1A. Continuum of Care (CoC) Identification

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

1A-1. CoC Name and Number: 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 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

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

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including selecting CoC Board Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>EMS/Crisis Response Team(s)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability Service Organizations</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Disability Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>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>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>LGBT Service Organizations</td>
<td>No</td>
<td>No</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>Mental Illness Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 2,000 characters)

1) The CoC is committed to implementing a Collective Impact model and intentionally seeks a range of perspectives and members with varying skills sets when establishing committees & work groups. Providers and persons with lived experience sit alongside leaders from business, government, housing, education, faith community and others. This past year, the CoC used a 2-step process to gain input from CoC Governing Board members, providers, community members and persons with lived experience to develop a Collective Impact initiative for housing-focused services in shelter. Step 1 was a survey, the results of which were used to develop step 2, a Common Ground for Action (CGA) framework, used during facilitated community input forums on increasing the effectiveness of the CoC’s homeless crisis response system. 11 forums were convened. CGA is a platform for public deliberation developed by the Kettering Foundation and used for National Issues Forums.

2) All CoC meetings, Governing Board meetings and a Common Ground for Action community summit were publicized through email to the CoC membership, media and the full list of non-profits participating in various Collective Impact projects. Information was also posted to the CoC’s website.

3) The results of the Common Ground for Action process are being used to develop a model of housing-focused services for the CoC’s two adult shelters and will inform the issuance of an RFP for service providers. Discussion at a public CoC meeting about the opioid epidemic, along with potential solutions, led to a new engagement intervention in shelter funded by the local Behavioral Health Board. DV and youth providers are on Agency Directors, Coordinated Entry Committee and CoC Governing Board. Due to their input, the CoC adopted Trauma Informed Care and the unique needs of youth and DV survivors were built into the CoC’s CE process.

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

1&2) At the start of each calendar year, the CoC sends an email to the previous year’s CoC membership, as well as the CoC Governing Board & Committee members, providers, mainstream and other community organizations and
individual citizens who have expressed an interest, asking them to join the CoC to raise awareness of homelessness in our CoC and to develop solutions; members of the media are included in the distribution list. CoC invitations are posted on the CoC’s website and the County’s social media platforms. 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.

3) The CoC officially solicits new members twice a year via email; the invitation to join is posted year-round on the CoC’s website.

4) The CoC relies heavily on 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; 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. In addition to encouraging persons with lived experience to attend CoC meetings, the CoC regularly surveys consumers and holds focus groups with consumers on various topics – most recently on the Coordinated Entry process and ways to improve housing-focused services in shelter – to ensure this valuable perspective is included.

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

1) The CoC notified the public that it was accepting proposals via email and by publicly posting the information on the CoC’s website the same day. The email was sent to the full CoC membership, all community behavioral health organizations, all non-profits receiving United Way funding either directly or as a subrecipient, all organizations receiving local Human Services Levy funding, as well as the group of providers currently receiving CoC funding – more than 100 people. Taking it a step further to encourage new organizations to apply, the CoC used a 2-step process, starting with a simple Intent to Apply process followed by the issuance of an RFP to all organizations who completed the one-page Intent to Apply document. Multiple organizations who are not currently receiving CoC funding completed the process; two organizations not currently receiving CoC funding were selected for inclusion in the 2018 CoC Consolidated Application. The preferred submission method for the Intent to Apply and the full RFP was via email. Proposals could also be mailed or dropped off in person.

2) A New Project Review Team, chaired by one of the co-chairs of the CoC’s Affordable Housing Options Committee and including members from each of the CoC’s Consolidated Plan jurisdictions and United Way, was convened to score and rank the applications. The Review Team met and spoke with all applicants by phone to get initial questions answered. All applicants were asked to resubmit more detailed supportive services tables. The Review Team then met again to score the applications, using HUD’s Rating and Ranking tool with local performance targets. Scoring included applicant experience, design of housing and services, financial capacity, budget, match, and cost effectiveness.

3) The CoC publicly announced the Intent to Apply process on July 17, 2018; the full RFP was released on July 30, 2018.
1C. Continuum of Care (CoC) Coordination

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

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

<table>
<thead>
<tr>
<th>Entities or Organizations the CoC coordinates planning and operation of projects</th>
<th>Coordinates with Planning and Operation of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opportunities for Persons with AIDS (HOPWA)</td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>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>Funding Collaboratives</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Private Foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through other Federal resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through State Government</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through Local Government</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through private entities, including foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
</tr>
</tbody>
</table>

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

1) The CoC has 3 ESG recipients: City of Dayton (in a consortium with the City of Kettering), Montgomery County, and the State of Ohio. Under the auspices of the CoC, the ESG jurisdictions participate in a Combined Funding Process that makes joint allocation decisions for ESG, HOME, United Way and local Human
Services Levy dollars. ESG recipients were members of the Team that reviewed and scored funding applications. Because the ESG dollars are allocated in a process that includes other funding sources, and also takes into consideration CoC-funded projects, funding decisions are made based on the array of projects most needed in the Continuum and the best use of each funding source. ESG jurisdictions are represented on the CoC System Performance and Evaluation Committee that, using HMIS data, establishes performance targets for the CoC system as a whole as well as for individual CoC components such as prevention, outreach, shelter, rapid rehousing, transitional housing, and permanent supportive housing.

2) ESG jurisdictions are members of the CoC’s Program Performance & Evaluation Committee, which reviews HMIS data on a regular basis to evaluate the effectiveness of individual programs, establishes and monitors funding conditions for CoC and ESG funded projects, develops quality improvement plans for individual programs as needed, and oversees individual program capacity building. CoC staff are actively involved in the process to update the Consolidated Plans, provide CAPER data, share the full CoC Application and CoC priorities with ESG recipients, and review Consolidated Plan and Action Plan documents to ensure consistency with the CoC. ESG jurisdictions are members of the CoC’s System Performance and Evaluation and Affordable Housing Options committees. The CoC participates in regular forums with CoC Leads across the State to provide input on performance standards.

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

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)?  
Yes

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

1) The CoC’s Policies and Procedures state that “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)”. The CoC is
using HUD’s VAWA Emergency Transfer form and has developed an Emergency Transfer Plan that includes eligibility, request documentation, confidentiality, timing and availability, and safety and security of tenants. 

2) The CoC’s victim service provider, YWCA Dayton, is a coordinated entry point, conducting CE assessments of DV survivors who access shelter or who are referred by community partners. The YWCA receives HCRP RRH funding for survivors. In addition, survivors are referred to the CoC’s centralized housing wait list anonymously, providing direct access to the full range of CoC housing and services without jeopardizing safety or confidentiality. The CoC has adopted Housing First, Housing-Focused Case Management and Trauma Informed Care and has provided training to all providers and project types on these best practices. The CoC has several programs specifically for survivors: state-funded RRH, locally funded TH, DOJ/locally funded shelter, DOJ-funded victim services case managers in the women and family (non DV) shelter. The community’s Family Violence Collaborative of victim service providers, law enforcement, child protection and healthcare providers developed response protocols. Survivors are linked with the Collaborative for safety planning and legal assistance; referrals are made from the Collaborative to the CoC for survivors not accessing DV shelter. The CoC’s DV Collective Impact model includes formal partnerships between Legal Aid, Family Service Association, HeadStart, Recovery Works, and the DV shelter.

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

1) The CoC coordinates with victim services providers to ensure that training on Trauma Informed Care practices, particularly as it relates to serving survivors, are provided to CoC project staff at least annually. The CoC’s DV provider, YWCA Dayton, has a certified Trauma Informed Care Trainer on staff who will provide formal training on Trauma Informed Care to community partner agencies. The YWCA trains all staff members in Trauma Informed Care Practices, Crisis Prevention Institute (CPI), Active Shooter, and CPR/First Aid on an annual basis. Additionally, all staff members receive 40 hours of Sexual Assault Advocacy and Response Training. In mid to late 2017, the CoC conducted site visits at organizations providing outreach, shelter, transitional housing, rapid rehousing and permanent supportive housing in the CoC, regardless of funding source, to develop a common understanding of their Housing First implementation status and to identify opportunities for targeted capacity building. In December 2017, all providers attended an interactive day-long Housing First Capacity Building session. The CoC also facilitated a half-day session with shelter providers about operating low barrier shelters. The CoC provides information about training opportunities, sponsored by local and state organizations such as the local Behavioral Health Board and COHHIO (Coalition on Housing and Homelessness in Ohio), on topics ranging from addiction to harm reduction to mental health first aid and Ohio landlord tenant law. In addition, the CoC shares webinar trainings from national partners such as HUD, SAMHSA, CSH, and the National Resource Center on Domestic Violence and strongly encourages providers to participate.

2) The CoC’s DV provider, YWCA Dayton, is a coordinated entry point in our CoC. In addition to training their own staff, YWCA staff also provides Sexual
Assault Response Training to staff at the CoC’s women and family shelter.

**1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)**

The CoC has a good working relationship with the CoC’s DV provider, YWCA Dayton. Even though the YWCA uses a comparable databased called Efforts to Outcomes (ETO) and not HMIS, the CoC’s HMIS Administrator provides technical assistance to the YWCA’s database administrator when needed. The YWCA uses its ETO database in multiple ways to determine and assess needs specific to survivors, including the following:

- Track number of times a survivor has left her/his abuser;
- Complete Lethality assessments;
- Collect Batterer (Abuser) information for greater safety planning capacity;
- Collect Gender and Sexual Orientation information to determine the needs of underserved survivors;
- Track referrals made to community partners on behalf of survivors and outcomes of those referrals;
- Track Safety planning efforts made with survivors;
- Track survivors’ previous zip code to determine need for greater outreach efforts; and
- Collect information on survivors with limited English proficiency to determine additional service needs.

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

Yes

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

<table>
<thead>
<tr>
<th>SSO Coordinated Entry</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH</td>
<td>X</td>
</tr>
<tr>
<td>Joint TH/RRH</td>
<td></td>
</tr>
</tbody>
</table>

**1C-4b. Applicants must describe:**

1) YWCA Dayton operates the community’s only domestic violence shelter, which serves just over 180 households annually; 32 DV survivor households received Rapid Rehousing assistance; 10 received Transitional Housing assistance. Thirteen survivor households were diverted from shelter with HCRP prevention resources. 20 survivor households received Permanent Supportive
Housing through the CoC’s Coordinated Entry process. 43 survivors received referral assistance through the YWCA’s hotline. The YWCA employs a Case Manager on site at St. Vincent de Paul Women and Family Shelter to address domestic violence-related needs of survivors who are not in an immediate crisis or actively fleeing domestic violence. Additionally, the YWCA provides specialized case management and supportive services to survivors of domestic violence residing in Key Terrace, one of the CoC’s facility-based permanent supportive housing projects.

2) The data source is the CoC’s DV provider, YWCA Dayton, and its Efforts to Outcomes (ETO) database.
3) The YWCA Dayton shared de-identified data of counts of DV survivors served.

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

(limit 2,000 characters)

1) Annually, the CoC estimates that 100 survivor households need the additional housing and supportive services that would be provided through a Rapid Rehousing bonus project. This includes households who have entered shelter as well as those referred from community partners and is based on the results of the CoC’s Coordinated Entry assessment tool. DV survivors often have multiple barriers that make it difficult to identify safe, affordable, permanent housing. Survivors often have little or no income, multiple evictions on their records, or criminal convictions. While the local housing authority has been very supportive of the CoC’s efforts to end homelessness for survivors, including implementation of an administrative preference for households fleeing DV, many are excluded from subsidized housing programs due to criminal history, significant rental arrears, and prior evictions from public housing. The addition of CoC rapid rehousing resources in our community through the DV bonus would also assist in reducing the length of time homeless for households in the DV shelter. In 2016, the YWCA reported 61 days as the average length of stay for households in shelter. The additional resources made available through the DV bonus will allow for better targeting of rapid rehousing funding to assist survivors, and reduce their length of time homeless.

2) The data source is the CoC’s DV provider, YWCA Dayton, and its Efforts to Outcomes database.
3) The CoC has a good working relationship with the YWCA Dayton and collected the data by requesting it from the YWCA Dayton.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:
(1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;
(2) quantify the unmet need for housing and services for DV survivors;
(3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and
(4) describe how the CoC determined the unmet need for housing and services for DV survivors.
1) There is an estimated unmet need of approximately 100 survivor households annually. In addition to households in the DV shelter, daily the YWCA receives dozens of calls from survivors seeking rental assistance and services to flee domestic violence, sexual assault, and/or stalking. When comparing our CoC to other CoC’s in the state of Ohio using the 2017 Point-in-Time data 6% more households are survivors of domestic violence.

2) The data source is the CoC’s DV provider, YWCA Dayton, and its Efforts to Outcomes database.

3) The CoC worked with the YWCA Dayton to determine the unmet need for housing and services. The CoC started with the number of survivors currently being served in DV shelter and community referrals and the results of Coordinated Entry assessments and compared that to the resources currently targeted to survivors in the community. The CoC estimated the additional unmet need based on hotline calls to the YWCA Dayton and Artemis Center, an advocacy and services organization for survivors.

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

Many women are reluctant to enter shelter due in large part to the further state of disruption and potential trauma it can cause them and their children. The DV Bonus project is needed in order to ensure that the unique and often overwhelming needs of domestic violence survivors are met. YWCA Dayton has provided HCRP-funded Rapid Rehousing services but has been limited to primarily serving survivors in shelter. This bonus project would ensure that a greater number of survivors are provided with the necessary supports and services to help them gain safe and stable housing, physical and emotional safety and financial independence. This project will provide rental assistance and supportive services to meet the various needs of homeless domestic violence survivors and their children in Montgomery County, Ohio. YWCA will work with participants, using a trauma-informed and client-centered approach, to rapidly rehousing them and move them toward greater self-sufficiency via outreach activities, assisting participants with gaining and maintaining employment income and benefits, making appropriate referrals for mental health and/or drug and alcohol-related services, providing supportive counseling and advocacy services, assisting with broadening participants’ informal support system, and providing ongoing safety planning services. Supportive services are voluntary and participant-driven. YWCA will partner with several local area service providers to better meet the myriad of needs of participants served in the project, including Family Services Association to provide mental health and trauma-related counseling services, New Horizons Therapeutic Services to provide drug and alcohol assessments and treatment services, Legal Aid to assist participants with obtaining protection orders and represent participants in other legal matters, HeadStart to provide daycare services, and CareSource Life Services to provide job-readiness and employment services.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:
(1) rate of housing placement of DV survivors;
(2) rate of housing retention of DV survivors;
(3) improvements in safety of DV survivors; and
(4) how the project applicant addresses multiple barriers faced by DV survivors.

(limit 4,000 characters)

1) 55% of DV survivors exit shelter to a permanent housing destination.
2) 72% of survivor households who received housing assistance did not return to the DV shelter within 2 years.
3) Because survivors of trauma, including domestic and sexual violence, often reach out to service providers in a time of crisis, a prompt, engaging, and supportive response is mandatory. Safety planning is completed by staff with survivors at multiple points in the survivors’ experience with the YWCA Dayton: during hotline calls, at shelter intake, during meetings with case managers, and again at exit from shelter. 95% of DV survivors served in the DV shelter report being better able to plan for and maintain their safety.
4) YWCA Dayton staff members work with survivors, using a trauma-informed and client-centered approach, to rapidly rehousing them and move them toward greater self-sufficiency via outreach activities, assisting participants with gaining and maintaining employment income and benefits, making appropriate referrals for mental health and/or drug and alcohol-related services, providing supportive counseling and advocacy services, assisting with broadening participants’ informal support system, and providing ongoing safety planning services. Supportive services are voluntary and participant-driven. YWCA Dayton will partner with several local area service providers to better meet the myriad of needs of participants served in the project. Partner agencies include Family Services Association to provide mental health and trauma-related counseling services, New Horizons Therapeutic Services to provide drug and alcohol assessments and treatment services, Legal Aid to assist participants with obtaining protection orders and represent participants in other legal matters (i.e. divorce), Miami Valley Child Development Centers to provide daycare services for the children of program participants, and CareSource Life Services to provide job-readiness and employment services. Other partners include the youth shelter to assist in meeting the needs of younger survivors, My Project USA to assist in meeting the needs of Muslim survivors, and various other faith-based organizations.

Because economic abuse is a key tactic utilized by batterer’s many survivors have little or no employment history and it is important that service providers recognize the importance of working with them on skill building and employment readiness and to do so in a trauma-informed manner. YWCA has had much success in working with domestic violence and sexual assault survivors toward building self-confidence surrounding employable skills, assisting survivors with creating resumes that are attractive to potential employers, addressing and responding to the safety-concerns that exist when a survivor returns to the work-force, and partnering with agencies who assist participants with job-readiness and employment assistance. YWCA Dayton will utilize a strengths-based approach in assisting program participants in gaining and maintaining employment. Gaining/maintaining employment or increasing income will become a consistent goal on the Individualized Service Plans (ISP) of all program participants whose financial resources are insufficient to meet their needs. Participants own career goals and interests will be the driving force as staff work with them in searching for employment, and obstacles and barriers will be addressed in a timely and sensitive manner. Referrals will be made to
partnering agencies including CareSource Life Services, Goodwill, and the Urban League to assist participants in their job search. Program staff will ensure that participants are enrolled in any non-cash benefits, for which they are eligible (food stamps, child-care, transportation, health insurance) by assisting them with applications when necessary, accompanying them to recertification appointments if needed, and advocating with other service providers on their behalf.

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

1. Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;
2. Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and
3. Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry</th>
<th>PHA has General or Limited Homeless Preference</th>
<th>PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater Dayton Premier Management</td>
<td>18.00%</td>
<td>Yes-Both</td>
<td>No</td>
</tr>
</tbody>
</table>

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

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

(limit 2,000 characters)

NA

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

Yes

Move On strategy description.
(limit 2,000 characters)

1) At a minimum, CoC projects conduct annual assessments at which time project staff review the participant’s services/housing needs. Participants identified as no longer needing intensive services or with significant income resulting in a very minimal or no rental subsidy are assisted with identification of and transition to other housing options. In instances, where a participant no longer requires intensive support services but still needs affordable or subsidized housing the participant is assisted with the application process for public housing or a Housing Choice Voucher, using the homeless preference. Additionally, with an aging population, CoC project staff also work closely with the local housing authority and senior affordable housing developments in our community to identify participants with less intensive service needs, who may be eligible for senior specific properties as a MoveOn strategy. Greater Dayton Premier Management, the local public housing authority, was recently awarded 50 additional Mainstream Vouchers, of which a subset will be targeted for use by formerly households identified for Move On housing.

2) Types of providers include: Public Housing Authority, LIHTC Senior Housing projects. Earlier this year, the CoC applied for the TAC technical assistance opportunity to learn additional strategies for working with HUD’s privately owned assisted housing.

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

(limit 2,000 characters)

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 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 July 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 in September, 2017.

The CoC’s minor age and transitional age youth shelters were constructed to include single bedrooms and single self-contained bathrooms to provide all youth, including those who identify as LGBT, with a safe personal space to sleep and conduct personal hygiene. The CoC’s youth provider employs LGBT staff who are trained to provide specialized individual and group services for LGBT youth.

CoC Governing Board member Dayton Police Major Wendy Stiver is the Dayton Police Department LGBTQ Liaison. As an active member of the CoC Governing Board, Major Stiver is a resource to the Board related to the needs of the LGBTQ individuals and families.

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

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

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaged/educated local policymakers:</td>
<td>X</td>
</tr>
<tr>
<td>Engaged/educated law enforcement:</td>
<td>X</td>
</tr>
<tr>
<td>Engaged/educated local business leaders:</td>
<td>X</td>
</tr>
<tr>
<td>Implemented communitywide plans:</td>
<td>X</td>
</tr>
<tr>
<td>No strategies have been implemented:</td>
<td></td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
</tr>
</tbody>
</table>

1C-8. Centralized or Coordinated Assessment System. Applicants must:
1) demonstrate the coordinated entry system covers the entire CoC geographic area;
2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
4) attach CoC’s standard assessment tool.
(limit 2,000 characters)

1) The Montgomery County Front Door Assessment (MCFDA) process is the coordinated assessment system for the OH-505 CoC and provides full coverage across the CoC’s geographic area.
2) The MCFDA is easily accessed by indv and families seeking housing or
services. The MCFDA process is decentralized and can be accessed in person or via telephone at the Shelter for Women and Families, Shelter for Men, Youth Shelter and Street Outreach, DV Shelter, PATH Street Outreach. Access to all of the emergency shelters is 24-7, 365 days a year. Street Outreach staff conduct outreach and engagement 7 days a week, and are available on-call as needed.

3) Outreach is conducted by CoC staff and CoC members to educate the community about the MCFDA process through presentations and speaking engagements. Additionally, MCFDA providers share information about access to their services through a variety of print and electronic media (e.g. Facebook, Twitter). MCFDA providers conduct intentional outreach with groups least likely to apply for assistance including LGBTQ orgs, faith groups and other minority/cultural orgs. The MCFDA process is used to prioritize homeless persons within the CoC’s geographic area. MCFDA providers utilize the Front Door Assessment tool, a standardized assessment focused on housing history and barriers to returning to housing organized around the domains used in CTI. Information from the assessment is put through a scoring matrix to determine the most appropriate services/housing for the client’s specific situation. Programs receiving funding from the homeless system are required to fill any vacancies through the MCFDA process and centralized waitlist. The MCFDA process- using assessment scores- prioritizes households experiencing homelessness most in need of assistance based on the several of the following factors: longest history of homelessness, most severe service needs, unsheltered households, youth, families with children, and Veteran status.
1D. Continuum of Care (CoC) Discharge Planning

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

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

<table>
<thead>
<tr>
<th>System of Care</th>
<th>Status</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>X</td>
</tr>
<tr>
<td>Correctional Facilities:</td>
<td>X</td>
</tr>
<tr>
<td>None:</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:
   (1) objective criteria;
   (2) at least one factor related to achieving positive housing outcomes;
   (3) a specific method for evaluating projects submitted by victim services providers; and
   (4) attach evidence that supports the process selected.

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

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
   (1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
   (2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.
   (limit 2,000 characters)

1) The specific severity of needs and vulnerabilities the CoC takes into consideration when reviewing, ranking and rating projects includes the percentage of participants with zero income at entry, with more than one disability type, entering from an unsheltered living situation, who are chronically homeless, and who are youth. The CoC also takes the unique niche or target population served by a project into consideration.

2) The CoC took the severity of needs and vulnerabilities into account in two different ways. First, points were awarded on a sliding scale on the rating tool. For example, projects that served between 50-65% of participants with zero income at entry received 5 points, while those serving a minimum of 66% of participants who had zero income received 10 points. Projects that served between 25-32% participants coming from an unsheltered living situation received 5 points, while those projects where at least 33% of entries were people who were unsheltered received 10 points. The second is in priority order. The CoC established a priority order based on primary target population and housing intervention and also looked at other criteria/considerations such as the unique gap/target population served by a project and the level of
negative impact to the Continuum if the project were not funded. This ranked PSH and SH projects that served chronically homeless single adults at the top of the priority order, followed by TH and RRH projects targeting youth, families with children served by RRH, and other populations served with other interventions.

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

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

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

Reallocation: No

1E-4a. If the answer is “No” to question 1E-4, applicants must describe how the CoC actively reviews performance of existing CoC Program-
funded projects to determine the viability of reallocating to create new high performing projects.

(limit 2,000 characters)

1) CoC staff and the Program Performance & Evaluation Committee review performance outcomes for all CoC-funded projects to ensure they are high performing, 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 CoC. All CoC-funded projects are reviewed using APR data and 3 years of HMIS data to review not just how the project did in the most recent calendar year but also how it is trending. Specific measures include: exits to permanent housing, housing stability, return to shelter, length of time homeless, increases in earned and other cash income, utilization, and HMIS data quality. In addition, budgets are reviewed to identify targeted funding in well-performing projects that could be reallocated, such as start-up costs, services that could be provided by a community partner or paid for by another funding source, or services or projects whose loss would be felt but that would not greatly impact clients or project outcomes.

2) The CoC reallocated 17% cumulatively between FY2014-2018. Since 2005, the first year reallocation was available, the CoC has reallocated more than $3.6 million. Nine projects have been eliminated entirely, including SSO, TH and PSH grants, while others have been reduced. The CoC may well have been “ahead of the curve” in reallocating so aggressively in earlier years. At the same time, the CoC has taken advantage of opportunities to recategorize TH grants as RRH or PSH, to all intents and purposes the same thing as reallocating.

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:

(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline—attachment required;

(2) rejected or reduced project application(s)—attachment required; and

(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline—attachment required.

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

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

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

Yes

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

Page 3 GC and Pages 1-2 MOA


Yes

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

Mediware (Bowman Systems)

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

Single CoC

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type:
(1) total number of beds in 2018 HIC;
(2) total beds dedicated for DV in the 2018 HIC; and
(3) total number of beds in HMIS.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2018 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 (ES) beds</td>
<td>393</td>
<td>49</td>
<td>344</td>
<td>100.00%</td>
</tr>
<tr>
<td>Safe Haven (SH) beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Transitional Housing (TH) beds</td>
<td>134</td>
<td>6</td>
<td>128</td>
<td>100.00%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) beds</td>
<td>272</td>
<td>24</td>
<td>248</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) beds</td>
<td>1,432</td>
<td>0</td>
<td>1,213</td>
<td>84.71%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months. (limit 2,000 characters)

The CoC has 100% HMIS bed coverage for ES, TH and RRH beds. Bed coverage for PSH falls just .28 short of the 84.99% threshold at 84.71%. The CoC has 25 PSH beds dedicated for DV which were not marked on the 2018 HIC. If these beds are removed from the calculation, then the bed coverage percentage would be above the threshold at 86.21%. In addition to correcting the HIC, the CoC is committed to working with Greater Dayton Premier Management (GDPM), the CoC's Public Housing Authority, and the VA team with whom the CoC worked to end Veteran Homelessness, to get the CoC's VASH beds into HMIS. As the VASH beds are the only PSH beds not included in HMIS, this will both improve the CoC's bed coverage rate and the coordination between the VA and the CoC, ensuring all eligible Veterans who need PSH have ready access. The CoC has a close working relationship with GDPM and the VA and 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-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/30/2018
2B. Continuum of Care (CoC) Point-in-Time Count

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

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

01/23/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).

04/30/2018
2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

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

2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC’s sheltered PIT count results. (limit 2,000 characters)
NA

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count?
No

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

| Bed Added: | 0 |
| Bed Removed: | 0 |
| Total: | 0 |

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

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

| Bed Added: | 0 |
| Bed Removed: | 0 |
| Total: | 0 |
2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable.

No

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

Yes

2C-5a. If “Yes” was selected for question 2C-5., applicants must describe:

(1) how stakeholders serving youth experiencing homelessness were engaged during the planning process;
(2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and
(3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count.

(limit 2,000 characters)

1) The CoC’s only youth provider, Daybreak, is an active CoC participant throughout the year, including during the annual PIT Count. Outreach workers from Daybreak’s RHY-funded Youth Outreach program are full participants in the PIT Count, attending planning meetings, finalizing the list of known locations, determining the geographic breakdown of the County to be covered by each street team. Youth outreach staff participate on each street team that canvasses in the early morning hours.

2) The CoC worked with Daybreak to engage youth to help plan the PIT Count. Daybreak outreach workers held sessions with youth who were living unsheltered, reviewing the draft list of known locations, and identifying other locations where youth may be staying. The sessions were also used to explain to youth what the PIT Count is, Daybreak’s role, and why it is important to get an accurate count.

3) While youth currently experiencing homelessness were involved in helping to plan the PIT count, they did not participate directly as a member of one of the street teams canvassing in the early morning hours. However, Daybreak’s youth outreach workers, which includes persons with lived experience, were a member of each street team searching for persons who were unsheltered.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count:

(1) individuals and families experiencing chronic homelessness;
(2) families with children experiencing homelessness; and
(3) Veterans experiencing homelessness.

(limit 2,000 characters)

1-3) The CoC oversees the planning and implementation of the PIT Count and takes specific steps to ensure that persons experiencing chronic homelessness,
families with children, youth (see prior question) and Veterans are identified. The CoC relies heavily on the involvement of PATH, youth and VA outreach staff, emergency shelters, the VA Medical Center, VA SSVF providers, the Dayton Police Department, the Montgomery County Sheriff’s Department, and area meal and services sites. The CoC convenes representatives of these organizations to plan the PIT Count, including reviewing the draft list of known locations and identifying new locations to canvass. As a result, in 2018, new locations were identified in the more suburban parts of the CoC including 24 hour laundry mats and Waffle House restaurants. The CoC has four street teams that canvass the entire geographic area in the early morning hours.

1) To aid in the identification and engagement of persons experiencing chronic homelessness, each street team includes a representative from PATH. 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.

2) The CoC includes organizations that work with families with children experiencing homelessness in the PIT Count planning and implementation. However, in part because the CoC’s family emergency shelter is both low barrier and flexible in the number of families it can accommodate, the CoC historically has not identified families with children who are sleeping unsheltered.

3) To improve the capacity of the CoC to identify Veterans, VA or SSVF staff are members of each street team that canvasses in the early morning hours. VA staff also survey at area meal and service sites throughout the day. Having a VA member on each team and at meal sites has helped with engaging unsheltered Veterans and quickly connecting them to VA services and housing.
3A. Continuum of Care (CoC) System Performance

Instructions

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

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

Number of First Time Homeless as Reported in HDX. 2,901

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

1) The CoC worked with providers and analyzed HMIS data of households seeking prevention assistance. The primary risk factors/characteristics identified were: young mothers with children under age 5, large families, less than 1 month in prior living situation, living with family/friends, having a prior episode of homelessness. The CoC also reviewed demographic data on the clients in System Performance Measure Metric 5, First Time Homeless, in an attempt to identify risk factors that could be used to identify first time homeless households.

2) The CoC understands the interconnectedness and importance of all the System Performance Measures. In recent years, the CoC has prioritized other performance measures, with a strong push to reduce the length of time homeless and increase exits to permanent housing. Over the next year, the CoC will expand its focus to include the implementation of a comprehensive diversion strategy, acting on recommendations from the recent independent evaluation of the CoC’s Coordinated Entry system. Diversion will be integrated into the CE process, targeting persons experiencing first time homelessness. The CoC is in the process of improving its CE assessment tool by removing duplicative questions and reordering screening questions for diversion to make it more effective at identifying persons who can be diverted from the homeless assistance system and stabilized in their current housing. The CoC will standardize its curriculum and training requirements for the assessment tool and process. HMIS will be used to track the effectiveness of diversion efforts. Over the next year, the CoC will design and implement a system-wide diversion strategy, with buy-in from stakeholders, and a formalized housing-focused, problem-solving approach that will be monitored by CoC staff.

3) The CoC’s Coordinated Entry Committee is responsible for overseeing the
CoC’s strategy to reduce or end the number of households experiencing homelessness for the first time.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC’s strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

1) The average length of time persons remained homeless was 51 days.
2) The CoC has more than one strategy for reducing the length of time homeless, which so far appears to be working as the LOT decreased by 15% from FY2016—FY2017. One strategy is to finish the work of ending chronic homelessness, which will remove these long stayers from the calculation. The CoC has adopted HUD’s Priority Order and maintains a by-name list of persons meeting the chronic definition that is reviewed monthly with CE providers to maintain a focus and pressure on connecting these individuals with permanent housing. Another strategy is to increase the CoC’s inventory of Rapid Rehousing. To accomplish this, the CoC has eliminated TH programs, converting some units to PSH and reallocating funding to RRH. In this Competition, the CoC is targeting all of its bonus funding to RRH and is also transitioning a PSH rental assistance grant to RRH as a bridge to allow the CoC to more efficiently manage the PSH waiting list. The CoC is a partner in a local Americorps project, with a member focused on identifying available affordable housing units and helping the CoC improve landlord recruitment as a strategy for shortening the length of stay in shelter. Finally, the CoC’s System Performance & Evaluation Committee will process map this measure to identify opportunities to make improvements to the system that will positively impact this SPM.
3) Because length of time homeless has been a priority factor for housing, the CoC developed an HMIS report that tracks number of nights in shelter. This “long stayer” report is used to generate a by-name list of persons with more than 200 nights in shelter that is reviewed monthly with Coordinated Entry providers to ensure these households have a housing plan before they meet the chronic homelessness definition.
4) The CoC’s System Performance & Evaluation Committee is responsible for overseeing the CoC’s strategy to reduce the length of time homeless.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:
(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.
3A. Applicants must:
(1) describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and (2) describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

1) CoC has a multi-faceted strategy to increase the rate at which households exit to PH. The majority of exits occur in ES; improving the rate there is key. One strategy is to improve data quality at night-by-night shelters by asking more targeted questions at intake so the CoC is more accurately capturing PH destinations for the third of households who spend 7 nights or less in shelter. The System Performance & Evaluation Committee (SPEC) is currently process mapping client flow in shelter to identify opportunities to make systemic and programmatic improvements so more households exit to PH. Because most households in shelter need only temporary assistance to exit to PH, the CoC has used reallocation and transition opportunities to expand its RRH inventory as a strategy for increasing exits to PH. Over the next year, the CoC will be implementing recommendations from the recent independent evaluation of the CoC’s CE process to improve the efficiency of the CoC system, leading to more exits to PH. Finally, the CoC requires CoC projects to participate in case conferences when households in TH or RRH are in danger of getting evicted or exiting unsuccessfully with a goal of keeping the client enrolled in the project and, if not possible, finding alternative housing.

2) 95% of persons in PSH remain or exit to PH. One strategy to maintain that high rate is to require all PSH projects to participate in a case conference with the CoC when a participant is facing eviction. Shelter, outreach, behavioral health or other community organizations participate as needed with a goal of keeping the participant housed. When that is not possible, the CoC works to make a lateral move to more appropriate housing. The CoC has a move-on strategy to encourage clients to move to other PH as appropriate. Finally, the CoC provided capacity building on Housing First to all providers as a way to increase housing retention.

3 & 4) The CoC’s SPEC is responsible for overseeing both strategies.

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

<table>
<thead>
<tr>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
</tr>
</tbody>
</table>

Applicant: Dayton/Kettering/Montgomery County CoC
Project: OH-505 CoC 2018 Registration
3A-4a. Applicants must:
(1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;
(2) describe the CoC’s strategy to reduce the rate of additional returns to homelessness; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the rate individuals and persons in families returns to homelessness.
(limit 2,000 characters)

1) The CoC’s HMIS Administrator started with the SPM Metric 2 report and then linked clients who returned to homelessness after an exit to PH with HMIS data in order to identify whether or not there were any common factors among the persons who returned to homelessness. An initial review of the data indicated some potential common factors, the biggest of which appears to be the exit destination, in particular a destination of family/friends. Only 38% of all exits to PH were to family/friends, yet 63% of returns within 6 months came from these destinations. Other potential factors include having only a high school diploma/GED or having a disability. A next step in the review process will be to look at the data for persons who did not return to homelessness to see how they compare. Two years ago the CoC partnered with a pair of local University MPA students on their Capstone Project to develop profiles of those most likely to return to homelessness. Those results did not indicate any predictive or common factors that differentiated those who returned from those who did not.

2) The CoC has several strategies to reduce the rate of returns to homelessness. One strategy is to link persons with higher barriers and a history of being unsuccessful in housing to extra CTI transition assistance as they exit street outreach or shelter and move into PSH. The CoC has expanded its inventory of RRH and is working with RRH providers to improve their connections with employment organizations to increase the likelihood that participants will remain housed after exiting RRH. The System Performance & Evaluation Committee has identified returns to homelessness within 6 months as a high priority performance measure and will be process mapping this measure to identify opportunities for making systemic or programmatic changes to improve the rate of returns.

3) The CoC’s System Performance & Evaluation Committee is responsible for overseeing the system level strategy to reduce returns.

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

1) CoC has several strategies for increasing access to employment. Several CoC providers operate social enterprise programs that employ participants in transitional jobs ranging from a micro farm to a company that makes gourmet dog biscuits. All CoC projects regularly connect participants to employment organizations including Goodwill, Ohio Means Jobs One-Stop Center, Office of
Reentry Career Alliance Academy, Bureau of Vocational Rehabilitation and Eastco, a supportive employment organization. Transportation assistance is provided to the One-Stop Center and to job interviews. The CoC’s youth provider is implementing a SAMHSA evidence-based supportive employment model and has a Collective Impact employment model aimed at increasing employment stability with several partners, including neighborhood-based non-profits, Goodwill/Miami Valley Works, Miami Valley Urban League, Legal Aid, and the Volunteer Lawyers Project. Most CoC providers have case managers with specialized training in accessing mainstream benefits through the Ohio Benefit Bank. Providers assist participants with applications for benefits and with transportation assistance to access the community’s One-Stop Center for benefits assistance. All CoC projects intentionally connect participants to benefits for which they are eligible and make referrals to the CoC’s SOAR specialist at the Montgomery County Alcohol Drug Addiction and Mental Health Services Board.

2) Through relationships with Montgomery County Job & Family Services and the local WIOA Board the CoC leverages public resources such as state Comprehensive Case Management and Employment Program funds to assist with job readiness, search, and retention to increase household cash income. Additionally, the Assistant County Administrator and Director of Job and Family Services is a member of the CoC Governing Board.

3) The CoC’s Program Performance & Evaluation Committee is responsible for overseeing the strategy to increase job and income growth.

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

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

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

| Total number of beds dedicated as DedicatedPLUS | 83 |
| Total number of beds dedicated to individuals and families experiencing chronic homelessness | 345 |
| Total | 428 |

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

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

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

(limit 2,000 characters)

1) CoC has several strategies to rapidly rehouse all families within 30 days. First is to increase the supply and improve the effectiveness of the CoC’s RRH. This past year the CoC devoted resources to building the capacity of RRH providers to follow a Housing First approach with webinars and on-site training and undertook an independent evaluation of its CE process. Over the next year, the CoC will be implementing recommendations from the CE evaluation that will directly improve the CoC’s ability to rapidly rehouse families through a more effective CE process and implementation of a more robust diversion program. With more families diverted, resources within shelter can be better targeted. Finally, the CoC has adopted a Collective Impact (CI) model and is the backbone entity for CI Initiatives that address homelessness. This year, the CoC gathered input from providers, the community, and persons with lived experience to develop a CI Initiative for housing-focused shelter services. Step 1 was a survey, the results of which were used to develop step 2, a Common Ground for Action (CGA) framework used during facilitated forums on increasing the effectiveness of the CoC system. 11 forums were convened. The results of the CGA process are being used to develop a housing-focused shelter services model to include specialized service teams and dynamic case plans; an RFP issued later this year will seek these new services for the family shelter.

2) The CE assessment process identifies housing barriers and makes targeted referrals for best fit housing and services to ensure that homeless families maintain housing once assistance ends. CoC RRH pays rental assistance in a graduated fashion with after-care available once rental assistance ends so families are adjusted to their financial responsibilities. Families are connected to community resources including employment and benefits.

3) The Program Performance & Evaluation Committee is responsible for overseeing this strategy.

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

| CoC conducts mandatory training for all CoC and ESG funded service providers on these topics. |  
| CoC conducts optional training for all CoC and ESG funded service providers on these topics. | X |
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.  

CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.

CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied homeless youth includes the following:

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

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

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

3B-2.6. Applicants must describe the CoC’s strategy to increase:
(1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
(2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.

(1) The CoC has identified the following NEW resources for all youth experiencing homelessness:
- New local funding was awarded to the CoC youth service provider in 2017 to support employment and educational services for homeless youth.
- The CoC selected a new RRH Project for Youth as its top priority bonus project in this Competition.
•The CoC will submit a funding application to the State of Ohio for a Youth RRH project that would begin no later than January 2020. In addition, the following existing resources have been leveraged.
•All CoC service providers are expected to adopt a Collective Impact service model that includes integrated, inter-agency partnerships that will enhance services.
•Montgomery County’s Youth Resource Center is a one-stop for multi-system youth and works closely with the CoC Youth Service Provider.
•In 2018, the CoC youth service provider was selected by the State of Ohio to serve as a “Bridges” provider in Montgomery County. The Bridges program provides housing and support for youth aging out of foster care.
•The CoC is actively working with the local Housing Authority and Child Welfare System to explore how vouchers, including Family Unification Program (FUP) vouchers, can be used to serve more homeless youth.
•A newly funded PSH project included the CoC youth service provider as a partner in order to provide age appropriate support for any youth living in the PSH project.

2) The CoC also increased housing and services for unsheltered youth in the following ways.
•The CoC increased local funding to support the CoC’s youth street outreach program and drop-in center.
•The CoC is working with the youth provider and other partners to conduct a separate “Youth Counts” PIT count in 2019 and will use the data to justify new funding requests.
•The CoC applied for YHDP in 2018; we were not selected but intend to reapply in 2019.

3) The YHDP Leadership Team and Youth Advisory Board share oversight responsibility.

3B-2.6a. Applicants must:
(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC’s strategies.
(limit 3,000 characters)
The CoC worked with the CoC’s youth provider to develop measurable metrics for evaluating the effectiveness of the strategies outlined in question 3B-2.6.
1) Measuring Increases in Housing Availability for Youth Experiencing Homelessness:
•Increase in the number of RRH slots dedicated for youth;
•Increase in the number of youth housing vouchers; and
•Increase in the number of youth who access street outreach and drop-in center service.
2) Measures Used to Calculate the Effectiveness of Increasing Housing Availability for All Homeless Youth, Including Unsheltered Youth:
•The number of youth experiencing homelessness and the percentage of change from prior years;
•The average length of time of that youth experience homelessness;
•The number of youth who exit shelter into stable housing;
•The number of youth who exit the streets into stable housing; and
•The number of youth who are diverted from entering the homeless system.

3) Appropriateness of Proposed Measures. The CoC has seen significant reductions in the number of chronically homeless individuals and homeless veterans due to its targeted efforts. These results have now led the CoC to focus its efforts on eliminating family and youth homelessness – with a commitment to end youth homelessness by 2020. The CoC is proud of the fact that the CoC’s youth provider has been an active member of the CoC since its inception. The youth provider has been entering its youth data into RHYA, HMIS/RHYA for many years. Analysis of HMIS data has led the CoC to believe that the measures listed above would be an appropriate way to determine the effectiveness of both strategies.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:
(1) youth education providers;
(2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);
(3) school districts; and
(4) the formal partnerships with (1) through (3) above.
(limit 2,000 characters)

1) CoC providers attend state-wide planning meetings on related topics including human trafficking & protocol development meetings for minors. The CoC Youth Provider and family shelter and housing programs actively collaborate with: Head Start and Early Head Start, Help Me Grow, Dayton Public Schools- McKinney Vento, Montgomery County school districts, Charter Schools, Credit Recovery and Dropout Recovery Schools, and Graduate Education Diploma (GED) Programs.

2) All CoC family and youth providers attend State & LEA meetings quarterly and the CoC Youth Provider provides weekly reports to the McKinney Vento Liaison to improve coordination and education outcomes. The CoC Youth Provider has an MOU with the Dayton Public Schools for:
•Assistance with enrollment, attendance, and transportation;
•School supplies;
•Advocacy and support for students and families;
•Access to community services;
•Tutoring, special education, and English language learner resources; and
•Assistance so that students can participate in school activities regardless of their ability to pay or to provide their own transportation.

Other family providers have similar, if less formal, arrangements.

3) The CoC’s youth and family ES, TH, RRH and PSH providers actively collaborate with Dayton Public Schools, 16 Mont. Co. public school districts, the Miami Valley Career Technology Center, and a number of Chartered Community Schools & Non-Public Chartered Schools.

4) The CoC Youth Provider has MOUs with Dayton Public Schools-McKinney-Vento, YouthBuild, Liberty High School, and HeadStart. The CoC’s family and DV shelters also have MOUs with HeadStart.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
CoC Policies require that all CoC providers who work with families or unaccompanied youth establish protocols for communicating with families at entry about continuing their child’s education, including their eligibility for educational services, and meet with relevant school personnel in the appropriate school district(s) to discuss issues children are experiencing that may impact their education. In addition, CoC providers are expected to post informational posters that are provided by the Dayton Public Schools McKinney-Vento Program and to make the “Dayton Public Schools McKinney-Vento Homeless Assistance Act Information Booklet” available to staff, youth, parents, caregivers, family members, and any other individual that has responsibility or the ability to advocate for a youth’s access to education. This booklet provides guidance to parents, staff, community agencies, and concerned individuals about better understanding and implementing the requirements of the McKinney-Vento Homeless Assistance Act. The booklet provides information on:

• The McKinney-Vento Program;
• Educational Agency definition of homelessness;
• Housing and Urban Development (HUD) definition of homelessness;
• Definition of frequently used terms;
• The rights of homeless children;
• Educational and parental involvement opportunities;
• Process that takes place once a student is identified as being homeless;
• How school staff, administrators, and others can help;
• Tips for parents;
• Possible signs of homelessness;
• Transitional and emergency housing information;
• Important phone numbers; and
• Stress factors that may identify or affect students experiencing homelessness.

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

<table>
<thead>
<tr>
<th>MOU/MOA/MOAs or Partnerships</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Early Childhood Providers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Early Head Start</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Child Care and Development Fund</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Federal Home Visiting Program</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Healthy Start</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Public Pre-K</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Birth to 3 years</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Tribal Home Visiting Program</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Help Me Grow</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Applicant: Dayton/Kettering/Montgomery County CoC
Project: OH-505 CoC 2018 Registration

FY2018 CoC Application Page 36 09/18/2018
3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
(limit 2,000 characters)
The VA and CoC effectively ended Veteran homelessness in 2016 and continue to sustain an effective relationship with partners and providers to identify, engage, and house Veterans.
1) Veterans are identified immediately upon entry into shelter and meet with specialized shelter, VA, or SSVF case managers within 24 hours of entry to determine eligibility and begin developing a housing plan. PATH outreach workers ask unsheltered persons if they were ever in the military. If yes, PATH starts the process of verification of veteran services. CoC, PATH and shelter staff have access to SQUARES and can get preliminary verification of Veteran status and eligibility, which is then confirmed by VA staff.
2) Shelter case managers run an HMIS report daily to identify veterans who spent the previous night in shelter and start the process of determining eligibility for Veteran Services. VA outreach workers are on-call daily; SSVF workers are at shelter a minimum of twice per week, more if necessary. Once eligibility is determined, eligible Veterans who qualify for Veteran Affairs services are assessed using HOMES; those who do not qualify for VA services or who have exhausted VA housing resources are assessed using the CoC’s Coordinated Entry assessment tool to determine the best fit of housing and services to maintain permanent housing.
3) Once eligibility is determined, referrals are made to HUD-VASH, SSVF, GPD, or CoC funded programs as appropriate. Eligible Veterans can exit same day to GPD or the VA’s HCHV shelter to receive specialized services to assist in expediting housing placement. The community’s joint VA-CoC Coordination team of providers and partners meets bi-weekly to review the by-name list of homeless Veterans. During the Coordination Team meetings, any housing barriers are discussed and action plans are developed to resolve them. Quarterly VA-CoC Leadership team meetings are held to identify and resolve policy barriers.

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

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

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to Yes
quickly move into permanent housing using a Housing First approach?

3B-5. Racial Disparity. Applicants must:

(1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance;

(2) if the CoC conducted an assessment, attach a copy of the summary.

Yes

3B-5a. Applicants must select from the options below the results of the CoC’s assessment.

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

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

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

| Other: | X |
4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

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

4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:
(1) assists persons experiencing homelessness with enrolling in health insurance; and
(2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.

<table>
<thead>
<tr>
<th>Type of Health Care</th>
<th>Assist with Enrollment</th>
<th>Assist with Utilization of Benefits?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Private Insurers:</td>
<td>Yes</td>
<td>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. Applicants must:
(1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;
(2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits.
(limit 2,000 characters)

1) The 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, and more than 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.
2) CoC providers use the Ohio Benefit Bank to screen for benefit eligibility. CoC projects use both the HHS-funded Samaritan Clinic to help persons apply for SSI and the Montgomery County Alcohol Drug Addiction & Mental Health Services Board (ADAMHS), which has a SOAR-certified specialist who works with all CoC projects. ADAMHS funds an outreach position in the men’s
gateway shelter to engage individuals who have recently overdosed and/or others seeking substance abuse treatment. Those who seek treatment can be seen the same day for a substance abuse evaluation and are then prioritized to enter treatment in the community. The outreach staff person is knowledgeable about Medicaid benefits/eligibility and connects individuals to resources for enrollment. Whenever there is new information about or changes to mainstream benefits or other resources, CoC staff provide the updated information to all CoC providers – Agency Directors and senior staff. New information and significant changes are added to the agendas for CoC Committee meetings when relevant.

3) The Assistant Director of the Montgomery County Human Services Planning & Development Department is responsible for overseeing the CoC’s strategy for mainstream benefits.

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

| Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition. | 28 |
| Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach – meaning that the project quickly houses clients without preconditions or service participation requirements. | 28 |

| Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First. | 100% |

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

1&2) The CoC’s two street outreach programs, PATH & RHY, 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. SO 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 outreach daily 7:30 a.m. – 5:00 p.m. 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 CoC’s youth provider has a Spanish speaker on staff who provides interpretation services for Spanish speaking individuals. Outreach staff work with disability services at Goodwill, BVR and Project Mobility as needed.

Local meal sites, public libraries, Helplink 211, law enforcement, and churches are aware of the street outreach teams. If they encounter a person living on the streets, they contact street outreach to engage the unsheltered person where they are currently located. The PATH team has formed a strong working relationship with the Mobile Crisis Response Team, a Dayton Police Department and Samaritan Behavioral Health partnership. Outreach staff make visits to wooded areas and investigate known and unknown locations looking for persons who do not come into shelters. Outreach staff understand the importance of establishing trusting relationships with persons living unsheltered in order to help persons living unsheltered resolve their housing crisis. Compassionate, low-barrier service and flexibility in where and how often outreach staff meet persons living unsheltered provides a tailored level of service for those least likely to request assistance.

4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status or disability; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above. (limit 2,000 characters)

1) The Executive Director of the Miami Valley Fair Housing Center (MVFHC) 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. The MVFHC provides regular training on fair housing laws and practices to non-profit service providers and affordable housing providers. The MVFHC, in partnership with the City of Dayton’s Human Relations Council, conducts fair housing testing and pursues litigation when necessary to protect the fair housing rights of the community’s most vulnerable citizens. The CoC partners with Legal Aid of Western Ohio and Advocates for Basic Legal Equality (ABLE) to ensure households receive education on landlord-tenant law and fair housing discrimination. An attorney with ABLE is an active member of the CoC Governing Board and Agency Directors Group.

2) CoC Policies & Procedures require that all CoC programs take steps to ensure effective communication with all eligible persons, 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 go into the field with outreach workers when needed. Many CoC providers employ bilingual staff who can assist in reaching out to and engaging participants. All participant rules and rights 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-5. RRH Beds as Reported in the HIC. Applicants must report the total
number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

<table>
<thead>
<tr>
<th>RRH beds available to serve all populations in the HIC</th>
<th>2017</th>
<th>2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>186</td>
<td>272</td>
<td>86</td>
</tr>
</tbody>
</table>

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction?  

No

4A-7. Homeless under Other Federal Statutes. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other Federal statutes?  

No
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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>1C-5. PHA Administration Plan–Homeless Preference</td>
<td>No</td>
<td>OH-505 PHA Admini...</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1C-8. Centralized or Coordinated Assessment Tool</td>
<td>Yes</td>
<td>OH-505 CE Assessm...</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)</td>
<td>Yes</td>
<td>OH-505 CoC Rating...</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>1E-3. Public Posting CoC-Approved Consolidated Application</td>
<td>Yes</td>
<td>OH-505 Public Pos...</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)</td>
<td>Yes</td>
<td>OH-505 Public Pos...</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>1E-4. CoC’s Reallocation Process</td>
<td>Yes</td>
<td>OH-505 CoC’s Real...</td>
<td>09/18/2018</td>
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<tr>
<td>1E-5. Notifications Outside e-snaps–Projects Accepted</td>
<td>Yes</td>
<td>OH-505 CoC Notifi...</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced</td>
<td>Yes</td>
<td>OH-505 CoC Notifi...</td>
<td>09/18/2018</td>
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<td>1E-5. Public Posting–Local Competition Deadline</td>
<td>Yes</td>
<td>OH-505 CoC Public...</td>
<td>09/18/2018</td>
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<tr>
<td>2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)</td>
<td>Yes</td>
<td>OH-505 CoC and HM...</td>
<td>09/18/2018</td>
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<td>2A-2. HMIS–Policies and Procedures Manual</td>
<td>Yes</td>
<td>OH-505 CoC HMIS P...</td>
<td>09/18/2018</td>
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<tr>
<td>3A-6. HDX–2018 Competition Report</td>
<td>Yes</td>
<td>OH-505 CoC HDX Co...</td>
<td>09/18/2018</td>
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<td>3B-2. Order of Priority–Written Standards</td>
<td>No</td>
<td>OH-505 CoC Order ...</td>
<td>09/18/2018</td>
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<tr>
<td>3B-5. Racial Disparities Summary</td>
<td>No</td>
<td>OH-505 CoC Racial...</td>
<td>09/18/2018</td>
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<tr>
<td>---------------------------------</td>
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</tr>
<tr>
<td>4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td>OH-505 CoC Chroni...</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td></td>
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<tr>
<td>Other</td>
<td>No</td>
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</tr>
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</table>
Attachment Details

Document Description:  OH-505 PHA Administration Plan

Attachment Details

Document Description:

Attachment Details

Document Description:  OH-505 CE Assessment Tool

Attachment Details

Document Description:  OH-505 CoC Rating and Ranking Procedure

Attachment Details

Document Description:  OH-505 Public Posting CoC Consolidated Application
Document Description: OH-505 Public Posting Project Selections & Ranking

Attachment Details

Document Description: OH-505 CoC's Reallocation Process

Attachment Details

Document Description: OH-505 CoC Notifications Outside e-snaps-Projects Accepted

Attachment Details

Document Description: OH-505 CoC Notifications Outside e-snaps-Projects Rejected

Attachment Details

Document Description: OH-505 CoC Public Posting-Local Competition Deadline

Attachment Details

Document Description: OH-505 CoC and HMIS Lead Governance
Attachment Details

Document Description: OH-505 CoC HMIS Policies & Procedures Manual

Attachment Details

Document Description: OH-505 CoC HDX Competition Report

Attachment Details

Document Description: OH-505 CoC Order of Priority-Written Standards

Attachment Details

Document Description: OH-505 CoC Racial Disparities Summary
Attachment Details

Document Description: OH-505 CoC Chronic Severity of Need Index

Attachment Details

Document Description:
Submission Summary

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

<table>
<thead>
<tr>
<th>Page</th>
<th>Last Updated</th>
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<tbody>
<tr>
<td>1A. Identification</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>1B. Engagement</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>1C. Coordination</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>1D. Discharge Planning</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>1E. Project Review</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>2A. HMIS Implementation</td>
<td>09/18/2018</td>
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<tr>
<td>2B. PIT Count</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>2C. Sheltered Data - Methods</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>3A. System Performance</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>3B. Performance and Strategic Planning</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>4A. Mainstream Benefits and Additional Policies</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>4B. Attachments</td>
<td>09/18/2018</td>
</tr>
<tr>
<td>Submission Summary</td>
<td>No Input Required</td>
</tr>
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<td>-------------------------</td>
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</tr>
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Applicant: Dayton/Kettering/Montgomery County CoC
Project: OH-505 CoC 2018 Registration
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.
Montgomery County Front Door Intake

Last Name of Head of Household:  
First Name:  
Middle Initial:  
Today’s Date:  
DOB:  
Age:  
SSN:  

Describe the circumstances that led you to come here today:

______________________________________________________________________________________________

______________________________________________________________________________________________

What do you need right now?

______________________________________________________________________________________________

What is your plan for leaving the shelter?

______________________________________________________________________________________________

HOUSING TYPE

__ Single Adult __ Female Single Parent __ Male Single Parent __ Two Parent Family __ Foster Parent

__ Two or More Adults with no children <18 __ Grandparent and Child __ Non-custodial care giver __ Other: ____

Number in Household:  
No. of Adults _____  
No. of Children _____

Marital Status of Head of Household:  
married ☐  
separated ☐  
divorced ☐  
single ☐

Housing Status:  
☐ Category 1-Homeless ☐ Category 2- At Imminent risk of losing housing ☐ Category 3-Homeless only under other federal status ☐ Category 4-Fleeing domestic violence ☐ At-risk of homelessness ☐ Stably housed

☐ Client doesn’t know ☐ Client refused

HOUSING INFORMATION

List information about the people in your current household. Please start with the Head of Household (HOH):

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Gender</th>
<th>DOB</th>
<th>SSN</th>
<th>Relationship to HOH*</th>
<th>Custody if Child &lt;18, Y or N</th>
<th>Veteran Y or N</th>
<th>Race</th>
<th>Ethnicity **</th>
<th>Disabled (Y or N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Head of Household</td>
<td></td>
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</tbody>
</table>

*Relationship to Head of Household:  choose: self, spouse, partner, son, daughter, mother, father, sister, brother, grandparent

** Ethnicity:  enter Hispanic/Latino [H/L] or Non-Hispanic/Latino [NHL]

Phone/Email for Household:  (Repeat as necessary)

Name:  
Phone Number:  
Email:  

Emergency Contact:

Name:  
Phone:  
Relationship:  pick from * list above

Street Address:  
City, State, Zip:  
### Montgomery County Front Door Intake

#### HOUSING ARRANGEMENTS: WHERE DID YOU STAY THE LAST NIGHT (before shelter)?

<table>
<thead>
<tr>
<th>Street Address:</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Facility or Program Name (if Applicable)</th>
<th>Monthly Cost to Live There:</th>
</tr>
</thead>
</table>

How long were you staying there? (Choose one)
- □ One week or less
- □ More than one week, but less than one month
- □ One year or longer
- □ Don’t Know

<table>
<thead>
<tr>
<th>Type of Housing/Accommodation: (Choose one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Rental by client, no housing subsidy</td>
</tr>
<tr>
<td>□ Rental by client, with VASH housing subsidy</td>
</tr>
<tr>
<td>□ Rental by client, with other (non-VASH) housing subsidy</td>
</tr>
<tr>
<td>□ Owned by client, no housing subsidy</td>
</tr>
<tr>
<td>□ Owned by client, with housing subsidy</td>
</tr>
<tr>
<td>□ Staying or living in a family member’s room, apartment or house</td>
</tr>
<tr>
<td>□ Staying or living in a friend’s room, apartment or house</td>
</tr>
<tr>
<td>□ Foster care home or foster care group home</td>
</tr>
<tr>
<td>□ Permanent housing for formerly homeless persons (such as SHP, S+C, SRO)</td>
</tr>
<tr>
<td>□ Long term care facility or nursing home</td>
</tr>
<tr>
<td>□ Residential project or halfway house with no homeless criteria</td>
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</tbody>
</table>

<table>
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<tr>
<th>Type of Housing Subsidy (if applicable):</th>
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<tr>
<td>□ HAP</td>
</tr>
<tr>
<td>□ GDPM</td>
</tr>
<tr>
<td>□ ESPG</td>
</tr>
<tr>
<td>□ Section 8</td>
</tr>
<tr>
<td>□ S+C</td>
</tr>
<tr>
<td>□ SHP</td>
</tr>
<tr>
<td>□ VA Supportive Housing (VASH)</td>
</tr>
<tr>
<td>□ None</td>
</tr>
<tr>
<td>□ Other: ______</td>
</tr>
</tbody>
</table>

What is the PRIMARY reason you left this housing? (Choose One)
- □ Eviction
- □ Unable to pay rent
- □ Utility shut off
- □ Domestic Violence
- □ Unsafe situation
- □ Fire
- □ Condemned property
- □ Foreclosure (renter)
- □ Foreclosure (owner)
- □ Overcrowded
- □ Conflict with others
- □ Moved from out of town
- □ Discharge from program
- □ Physical illness
- □ Discharge from hospital
- □ Jail or Prison release
- □ Substance Use
- □ Mental Illness
- □ Other (please describe): ______ |

If you are being evicted, do you have a court date? □ Yes □ No
Date you need to leave: ______ |

If you were staying with family or friends, could you safely stay there if we offered you some help? □ Yes □ No
If yes, explain: ________________________________ |

Conditions under which you could return to the place you stayed last night:
______________________________
______________________________

### LAST PERMANENT RESIDENCE (if different from where you stayed last night)

<table>
<thead>
<tr>
<th>Street Address:</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Facility or Program Name (if Applicable)</th>
<th>Monthly Cost to Live There:</th>
</tr>
</thead>
</table>

How long were you staying there? (Choose one)
- □ One week or less
- □ More than one week, but less than one month
- □ One to three months
- □ More than three months, but less than one year
- □ One year or longer
- □ Don’t Know
Montgomery County Front Door Intake

Type of Housing/Accommodation: (Choose one)

- Rental by client, no housing subsidy
- Rental by client, with VASH housing subsidy
- Rental by client, with other (non-VASH) housing subsidy
- Owned by client, no housing subsidy
- Owned by client, with housing subsidy
- Staying or living in a family member’s room, apartment or house
- Staying or living in a friends room, apartment or house
- Foster care home or foster care group home
- Permanent housing for formerly homeless persons (such as SHP, S+C, SRO)
- Long term care facility or nursing home
- Residential project or halfway house with no homeless criteria

Type of Housing Subsidy (if applicable):  □ HAP  □ GDPM  □ ESPG  □ Section 8  □ S+C  □ SHP  □ VA Supportive Housing (VASH)  □ None  □ Other: [insert]

What is the PRIMARY reason you left this housing? (Choose one)

- Evicted
- Unable to pay rent
- Utility shut off
- Domestic Violence
- Unsafe situation
- Fire
- Condemned property
- Foreclosure (renter)
- Foreclosure (owner)
- Overcrowded
- Conflict with others
- Moved from out of town
- Substance Use
- Physical illness
- Discharge from hospital
- Jail or Prison release
- Substance Use
- Mental Illness
- Other (please describe): [insert]

If you were staying with family or friends, could you safely stay there if we offered you some help?  □ Yes  □ No

If yes, explain: [insert]

Conditions under which you could return:

____________________________________________________________________________________
____________________________________________________________________________________

HOUSEHOLD INCOME

How much is your total monthly household income?  $ [insert]

Have you had any change in your household income in the last three months?  □ Yes  □ No

If yes, please describe: [insert]

Have you had any significant increases in household expenses over the last three months?  □ Yes  □ No

If yes, please describe: [insert]

Please list all sources and amounts of monthly income for each adult 18 years or older in the household:

<table>
<thead>
<tr>
<th>Head of Household Info</th>
<th>First Name:</th>
<th>Last Name:</th>
<th>Income Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Earned/Employment Income</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unemployment Income</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Supplemental Security Income (SSI)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Social Security Disability Income (SSDI)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VA Service Connected Disability</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VA Non Service Connected Disability</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Private Disability Insurance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Workers Compensation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non Cash Benefits You Receive</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Stamps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TANF Child Care Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TANF Transportation Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1/9/15
**Montgomery County Front Door Intake**

### Health Insurance You Receive

<table>
<thead>
<tr>
<th>Source</th>
<th>Yes</th>
<th>No</th>
<th>Source</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covered by Health Insurance</td>
<td>☐</td>
<td>☐</td>
<td>VA Medical Services</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Medicaid</td>
<td>☐</td>
<td>☐</td>
<td>Health insurance obtained through COBRA</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Medicare</td>
<td>☐</td>
<td>☐</td>
<td>Private Health Insurance</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>State Health Insurance for Adults</td>
<td>☐</td>
<td>☐</td>
<td>Other:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>State Health Insurance</td>
<td>☐</td>
<td>☐</td>
<td>Other:</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Do you have a Bank Account? ☐ Yes ☐ No
Checking: $_________ Savings: $_________ Other: $_________
Do you have any assets (e.g., car, property, CD, IRA, 401K)? ☐ Yes ☐ No

### Other Relevant Information on income or assets:

___________________________________________________

Do you have any debts? ☐ Yes ☐ No
Utilities: $_________ Credit Card: $_________ Medical Bills: $_________ Car: $_________ Overdue Child Support: $_________
Rent: $_________ Mortgage: $_________ Gambling: $_________ IRS: $_________ Other: $_________

Do you owe money to GDPM? ☐ Yes ☐ No
Total owed: $_________
Are your wages being garnished? ☐ Yes ☐ No
If yes, what amount per month? _______________
If you pay child support, monthly amount? ________
Back payment amount? ________

Total Monthly debts: $_________

### Please list all sources and amounts of monthly income for each adult 18 years or older in the household:

<table>
<thead>
<tr>
<th>Next Adult</th>
<th>First Name</th>
<th>Last Name</th>
<th>Income Source</th>
<th>Monthly Amount</th>
<th>Income Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Earned/Employment Income</td>
<td></td>
<td>General Assistance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unemployment Income</td>
<td></td>
<td>Retirement Income from Social Security</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Supplemental Security Income (SSI)</td>
<td></td>
<td>Child Support</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Social Security Disability Income (SSDI)</td>
<td></td>
<td>Alimony or other spousal support</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Veteran’s Disability Non-service connected disability</td>
<td></td>
<td>Unemployment Insurance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Private Disability Insurance</td>
<td></td>
<td>VA service connected disability</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Worker’s Compensation</td>
<td></td>
<td>Pension or retirement income</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TANF</td>
<td></td>
<td>No financial resources</td>
<td></td>
</tr>
</tbody>
</table>

### Non Cash Benefits Received

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Other TANF-funded Services</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Stamps</td>
<td>☐</td>
<td>☐</td>
<td>Section 8, public housing or other subsidy</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>TANF Child Care Services</td>
<td>☐</td>
<td>☐</td>
<td>Special Supplemental Nutrition Program</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Health Insurance You Receive

<table>
<thead>
<tr>
<th>Source</th>
<th>Yes</th>
<th>No</th>
<th>Source</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covered by Health Insurance</td>
<td>☐</td>
<td>☐</td>
<td>VA Medical Services</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Medicaid</td>
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<td>☐</td>
<td>Health insurance obtained through COBRA</td>
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<td>☐</td>
</tr>
<tr>
<td>Medicare</td>
<td>☐</td>
<td>☐</td>
<td>Private Health Insurance</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>State Health Insurance for Adults</td>
<td>☐</td>
<td>☐</td>
<td>Other:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>State Health Insurance</td>
<td>☐</td>
<td>☐</td>
<td>Other:</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Do you have a Bank Account? ☐ Yes ☐ No
Checking: $_________ Savings: $_________ Other: $_________
Do you have any assets (e.g., car, property, CD, IRA, 401K)? ☐ Yes ☐ No

Other Relevant Information on income or assets:

___________________________________________________

Do you have any debts? ☐ Yes ☐ No
Utilities: $_________ Credit Card: $_________ Medical Bills: $_________ Car: $_________ Overdue Child Support: $_________
Rent: $_________ Mortgage: $_________ Gambling: $_________ IRS: $_________ Other: $_________

Do you owe money to GDPM? ☐ Yes ☐ No
Total owed: $_________
Are your wages being garnished? ☐ Yes ☐ No
If yes, what amount per month? _______________
If you pay child support, monthly amount? ________
Back payment amount? ________

Total Monthly debts: $_________

Repeat above information as needed.
Montgomery County Front Door Intake

**SUPPORTS/INDEPENDENT LIVING**

Has anyone been helping you recently? □Yes □No

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization/Affiliation:</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If anyone has been helping you, is there anyone you might be able to stay with temporarily? □Yes □No
If yes, Name: __________________________

Could you stay with this person while we work to help you find a more permanent place to live? □Yes □No
If yes, can you safely stay there? □Yes □No

What do you think it would take to arrange to stay with this person or family?
Explain: __________________________________________________________

Do you have a case manager at another agency? □Yes □No
If Yes, Name: __________________________ Agency: __________________________ Phone: __________________________

Do you have an open case with Children’s Services? □Yes □No
If Yes, Worker Name: __________________________ Phone: __________________________

If you are receiving benefits like Social Security or SSI, do you have a representative payee? □Yes □No
If yes, Name: __________________________ Relationship: __________________________ Phone number: __________________________

If you are a member of your household is a Veteran, type of discharge:
□Honorable □General □Other than Honorable □Bad Conduct □Dishonorable

Do you have a disabling condition that prevents you from working or functioning well? □Yes □No □Unknown
Please describe: __________________________________________________________

Have you been homeless in the last year? □Yes □No
Have you been continuously homeless for at least one year? □Yes □No
How many times has client been homeless in the past three years? □1 (homeless only this time) □2 times □3 times □4 times If 4 or more number of months homeless in the last 3 years ______
Is client chronically homeless □Yes □No

Do you have a physical disability that limits your mobility? □Yes □No □Unknown
Please describe: __________________________________________________________

Are there any restrictions on where you can live? □Yes □No
If yes, please describe: __________________________________________________________

Do you have any legal issues? □Yes □No
If yes, please describe: __________________________________________________________
Are you on □Parole □Probation?
If so, what was the offense? __________________________________________________________

Is anyone in the household pregnant? □Yes □No
If yes, Name: __________________________ Due Date: __________________________

Do you have Government Issued ID for the head of household? □Yes □No
If Yes, check all that you have: □Driver’s License □Birth Certificate □Passport □Green Card □Other Government Issued ID

“What Schools are your children enrolled in?” Repeat as needed for multiple children
Child’s Name: __________________________ School Name: __________________________ Location: __________________________ Grade: __________________________

**RISK ASSESSMENT (Refer to your agency’ protocol for risk assessment)**

Are you or anyone in your family on any federal or state sex offender registry? □Yes □No
If yes, describe: narrative text box – up to 2500 characters

Health issues – current distress – bleeding, chest pains, nausea, etc.? □Yes □No
Montgomery County Front Door Intake

Current Medications?  □ Yes  □ No
Do you have medications with you?  □ Yes  □ No
Acute suicidal/homicidal/medical issues? (Use agency suicide assessment protocol)  □ Yes  □ No
Need for Emergency Services?  □ Yes  □ No
Notes/summary

DIVERSION PLAN (if applicable):

Describe:

Street Address:  
City, State, Zip Code:

Telephone #:

Diversion Type:  □ Own Apt  □ With Family  □ With Friends □ Medical Hospitalization  □ Detox  □ Psychiatric Hospitalization  □ Hotel/Motel  □ Other:

Front Door Comprehensive Assessment Domains*

Housing History – Last 5 years

<table>
<thead>
<tr>
<th>Name/Location</th>
<th>Type</th>
<th>Start</th>
<th>End Date</th>
<th>Leaseholder</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pick list from Pg. 2</td>
<td></td>
<td></td>
<td>Yes or No</td>
<td>Pick list from page 2</td>
</tr>
</tbody>
</table>

- Ever evicted from GDPM housing?  Y or N
- Restrictions on where can live Y or N with narrative explanation
- Was the head of household ever in foster care Y or N
- Barriers to Housing Stability (pick list and then space for “other” with a text box.)  Pick list: Trouble budgeting, visitors create problems, involved in illegal activity, no experience as lease holder
- Housing Plan
  - Who do you plan to have living with you when you leave here?
    - Name:  
    - Age:  
    - Relationship:  
    - Gender:  M/F
    (Allow multiple entries)

- Housing Goals

- Motivation to Obtain Housing: High, Medium, Low

Employment History – Last 5 Years

<table>
<thead>
<tr>
<th>Employer</th>
<th>Position/Title</th>
<th>Wage</th>
<th>Start</th>
<th>End</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pick List</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Better job</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Quit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fired</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Laid Off</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Other:</td>
</tr>
</tbody>
</table>

- Employment Goals
- Services currently receiving
- Services Needed to Access or Maintain Employment
- Motivation to obtain employment: Pick High, Medium or Low

Benefits and Entitlements

- Status – pull from previous income screen and add start and end dates

<table>
<thead>
<tr>
<th>Income Receiving</th>
<th>Start Date/End Date</th>
<th>Income Source</th>
<th>Start Date/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earned/Employment Income</td>
<td></td>
<td>Workers Compensation</td>
<td></td>
</tr>
<tr>
<td>Unemployment Income</td>
<td></td>
<td>TANF</td>
<td></td>
</tr>
<tr>
<td>Social Security Income (SSI)</td>
<td></td>
<td>General Assistance</td>
<td></td>
</tr>
</tbody>
</table>
### Front Door Comprehensive Assessment Domains*

| Social Security Disability Income (SSDI) | Retirement Income from Social Security |
| VA Service Connected Disability | Pension From Retirement |
| VA Non Service Connected Disability | Child Support |
| Private Disability Insurance | Alimony or other spousal report |

- Plan to apply for or maintain income benefits – text boxes for tasks and separate box for whose responsibility it is. Allow multiple tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Party</th>
</tr>
</thead>
</table>

#### Noncash Benefits – Pre-populate from intake assessment

| Y or N | Y or N |
| Food Stamps | Section 8, public housing or subsidy |
| TANF Child Care Services | Other TANF-funded Services |
| Special Supplemental Nutrition Program | Other: (list) |

#### Health Insurance You Receive

<table>
<thead>
<tr>
<th>Covered by Health Insurance (If yes, indicate all sources that apply)</th>
<th>VA Medical Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicaid</td>
<td>Health Insurance Obtained by COBRA</td>
</tr>
<tr>
<td>Medicare</td>
<td>Private Health Insurance</td>
</tr>
<tr>
<td>State Health Insurance for Adults</td>
<td>State Health Insurance</td>
</tr>
</tbody>
</table>

- Plan to apply for or maintain noncash benefits – Allow multiple tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Party</th>
</tr>
</thead>
</table>

#### Debts

- Credit Status/Score
  - □ Car □ Child Support (Back payment) □ Child Support (Monthly payment) □ Credit Card □ GDPM □ Gambling
  - □ Garnished Wage □ IRS □ Medical Bills □ Mortgage □ Rent □ Utilities
- Plan to pay off debts
- Services Needed
- Motivation to resolve credit/debt issues: Pick High, Medium or Low
- Goals

#### Legal

- Legal Resident Y or N
- Probation/Parole Status to pre-populate from Intake Assessment
- Name of PO: Date Supervision Ends

Felony history for last 5 years:

| Date | Charge/Crime | Conviction: Pick Yes or No |

Incarceration history for last 10 years:

| Start Date | End Date | Facility | Reason/Charge |

Brief narrative summary of involvement in the legal system: (Maximum 2500 characters)

- Current involvement – e.g., engaging in criminal activity, current legal proceedings, outstanding warrants, subject to order of protection, etc.
- Child support enforcement status
- Goals
- Services Needed
- Motivation to resolve legal issues: Pick High, Medium or Low

#### Education History

| Highest Grade Completed: □ Some HS □ Last Grade completed: □ HS Diploma or GED |
| □ Some College □ Associate’s Degree □ Bachelor Degree □ Technical Certification - Field: |
| □ Other |

- Current status
  - □ In school Name of School: 
  - □ Applying Expected date of Enrollment: month/year

- Education Goals
- Services Requested
## Front Door Comprehensive Assessment Domains

### Physical and Behavioral Health

- Where do you usually go for healthcare or when you’re not feeling well? [pick specific hospital or clinic]
  - Community Health Centers of Greater Dayton
  - Charles Drew
  - Corwin Nixon
  - East Dayton
  - Miami Valley Hospital
  - Grandview Hospital
  - Good Samaritan Hospital
  - Samaritan Clinic/Health Care for the Homeless Clinic
  - Private doctor
  - VA
  - Fiver Rivers
  - Victor Cassano
  - Other: (name): __________

- Do you have now, have you ever had, or has a healthcare provider ever told you that you have any of the following medical conditions?:
  a. Kidney disease/ End Stage Renal Disease or Dialysis:  
     - Yes ☐  No ☐  Refused ☐
     - If yes, are you: receiving treatment ☐  received treatment in the past ☐  not receiving treatment ☐
     - If yes, have you been hospitalized for this in the past year? Yes ☐  No ☐  Refuse ☐
  b. History of frostbite, hypothermia or immersion foot:  
     - Yes ☐  No ☐  Refused ☐
     - If yes, are you: receiving treatment ☐  received treatment in the past ☐  not receiving treatment ☐
     - If yes, have you been hospitalized for this in the past year? Yes ☐  No ☐  Refuse ☐
  c. Liver disease, Cirrhosis or End-Stage Liver Disease  
     - Yes ☐  No ☐  Refused ☐
     - If yes, are you: receiving treatment ☐  received treatment in the past ☐  not receiving treatment ☐
     - If yes, have you been hospitalized for this in the past year? Yes ☐  No ☐  Refuse ☐
  d. Heart disease, Arrhythmia or Irregular heartbeat:  
     - Yes ☐  No ☐  Refused ☐
     - If yes, are you: receiving treatment ☐  received treatment in the past ☐  not receiving treatment ☐
     - If yes, have you been hospitalized for this in the past year? Yes ☐  No ☐  Refuse ☐
  e. HIV+/AIDS:  
     - Yes ☐  No ☐  Refused ☐
     - If yes, are you: receiving treatment ☐  received treatment in the past ☐  not receiving treatment ☐
     - If yes, have you been hospitalized for this in the past year? Yes ☐  No ☐  Refuse ☐
  f. Emphysema:  
     - Yes ☐  No ☐  Refused ☐
     - If yes, are you: receiving treatment ☐  received treatment in the past ☐  not receiving treatment ☐
     - If yes, have you been hospitalized for this in the past year? Yes ☐  No ☐  Refuse ☐
  g. Diabetes:  
     - Yes ☐  No ☐  Refused ☐
     - If yes, are you: receiving treatment ☐  received treatment in the past ☐  not receiving treatment ☐
     - If yes, have you been hospitalized for this in the past year? Yes ☐  No ☐  Refuse ☐
  h. Asthma:  
     - Yes ☐  No ☐  Refused ☐
     - If yes, are you: receiving treatment ☐  received treatment in the past ☐  not receiving treatment ☐
     - If yes, have you been hospitalized for this in the past year? Yes ☐  No ☐  Refuse ☐
  i. Cancer:  
     - Yes ☐  No ☐  Refused ☐
     - If yes, are you: receiving treatment ☐  received treatment in the past ☐  not receiving treatment ☐
     - If yes, have you been hospitalized for this in the past year? Yes ☐  No ☐  Refuse ☐
  j. Hepatitis C:  
     - Yes ☐  No ☐  Refused ☐
     - If yes, are you: receiving treatment ☐  received treatment in the past ☐  not receiving treatment ☐
     - If yes, have you been hospitalized for this in the past year? Yes ☐  No ☐  Refuse ☐
  k. Tuberculosis:  
     - Yes ☐  No ☐  Refused ☐
     - If yes, are you: receiving treatment ☐  received treatment in the past ☐  not receiving treatment ☐
     - If yes, have you been hospitalized for this in the past year? Yes ☐  No ☐  Refuse ☐
### Front Door Comprehensive Assessment Domains*

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Refuse</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. high blood pressure, hypertension</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>If yes, are you: receiving treatment ☐ received treatment in the past ☐ not receiving treatment ☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>If yes, have you been hospitalized for this in the past year? Yes ☐ No ☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Programmer – If the individual answers yes to any of questions a-k above and has been hospitalized for it in the past year, make a referral to the Samaritan Clinic for a medical vulnerability assessment.

- Have you had a serious brain injury or trauma that required hospitalization or surgery? Yes No Refused
- How many times have you been to the emergency room in the past three months? _________________________
- How many times have you been hospitalized as an inpatient in the past year? _________________________
- How many times have you been hospitalized as an inpatient in the past 3 years? _______________________
- Are you currently or have you ever received treatment for mental health issues? Yes No Refused
- Have you ever been taken to the hospital against your will for mental health reasons? Yes No Refused
- Diagnosis: Medical, Mental Health, Substance Abuse, Mental Retardation, etc. - allow for multiple entries - include name, title and date for diagnosis
- Is the diagnosis documented by a qualified individual? Y or N
- Severity of Each Illness – In SP – “Description of Axis I, II, etc.” but not severity
- Current Treatment/Service Providers - Name, Organization and Phone Number (multiple entries)
- Previous Treatment Providers – Agency/Hospital, Dates of service – allow multiple entries
- Describe how health issues impact housing stability
  - ☐ paying rent ☐ disruptive behavior ☐ hoarding ☐ noise ☐ visitors
  - Other: ___________________________________________________________________________________
- Has health insurance ☐ Y or ☐ N
- Current medications list
- Adherence to medication regimen Pick ☐ Almost Always ☐ Sometimes ☐ Never
- If substance abuse diagnosis, current status and impact on functioning
  - ☐ Actively using and not a problem ☐ Actively using and a problem ☐ Reducing use
  - Abstinent: Date of Sobriety mm/dd/yy
- Frequency of Use: ☐ Daily ☐ Several Times Per Week ☐ Once a Week ☐ Less than 1X/week
- Types of substances used: pick list – pick all that apply: Cocaine, Prescription Drugs, Crystal Meth, Amphetamines, Heroin, Marijuana, Alcohol Other: list:
- Hospitalizations in last 3-5 years – Dates, Reasons, Hospital Names
- Detox in last 3 years – Number of inpatient detox stays – list of hospitals and clinics but not “detox”
- Services Needed
- Motivation to use services: pick Pre-contemplation, Contemplation, Preparation, Action, or Maintenance. Allow room for narrative explanation

### Family/Dependent Children

- Domestic violence history
- Is Juvenile Parent
- School Attendance/Performance of children
- Child custody arrangements currently
  - If you have children that are not with you, how many are there?
  - Is there a reunification plan? Yes ☐ or No ☐
- Child care arrangements
- Special Needs
- Children’s Services Involvement – status, worker name and contact to pre-populate from page 5
- Goals
- Services Needed
- Motivation to use services: Pick High, Medium or Low
**Front Door Comprehensive Assessment Domains**

<table>
<thead>
<tr>
<th>Independent Living Skills/ Supports</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Status of ID for all household members</td>
</tr>
<tr>
<td>• Nature of social and familial relationships – identify supports and significant others, also identify negative influences and relationships</td>
</tr>
<tr>
<td>• History of seeking and using help/assistance</td>
</tr>
<tr>
<td>• Goals</td>
</tr>
</tbody>
</table>

### Independent Living Skills Checklist

<table>
<thead>
<tr>
<th></th>
<th>1 - Mostly Independent</th>
<th>2 - Needs Help Sometimes</th>
<th>3 - Needs Help Most of the Time</th>
<th>4 - Always Needs Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paying bills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Budgeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Maintaining entitlements and other paper work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Maintaining a home</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Preparing/Obtaining meals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Travelling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Personal Care/hygiene</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>English Proficiency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Awareness of needs and knowing when to seek help</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Able to access help when needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Managing health/behavioral health needs and services, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Taking medications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Keeping Appointments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Discriminating danger/asserting and protecting self</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Score on Independent Living Skills (Range 14-56)**

• Ability and motivation to improve skills: Pick High, Medium or Low
Front Door Housing Barriers Screen

This form aims to capture some common housing stability barriers facing homeless people and those at risk of homelessness. Much of the information can be found in the intake form. The rest can be gathered directly from the participant. Some information may be unknown or people may refuse to answer. This is to be expected, although it would be preferable to have as much information as possible. The housing barriers screen should be used to develop Housing Plans for each household and for re-assessments for those that receive ongoing assistance. CHECK ALL THAT APPLY.

<table>
<thead>
<tr>
<th>Income</th>
<th>Debts/Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ No income</td>
<td>□ Recent increase in monthly expenses</td>
</tr>
<tr>
<td>□ Has income but it’s below 30% of AMI</td>
<td>□ Monthly obligations exceed monthly income</td>
</tr>
<tr>
<td>□ Recent decrease in income</td>
<td>□ Poor credit history</td>
</tr>
<tr>
<td>□ Receiving unemployment or other income that is time-limited</td>
<td>□ Currently in bankruptcy</td>
</tr>
<tr>
<td>□ Sanctioned or timed out on TANF</td>
<td>□ Debts to the utility company</td>
</tr>
<tr>
<td>□ Paying more than 50% of income for rent</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment</th>
<th>Legal Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ No High School Diploma or GED</td>
<td>□ Subject to Child Support Enforcement – e.g., garnish wages</td>
</tr>
<tr>
<td>□ Unemployed</td>
<td>□ On parole</td>
</tr>
<tr>
<td>□ Currently in temporary or seasonal job</td>
<td>□ On probation</td>
</tr>
<tr>
<td>□ Inconsistent work history – gaps in employment or frequent changes in jobs</td>
<td>□ History of incarceration</td>
</tr>
<tr>
<td>□ Lacks adequate transportation</td>
<td>□ Felony within last 5 years</td>
</tr>
<tr>
<td></td>
<td>□ Restrictions on housing location – e.g., sex offender, DV</td>
</tr>
<tr>
<td></td>
<td>□ Sanctioned or timed out on TANF</td>
</tr>
<tr>
<td></td>
<td>□ Undocumented immigrant</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Housing History</th>
<th>Family Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Homeless in the last 12 months: (√ if currently homeless)</td>
<td>□ Custody of 3 children</td>
</tr>
<tr>
<td>□ Multiple episodes of homelessness</td>
<td>□ Custody of 4 or more children</td>
</tr>
<tr>
<td>□ Chronically homeless or on long stayer list</td>
<td>□ 1 or more custodial children &lt; age of 5</td>
</tr>
<tr>
<td>□ One or two legal evictions</td>
<td>□ Single adult under age 22</td>
</tr>
<tr>
<td>□ More than 2 evictions</td>
<td>□ Head of household under 25 years old with children or pregnant</td>
</tr>
<tr>
<td>□ Never had own lease</td>
<td>□ Current or past involvement with foster care system</td>
</tr>
<tr>
<td>□ Lack of rental history of more than 1 year</td>
<td>□ Unmet child care needs</td>
</tr>
<tr>
<td>□ Barred from public housing for eviction or other threshold status (crystal meth, etc.)</td>
<td>□ Domestic violence survivor</td>
</tr>
<tr>
<td>□ Evicted from other subsidized housing</td>
<td>□ Has child with special needs</td>
</tr>
<tr>
<td>□ History of institutional care – e.g., state hospital, foster care, prison</td>
<td>□ Children not attending school regularly</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health/Disability</th>
<th>Supports/Independent Living Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Chronic physical illness</td>
<td>□ No or limited support networks</td>
</tr>
<tr>
<td>□ Health crisis, detox or hospitalization in the past year</td>
<td>□ History of being unable or unwilling to seek help</td>
</tr>
<tr>
<td>□ Ongoing medical needs and no health insurance</td>
<td>□ Engaged in abusive relationship</td>
</tr>
<tr>
<td>□ One disabling condition such as mental illness, SA</td>
<td>□ Limited English proficiency</td>
</tr>
<tr>
<td>□ Multiple disabling conditions</td>
<td>□ Never had driver’s license</td>
</tr>
<tr>
<td>□ Disabling condition has negatively affected housing stability</td>
<td>□ Hoards to point of a health or safety risk</td>
</tr>
<tr>
<td>□ Not in treatment for ongoing, health, mental health or substance abuse issues</td>
<td>□ History of problem visitors in past housing</td>
</tr>
<tr>
<td></td>
<td>□ No Government Issued ID for any household member</td>
</tr>
<tr>
<td></td>
<td>□ Does not have 2 landlord references</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subtotal ______ of</th>
<th>Subtotal ______ of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total ______ of 59</td>
<td>Level of Need: □ High □ Medium □ Low</td>
</tr>
</tbody>
</table>

Score ______ of 6

Score ______ of 5

Score ______ of 5

Score ______ of 7

Score ______ of 10
2018 Continuum of Care Competition OH-505 CoC

Review – Score – Ranking Process and Criteria

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 stability, length of time homeless, employment and other cash income, utilization, and HMIS data quality. 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 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 Coordinated Entry process.

APPROVED PPEC 7-26-2018
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. Youth 18-24 years (unaccompanied and youth head of households) – Transitional Housing and Rapid Rehousing
3. Families with Children and Single Adults – 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. The CoC’s Coordinated Entry grant will be placed as the lowest project within the CoC’s Annual Renewal Demand.

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. Rapid Rehousing for Youth 18-24
2. Rapid Rehousing for Single Adults Ages 25+
3. Rapid Rehousing for Domestic Violence Households

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
Project applicant and all subrecipients must have the expertise and capacity to serve the proposed target population and 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.

APPROVED PPEC 7-26-2018
### CUSTOMIZE NEW AND RENEWAL/EXPANSION PROJECT THRESHOLD REQUIREMENTS

**CoC Threshold Requirements**
- CoC Threshold Requirements
- Project has reasonable costs per permanent housing unit, as defined locally
- Project is financially feasible
- Project finances are sufficient to operate CoC participant
- Application is complete and data are consistent
- Data quality at or above 80%
- Self/Stock utilization rate at or above 80%
- Acceptable organizational audit/financial review
- Demonstrated organizational financial stability

### CUSTOMIZE RENEWAL/EXPANSION PROJECT RATING TOOL

Using the drop-down menu in the left custom rating defines the weight that gets applied to the right side view of action as time. Decide the KPIs for the Southeastern rating criteria not to include. If desired, adjust the form, and point value for each measure. You can add additional locally defined criteria or new SGR scaling metrics. The data source can be reformatted to display at a lower level by checking in the box to the left:

#### Performance Measures

<table>
<thead>
<tr>
<th>Factor/Goal</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>X PSH - Maximum percent of participants returning to homelessness within 12 months</td>
<td>25 points</td>
</tr>
<tr>
<td>X PSH - Maximum percent of participants returning to homelessness within 12 months</td>
<td>15 points</td>
</tr>
<tr>
<td>X PSH - Maximum percent of participants entering project from none for human habitation</td>
<td>10 points</td>
</tr>
<tr>
<td>X PSH - Maximum percent of participants entering project from none for human habitation</td>
<td>10 points</td>
</tr>
<tr>
<td>X PSH - Maximum percent of participants entering project from none for human habitation</td>
<td>10 points</td>
</tr>
<tr>
<td>X PSH - Maximum percent of participants entering project from none for human habitation</td>
<td>10 points</td>
</tr>
</tbody>
</table>

#### Project Effectiveness

- Project has reasonable costs per permanent housing unit as defined locally
- Project finances are sufficient to operate CoC participant
- Application is complete and data are consistent
- Data quality at or above 80%
- Self/Stock utilization rate at or above 80%
- Acceptable organizational audit/financial review
- Demonstrated organizational financial stability

#### Other and Local Criteria

<table>
<thead>
<tr>
<th>Factor/Goal</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>X PSH - Maximum percent of participants returning to homelessness within 12 months</td>
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</tr>
<tr>
<td>X PSH - Maximum percent of participants entering project from none for human habitation</td>
<td>10 points</td>
</tr>
</tbody>
</table>

**Total Maximum Score**

- 125 points
- 125 points
- Scores will be weighted to a 100-point scale for ranking.
### CUSTOMIZE NEW AND RENEWAL/EXPANSION PROJECT THRESHOLD REQUIREMENTS

#### CoC Threshold Requirements
- [x] Certified Entry Participation
- [x] Housing First and/or Low Barrier Implementation
- [x] Documented, secured minimum match
- [x] Project has reasonable costs per permanent housing exit, as defined locally
- [x] Project is financially feasible
- [x] Applicant is active CoC participant
- [x] Application is complete and data are consistent
- [x] Rate quality score of above 90%
- [x] Bed/unit utilization rate of above 90%
- [x] Acceptable organizational audit/financial review
- [x] Documented organizational financial stability

#### CUSTOMIZE RENEWAL/EXPANSION PROJECT RATING TOOL

#### Performance Measures

<table>
<thead>
<tr>
<th>Measure</th>
<th>Factor/Goal</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of Stay</td>
<td>10-15 days</td>
<td>5 points</td>
</tr>
<tr>
<td>Exit to Permanent Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Returns to Homelessness if data is available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New or Increased Income and Earned Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serve High Need Populations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Effectiveness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other and Local Criteria</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Total Maximum Score
- [ ] HHM projects: 125 points
- [ ] PSH projects: 110 points
- [ ] TIH projects: 125 points

Scores will be weighted to a 100 point scale for ranking.
CUSTOMIZE NEW AND RENEWAL/EXPANSION PROJECT THRESHOLD REQUIREMENTS

**CoC Threshold Requirements**

- X Coordinated Entry Participation
- X Housing First and/or Low Barriers Implementation
- X Documented, secured minimum match
- X Project has reasonable costs per permanent housing unit, as defined locally
- X Project is financially feasible
- X Applicant is active CoC participant
- X Application is complete and all data is consistent
- X Data quality is or above 95%
- X Reutilization rate is or above 50%
- X Acceptable organizational audit/financial review
- X Documented organizational financial stability

---

**CUSTOMIZE RENEWAL/EXPANSION PROJECT RATING TOOL**

*Note: the table below contains only those items and categories that are included in the rating process.*

- **Performance Measures**
  - Length of Stay
    - X TH: On average, participants stay in project XX days
      - 161-191 days - 2.5 points; 160 days - 5 points
  - Exits to Permanent Housing
    - X TH: Minimum percent move to permanent housing
      - 90% - 2 points
  - Returns to Homelessness (if data is available for project)
    - X TH: Max. % of participants return to homelessness within 12 months of exit to TH
      - 90-96% - 7 points
  - New or Increased Income and Earned Income
    - X TH: Minimum new or increased earned income for project participants
      - 15-19% - 3 points
    - X TH: Minimum new or increased non-employment income for project participants
      - 20-24% - 3 points
  - Serve High Need Populations
    - X TH: Minimum percent of participants with zero income at entry
      - 50-64% - 5 points
    - X TH: Minimum percent of participants with more than one disability
      - 50-64% - 5 points
    - X TH: Min% of participants entering project from place not meant for human habitation
      - 25-30% - 5 points

- **Project Effectiveness**
  - X TH: Project has reasonable costs per permanent housing unit, as defined locally
  - X TH: Coordinated Entry Participation - Minimum percent of entries to project from CoC referral or alternative system for DV projects
  - X TH: Housing First and/or Low Barriers Implementation - CoC assessment of ability to housing first those CoC non-housing or non-covered project participants

- **Other and Local Criteria**

  - CoC Monitoring Score
    - X TH: Project is operating in conformance with CoC Standards
  - X TH: Youth Population - minimum percent of youth participants
    - 40-44% - 5 points
  - X TH: Chronic - minimum percent of dedicated beds
    - 40-44% - 5 points
  - X TH: Youth Population - minimum percent of youth participants

**Total Maximum Score**

- RH projects: 125 points
- PSH projects: 110 points
- TH projects: 125 points

*Scores will be weighted to a 100-point scale for ranking*
NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: 
Organization Name: 
Project Type: 
Project Identifier: 

Completed projects will be removed from the bottom of the list. If you should like to change the project type, please do so in the 10% and re-enter the data so the NOFA FY19 decision can reflect the list of projects to be reviewed.

Threshold Review Complete: 0%

---

**THRESHOLD REQUIREMENTS**

(3) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,

(c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

12. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

---

**CoC THRESHOLD REQUIREMENTS**

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC, or will not accept a waiver from HUD. Otherwise select "No"

Coordinated Entry Participation
Housing First and/or Low Barrier Implementation
Documented, secured minimum match
Project has reasonable costs per permanent housing exit, as defined locally
Project is financially feasible
Applicant is active CoC participant
Application is complete and data are consistent
Data quality at or above 90%
Bed/unit utilization rate at or above 90%
Acceptable organizational audit/financial review
Documented organizational financial stability
NEW PROJECTS THRESHOLD REQUIREMENTS

STAKEHOLDERS SHOULD NOT ASSUME ALL REQUIREMENTS ARE FULLY ADDRESSED THROUGH THIS TOOL. COC PROGRAM APPLICATION REQUIREMENTS CHANGE PERIODICALLY AND ANNUAL NOFAS MAY PROVIDE MORE DETAILED GUIDANCE. THE COC COLLABORATIVE APPLICANT AND PROJECT APPLICANTS SHOULD CAREFULLY REVIEW THE ANNUAL NOFA CRITERIA EACH YEAR.

HUD THRESHOLD REQUIREMENTS

1. Applicant has Active SAM registration with current information.
2. Applicant has Valid DUNS number in application.
3. Applicant has no Outstanding Delinquent Federal Debt- it is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
   (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
   (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described in 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.
6. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
7. Demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition and, under 24 CFR §578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR §5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be subrecipients of grant funds.
8. Submitted the required certifications as specified in the NOFA.
9. Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
10. Demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. COCs and project applicants should carefully review each year's NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:
   (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;
# NEW PROJECTS RATING TOOL

Project Name:  
Organization Name:  
Project Type:  
Project Identifier:  

## RATING FACTOR

### EXPERIENCE

A. Describe the experience of the applicant and sub-recipient(s) (if any) in working with the proposed population and in providing housing similar to that proposed in the application.

B. Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.

C. Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.

<table>
<thead>
<tr>
<th>Experience Subtotal</th>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

### DESIGN OF HOUSING & SUPPORTIVE SERVICES

A. Extent to which the applicant  
   1. Demonstrate understanding of the needs of the clients to be served.  
   2. Demonstrate type, scale, and location of the housing fit the needs of the clients to be served  
   3. Demonstrate type and scale of all supportive services, regardless of funding source, meet the needs of the clients to be served.  
   4. Demonstrate how clients will be assisted in obtaining and coordinating the provision of mainstream benefits  
   5. Establish performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH or CoC benchmarks.

B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.

C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.

<table>
<thead>
<tr>
<th>Design of Housing &amp; Supportive Services Subtotal</th>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>

### TIMELINESS

A. Describe plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

<table>
<thead>
<tr>
<th>Timeliness Subtotal</th>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

### FINANCIAL

A. Project is cost-effective - comparing projected cost per person served to CoC average within project type.

B. Audit  
   1. Most recent audit found no exceptions to standard practices  
   2. Most recent audit identified agency as 'low risk'

<table>
<thead>
<tr>
<th>Timeliness Subtotal</th>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
</table>
# NEW PROJECTS RATING TOOL

**Project Name:**

**Organization Name:**

**Project Type:**

**Project Identifier:**

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Most recent audit indicates no findings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Documented match amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Budgeted costs are reasonable, allocable, and allowable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Financial Subtotal:**

<table>
<thead>
<tr>
<th>PROJECT EFFECTIVENESS</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinated Entry Participation - 95% of entries to project from CE referrals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project Effectiveness Subtotal:**

<table>
<thead>
<tr>
<th>OTHER AND LOCAL CRITERIA</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
</table>

**Other and Local Criteria Subtotal:**

<table>
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<tr>
<th>TOTAL SCORE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
</table>

**Weighted Rating Score:**

<table>
<thead>
<tr>
<th>PROJECT FINANCIAL INFORMATION</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC funding requested</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount of other public funding (federal, state, county, city)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount of private funding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL PROJECT COST</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Edit on the list of projects to be reviewed on

---
If more than one project application receives the same total score, the individual subtotal scores, in the following order, will be used to break the tie:

1. Design of Housing and Supportive Services (25 points)

2. Experience (30 points)

3. Financial (45 points)

4. Timeliness (10 points)

5. Project Effectiveness (5 points)
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 most recent CoC Competition and previous awards and applications can be found below.

2018 CoC Competition Documents: "NEW"
- Notice of Funding Availability/NOFA for the FY 2018 Continuum of Care
- FY 2018 CoC NCA Changes and NAP Environment
- FY 2018 CoC Program Estimated Annual Renewal Demand (ARD)

2018 CoC Renewal Applications - DUE JULY 18 by 12:00 p.m.
- FY 2018 CoC Renewal Application - Basic
- FY 2018 CoC Renewal Application - Additional Funding
- FY 2018 CoC Renewal Application - Annual Housing
- FY 2018 CoC Renewal Application - The General Song Sheet - FY 2018 Performance Measures Data Source Tables 2018

2018 CoC Project to Apply Form - DUE JULY 24 by 12:00 p.m.
- New Project Intent to Apply Form
- New Project Intent to Apply Form - PDF

2018 CoC New Project Applications - DUE AUGUST 9 by 12:00 p.m.
- New Project Application - 12-Month
- New Project Application - 9-Month
- New Project Application - 7-Month
- New Project Application - 4-Month
- New Project Application - 3-Month
- New Project Application - 2-Month

2018 CoC Scoring, Rank and Review Materials
- 2018 CoC Scoring, Rank and Review Process

Recent CoC Awards
- 2016 CoC Awards
- 2015 CoC Awards

Prior CoC Application(s)
- 2017 OH CoC Final Project Property List
- 2015 OH CoC Consolidated Application

For more information contact:
Jessica Jenikos, Assistant Director at jjenikos@mcohio.org or Kathleen Shanahan, CoC Lead at kshanahan@mcohio.org.
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 stability, length of time homeless, employment and other cash income, utilization, and HMIS data quality. 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 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 Coordinated Entry process.
Thank you for your participation in yesterday’s Homeless Solutions Policy Board meeting.

The 2018 CoC Project Priority listing for the Dayton-Kettering-Montgomery County CoC (OH-505 CoC) was approved at yesterday’s HSPB meeting.

You are receiving this email as notification that your project(s) were accepted, and to inform you of your project(s)' rank in the 2018 OH-505 CoC Project Priority Listing. Attached you will find a copy of the FINAL 2018 OH-505 CoC Project Priority Listing, which details all accepted projects and dollar amounts.


Thank you,
Jessica Jenkins

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

The Homeless Solutions Policy Board’s Program Performance & Evaluation Committee (PPEC) is recommending that the following CoC-funded renewal projects be included in the OH-505 CoC’s Application to HUD as part of the 2018 CoC Competition: S+C SRA, S+C SRA 2, and S+C TRA. (Per the grant amendment with HUD, the S+C PRA grant is being transferred to MVHO and will be renewed through MVHO.)

Please begin working in e-snaps to complete the renewal project applications, ensuring that the budget line items match the budget line items on the attached Grant Inventory Worksheet (GIW). Note that you will need to update the Applicant Profile in e-snaps and ensure that all forms (SF-424, HUD-2880, HUD-50070, and Disclosure of Lobbying Activities) are signed and dated between May 1, 2018 - September 18, 2018.

Information on how to access the project application, how to complete the HUD Form 2880 in e-snaps and renewal project application detailed instructions and navigational guide can be found at the following link: https://www.hudexchange.info/programs/e-snaps/

The PPEC supports the City’s decision to consolidate the two S+C SRA grants into a single grant. Instructions for consolidating renewal grants are attached. You will need to complete three (3) applications in e-snaps - one for S+C SRA, one for S+C SRA 2 and a consolidated application. The consolidated application is also a renewal application. The grant with the earliest start date (S+C SRA 2) will be the “surviving” grant. Please use S+C SRA Consolidated for the “new” grant name.

The deadline for completing all renewal applications in e-snaps is Monday, August 20th. Do NOT click the submit button in e-snaps until further notice, but do let me know when all applications are completed.

Peace, Kathleen

Kathleen M. Shanahan
Housing & Homeless Solutions Program Coordinator
Human Services Planning & Development Department
Montgomery County
Hi Steve,

The Homeless Solutions Policy Board’s Program Performance & Evaluation Committee (PPEC) is recommending that the following CoC-funded renewal projects be included in the OH-505 CoC’s Application to HUD as part of the 2018 CoC Competition: Milestones and Opportunity House.

Please begin working in e-snaps to complete the renewal project applications, ensuring that the budget line items match the budget line items on the attached Grant Inventory Worksheet (GIW). Note that you will need to update the Applicant Profile in e-snaps and ensure that all forms (SF-424, HUD-2880, HUD-50070, and Disclosure of Lobbying Activities) are signed and dated between May 1, 2018 - September 18, 2018.

Information on how to access the project application, how to complete the HUD Form 2880 in e-snaps and renewal project application detailed instructions and navigational guide can be found at the following link: https://www.hudexchange.info/programs/e-snaps/

The PPEC supports Daybreak’s decision to consolidate the two TH grants into a single grant. Instructions for consolidating renewal grants are attached. You will need to complete three (3) applications in e-snaps - one for Milestones, one for Opportunity House, and a consolidated application. The consolidated application is also a renewal application. The grant with the earliest start date (Opportunity House) will be the “surviving” grant.

You will notice in e-snaps that the initial steps of creating the funding opportunity and importing data from last year’s projects, as well as starting the consolidated grant application, has already occurred. I wanted to see how easy it was to consolidate grants so I used Daybreak’s as my test. The consolidated grant name is TH for Youth Consolidated. You will need to complete all the forms and make sure all the budget categories are correct, particularly in the consolidated grant. I imported data from Opportunity House, so the PIT number of households to be served and the budget figures all need to be updated to include Milestone’s numbers. Let me know if you have any questions.

The deadline for completing all renewal applications in e-snaps is Monday, August 20th. Do NOT click the submit button in e-snaps until further notice, but do let me know when all applications are complete.
Hi Laura,

The Homeless Solutions Policy Board’s Program Performance & Evaluation Committee (PPEC) is recommending that the following CoC-funded renewal projects be included in the OH-505 CoC’s Application to HUD as part of the 2018 CoC Competition: HOPE Housing and Aspire.

Please begin working in e-snaps to complete the renewal project applications, ensuring that the budget line items match the budget line items on the attached Grant Inventory Worksheet (GIW). Note that you will need to update the Applicant Profile in e-snaps and ensure that all forms (SF-424, HUD-2880, HUD-50070, and Disclosure of Lobbying Activities) are signed and dated between May 1, 2018 - September 18, 2018.

Information on how to access the project application, how to complete the HUD Form 2880 in e-snaps and renewal project application detailed instructions and navigational guide can be found at the following link: https://www.hudexchange.info/programs/e-snaps/

The PPEC supports Eastway’s decision to consolidate HOPE and Aspire into a single grant. Instructions for consolidating renewal grants are attached. You will need to complete three (3) applications in e-snaps - one for HOPE Housing, one for Aspire, and a consolidated application. The consolidated application is also a renewal application. The grant with the earliest start date (HOPE) will be the “surviving” grant. Please use the name HOPE - Aspire Housing for the consolidated grant name.

The deadline for completing all renewal applications in e-snaps is Monday, August 20th. Do NOT click submit in e-snaps until further notice, but do let me know when all applications are complete.

p.s. as you predicted this letter came out while you were on vacation ☀️ if you need additional time to complete the applications when you return, let me know.

Peace, Kathleen

Kathleen M. Shanahan
Housing & Homeless Solutions Program Coordinator
Human Services Planning & Development Department
Montgomery County
Hi Theresa,

The Homeless Solutions Policy Board’s Program Performance & Evaluation Committee (PPEC) is recommending that the following CoC-funded renewal projects be included in the OH-505 CoC’s Application to HUD as part of the 2018 CoC Competition: Iowa Ave Commons, Rapid Rehousing Demo, River Commons II, RRH Priority Populations, and Sapphire Rapid Rehousing.

Please begin working in e-snaps to complete the renewal project applications, ensuring that the budget line items match the budget line items on the attached Grant Inventory Worksheet (GIW). Note that you will need to update the Applicant Profile in e-snaps and ensure that all forms (SF-424, HUD-2880, HUD-50070, and Disclosure of Lobbying Activities) are signed and dated between May 1, 2018 - September 18, 2018,

Information on how to access the project application, how to complete the HUD Form 2880 in e-snaps and renewal project application detailed instructions and navigational guide can be found at the following link: https://www.hudexchange.info/programs/e-snaps/

The PPEC supports Homefull’s decision to consolidate RRH Priority Populations and Sapphire Rapid Rehousing into a single grant. Instructions for consolidating renewal grants are attached. You will need to complete three (3) applications in e-snaps - one for RRH Priority Populations, one for Sapphire Rapid Rehousing and a consolidated application. The consolidated application is also a renewal application. The grant with the earliest start date (RRH Priority Populations) will be the “surviving” grant. Please use the name Rapid Rehousing Consolidated for the consolidated grant name.

The deadline for completing all renewal applications in e-snaps is Monday, August 20th. Do NOT click submit in e-snaps until further notice, but do let me know when all applications are complete.

Peace, Kathleen

Kathleen M. Shanahan
Housing & Homeless Solutions Program Coordinator
Human Services Planning & Development Department
Montgomery County
Hi Connie and Donna,

The Homeless Solutions Policy Board’s Program Performance & Evaluation Committee (PPEC) is recommending that the following CoC-funded renewal projects be included in the OH-505 CoC’s Application to HUD as part of the 2018 CoC Competition: Iowa Ave Commons, Rapid Rehousing Demo, River Commons II, RRH Priority Populations, and Saphire Rapid Rehousing.

Please begin working in e-snaps to complete the renewal project applications, ensuring that the budget line items match the budget line items on the attached Grant Inventory Worksheet (GIW). Note that you will need to update the Applicant Profile in e-snaps and ensure that all forms (SF-424, HUD-2880, HUD-50070, and Disclosure of Lobbying Activities) are signed and dated between May 1, 2018 - September 18, 2018,

Information on how to access the project application, how to complete the HUD Form 2880 in e-snaps and renewal project application detailed instructions and navigational guide can be found at the following link: https://www.hudexchange.info/programs/e-snaps/

The PPEC supports MVHO’s decision to consolidate the following sets of grants into single consolidated grants: S+C PRA & Ohio Commons into a grant entitled Ohio Commons Consolidated; Key Terrace Supportive Services & Key Terrace Rental Assistance into a grant entitled Key Terrace; and Leasing I & Leasing III into a grant entitled MVHO Rental Assistance. Instructions for consolidating renewal grants are attached. You will need to complete three (3) applications for each set of consolidated grants - one for S+C PRA, one for Ohio Commons, and a consolidated application for Ohio Commons Consolidated; one for Key Terrace Supportive Services, one for Key Terrace Rental Assistance, and a consolidated application for Key Terrace; one for Leasing I, one for Leasing III, and a consolidated application for MVHO Rental Assistance. The consolidated application is also a renewal application. The grant with the earliest start date (S+C PRA, Key Terrace Supportive Services, and Leasing I respectively) will be the “surviving” grant.

The PPEC also recommends that Leasing II become a transition grant - transitioning from PSH to Rapid Rehousing as a bridge to PSH - as we discussed on the phone last week. In order to transition a grant, Leasing II must be reallocated entirely, then MVHO will need to complete a NEW Rapid Rehousing project application in e-snaps for the same total budget amount. Because we intend to use this RRH project as a bridge to PSH with existing service providers, your budget line items
Hi Barb,

The Homeless Solutions Policy Board’s Program Performance & Evaluation Committee (PPEC) is recommending that the following CoC-funded renewal projects be included in the OH-505 CoC’s Application to HUD as part of the 2018 CoC Competition: Housing First I-IV and Opening Doors for the Homeless.

Please begin working in e-snaps to complete the renewal project applications, ensuring that the budget line items match the budget line items on the attached Grant Inventory Worksheet (GIW). Note that you will need to update the Applicant Profile in e-snaps and ensure that all forms (SF-424, HUD-2880, HUD-50070, and Disclosure of Lobbying Activities) are signed and dated between May 1, 2018 - September 18, 2018,

Information on how to access the project application, how to complete the HUD Form 2880 in e-snaps and renewal project application detailed instructions and navigational guide can be found at the following link: https://www.hudexchange.info/programs/e-snaps/

The deadline for completing all renewal applications in e-snaps is Monday, August 20th. Do NOT click submit in e-snaps until further notice, but do let me know when all applications are complete.

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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Linda,

Thank you for your submission in response to the 2018 CoC Competition – Rapid Rehousing Bonus Project request for applications. The New Project Review team reviewed applications for the CoC New Bonus RRH Projects for Youth, Adults 25+ and Survivors of Domestic Violence and provided recommendations on service providers for each of the bonus project categories. Review team recommendations were presented to the Policy Board Executive Committee today, August 24th.

The Rapid Rehousing for Youth project application from Daybreak was recommended for submission in the 2018 CoC Competition and, if approved by the Homeless Solutions Policy Board will be included in the OH-505 CoC Project Priority Order Listing. Attached you will find a copy of your score sheet, comments from the review team, and information regarding the 2018 CoC Competition Reconsideration Process.

During the Homeless Solutions Policy Board meeting on Thursday, August 30th 3-4:30 p.m. you will have an opportunity to provide a brief overview of your proposed Rapid Rehousing for Youth project. Also attached you will find details on the meeting presentation format.

Thank you again for your interest and application for Rapid Rehousing for Youth.

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

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

Thank you for your submission in response to the 2018 CoC Competition – Rapid Rehousing Bonus Project request for applications. The New Project Review team reviewed applications for the CoC New Bonus RRH Projects for Youth, Adults 25+ and Survivors of Domestic Violence and provided recommendations on service providers for each of the bonus project categories. Review team recommendations were presented to the Policy Board Executive Committee today, August 24th.

The Rapid Rehousing for Single Adults project application from Volunteers of America Ohio & Indiana was recommended for submission in the 2018 CoC Competition and, if approved by the Homeless Solutions Policy Board will be included in the OH-505 CoC Project Priority Order Listing. Attached you will find a copy of your score sheet, comments from the review team, and information regarding the 2018 CoC Competition Reconsideration Process.

During the Homeless Solutions Policy Board meeting on Thursday, August 30th 3-4:30 p.m. you will have an opportunity to provide a brief overview of your proposed Rapid Rehousing for Single Adults 25+ project. Also attached you will find details on the meeting presentation format.

Thank you again for your interest and proposal for Rapid Rehousing for Single Adults.

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

From: Jenkins, Jessica
Sent: Friday, August 24, 2018 4:10 PM
To: Isom, Shannon; Andrea Raimey; Sarah Wolf-Knight
Cc: Shanahan, Kathleen
Subject: 2018 CoC Competition – Rapid Rehousing Bonus Project: DV Survivors

Shannon,

Thank you for your submission in response to the 2018 CoC Competition – Rapid Rehousing Bonus Project request for applications. The New Project Review team reviewed applications for the CoC New Bonus RRH Projects for Youth, Adults 25+ and Survivors of Domestic Violence and provided recommendations on service providers for each of the bonus project categories. Review team recommendations were presented to the Policy Board Executive Committee today, August 24th.

The YWCA Dayton Rapid Rehousing application was recommended for submission in the 2018 CoC Competition and, if approved by the Homeless Solutions Policy Board will be included in the OH-505 CoC Project Priority Order Listing. Attached you will find a copy of your score sheet, comments from the review team, and information regarding the 2018 CoC Competition Reconsideration Process.

During the Homeless Solutions Policy Board meeting on Thursday, August 30th 3-4:30 p.m. you will have an opportunity to provide a brief overview of your proposed YWCA Dayton Rapid Rehousing project. Also attached you will find details on the meeting presentation format.

Thank you again for your interest and application for Rapid Rehousing for DV Survivors.

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

Thank you for your submission in response to the 2018 CoC Competition – Rapid Rehousing Bonus Project request for applications. The New Project Review team reviewed applications for the CoC New Bonus RRH Projects for Youth, Adults 25+ and Survivors of Domestic Violence and provided recommendations on service providers for each of the bonus project categories. Review team recommendations were presented to the Policy Board Executive Committee today, August 24th.

The Safe Journey Rapid Rehousing application from Homefull was not recommended for submission in the 2018 CoC Competition. Attached you will find a copy of your score sheet, comments from the review team, and information regarding the 2018 CoC Competition Reconsideration Process.

Thank you again for your interest and application.

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

Thank you for your submission in response to the 2018 CoC Competition – Rapid Rehousing Bonus Project request for applications. The New Project Review team reviewed applications for the CoC New Bonus RRH Projects for Youth, Adults 25+ and Survivors of Domestic Violence and provided recommendations on service providers for each of the bonus project categories. Review team recommendations were presented to the Policy Board Executive Committee today, August 24th.

The Saphire Expansion application from Homefull was not recommended for submission in the 2018 CoC Competition. Attached you will find a copy of your score sheet, comments from the review team, and information regarding the 2018 CoC Competition Reconsideration Process.

Thank you again for your interest and application.

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

The Homeless Solutions Policy Board's Program Performance & Evaluation Committee (PPEC) is recommending that the following CoC-funded renewal projects be included in the OH-505 CoC's Application to HUD as part of the 2018 CoC Competition: Iowa Ave Commons, Rapid Rehousing Demo, River Commons II, RRH Priority Populations, and Saphire Rapid Rehousing.

Please begin working in e-snaps to complete the renewal project applications, **ensuring that the budget line items match the budget line items on the attached Grant Inventory Worksheet (GIW)**. Note that you will need to update the Applicant Profile in e-snaps and ensure that all forms (SF-424, HUD-2880, HUD-50070, and Disclosure of Lobbying Activities) are signed and dated between May 1, 2018 - September 18, 2018.

Information on how to access the project application, how to complete the HUD Form 2880 in e-snaps and renewal project application detailed instructions and navigational guide can be found at the following link: [https://www.hudexchange.info/programs/e-snaps/](https://www.hudexchange.info/programs/e-snaps/)

The PPEC supports MVHO's decision to consolidate the following sets of grants into single consolidated grants: S+C PRA & Ohio Commons into a grant entitled Ohio Commons Consolidated; Key Terrace Supportive Services & Key Terrace Rental Assistance into a grant entitled Key Terrace; and Leasing I & Leasing III into a grant entitled MVHO Rental Assistance. **Instructions for consolidating renewal grants are attached.** You will need to complete three (3) applications for each set of consolidated grants - one for S+C PRA, one for Ohio Commons, and a consolidated application for Ohio Commons Consolidated; one for Key Terrace Supportive Services, one for Key Terrace Rental Assistance, and a consolidated application for Key Terrace; one for Leasing I, one for Leasing III, and a consolidated application for MVHO Rental Assistance. **The consolidated application is also a renewal application. The grant with the earliest start date (S+C PRA, Key Terrace Supportive Services, and Leasing I respectively) will be the “surviving” grant.**

The PPEC also recommends that Leasing II become a transition grant - transitioning from PSH to Rapid Rehousing as a bridge to PSH - as we discussed on the phone last week. In order to transition a grant, Leasing II must be reallocated entirely, then MVHO will need to complete a NEW Rapid Rehousing project application in e-snaps for the same total budget amount. **Because we intend to use this RRH project as a bridge to PSH with existing service providers, your budget line items
DAYTON-KETTERING-MONTGOMERY COUNTY
CONTINUUM OF CARE (OH-505)

Governance Charter

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
Social services
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.

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**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.

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**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.

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**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.

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**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 Contributions 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.

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**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.

**Procedures:** 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.I) 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.

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**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.

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**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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

---

**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.

---

**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.

---

**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 inactivate 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.
## Total Population PIT Count Data

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count</td>
<td>751</td>
<td>619</td>
<td>680</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>526</td>
<td>447</td>
<td>499</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>182</td>
<td>119</td>
<td>130</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>708</td>
<td>566</td>
<td>629</td>
</tr>
<tr>
<td>Total Unsheltered Count</td>
<td>43</td>
<td>53</td>
<td>51</td>
</tr>
</tbody>
</table>

## Chronically Homeless PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of Chronically Homeless Persons</td>
<td>56</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Sheltered Count of Chronically Homeless Persons</td>
<td>42</td>
<td>24</td>
<td>28</td>
</tr>
<tr>
<td>Unsheltered Count of Chronically Homeless Persons</td>
<td>14</td>
<td>6</td>
<td>2</td>
</tr>
</tbody>
</table>
# Homeless Households with Children PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children</td>
<td>57</td>
<td>45</td>
<td>39</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Households with Children</td>
<td>57</td>
<td>45</td>
<td>39</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Households with Children</td>
<td>0</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>
<th>2018</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>
<td>52</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Veterans</td>
<td>153</td>
<td>59</td>
<td>58</td>
<td>51</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Veterans</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>
### HMIS Bed Coverage Rate

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2018 HIC</th>
<th>Total Beds in 2018 HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ES) Beds</td>
<td>401</td>
<td>49</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>134</td>
<td>6</td>
<td>128</td>
<td>100.00%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) Beds</td>
<td>272</td>
<td>24</td>
<td>248</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) Beds</td>
<td>1432</td>
<td>0</td>
<td>1213</td>
<td>84.71%</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>2,239</strong></td>
<td><strong>79</strong></td>
<td><strong>1941</strong></td>
<td><strong>89.86%</strong></td>
</tr>
</tbody>
</table>
## 2018 HDX Competition Report

**HIC Data for OH-505 - Dayton, Kettering/Montgomery County CoC**

### PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

<table>
<thead>
<tr>
<th>Chronically Homeless Bed Counts</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC</td>
<td>348</td>
<td>483</td>
<td>528</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Households with Children</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH units available to serve families on the HIC</td>
<td>22</td>
<td>35</td>
<td>53</td>
</tr>
</tbody>
</table>

### Rapid Rehousing Beds Dedicated to AllPersons

<table>
<thead>
<tr>
<th>All Household Types</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH beds available to serve all populations on the HIC</td>
<td>155</td>
<td>186</td>
<td>272</td>
</tr>
</tbody>
</table>
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.
### 2018 HDX Competition Report
#### FY2017 - Performance Measurement Module (Sys PM)

<table>
<thead>
<tr>
<th>Universe (Persons)</th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
</table>

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client’s entry date, effectively extending the client’s entry date backward in time. This “adjusted entry date” is then used in the calculations just as if it were the client’s actual entry date.

The construction of this measure changed, per HUD’s specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.
Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

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

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

<table>
<thead>
<tr>
<th>Exit was from</th>
<th>Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)</th>
<th>Returns to Homelessness in Less than 6 Months</th>
<th>Returns to Homelessness from 6 to 12 Months</th>
<th>Returns to Homelessness from 13 to 24 Months</th>
<th>Number of Returns in 2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO</td>
<td>Revised FY 2016 FY 2017</td>
<td>Revised FY 2016 FY 2017</td>
<td>% of Returns</td>
<td>Revised FY 2016 FY 2017</td>
<td>% of Returns</td>
</tr>
<tr>
<td></td>
<td>Exit was from SO</td>
<td>97 5 5%</td>
<td>6 6%</td>
<td>11 11%</td>
<td>22 23%</td>
</tr>
<tr>
<td></td>
<td>Exit was from ES</td>
<td>1210 163 13%</td>
<td>79 7%</td>
<td>98 8%</td>
<td>340 28%</td>
</tr>
<tr>
<td></td>
<td>Exit was from TH</td>
<td>203 8 4%</td>
<td>13 6%</td>
<td>13 6%</td>
<td>34 17%</td>
</tr>
<tr>
<td></td>
<td>Exit was from SH</td>
<td>0 0 0</td>
<td>0 0</td>
<td>0 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exit was from PH</td>
<td>541 29 5%</td>
<td>30 6%</td>
<td>39 7%</td>
<td>98 18%</td>
</tr>
<tr>
<td></td>
<td>TOTAL Returns to Homelessness</td>
<td>2051 205 10%</td>
<td>128 6%</td>
<td>161 8%</td>
<td>494 24%</td>
</tr>
</tbody>
</table>

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts
This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

<table>
<thead>
<tr>
<th></th>
<th>January 2016 PIT Count</th>
<th>January 2017 PIT Count</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered persons</td>
<td>751</td>
<td>619</td>
<td>-132</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>526</td>
<td>447</td>
<td>-79</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>182</td>
<td>119</td>
<td>-63</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>708</td>
<td>566</td>
<td>-142</td>
</tr>
<tr>
<td>Unsheltered Count</td>
<td>43</td>
<td>53</td>
<td>10</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></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total sheltered homeless persons</td>
<td>4429</td>
<td>4323</td>
<td>-106</td>
<td></td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>4110</td>
<td>4111</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>502</td>
<td>353</td>
<td>-149</td>
<td></td>
</tr>
</tbody>
</table>
Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>699</td>
<td>644</td>
<td>-55</td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased earned income</td>
<td>78</td>
<td>98</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>11%</td>
<td>15%</td>
<td>4%</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>699</td>
<td>644</td>
<td>-55</td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased non-employment cash income</td>
<td>178</td>
<td>263</td>
<td>85</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>25%</td>
<td>41%</td>
<td>16%</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>699</td>
<td>644</td>
<td>-55</td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased total income</td>
<td>247</td>
<td>331</td>
<td>84</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>35%</td>
<td>51%</td>
<td>16%</td>
<td></td>
</tr>
</tbody>
</table>
## Metric 4.4 – Change in earned income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>247</td>
<td>281</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased earned income</td>
<td>54</td>
<td>70</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>22%</td>
<td>25%</td>
<td>3%</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 FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>247</td>
<td>281</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased non-employment cash income</td>
<td>61</td>
<td>66</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>25%</td>
<td>23%</td>
<td>-2%</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>247</td>
<td>281</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased total income</td>
<td>112</td>
<td>128</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>45%</td>
<td>46%</td>
<td>1%</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 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH or TH during the reporting period.</td>
<td>4152</td>
<td>4197</td>
<td></td>
<td>45</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>1441</td>
<td>1465</td>
<td></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>2711</td>
<td>2732</td>
<td></td>
<td>21</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</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>4479</td>
<td>4498</td>
<td></td>
<td>19</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>1590</td>
<td>1597</td>
<td></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>2889</td>
<td>2901</td>
<td></td>
<td>12</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 FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

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

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons who exit Street Outreach</td>
<td>303</td>
<td>373</td>
<td>373</td>
<td>70</td>
</tr>
<tr>
<td>Of persons above, those who exited to temporary &amp; some institutional destinations</td>
<td>120</td>
<td>95</td>
<td>95</td>
<td>-25</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>123</td>
<td>207</td>
<td>207</td>
<td>84</td>
</tr>
<tr>
<td>% Successful exits</td>
<td>80%</td>
<td>81%</td>
<td>81%</td>
<td>1%</td>
</tr>
</tbody>
</table>

Metric 7b.1 – Change in exits to permanent housing destinations
## 2018 HDX Competition Report

### FY2017 - Performance Measurement Module (Sys PM)

<table>
<thead>
<tr>
<th>Metric 7b.2 – Change in exit to or retention of permanent housing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitted FY 2016</strong></td>
</tr>
<tr>
<td>Universe: Persons in all PH projects except PH-RRH</td>
</tr>
<tr>
<td>Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations</td>
</tr>
<tr>
<td>% Successful exits/retention</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitted FY 2016</strong></td>
</tr>
<tr>
<td>3362</td>
</tr>
</tbody>
</table>

Of the persons above, those who exited to permanent housing destinations

<table>
<thead>
<tr>
<th>Of the persons above, those who exited to permanent housing destinations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitted FY 2016</strong></td>
</tr>
<tr>
<td>1269</td>
</tr>
</tbody>
</table>

% Successful exits

<table>
<thead>
<tr>
<th>% Successful exits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted FY 2016</td>
</tr>
<tr>
<td>38%</td>
</tr>
</tbody>
</table>

94/2018 12:24:29 PM
This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.
### 2018 HDX Competition Report
#### FY2017 - SysPM Data Quality

<table>
<thead>
<tr>
<th></th>
<th>All ES, SH</th>
<th>All TH</th>
<th>All PSH, OPH</th>
<th>All RRH</th>
<th>All Street Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of non-DV Beds on HIC</td>
<td>421</td>
<td>429</td>
<td>357</td>
<td>352</td>
<td>252</td>
</tr>
<tr>
<td>2. Number of HMIS Beds</td>
<td>381</td>
<td>404</td>
<td>357</td>
<td>352</td>
<td>252</td>
</tr>
<tr>
<td>3. HMIS Participation Rate from HIC (%)</td>
<td>90.50</td>
<td>94.17</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>4. Unduplicated Persons Served (HMIS)</td>
<td>4245</td>
<td>4356</td>
<td>3785</td>
<td>4124</td>
<td>452</td>
</tr>
<tr>
<td>5. Total Leavers (HMIS)</td>
<td>3724</td>
<td>3910</td>
<td>3139</td>
<td>3518</td>
<td>211</td>
</tr>
<tr>
<td>6. Destination of Don't Know, Refused, or Missing (HMIS)</td>
<td>1763</td>
<td>2006</td>
<td>1631</td>
<td>1983</td>
<td>47</td>
</tr>
<tr>
<td>7. Destination Error Rate (%)</td>
<td>47.34</td>
<td>51.30</td>
<td>51.96</td>
<td>56.37</td>
<td>22.27</td>
</tr>
</tbody>
</table>
2018 HDX Competition Report
Submission and Count Dates for OH-505 - Dayton, Kettering/Montgomery County CoC

<table>
<thead>
<tr>
<th>Date of PIT Count</th>
<th>Date</th>
<th>Received HUD Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date CoC Conducted 2018 PIT Count</td>
<td>1/23/2018</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Submission Date in HDX</th>
<th>Submitted On</th>
<th>Met Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 PIT Count Submittal Date</td>
<td>4/30/2018</td>
<td>Yes</td>
</tr>
<tr>
<td>2018 HIC Count Submittal Date</td>
<td>4/30/2018</td>
<td>Yes</td>
</tr>
<tr>
<td>2017 System PM Submittal Date</td>
<td>5/31/2018</td>
<td>Yes</td>
</tr>
</tbody>
</table>
POLICIES AND PROCEDURES FOR PROVIDING ASSISTANCE

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
RACIAL DISPARITY IN THE OH-505 CoC
Preliminary Assessment Summary

Background
Over the past year, the OH-505 CoC raised its awareness of racial disparity as it relates to homelessness, starting with a simple prevalence statistic in its 2017 Annual Statistics presentation, comparing the adults who experience homelessness with all adults in the CoC’s geographic area, Montgomery County, OH. The difference was stark. A review of U.S. Census and HMIS data showed that, while African-American make up only 21% of all adults in Montgomery County, they represent close to half (46%) of the adults experiencing homelessness. This statistic led to a discussion at the Spring CoC meeting followed by additional examination of the issue at an HSPB Executive Committee meeting. The HSPB Executive Committee has begun consideration of ways in which the CoC Governing Board should be engaged in responding to racial disparities at the project, agency, and system levels. The SPARC Phase One Study Findings from the Center for Social Innovations was identified as a resource for all CoC and CoC Governing Board members.

Following the 2017 Annual Statistics presentation, CoC staff conducted additional, preliminary, data analysis on potential racial disparity in the homeless system. To identify if there were any disparities in the provision of service within or outcomes from the homeless assistance system the CoC examined the racial breakdown of adults at varying points along the continuum of service and housing and also looked at performance measure data. Specifically, the CoC analyzed data on:

- Entry into shelter and street outreach;
- Having a coordinated entry intake assessment;
- Housing score/referral type on comprehensive front door assessment tool;
- Exits to PH (and other types of destinations)
- Enrollment in RRH, TH, and PSH;
- First Time Homeless; and
- Returns to Homelessness after an exit to PH within 6 and up to 12 months.

Preliminary findings were inconclusive, with some data points seemingly showing no disparities while others were not so obvious. All will require further analysis, which the CoC is committed to undertaking. The CoC will work with partners such as the Urban League of Southwestern Ohio, which publishes an annual the State of Black Dayton, that includes a section on the State of Black Homelessness in Dayton. In addition, the CoC will be participating in statewide racial equity and homelessness training sponsored by COHHIO (Coalition on Housing and Homelessness in Ohio), with the assistance of National TA.

Initial summary tables start on the next page.
## CALENDAR YEAR 2017

### Households in Shelter & Street Outreach

<table>
<thead>
<tr>
<th>Shelter and SO</th>
<th>Households</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>Black or African American</td>
<td>1628</td>
<td>47%</td>
</tr>
<tr>
<td>Other</td>
<td>47</td>
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</tr>
<tr>
<td>White</td>
<td>1778</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>100%</strong></td>
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<table>
<thead>
<tr>
<th>Exit Destination</th>
<th>Households</th>
<th>Percent</th>
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</thead>
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<tr>
<td><strong>Permanent</strong></td>
<td><strong>744</strong></td>
<td><strong>25%</strong></td>
</tr>
<tr>
<td>Black or African American</td>
<td><strong>446</strong></td>
<td><strong>60%</strong></td>
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<tr>
<td>Other</td>
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</tr>
<tr>
<td>White</td>
<td><strong>287</strong></td>
<td><strong>39%</strong></td>
</tr>
<tr>
<td><strong>Temporary</strong></td>
<td><strong>386</strong></td>
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</tr>
<tr>
<td>Black or African American</td>
<td><strong>201</strong></td>
<td><strong>52%</strong></td>
</tr>
<tr>
<td>Other</td>
<td><strong>6</strong></td>
<td><strong>2%</strong></td>
</tr>
<tr>
<td>White</td>
<td><strong>179</strong></td>
<td><strong>46%</strong></td>
</tr>
<tr>
<td><strong>Institutional</strong></td>
<td><strong>82</strong></td>
<td><strong>3%</strong></td>
</tr>
<tr>
<td>Black or African American</td>
<td><strong>32</strong></td>
<td><strong>39%</strong></td>
</tr>
<tr>
<td>White</td>
<td><strong>50</strong></td>
<td><strong>61%</strong></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td><strong>1732</strong></td>
<td><strong>59%</strong></td>
</tr>
<tr>
<td>Black or African American</td>
<td><strong>696</strong></td>
<td><strong>40%</strong></td>
</tr>
<tr>
<td>Other</td>
<td><strong>22</strong></td>
<td><strong>1%</strong></td>
</tr>
<tr>
<td>White</td>
<td><strong>1014</strong></td>
<td><strong>59%</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2944</strong></td>
<td><strong>100%</strong></td>
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</table>

Source: Dayton-Montgomery County HMIS
## Households who had a CE Intake

<table>
<thead>
<tr>
<th>Current Front Door Intake</th>
<th>Households</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black or African American</td>
<td>609</td>
<td>49%</td>
</tr>
<tr>
<td>Other</td>
<td>22</td>
<td>2%</td>
</tr>
<tr>
<td>White</td>
<td>610</td>
<td>49%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1241</strong></td>
<td><strong>100%</strong></td>
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</table>

## Households with an CE Assessment Score

<table>
<thead>
<tr>
<th>Current Front Door Score</th>
<th>Households</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td><strong>Permanent Supportive Housing</strong></td>
<td><strong>329</strong></td>
<td><strong>35%</strong></td>
</tr>
<tr>
<td>Black or African American</td>
<td>165</td>
<td>50%</td>
</tr>
<tr>
<td>Other</td>
<td>8</td>
<td>2%</td>
</tr>
<tr>
<td>White</td>
<td>156</td>
<td>47%</td>
</tr>
<tr>
<td><strong>RRH</strong></td>
<td><strong>501</strong></td>
<td><strong>53%</strong></td>
</tr>
<tr>
<td>Black or African American</td>
<td>275</td>
<td>55%</td>
</tr>
<tr>
<td>Other</td>
<td>5</td>
<td>1%</td>
</tr>
<tr>
<td>White</td>
<td>221</td>
<td>44%</td>
</tr>
<tr>
<td><strong>Safe Haven (SH)</strong></td>
<td><strong>25</strong></td>
<td><strong>3%</strong></td>
</tr>
<tr>
<td>Black or African American</td>
<td>13</td>
<td>52%</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>White</td>
<td>11</td>
<td>44%</td>
</tr>
<tr>
<td><strong>Transitional</strong></td>
<td><strong>92</strong></td>
<td><strong>10%</strong></td>
</tr>
<tr>
<td>Black or African American</td>
<td>50</td>
<td>54%</td>
</tr>
<tr>
<td>Other</td>
<td>3</td>
<td>3%</td>
</tr>
<tr>
<td>White</td>
<td>39</td>
<td>42%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>950</strong></td>
<td><strong>100%</strong></td>
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</table>
## People in Other Project Types

<table>
<thead>
<tr>
<th></th>
<th>RRH</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>People</td>
<td>Percentage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black or African American</td>
<td>438</td>
<td>58%</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>38</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>284</td>
<td>37%</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>760</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>TH</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>People</td>
<td>Percentage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black or African American</td>
<td>85</td>
<td>58%</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>15</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>47</td>
<td>32%</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>147</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>PSH</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>People</td>
<td>Percentage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black or African American</td>
<td>837</td>
<td>52%</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>120</td>
<td>7%</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>649</td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>1606</td>
<td>100%</td>
<td></td>
</tr>
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</table>

Source: Dayton-Montgomery County HMIS
This tool is designed to guide the prioritization of those individuals who meet the criteria of chronically homeless. Each item equals 1 point unless otherwise noted. In addition to the resulting total score, the specific needs and barriers of each individual will be considered.

<table>
<thead>
<tr>
<th>MENTAL HEALTH &amp; AOD</th>
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</thead>
<tbody>
<tr>
<td>SPMI DX</td>
<td></td>
</tr>
<tr>
<td>SUBSTANCE DEPENDENCE DX</td>
<td></td>
</tr>
<tr>
<td>CO-OCCURRING D/O</td>
<td></td>
</tr>
<tr>
<td>NOT LINKED W/TREATMENT PROVIDER</td>
<td></td>
</tr>
<tr>
<td>LINKED BUT NOT ENGAGED/NON-ADHERENT/AT RISK OF BEING D/C</td>
<td></td>
</tr>
<tr>
<td>HISTORY OF COMMUNITY PSYCHIATRIC HOSPITALIZATIONS (in the past 12 months, 1-2</td>
<td></td>
</tr>
<tr>
<td>admissions = 1pt. 3 or more admissions = 2 pts.)</td>
<td></td>
</tr>
<tr>
<td>ANY HISTORY OF STATE PSYCHIATRIC HOSPITALIZATIONS</td>
<td></td>
</tr>
<tr>
<td>OUTPATIENT/COMMUNITY COMMITMENT (in the past 12 months)</td>
<td></td>
</tr>
<tr>
<td>ANY HISTORY OF SUICIDE ATTEMPTS</td>
<td></td>
</tr>
<tr>
<td>ANY HISTORY OF OVERDOSE (accidental or intentional)</td>
<td></td>
</tr>
<tr>
<td>ACT/IDDT TEAM (in the past 2 years)</td>
<td></td>
</tr>
<tr>
<td>RESIDENTIAL TREATMENT (any history, any type, including as a youth)</td>
<td></td>
</tr>
<tr>
<td>SUB TOTAL</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>HOUSING/HOMELESSNESS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LOSS OF PRIOR SUBSIDY</td>
<td></td>
</tr>
<tr>
<td>EVICTION HISTORY</td>
<td></td>
</tr>
<tr>
<td>ANY PRIOR SAFE HAVEN/FACILITY BASED PSH PLACEMENT</td>
<td></td>
</tr>
<tr>
<td>ANY PRIOR GROUP HOME PLACEMENT</td>
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</tr>
<tr>
<td>SUB TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEGAL ISSUES/CRIMINAL JUSTICE INVOLVEMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HISTORY OF JAIL STAYS (5 or more in the past year)</td>
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</tr>
<tr>
<td>HISTORY OF SERVING TIME IN PRISON</td>
<td></td>
</tr>
<tr>
<td>MISDEMEANOR ARRESTS/CHARGES/CONVICTIONS (4 or more in the past year)</td>
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<tr>
<td>FELONY CONVICTIONS</td>
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<tr>
<td>NGRI HISTORY</td>
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</tr>
<tr>
<td>HISTORY OF VIOLENT CRIMES</td>
<td></td>
</tr>
<tr>
<td>CURRENT PROBATION</td>
<td></td>
</tr>
<tr>
<td>CURRENT PAROLE</td>
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</tr>
<tr>
<td>PENDING CHARGES</td>
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</tr>
<tr>
<td>SUB TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
# Chronic Severity of Need Index

## AGE & INFIRMITY

<table>
<thead>
<tr>
<th>Factor</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>55 OR OLDER</td>
<td></td>
</tr>
<tr>
<td>AIDS/HIV/HEP C</td>
<td></td>
</tr>
<tr>
<td>OTHER CHRONIC HEALTH CONDITION</td>
<td></td>
</tr>
<tr>
<td>MOBILITY ISSUES/REQUIRES ASSISTIVE DEVICE</td>
<td></td>
</tr>
<tr>
<td>HOME HEALTH CARE SERVICES/NEED</td>
<td></td>
</tr>
<tr>
<td>HOSPITALIZATIONS (any medical admissions in the past 2 years)</td>
<td></td>
</tr>
<tr>
<td>NURSING HOME OR OTHER PHYSICAL REHAB STAY (in the past year)</td>
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</tr>
<tr>
<td>BLIND, DEAF, OTHER IMPAIRMENT</td>
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</tr>
</tbody>
</table>

**SUB TOTAL**

## VULNERABILITY TO EXPLOITATION/OTHER SAFETY/RISK FACTORS

<table>
<thead>
<tr>
<th>Factor</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>VICTIM OF DOMESTIC VIOLENCE (Any history of DV = 1pt. 2 or more abusive relationships = 2pts)</td>
<td></td>
</tr>
<tr>
<td>VICTIM OF HUMAN TRAFFICKING</td>
<td></td>
</tr>
<tr>
<td>HAS OR NEEDS A GUARDIAN</td>
<td></td>
</tr>
<tr>
<td>INABILITY TO READ, WRITE, COMMUNICATE (BLIND, DEAF, NON-ENGLISH SPEAKING, ETC)</td>
<td></td>
</tr>
<tr>
<td>COGNITIVE IMPAIRMENT (includes documented developmental disability or Alzheimer’s/dementia)</td>
<td></td>
</tr>
<tr>
<td>18-24 YEAR OLD LACKING INDEPENDENT LIVING SKILLS</td>
<td></td>
</tr>
<tr>
<td>18-24 YEAR OLD WITH COMPLEX TRAUMA</td>
<td></td>
</tr>
<tr>
<td>TRESPASSED OR RESTRICTED FROM COMMUNITY RESOURCES (2pts if restricted from shelter)</td>
<td></td>
</tr>
</tbody>
</table>

**SUB TOTAL**

## SCORING

<table>
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<tr>
<th>Category</th>
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<tr>
<td>MENTAL HEALTH &amp; AOD DISORDERS</td>
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</tr>
<tr>
<td>HOUSING/HOMELESSNESS</td>
<td></td>
</tr>
<tr>
<td>LEGAL ISSUES/CRIMINAL JUSTICE INVOLVMENT</td>
<td></td>
</tr>
<tr>
<td>AGE &amp; INFIRMITY</td>
<td></td>
</tr>
<tr>
<td>VULNERABILITY TO EXPLOITATION/OTHER SAFETY/RISK FACTORS</td>
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</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

Provide additional information/justification to be considered: