ensure the Coordinated Entry process can be accessed by persons with Limited English Proficiency as stated in HUD’s *Final Guidance to Federal Financial Assistance to Recipients: Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons* (72 FR 2732).

**Effective Communication**
All CoC programs must take steps to ensure effective communication with individuals with disabilities, providing auxiliary aids and services necessary to ensure effective communication (e.g. Braille, audio, large type, assistive listening devices, and sign language interpreters) as described in HUD Notice 24 CFR part 578, 42 U.S.C. 11381, et seq., 24 CFR Part 576, and 42 U.S.C./ 11371, et seq., HUD Notice CPD-014-12, 42 U.S.C. 13625, et seq.

**Equal Access to Housing**
All CoC programs must comply with HUD’s *Equal Access in Accordance with an Individual’s Gender Identity Final Rule*, 24 CFR Part 5, in particular Section 5.106 which relates to HUD CPD programs. Program admission, occupancy and operating policies and procedures must ensure equal access to programs, shelter, other buildings and facilities regardless of sexual orientation, gender identity or marital status, providing equal access to the individual’s family and taking non-discriminatory steps when necessary and appropriate to address privacy concerns.

**Housing First**
All CoC organizations – prevention, outreach, shelter, rapid rehousing, transitional housing, and permanent supportive housing – must follow a Housing First model. This includes an adherence to the five core principles of Housing First: (1) Immediate Access to Permanent Housing; (2) Consumer Choice and Self-Determination; (3) Recovery Orientation; (4) Individualized and Client Driven Supports; and (5) Social and Community Integration. In addition to eliminating barriers to program entry, CoC organizations should not terminate participants for failure to participate in supportive services or make progress on a service plan.

**Violence Against Women Act (VAWA)**
CoC organizations must be compliant with the *Violence Against Women Act (VAWA) Final Rule* (81 FR 80798), which provides various protections to victims of domestic violence, dating violence, sexual assault, and stalking. CoC organizations must comply with the CoC’s emergency transfer plan under 24 CFR 578.7(d) and related updates to written standards for administering CoC program assistance once developed.
PROGRAM ELIGIBILITY AND ASSISTANCE STANDARDS

PERMANENT SUPPORTIVE HOUSING

I. Participants must be defined as homeless under Category 1 – Literally Homeless or Category 4 – Fleeing/Attempting to Flee Domestic Violence. If participants are coming from transitional housing they must have originally come from a location included in Category 1. Additionally a participant or a member of their household must have a disability that meets requirements under the HEARTH Act.

II. Under the Front Door Assessment participants who meet the following referral criteria are eligible for permanent supportive housing (PSH) programs:
   - Independent Living Skills score higher than 35
   - Documented disability that impedes the participants ability to live independently
   - Medium to high on housing barriers
   - For families with more than 2 children priority for scattered site PSH
   - For households with high use of hospitals and/or ERS priority for facility based PSH

Within the group of households experiencing homelessness who score for PSH, the priority for referral is:
   1. Chronically homeless households
      - Those with the longest history of homelessness and most severe service needs
      - Those with the longest history of homelessness
      - Those with the most severe service needs
      - Other chronic households
   2. Unsheltered households when weather is life threatening
   3. Large family households (5 or more members) without other placement options or families with a pregnant woman in her final trimester
   4. Medically frail households (per Samaritan Clinic screening)
   5. Long-stayer households (200+ nights in shelter or unsheltered in previous 12 months)
   6. Unsheltered households (non-life threatening weather)
   7. Young adult households ages 18-24
   8. Households 60 years or older and not able to go to senior housing
   9. Households scoring for PSH who do not meet any of the above priority criteria will be placed on the PSH waiting list based on length of time homeless for the most recent episode of homelessness.

All referrals to CoC PSH units are dependent on the CoC’s PSH inventory and best match between the next household on the PSH waiting list and available units. Households may be referred “out of order” to best accommodate household needs and increase chances for housing stability. For example, single households will not be referred to facility-based PSH designed for families and households with active chronic substance abuse may not be referred to “dry” facilities. Veterans are not prioritized separately as the policy is to connect them to
housing and services through the VA as soon as possible. Veterans who are not eligible for VA services or who refuse them, will be prioritized for PSH in the above order.

All participants served in PSH are considered “hard-to-house” under §578.91 of the CoC Interim Rule and recipients must terminate assistance only in the most severe cases after a case conference with the CoC Lead.

RAPID REHOUSING

I. Participants eligible for rapid rehousing must meet the criteria for Category 1 – Literally Homeless and have regular income or recent work history. Rapid rehousing may also be used for participants who have been referred to PSH while they wait for the PSH subsidy to be available and processed.

II. Except for cases where the participant is being bridged with rapid rehousing while they wait for their permanent PSH subsidy, rapid rehousing participants are expected to pay an increasing portion of the rent. In most cases financial assistance will not exceed $3,000 per household with an expectation that participants will be responsible for a steadily increasing portion of the rent starting in the second month of their participation in the program. The participant’s portion of the rent will be based on their income with a usual increase of 25% of the rent every 1-2 months.

III. Participants are required to notify recipients of any change in income or household circumstances within 10 days of the change.

TRANSITIONAL HOUSING

I. Due to the limited resources in the CoC and the high demand for services, participants entering transitional housing programs, except youth-specific transitional housing programs, must meet Category 1 – Literally Homeless or Category 4 – Fleeing/Attempting to Flee Domestic Violence. For youth-specific transitional housing programs, participants in Category 1 & 4 have priority over participants in Category 2 – Imminent Risk of Homelessness.

II. Under the Front Door Assessment, participants who meet the following referral criteria are eligible for transitional housing programs:
   - No income or inadequate income
   - Independent Living Skills score of 35 or higher
   - Have a transition issue: early recovery from substance abuse, pregnant, transitioning from a domestic violence situation, or youth age 18-24
   - For single adults and families score at least medium on housing barriers, from youth age 18-24 score low to medium on housing barriers

III. Recipients operating a transitional housing program must inform the CoC Lead if program design includes occupancy charges with a description of the process to
calculate the charges. All occupancy charges must be consistent with §578.77 of the CoC Interim Rule.

PROGRAM REQUIREMENTS UNDER HEARTH & CoC POLICIES

EDUCATIONAL REQUIREMENTS FOR SERVING FAMILIES
I. All programs serving families are required to designate a school district liaison to:
   - maintain relationships with the schools attended by children in their program
   - promote effective communication with the schools including information about school attendance and performance
   - ensure that there are no additional barriers to school participation
   - quickly resolve any issues that may arise

II. Programs must establish protocols for communicating with families entering the program about continuing their child’s education, and with school liaisons about the needs of particular children. Assuring on-going school attendance and encouraging families to be involved in their children’s education should be addressed in case plans if necessary. School transportation is provided to all homeless children.

FRONT DOOR ASSESSMENT
Recipients must fill all program vacancies through referrals based on the Front Door Assessment. See Front Door Assessment and Referral Process Policies and Procedures Manual (Attachment IV) for more information on the Front Door Assessment process.

PROGRAM CHANGE DUE TO RELIGIOUS OBJECTION
I. If a participant or prospective participant objects to the religious character of an organization that provides services in the CoC, that organization shall, within a reasonably prompt time after the objection, undertake reasonable efforts to identify and refer the program participant to an alternative provider to which the participant or prospective participant has no objection.

II. Programs who refer participants to an alternative provider because of a religious objection under this section (§578.87 (b)(4)) of the CoC Interim Rules must inform the CoC Lead.

RELOCATION DUE TO DOMESTIC VIOLENCE
I. Participants who have been a victim of domestic violence, dating violence, sexual assault, or stalking, and who reasonably believe that they are imminently threatened with harm from further domestic violence, dating violence, sexual assault, or stalking, if they remain in the assisted unit, and are able to document their violence and basis for their belief that they are imminently threatened with harm, may retain the rental
assistance and move to a different CoC geographic area. Programs that assist these participants must maintain records as described in §578.103(5).

II. Programs who assist participants to move to another CoC under this section (§578.51 (c)(3)) of the CoC Interim Rules must inform the CoC Lead.

RETURN TO SHELTER PREVENTION
Reducing reentry to homelessness is a system and program priority. Research has found that the people who have been previously homeless are at highest risk of becoming homeless again. Prevention of future shelter stays requires education as the person is moving into housing, intervention if another housing crisis occurs, and, in some cases, financial assistance to prevent the loss of housing and return to homelessness. Every program in the homeless system is expected to include these elements in their program to help people stabilize in housing long-term. Programs are required to:

I. Give landlords their contact information when households are moving in so the landlord can contact the case manager if there are any issues even after the household exits from the program.

II. Educate households as they are moving into housing on landlord-tenant law and expectations for tenants.

III. Prepare households for a housing crisis from a loss of income, problems with utilities or other reasons by reviewing the following steps:
   • Communicate with landlord immediately if there is a problem with paying the rent
   • Access other community resources for energy assistance, food and other necessities
   • Contact the program that helped them find the housing for support and referrals

IV. If a formerly homeless household is about to lose their housing, the program they exited from should contact Homefull about homelessness prevention financial assistance. Formerly homeless households are a priority population for prevention assistance.

SHELTER STANDARDS
All homeless shelters must be operated in compliance with the ESG Minimum Habitability Standards for Emergency Shelter and with the Ohio Basic Standards for Emergency Shelters.
ATTACHMENTS


III. Housing-Focused Case Management Manual
### Total Population PIT Count Data

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count</td>
<td>751</td>
<td>619</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>526</td>
<td>447</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>182</td>
<td>119</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>708</td>
<td>566</td>
</tr>
<tr>
<td>Total Unsheltered Count</td>
<td>43</td>
<td>53</td>
</tr>
</tbody>
</table>

### Chronically Homeless PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of Chronically Homeless Persons</td>
<td>56</td>
<td>30</td>
</tr>
<tr>
<td>Sheltered Count of Chronically Homeless Persons</td>
<td>42</td>
<td>24</td>
</tr>
<tr>
<td>Unsheltered Count of Chronically Homeless Persons</td>
<td>14</td>
<td>6</td>
</tr>
</tbody>
</table>

### Homeless Households with Children PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children</td>
<td>57</td>
<td>45</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Households with Children</td>
<td>57</td>
<td>45</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Households with Children</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Homeless Veteran PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Veterans</td>
<td>156</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Veterans</td>
<td>153</td>
<td>59</td>
<td>58</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Veterans</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
## HMIS Bed Coverage Rate

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2017 HIC</th>
<th>Total Beds in 2017 HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ES) Beds</td>
<td>405</td>
<td>53</td>
<td>352</td>
<td>100.00%</td>
</tr>
<tr>
<td>Safe Haven (SH) Beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>NA</td>
</tr>
<tr>
<td>Transitional Housing (TH) Beds</td>
<td>135</td>
<td>7</td>
<td>128</td>
<td>100.00%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) Beds</td>
<td>186</td>
<td>25</td>
<td>161</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) Beds</td>
<td>1390</td>
<td>0</td>
<td>1171</td>
<td>84.24%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) Beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>NA</td>
</tr>
<tr>
<td><strong>Total Beds</strong></td>
<td><strong>2,116</strong></td>
<td><strong>85</strong></td>
<td><strong>1812</strong></td>
<td><strong>89.22%</strong></td>
</tr>
</tbody>
</table>

## PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

<table>
<thead>
<tr>
<th>Chronically Homeless Bed Counts</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC</td>
<td>348</td>
<td>483</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Households with Children</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH units available to serve families on the HIC</td>
<td>22</td>
<td>35</td>
</tr>
</tbody>
</table>
### Rapid Rehousing Beds Dedicated to All Persons

<table>
<thead>
<tr>
<th>All Household Types</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH beds available to serve all populations on the HIC</td>
<td>155</td>
<td>186</td>
</tr>
</tbody>
</table>
Summary Report for OH-505 - Dayton/Kettering/Montgomery County CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more “metrics” used to measure the system performance. Click through each tab above to enter FY2016 data for each measure and associated metrics.

RESUBMITTING FY2015 DATA: If you provided revised FY 2015 data, the original FY2015 submissions will be displayed for reference on each of the following screens, but will not be retained for analysis or review by HUD.

ERRORS AND WARNINGS: If data are uploaded that creates selected fatal errors, the HDX will prevent the CoC from submitting the System Performance Measures report. The CoC will need to review and correct the original HMIS data and generate a new HMIS report for submission.

Some validation checks will result in warnings that require explanation, but will not prevent submission. Users should enter a note of explanation for each validation warning received. To enter a note of explanation, move the cursor over the data entry field and click on the note box. Enter a note of explanation and “save” before closing.

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.
### 2017 HDX Competition Report

**FY2016 - Performance Measurement Module (Sys PM)**

<table>
<thead>
<tr>
<th></th>
<th>Universe (Persons)</th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Persons in ES and SH</td>
<td>4287</td>
<td>4249</td>
<td>4064</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>4555</td>
<td>4538</td>
<td>4292</td>
</tr>
</tbody>
</table>

b.

This measure includes data from each client’s “Length of Time on Street, in an Emergency Shelter, or Safe Haven” (Data Standards element 3.17) response and prepends this answer 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.

**NOTE:** Due to the data collection period for this year’s submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year’s submission.

<table>
<thead>
<tr>
<th></th>
<th>Universe (Persons)</th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Previous FY</td>
<td>Current FY</td>
<td>Previous FY</td>
</tr>
<tr>
<td>1.1 Persons in ES and SH</td>
<td>-</td>
<td>3997</td>
<td>-</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>-</td>
<td>4287</td>
<td>-</td>
</tr>
</tbody>
</table>
## Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

<table>
<thead>
<tr>
<th>Exit was from</th>
<th>Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)</th>
<th>Returns to Homelessness in Less than 6 Months</th>
<th>Returns to Homelessness from 6 to 12 Months</th>
<th>Returns to Homelessness from 13 to 24 Months</th>
<th>Number of Returns in 2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revised FY2015</td>
<td># of Returns</td>
<td>Revised FY2015</td>
<td># of Returns</td>
<td>% of Returns</td>
</tr>
<tr>
<td>Exit was from SO</td>
<td>191</td>
<td>191</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exit was from ES</td>
<td>1179</td>
<td>1082</td>
<td>161</td>
<td>160</td>
<td>15%</td>
</tr>
<tr>
<td>Exit was from TH</td>
<td>124</td>
<td>226</td>
<td>6</td>
<td>8</td>
<td>4%</td>
</tr>
<tr>
<td>Exit was from SH</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exit was from PH</td>
<td>451</td>
<td>451</td>
<td>34</td>
<td>35</td>
<td>8%</td>
</tr>
<tr>
<td>TOTAL Returns to Homelessness</td>
<td>1945</td>
<td>1950</td>
<td>209</td>
<td>211</td>
<td>11%</td>
</tr>
</tbody>
</table>

## Measure 3: Number of Homeless Persons

### Metric 3.1 – Change in PIT Counts
2017 HDX Competition Report
FY2016 - 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).

<table>
<thead>
<tr>
<th>metric</th>
<th>2015 PIT Count</th>
<th>Most Recent PIT Count</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered persons</td>
<td>971</td>
<td>751</td>
<td>-220</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>662</td>
<td>526</td>
<td>-136</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>261</td>
<td>182</td>
<td>-79</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>923</td>
<td>708</td>
<td>-215</td>
</tr>
<tr>
<td>Unsheltered Count</td>
<td>48</td>
<td>43</td>
<td>-5</td>
</tr>
</tbody>
</table>

Metric 3.2 – Change in Annual Counts

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

<table>
<thead>
<tr>
<th>metric</th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total sheltered homeless persons</td>
<td>4671</td>
<td>4642</td>
<td>4371</td>
<td>-271</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>4351</td>
<td>4388</td>
<td>4062</td>
<td>-326</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>554</td>
<td>439</td>
<td>505</td>
<td>66</td>
</tr>
</tbody>
</table>
Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>618</td>
<td>657</td>
<td>627</td>
<td>-30</td>
</tr>
<tr>
<td>Number of adults with increased earned income</td>
<td>40</td>
<td>38</td>
<td>55</td>
<td>17</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>6%</td>
<td>6%</td>
<td>9%</td>
<td>3%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>618</td>
<td>657</td>
<td>627</td>
<td>-30</td>
</tr>
<tr>
<td>Number of adults with increased non-employment cash income</td>
<td>215</td>
<td>212</td>
<td>152</td>
<td>-60</td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>35%</td>
<td>32%</td>
<td>24%</td>
<td>-8%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>618</td>
<td>657</td>
<td>627</td>
<td>-30</td>
</tr>
<tr>
<td>Number of adults with increased total income</td>
<td>247</td>
<td>243</td>
<td>199</td>
<td>-44</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>40%</td>
<td>37%</td>
<td>32%</td>
<td>-5%</td>
</tr>
</tbody>
</table>
## Metric 4.4 – Change in earned income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of</td>
<td>225</td>
<td>241</td>
<td>240</td>
<td>-1</td>
</tr>
<tr>
<td>adults who exited</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(system leavers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults</td>
<td>58</td>
<td>59</td>
<td>51</td>
<td>-8</td>
</tr>
<tr>
<td>who exited with</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>increased earned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of</td>
<td>26%</td>
<td>24%</td>
<td>21%</td>
<td>-3%</td>
</tr>
<tr>
<td>adults who</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>increased earned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults</td>
<td>225</td>
<td>241</td>
<td>240</td>
<td>-1</td>
</tr>
<tr>
<td>who exited (system leavers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults who</td>
<td>71</td>
<td>75</td>
<td>61</td>
<td>-14</td>
</tr>
<tr>
<td>exited with increased</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>non-employment cash income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who</td>
<td>32%</td>
<td>31%</td>
<td>25%</td>
<td>-6%</td>
</tr>
<tr>
<td>increased non-employment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>cash income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults</td>
<td>225</td>
<td>241</td>
<td>240</td>
<td>-1</td>
</tr>
<tr>
<td>who exited (system leavers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults who</td>
<td>120</td>
<td>126</td>
<td>109</td>
<td>-17</td>
</tr>
<tr>
<td>exited with increased</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>total income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who</td>
<td>53%</td>
<td>52%</td>
<td>45%</td>
<td>-7%</td>
</tr>
<tr>
<td>increased total income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH or TH during the reporting period.</td>
<td>4392</td>
<td>4373</td>
<td>4167</td>
<td>-206</td>
</tr>
<tr>
<td>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.</td>
<td>1469</td>
<td>1450</td>
<td>1443</td>
<td>-7</td>
</tr>
<tr>
<td>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)</td>
<td>2923</td>
<td>2923</td>
<td>2724</td>
<td>-199</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH, TH or PH during the reporting period.</td>
<td>4735</td>
<td>4773</td>
<td>4492</td>
<td>-281</td>
</tr>
<tr>
<td>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.</td>
<td>1622</td>
<td>1616</td>
<td>1592</td>
<td>-24</td>
</tr>
<tr>
<td>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.)</td>
<td>3113</td>
<td>3157</td>
<td>2900</td>
<td>-257</td>
</tr>
</tbody>
</table>
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 the FY2016 Resubmission reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons who exit Street Outreach</td>
<td>285</td>
<td>297</td>
<td>298</td>
<td>1</td>
</tr>
<tr>
<td>Of persons above, those who exited to temporary &amp; some institutional destinations</td>
<td>102</td>
<td>100</td>
<td>120</td>
<td>20</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>101</td>
<td>116</td>
<td>122</td>
<td>6</td>
</tr>
<tr>
<td>% Successful exits</td>
<td>71%</td>
<td>73%</td>
<td>81%</td>
<td>8%</td>
</tr>
</tbody>
</table>

Metric 7b.1 – Change in exits to permanent housing destinations
## 2017 HDX Competition Report

### FY2016 - Performance Measurement Module (Sys PM)

<table>
<thead>
<tr>
<th>Metric 7b.2 – Change in exit to or retention of permanent housing</th>
<th>Submitted FY 2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in all PH projects except PH-RRH</td>
<td>1281</td>
<td>1264</td>
<td>1384</td>
<td>120</td>
</tr>
<tr>
<td>Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations</td>
<td>1235</td>
<td>1217</td>
<td>1308</td>
<td>91</td>
</tr>
<tr>
<td>% Successful exits/retention</td>
<td>96%</td>
<td>96%</td>
<td>95%</td>
<td>-1%</td>
</tr>
</tbody>
</table>

| Universe: Persons in ES, SH, TH and PH-RRH who exited       | 2206              | 4567           | 4237       | -330       |
| Of the persons above, those who exited to permanent housing destinations | 1659              | 1721           | 1488       | -233       |
| % Successful exits                                         | 75%               | 38%            | 35%        | -3%        |
2017 HDX Competition Report
FY2016 - SysPM Data Quality
OH-505 - Dayton/Kettering/Montgomery 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 into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.
### 2017 HDX Competition Report

**FY2016 - SysPM Data Quality**

<table>
<thead>
<tr>
<th></th>
<th>All ES, SH</th>
<th>All TH</th>
<th>All PSH, OPH</th>
<th>All RRH</th>
<th>All Street Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of non-DV Beds on HIC</td>
<td>444</td>
<td>421</td>
<td>429</td>
<td>357</td>
<td>289</td>
</tr>
<tr>
<td>2. Number of HMIS Beds</td>
<td>404</td>
<td>381</td>
<td>404</td>
<td>357</td>
<td>289</td>
</tr>
<tr>
<td>3. HMIS Participation Rate from HIC (%)</td>
<td>90.99</td>
<td>90.50</td>
<td>94.17</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>4. Unduplicated Persons Served (HMIS)</td>
<td>4360</td>
<td>4245</td>
<td>4356</td>
<td>4090</td>
<td>405</td>
</tr>
<tr>
<td>5. Total Leavers (HMIS)</td>
<td>3706</td>
<td>3724</td>
<td>3910</td>
<td>3645</td>
<td>217</td>
</tr>
<tr>
<td>6. Destination of Don't Know, Refused, or Missing (HMIS)</td>
<td>1804</td>
<td>1763</td>
<td>2006</td>
<td>1922</td>
<td>3</td>
</tr>
<tr>
<td>7. Destination Error Rate (%)</td>
<td>48.68</td>
<td>47.34</td>
<td>51.30</td>
<td>52.73</td>
<td>1.38</td>
</tr>
</tbody>
</table>

*9/15/2017 3:23:14 PM*
### 2017 HDX Competition Report

#### Date of PIT Count

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Received HUD Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date CoC Conducted 2017 PIT Count</td>
<td>1/24/2017</td>
<td></td>
</tr>
</tbody>
</table>

#### Report Submission Date in HDX

<table>
<thead>
<tr>
<th></th>
<th>Submitted On</th>
<th>Met Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 PIT Count Submittal Date</td>
<td>5/1/2017</td>
<td>Yes</td>
</tr>
<tr>
<td>2017 HIC Count Submittal Date</td>
<td>5/1/2017</td>
<td>Yes</td>
</tr>
<tr>
<td>2016 System PM Submittal Date</td>
<td>6/5/2017</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Congratulations. Your organization has project applications that have been accepted for inclusion in the OH-505 CoC Continuum of Care Consolidated Application to HUD. The Homeless Solutions Policy Board approved a rank order of projects on September 7, 2017. The 2017 CoC Priority Order, with project rank and grant totals, is attached.

We are pleased to continue our partnership with you as we work toward a community where homelessness is rare, brief, and non-recurring.

Peace, Kathleen

Kathleen M. Shanahan
Housing & Homeless Solutions Program Coordinator
Human Services Planning & Development Department
Montgomery County
451 W. Third St., 9th Floor
Dayton, OH 45422
937.496.7710 (office)
937.496.7714 (fax)

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## OH-505 CoC 2017 CoC PRIORITY ORDER

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Maximum Allowed: $8,499,874 (94% of Annual Renewal Demand)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority</td>
<td>Recipient</td>
</tr>
<tr>
<td>1</td>
<td>St. Vincent de Paul</td>
</tr>
<tr>
<td>2</td>
<td>MVHO</td>
</tr>
<tr>
<td>3</td>
<td>Homefull</td>
</tr>
<tr>
<td>4</td>
<td>Homefull</td>
</tr>
<tr>
<td>5</td>
<td>City of Dayton</td>
</tr>
<tr>
<td>6</td>
<td>Eastway</td>
</tr>
<tr>
<td>7</td>
<td>PLACES</td>
</tr>
<tr>
<td>8</td>
<td>MVHO</td>
</tr>
<tr>
<td>9</td>
<td>St. Vincent de Paul</td>
</tr>
<tr>
<td>10</td>
<td>PLACES</td>
</tr>
<tr>
<td>11</td>
<td>City of Dayton</td>
</tr>
<tr>
<td>12</td>
<td>MVHO</td>
</tr>
<tr>
<td>13</td>
<td>City of Dayton</td>
</tr>
<tr>
<td>14</td>
<td>MVHO</td>
</tr>
<tr>
<td>15</td>
<td>City of Dayton</td>
</tr>
<tr>
<td>16</td>
<td>MVHO</td>
</tr>
<tr>
<td>17</td>
<td>Eastway</td>
</tr>
<tr>
<td>18</td>
<td>MVHO</td>
</tr>
<tr>
<td>19</td>
<td>MVHO</td>
</tr>
<tr>
<td>20</td>
<td>Homefull</td>
</tr>
<tr>
<td>21</td>
<td>Homefull</td>
</tr>
<tr>
<td>22</td>
<td>Daybreak</td>
</tr>
<tr>
<td>23</td>
<td>Montgomery County</td>
</tr>
<tr>
<td>24</td>
<td>Daybreak</td>
</tr>
</tbody>
</table>

**SUBTOTAL TIER 1**

|    | $8,736,187 | -$236,313 | $8,499,874 |

## Tier 2 Maximum Allowed: $1,085,090 (6% of Annual Renewal Demand plus 6% bonus funding for PH)

| 24 | Daybreak | Milestones (remainder) | TH | $123,993 |           | $123,993 |
| 25 | St. Vincent de Paul | St Vincent Kettering Commons | PSH | $121,462 |           | $121,462 |
| 26 | Homefull | Sapphire Rapid Rehousing | RRH | $163,461 |           | $163,461 |
| 27 | MVHO | MVHO PSH Operating | PSH | $21,309 |           | $21,309 |
| 28 | Montgomery County | Coordinated Entry | SSO | $112,320 |           | $112,320 |
| 29 | Homefull | Sapphire Rapid Rehousing Expansion | RRH | $542,545 |           | $542,545 |

**SUBTOTAL TIER 2**

|    | $1,085,090 |

**TOTAL CoC APPLICATION**

|    | $9,856,237 |

Annual Renewal Demand (ARD) - amount required to fund all eligible renewal projects for one year = $9,042,419

Tier 1 - 94% of a CoC's ARD = $8,499,874

Tier 2 - 6% of a CoC's ARD ($542,545) plus a bonus ($542,545) = $1,085,090

CoC Planning - 3% of a CoC's ARD = $271,273

Dotted line = break between projects that fall within the CoC's Annual Renewal Demand and bonus project

HSPB APPROVED 9-7-2017