Before Starting the CoC Application

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

The Collaborative Applicant is responsible for reviewing the following:

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

1A. Continuum of Care (CoC) Identification

Instructions:

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

1A-1. CoC Name and Number: FL-603 - Ft Myers, Cape Coral/Lee County CoC

1A-2. Collaborative Applicant Name: Lee County Board of County Commissioners

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Lee County Board of County Commissioners

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.

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	Yes	No
Hospital(s)	Yes	Yes
EMS/Crisis Response Team(s)	No	No
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Not Applicable	No
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	No	No
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		
Veterans Affairs Representative	Yes	Yes
Faith Based Service Providers	Yes	Yes

**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)**

All CoC meetings are publicly noticed on the Lee County Homeless Coalition and CoC web pages, and via direct e-mail. The CoC encourages all organizations and/or persons who have an interest in preventing or ending homelessness to attend both general membership and governing board meetings to share their thoughts and opinions. Governing Board members are regularly encouraged to conduct personal outreach and engage new members. Street outreach staff also engage local businesses regarding their opinions surrounding homelessness, and encourage them to remain engaged in the CoC. Several for-profit organizations, service providers, and one local CPD jurisdiction are also represented on the Lee County Homeless Coalition Board. Direct solicitations regarding specific issues/topics are made via email and at in-person meetings, depending upon need. Direct solicitations take place with local faith based organizations, housing developers, landlords, homeless and non-homeless service providers, and other interested stakeholders.

**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) To become a member of the CoC Governing Board and/or general membership, interested individuals must submit a membership application and conflict of interest form (for Governing Board only). Applications are submitted to the Lee County Homeless Coalition for general membership or the Collaborative Applicant for the CoC Governing Board. General membership applicants are free to join throughout the year, but Governing Board members are elected by the general membership at each July annual meeting.
2) Solicitations for membership are made via e-mail, social media, direct outreach, and on the Homeless Coalition and CoC's web page. The CoC Governing Board is regularly reminded by the collaborative applicant to reach out to interested parties, especially persons who are homeless or formerly homeless, to expand membership. Additionally, CoC Board representatives regularly announce board membership opportunities at general membership meetings. In addition, the Homeless Coalition solicits general members at all public education presentations. Brochures are distributed during all

presentations and events, and volunteers are encouraged to attend meetings and become members.
3) The CoC accepts applications for new Governing Board and general members year round. This rolling application process ensures members represent a wide range of stakeholders, and all interested parties are allowed to participate in the CoC.
4) The collaborative applicant conducts direct outreach to homeless and formerly homeless persons, as well as other interested individuals and organizations, and encourages service providers recommend current and former clients for membership on the CoC Governing Board.

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)

Lee County issued two Notices of Funding Availability (NOFA) in accordance with 2018 CoC NOFA guidelines for new project funds made available through the CoC bonus and DV bonus. Both NOFAs were posted on the CoC's webpage, Facebook page, and sent via direct email to local service providers through the County and Homeless Coalition distribution lists on June 29, 2018. Applications were accepted through July 18, 2018. Lee County received and considered six new project applications, all which were from organizations that have not previously received CoC funding in Lee County. All project applications were reviewed based on the published Ranking Committee Procedures and Ranking Tool. Three new project applications from organizations that have not previously received CoC funding in Lee County are being submitted for funding consideration.

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.

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

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 consulted with ESG program recipients during the Annual Plan process. There are 3 consolidated planning jurisdictions (CPJ) within the CoC's geographic area: Lee County, City of Fort Myers and City of Cape Coral. Lee County is the only ESG entitlement entity. The CoC is consulted during regular

meetings on ESG funding decisions, which include the use of ESG funds for a jail diversion shelter, street outreach and rapid rehousing. All CPJs are members of the Governing Board or general membership and are actively involved in meetings and planning.
2) The Collaborative Applicant reviews performance for ESG programs through ongoing monitoring, PIT and HIC data, and CoC system performance. Performance data is distributed to CPJ's and CoC membership via email, regular meetings and the CoC and Homeless Coalition's website. The Cities' active engagement with the CoC ensures that information regarding homelessness is clearly communicated and addressed in Con Plan processes. Collaboration among all CPJs occurs daily through program referrals and meetings for various other grant programs.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area?	Yes to 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 housing authorities and CoC written standards enforce the provisions of the Violence Against Women Act Final Rule, which outlines practices to protect the safety and security of individuals fleeing domestic violence and sexual assault and include an emergency transfer plan. Emergency transfers are made as quickly as possible to ensure client safety. In all programs, priority is given for eligible individuals and families who are relocating as per the Emergency Transfer Plan, and in accordance with 24 CFR 576.409. All covered housing providers must maintain records on emergency transfers requested under 24 CFR 5.2005(e). Data must include the outcomes of each request, and must be provided to the collaborative applicant upon request. The administrative plans for Lee County Housing Authority and Housing Authority for the City of Fort Myers also have preferences for individuals and families who have been subjected to or a victim of domestic violence, dating violence, sexual assault, or stalking.
2) Clients requesting emergency transfer are provided available housing options

in the same manner as all other clients, to maximize client choice. In addition, the local DV provider, Abuse Counseling and Treatment (ACT), provides shelter at two locations within the CoC's geographic area. Both feature multitude of counseling and recovery services and a 24 hour hotline for victims. ACT maintains safety through nondisclosure of shelter locations, shelter-monitoring systems, and a visitor check in process. Clients receiving case management are given priority referral to permanent housing options throughout the community. Referrals are made outside of the HMIS system to protect victim's personally identifying information.

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)

All direct service staff at ACT are required to have at least 16 hours of domestic violence training annually, and new hires receive over 60 hours of training in their first 90 days. Some trainings include Trauma Informed Care, Domestic Violence and the Effects on Children, Best Practices, Post Traumatic Stress Disorder, Understanding the Interaction between Addiction and Domestic Violence, and others as they are available. Children's counselors attend an annual Youth Summit to learn best practices when working with children. ACT also provides various trainings to community professionals including law enforcement, medical professionals including physicians, Department of Children and Families, Department of Health, and other professionals in our community. In addition, the collaborative applicant hosted a Trauma Informed Care and Motivational interview training, which was open to the entire CoC on September 12, 2018. ACT is also set to provide training on best practices in serving DV survivors during the October 2018 CoC general membership meeting. The training will ensure that staff throughout the CoC's geographic area are aware of the policy and practices necessary to ensure the safety of survivors across all programs.

The HMIS Lead Agency also provides at least one annual training opportunity to organizations that serve as coordinated entry access points or otherwise conduct assessments. All training is tailored to the individual agencies, and includes training on privacy protocols and protecting participant autonomy. No individual will be denied access to coordinated entry, housing or services on the basis that an individual is or has been a victim of domestic violence. DV victim data is not maintained in HMIS within the Lee County CoC, but rather in comparable databases by victim specific service providers, and is provided to the HMIS lead as needed.

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)

Data from the local DV provider, Abuse Counseling and Treatment (ACT), and the 2018 PIT count and HIC was used to assess the scope of needs related to survivors of domestic violence. The ACT shelter uses an Osnium database,

which is comparable to HMIS, to collect client data and monitor outcomes. Specific data elements such as the number of individuals served, bed capacity and utilization, and length of stay were used to determine community wide needs. From July 1, 2017 through June 30, 2018 the ACT shelter served 3,121 clients with residential and outreach services. The 2018 HIC included 86 beds at the ACT shelter, with a 95.5% utilization rate, and 2018 PIT count included 79 individuals who identified as victims of domestic violence. Consultation with the ACT shelter revealed that the average length of stay for individuals receiving residential services is 42 days. However, staff also indicated that shelter clients who are in need of assistance to obtain housing typically have a length of stay greater than 120 days due to the limited amount of affordable housing options and high client volumes for rental assistance programs. Gaining full-time employment is also extremely difficult for individuals and families exiting from the ACT shelter. Without rental assistance, is it unlikely that individuals and families exiting from the ACT shelter will be able to obtain and maintain permanent housing. Additionally, ACT staff confirmed that ongoing case management through a RRH or TH-RRH program would be helpful for ensuring clients increase income and are able to maintain permanent housing long-term.

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

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

SSO Coordinated Entry	
RRH	X
Joint TH/RRH	X

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

1) The CoC is currently serving approximately 526 domestic violence survivors annually through existing emergency shelter resources, and another 2595 individuals through existing DV outreach services.
2) The CoC determined this number by examining service data from the DV provider's HMIS comparable database for program year beginning July 1, 2017 and ending June 30, 2018.
3) The data used for determining the number of client served was gathered through consultation with the local DV provider, Abuse Counseling and Treatment (ACT), who provided data from their HMIS comparable database.

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) During the 2017 program year, 601 individuals were exited from ACT's emergency shelter, of those 390 needed assistance to obtain permanent housing. Given this data, the CoC estimates that approximately 60% of all survivors exiting the shelter in this program year will need assistance locating, moving-in, and maintaining permanent housing.
2) The CoC determined this number by examining intake and exit data from the DV provider's HMIS comparable database for program year beginning July 1, 2017 and ending June 30, 2018.
3) The data used for determining the number of clients in need of services was collected through consultation with the local DV provider, Abuse Counseling and Treatment (ACT), who provided data from their HMIS comparable database.

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

1) From July 1, 2017 through June 30, 2018 the ACT shelter served 3,121 clients, 526 in emergency shelter and 2595 in outreach programs. Consultation with the ACT shelter revealed that the average length of stay for individuals who need assistance locating and obtaining housing is often more than 120 days due to the limited availability of affordable housing and rental assistance programs. Additionally, gaining full-time employment is extremely difficult for individuals and families exiting from the ACT shelter. Without rental assistance, is it unlikely that individuals and families exiting from the ACT shelter, with only part-time employment, will be able to obtain and maintain permanent housing. Ongoing case management through a RRH or TH-RRH program will also be helpful to ensure clients increase income and are able to maintain permanent housing long-term.
2) During the July 1, 2017 through June 30, 2018 program year 390 individuals exiting the ACT shelter needed assistance to obtain permanent housing. It is estimated that at least 60% of all DV survivors who enter the ACT shelter will need rental assistance to obtain permanent housing in the upcoming program year. Given last year's data, nearly 400 individuals will need assistance through RRH or TH-RRH. There are currently no DV specific RRH or TH-RRH programs within the CoC. Clients are currently referred to homeless assistance programs that are open to all sub-populations of individuals and families who are homeless. Having DV specific RRH and TH-RRH programs will address gaps in current housing options for DV survivors and help to free up other RRH programs for non-DV individuals and families who are homeless.

3) Data from the local DV provider, Abuse Counseling and Treatment (ACT), and the 2018 HIC was used to assess the scope of needs related to survivors of domestic violence. The ACT shelter uses an Osnium database, which is comparable to HMIS, to collect client data and monitor outcomes. Specific data elements such as the number of individuals served, bed capacity and utilization, and length of stay were used to determine community wide needs.
4)The unmet housing need was calculated by dividing the number of individuals who exited emergency shelter to a rental assistance program by the total number of shelter exits in a single program year.

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)

Consultation with the ACT shelter revealed that the average length of stay for individuals who need assistance locating and obtaining housing is often more than 120 days due to the limited availability of affordable housing and rental assistance programs. Gaining full-time employment is also extremely difficult for individuals and families exiting from the ACT shelter. Without rental assistance, is it unlikely that individuals and families exiting from the ACT shelter with only part-time employment will be able to obtain and maintain permanent housing. Additionally, ACT staff confirmed that ongoing case management through a RRH or TH-RRH program would be helpful for ensuring clients increase income and are able to maintain permanent housing long-term.

Both DV bonus projects place significant emphasis on addressing housing barriers for DV survivors including personal, familial, and societal conflicts and deficiencies, and will provide clients with educational services as well as assistance with accessing and obtaining mainstream services (SNAP, Medicaid, child care, etc.). Case manager's for both programs will be available to assist each person based on their unique individual needs, and will ensure client's obtain or increase income, employment, and education to ensure long-term housing stability.

An estimated 400 DV survivors will need assistance through RRH or TH-RRH in a single program year. There are currently no DV specific RRH or TH-RRH programs within the CoC. Clients are referred to homeless assistance programs that are open to all populations of individuals and families who are homeless. Having DV specific RRH and TH-RRH programs will address gaps in current housing options for DV survivors and free up other RRH programs for non-DV individuals and families who are homeless.

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) Lee County Housing Development Corp. (LCHDC) plans to begin housing DV clients within 45 days after execution of the CoC grant agreement and be at 100% capacity within 90 days after execution of the CoC grant agreement. The Center for Progress and Excellence (CPE) anticipates being at full capacity in their TH facility within 120 days after execution of the CoC grant agreement.
2) LCHDC plans to comply with the CoC-wide goal of having at least a 65% housing retention rate. CPE also plans to have at least 65% of DV clients exit TH to permanent housing.
3) Both LCHDC and CPE have the experience and infrastructure necessary to ensure the safety and confidentiality of all clients entering their programs. All staff are trained on confidentially standards, and client records/files are stored in a locked file cabinet to protect client confidentiality. All LCHDC staff are required to complete HIPPA training annually. LCHDC will ensure the continued safety and privacy of victims of domestic violence, by having the ACT shelter serve as the central point of contact for survivors, and by working with ACT to ensure the implementation of the client's safety plan. CPE will ensure the safety of DV survivors by installing surveillance cameras on the outside of the TH facility. CPE will also coordinate with law enforcement to routinely pass by the facility to conduct safety checks. All bedroom doors in the facility will be equipped with a keypad lock that only the individual and staff will know the combination to and emergency pull cords will also be installed in each bedroom. Each CPE client will have a safety plan when exiting the TH program into permanent housing, and case managers will provide ongoing services to ensure client safety and stability.
4) Both CPE and LCHDC recognize that DV survivors face multiple barriers including personal, familial, and societal conflicts and deficiencies. Both projects will address barriers by linking clients to resources such as transportation, childcare, employment, food, clothing, housing, healthcare, educational services, and support networks, as well as assistance with accessing and obtaining mainstream services (SNAP, Medicaid, child care, etc.). Both projects will provide case managers to assist each client based on their unique individual needs, and provide advocacy and coordination with other agencies. LCHDC has an established network of community organizations and service providers to provide community supportive services in the aforementioned areas. At CPE, a trauma certified therapist for adults and a child therapist will be available to provide counseling to further reduce barriers to self-sufficiency.

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.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?

Housing Authority of the City of Fort Myers	20.00%	Yes-Both	No
Lee County Housing Authority	27.00%	Yes-Both	No

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)**

Not applicable. Both PHA's within the CoC's geographic area have homeless admission preferences in their written policies.

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)? No

**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)**

CoC written standards incorporate the Equal Access to Housing Final Rule, requiring service providers to practice a person centered model that incorporates participant choice and inclusion of all sub populations present in Lee County, including veterans, youth, and families with children, individual adults, seniors, victims of domestic violence, and LGBTQI+ individuals and families. All CoC and ESG funded providers must ensure that all people have fair and equal access to all forms of assistance regardless of race, ethnicity, national origin, age, sex, familial status, religion, disability, type or amount of disability, gender identity, perceived gender identity, marital status, sexual orientation, or perceived sexual orientation. The collaborative applicant offers individual technical assistance and training to providers to effectively implement the Final Rule, and provider's policies, procedures, and practices are monitored annually to ensure compliance.

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and

conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

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

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

Engaged/educated local policymakers:	X
Engaged/educated law enforcement:	X
Engaged/educated local business leaders:	X
Implemented communitywide plans:	X
No strategies have been implemented:	
Other:(limit 50 characters)	
Jail Diversion Shelter (Bob Janes Triage)	X

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 Lee County CoC embraces a "no-wrong-door" approach to ensure that any person who is homeless and seeking assistance has access to the Coordinated Entry System (CES). There are currently 23 points of access located throughout CoC's geographic area that provide the same assessment approach for all persons. Street outreach staff conduct assessments with persons living in places not meant for human habitation throughout the

geographic area.
2) A 2017 monitoring of the Coordinated Entry Affirmative Marketing Strategy (CEAMS) revealed that hispanic and elderly individuals are least likely to apply for assistance in the absence of special outreach. All participating providers have CES marketing materials for clients, as well as quick guides to aid case managers in completing assessments and prioritizing clients for housing and services. Additionally, outreach staff conduct street level outreach to ensure who individuals are least likely to apply for services at a service location are engaged and assessed (if possible) for services. The 2018 CEAMS monitoring, to be completed in September 2018, will provide insight into the effectiveness of the marketing strategy and demonstrate if the CES reaches people who are least likely to apply for assistance.
3)All agencies and outreach staff making referrals in the system are required to complete a Coordinated Entry screen. Upon completion, the system will notify the user if a VI-SPDAT is required. Individuals that are determined to be a veteran, chronically homeless, or homeless households with children are required to complete a full VI-SPDAT. The VI-SPDAT score will determine the client's and/or household's needs and initial prioritization for housing resources and supportive services. The CoC written standards further prioritize individuals by severity of needs, including high use of crisis services, significant health or behavioral health challenges, youth, and trauma.

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).

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

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).

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

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.

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	No

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 severity of needs and vulnerabilities criteria used when ranking projects was compliance with CoC written standards, adherence to housing first, and prioritization of high vulnerability clients. Compliance with the CoC Written Standards indicates if the project applicant prioritizes individuals based on severity of needs and Vulnerability Index score. Housing First and low barrier practices are evaluated to ensure the project does not screen out clients for low or no income, criminal or DV histories, or current/past substance abuse. Projects received points based on their prioritization of high vulnerability populations based on VI-SPDAT score, with more points being provided to projects that demonstrated the ability to house clients at the highest end of the range appropriate for the project type.
2) These project-ranking criteria accounted for roughly 25% of the total points available to each project. In addition, a fourth subjective criteria evaluates the project's overall ability to meet community needs, adequately carry out the project, and prioritize specific homeless sub populations.

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.

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	☐	CoC or other Website	☐
Email	☐	Email	☐
Mail	☐	Mail	☐
Advertising in Local Newspaper(s)	☐	Advertising in Local Newspaper(s)	☐
Advertising on Radio or Television	☐	Advertising on Radio or Television	☐
Social Media (Twitter, Facebook, etc.)	☐	Social Media (Twitter, Facebook, etc.)	☐

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)

The Collaborative Applicant monitors all subrecipients through monthly desk reviews, which include verifying reimbursement for eligible expenses, approving reimbursement payments, and verification that funds are being drawn in a timely manner. Project performance measures, including factors such as length of stay, increases income, and assessment score for project participants is presented to the CoC Governing Board at least one time per quarter. Additionally, the Collaborative Applicant conducts onsite monitoring visits once per year. The annual monitoring visit includes an in-depth review of the recipient's client files, program capacity, timely spending, utilization of funds, match requirements, project policies, facility inspections, and a review of performance measures. Any concerns or findings are addressed with a

corrective action plan. The results of the monitoring are presented to the subrecipient as well as to the CoC Governing Board, and CoC Ranking Committee. The Collaborative Applicant also works closely with each program recipient to ensure a complete and accurate submission of the APR. The results of each annual monitoring report and portions of the APR are reviewed and considered during the ranking process. The Governing Board and/or collaborative applicant (CA) can make recommendations for reallocation based on project performance, utilization, effectiveness, participation in HMIS, and CoC and HUD funding priorities. All recommendations must be reviewed and approved by the CoC ranking committee.

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

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

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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).	5-7, Governance Charter
2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required.	Yes
2A-3. HMIS Vender. What is the name of the HMIS software vendor?	Client Services Network; Bell Data 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.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	231	90	116	82.27%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	55	0	55	100.00%
Rapid Re-Housing (RRH) beds	242	0	242	100.00%
Permanent Supportive Housing (PSH) beds	466	0	109	23.39%
Other Permanent Housing (OPH) beds	0	0	0	

**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 Fort Myers Rescue Mission, a faith-based organization, has 25 emergency shelter beds. The agency is disinclined to participate in HMIS, which prevents the 85% HMIS bed coverage threshold from being met for ES beds. The Fort Myers Rescue Mission does provide the Collaborative Applicant with complete client surveys during the annual point-in-time count. Other permanent supportive housing beds are provided by the Housing Authority of the City of Fort Myers and the Lee County Housing Authority through VASH Vouchers. Both Housing Authorities are currently working with the Collaborative Applicant to gain access to HMIS. It is anticipated that they will be reporting beds in HMIS within the next 12 months.

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept? 12

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).	01/20/2018
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)

There was an increase of 257 overflow beds in the 2018 sheltered homeless count due to the inclusion of Hurricane Irma victims. Data regarding the number of individuals and families in FEMA supported temporary housing, on the night of the count, was obtained through collaboration with the Lee County Emergency Operations Center and FEMA.

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.

Beds Added:	0
Beds 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? Yes

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

Beds Added:	257

Beds Removed:	0
Total:	257

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?

No

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)

The Research and Awareness Committee met at least monthly leading up to the PIT count to devise strategies to ensure that all individuals and families who were homeless were included in the count.

1) To better count individuals and families experiencing chronic homelessness, the Homeless Coalition organized several transportation resources from more rural areas of the CoC's geographic area to increase attendance at the central service location where surveys were conducted. In addition, survey teams canvased areas where chronically homeless individuals and families were known to congregate. Teams distributed backpacks with supplies and conducted surveys in area parks, feeding sites and other known locations.
2) To better count families with children who were homeless, flyers advertising the PIT count were distributed via e-mail and in print to all local organizations that provide services for families. Additional advertisement was conducted via the collaborative applicant's and Homeless Coalition's Facebook and web pages. Survey's were also conducted at local food pantries and feeding sites, which are frequented by families with children. The School District was also represented at the central service location where surveys were conducted.
3) To better count Veterans experiencing homelessness, the VA and other veteran service providers had a dedicated PIT area at the central service location. All Veteran's were offered service connections and a multitude of supplies. The local SSVF provider also conducted surveys at several service locations throughout the CoC.

Participation by all sub populations is encouraged through the provision of all-day bus passes and other supplies once a survey is completed. Surveys are conducted and items are distributed by local service providers at the annual

Homeless Service Day held in a central location and at other known locations by survey teams.

3A. Continuum of Care (CoC) System Performance

Instructions

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

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

Number of First Time Homeless as Reported in HDX.	1,020

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) Through a review of local data and input gathered from community partners, the CoC has determined that factors such as limited income, lack of affordable housing options, high utilization of crisis assistance, significant physical and/or behavioral health challenges, substance use disorders, and, for youth and victims of domestic violence, continued trauma or high exposure to dangerous living situations increases the risk of individuals or families becoming homeless for the first time.
2) There are currently 4 homelessness prevention programs within the CoC that offer a variety of supportive services and assistance with past due rent/utilities to prevent individuals and families from becoming homeless for the first time. The Collaborative Applicant is also planning to develop and implement a diversion program during CY 2018, which will focus on mediating the needs of at risk individuals and families to ensure they do not become homeless.
3) Goals for each system performance measure are set by the CoC Governing Board. Collaborative applicant staff, including the Contracts Specialist, Grants Analyst and HMIS manager, actively monitor project performance. System and project level performance data is reviewed by the CoC Governing Board and General Membership at least annually.

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 individuals and families remained homeless in FY 2017 was 126 bed nights.
2) The CoC identified that the length of time homeless is due to clients staying in emergency shelter for extended periods of time during their search for permanent housing with rapid re-housing funds. The average shelter stay is 90 days. Once housing is identified, individuals and families can usually be housed in under 30 days. The collaborative applicant and emergency shelter provider both have Housing Services Coordinators who develop relationships with landlords to ensure that adequate housing resources are made available for individuals and families in search of permanent housing.
3) Clients are prioritized in the Coordinated Entry System by medical vulnerability, overall wellness, unsheltered sleeping location, and length of time homeless. Those clients who have high service needs and a long length of stay in homelessness, as indicated by question 1 on the VI-SPDAT, are prioritized above less vulnerable clients for housing and services.
3) To further encourage continued reductions in the length of time homeless, the CoC Governing Board set a goal to ensure that individuals and families remain homeless for no more than 116 days. Goals for each system performance measure are set by the CoC Governing Board. Collaborative applicant staff, including the Contracts Specialist, Grants Analyst and HMIS manager, actively monitor project performance. System and project level performance data is reviewed by the CoC Governing Board and General Membership at least annually.

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.

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	54%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	86%

3A-3a. Applicants must:
(1) describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
(2) describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing

**destinations.
(limit 2,000 characters)**

1) The CoC aims to increase the rate of Permanent Housing exits from shelters, transitional housing, and rapid re-housing by offering wrap-around supportive services both during program participation and after program exit. For example, the Salvation Army provides RRH participants with supportive services for up to 6 months after program exit to ensure self-sufficiency. Additionally, the existing CoC and ESG funded rapid re-housing projects operate on a graduated rental assistance model, which requires the client to pay an increased portion of the rent as the program progresses promoting budget management and ultimately self-sufficiency.
2) The CoC aims to increase retention and positive exits from permanent housing projects, other than RRH, by offering wrap-around supportive services throughout program participation. For example, the CoC funded permanent supportive housing projects, at Community Assisted and Supported Living, encourage each resident to develop and achieve personal goals within three distinct program objectives: 1) to obtain and remain in permanent housing; 2) to achieve self-determination and 3) to increase skills and income. As a result clients are able to access mainstream and community services, increase income, and gain self-sufficiency.

To encourage continued increases in positive housing exit and housing retention rates, the CoC Governing Board has established a 65% performance target for persons exiting to PH from CoC and ESG funded projects. Goals for each system performance measure are set by the CoC Governing Board. Collaborative applicant staff, including the Contracts Specialist, Grants Analyst and HMIS manager, actively monitor project performance. System and project level performance data is reviewed by the CoC Governing Board and General Membership at least annually.

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.

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	10%

**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) Through a review of local data and input gathered from community partners, the CoC has determined that factors such as insufficient income, lack of affordable housing options, significant physical and/or behavioral health challenges, substance use disorders, and, for youth and victims of domestic

violence, continued trauma or high exposure to dangerous living situations increase the risk of individuals or families returning to homelessness.
2) The CoC reduces returns to homelessness by offering wrap-around supportive services throughout program participation. For example, the CoC funded permanent supportive housing projects encourage each resident to develop and achieve personal goals within three distinct program objectives: 1) to obtain and remain in permanent housing; 2) to achieve self-determination and 3) to increase skills and income. As a result clients are able to access mainstream and community services, increase income, and prevent returns to homelessness. Additionally, the existing CoC and ESG funded rapid re-housing projects provide graduated rental assistance, which requires the client to pay an increased portion of the rent as the program progresses promoting budget management and increasing housing retention rates.
3)To further ensure homelessness in Lee County is non-recurring, the CoC Governing Board has established a goal of less than 30% of exits from CoC and ESG funded projects result in a return to homelessness. Goals for each system performance measure are set by the CoC Governing Board. Collaborative applicant staff, including the Contracts Specialist, Grants Analyst and HMIS manager, actively monitor project performance. System and project level performance data is reviewed by the CoC Governing Board and General Membership at least annually.

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) & 2) Employment specialists at agencies throughout the CoC's geographic area increase access to income from all sources. These specialists provide assistance completing resumes, finding employment, making referrals to job training programs, and increasing soft skills. CoC partners also regularly access services through Goodwill Job Link and SWFL Career Source. Additionally, the Collaborative Applicant (CA) offers a soft skills training course which is free and open to all Lee County residents. The CA is also represented on the workforce development board, which is tasked with administering funding for employment and training services in the CoC's geographic area. To increase access to non-employment income sources, such as SSI and SSDI, the CoC uses SOAR trained case managers located at several agencies throughout the CoC's geographic area. The CoC also collaborates with the managing entity, Central Florida Behavioral Health Network, to provide SOAR training and increase collaboration among SOAR case managers. The CA has a dedicated SOAR case manager to ensure that clients receiving services through existing programs have access to non-employment income sources.
3)To further ensure economic and job growth, the CoC Governing Board has established a goal of 45% for all adult leavers and stayers to maintain or increase income from all sources in CoC and ESG funded projects. Goals for each system performance measure are set by the CoC Governing Board.

Collaborative applicant staff, including the Contracts Specialist, Grants Analyst and HMIS manager, actively monitor project performance. System and project level performance data is reviewed by the CoC Governing Board and General Membership at least annually.

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

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

Instructions

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

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

Total number of beds dedicated as DedicatedPLUS	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	15
Total	15

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 and ESG funded RRH programs use the Coordinated Entry System and housing specialists to rapidly rehouse families with children as quickly as possible. The Coordinated Entry System assesses and prioritizes families with children for housing and services based on vulnerability and severity of service needs. Families prioritized for rapid rehousing meet with a housing specialist, who identifies housing barriers and options. If clients choose housing from available stock, they are typically housed within 30 days through ESG and CoC funded RRH projects. The CoC continues to strive for improvement in decreasing the length of time a family remains on the street or in emergency shelter or safe haven before they are moved into RRH programs.
2) The CoC addresses housing and service needs by offering wrap-around supportive services throughout program participation and after program exit. For example, the Salvation Army provides RRH participants with supportive services for up to 6 months after program exit to ensure self-sufficiency. Supportive services also include referrals to job training, employment assistance, behavioral health treatment, education services, and more, all of which are structured to assist the client in gaining and maintaining self-sufficiency. Further, the existing CoC and ESG funded RRH projects require clients to pay an increased portion of the rent as the program progresses promoting budget management and self-sufficiency.
3) The CoC Governing Board established the goal that persons should exit emergency shelters or safe havens to a permanent housing destination within 116 days. Goals for each system performance measure are set by the CoC Governing Board. Collaborative applicant staff, including the Contracts Specialist, Grants Analyst and HMIS manager, actively monitor project performance. System and project level performance data is reviewed by the CoC Governing Board and General Membership at least annually.

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

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	☐
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	☐
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	☐
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.	☐

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	No
Exits from foster care into homelessness	Yes
Family reunification and community engagement	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

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

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

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.
(limit 3,000 characters)

1) The CoC reviews data regarding the number of youth who are homeless and those who are aging out of foster care at least annually, and pursues resources based on the demonstrated need. The Partnering for Results program, funded by the collaborative applicant, is being increased during the 2018-2019 fiscal year to provide additional funding to the Early Learning Coalition (ELC) and other non-profit agencies who provide housing and services for unaccompanied and parenting youth. It is estimated that these changes will result in an additional 325 children being provided care through ELC, and another $600,000 available for other non-profit programs. In addition, Lee County Housing Authority has 25 Family Unification Vouchers, which are used for youth aging out of foster care and preventing family separation. Youth receiving FUP assistance are also provided priority for the PHA's Family Self Sufficiency

program, which increases positive exits to permanent housing and allows resources to be used for new families. Additional funding is also made available through the State Housing Initiative Partnership's 20% special needs set-aside, which designates young adults formerly in foster care as an eligible population group.
2) The CoC has a discharge planning MOU with Children's Network of SWFL (local DCF contractor) to facilitate housing and services for youth aging out of the foster care system. Referrals for services and housing for youth experiencing homelessness are made to CoC partner agencies, such as The Salvation Army, Early Learning Coalition (ELC), Children's Home Society (local youth service provider), Beyond Barriers (local youth service provider), Lee County Schools, Lutheran Services (local youth service provider), DCF, and Center for Progress and Excellence (local behavioral health provider). Unaccompanied youth, below age 18, who are experiencing unsheltered homelessness can access emergency shelter at Lutheran Services Oasis Shelter. Additionally, Children's Network of SWFL offers extended foster care, independent living, and postsecondary educational service and support programs for youth aging out of foster care.

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

1 & 2) To examine the overall effectiveness of programs currently available within the CoC's geographic area, the CoC reviews data regarding the number of youth who are homeless and those who are aging out of foster care at least annually. The 2018 PIT count revealed a total of 22 youth, ages 18-24, who were homeless on the night of the count. Of those, 10 were residing in emergency shelter, 3 in transitional housing facilities, and 9 in unsheltered homelessness. Data regarding youth exiting foster care was gathered from Children's Network of SWFL (CNSWFL) in February 2018. The data revealed that 30 youth, ages 18-21, were enrolled in extended foster care and 39 youth, ages 18-22, were enrolled in post-secondary education service and support. Approximately 17 youth were terminated from CNSWFL programs for non-compliance, and approximately 56 youth will be aging out of foster care during 2018. CNSWFL identified affordable housing and transportation as continued needs for youth. The CoC measures the effectiveness of youth specific programs, such as FUP, by reviewing the utilization rate of the vouchers. As of August 1, 2018 the utilization rate is 80%. The impacts of increased funding to the Early Learning Coalition will be measured by the increased number of children being provided services. The performance measures for additional programs funded by Partnering for Results will be reviewed as contracts are monitored.
3) The CoC believes these data sources and measurements are the most appropriate means to measure the effectiveness existing programs to address the needs of youth experiencing homelessness because they provide a clear picture of the number of youth being served, as well as those who are at risk for

homelessness. The CoC can then use this data to pursue additional resources based on the demonstrated need.

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)

A Lee County School District representative is present at CoC meetings and provides feedback in CoC and other program planning. The school district also collaborates with homeless outreach staff, and staff at the Salvation Army to ensure that children in outreach and RRH programs are enrolled in appropriate services at school. This includes referring homeless families with children to the School District's homeless student program, A.C.C.E.S.S., and providing information regarding local technical schools and universities, which may offer programs and assistance for persons who are homeless. The Salvation Army has a formal MOU with the Early Learning Coalition to provide childcare for families who are experiencing homelessness, and/or are enrolled in the CoC funded RRH program. The collaborative applicant also provides funding to the Early Learning Coalition (ELC), through a contract, to increase the number of families that can be assisted with child care each year. The CoC has also executed a member agency MOU with Lutheran Services, who receives RHY funding to provide emergency shelter and services for youth within the CoC'S geographic area. Additional collaboration takes place during CoC Governing Board and general membership meetings which are attended by non-profit youth housing and service providers. The CoC ensures that individuals and families who become homeless are informed of their eligibility for educational services through monitoring of policies, procedures and practices at funded agencies, and has also adopted CoC-wide Written Standards that incorporate provisions for ensuring service providers inform homeless persons of their eligibility for education services.

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.
(limit 2,000 characters)

The CoC-wide written standards specify that all Lee County CoC service providers must have written policies in place to ensure that individuals and families who become homeless are informed of their eligibility for and receive access to educational services. These policies should include how homeless families with children will be informed of and referred to the Lee County School Districts homeless students program, A.C.C.E.S.S. Such policies should also include information for all homeless individuals and families regarding local technical schools and universities, which may offer programs and assistance for persons who are homeless. Additionally, programs that specifically serve families with children must have a staff person designated as the education liaison that will ensure that children are enrolled in school and connected to the

A.C.C.E.S.S. program, as well as Head Start, if applicable. The CoC ensures that individuals and families who become homeless are informed of their eligibility for educational services through monitoring of policies, procedures and practices at funded agencies.

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.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	Yes
Head Start	No	No
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	Yes
Public Pre-K	No	No
Birth to 3 years	No	Yes
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		
Children's Network	Yes	No

**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 CoC maintains a comprehensive by-name list that identifies the veterans experiencing homelessness within the geographic area. Veteran eligibility is determined by the VA and SSVF case managers. In addition, coordinated assessments are conducted for each veteran that presents for services. These assessments determine applicant's vulnerability and helps in making appropriate referrals based on the Veteran status. HUD-VASH receives referrals from coordinated entry, but also allows for direct entry into their program through other means. Clients who are not eligible for assistance through U.S. Department of Veterans Affairs Programs are prioritized for other community services through the Coordinated Entry System. Once assessed, clients are referred to appropriate agencies and services. The CoC reach functional zero status for veteran homelessness in 2016 and continues to monitor veteran inflow and placement.

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

homelessness in the CoC?	
3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness?	Yes
3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?	Yes
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.	X
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.	

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

The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	
The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	
The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	
The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups	
The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	
The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	
The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness.	

The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	☐
The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	☐
The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	☐
The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	☐
Other:	☐

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

Instructions:

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

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

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

4A-1a. Mainstream Benefits. Applicants must:
(1) describe how the CoC 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) To increase access to mainstream non-employment income sources, such as SSI and SSDI, the CoC uses SOAR trained case managers located at several agencies throughout the CoC. Mainstream employment organizations, such as the Workforce Development Board and Career Source SWFL, work directly with CoC agencies to provide employment and training services. Applicants for other mainstream services such as Food Stamps, TANF, SSI, and Medicaid can use the Department of Children and Families' ACCESS electronic system, which is available at over 60 locations in Lee County. Lee Health, a CoC member agency, operates a community health outreach program for patients who frequently visit the emergency department. The program provides outreach services and assistance with application and use of mainstream benefits,

insurance and acquisition of a primary care physician. In addition, countywide transportation programs provide medical bus passes and other specialized transport to assist with use of mainstream benefits.
2) The CA and Homeless Coalition ensure that program staff remain informed of mainstream and other resources through monthly meetings, newsletters, and ongoing e-mail distributions from DCF. The CoC collaborates with the managing entity, Central Florida Behavioral Health Network, to provide SOAR training and increase collaboration among SOAR case managers.
3)To further ensure increased utilization of mainstream resources, the CoC Governing Board has established a goal of 45% for all adult leavers and stayers to maintain or increase income from non-earned income sources such as SSI or SSDI. Goals for each system performance measure are set by the CoC Governing Board. Collaborative applicant staff, including the Contracts Specialist, Grants Analyst and HMIS manager, actively monitor project performance. System and project level performance data is reviewed by the CoC Governing Board and General Membership at least annually.

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.	8
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.	8
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) Daily street outreach engages individuals and families experiencing unsheltered homelessness. Outreach staff receive referrals from several Lee County and City departments, Lee County Schools, law enforcement, fire districts, CoC partner agencies, homeless individuals and families, and other stakeholders. Staff treat each outreach referral with urgency and are typically able to connect with unsheltered individuals and families within 48 hours of referral receipt. Outreach staff provide hygiene items, emergency service

information, and limited clothing and food to engage those living in unsheltered homelessness. After initial meetings, staff complete triage screenings, coordinated assessments, and make referrals to appropriate housing and supportive services.
2) Outreach staff are centrally based at the Collaborative Applicants office, but travel to all locations throughout the CoC's geographic area, ensuring 100% coverage of the CoC's geographic area.
3) Street outreach is conducted by outreach staff daily. In addition to receiving and following up on client referrals from businesses, community partners and individuals, there are outreach events that take place each day of the week at over 20 area service providers. These events include feedings, laundry services, food pantries, medical outreach, and recovery meetings.
4) The Collaborative Application employed a designated street outreach staff member in May 2018 to focus street level outreach on individuals who are least likely to seek assistance from community service providers or at other outreach locations. Outreach staff's relationship with individuals and families who are living in unsheltered situations, has created an increased awareness of other individuals and families who are also experiencing unsheltered homelessness, but are unwilling or unable to seek assistance. Through this network of trust, additional persons have been identified and linked with services.

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

1) The CoC is continuously working to implement the Coordinated Entry Affirmative Marketing Strategy (CEAMS), a strategy designed to make CES access, housing and services accessible to all persons regardless of sex, gender, perceived gender, sexual orientation, perceived sexual orientation, age, color, national origin, ethnicity, limited English proficiency, disability status, family status, marital status, or religion. CEAMS requires that CES providers identify individuals who are least likely to apply for assistance, outline an outreach program, and designate indicators to measure success. The Collaborative Applicant also has a robust Language Access Plan which outlines the practices undertaken and resources available to ensure access for persons with limited English Proficiency.
2) The CES, housing and supportive services are marketed throughout the CoC’s geographic area via the Collaborative applicants website, social media pages, and through printed materials. Advertising is available in locations and formats anticipated to be used, viewed, or listened to by those least likely to seek services, including at community, religious, and other organizations. Most CoC member organizations have several case managers who can provide translation and interpretation services. Additionally, most program applications and policies are available in Spanish and/or French Creole. Translation and interpretation services can also be provided in a variety of other languages through Lee County's contract with Language Line Services.

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.

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	311	242	-69

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

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	PHA Administrativ...	09/12/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes	CE Assessment Tool	08/30/2018
1E-1. Objective Critiera–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	CoC Rating and Ra...	09/13/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes	Consolidated Appl...	09/14/2018
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	Public Posting of...	09/13/2018
1E-4. CoC's Reallocation Process	Yes	CoC Process for R...	09/06/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	Projects Accepted...	08/30/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	Project Rejection...	08/30/2018
1E-5. Public Posting–Local Competition Deadline	Yes	Local Competition...	08/30/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	CoC and HMIS Lead...	09/10/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	HMIS Policies and...	08/30/2018
3A-6. HDX–2018 Competition Report	Yes	FY 2018 CoC Compe...	08/28/2018
3B-2. Order of Priority–Written Standards	No	Order of Priority	09/10/2018

3B-5. Racial Disparities Summary	No	Racial Disparity ...	09/06/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No	Screens Not Displ...	09/14/2018
Other	No		
Other	No		

Attachment Details

Document Description: PHA Administrative Plan

Attachment Details

Document Description:

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: CoC Rating and Ranking Procedure

Attachment Details

Document Description: Consolidated Application

Attachment Details

Document Description: Public Posting of Project Selection, Ranking and

CoC Application

Attachment Details

Document Description: CoC Process for Reallocation

Attachment Details

Document Description: Projects Accepted Notification

Attachment Details

Document Description: Project Rejection - Reduction Notification

Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: CoC and HMIS Lead Governance

Attachment Details

Document Description: HMIS Policies and Procedures

Attachment Details

Document Description: FY 2018 CoC Competition Report

Attachment Details

Document Description: Order of Priority

Attachment Details

Document Description: Racial Disparity Assessment Sumamry

Attachment Details

Document Description:

Attachment Details

Document Description: Screens Not Displaying Correctly in PDF

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/12/2018
1B. Engagement	09/12/2018
1C. Coordination	09/12/2018
1D. Discharge Planning	09/12/2018
1E. Project Review	09/12/2018
2A. HMIS Implementation	09/14/2018
2B. PIT Count	09/14/2018
2C. Sheltered Data - Methods	09/12/2018
3A. System Performance	09/14/2018
3B. Performance and Strategic Planning	09/12/2018
4A. Mainstream Benefits and Additional Policies	09/12/2018
4B. Attachments	09/14/2018

Submission Summary	No Input Required

Chapter 4

ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST

[24 CFR Part 5, Subpart D; 960.206, 982.54(d)(1); 982.204, 982.205, 982.206, 982.207]

INTRODUCTION

It is LCHA's objective to ensure that families are placed in the proper order on the waiting list and selected from the waiting lists for admissions in accordance with the policies in this Administrative Plan.

By maintaining accurate waiting lists, the LCHA will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

A. WAITING LIST [24 CFR 982.204]

The LCHA uses the following waiting lists:

1. Housing Choice Voucher (HCV) Program
2. Project Based Voucher Program
    - Individual developments where PBV program applies

Except for Special Admissions, applicants will be selected from the LCHA waiting lists in accordance with policies and preferences and income targeting requirements defined in this Administrative Plan.

The LCHA will maintain information that permits proper selection from the waiting list.

The waiting list contains the following information for each applicant listed:

Applicant name

Family unit size (number of bedrooms family qualifies for under LCHA subsidy standards)

Date and time of application

Qualification for any local preference

Racial or ethnic designation of the head of household

*Annual (gross) family income

*Number of persons in family

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B. SPECIAL ADMISSIONS [24 CFR 982.54(d)(e), 982.203]

If HUD awards LCHA program funding that is targeted for specific families living in specified units, the LCHA 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 LCHA 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 project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and

A non-purchasing family residing in a HOPE I, HOPE II, or HOPE VI project.

Applicants, who are admitted under Special Admissions, rather than from the waiting list, **are not** maintained on separate lists.

Witness Relocation Program

Summary:
The Witness Relocation Program provides rental assistance in the form of Section 8 housing vouchers for the relocation of witnesses in connection with efforts to combat violent crimes that occur in and around public, Indian, and other HUD-assisted housing. Since its inception in 1996, HUD's Office of Inspector General (OIG) has used this program to successfully relocate hundreds of witnesses and their families throughout the United States.

Purpose:
The Witness Relocation Program is designed to offer protection to persons who are cooperating as witnesses in the government's efforts to combat violent crimes occurring in and around public, Indian, and other HUD-assisted housing. Law enforcement agencies, with the written concurrence of the appropriate prosecutorial entity, may request the emergency relocation of a witness (and their immediate family) that is assisting law enforcement in a criminal matter and fears retribution, or has been threatened as a result of the assistance and/or testimony provided.

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The OIG facilitates the protection of witnesses by removing them and their immediate families from potential danger and relocating them to a secure area selected by the OIG in cooperation with the relevant federal, state, tribal, or local law enforcement agencies.

Eligible Customers:
Witnesses to violent crimes occurring in or around public, Indian, or other HUD-assisted housing that cooperate with the relevant governmental law enforcement and prosecutorial agencies in their investigation and prosecution of the perpetrators are eligible for the program. The witness (and their immediate family) is not required to be a current resident of the aforementioned HUD-assisted housing in order to be considered eligible for the Witness Relocation Program, but must be otherwise eligible to receive Section 8 housing voucher assistance. Final determination of program eligibility is made by the OIG and HUD's Office of Public and Indian Housing.

C. WAITLIST PREFERENCES [24 CFR 982.207]

PREFERENCE DEFINED

The preferences recognized by LCHA are: (All preferences will be verified)

1. **Emergency/Federally Displaced Preference - 40 Points**
   The LCHA shall grant preferences to families of federally declared disasters who are public housing residents from another jurisdiction and other eligible disaster-affected families who are income eligible. These persons will receive preferences over other waiting list placeholders. This preference will remain in place until the emergency no longer exists.

2. **Displaced Person by State/Local Government Action or HOPE VI/Subsidized Housing Demolition - 30 Points**

   Individuals or families displaced by State/Local Government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Relief Laws.

3. **Veterans Status - 20 Points**

   Preference shall be given to Veterans or servicemen as defined by Florida Statues (FL295.01): A 'veteran" or a serviceman" means a person who has served in the Armed Forces of the United States at anytime and, in the case of a veteran, has been discharged or released there from under conditions other than dishonorable, or in the case of a serviceman, is presently in the Armed Forces of the United States. The preference granted to Veterans or servicemen as defined by FL S315.300, shall be extended to include families of veterans and servicemen. A family of a veteran or serviceman is therefore further defined as follows:

   > The veteran or serviceman is (a) either he Head of Household or is related to the Head of Household; or (b) deceased and was related to the Head of Household, and was a family member at the time of death or (c) the veteran or serviceman, unless deceased, is living with the family or is only temporary absent unless he/she was (1) formerly the Head of Household and is permanently absent because of hospitalization, separation, or desertion, or is divorced; provided the family has not remarried; or (2) not the Head of Household but is permanently hospitalized;

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provided that he/she was a family member at the time of hospitalization and there remains in the family at least two (2) related persons.

4. **Homeless Preference – 15 Points**

LCHA will issue not more than 50 Homeless Preference Vouchers to homeless families per year pending funding availability. A family that is considered to be homeless as defined by Lee County Department of Human Services Lift Program and or The Salvation Army and must be a client of Lee County Department of Human Services Lift Program or the Salvation Army homeless population. These households require initial, intermittent or ongoing supportive services from one or more community based service providers to obtain and retain stable, adequate and safe housing.
Homeless means a family who lacks a fixed, regular, and adequate nighttime residence or a family who has a primary nighttime residence that is:

(a) A Supervised publically or privately operated shelter designed to provide temporary living accommodations, including congregate shelters and transitional housing;

(b) An institution that provides a temporary residence for individuals intended to be institutionalized; or

(c) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The term Homeless does not refer to any individual imprisoned or otherwise detained pursuant to state or federal laws.

5. **Victims of Domestic Violence (VAWA) - 10 Points**

LCHA will offer a preference to families/persons that have been subjected to or a victim of domestic violence, dating violence, sexual assault, or stalking. LCHA will require documentation that the family has been displaced as a result of fleeing domestic violence, dating violence, sexual assault, or stalking. Families are also eligible for this preference if there is proof that the family is currently living in a situation where they are being subjected to or victimized by violence in the home.

1. Actual or threatened physical violence directed against the applicant or the applicant's family, spouse or other household member who lives in the unit with the family. The actual violence must have occurred within the past six (6) months or be of a continuing nature.

2. An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is NOT considered involuntarily displaced.

3. To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser WILL NOT reside with the applicant. If the abuser returns to live with the family without approval, LCHA will deny and or terminate assistance for breach of the certification.

4. Acceptable forms of documentation you are or have been a victim of domestic violence, dating violence, sexual assault or stalking:

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1. All requests must be in writing and provided to LCHA within 14 business days from the day you receive the request to provide the documentation. Failure or refusal to provide one of the documents listed below within 14 days of the request will result in no preference given. If LCHA receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault or stalking has been committed, LCHA will request that you provide third-party documentation within 30 calendar days in order to resolve the conflict. If you fail or refuse to supply third-party documentation where there is conflicting evidence LCHA will not provide you the preference.
2. Completed HUD form 5382 – Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking; OR
3. A Federal, State, Tribal or Local law enforcement agency, court, or administrative agency that documents domestic violence, dating violence, sexual assault or stalking(police reports, protective order, and restraining orders) ; OR
4. A statement which you must sign along with a signature of an employee, agent or volunteer of a victim service provider, an attorney, a medical professional or mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he/she believes that the incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
5. Certified letter from the Abuse, Counseling and Treatment Center (ACT).

5. **All Other Applicants - 0 Points**

The qualification for any of the above mentioned preferences MUST exist at the time the preference is verified regardless of the length of time an applicant has been on the waitlist. The preference is based on current status of the family at the time of determination of eligibility.

D. INCOME TARGETING

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year the LCHA will reserve a minimum of seventy-five percent **(75%)** of its Section 8 new admissions for families whose income does not exceed 30 percent of the area median income. HUD refers to these families as "extremely low-income families." The LCHA will admit families who qualify under the Extremely Low Income limit to meet the income targeting requirement, regardless of preference.

The LCHA's income targeting requirement does not apply to low income families continuously assisted as provided for under the 1937 Housing Act.

The LCHA is also exempted from this requirement where the LCHA is providing assistance to low income or moderate income families entitled to preservation assistance under the tenant-based program as a result of a mortgage prepayment or opt-out.

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E. TARGETED FUNDING [24 CFR 982.203]

When HUD awards special funding for certain family types, families who qualify are placed on the regular waiting list. When a specific type of funding becomes available, the waiting list is searched for the first available family meeting the targeted funding criteria.

Applicants who are admitted under targeted funding which are not identified as a Special Admission the LCHA has the following "Targeted" Programs:

The PHA does not have any targeted programs.

F. PREFERENCE AND INCOME TARGETING ELIGIBILITY [24 CFR 982.207]

Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the LCHA in writing when their circumstances change.

*** When an applicant claims an additional preference, s/he will be placed on the waiting list in the appropriate order determined by the newly-claimed preference.**

Cross-Listing of Different Housing Programs and Section 8 [24 CFR 982.205(a)]

The LCHA does have other housing programs.

- Public Housing Developments
- Housing Choice Voucher Program

Other Housing Assistance [24 CFR 982.205(b)]

Other housing assistance means a federal, State or local housing subsidy, as determined by HUD, including public housing.

The LCHA may not take any of the following actions because an applicant has applied for, received, or refused other housing: [24 CFR 982.205(b)]

Refuse to list the applicant on the LCHA waiting list for tenant-based assistance;

Deny any admission preference for which the applicant is currently qualified;

Change the applicant's place on the waiting list based on preference, date and time of application, or other factors affecting selection under the LCHA selection policy; or

Remove the applicant from the waiting list.

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However, the LCHA may remove the applicant from the waiting list for tenant-based assistance if the LCHA has offered the applicant assistance under the HCV program**.**

G. ORDER OF SELECTION [24 CFR 982.207(e)]

The LCHA's method for selecting applicants from a preference category leaves a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the administrative plan.

- HCV Program - Preference Date and Time
- PBV Program - Bedroom Size, Preference, Date and Time

H. FINAL VERIFICATION OF PREFERENCES [24 CFR 982.207]

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, the LCHA will:

Obtain necessary verifications of preference at the interview and by third party verification.

I. PREFERENCE DENIAL [24 CFR 982.207]

If LCHA denies a preference, LCHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for **a review. Applicant will have 10 working days to request a review with the Section 8 Director or their designee.** If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

*** If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list.**

J. REMOVAL FROM WAITING LIST AND PURGING [24 CFR 982.204(c)]

The Waiting List will be purged at least one time each year by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for confirmation of continued interest.

Any mailings to the applicant which require a response will state that failure to respond within [10] days will result in the applicant's name being dropped from the waiting list.

An extension of [10] days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability.

If they fail to respond within [10] days, they will be removed from the waiting list.

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If the applicant did not respond to the LCHA request for information or updates because of a family member's disability, the LCHA will reinstate the applicant in the family's former position on the waiting list.

If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless the Section 8 Director determines there were circumstances beyond the person's control.

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Chapter 4

ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST

[24 CFR Part 5, Subpart D; 960.206, 982.54(d)(1); 982.204, 982.205, 982.206, 982.207]

INTRODUCTION

It is HACFM's objective to ensure that families are placed in the proper order on the waiting list and selected from the waiting lists for admissions in accordance with the policies in this Administrative Plan.

By maintaining accurate waiting lists, the HACFM will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

A. WAITING LIST [24 CFR 982.204]

The HACFM uses the following waiting lists:

1. Housing Choice Voucher (HCV) Program
2. Project Based Voucher Program
    - Individual developments where PBV program applies

Except for Special Admissions, applicants will be selected from the HACFM waiting lists in accordance with policies and preferences and income targeting requirements defined in this Administrative Plan.

The HACFM will maintain information that permits proper selection from the waiting list.

The waiting list contains the following information for each applicant listed:

Applicant name

Family unit size (number of bedrooms family qualifies for under HACFM subsidy standards)

Date and time of application

Qualification for any local preference

Racial or ethnic designation of the head of household

*Annual (gross) family income

*Number of persons in family

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B. SPECIAL ADMISSIONS [24 CFR 982.54(d)(e), 982.203]

If HUD awards HACFM program funding that is targeted for specific families living in specified units, the HACFM 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 HACFM 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 project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and

A non-purchasing family residing in a HOPE I, HOPE II, or HOPE VI project.

Applicants, who are admitted under Special Admissions, rather than from the waiting list, **are not** maintained on separate lists.

Witness Relocation Program

Summary:
The Witness Relocation Program provides rental assistance in the form of Section 8 housing vouchers for the relocation of witnesses in connection with efforts to combat violent crimes that occur in and around public, Indian, and other HUD-assisted housing. Since its inception in 1996, HUD's Office of Inspector General (OIG) has used this program to successfully relocate hundreds of witnesses and their families throughout the United States.

Purpose:
The Witness Relocation Program is designed to offer protection to persons who are cooperating as witnesses in the government's efforts to combat violent crimes occurring in and around public, Indian, and other HUD-assisted housing. Law enforcement agencies, with the written concurrence of the appropriate prosecutorial entity, may request the emergency relocation of a witness (and their immediate family) that is assisting law enforcement in a criminal matter and fears retribution, or has been threatened as a result of the assistance and/or testimony provided.

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The OIG facilitates the protection of witnesses by removing them and their immediate families from potential danger and relocating them to a secure area selected by the OIG in cooperation with the relevant federal, state, tribal, or local law enforcement agencies.

Eligible Customers:
Witnesses to violent crimes occurring in or around public, Indian, or other HUD-assisted housing that cooperate with the relevant governmental law enforcement and prosecutorial agencies in their investigation and prosecution of the perpetrators are eligible for the program. The witness (and their immediate family) is not required to be a current resident of the aforementioned HUD-assisted housing in order to be considered eligible for the Witness Relocation Program, but must be otherwise eligible to receive Section 8 housing voucher assistance. Final determination of program eligibility is made by the OIG and HUD's Office of Public and Indian Housing.

C. WAITLIST PREFERENCES [24 CFR 982.207]

PREFERENCE DEFINED

The preferences recognized by HACFM are: (All preferences will be verified)

1. **Emergency/Federally Displaced Preference - 40 Points**
   The HACFM shall grant preferences to families of federally declared disasters who are public housing residents from another jurisdiction and other eligible disaster-affected families who are income eligible. These persons will receive preferences over other waiting list placeholders. This preference will remain in place until the emergency no longer exists.

2. **Displaced Person by State/Local Government Action or HOPE VI/Subsidized Housing Demolition - 30 Points**

   Individuals or families displaced by State/Local Government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Relief Laws.

3. **Veterans Status - 20 Points**

   Preference shall be given to Veterans or servicemen as defined by Florida Statues (FL295.01): A 'veteran" or a serviceman" means a person who has served in the Armed Forces of the United States at anytime and, in the case of a veteran, has been discharged or released there from under conditions other than dishonorable, or in the case of a serviceman, is presently in the Armed Forces of the United States. The preference granted to Veterans or servicemen as defined by FL S315.300, shall be extended to include families of veterans and servicemen. A family of a veteran or serviceman is therefore further defined as follows:

   > The veteran or serviceman is (a) either he Head of Household or is related to the Head of Household; or (b) deceased and was related to the Head of Household, and was a family member at the time of death or (c) the veteran or serviceman, unless deceased, is living with the family or is only temporary absent unless he/she was (1) formerly the Head of Household and is permanently absent because of hospitalization, separation, or desertion, or is divorced; provided the family has not remarried; or (2) not the Head of Household but is permanently hospitalized;

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provided that he/she was a family member at the time of hospitalization and there remains in the family at least two (2) related persons.

4. **Homeless Preference – 15 Points**

HACFM will issue not more than 50 Homeless Preference Vouchers to homeless families per year pending funding availability. A family that is considered to be homeless as defined by Lee County Department of Human Services Lift Program and or The Salvation Army and must be a client of Lee County Department of Human Services Lift Program or the Salvation Army homeless population. These households require initial, intermittent or ongoing supportive services from one or more community based service providers to obtain and retain stable, adequate and safe housing.
Homeless means a family who lacks a fixed, regular, and adequate nighttime residence or a family who has a primary nighttime residence that is:

(a) A Supervised publically or privately operated shelter designed to provide temporary living accommodations, including congregate shelters and transitional housing;

(b) An institution that provides a temporary residence for individuals intended to be institutionalized; or

(c) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The term Homeless does not refer to any individual imprisoned or otherwise detained pursuant to state or federal laws.

5. **Victims of Domestic Violence (VAWA) - 10 Points**

HACFM will offer a preference to families/persons that have been subjected to or a victim of domestic violence, dating violence, sexual assault, or stalking. HACFM will require documentation that the family has been displaced as a result of fleeing domestic violence, dating violence, sexual assault, or stalking. Families are also eligible for this preference if there is proof that the family is currently living in a situation where they are being subjected to or victimized by violence in the home.

1. Actual or threatened physical violence directed against the applicant or the applicant's family, spouse or other household member who lives in the unit with the family. The actual violence must have occurred within the past six (6) months or be of a continuing nature.

2. An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is NOT considered involuntarily displaced.

3. To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser WILL NOT reside with the applicant. If the abuser returns to live with the family without approval, HACFM will deny and or terminate assistance for breach of the certification.

4. Acceptable forms of documentation you are or have been a victim of domestic violence, dating violence, sexual assault or stalking:

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1. All requests must be in writing and provided to HACFM within 14 business days from the day you receive the request to provide the documentation. Failure or refusal to provide one of the documents listed below within 14 days of the request will result in no preference given. If HACFM receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault or stalking has been committed, HACFM will request that you provide third-party documentation within 30 calendar days in order to resolve the conflict. If you fail or refuse to supply third-party documentation where there is conflicting evidence HACFM will not provide you the preference.
2. Completed HUD form 5382 – Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking; OR
3. A Federal, State, Tribal or Local law enforcement agency, court, or administrative agency that documents domestic violence, dating violence, sexual assault or stalking(police reports, protective order, and restraining orders) ; OR
4. A statement which you must sign along with a signature of an employee, agent or volunteer of a victim service provider, an attorney, a medical professional or mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he/she believes that the incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
5. Certified letter from the Abuse, Counseling and Treatment Center (ACT).

5. **All Other Applicants - 0 Points**

The qualification for any of the above mentioned preferences MUST exist at the time the preference is verified regardless of the length of time an applicant has been on the waitlist. The preference is based on current status of the family at the time of determination of eligibility.

D. INCOME TARGETING

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year the HACFM will reserve a minimum of seventy-five percent **(75%)** of its Section 8 new admissions for families whose income does not exceed 30 percent of the area median income. HUD refers to these families as "extremely low-income families." The HACFM will admit families who qualify under the Extremely Low Income limit to meet the income targeting requirement, regardless of preference.

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E. TARGETED FUNDING [24 CFR 982.203]

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*** When an applicant claims an additional preference, s/he will be placed on the waiting list in the appropriate order determined by the newly-claimed preference.**

Cross-Listing of Different Housing Programs and Section 8 [24 CFR 982.205(a)]

The HACFM does have other housing programs.

- Public Housing Developments
- Housing Choice Voucher Program
- Project Based Voucher Program
- Neighborhood Stabilization Program Developments (NSP)

Other Housing Assistance [24 CFR 982.205(b)]

Other housing assistance means a federal, State or local housing subsidy, as determined by HUD, including public housing.

The HACFM may not take any of the following actions because an applicant has applied for, received, or refused other housing: [24 CFR 982.205(b)]

Refuse to list the applicant on the HACFM waiting list for tenant-based assistance;

Deny any admission preference for which the applicant is currently qualified;

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Change the applicant's place on the waiting list based on preference, date and time of application, or other factors affecting selection under the HACFM selection policy; or

Remove the applicant from the waiting list.

However, the HACFM may remove the applicant from the waiting list for tenant-based assistance if the HACFM has offered the applicant assistance under the HCV program**.**

G. ORDER OF SELECTION [24 CFR 982.207(e)]

The HACFM's method for selecting applicants from a preference category leaves a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the administrative plan.

- HCV Program - Preference Date and Time
- PBV Program - Bedroom Size, Preference, Date and Time

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Preference information on applications will be updated as applicants are selected from the waiting list. At that time, the HACFM will:

Obtain necessary verifications of preference at the interview and by third party verification.

I. PREFERENCE DENIAL [24 CFR 982.207]

If HACFM denies a preference, HACFM will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for **a review. Applicant will have 10 working days to request a review with the Section 8 Director or their designee.** If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

*** If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list.**

J. REMOVAL FROM WAITING LIST AND PURGING [24 CFR 982.204(c)]

The Waiting List will be purged at least one time each year by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for confirmation of continued interest.

Any mailings to the applicant which require a response will state that failure to respond within [10] days will result in the applicant's name being dropped from the waiting list.

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If they fail to respond within [10] days, they will be removed from the waiting list.

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If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless the Section 8 Director determines there were circumstances beyond the person's control.

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4224 Renaissance Preserve Way
Fort Myers, FL 33916
Phone: (239) 344-3220
TTY # 800-955-8771
Website: www.hacfm.org
Marcus D. Goodson, Executive Director

The Housing Authority of the City of Fort Myers

To: Marcus D. Goodson
Executive Director

From: Sherri Campanale
Director of Housing Operations

Date: February 12, 2016

Subject: Revised ADMIN Plan Chapter 4
- Applying for Admission
  - Homeless Preference

4. Special Needs – Homeless Preference – 15 Points

HACFM will not issue more than 50 Homeless Preference Vouchers to homeless families pending funding availability. A family that is considered to be homeless as defined by Lee County Department of Human Services Lift Program and or The Salvation Army and must be a client of Lee County Department of Human Services Lift Program or the Salvation Army homeless population. These households require initial, intermittent or ongoing supportive services from one or more community based service providers to obtain and retain stable, adequate and safe housing.

Homeless means a family who lacks a fixed, regular, and adequate nighttime residence or a family who has a primary nighttime residence that is:

(a) A Supervised publically or privately operated shelter designed to provide temporary living accommodations, including congregate shelters and transitional housing;

(b) An institution that provides a temporary residence for individuals intended to be institutionalized; or

(c) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The term Homeless does not refer to any individual imprisoned or otherwise detained pursuant to state or federal laws.

All applicants must be referred and must be able to provide a referral form to HACFM from one of the follow agencies and must meet their program requirements to be eligible for the Homeless Preference:

(1) Lee County Department of Human Services Lift Program, or

(2) The Salvation Army Homeless Program

The revision will become effective upon notification of all applicants on the current public housing waitlist to give everyone an opportunity to change their status per the above requirements. A Public Notice has been posted to solicit public comment and allow residents and the public the opportunity to review the proposed change and make comments.

SAC

Robert Norris, Chairman
Donald Komito, Vice Chairman
James W. Green, Commissioner
Mary W. Moore, Commissioner
Christine M. Sardina, Commissioner

Lee County Housing Authority (LCHA)
14170 Warner Circle, North Fort Myers, FL 33903
Marcus D. Goodson, Executive Director
Phone: 239.997.6688
Fax: 239.997.7970
TTY #: (800) 955-8771
Website: leecountyha.org

To: Marcus D. Goodson
Executive Director

From: Sherri Campanale
Director of Housing Operations

Date: February 12, 2016

Subject: Revised ACOP Chapter 3
- Applying for Admission
  - Homeless Preference

4. Special Needs – Homeless Preference – 15 Points

A household consisting of a family that is considered to be homeless as defined by Lee County Department of Human Services Lift Program and or The Salvation Army and must be a client of Lee County Department of Human Services Lift Program or the Salvation Army homeless population. These households require initial, intermittent or ongoing supportive services from one or more community based service providers to obtain and retain stable, adequate and safe housing.

Homeless means a family who lacks a fixed, regular, and adequate nighttime residence or a family who has a primary nighttime residence that is:

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(b) An institution that provides a temporary residence for individuals intended to be institutionalized; or
(c) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The term Homeless does not refer to any individual imprisoned or otherwise detained pursuant to state or federal laws.

SAC

EQUAL HOUSING OPPORTUNITY

Surveyor's Name: _____ **Date:** _____ **Location:** _____

Lee County Vulnerability and Service Analysis Survey

Surveyor, before conducting the survey analysis please read the below statement to the client then conduct the Client Informed Consent & Release of Information Authorization form on the back page of the survey. If the client does not agree to consent, do not complete the survey.

Your answers to the following survey questions will help us understand how we can better meet the needs of people experiencing homelessness or at risk of experiencing homelessness in Lee County. Based on the answers to the following questions, participating services agencies may be able to provide direct assistance to you and your family. In addition, the analysis will assist service agencies in Lee County to provide improved assistance and services for individuals and families experiencing homelessness. Before proceeding further, your consent is required in order to share the survey answers collected with participating agencies.

Head of Household 1

First Name _____ **Middle** _____ **Last Name** _____

SSN _____ - ____ - _____ **DOB** _____/_____/_____ ❑ Male ❑ Female ❑ Transgender ❑ Refused

What is your race? (You may select more than one race) ❑ American Indian or Alaskan Native ❑ Asian

❑ Black or African American ❑ Native Hawaiian or Other Pacific Islander ❑ White ❑ Other

Are you Hispanic or Latino? ❑ Yes ❑ No ❑ Refused **Primary Language** _____

Have you served in the US Military? ❑ Yes ❑ No ❑ Refused

If yes, what type of discharge? ❑ Honorable ❑ Other than Honorable ❑ Bad Conduct ❑ Dishonorable

What Era / War did the client serve? ❑ Korean War 1940 - 1955 ❑ Vietnam Era 1964 – 1975

❑ Post Vietnam 1975 - 1991 ❑ Persian Gulf 1991 - Present ❑ Afghanistan 2001 - Present ❑ Iraq 2003 - Present

❑ Refused ❑ Other (Specify) _____

Head of Household 2 (When applicable)

First Name _____ **Middle** _____ **Last Name** _____

SSN _____ - ____ - _____ **DOB** _____/_____/_____ ❑ Male ❑ Female ❑ Transgender ❑ Refused

What is your race? (You may select more than one race) ❑ American Indian or Alaskan Native ❑ Asian

❑ Black or African American ❑ Native Hawaiian or Other Pacific Islander ❑ White ❑ Other

Are you Hispanic or Latino? ❑ Yes ❑ No ❑ Refused **Primary Language** _____

Have you served in the US Military? ❑ Yes ❑ No ❑ Refused

If yes, what type of discharge? ❑ Honorable ❑ Other than Honorable ❑ Bad Conduct ❑ Dishonorable

What Era / War did the client serve? ❑ Korean War 1940 - 1955 ❑ Vietnam Era 1964 – 1975

❑ Post Vietnam 1975 - 1991 ❑ Persian Gulf 1991 - Present ❑ Afghanistan 2001 - Present ❑ Iraq 2003 - Present

❑ Refused ❑ Other (Specify) _____

Total number of children under the age of 18 that are currently with the head(s) of household? _____

How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining if you acquire housing? _____

Household Members: (Please list all household members currently living with you) Gender: M (Male) F (Female) F (Transgender)

Race: (Put all that apply) W (White) B (Black) A (Asian) AI (American Indian/Alaskan Native) NH (Native Hawaiian/ Pacific Islander)

Relationship to Head of Household: Husband/Wife, Sister/Brother, Parent, Son/Daughter. Grandchild, grandparent, aunt/uncle, niece, friend, etc.

First:	Last	(Last 4 #'s) SSN	Gen	Date of Birth	Race	(Check if) Hispanic	Relationship
						❑	
						❑	
						❑	
						❑	
						❑	
						❑	
						❑	

Is any member of the family currently pregnant? ❑ Yes ❑ No ❑ Refused

PART A: HISTORY OF HOUSING & HOMELESSNESS

What is the total length of time you and your family have lived on the streets or in shelters? _____

In the past three years, how many times have you and your family been housed and then homeless again? _____

PART B: RISKS

In the past six months, how many times have you and/or family members been to emergency room? _____

In the past six months, how many times have you and/or family members had an interaction with police? _____

In the past six months, how many times have you and/or family members been taken to the hospital by ambulance? _____

In the past six months, how many times have you and/or family members used a crisis service, including distress centers or suicide prevention hotlines? _____

In the past six months, how many times have you and/or family members been hospitalized as an in-patient, including hospitalization in a mental health hospital? _____

Have you or any family member been attacked or beaten up since becoming homeless? ❑ Yes ❑ No ❑ Refused

Have you or any family member threatened to or tried to harm themselves or anyone else in the last year? ❑ Yes ❑ No ❑ Refused

Do you or any member of the family have any legal matters going on right now that may result in jail/prison or having to pay fines? ❑ Yes ❑ No ❑ Refused

Does anybody force or trick you or any member of the family to do things that they do not want to do? ❑ Yes ❑ No ❑ Refused

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

I am going to read types of places people sleep. Please tell me which one that you and your family sleep at most often. (Check one)

❑ Shelter ❑ Street, Sidewalk or Doorway ❑ Car, Van or RV ❑ Bus ❑ Park, Beach or Riverbed ❑ Other

If other please specify: _____

PART C: SOCIALIZATION & DAILY FUNCTIONS

Is there anybody that thinks you or any family member owes them money? ❑ Yes ❑ No ❑ Refused

Does the family have any money coming in on a regular basis, like through a job or government benefit or even working under the table, binning or bottle collecting, sex work, odd jobs, day labor, or anything like that? ❑ Yes ❑ No ❑ Refused

Does your family have enough money to meet all expenses on a monthly basis? ❑ Yes ❑ No ❑ Refused

Do you and each member of the family have planned activities each day other than just surviving that bring happiness and fulfillment? ❑ Yes ❑ No ❑ Refused

Do you or any member of the family have any friends, family or other people in your life out of convenience or necessity, but you do not like their company? ❑ Yes ❑ No ❑ Refused

Do any friends, family or other people in you or your family's life ever take your money, borrow cigarettes, use your drugs, drink your alcohol, or get you to do things you really don't want to do? ❑ Yes ❑ No ❑ Refused

PART D: WELLNESS

Where do you and other family members usually go for healthcare when you're not feeling well? ❑ Hospital ❑ Clinic ❑ VA

❑ Does not go for care ❑ Other (Please Specify): _____

Do you or any family member have now, ever had, or had a healthcare provider ever told you that you have any of the following medical conditions:

❑ Kidney disease/End Stage Renal Disease or Dialysis ❑ History of Frostbite, Hypothermia, or Immersion Foot

❑ Liver disease, Cirrhosis, or End-State Liver Disease ❑ Diabetes ❑ Asthma ❑ Cancer ❑ Hepatitis C ❑ Tuberculosis

❑ History of Heat Stroke/Heat Exhaustion ❑ Heart disease, Arrhythmia, or Irregular Heartbeat ❑ Emphysema ❑ HIV+/AIDS

WELLNESS – SUBSTANCE USE

Have you or any member of the family ever had problematic drug or alcohol use, abused drugs or alcohol, or told you they do? ❑ Yes ❑ No ❑ Refused

Have you or any family member consumed alcohol and/or drugs almost every day or every day for the past month? ❑ Yes ❑ No ❑ Refused

Have you or any family member ever used injection drugs or shots in the last six months? ❑ Yes ❑ No ❑ Refused

Have you or any family member ever been treated for drug or alcohol problems and returned to drinking or using drugs? ❑ Yes ❑ No ❑ Refused

Have you or any family member used non-beverage alcohol like a cough syrup, mouthwash, rubbing alcohol, cooking wine, or anything like that in the past six months? ❑ Yes ❑ No ❑ Refused

Have you or any family member blacked out because of alcohol or drug use in the past month? ❑ Yes ❑ No ❑ Refused

Has any family member under the legal drinking age consumed alcohol four or more times in the last month or used drugs at any point in time during the last month – Including marijuana or prescription pills to get high? ❑ Yes ❑ No ❑ Refused

WELLNESS – MENTAL HEALTH

Have you or any family member ever been taken to a hospital against their will for a mental health reason?	❑ Yes ❑ No ❑ Refused
Have you or any family member ever gone to the emergency room because they weren't feeling 100% well emotionally or because of their nerves?	❑ Yes ❑ No ❑ Refused
Have you or any member of your family spoken with a psychiatrist, psychologist or other mental health professional in the last six months because of mental health – whether that was voluntary or because someone insisted that it be done?	❑ Yes ❑ No ❑ Refused
Have you or any family member had a serious brain injury or head trauma?	❑ Yes ❑ No ❑ Refused
Have you or any member of your family ever been told they have a learning disability or developmental disability?	❑ Yes ❑ No ❑ Refused
Do you or any member of your family have any problems concentrating and/or remembering things?	❑ Yes ❑ No ❑ Refused

Answer the following, if client the answered YES to one medical AND one substance use AND one mental health condition.

You indicated in your responses that there is a medical condition, experience with mental health services and experience with substance use. Is that the same member of the family in all of instances?	❑ Yes ❑ No ❑ Refused
Have you or any member of the family had any medicines prescribed by a doctor that were not taken, sold, stolen, misplaced or where the prescriptions were never filled?	❑ Yes ❑ No ❑ Refused
Yes or No – Have you or any member of your family experienced any emotional, physical, psychological, sexual or other type of abuse or trauma which help was not sought for, and/or which has caused your homelessness?	❑ Yes ❑ No ❑ Refused

PART E: FAMILY UNIT

Do any of your children spend two or more hours per day when you don't know where they are?	❑ Yes ❑ No ❑ Refused
On most days, do any children do task that adults would normally do like preparing meals, getting other children ready for bedtime, shopping, cleaning the apartment, or anything like that?	❑ Yes ❑ No ❑ Refused
What is the total number of times adults in the family have changed in the family over the past year because of things like new relationships or a breakdown in the relationship, prison, military deployment, or anything like that?	_____
What is the total number of times that children have been separated from the family or returned to the family over the past year?	_____
Are there any school-aged children that are not enrolled in school or missing more days of school than they are attending?	❑ Yes ❑ No ❑ Refused
Right now or at any point in the last six months have any of your children been separated from you to live with a family member or friend?	❑ Yes ❑ No ❑ Refused
Has there been any involvement with any member of your family and child protective services in the last six months – even if it was resolved?	❑ Yes ❑ No ❑ Refused
Have you had anything in family court over the past six months or anything currently being considered in family court?	❑ Yes ❑ No ❑ Refused

I'd like to ask you some questions to help us better understand homelessness and improve housing and support services.

I'm going to read a list of causes of homelessness. I'd like you to tell me which is the main reason why your family is homeless:

❑ Employment or financial reasons ❑ Housing issues such as having to move out of your home ❑ Medical or disability problems

❑ Family problems ❑ A natural or other disaster ❑ Recent immigration ❑ Refused ❑ Other (Specify) _____

Which of the following best describes the length of time you were staying here prior to becoming homeless:

❑ 1 week or less ❑ More than a week, less than a month ❑ Between 1 and 3 months ❑ More than 3 months, less than a year ❑ One or more years ❑ Refused

Which of the following best described your current length of homelessness:

❑ 1 week or less ❑ More than a week, less than a month ❑ Between 1 and 3 months ❑ More than 3 months, less than a year ❑ One or more years ❑ Refused

What is your citizenship status? ❑ Citizen ❑ Legal Resident ❑ Undocumented ❑ Refused

Where did you live prior to becoming homeless? ❑ The city ❑ This region ❑ Other part of the state ❑ Out of state

Have you been in foster care? ❑ Yes ❑ No ❑ Refused

Have you been in jail? ❑ Yes ❑ No ❑ Refused Have you been in prison? ❑ Yes ❑ No ❑ Refused

Do you or a family member have a permanent physical disability that limits mobility? (Wheelchair, amputation, etc.) ❑ Yes ❑ No

What kind of health insurance do you have, if any? (Check all that apply) ❑ Medicaid ❑ Medicare ❑ VA ❑ Private ❑ Other

CLIENT CONTACT INFORMATION:

Finally, I would like to ask you for some contact information so that if assistance is available you can be contacted.

Where is the easiest location to find you and at what time of day? _____

_____

_____

Contact phone #: _____ Alternate #: _____ Email Address: _____

Is there someone else that we can contact to get in touch with you? If so, please give me have any additional contact information

(Contact name, relationship, phone number, email address, etc.) . _____

_____

_____

_____

_____

OBSERVATION QUESTION FOR SURVEYOR ONLY – DO NOT ASK CLIENT COMPLETE AFTER INTERVIEW

Do you detect signs of poor hygiene or daily living skills of any family member? ❑ Yes ❑ No

Do you observe signs or symptoms of serious health condition(s)? ❑ Yes ❑ No

Do you observe signs or symptoms or problematic alcohol or drug use? ❑ Yes ❑ No

Do you detect signs or symptoms of severe, persistent mental illness or severely compromise cognitive functioning? ❑ Yes ❑ No

CLIENT INFORMED CONSENT & RELEASE OF INFORMATION AUTHORIZATION

For Client Services Network of Lee County (CSN)

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. IF YOU HAVE ANY QUESTIONS OR DESIRE ANY FURTHER INFORMATION REGARDING THIS FORM, PLEASE CONTACT THE CSN SYSTEM ADMINISTRATOR AT (239) 533-7925.

In order to best serve your needs and to develop meaningful treatment plans, to determine your continuing eligibility for services, and to monitor your progress in complying with the terms of your shelter, housing or other services, and the Continuum of Care need to exchange, share, and/or release data, information or records they may collect about you.

The information contained in your case records with any Agency is considered confidential and privileged and cannot be exchanged, shared and or/released without your express and informed written consent, except where otherwise authorized by law. Please understand that access to shelter, housing and services is available without your consent for the release of the information. However, your consent, although optional, is a critical component of our community's ability to provide the most effective services and housing possible.

I understand that:

- This Agency may not condition the provision of services to me on my signing this consent/authorization (this Agency may not refuse to serve me simply because I do not want my information shared with other agencies).
- This form specifically authorizes the use of information about me in research conducted using information maintained in CSN. I will not be personally identified by name, social security number, or any other unique characteristic in published research reports. The type of research that will be conducted using this information includes reports on the number and characteristics of people using different types of services, the effectiveness of services, and changes in patterns over time.
- If I give permission, the CSN allows information about me, including my photograph, to be shared with other CSN Partner Agencies. This may include, but is not limited to, information regarding my education history and employment background, income, program eligibility and participation, and personal history. The purpose of sharing information this way is to help the agencies that I seek services from obtain information about me more quickly, assist with my case management, and to help connect me with the services I need.
- Agencies that join CSN after I sign this consent/authorization also will have access to the personal information that I authorize for data sharing. This Agency must make reasonable accommodations to allow me to view the updated list of CSN Partnering Agencies.
- I have the right to inspect, copy, and request all records maintained by Agency relating to the provision of services provided by Agency to me and to receive copy of this form unless specifically denied under federal or state law. I understand that my records are protected by federal, state, and local regulations governing confidentiality of client records and cannot be disclosed without my written consent unless otherwise authorized by law. I may revoke this authorization at any time verbally or by written request, but the cancellation will not be retroactive. I understand that this release is valid for one year.

I give my consent to the exchange of information on CSN: Yes ☐ No ☐

I have read this document or it was read and/or explained to me and I fully understand and agree with the terms of this document.

Signature of client or guardian:	**Date:**	**Signature of witness:**	**Date:**
Printed name of client or guardian:		**Printed name of witness:**	

CSN Partnering Agencies

Affordable Homeownership Foundation Inc.
After the Rain
American Red Cross
Ann's Restoration House
Children's Home Society of Florida
Community Assisted & Supported Living
Community Cooperative
Department of Veteran Affairs
Lee County Department of Human Services
Lee County Homeless Coalition
Lee Memorial Health Systems
Lehigh Community Services
Oasis Luther Services
Open Arms Foundation
SalusCare, Inc.
The Salvation Army
Triage Outreach Center
United Way 211
UW House Interfaith Caregivers

For current agency contact information, please visit HMIS.Leegov.com

Lee County
Continuum of Care

Project Ranking and Reallocation Policies and Procedures

Original Approved by the Lee County CoC Governing Board on August 3, 2016

Original Approved by the Lee County Homeless Coalition Board on August 20, 2016

RECORD OF CHANGES

Version	Reason for Change	Date Approved by Governing Board	Signature of Board Chair or Co-Chair
Original	Approved by CoC Governing Board	08/03/2016	See Original
Original	Approved by Homeless Coalition Board	08/20/2016	See Original
1	Combined Ranking and Reallocation Procedures, added appeal process	By CoC Governing Board:	
1	Combined Ranking and Reallocation Procedures, added appeal process	By Ranking Committee:	

3. New Supportive Services Only (SSO) project specifically for a centralized or coordinated assessment system; and
4. New dedicated Homeless Management Information System (HMIS) project for the costs at 24 CFR §578.37 that must be carried out by the HMIS Lead Agency.
5. Other eligible project types stated in the current year HUD CoC NOFA.

III. Ranking Committee

Members of the Human Services Council will serve as the Ranking Committee. The Committee shall convene a minimum of one time per year to fulfill their purpose of ranking CoC applications. Meetings of the Ranking Committee will be open to the public, and will allow time for public comment.

The Collaborative Applicant will ensure that the committee members are provided, and familiar with, all relevant information related to:

- the HEARTH Act;
- the Continuum of Care;
- the role of the Ranking Committee;
- the Policies and Procedures governing the renewal process; and
- the scoring tools and weighting information.

A. Ranking and Review Priorities

The Ranking Committee will rank <u>renewal and expansion</u> project applications according to the following priorities:

1. Project Performance Measures
   (Renewal/Expansion Project Rating Tool)
   a. Exits to Permanent Housing
   b. Returns to Homelessness
   c. New or Increased Income
2. Project Effectiveness
   (Renewal/Expansion Project Rating Tool)
   a. High Need Populations Focus
   b. Cost Reasonableness
   c. Coordinated Entry Participation
   d. Housing First and Low Barrier Implementation
3. CoC Standards
   (Renewal Application Narratives)

a. Project Conforms to CoC Written Standards
b. Project Participates in Coordinated Entry and Adheres to Coordinated Entry Policies and Procedures
c. Applicant is actively engaged in the CoC

4. Monitoring Criteria
(Renewal Application Narratives)
a. Number of Findings/Concerns
b. Completion of Corrective Action Plans

The Ranking Committee will rank <u>new</u> project applications according to the following priorities:

1. Experience
(Application Narratives)
a. Providing services similar to that proposed in the application.
b. Serving the population proposed in the application.
c. Using a housing first approach.
d. Using federal funds, including timely drawdowns, satisfactory performance, and submission of required reporting.
2. Design of Housing & Supportive Services
(Application Narratives)
a. Demonstration of the need for type, scale, and location of housing, and understand of the needs of the population to be served.
b. Clear and specific plan to assist clients to secure and maintain permanent housing.
c. Clear and specific plan to assist clients to increase income.
3. Timeliness and Financial Capacity
(Application Narratives)
a. Clear and specific plan for program implementation.
b. Cost per person served is reasonable.
c. Organizations most recent audit indicated no findings.
d. Sufficient match documentation.
e. Budgeted costs are reasonable, allocable, and allowable.
4. Project Effectiveness
(Application Narratives)
a. High Need Populations Focus
b. Coordinated Entry Participation
c. Housing First and Low Barrier Implementation

B. HUD and CoC Threshold Requirements

The Collaborative Applicant will review all project applications to ensure that all HUD and CoC threshold requirements have been met. The Collaborative Applicant will determine if missing threshold requirements are correctable or in-correctable deficiencies. Any project

application with a correctable deficiency must be reviewed and ranked. Projects applications with in-correctable deficiencies will not be ranked and the project applicant will be notified prior to the Ranking Committee Meeting.

C. Renewal Application Ranking Materials

Each agency seeking CoC funding is required to submit a Renewal Application to the Collaborative Applicant not less than thirty (30) days from the CoC submission deadline. The Collaborative Applicant shall collect applications and schedule a meeting with the Ranking Committee.

At least one week before the meeting, the following materials will be provided to the Ranking Committee for review:

- NOFA summary sheet,
- Ranking Tool, and
- Project Applications.

Correspondence and ranking materials will be distributed by email from the Collaborative Applicant unless otherwise requested by the Ranking Committee.

Unless there is an unforeseen delay, the Ranking Committee shall have no less than seven (7) days to review all project materials. During this time, each member of the Ranking Committee shall complete an individual rating tool, determining point levels for each application. Each member shall bring the rating tool to the Ranking Committee Meeting for discussion and final project ranking.

D. Ranking Committee Meeting

The Ranking Committee Meeting will be moderated by the Collaborative Applicant. Initial point averages will be determined, after which time general discussion on the Summary Sheets and average will occur. The Ranking Committee shall determine the final point value and ranking of the projects.

E. Publication of Ranking Process

This ranking process is available on the Lee County Human and Veteran Services webpage: https://www.leegov.com/dhs/funding/coc.

The final ranking results and project applications will be made available on the Lee County Human and Veteran Services' webpage: https://www.leegov.com/dhs/funding/coc, within seven (7) business days after the final Ranking Committee Meeting.

Navigation Pane Version 3.0

GENERAL: ABOUT THE TOOL | TOOL RESOURCES | RAW HIC DATA | LIST OF PROJECTS TO BE REVIEWED

RATING: CUSTOMIZE RATING CRITERIA | RENEW. + EXP. THRESHOLD | RENEW. + EXP. RATING TOOL | NEW PROJECTS THRESHOLD | NEW PROJECTS RATING TOOL | ALTERNATIVE RATING TOOL | RATING RESULTS

RANKING: FUNDING CEILINGS + PRIORITIES | FUNDING ANALYSIS + RANKING

CoC THRESHOLD REQUIREMENTS DEFINITIONS

The Tool contains 11 suggested CoC threshold requirements. The CoC Threshold Requirements Definition Chart provides a general definition of each requirement. CoCs can update these definitions to be consistent with local requirements including increasing threshold requirements as appropriate. The CoC will need to establish local policies or standards to determine what is an acceptable response to the requirement.

CoC Threshold Requirement	Definition
Coordinated Entry Participation	The project participates or intends to participate in coordinated entry in compliance with the CoC's Coordinated Entry Policies and Procedures and HUD's Coordinated Entry Notice.
Housing First and/or Low Barrier Implementation	The project is, or intends to be, designed and implemented using Housing First principles including: no preconditions or barriers to entry except as required by funding sources, and provision of necessary supports to maintain housing and prevent a return to homelessness.
Documented, secured minimum match	Applicant has match commitments that satisfy CoC Program Rule requirements for source and amount.
Project has reasonable costs per permanent housing exit as defined locally	Cost per permanent housing exit can be determined by dividing total project costs by the number of permanent housing exits. These costs can be averaged across all projects within a project type to determine the average cost per permanent housing exit for the community for that project type. The CoC can use this information to define a reasonable cost locally.
Project is financially feasible	Project has funding commitments equal to or exceeding project budget.
Applicant is active CoC Participant	Applicant participation in CoC Board and committee meetings meets CoC requirements for a member in good standing.
Application is complete and data are consistent	All required information is completed and all required attachments are provided. Data provided in response to different questions match.
Data quality at or above 90%	Data elements required by HUD and the CoC have a 90% or higher completion rate.
Bed/unit utilization rate at or above 90%	Beds or units in the project are occupied 90% or more of the operating year.
Acceptable organizational audit/financial review	Applicant's audit or financial review does not contain findings or other indications of financial or accounting problems.
Documented organizational financial stability	Applicant's financial statements for previous fiscal year demonstrates financial stability sufficient to support operation of the project during the next operating year.

SOURCE OF DATA FOR RATING CRITERIA

CoCs can evaluate project compliance with CoC and HUD requirements and project performance through review of data, project documents and project operations. The suggested data sources for the rating criteria included in the tool are listed below as a resource for CoCs when they are customizing the rating templates in the "Customize Rating Criteria" tab. If available, a CoC can use a local report to evaluate performance.

PERFORMANCE MEASURES		
Project Type	**Rating Factor**	**Data Source**
Length of Stay		
RRH	On average, participants spend XX days from project entry to housing move-in	CAPER Q22c - The CAPER can be run for CoC Program funded projects.
TH	On average, participants stay in project XX days	APR Q22b
Exit to Permanent Housing		
RRH	Minimum percent move to permanent housing	APR Q23a & Q23b
PSH	Minimum percent remain in or move to permanent housing	Calculation: 1) Subtract leavers to all destinations (APR Q23a and Q23b) from number of participants (APR Q7) to determine number of stayers; 2) Add leavers to permanent housing destinations (APR Q23a & Q23b); 3) Add stayers (Step 1) and leavers to permanent housing destinations (Step 2) and divide by number of participants (APR Q7)
TH	Minimum percent move to permanent housing	APR Q23a & Q23b
Returns to Homelessness		
RRH, PSH, TH	Maximum percent of participants return to homelessness within 12 months of exit to permanent housing	Local data if available
New or Increased Income or Earned Income		
RRH, PSH, TH	Minimum percent of participants with new or increased earned income for project stayers	APR Q19a1 (This question only collects information for participants who have been in the project for 365+ days. A local report with more complete data can be substituted.)
RRH, PSH, TH	Minimum percent of participants with new or increased non-employment income for project stayers	APR Q19a1 (This question only collects information for participants who have been in the project for 365+ days. A local report with more complete data can be substituted.)
RRH, PSH, TH	Minimum percent of participants with new or increased earned income for project leavers	APR Q19a2
RRH, PSH, TH	Minimum percent of participants with new or increased non-employment income for project leavers	APR Q19a2
SERVE PRIORITY POPULATIONS		
Project Type	**Rating Factor**	**Data Source**
Coordinated Assessment Score		
TH	XX% of participants meet CoC's TH targeting criteria	Local data if available
RRH	Assessment score for XX% of participants indicate RRH or more intensive intervention	Local data if available
PSH	Assessment score for participants indicates PSH with XX% at highest end of PSH	Local data if available
Project Focuses on Chronically Homeless People		
TH	XX% of participants are chronically homeless	Calculate percent using data in APR Q26a
RRH	XX% of participants are chronically homeless	Calculate percent using data in APR Q26a
PSH	XX% of participants are chronically homeless	Calculate percent using data in APR Q26a

APR data on ≥ 50% disability /zero income/unsheltered		
TH	Minimum percent of participants with zero income at entry	APR Q16
TH	Minimum percent of participants with more than one disability type	APR Q13a2
TH	Minimum percent of participants entering project from place not meant for human habitation	APR Q15
RRH	Minimum percent of participants with zero income at entry	APR Q16
RRH	Minimum percent of participants with more than one disability type	APR Q13a2
RRH	Minimum percent of participants entering project from place not meant for human habitation	APR Q15
PSH	Minimum percent of participants with zero income at entry	APR Q16
PSH	Minimum percent of participants with more than one disability type	APR Q13a2
PSH	Minimum percent of participants entering project from place not meant for human habitation	APR Q15
PROJECT EFFECTIVENESS		
Project Type	**Rating Factor**	**Data Source**
RRH, PSH, TH	Project has reasonable costs per permanent housing exit	Divide total project costs (collected from each project using a standardized tool that accounts for housing, services and administrative costs) by number of permanent housing exits (APR Q23a + Q23b)
RRH, PSH, TH	Coordinated Entry Participation - Minimum percent of entries to project from CE referral (or alternative system for DV projects)	Local data if available
RRH, PSH, TH	Housing First and/or Low Barrier Implementation	CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures
OTHER AND LOCAL CRITERIA		
Project Type	**Rating Factor**	**Data Source**
Project is Operating in Conformance with CoC Standards		
RRH, PSH, TH	CoC monitoring score	CoC monitoring process results
RRH, PSH, TH	Applicant narrative that CoC scores	CoC rating process

FUNDING ANALYSIS TAB LOGIC

DETERMINING PROJECT PRIORITY

The programming for the **'FUNDING ANALYSIS + RANKING'** tab applies the following logic to the project type and population targets indicated in the **'FUNDING CEILINGS + PRIORITIES'** tab to determine the rank order of the projects based on the priorities indicated.

Ratio of Beds within a Project	**How Priority is Determined**
If a Project has any beds dedicated to a subpopulation…	
1. Does the project have DV beds?	• The project is ranked based on the relevant DV priority (e.g., DV Fam, DV Ind)
2. Does the project have at least 50% of its total beds dedicated to CH Fam, CH Ind, Vet Fam, Vet Ind **OR** Parenting Youth?	• The project is ranked based on that subpopulation's priority. • If multiple subpopulations meet the 50+% threshold, ranking is based on the highest ranked of the subpopulations.
3. Even though no one subpopulation meets the 50% threshold, is the sum of dedicated beds 50% or greater?	• Both subpopulation and population priorities are ignored for ranking purposes. The project is ranked with other projects that meet unspecified priorities
4. Is the sum of dedicated beds less than 50%?	• Subpopulation priorities are ignored for ranking purposes. The project is ranked solely based on the overarching population priorities
If a Project doesn't have any beds dedicated to a subpopulation…	
Does the project target > 50% of its beds to Families OR Individuals?	The project is ranked based on the Priority and Funding Ceilings of the Majority Population
Does the project evenly target two populations (50%/50%)?	Ranking is based on the Priority and Funding Ceilings of the Highest Ranked Population (Fam, Ind)
If a Project is Eligible for Bonus or DV Funding…	
1. Is there bonus (or reallocated) funding remaining?	• The project is highlighted in pink
2. Is there DV bonus funding remaining?	• The project is highlighted in brown

ALLOCATING BEDS

The programming for the **'FUNDING ANALYSIS + RANKING'** tab uses the following logic to allocate beds and $ to the funding targets indicated on the **'FUNDING CEILINGS + PRIORITIES'** tab.

Ratio of Beds within a Project	**How Subpopulation Bed/$ Counts are Allocated**	**How "All Families" and "All Individuals" Bed/$ Counts are Allocated**	**How funding caps are allocated**	**Notes**
If a Project does not have any beds dedicated to a subpopulation….				
	N/A	All beds are counted for their assigned population group	All $ are counted for their assigned population group, pro-rated by beds	

If a Project has any beds dedicated to a subpopulation…				
1. Does the project have DV beds?	Beds are allocated to the DV need (e.g., DV Fam, DV Ind)	Beds are not allocated to All Fam need or All Ind need (since they would not be able to meet the needs of non-DV Fam or non-DV Ind)	$ are allocated to the DV need (e.g., DV Fam, DV Ind), prorated by beds	If DV is selected, Tool assigns all of the Population Beds (e.g., Fam or Ind) to DV
2. Does the project have at least 50% of its beds dedicated to CH Fam, CH Ind, Vet Fam, Vet Ind **OR** Parenting Youth?	Subpopulation beds are counted within their specific subpopulation category.	After subtracting the sum of any dedicated beds, the remaining Fam or Ind beds are counted within their specific Population category	All subpopulation $ is prorated based on the beds, and then counted within their specific subpopulation category.	The tool does not attempt to reconcile overlapping criteria, therefore a project that is 100% dedicated to CH and Vets will be counted as meeting both the Vet and CH criteria. Your CoC may need to manually adjust ranking if the projects with combined eligibility criteria do not adequately meet identified system needs.
3. Even if no single subpopulation meets the 50% threshold, is the sum of dedicated beds 50% or greater than the total project beds?	*E.g., if a 100 bed project for Individuals has 25 beds for CH and 25 beds for Vets, 25 beds would count toward the CH cap and 25 beds could count toward the Vet cap.*	*E.g., if a 100 bed project for Individuals has 25 beds for CH and 25 beds for Vets, 50 beds would count toward All Ind cap.*	*E.g., if a 100 bed project for Individuals has 25 beds for CH and 25 beds for Vets, 25% of the total would be counted toward CH, 25% for Vets, and 50% for All Ind.*	
4. Is the sum of dedicated beds less than 50%?				

NAVIGATION

GO Customize Threshold Requirements

GO Customize Renewal/Expansion Project Rating Tool

GO Customize New Project Rating Tool

CUSTOMIZE NEW AND RENEWAL/EXPANSION PROJECT THRESHOLD REQUIREMENTS

CoC Threshold Requirements

(Delete the X in the box next to any requirements you do not wish to include.)

- [X] Coordinated 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] Data quality at or above 90%
- [X] Bed/unit utilization rate at or above 90%
- [X] Acceptable organizational audit/financial review
- [ ] Documented organizational financial stability

(The first five requirements are process either as Threshold Re

CUSTOMIZE RENEWAL/EXPANSION PROJECT RATING TOOL

Using the drop-down menu on the left customize rating factors for each project type or delete the type to view all factors at once.
Delete the X in the box besides any rating factor you do not wish to include. If desired, adjust the factor/goal and point value for each measure. You can add additional locally-defined criteria belo
See the Data Source Chart for information about where to obtain data to use in scoring.

Performance Measures	Factor/Goal	Max Point Val
Length of Stay		
[X] RRH - On average, participants spend XX days from project entry to residential move-in	60 days	100 points
[X] PSH - On average, participants stay in project XX days	180 days	100 points
[ ] TH - On average, participants stay in project XX days		
Exits to Permanent Housing		
[X] RRH - Minimum percent move to permanent housing	65 %	125 points
[X] PSH - Minimum percent remain in or move to permanent housing	65 %	125 points
[ ] TH - Minimum percent move to permanent housing		
Returns to Homelessness (if data is available for project)		
[X] RRH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing	35 %	75 points
[X] PSH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing	35 %	75 points
[ ] TH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing		
New or Increased Income and Earned Income		
[X] RRH - Minimum new or increased earned income for project stayers	45 %	12.5 points
[X] PSH - Minimum new or increased earned income for project stayers	45 %	12.5 points
[ ] TH - Minimum new or increased earned income for project stayers		
[X] RRH - Minimum new or increased non-employment income for project stayers	45 %	12.5 points
[X] PSH - Minimum new or increased non-employment income for project stayers	45 %	12.5 points
[ ] TH - Minimum new or increased non-employment income for project stayers		
[X] RRH - Minimum new or increased earned income for project leavers	45 %	12.5 points
[X] PSH - Minimum new or increased earned income for project leavers	45 %	12.5 points
[ ] TH - Minimum new or increased earned income for project leavers		
[X] RRH - Minimum new or increased non-employment income for project leavers	45 %	12.5 points
[X] PSH - Minimum new or increased non-employment income for project leavers	45 %	12.5 points
[ ] TH - Minimum new or increased non-employment income for project leavers		

Serve High Need Populations

(select from drop-down menu)

[x]	Coordinated Assessment score		
[X]	RRH- Assessment score for XX% of participants indicates RRH or more intensive intervention	90 %	100 points
[X]	PSH- Assessment score for participants indicates PSH with XX% at highest end of PSH range	75 %	100 points
[X]	TH- XX% of participant meet CoC's TH targeting criteria	50 %	20 points

Project Effectiveness

X	RRH - Project has reasonable costs per permanent housing exit as defined locally	Yes		100	points
X	PSH - Project has reasonable costs per permanent housing exit as defined locally	Yes		100	points
	TH - Project has reasonable costs per permanent housing exit as defined locally				
X	RRH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	75	%	50	points
X	PSH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	75	%	50	points
	TH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)				
X	RRH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes		50	points
X	PSH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes		50	points
	TH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures				

Other and Local Criteria

(select from drop-down menu)

X	Applicant Narrative that CoC Scores	Project is operating in conformance with CoC Standards	Yes	50	points
X	PSH - Monitoring Report	Agency had no findings on most recent monitoring report		50	points
X	RRH - Monitoring Report	Agency had no findings on most recent monitoring report		50	points
X	Active CoC Engagement	Agency is actively involved in CoC as demonstrated by meeting attendance		50	points

Total Maximum Score

RRH projects:	800	points
PSH projects:	800	points
TH projects:	120	points

CUSTOMIZE NEW PROJECT RATING TOOL

Experience

Factor/Goal | **Max Point Val**

X	A. Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.	75	points
X	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.	75	points
X	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.	75	points

Design of Housing & Supportive Services

X	A. Extent to which the applicant 1) Demonstrates understanding of the needs of the clients to be served. 2) Demonstrates that type, scale, and location of the housing fit the needs of the clients to be served. 3) Demonstrates that type and scale of the all supportive services, regardless of funding source, meets the needs of clients to be served. 4) Demonstrates how clients will be assisted in obtaining mainstream benefits. 5) Establishes performances measures for housing and income that are objective, measurable, trackable and meet or exceed any established HUD or CoC benchmarks.	75	points
X	B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	50	points
X	C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.	25	points

Timeliness

X	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.	75	points

Financial

X	A. Project is cost-effective when projected cost per person served is compared to CoC average within project type.	25	points
	B. Organization's most recent audit:		
	1. Found no exceptions to standard practicess		
	2. Identified agency as 'low risk'		
X	3. Indicates no findings	25	points
X	C. Documented match amount meets HUD requirements.	50	points
X	D. Budgeted costs are reasonable, allocable, and allowable.	50	points

Project Effectiveness

X	Coordinated Entry Participation- Minimum percent of entries projected to come from CE referrals	75 %	50	points

Other and Local Criteria

Total Maximum Score All projects: 650 points

JFCS - RRH						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Experience A.	15	15	15	10	13	68
Experience B.	15	15	15	10	15	70
Experience C.	15	15	10	15	12	67
Design A.	15	15	15	10	10	65
Design B.	10	5	10	5	8	38
Design C.	0	5	5	5	2	17
Timeliness A.	15	10	15	15	10	65
Financial A.	5	5	5	5	0	20
Financial B.	5	5	5	0	5	20
Financial C.	10	10	10	0	10	40
Financial D.	10	10	10	0	10	40
Project Effectiveness	10	10	10	10	10	50
	125	120	125	85	105	560

2

CPE - Arlene Goldberg House						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Experience A.	15	15	10	15	15	70
Experience B.	10	15	10	15	15	65
Experience C.	15	15	10	10	10	60
Design A.	15	12	15	10	15	67
Design B.	10	8	10	5	8	41
Design C.	0	5	2	0	2	9
Timeliness A.	15	10	15	10	10	60
Financial A.	3	4	5	0	2	14
Financial B.	0	4	5	0	5	14
Financial C.	10	8	5	0	10	33
Financial D.	5	8	5	0	5	23
Project Effectiveness	10	10	10	10	10	50
	108	114	102	75	107	506

3

CPE - Recovery House						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Experience A.	10	15	15	15	10	65
Experience B.	10	15	12	15	15	67
Experience C.	10	15	12	10	10	57
Design A.	15	15	10	10	15	65
Design B.	10	10	5	5	10	40
Design C.	5	5	5	0	3	18
Timeliness A.	5	15	15	10	12	57
Financial A.	5	5	5	0	3	18
Financial B.	0	5	2	0	5	12
Financial C.	0	10	5	0	7	22
Financial D.	5	10	5	0	8	28
Project Effectiveness	10	10	10	10	10	50
	85	130	101	75	108	499

4

LCHDC - RRH						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Experience A.	5	2	2	10	15	34
Experience B.	5	2	2	10	15	34
Experience C.	5	2	2	10	15	34
Design A.	5	2	2	15	15	39
Design B.	5	2	2	10	10	29

Design C.	5	0	1	3	3	12	
Timeliness A.	5	2	2	10	14	33	
Financial A.	0	2	1	0	5	8	
Financial B.	0	2	1	0	5	8	
Financial C.	5	2	2	0	10	19	
Financial D.	5	2	2	0	10	19	
Project Effectiveness	5	2	2	10	10	29	
	50	22	21	78	127	298	5

LCHDC - PSH							
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**	
Experience A.	5	5	2	10	7	29	
Experience B.	5	5	5	10	7	32	
Experience C.	5	5	5	10	7	32	
Design A.	5	5	5	15	7	37	
Design B.	5	5	5	10	5	30	
Design C.	5	0	1	5	3	14	
Timeliness A.	5	0	5	10	5	25	
Financial A.	5	0	1	0	2	8	
Financial B.	5	0	2	0	3	10	
Financial C.	5	0	5	0	5	15	
Financial D.	5	0	5	0	5	15	
Project Effectiveness	5	0	2	10	5	22	
	60	25	43	80	61	269	6

LCHDC - DV RRH							
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**	
Experience A.	15	15	15	15	15	75	
Experience B.	15	15	15	15	15	75	
Experience C.	15	10	15	15	15	70	
Design A.	15	10	15	10	15	65	
Design B.	10	8	10	10	10	48	
Design C.	5	4	5	5	5	24	
Timeliness A.	15	15	10	10	15	65	
Financial A.	5	4	5	5	5	24	
Financial B.	5	4	5	5	5	24	
Financial C.	10	8	10	10	10	48	
Financial D.	10	8	0	5	10	33	
Project Effectiveness	10	8	10	10	10	48	
	130	109	115	115	130	599	1

CASL S + C I						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Length of Stay	10	20	20	15	20	85
Exits to Permanent Housing	25	25	25	25	24	124
Returns to Homelessness	15	10	15	10	12	62
Earned income for Stayers	2	0	2	0	0	4
Non-Employment Income for Stayers	2.5	2.5	2.5	0	2.5	10
Earned income for leavers	2	0	2.5	0	0	4.5
Non-Employment Income for leavers	2.5	2	2	0	1.5	8
Serving High Need Populations	20	10	15	20	20	85
Reasonable Costs	20	20	20	15	20	95
Coordinated Entry Participation	10	10	10	10	10	50
Housing First	10	10	10	10	10	50
Narratives	10	10	10	5	10	45
Monitoring Report	10	10	10	10	10	50
Active CoC Engagement	10	10	10	10	10	50
	149	139.5	154	130	150	722.5

1

CASL S + C II						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Length of Stay	10	20	20	15	20	85
Exits to Permanent Housing	25	25	25	15	24	114
Returns to Homelessness	10	15	15	10	12	62
Earned income for Stayers	2	0.5	0	0	2	4.5
Non-Employment Income for Stayers	2.5	2.5	2.5	0	2.5	10
Earned income for leavers	2.5	0	2.5	0	2	7
Non-Employment Income for leavers	2	2	2	0	1.5	7.5
Serving High Need Populations	20	20	10	20	17	87
Reasonable Costs	20	20	20	15	20	95
Coordinated Entry Participation	5	4	10	5	10	34
Housing First	10	10	10	10	10	50
Narratives	10	10	10	10	10	50
Monitoring Report	10	10	10	10	8	48
Active CoC Engagement	10	10	10	10	8	48
	139	149	147	120	147	702

3

CASL Broadway						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Length of Stay	10	20	20	20	20	90
Exits to Permanent Housing	25	25	25	20	25	120
Returns to Homelessness	15	15	15	15	12	72
Earned income for Stayers	2	1	1	0	1	5
Non-Employment Income for Stayers	2.5	2	2	0	2	8.5
Earned income for leavers	2	0	2	0	2	6
Non-Employment Income for leavers	2	0	2	0	2	6
Serving High Need Populations	20	0	20	20	20	80
Reasonable Costs	20	20	20	15	20	95
Coordinated Entry Participation	10	10	10	10	8	48
Housing First	10	10	10	10	10	50
Narratives	5	10	10	5	10	40
Monitoring Report	0	10	5	10	10	35
Active CoC Engagement	10	10	10	10	10	50
	133.5	133	152	135	152	705.5

2

CASL San Souci						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Length of Stay	10	20	20	15	20	85
Exits to Permanent Housing	25	25	22	20	23	115
Returns to Homelessness	15	15	15	10	15	70

Earned income for Stayers	0	0	0	0	2	2
Non-Employment Income for Stayers	2.5	2.5	2.5	0	2.5	10
Earned income for leavers	2	1.25	1	0	2	6.25
Non-Employment Income for leavers	2.5	2	2	0	1.5	8
Serving High Need Populations	10	5	5	20	12	52
Reasonable Costs	20	10	20	15	16	81
Coordinated Entry Participation	7	3	10	10	6	36
Housing First	10	10	10	10	10	50
Narratives	9	10	10	5	10	44
Monitoring Report	9	10	10	10	8	47
Active CoC Engagement	9	6	10	10	8	43
	131	119.75	137.5	125	136	649.25

4

TSA RRH						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Length of Stay	10	15	20	20	18	83
Exits to Permanent Housing	25	25	25	20	20	115
Returns to Homelessness	15	15	5	10	14	59
Earned income for Stayers	2.5	2.5	2.5	0	2.5	10
Non-Employment Income for Stayers	2.5	2.5	2.5	0	2.5	10
Earned income for leavers	2	1.25	1	0	1.5	5.75
Non-Employment Income for leavers	2	0.5	1	0	1.5	5
Reasonable Costs	20	20	20	15	20	95
Coordinated Entry Participation	10	0	0	10	10	30
Housing First	10	10	10	10	10	50
Narratives	10	10	10	10	10	50
Monitoring Report	10	10	10	10	10	50
Active CoC Engagement	10	10	10	10	10	50
	129	121.75	117	115	130	612.75

5

ALTERNATIVE RATING TOOL

Sort projects by:

Organization Name

You can sort the project list below using the drop-down selection to the left.

If you make any edits, make sure to save before moving on.

☑ Yes to all threshold requirements

RATING TABLE

						ENTER VALUES FOR ALL PROJECTS		
Project ID	Grant Number	Renewal, New, Expansion, Reallocate	Project Name	Organization Name	Project Type	Met All HUD Threshold Requirements	Met All CoC Threshold Requirements	Weighted Rating Score (out of 100)
28	NEW	New	DV Bonus Project	LCHDC (Lee County Housing Developmer	RRH	Yes	Yes	92
23	FL0266L4D031710	Renewal	CASL S+CI	CASL	PSH	Yes	Yes	90
5	FL0317L4D031709	Renewal	Broadway Place	CASL	PSH	Yes	Yes	88
24	FL0267L4D031710	Renewal	CASL S+C II	CASL	PSH	Yes	Yes	88
21	FL0537L4D031703	Renewal	Rapid Re Housing	Salvation Army	RRH	Yes	Yes	88
27	NEW	New	Rapid Re-Housing	JFCS (Jewish Family & Children's Service	RRH	Yes	Yes	86
6	FL0265L4D031710	Renewal	Sans Souci	CASL	PSH	Yes	Yes	81
25	NEW	New	Arlene Goldberg House	CPE (Center for Progress and Excellence)	TH/RRH	Yes	Yes	78
26	NEW	New	CPE Recovery House	CPE (Center for Progress and Excellence)	TH/RRH	Yes	Yes	77
29	NEW	New	CoC Bonus Project	LCHDC (Lee County Housing Developmer	RRH	Yes	Yes	46
30	NEW	New	CoC Bonus Project - PSH	LCHDC (Lee County Housing Developmer	PSH	Yes	Yes	41

By default, the threshold and score values will pull from any individually saved projects

Public Notice

The public is invited to review Lee County's Application for the 2018 U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program Competition.

The Lee County Homeless Continuum of Care (CoC), comprised of local government, non-profit, and faith-based organizations, has completed the 2018 U.S. Department of Housing and Urban Development (HUD) CoC Funding Application. The 2017 awards totaled over $1.95 billion nationwide, and over $1.6 million in Lee County. Funding for local Continuums of Care is provided by the U.S. Department of Housing and Urban Development (HUD) and is awarded following the national competitive application process.

The following application components are available for review at the link below:

- HUD 2018 CoC (Consolidated) Application
- CoC Planning Grant Application
- New Project Applications
- Renewal Project Applications
- Final Priority Listing
- Ranking and Selection Process

The application is available for review beginning September 12, 2018, online at www.leegov.com/dhs/funding/coc or at Lee County Human and Veteran Services, 2440 Thompson Street, Fort Myers, Florida 33901. Comments regarding the application should be addressed to Jeannie Sutton, Grants Coordinator, Lee County Human and Veteran Services, at the address above, or by email at jsutton@leegov.com.

Lee County will not discriminate against individuals with disabilities. To request an accommodation, contact Joan LaGuardia, (239) 533-2314, Florida Relay Service 711, or adarequests@leegov.com.

Este aviso público está relacionado a los fondos del Departamento de la Vivienda y Desarrollo Urbano de los Estados Unidos. Traducción del aviso y de la aplicación a los que hace referencia este aviso, pueden ser solicitados llamando al 533-7930. (This public notice is regarding funding from the U.S. Department of Housing and Urban Development. Translation of the notice and of the application referenced in the notice may be requested by calling 533-7930.)

Sutton, Jeannie

From: Sutton, Jeannie
Sent: Wednesday, September 12, 2018 5:55 PM
To: 'leehomeless@gmail.com'; 'rboisvert@saluscareflorida.org'; 'sherri@hacfm.org'; 'philipc@elitednatherapy.com'; 'daviesah@cdmsmith.com'; 'daleenodell@gmail.com'; 'charliepereira@me.com'; 'jhenderson@jfcs-cares.org'; Hustad, Kim; 'danyale@unitedwaylee.org'; 'christine@communitycooperative.com'; 'becky@hacfm.org'; 'cmyerslchdc@yahoo.com'; 'kbathlchdc@gmail.com'; 'carolyn@horcswfl.org'; 'sheenat@leeschools.net'; 'charliepereira@me.com'; 'realeig@gmail.com'; 'fredrichards@goodwillswfl.org'; 'srozier@cityftmyers.com'; 'heidi.shoriak@leehealth.org'; 'matt@visaggio.co'; 'beyondbarriersfl@gmail.com'
Subject: 2018 CoC Application Posted for Public Review

Good afternoon CoC Governing Board,

The Lee County Homeless Continuum of Care (CoC), comprised of local government, non-profit, and faith-based organizations, has completed the 2018 U.S. Department of Housing and Urban Development (HUD) CoC Funding Application. The 2017 awards totaled over $1.95 billion nationwide, and over $1.6 million in Lee County. Funding for local Continuums of Care is provided by the U.S. Department of Housing and Urban Development (HUD) and is awarded following the national competitive application process.

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This email will also serves as Evidence of Public Posting of the FINAL 2018 Lee County CoC (Consolidated) application per HUD's requirement.

Thank you,

Jeannie Sutton

Grants Analyst
Lee County Human and Veteran Services
2440 Thompson Street
Fort Myers, FL 33901
Phone: (239) 533-7958
Fax: (239) 533-7960
E-mail: JSutton@leegov.com
Website: http://leegov.com/dhs

Continuum of Care

The Lee County Continuum of Care (CoC) is a group of community stakeholders who work together to address the needs of individuals and families who are homeless Lee County. The group includes funders, service providers, local businesses, and advocates who meet monthly at the Lee County Homeless Coalition General Meeting. The work of the Continuum of Care is carried out within several sub-committees, which plan for community education, advocacy, the Homeless Management Information and Coordinated Entry Systems, and community resources and needs.

Governing Board

The Continuum of Care is overseen by a Governing Board made up of community volunteers that represent a variety community sectors, including providers of housing, supportive services, health care, education, mental health treatment, substance abuse treatment, community advocates, and homeless or formerly homeless persons. The Governing Board meets regularly to evaluate the performance of community programs and identify strategic planning initiatives.

The Continuum of Care Governing Board is now accepting applications for new members.
Members are required to attend regular meetings and commit to a one year term.

MEETING AGENDAS*	MEETING MINUTES	DOCUMENTS
August 8, 2018	Meeting Minutes (Aug. 9, 2017)	Continuum of Care Overview
September 12, 2018	Meeting Minutes (Nov. 8, 2017)	Governance Charter
October 10, 2018	Meeting Minutes (Jan. 17, 2018)	Ranking Committee Procedures
December 12, 2018	Meeting Minutes (April 3, 2018)	HMIS & Coordinated Entry
February 13, 2019	Meeting Minutes (May 9, 2018)	CoC System Map
April 10, 2019	Meeting Minutes (June 28, 2018)	Coordinated Entry Brochure

*Meeting agendas will be published approximately one week prior to each meeting.

Funding

Lee County Human and Veteran Services serves as the Collaborative Applicant to compete on a national level for Homeless Continuum of Care (COC) funds through the U.S. Department of Housing and Urban Development (HUD). The application includes over $1.6 million in requests for renewal projects and new requests for projects (when available) that address the needs of Lee County's homeless. Funds support programs for permanent housing, emergency shelter, and services for the homeless are provided by the following funded agencies:

- Community Assisted & Supported Living Inc. (CASL Inc.)
- The Salvation Army, a Georgia Corporation, Inc.

2018 Continuum of Care Funding Cycle

The U.S. Department of Housing and Urban Development (HUD) competitive Continuum of Care (CoC) funding cycle will soon open. Currently funded project performance is being reviewed, and agencies are being asked to voluntarily reallocate funds to create new projects.

All new and renewal applications for the 2018 competition we reviewed by the local ranking committee according to

the Ranking Committee Procedures using the 2018 Ranking Tool.

The following projects are being submitted to HUD for funding consideration:

The Salvation Army - Rapid Re-Housing
Community Assisted and Supported Living - Supportive Services (Consolidation of Broadway and San Souci)
Community Assisted and Supported Living - San Souci
Community Assisted and Supported Living - Broadway
Community Assisted and Supported Living - Rental Assitance (Consolidation of S+C I and S+C II)
Community Assisted and Supported Living - S + C II
Community Assisted and Supported Living - S + C I
Lee County CoC Planning (NEW)
Lee County Housing Development Corporation - Domestic Violence Rapid Re-Housing (NEW)
Center for Progress and Excellence - CPE Recovery House (NEW)
Jewish Family and Children's Services - Rapid Re-Housing (NEW)

2018 COC COMPETITION TIMELINE	COMMENTS
2018 CoC Registration Notice	Posted by HUD on April 30, 2018
2018 CoC Registration	Submitted to HUD on May 2, 2018
2018 HUD CoC Notice of Funding Availability	Published by HUD on June 20, 2018
Local Notice of Funding Availability for New Projects	Published June 29, 2018
Local New and Renewal Project Applications Due	July 18, 2018
Project Review and Ranking Meeting	August 1, 2018
Project Applicants Notified of Ranking Results via E-mail	August 6, 2018
Ranking Results Posted on CoC Webpage	August 7, 2018
CoC Application Published for Public Review Priority Listing Published for Public Review	September 12, 2018
HUD Deadline for Submission of the 2018 CoC Application	September 18, 2018

2017 Continuum of Care Funding Cycle

All new and renewal applications for the 2017 competition were reviewed by the local ranking and review committee according to the Ranking Committee Procedures using the 2017 Ranking Tool on May 16, 2017. New and renewal project applicants were notified of the final scoring results on May 19, 2017.

The following projects were selected for 2017 funding by HUD:

The Salvation Army - Rapid Re-Housing
The Salvation Army - Rapid Re-Housing Expansion (NEW)
Community Assisted and Supported Living - San Souci
Community Assisted and Supported Living - Broadway
Community Assisted and Supported Living - Broadway Expansion (NEW)
Community Assisted and Supported Living - S + C II
Community Assisted and Supported Living - S + C I
Lee County CoC Planning (NEW)

2017 COC COMPETITION TIMELINE	COMMENTS

2017 CoC Registration Notice	Posted by HUD on April 10, 2017
Notice of Funding Availability for Local Projects	Distributed locally on April 10, 2017
2017 CoC Registration	Submitted to HUD on April 24, 2017
2017 HUD CoC Notice of Funding Availability	Published by HUD on July 14, 2017
CoC Application	Submitted to HUD on September 25, 2017
Priority Listing	Submitted to HUD on September 25, 2017

In addition to the COC application, Lee County has competed state-wide for additional funding to support programs for the homeless. When available, the Florida Challenge Grant, Emergency Solutions Grant, Homelessness Prevention-Temporary Assistance for Needy Families Grant, and the Florida Homeless Housing Assistance Grant have provided a variety of needed services and housing opportunities to various non-profit agencies in Lee County.

Ten Year Plan to End Homelessness

Lee County's Ten Year Plan to End Homelessness was developed by eight subcommittees, but many community groups are involved in its implementation, and are working to accomplish the goals set forth in the plan. Organizations enter accomplishments made toward the goals of the plan in the corresponding Ten Year Plan to End Homelessness Database. A quarterly report on the progress is presented to the Lee County Human Services Council.

Ten Year Plan to End Homelessness
Ten Year Plan to End Homelessness Database

News

Content Editor

DATE	TITLE
9/12/2018	Public Posting Notice for CoC Application
9/10/2018	Volunteer for Youth Accountability Board
9/7/2018	Community News & Events - September 7 2018
8/31/2018	Community News & Events - August 31 2018
8/24/2018	Community News & Events - August 24 2018
8/10/2018	Community News & Events - August 10 2018
8/3/2018	Community News & Events - August 3 2018
7/27/2018	Community News & Events - July 27 2018
7/23/2018	Public Invited to Continuum of Care Project Meeting Aug. 1
7/20/2018	Community News & Events - July 20 2018
7/17/2018	Lee County Veteran Services Outreach Expands
7/13/2018	Comunity News and Events - July 13 2018
7/6/2018	Community News & Events - July 6 2018
7/6/2018	Public Comment Period Notice
6/29/2018	Community News & Events - June 29 2018
6/15/2018	Community News & Events - June 15 2018
6/8/2018	Community News & Events - June 8 2018
5/25/2018	Community News & Events - May 25 2018
5/18/2018	Community News & Events - May 18 2018
5/11/2018	Community News & Events - May 11 2018
5/7/2018	Community News & Events - May 7 2018
4/26/2018	Community News & Events - April 26 2018
4/19/2018	Community News & Events - April 19 2018
4/13/2018	Community News & Events - April 13 2018
4/6/2018	Community News & Events - April 6 2018
3/30/2018	Community News & Events - March 30 2018
3/16/2018	Community News & Events - March 16 2018
3/9/2018	Community News & Events - March 9 2018
3/8/2018	Sidewalks Added To North Fort Myers Neighborhood
3/2/2018	Community News & Events - March 2 2018
2/23/2018	Community News & Events - February 23 2018
2/22/2018	2nd Public Hearing for 2018 Annual Action Plan
2/16/2018	Community News & Events - February 16 2018

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The public is invited to review Lee County's Application for the 2018 U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program Competition.

The Lee County Homeless Continuum of Care (CoC), comprised of local government, non-profit, and faithbased organizations, has completed the 2018 U.S. Department of Housing and Urban Development (HUD) CoC Funding Application. The 2017 awards totaled over $1.95 billion nationwide, and over $1.6 million in Le... See More

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VOLUNTEERS NEEDED!
Volunteers are needed for the Youth Services Neighborhood Accountability Board program. A free training session is scheduled for Saturday, September 22nd from 9:30 AM to 3 PM at the Fort Myers Regional Library, 1651 Lee St, Meeting Room C and D, downtown Fort Myers.

Neighborhood Accountability Board (NAB) is a voluntary diversion program for youth who have been arrested. Volunteers attend a NAB conference with the youth, youth's parent/guardian, victim, an...
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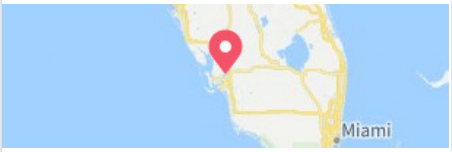

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Continuum of Care

The Lee County Continuum of Care (CoC) is a group of community stakeholders who work together to address the needs of individuals and families who are homeless Lee County. The group includes funders, service providers, local businesses, and advocates who meet monthly at the Lee County Homeless Coalition General Meeting. The work of the Continuum of Care is carried out within several sub-committees, which plan for community education, advocacy, the Homeless Management Information and Coordinated Entry Systems, and community resources and needs.

Governing Board

The Continuum of Care is overseen by a Governing Board made up of community volunteers that represent a variety community sectors, including providers of housing, supportive services, health care, education, mental health treatment, substance abuse treatment, community advocates, and homeless or formerly homeless persons. The Governing Board meets quarterly to evaluate the performance of community programs and identify strategic planning initiatives.

The Continuum of Care Governing Board is now accepting applications for new members. Members are required to attend regular meetings and commit to a one year term.

MEETING MINUTES	DOCUMENTS
Meeting Minutes (Feb. 8, 2017)	Continuum of Care Overview
Meeting Minutes (May 10, 2017)	Governance Charter
Meeting Minutes (Aug. 9, 2017)	Reallocation and Ranking Committee Procedures
Meeting Minutes (Nov. 8, 2017)	HMIS & Coordinated Entry
Meeting Minutes (Jan. 17, 2018)	CoC System Map

Funding

Lee County Human and Veteran Services serves as the Collaborative Applicant to compete on a national level for Homeless Continuum of Care (COC) funds through the U.S. Department of Housing and Urban Development (HUD). The application includes over $1.6 million in requests for renewal projects and new requests for projects (when available) that address the needs of Lee County's homeless. Funds support programs for permanent housing, emergency shelter, and services for the homeless are provided by the following funded agencies:

- Community Assisted & Supported Living Inc. (CASL Inc.)
- The Salvation Army, a Georgia Corporation, Inc.

2018 Continuum of Care Funding Cycle

The U.S. Department of Housing and Urban Development (HUD) competitive Continuum of Care (CoC) funding cycle will soon open. Currently funded project performance is being reviewed, and agencies are being asked to voluntarily reallocate funds to create new projects.

All new and renewal applications for the 2018 competition we reviewed by the local ranking committee according to the Ranking Committee Procedures using the 2018 Ranking Tool.

2018 COC COMPETITION TIMELINE	COMMENTS
2018 CoC Registration Notice	Posted by HUD on April 30, 2018
2018 CoC Registration	Submitted to HUD on May 2, 2018
2018 HUD CoC Notice of Funding Availability	Published by HUD on June 20, 2018
Local Notice of Funding Availability for New Projects	Published June 29, 2018
Local New and Renewal Project Applications Due	July 18, 2018
Project Review and Ranking Meeting	August 1, 2018
Project Applicants Notified of Ranking Results via E-mail	On or before August 7, 2018
Ranking Results Posted on CoC Webpage	On or before August 10, 2018
Final CoC Application Published for Public Review	On or before September 12, 2018
HUD Deadline for Submission of the 2018 CoC Application	September 18, 2018

2017 Continuum of Care Funding Cycle

All new and renewal applications for the 2017 competition were reviewed by the local ranking and review committee according to the Ranking Committee Procedures using the 2017 Ranking Tool on May 16, 2017. New and renewal project applicants were notified of the final scoring results on May 19, 2017.

The following projects were selected for 2017 funding by HUD:

The Salvation Army – Rapid Re-Housing
The Salvation Army – Rapid Re-Housing Expansion (NEW)
Community Assisted and Supported Living – San Souci
Community Assisted and Supported Living – Broadway
Community Assisted and Supported Living – Broadway Expansion (NEW)
Community Assisted and Supported Living – S + C II
Community Assisted and Supported Living – S + C I
Lee County CoC Planning (NEW)

2017 COC COMPETITION TIMELINE	COMMENTS
2017 CoC Registration Notice	Posted by HUD on April 10, 2017
Notice of Funding Availability for Local Projects	Distributed locally on April 10, 2017
2017 CoC Registration	Submitted to HUD on April 24, 2017
2017 HUD CoC Notice of Funding Availability	Published by HUD on July 14, 2017
CoC Application	Submitted to HUD on September 25, 2017

LEE COUNTY
SOUTHWEST FLORIDA

Notice of Public Meeting

for Lee County Continuum of Care Project Review and Ranking

EQUAL HOUSING OPPORTUNITY

In accordance with U.S. Department of Housing and Urban Development (HUD) regulations governing Continuum of Care (CoC) programs, Lee County hereby notifies the public that a meeting will be held to review and rank 2018 CoC new and renewal project applications. The designated Lee County Continuum of Care Ranking Committee will evaluate all qualified project applications based on experience, design, performance, and effectiveness.

Lee County hereby encourages the public to participate in this process, and will hold the public meeting on August 1, 2018, at 5:30 pm at Lee County Human and Veteran Services, 2440 Thompson Street, Fort Myers, FL 33901. All public comments will be considered in preparing the final funding application.

In accordance with the Americans with Disabilities Act, Lee County will not discriminate against individuals with disabilities in its services, programs, or activities. To request an auxiliary aid or service for effective communication or a reasonable modification to participate, contact Joan LaGuardia, (239) 533-2314, Florida Relay Service 711, or jlaguardia@leegov.com. Accommodation will be provided at no cost to the requestor. Requests should be made at least five business days in advance.
Persons needing translation services should contact Jeannie Sutton at 239-533-7958, by email at jsutton@leegov.com, or in person at Lee County Human and Veteran Services, 2440 Thompson Street, Fort Myers, Florida 33901. Requests should be made 48 hrs in advance. Accommodation will be provided at no cost to the requestor.

De acuerdo con el Acto de Americanos Discapacitados, el Condado de Lee no discriminará contra individuos con discapacidades en sus servicios, programas o actividades. Para solicitar una ayuda auxiliar o servicio para la comunicación efectiva o una modificación razonable para participar, póngase en contacto con Joan LaGuardia por teléfono al 239-533-2314; a través del Servicio de Retransmision de Florida, llamando al 711; o jlaguardia@leegov.com.

Las personas que necesitan servicios de traducción se deberían poner en contacto Jeannie Sutton al 239-533-7858, por el correo electrónico en jsutton@leegov.com , o en persona en el Servicios Humanos del Condado de Lee, 2440 Thompson Street, Fort Myers, Florida 33901. Las solicitudes deberían ser hechas 48 horas de antemano. El alojamiento será proporcionado gratis al solicitante.

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In accordance with U.S. Department of Housing and Urban Development (HUD) regulations governing Continuum of Care (CoC) programs, Lee County hereby notifies the public that a meeting will be held to review and rank 2018 CoC new and renewal project applications. The designated Lee County Continuum of Care Ranking Committee will evaluate all qualified project applications based on experience, design, performance, and effectiveness.

Lee County hereby encourages the public to participate in this process, and will hold the public meeting on August 1, 2018, at 5:30 pm at Lee County Human and Veteran Services, 2440 Thompson Street, Fort Myers, FL 33901. All public comments will be considered in preparing the final funding application.

For the official notice of public meeting, please go to http://www.leegov.com/…/Public%20Ranking%20Meeting%20Notice…

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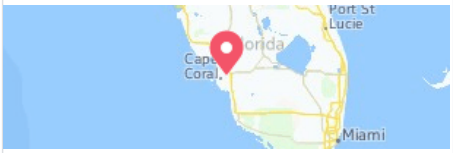

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ADDENDUM #1
Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

Posted Date: July 11, 2018

Notice of Funding Availability (NOFA) Number: 2018COCBonus

Subject: Addendum #1

The following represents modifications to the above referenced NOFA. This addendum shall hereafter be regarded as part of the NOFA. Items not references herein remain unchanged, including the due date.

1. **The amount of funding available for the 2018 Continuum of Care Bonus project has been changed to $154,496.**

Proposers must acknowledge receipt of this addendum when submitting a response to this NOFA. All other terms and conditions of the NOFA are and shall remain the same.

Jeannie Sutton, Grants Analyst
Lee County Human and Veteran Services
Phone: 239-533-7958
E-mail: jsutton@leegov.com

Human and Veteran Services, 2440 Thompson St., Fort Myers, FL 33901

Notice of Funding Availability # 2018COCBonus

The U.S. Department of Housing and Urban Development (HUD) competitive Continuum of Care (CoC) funding cycle is open. An estimated **$100,000** in additional CoC funds are available for Lee County. These funds may be used for:

- **Permanent Supportive Housing Project(s) (PSH)** that meet the requirements of Dedicated PLUS, as defined in Section II.C.3.f of the 2018 CoC Notice of Funding Availability (NOFA), OR where 100% of the beds are dedicated to individuals and families experiencing chronic homelessness, as defined in 24 CFR 578.3; OR
- **Rapid Re-housing Project(s) (RRH)** for homeless individuals and families, including unaccompanied youth; OR
- **Joint Transitional Housing (TH) and Rapid Re-Housing (RRH) Project(s)** for homeless individuals and families. Joint transitional housing (TH) and rapid rehousing (RRH) projects will provide low-barrier, temporary housing while individuals and families quickly move to permanent housing with a seamless program design;
- **Dedicated Homeless Management Information System Project(s**) for the costs as 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient of an HMIS grant, and this is listed on the HMIS Lead form in the CoC Applicant Profile: OR
- **Supportive Services Only – Coordinated Entry Project(s) (SSO-CE)** to develop or operate a centralized or coordinated assessment system.

Projects must meet all CoC Program and HUD requirements.

2018 CoC Funding Competition:

https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices

CoC Program Eligibility Requirements:

https://www.hudexchange.info/coc/coc-program-eligibility-requirements/

CoC Program Laws, Regulations, and Notices:

https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/

CoC Match Documentation:

https://www.hudexchange.info/faqs/1561/what-are-the-documentation-requirements-for-in-kind-services-as-match/

Lee County Continuum of Care Written Standards and Coordinated Entry Policies and Procedures:

https://www.leegov.com/dhs/Documents/HMIS/Coordinated-Entry/CE-Policy-Procedures-Manual-2018.pdf

Projects will be ranked by project design and budget, adherence to a Housing First model, HMIS and Coordinated Entry System participation, and applicant experience. The Ranking Committee will prioritize projects from agencies active in the Lee County CoC.

Project Submission Guidelines

To submit a project for consideration, complete the application, including supporting documentation, in PDF or Word Format **via email by July 18, 2018** to Jeannie Sutton, Grants Coordinator, Lee County Human and Veteran Services, at jsutton@leegov.com . If selected for participation in the funding competition, a full application will be required. Any questions can be directed to Jeannie Sutton at jsutton@leegov.com or by phone at 239-533-7958.

Please Note: *It may be necessary to provide additional information throughout the application process. Such requests will be sent via e-mail with a clear and strict deadline for completion.*

Applicant Information:

Applicant Name: _____ Applicant Phone: _____

Applicant Address: _____

Project Contact Person: _____ Title: _____

Phone Number: _____ Email Address:_____

DUNS Number: _____ Faith Based Organization: _____ Yes _____ No

Project Information:

Project Name: _____Project Type:_____

Project Address(es): _____

Number of Beds/Units to be Provided:		Number of Beds/Units prioritized for homeless youth:	
Number of Beds/Units included in HMIS:		Number of Beds/Units prioritized for chronically homeless persons:	
Number of projected, unduplicated clients to be served:		Number of Beds/Units prioritized for homeless families with children:	

Provide brief narrative responses for all of the following:

CoC Threshold Requirements

1. Describe the applicant's participation in the Homeless Management Information System (HMIS), Coordinated Entry, and adherence to CoC Written Standards and Coordinated Entry Policies and Procedures.
2. Describe the applicant's participation in the CoC, including the number of meetings attended throughout the last year, and how the applicant seeks opportunities to collaborate and share data with other CoC providers.

Experience

Describe the experience of the applicant in working with the proposed population, providing housing similar to the project proposed in this application, and effectively using federal funds.

Design of Housing & Supportive Services

1. Describe the program design, including:
   a. how the project focuses on securing and maintaining permanent housing for high need populations (i.e. those with the highest Coordinated Entry Scores)
   b. the type, scale, and location of housing and services,
   c. how clients are connected with mainstream benefits, and
   d. the performance measures used to track project performance.
2. Describe how the project will use a Housing First and Low Barrier approach. Include:
   a. Eligibility criteria;
   b. Process for accepting new clients;
   c. 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 or restrictions imposed by federal, state, or local law or ordinance), marital status, family status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situation that may jeopardize housing or project assistance to ensure that project participation in terminated in only the most severe cases.
3. Describe the plan for program implementation detailing the timeline, and how the project will become ready to house the first client, including a schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

Financial Requirements

1. Provide a budget narrative explaining the specific uses of the requested funds, and how funds will be expended in a timely manner.

2. Complete the budget table.

Budget Table

Eligible Costs	Total CoC Funds Requested
Acquisition	$
Rehabilitation	$
New Construction	$
Leased Units	$
Leased Structures	$
Rental Assistance	$
Supportive Services	$
Operating	$
HMIS	$
Admin (up to 10%)	$
Total CoC Funds Requested plus Admin	**$**
Cash Match *(documentation of match must be attached)*	$
In-Kind Match *(documentation of match must be attached)*	$
Total Match *(minimum 25% of CoC funds requested)*	**$**
Additional Leveraged Funds *(include other public and private funding to be used for this project, documentation of leveraged funds must be attached)*	$
Total Project Budget	**$**

3. Complete the Reasonable Costs Table *(if applicable)*

Reasonable Costs Table

Estimated Households to be Exited to Permanent Housing	**Estimated Individuals to be Exited to Permanent Housing**	**Total Estimated Annual Project Cost** (including HUD, private and other funds, and admin costs)	**Average Cost per PH exit, by Household** (Total Project Cost ÷ # Exited Households)	**Average Cost per PH exit, by Individual** (Total Project Cost ÷ # Exited Individuals)
		$	$	$

Include the following attachments:

1. Documentation of Match –Memorandum of Understanding (MOU) or Contract
2. Documentation of Leveraged Funds
3. Results of most recent financial audit
4. Documentation of 501c3 Status

ADDENDUM #1
Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

Posted Date: July 11, 2018

Notice of Funding Availability (NOFA) Number: 2018DVBonus

Subject: Addendum #1

The following represents modifications to the above referenced NOFA. This addendum shall hereafter be regarded as part of the NOFA. Items not references herein remain unchanged, including the due date.

1. **The amount of funding available for the 2018 Continuum of Care Domestic Violence (DV) Bonus project has been changed to $257,493.**

Proposers must acknowledge receipt of this addendum when submitting a response to this NOFA. All other terms and conditions of the NOFA are and shall remain the same.

Jeannie Sutton, Grants Analyst
Lee County Human and Veteran Services
Phone: 239-533-7958
E-mail: jsutton@leegov.com

Human and Veteran Services, 2440 Thompson St., Fort Myers, FL 33901

Notice of Funding Availability # 2018DVBonus

The U.S. Department of Housing and Urban Development (HUD) competitive Continuum of Care (CoC) funding cycle is open. An estimated **$166,720** in additional CoC funds are available for Lee County. These funds may be used for:

- **Rapid Re-housing Project(s) (RRH)** dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3; OR
- **Joint Transitional Housing (TH) and Rapid Re-Housing (RRH) Project(s)** dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3. Joint transitional housing (TH) and rapid rehousing (RRH) projects will provide low-barrier, temporary housing while individuals and families quickly move to permanent housing with a seamless program design; OR
- **Supportive Services Only – Coordinated Entry Project(s) (SSO-CE)** to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

Projects must meet all CoC Program and HUD requirements.

2018 CoC Funding Competition:

https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices

CoC Program Eligibility Requirements:

https://www.hudexchange.info/coc/coc-program-eligibility-requirements/

CoC Program Laws, Regulations, and Notices:

https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/

CoC Match Documentation:

https://www.hudexchange.info/faqs/1561/what-are-the-documentation-requirements-for-in-kind-services-as-match/

Lee County Continuum of Care Written Standards and Coordinated Entry Policies and Procedures:

https://www.leegov.com/dhs/Documents/HMIS/Coordinated-Entry/CE-Policy-Procedures-Manual-2018.pdf

Projects will be ranked by project design and budget, adherence to a Housing First model, HMIS and Coordinated Entry System participation, and applicant experience. The Ranking Committee will prioritize projects from agencies active in the Lee County CoC.

Project Submission Guidelines

To submit a project for consideration, complete the application, including supporting documentation, in PDF or Word Format **via email by July 18, 2018** to Jeannie Sutton, Grants Coordinator, Lee County Human and Veteran Services, at jsutton@leegov.com . If selected for participation in the funding competition, a full application will be required. Any questions can be directed to Jeannie Sutton at jsutton@leegov.com or by phone at 239-533-7958.

Please Note: *It may be necessary to provide additional information throughout the application process. Such requests will be sent via e-mail with a clear and strict deadline for completion.*

Applicant Information:

Applicant Name: _____ Applicant Phone: _____

Applicant Address: _____

Project Contact Person: _____ Title: _____

Phone Number: _____ Email Address:_____

DUNS Number: _____ Faith Based Organization: _____ Yes _____ No

Project Information:

Project Name: _____Project Type:_____

Project Address(es): _____

Number of Beds/Units to be Provided:	
Number of Beds/Units included in HMIS comparable database:	
Number of projected, unduplicated clients to be served:	

Provide brief narrative responses for all of the following:

CoC Threshold Requirements

1. Describe the applicant's participation in the Homeless Management Information System (HMIS), Coordinated Entry, and adherence to CoC Written Standards and Coordinated Entry Policies and Procedures.
2. Describe the applicant's participation in the CoC, including the number of meetings attended throughout the last year, and how the applicant seeks opportunities to collaborate and share data with other CoC providers.

Experience

Describe the experience of the applicant in working with the proposed population, providing housing similar to the project proposed in this application, and effectively using federal funds.

Design of Housing & Supportive Services

1. Describe the program design, including:
   a. how the project focuses on securing and maintaining permanent housing for high need populations (i.e. those with the highest Coordinated Entry Scores)
   b. the type, scale, and location of housing and services,
   c. how clients are connected with mainstream benefits, and
   d. the performance measures used to track project performance.
2. Describe how the project will use a Housing First and Low Barrier approach. Include:
   a. Eligibility criteria;
   b. Process for accepting new clients;
   c. 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 or restrictions imposed by federal, state, or local law or ordinance), marital status, family status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situation that may jeopardize housing or project assistance to ensure that project participation in terminated in only the most severe cases.
3. Describe the plan for program implementation detailing the timeline, and how the project will become ready to house the first client, including a schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

Financial Requirements

1. Provide a budget narrative explaining the specific uses of the requested funds, and how funds will be expended in a timely manner.

2. Complete the budget table.

Budget Table

Eligible Costs	Total CoC Funds Requested
Acquisition	$
Rehabilitation	$
New Construction	$
Leased Units	$
Leased Structures	$
Rental Assistance	$
Supportive Services	$
Operating	$
HMIS	$
Admin (up to 10%)	$
Total CoC Funds Requested plus Admin	**$**
Cash Match *(documentation of match must be attached)*	$
In-Kind Match *(documentation of match must be attached)*	$
Total Match *(minimum 25% of CoC funds requested)*	**$**
Additional Leveraged Funds *(include other public and private funding to be used for this project, documentation of leveraged funds must be attached)*	$
Total Project Budget	**$**

3. Complete the Reasonable Costs Table *(if applicable)*

Reasonable Costs Table

Estimated Households to be Exited to Permanent Housing	**Estimated Individuals to be Exited to Permanent Housing**	**Total Estimated Annual Project Cost** (including HUD, private and other funds, and admin costs)	**Average Cost per PH exit, by Household** (Total Project Cost ÷ # Exited Households)	**Average Cost per PH exit, by Individual** (Total Project Cost ÷ # Exited Individuals)
		$	$	$

Include the following attachments:

1. Documentation of Match –Memorandum of Understanding (MOU) or Contract
2. Documentation of Leveraged Funds
3. Results of most recent financial audit
4. Documentation of 501c3 Status

LEE COUNTY HOMELESS COALITION
General Meeting Minutes

To advocate, educate, and promote awareness of issues and obstacles facing homeless individuals in Lee County through community collaboration, planning and implementing solutions.

July 19, 2018
www.leehomeless.org

I. CALL TO ORDER

a. Janet Bartos called the meeting to order at 8:36 a.m. on Thursday, July 19, 2018. The meeting was held at The Salvation Army's Red Shield Lodge located on Edison Avenue in Fort Myers. Introductions were made.

b. Approval of the June 21, 2018 General Meeting Minutes
Janet Bartos requested approval of the June 21, 2018 General Meeting minutes. There being no corrections, the minutes were approved as circulated.

II. BOARD OF DIRECTORS

a. Confirmation of Board Members and Current Officers- Membership confirmed appointment of Homeless Coalition Board of Directors and Officers.

b. Membership Dues/Annual Survey- Thanks to everyone who has sent in membership dues. Janet made a request that all Coalition members complete the annual survey for feedback and suggestions for improvement.

III. CoC GOVERNING BOARD UPDATES *Sharon Rozier, Chair; Jeannie Sutton, Lee County Human and Veteran Services*

Sharon Rozier discussed the approval of the governance board of directors. She read through the list of board members. Called vote to approve membership of the board of directors for the CoC. Vote was taken and approved. Meeting will become more formalized. Conflicts of interest will be addressed further at the next board meeting. The County is working with FGCU on the updates to the strategic plan.

Jeannie Sutton explained more about the strategic planning; the County is working on the consolidated plan for HUD funding, homeless strategic plan for CoC, and the community wide needs assessment. There will be multipurpose meetings regarding these plans. Attendance and feedback at meetings is requested. County is contracting with FGCU to complete research and process for these plans. Exciting news about CoC application: yesterday the CoC local application were due. Six new applications for

bonus projects were submitted. These applications will be ranked at 5:30 PM. on August 1.

IV. LEE COUNTY HOMELESS COALITION COMMITTEE UPDATES

a. Community Resources and Needs Committee – *Heidi Shoriak, Chair*

Focused on housing gaps assessment. Seeing an increase in over sixty. The vulnerability index needs to be revised so that medical issues would be prioritized. Group is working on a survey tool to see what has not been captured in HMIS. The survey would be used to gather info from clients' providers are unable to assist. This would give us a better understanding of the needs in our community.

b. Research and Education Committee – *Janet Bartos*

This month's meeting was cancelled due to the 4th of July holiday. Next meeting will be at the Lee County Homeless Coalition on the first Tuesday in August (8/7). Agencies that provide outreach are encouraged to attend as the coalition has received numerous donations that need to be distributed to the community. The items will be divided up among those who attend.

V. AGENCY SPOTLIGHT*: Robin Jewett, Homeless Services Coordinator, Lee County Human & Veterans Services*

Discussed the programs offered by the Lee County Department of Human and Veteran Services, Family Self Sufficiency program. Explained that the County does not operate a shelter. Discussed LIHEAP entitlement program, Rent/Mortgage assistance and Emergency Prescription Assistance. Also, Homeless Services- LIFT and HOPWA. 109 people housed since October 2017 thru LIFT and 39 housed thru TBRA. 295 referrals for LIFT were received during that time. Brochure with more information included below.

Lee County Continuum of Care (CoC) Ranking Committee
Meeting Summary
Wednesday, August 1, 2018, 5:30 P.M.
Lee County Human and Veteran Services
2440 Thompson St.
Fort Myers, FL 33901

Members Present:

Jean Ann DeWalt
Tim Hennessy
David Newlan
Jim Reily
Terry Tucker

Staff Present:

Julie Boudreaux, Program Manager
Jeannie Sutton, Grants Analyst

Public Present:

Janet Bartos, Executive Director, Lee County Homeless Coalition
Alex Oliveres, Executive Director, Center for Progress and Excellence Inc.

I. Call to Order

Meeting was called to order by Jeannie Sutton at 5:39 pm.

II. *Public Comment*

Public comment was made by Janet Bartos. Janet thanked the committee for coming together and carrying out this important process.

III. Overview of 2018 CoC Funding Competition

Jeannie Sutton provided an overview of HUD funding priorities and eligible project components. *(Handout attached)* The Lee County Continuum of Care received 6 new project applications and 5 renewal project applications.

IV. Discussion Regarding Project Applications

Discussion was held by committee members throughout the meeting. Jeannie Sutton answered questions regarding the scoring process and project applications.

V. Project Applications Scoring and Ranking

Each committee member scored each project individually using the 2018 HUD Ranking Tool. All scoring sheets were signed and submitted to Jeannie Sutton to be entered into the ranking tool.

VI. Adjourn

Meeting was adjourned by Jeannie Sutton at 7:10 pm.

All project scores were compiled and entered into the 2018 HUD Ranking Tool on August 3, 2018 by Jeannie Sutton and reviewed by Julie Boudreaux.

Lee County Continuum of Care (CoC) Ranking Committee Meeting

Wednesday, August 1, 2018, 5:30 P.M.
Lee County Human and Veteran Services
2440 Thompson St.
Fort Myers, FL 33901

PUBLIC COMMENT:
The CoC Ranking Committee is an ad hoc body designated by the Lee County Continuum of Care Governing Board for the purpose of reviewing and ranking the 2018 Continuum of Care new and renewal project applications. We wish to hear and address your public concerns. Due to the length of the agenda, we request that public comment be limited to 3 minutes. In addition, speakers, please provide handouts pertaining to your presentation to Lee County staff for distribution prior to the ***Call to Order.*** The agenda will be as follows:

I. **Call to Order**

II. ***Public Comment***

III. **Overview of 2018 CoC Funding Competition**

IV. **Discussion Regarding Project Applications**

V. **Project Applications Scoring and Ranking**

VI. **Adjourn**

Meeting minutes and ranking results will be posted on our website:
https://www.leegov.com/dhs/funding/coc

Policy Priorities. This section provides additional context regarding HUD's selection criteria.

1. Ending homelessness for all persons. To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs.

2. Creating a systemic response to homelessness. CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.

3. Strategically allocating and using resources. Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness. CoCs should review project quality, performance, and cost effectiveness. CoCs should review all projects eligible for renewal in FY 2018 to determine their effectiveness in serving people experiencing homelessness, including cost effectiveness.

4. Use a Housing First approach. Housing first prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness.

HUD Funding Process. HUD will continue a Tier 1 and Tier 2 funding process.

Tier 1. Tier 1 is **$1,567,251**. Project applications in Tier 1 will be conditionally selected from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both eligibility and threshold review. Any type of new or renewal project application can be placed in Tier 1.

Tier 2. Tier 2 is the difference between Tier 1 and **$1,667,288** plus the amount available for bonus projects - **$154,496** (not including amounts available for DV Bonus).

Projects Straddling Tiers. If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1. Using the CoC score and other factors, HUD may fund the Tier 2 portion of the project. If HUD does not fund the Tier 2 portion of the project, HUD may award the project at the reduced amount, provided the project is still feasible with the reduced funding (e.g., is able to continue serving homeless program participants effectively).

Domestic Violence (DV) Bonus. The FY 2018 HUD Appropriations Act provides up to $50 million for "rapid re-housing projects and supportive service projects providing coordinated entry and for eligible activities that the Secretary determines are critical in order to assist survivors of domestic violence, dating violence, and stalking." **The maximum amount that Lee County can apply for is $257,493.**

A CoC may apply for one of each of the following types of projects:

(1) Rapid Re-housing (PH-RRH) projects that must follow a housing first approach.

(2) Joint TH and PH-RRH component projects as defined in Section II.C.3.m of this NOFA that must follow a housing first approach.

(3) SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different).

A CoC can only submit one project application for each project type: PH-RRH, Joint TH and PH-RRH, and SSO-CE.

CoC (aka Regular) Bonus. The FY 2018 Notice of Funding Availability provides up to **$154,496** for new projects. Eligible project types include:

(1) Permanent housing-permanent supportive housing (PH-PSH) projects where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness, as defined in 24 CFR 578.3.
(2) CoCs may create new permanent housing-rapid rehousing (PH-RRH) projects that will serve homeless individuals and families, including unaccompanied youth;
(3) Joint TH and PH-RRH component projects to serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking.

Sutton, Jeannie

From: Sutton, Jeannie
Sent: Monday, August 06, 2018 5:43 PM
To:
Subject: 2018 CoC Project Ranking Results
Attachments: Committee Scoring by Project.pdf; 2018 Project Rating and Ranking.pdf

Good afternoon,

On Wednesday, August 1, 2018 the CoC Ranking Committee assessed the performance measures, effectiveness, and need for all renewal and new CoC projects. All projects were evaluated in accordance with the 2018 Ranking Tool. Project ranking is listed below, and detailed scoring information can be reviewed in the attached results.

Projects being submitted to HUD:
1 – Lee County Housing Development Corporation – DV Rapid Rehousing - $53,790.00 *(New DV Bonus)*
2 – Community Assisted and Supported Living – S + C I - $77,632.00 *(Renewal)*
3 – Community Assisted and Supported Living – Broadway - $67,357.00 *(Renewal)*
4 – Community Assisted and Supported Living – S + C II - $73,328.00 *(Renewal)*
5 – Salvation Army - Rapid Rehousing - $1,394,985.00 *(Renewal)*
6 – Jewish Family and Children's Services – Rapid Rehousing - $154,496.00 *(New Regular Bonus)*
7 – Community Assisted and Supported Living – San Souci - $53,986.00 *(Renewal)*
9 – Center for Progress and Excellence – CPE Recovery Housing (DV) - $203,703.00 * *(New DV Bonus)*

Projects NOT being submitted to HUD:
8 – Center for Progress and Excellence – Arlene Goldberg House Bonus * *(New Regular Bonus)*
10 – Lee County Housing Development Corporation – Rapid Rehousing Bonus *(New Regular Bonus)*
11 – Lee County Housing Development Corporation – Permanent Supportive Housing Bonus *(New Regular Bonus)*

**Only one regular Bonus project is allowed to be submitted to HUD, but up to 3 DV Bonus projects can be submitted. Therefore, both DV Bonus projects, and only the one top ranked regular bonus project will be submitted.*

Thank you for taking the time to submit an application for a CoC funded project. If your project was not selected, please consider applying for additional funding opportunities that may arise in the future.

If you have any questions or concerns, please do not hesitate to ask.

Jeannie Sutton

Grants Analyst
Lee County Human and Veteran Services
2440 Thompson Street
Fort Myers, FL 33901
Phone: (239) 533-7958
Fax: (239) 533-7960
E-mail: JSutton@leegov.com
Website: http://leegov.com/dhs

ALTERNATIVE RATING TOOL

Sort projects by: Organization Name

You can sort the project list below using the drop-down selection to the left.

If you make any edits, make sure to save before moving on.

☑ Yes to all threshold requirements

RATING TABLE

						ENTER VALUES FOR ALL PROJECTS		
Project ID	Grant Number	Renewal, New, Expansion, Reallocate	Project Name	Organization Name	Project Type	Met All HUD Threshold Requirements	Met All CoC Threshold Requirements	Weighted Rating Score (out of 100)
28	NEW	New	DV Bonus Project	LCHDC (Lee County Housing Developmer	RRH	Yes	Yes	92
23	FL0266L4D031710	Renewal	CASL S+CI	CASL	PSH	Yes	Yes	90
5	FL0317L4D031709	Renewal	Broadway Place	CASL	PSH	Yes	Yes	88
24	FL0267L4D031710	Renewal	CASL S+C II	CASL	PSH	Yes	Yes	88
21	FL0537L4D031703	Renewal	Rapid Re Housing	Salvation Army	RRH	Yes	Yes	88
27	NEW	New	Rapid Re-Housing	JFCS (Jewish Family & Children's Service	RRH	Yes	Yes	86
6	FL0265L4D031710	Renewal	Sans Souci	CASL	PSH	Yes	Yes	81
25	NEW	New	Arlene Goldberg House	CPE (Center for Progress and Excellence)	TH/RRH	Yes	Yes	78
26	NEW	New	CPE Recovery House	CPE (Center for Progress and Excellence)	TH/RRH	Yes	Yes	77
29	NEW	New	CoC Bonus Project	LCHDC (Lee County Housing Developmer	RRH	Yes	Yes	46
30	NEW	New	CoC Bonus Project - PSH	LCHDC (Lee County Housing Developmer	PSH	Yes	Yes	41

By default, the threshold and score values will pull from any individually saved projects

LIST OF PROJECTS TO BE REVIEWED

Sort projects by:

You can sort the project list below using the drop down selection to the left. Please note that you cannot sort by "Renewal, New, Expansion…." until you have completed the green section of this form

Use your Grant Inventory Worksheet and project spending records to complete these columns

☑ **Check once you of beds listed fo**

Project ID	Organization Name	Project Name	Project Type	McKinney-Vento	Grant Number	CoC Amount Awarded Last Operating Year	CoC Amount Expended Last Operating Year	CoC Funding Requested	Renewal, New, Expansion, Reallocate, Ignore	Geo Code	DV/HIV	All Fam Beds	DV Fam Beds
5	CASL	Broadway Place	PSH	Yes	FL0317L4D031709	$ 67,357	$ 12,978	$ 67,357	Renewal	120966	NA	0	0
21	Salvation Army	Rapid Re Housing	RRH	Yes	FL0537L4D031703	$ 1,394,985	$ 1,285,356	$ 1,394,985	Renewal	120966	NA	66	0
6	CASL	Sans Souci	PSH	Yes	FL0265L4D031710	$ 53,986	$ 52,303	$ 53,986	Renewal	129071	NA	0	0
23	CASL	CASL S+CI	PSH	Yes	FL0266L4D031710	$ 77,632	$ 74,282	$ 77,632	Renewal		NA	0	0
24	CASL	CASL S+C II	PSH	Yes	FL0267L4D031710	$ 73,328	$ 70,900	$ 73,328	Renewal		NA	0	0
25	CPE (Center for Progress and Excelle	Arlene Goldberg House	TH/RRH	Yes	NEW	$ -	$ -	$ 154,496	New		NA	0	0
26	CPE (Center for Progress and Excelle	CPE Recovery House	TH/RRH	Yes	NEW	$ -	$ -	$ 240,000	New		DV	0	0
27	JFCS (Jewish Family & Children's Ser	Rapid Re-Housing	RRH	Yes	NEW	$ -	$ -	$ 84,789	New		NA	0	0
28	LCHDC (Lee County Housing Develo	DV Bonus Project	RRH	Yes	NEW	$ -	$ -	$ 53,790	New		DV	0	0
29	LCHDC (Lee County Housing Develo	CoC Bonus Project	RRH	Yes	NEW	$ -	$ -	$ 70,290	New		NA	0	0
30	LCHDC (Lee County Housing Develo	CoC Bonus Project - PSH	PSH	Yes	NEW	$ -	$ -	$ 63,992	New		NA	0	0

RATING RESULTS

Sort projects by:
Weighted Rating Score

You can sort the project list below using the drop down selection to the left.

Make sure to save any rating you've done before running.

=

RATING RESULTS

Project ID	Grant Number	Renewal, New, Expansion, Reallocate	Project Name	Organization Name	Project Type	DV/HIV	All Fam Beds	DV Fam Beds	CH Fam Beds	Vet Fam Beds	Par Youth Beds	All Ind Beds	DV Ind Beds
30	NEW	New	CoC Bonus Project - PSH	LCHDC (Lee County Housing Dev	PSH	NA	0	0	0	0	0	2	0
28	NEW	New	DV Bonus Project	LCHDC (Lee County Housing Dev	RRH	DV	0	0	0	0	0	15	15
27	NEW	New	Rapid Re-Housing	JFCS (Jewish Family & Children's	RRH	NA	0	0	0	0	0	14	0
29	NEW	New	CoC Bonus Project	LCHDC (Lee County Housing Dev	RRH	NA	0	0	0	0	0	20	0
25	NEW	New	Arlene Goldberg House	CPE (Center for Progress and Exc	TH/RRH	NA	0	0	0	0	0	8	0
26	NEW	New	CPE Recovery House	CPE (Center for Progress and Exc	TH/RRH	DV	0	0	0	0	0	8	8
23	FL0266L4D031710	Renewal	CASL S+CI	CASL	PSH	NA	0	0	0	0	0	14	0
5	FL0317L4D031709	Renewal	Broadway Place	CASL	PSH	NA	0	0	0	0	0	6	0
24	FL0267L4D031710	Renewal	CASL S+C II	CASL	PSH	NA	0	0	0	0	0	13	0
6	FL0265L4D031710	Renewal	Sans Souci	CASL	PSH	NA	0	0	0	0	0	6	0
21	FL0537L4D031703	Renewal	Rapid Re Housing	Salvation Army	RRH	NA	66	0	0	0	0	0	0

Sort projec

Weighted F Not all requirements met or threshold scoring not started

RATING

Project ID	Total CH Ind Beds	Vet Ind Beds	Single Youth Beds	Is 100% Dedicated + or CH Fam (Yes/No)	Is 100% Dedicated + or CH Ind (Yes/No)	Is 100% DV (Yes/No)	CoC Funding Requested	Amount of Other Public Funding (Federal, state, county, city)	Amount of private Funding	CoC Amount Expended Last Operating Year	Met All HUD Threshold Requirements	Met All CoC Threshold Requirements	Weighted Rating Score
30	0	0	0	No	No	No	$63,992			$0	Yes	Yes	41
28	0	0	0	No	No	Yes	$53,790			$0	Yes	Yes	92
27	14	0	0	No	No	No	$84,789			$0	Yes	Yes	86
29	0	0	0	No	No	No	$70,290			$0	Yes	Yes	46
25	8	0	0	No	No	No	$154,496			$0	Yes	Yes	78
26	0	0	0	No	No	Yes	$240,000			$0	Yes	Yes	77
23	2	0	0	No	No	No	$77,632			$74,282	Yes	Yes	90
5	6	0	0	No	Yes	No	$67,357			$12,978	Yes	Yes	88
24	0	0	0	No	No	No	$73,328			$70,900	Yes	Yes	88
6	6	0	0	No	Yes	No	$53,986			$52,303	Yes	Yes	81
21	0	0	0	No	No	No	$1,394,985			$1,285,356	Yes	Yes	88

Continuum of Care

The Lee County Continuum of Care (CoC) is a group of community stakeholders who work together to address the needs of individuals and families who are homeless Lee County. The group includes funders, service providers, local businesses, and advocates who meet monthly at the Lee County Homeless Coalition General Meeting. The work of the Continuum of Care is carried out within several sub-committees, which plan for community education, advocacy, the Homeless Management Information and Coordinated Entry Systems, and community resources and needs.

Governing Board

The Continuum of Care is overseen by a Governing Board made up of community volunteers that represent a variety community sectors, including providers of housing, supportive services, health care, education, mental health treatment, substance abuse treatment, community advocates, and homeless or formerly homeless persons. The Governing Board meets regularly to evaluate the performance of community programs and identify strategic planning initiatives.

The Continuum of Care Governing Board is now accepting applications for new members.
Members are required to attend regular meetings and commit to a one year term.

MEETING AGENDAS*	MEETING MINUTES	DOCUMENTS
August 8, 2018	Meeting Minutes (Aug. 9, 2017)	Continuum of Care Overview
September 12, 2018	Meeting Minutes (Nov. 8, 2017)	Governance Charter
October 10, 2018	Meeting Minutes (Jan. 17, 2018)	Ranking Committee Procedures
December 12, 2018	Meeting Minutes (April 3, 2018)	HMIS & Coordinated Entry
February 13, 2019	Meeting Minutes (May 9, 2018)	CoC System Map
April 10, 2019	Meeting Minutes (June 28, 2018)	Coordinated Entry Brochure

*Meeting agendas will be published approximately one week prior to each meeting.

Funding

Lee County Human and Veteran Services serves as the Collaborative Applicant to compete on a national level for Homeless Continuum of Care (COC) funds through the U.S. Department of Housing and Urban Development (HUD). The application includes over $1.6 million in requests for renewal projects and new requests for projects (when available) that address the needs of Lee County's homeless. Funds support programs for permanent housing, emergency shelter, and services for the homeless are provided by the following funded agencies:

- Community Assisted & Supported Living Inc. (CASL Inc.)
- The Salvation Army, a Georgia Corporation, Inc.

2018 Continuum of Care Funding Cycle

The U.S. Department of Housing and Urban Development (HUD) competitive Continuum of Care (CoC) funding cycle will soon open. Currently funded project performance is being reviewed, and agencies are being asked to voluntarily reallocate funds to create new projects.

All new and renewal applications for the 2018 competition we reviewed by the local ranking committee according to

the Ranking Committee Procedures using the 2018 Ranking Tool.

The following projects are being submitted to HUD for funding consideration:

The Salvation Army - Rapid Re-Housing
Community Assisted and Supported Living - Supportive Services (Consolidation of Broadway and San Souci)
Community Assisted and Supported Living - San Souci
Community Assisted and Supported Living - Broadway
Community Assisted and Supported Living - Rental Assitance (Consolidation of S+C I and S+C II)
Community Assisted and Supported Living - S + C II
Community Assisted and Supported Living - S + C I
Lee County CoC Planning (NEW)
Lee County Housing Development Corporation - Domestic Violence Rapid Re-Housing (NEW)
Center for Progress and Excellence - CPE Recovery House (NEW)
Jewish Family and Children's Services - Rapid Re-Housing (NEW)

2018 COC COMPETITION TIMELINE	COMMENTS
2018 CoC Registration Notice	Posted by HUD on April 30, 2018
2018 CoC Registration	Submitted to HUD on May 2, 2018
2018 HUD CoC Notice of Funding Availability	Published by HUD on June 20, 2018
Local Notice of Funding Availability for New Projects	Published June 29, 2018
Local New and Renewal Project Applications Due	July 18, 2018
Project Review and Ranking Meeting	August 1, 2018
Project Applicants Notified of Ranking Results via E-mail	August 6, 2018
Ranking Results Posted on CoC Webpage	August 7, 2018
CoC Application Published for Public Review Priority Listing Published for Public Review	September 12, 2018
HUD Deadline for Submission of the 2018 CoC Application	September 18, 2018

2017 Continuum of Care Funding Cycle

All new and renewal applications for the 2017 competition were reviewed by the local ranking and review committee according to the Ranking Committee Procedures using the 2017 Ranking Tool on May 16, 2017. New and renewal project applicants were notified of the final scoring results on May 19, 2017.

The following projects were selected for 2017 funding by HUD:

The Salvation Army - Rapid Re-Housing
The Salvation Army - Rapid Re-Housing Expansion (NEW)
Community Assisted and Supported Living - San Souci
Community Assisted and Supported Living - Broadway
Community Assisted and Supported Living - Broadway Expansion (NEW)
Community Assisted and Supported Living - S + C II
Community Assisted and Supported Living - S + C I
Lee County CoC Planning (NEW)

2017 COC COMPETITION TIMELINE	COMMENTS

2017 CoC Registration Notice	Posted by HUD on April 10, 2017
Notice of Funding Availability for Local Projects	Distributed locally on April 10, 2017
2017 CoC Registration	Submitted to HUD on April 24, 2017
2017 HUD CoC Notice of Funding Availability	Published by HUD on July 14, 2017
CoC Application	Submitted to HUD on September 25, 2017
Priority Listing	Submitted to HUD on September 25, 2017

In addition to the COC application, Lee County has competed state-wide for additional funding to support programs for the homeless. When available, the Florida Challenge Grant, Emergency Solutions Grant, Homelessness Prevention-Temporary Assistance for Needy Families Grant, and the Florida Homeless Housing Assistance Grant have provided a variety of needed services and housing opportunities to various non-profit agencies in Lee County.

Ten Year Plan to End Homelessness

Lee County's Ten Year Plan to End Homelessness was developed by eight subcommittees, but many community groups are involved in its implementation, and are working to accomplish the goals set forth in the plan. Organizations enter accomplishments made toward the goals of the plan in the corresponding Ten Year Plan to End Homelessness Database. A quarterly report on the progress is presented to the Lee County Human Services Council.

Ten Year Plan to End Homelessness
Ten Year Plan to End Homelessness Database

Sutton, Jeannie

From: Sutton, Jeannie
Sent: Tuesday, April 10, 2018 11:27 AM
To: Shannon.Cherizier@uss.salvationarmy.org; Bob.Poff@uss.salvationarmy.org; Geoffrey Magon; Scott Eller
Cc: Bell, Denise; Gilkerson, Deanna; Boudreaux, Julie
Subject: 2017CoC Project Reallocation Opportunity
Attachments: 2018 Reallocation and Ranking Policies and Procedures.pdf; Letters of Intent to Reallocate.pdf

Good Morning,

The 2018 Continuum of Care competitive funding cycle will open soon. HUD encourages the reallocation of underperforming or underutilized projects, as well as those that are not cost effective. Attached is a request for consideration of voluntary reallocation and the CoC Reallocation and Ranking Policies and Procedures. Please review both documents attached and consider reallocating funds for new projects.

Submit any letters of intent to reallocate by 5:00 pm on Monday, April 30, 2018.

If you have any questions about the information attached, please let me know.

Thank you,

Jeannie Sutton

Grants Coordinator
Lee County Human and Veteran Services
2440 Thompson Street
Fort Myers, FL 33901
Phone: (239) 533-7958
Fax: (239) 533-7960
E-mail: JSutton@leegov.com
Website: http://leegov.com/dhs

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Notice of Continuum of Care Project Reallocation

Lee County is preparing for the opening of the 2018 U.S. Department of Housing and Urban Development (HUD) competitive Continuum of Care (CoC) funding cycle. It is anticipated that 2018 funding will be insufficient to fully fund the renewal of all currently funded projects, therefore; HUD recommends that existing projects be strategically evaluated and ranked by performance, and the poorest performing projects be reallocated. Reallocating total or partial funding from existing projects provides the most assurance that Lee County will receive funds equal to the amount of currently funded projects.

In considering reallocation, please review project performance data, spending/drawdown history, and previous monitoring reports in coordination with the 2018 Project Ranking Tool, found at https://www.leegov.com/dhs/funding/coc, to ensure that your project meets the minimum threshold requirements and is performing adequately. The lowest performing projects will be ranked in Tier 2 of the 2018 HUD CoC application, and may not be funded.

Lee County is accepting letters of intent to voluntarily reallocate funds from existing projects. An agency may reallocate all or part of existing projects into one new eligible project, but the maximum budget cannot exceed the 2017 award of the project(s). Funds may be reallocated into the following types new projects:

1. New permanent supportive housing for chronically homeless individuals and families, including unaccompanied youth.
2. New rapid re-housing projects for homeless individuals and/or families (including unaccompanied youth) directly from the streets or emergency shelter or fleeing domestic violence situations.

(*Additional project types, such as Joint Transitional Housing – Rapid Re-Housing, may be available within the 2018 HUD Notice of Funding Availability (NOFA). The new project type may be changed upon release of the NOFA.*)

There are numerous resources available on program design, eligible costs, and requirements of each type of program at the HUD Exchange (https://www.hudexchange.info/coc/). Please ensure agency staff are familiar with these requirements and any changes that may result from program reallocation prior to submitting a Letter of Intent to Reallocate Funds.

A Letter of Intent to Reallocate Funds must be submitted **by email** to Jeannie Sutton, Grants Coordinator, Lee County Human and Veteran Services, at jsutton@leegov.com by **Monday, April 30, 2018**. The letter must contain the following items:

1. The currently funded project(s) proposed for reallocation.
2. The total amount of funding to be reallocated.
3. The total number of individuals that will be affected by the reallocation and the plan for sustaining units after funds are reallocated.
4. An overview of the new proposed project, including the population served.

After review of the letters, each agency will be contacted for full program detail and completion of the 2018 Project Application. Any questions can be directed to Jeannie Sutton, Grants Coordinator, Lee County Human and Veteran Services, at jsutton@leegov.com or by phone at 239-533-7958.

Lee County
Continuum of Care

Project Ranking and Reallocation Policies and Procedures

Original Approved by the Lee County CoC Governing Board on August 3, 2016

Original Approved by the Lee County Homeless Coalition Board on August 20, 2016

RECORD OF CHANGES

Version	Reason for Change	Date Approved by Governing Board	Signature of Board Chair or Co-Chair
Original	Approved by CoC Governing Board	08/03/2016	See Original
Original	Approved by Homeless Coalition Board	08/20/2016	See Original
1	Combined Ranking and Reallocation Procedures, added appeal process	By CoC Governing Board:	
1	Combined Ranking and Reallocation Procedures, added appeal process	By Ranking Committee:	

I. Background

The U.S. Department of Housing and Urban Development (HUD) requires the Continuum of Care (CoC) to develop a reallocation process for projects funded with CoC funds. Reallocating funds is an important tool used by CoCs to make strategic improvements to their homelessness system. Through reallocation, the CoC can create new, evidence-informed projects by eliminating projects that are underperforming, or are more appropriately funded from other sources. Reallocation is particularly important when new resources are not available.

The CoC will make all funding decisions based on alignment with HUD guidelines, performance measures, and unspent project funds. Reallocated projects will be encouraged to seek funders that will continue to support the contributions these projects make to the CoC.

II. Reallocation Policy

A. Voluntary Reallocation

A recipient, as defined in 24 CFR §578.3, may voluntarily reallocate its existing project by reducing its project's annual renewal amount in whole or in part, as defined in 24 CFR §578. A recipient that voluntarily reallocates its existing project awards and wishes to create a new, eligible project, may submit a new project application to the Lee County CoC. Solicitation for voluntary reallocation will be sent via email to the currently funded recipients prior to the opening of the CoC competition each year. If necessary, individual meetings will be scheduled with each recipient to discuss project performance, HUD CoC priorities, and other factors that may affect future funding for each project.

B. Involuntary Reallocation

The CoC will make reasonable efforts to ensure that projects are meeting performance standards and fulfilling the requirements of CoC guidelines prior to enforcing involuntary reallocation. If, after reasonable correction efforts have been made, there continues to be deficiencies in project performance, then the CoC Governing Board may recommend the project for involuntary reallocation.

A determination for involuntary reallocation will be made based on the following criteria:

a. Project performance, which takes into consideration the type of project, its performance relative to that type, community needs, and timely expenditure of funds;

b. Utilization and effectiveness, which factors bed/unit operating capacity and cost effectiveness relative to project type and population served;

c. Extent of participation in HMIS, including, but not limited to, bed coverage, data quality, participation in Coordinated Entry; and

d. CoC funding priorities as detailed in the most recent CoC Notice of Funding Availability (NOFA) and/or other HUD published priority listings, such as CoC Competition Focus.

The CoC Governing Board will evaluate all projects requesting funding using the most recent CoC Program Competition Notice of Funding Availability (NOFA) and determine if any projects eligible for renewal should be reduced or eliminated to develop new projects. The CoC Governing Board will forward the recommendations to the Ranking Committee to be voted upon.

Recipients who administer a project that has been selected for involuntary reallocation through CoC Governing Board recommendation, and Ranking Committee vote, will receive notification, including the reasons for the reallocation, from Human and Veteran Services in writing, outside of *e-snaps*.

C. Appeal Process

Recipients selected for involuntary reallocation may appeal the decision in writing to the Human and Veteran Services Contracts Manager within seven (7) business days after notification of selection for involuntary reallocation. The written notification should provide documentation supporting continued need for the project in question, and an action plan detailing how the project will meet HUD funding priorities and maintain compliance with all applicable laws and regulations.

The Contracts Program Manager will review all appeals and provide a final recommendation within fourteen (14) business days of receipt of the appeal.

D. Reallocated Funds

CoC Program funds made available through involuntary reallocation may be used to develop one or more new projects. Should no viable, new project be identified, CoC Program funds made available through involuntary reallocation may be available for the expansion of other eligible renewal project(s), subject to current CoC funding priorities and HUD NOFA requirements.

E. Eligible Projects

The CoC may use reallocated funds to create the following projects:

1. New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families as defined in 24 CFR §578.3;
2. New rapid re-housing projects for homeless individuals and families who enter directly from the streets or emergency shelters, youth up to age 24, and persons who meet the criteria of paragraph (4) of the definition of homeless in 24 CFR §578.3;

3. New Supportive Services Only (SSO) project specifically for a centralized or coordinated assessment system; and
4. New dedicated Homeless Management Information System (HMIS) project for the costs at 24 CFR §578.37 that must be carried out by the HMIS Lead Agency.
5. Other eligible project types stated in the current year HUD CoC NOFA.

III. Ranking Committee

Members of the Human Services Council will serve as the Ranking Committee. The Committee shall convene a minimum of one time per year to fulfill their purpose of ranking CoC applications. Meetings of the Ranking Committee will be open to the public, and will allow time for public comment.

The Collaborative Applicant will ensure that the committee members are provided, and familiar with, all relevant information related to:

- the HEARTH Act;
- the Continuum of Care;
- the role of the Ranking Committee;
- the Policies and Procedures governing the renewal process; and
- the scoring tools and weighting information.

A. Ranking and Review Priorities

The Ranking Committee will rank <u>renewal and expansion</u> project applications according to the following priorities:

1. Project Performance Measures
   (Renewal/Expansion Project Rating Tool)
   a. Exits to Permanent Housing
   b. Returns to Homelessness
   c. New or Increased Income
2. Project Effectiveness
   (Renewal/Expansion Project Rating Tool)
   a. High Need Populations Focus
   b. Cost Reasonableness
   c. Coordinated Entry Participation
   d. Housing First and Low Barrier Implementation
3. CoC Standards
   (Renewal Application Narratives)

a. Project Conforms to CoC Written Standards
b. Project Participates in Coordinated Entry and Adheres to Coordinated Entry Policies and Procedures
c. Applicant is actively engaged in the CoC

4. Monitoring Criteria
(Renewal Application Narratives)
a. Number of Findings/Concerns
b. Completion of Corrective Action Plans

The Ranking Committee will rank <u>new</u> project applications according to the following priorities:

1. Experience
(Application Narratives)
a. Providing services similar to that proposed in the application.
b. Serving the population proposed in the application.
c. Using a housing first approach.
d. Using federal funds, including timely drawdowns, satisfactory performance, and submission of required reporting.
2. Design of Housing & Supportive Services
(Application Narratives)
a. Demonstration of the need for type, scale, and location of housing, and understand of the needs of the population to be served.
b. Clear and specific plan to assist clients to secure and maintain permanent housing.
c. Clear and specific plan to assist clients to increase income.
3. Timeliness and Financial Capacity
(Application Narratives)
a. Clear and specific plan for program implementation.
b. Cost per person served is reasonable.
c. Organizations most recent audit indicated no findings.
d. Sufficient match documentation.
e. Budgeted costs are reasonable, allocable, and allowable.
4. Project Effectiveness
(Application Narratives)
a. High Need Populations Focus
b. Coordinated Entry Participation
c. Housing First and Low Barrier Implementation

B. HUD and CoC Threshold Requirements

The Collaborative Applicant will review all project applications to ensure that all HUD and CoC threshold requirements have been met. The Collaborative Applicant will determine if missing threshold requirements are correctable or in-correctable deficiencies. Any project

application with a correctable deficiency must be reviewed and ranked. Projects applications with in-correctable deficiencies will not be ranked and the project applicant will be notified prior to the Ranking Committee Meeting.

C. Renewal Application Ranking Materials

Each agency seeking CoC funding is required to submit a Renewal Application to the Collaborative Applicant not less than thirty (30) days from the CoC submission deadline. The Collaborative Applicant shall collect applications and schedule a meeting with the Ranking Committee.

At least one week before the meeting, the following materials will be provided to the Ranking Committee for review:

- NOFA summary sheet,
- Ranking Tool, and
- Project Applications.

Correspondence and ranking materials will be distributed by email from the Collaborative Applicant unless otherwise requested by the Ranking Committee.

Unless there is an unforeseen delay, the Ranking Committee shall have no less than seven (7) days to review all project materials. During this time, each member of the Ranking Committee shall complete an individual rating tool, determining point levels for each application. Each member shall bring the rating tool to the Ranking Committee Meeting for discussion and final project ranking.

D. Ranking Committee Meeting

The Ranking Committee Meeting will be moderated by the Collaborative Applicant. Initial point averages will be determined, after which time general discussion on the Summary Sheets and average will occur. The Ranking Committee shall determine the final point value and ranking of the projects.

E. Publication of Ranking Process

This ranking process is available on the Lee County Human and Veteran Services webpage: https://www.leegov.com/dhs/funding/coc.

The final ranking results and project applications will be made available on the Lee County Human and Veteran Services' webpage: https://www.leegov.com/dhs/funding/coc, within seven (7) business days after the final Ranking Committee Meeting.

Sutton, Jeannie

From: Sutton, Jeannie
Sent: Thursday, August 30, 2018 8:12 AM
To: 'Alex Olivares'; Shannon Cherizier; Bob Poff; Cheryl Gilliam; Timothy Gilliam; 'Geoffrey Magon'; 'scott.eller@caslinc.org'; 'Erika Cooks'; 'cmyerslchdc@yahoo.com'; Peter Fleischmann; 'Jake Gelber'; Heidi Brown; 'Jocey Henderson'; Philip Pohlmeyer
Subject: Final 2018 CoC Project Application Ranking

Good morning,

Please accept this notification that your project application(s) have been completely submitted, accepted, and ranked within eSNAPS. The final project ranking is listed below. The final consolidated application, priority listing, and project applications will be made available for public review on the Lee County CoC webpage: www.leegov.com/dhs/funding/coc beginning September 12, 2018, and will be submitted to HUD prior the September 18, 2018 deadline.

	Rank	Agency	Project Name	Component Type	HUD PIN	Project Amount
Tier 1	1	LCHDC	LCHDC - DV RRH	DV RRH	NEW	$ 53,790.00
	2	CASL	S+C 1	PSH	FL0266	$ 77,632.00
	3	CASL	BROADWAY	PSH	FL0317	$ 67,357.00
	4	CASL	S +C II	PSH	FL0267	$ 73,328.00
	5	TSA	TSA RRH	RRH	FL0537	$ 1,295,144.00
Tier 2	5	TSA	TSA RRH	RRH	FL0537	$ 99,841.00
	6	JFCS	JFCS Rapid Re-Housing	Bonus RRH	NEW	$ 154,496.00
	7	CASL	San Souci	PSH	FL0265	$ 53,986.00
	8	CPE	CPE Recovery House	DV TH-RRH	NEW	$ 203,703.00

Please let me know if you have any questions or concerns, and thank you again for your hard work during this year's CoC process.

Jeannie Sutton

Grants Analyst
Lee County Human and Veteran Services
2440 Thompson Street
Fort Myers, FL 33901
Phone: (239) 533-7958
Fax: (239) 533-7960
E-mail: JSutton@leegov.com
Website: http://leegov.com/dhs

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Sutton, Jeannie

From: Sutton, Jeannie
Sent: Monday, August 06, 2018 5:43 PM
To: Bell, Denise; Boudreaux, Julie; Gilkerson, Deanna
Subject: 2018 CoC Project Ranking Results
Attachments: Committee Scoring by Project.pdf; 2018 Project Rating and Ranking.pdf

Good afternoon,

On Wednesday, August 1, 2018 the CoC Ranking Committee assessed the performance measures, effectiveness, and need for all renewal and new CoC projects. All projects were evaluated in accordance with the 2018 Ranking Tool. Project ranking is listed below, and detailed scoring information can be reviewed in the attached results.

Projects being submitted to HUD:

1 – Lee County Housing Development Corporation – DV Rapid Rehousing - $53,790.00 *(New DV Bonus)*
2 – Community Assisted and Supported Living – S + C I - $77,632.00 *(Renewal)*
3 – Community Assisted and Supported Living – Broadway - $67,357.00 *(Renewal)*
4 – Community Assisted and Supported Living – S + C II - $73,328.00 *(Renewal)*
5 – Salvation Army - Rapid Rehousing - $1,394,985.00 *(Renewal)*
6 – Jewish Family and Children's Services – Rapid Rehousing - $154,496.00 *(New Regular Bonus)*
7 – Community Assisted and Supported Living – San Souci - $53,986.00 *(Renewal)*
9 – Center for Progress and Excellence – CPE Recovery Housing (DV) - $203,703.00 * *(New DV Bonus)*

Projects NOT being submitted to HUD:

8 – Center for Progress and Excellence – Arlene Goldberg House Bonus * *(New Regular Bonus)*
10 – Lee County Housing Development Corporation – Rapid Rehousing Bonus *(New Regular Bonus)*
11 – Lee County Housing Development Corporation – Permanent Supportive Housing Bonus *(New Regular Bonus)*

**Only one regular Bonus project is allowed to be submitted to HUD, but up to 3 DV Bonus projects can be submitted. Therefore, both DV Bonus projects, and only the one top ranked regular bonus project will be submitted.*

Thank you for taking the time to submit an application for a CoC funded project. If your project was not selected, please consider applying for additional funding opportunities that may arise in the future.

If you have any questions or concerns, please do not hesitate to ask.

Jeannie Sutton

Grants Analyst
Lee County Human and Veteran Services
2440 Thompson Street
Fort Myers, FL 33901
Phone: (239) 533-7958
Fax: (239) 533-7960
E-mail: JSutton@leegov.com
Website: http://leegov.com/dhs

2018 CoC Project Ranking Results - Message (HTML)

File | Message | Mimecast | Tell me what you want to do...

Ignore | Junk | Delete | Reply | Reply All | Forward | Meeting | IM | More | New E-mail | New Appt. | Create New | To Manager | Team Email | Reply & Delete | Done | Move | Rules | OneNote | Actions | Mark Unread | Categorize | Follow Up | Translate | Find | Related | Select | Zoom | Reply with eGift

Delete | Respond | Quick Steps | Move | Tags | Editing | Zoom | Starbucks

Mon 8/6/2018 5:43 PM

Sutton, Jeannie

2018 CoC Project Ranking Results

To Bell, Denise; Boudreaux, Julie; Gilkerson, Deanna

Bcc 'Geoffrey Magon'; 'Peter Fleischmann'; Heidi Brown; Jocey Henderson; Jake Gelber; 'Alex Olivares'; 'ppohlmeyer@jfcs-cares.org'; Sheila Brion; 'rafaelo@elitednatherapy.com'; ecookslchdc@yahoo.com; 'cmyerslchdc@yahoo.com'; 'Shannon Cherizier'; Timothy Gilliam; Cheryl Gilliam; Bob Poff; Gena Price (eugenia.price@uss.salvationarmy.org)

Committee Scoring by Project.pdf 98 KB

2018 Project Rating and Ranking.pdf 160 KB

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Good afternoon,

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5 – Salvation Army - Rapid Rehousing - $1,394,985.00 *(Renewal)*
6 – Jewish Family and Children's Services – Rapid Rehousing - $154,496.00 *(New Regular Bonus)*
7 – Community Assisted and Supported Living – San Souci - $53,986.00 *(Renewal)*
9 – Center for Progress and Excellence – CPE Recovery Housing (DV) - $203,703.00 * *(New DV Bonus)*

Projects NOT being submitted to HUD:

8 – Center for Progress and Excellence – Arlene Goldberg House Bonus * *(New Regular Bonus)*
10 – Lee County Housing Development Corporation – Rapid Rehousing Bonus *(New Regular Bonus)*
11 – Lee County Housing Development Corporation – Permanent Supportive Housing Bonus *(New Regular Bonus)*

**Only one regular Bonus project is allowed to be submitted to HUD, but up to 3 DV Bonus projects can be submitted. Therefore, both DV Bonus projects, and only the one top ranked regular bonus project will be submitted.*

Thank you for taking the time to submit an application for a CoC funded project. If your project was not selected, please consider applying for additional funding opportunities that may arise in the future.

If you have any questions or concerns, please do not hesitate to ask.

Jeannie Sutton

Grants Analyst
Lee County Human and Veteran Services

ALTERNATIVE RATING TOOL

Sort projects by:

Organization Name

You can sort the project list below using the drop-down selection to the left.

If you make any edits, make sure to save before moving on.

☑ Yes to all threshold requirements

RATING TABLE

						ENTER VALUES FOR ALL PROJECTS		
Project ID	Grant Number	Renewal, New, Expansion, Reallocate	Project Name	Organization Name	Project Type	Met All HUD Threshold Requirements	Met All CoC Threshold Requirements	Weighted Rating Score (out of 100)
28	NEW	New	DV Bonus Project	LCHDC (Lee County Housing Developmer	RRH	Yes	Yes	92
23	FL0266L4D031710	Renewal	CASL S+CI	CASL	PSH	Yes	Yes	90
5	FL0317L4D031709	Renewal	Broadway Place	CASL	PSH	Yes	Yes	88
24	FL0267L4D031710	Renewal	CASL S+C II	CASL	PSH	Yes	Yes	88
21	FL0537L4D031703	Renewal	Rapid Re Housing	Salvation Army	RRH	Yes	Yes	88
27	NEW	New	Rapid Re-Housing	JFCS (Jewish Family & Children's Service	RRH	Yes	Yes	86
6	FL0265L4D031710	Renewal	Sans Souci	CASL	PSH	Yes	Yes	81
25	NEW	New	Arlene Goldberg House	CPE (Center for Progress and Excellence)	TH/RRH	Yes	Yes	78
26	NEW	New	CPE Recovery House	CPE (Center for Progress and Excellence)	TH/RRH	Yes	Yes	77
29	NEW	New	CoC Bonus Project	LCHDC (Lee County Housing Developmer	RRH	Yes	Yes	46
30	NEW	New	CoC Bonus Project - PSH	LCHDC (Lee County Housing Developmer	PSH	Yes	Yes	41

By default, the threshold and score values will pull from any individually saved projects

LIST OF PROJECTS TO BE REVIEWED

Sort projects by:

You can sort the project list below using the drop down selection to the left. Please note that you cannot sort by "Renewal, New, Expansion…." until you have completed the green section of this form

Use your Grant Inventory Worksheet and project spending records to complete these columns

☑ **Check once you of beds listed fo**

Project ID	Organization Name	Project Name	Project Type	McKinney-Vento	Grant Number	CoC Amount Awarded Last Operating Year	CoC Amount Expended Last Operating Year	CoC Funding Requested	Renewal, New, Expansion, Reallocate, Ignore	Geo Code	DV/HIV	All Fam Beds	DV Fam Beds
5	CASL	Broadway Place	PSH	Yes	FL0317L4D031709	$ 67,357	$ 12,978	$ 67,357	Renewal	120966	NA	0	0
21	Salvation Army	Rapid Re Housing	RRH	Yes	FL0537L4D031703	$ 1,394,985	$ 1,285,356	$ 1,394,985	Renewal	120966	NA	66	0
6	CASL	Sans Souci	PSH	Yes	FL0265L4D031710	$ 53,986	$ 52,303	$ 53,986	Renewal	129071	NA	0	0
23	CASL	CASL S+CI	PSH	Yes	FL0266L4D031710	$ 77,632	$ 74,282	$ 77,632	Renewal		NA	0	0
24	CASL	CASL S+C II	PSH	Yes	FL0267L4D031710	$ 73,328	$ 70,900	$ 73,328	Renewal		NA	0	0
25	CPE (Center for Progress and Excelle	Arlene Goldberg House	TH/RRH	Yes	NEW	$ -	$ -	$ 154,496	New		NA	0	0
26	CPE (Center for Progress and Excelle	CPE Recovery House	TH/RRH	Yes	NEW	$ -	$ -	$ 240,000	New		DV	0	0
27	JFCS (Jewish Family & Children's Ser	Rapid Re-Housing	RRH	Yes	NEW	$ -	$ -	$ 84,789	New		NA	0	0
28	LCHDC (Lee County Housing Develo	DV Bonus Project	RRH	Yes	NEW	$ -	$ -	$ 53,790	New		DV	0	0
29	LCHDC (Lee County Housing Develo	CoC Bonus Project	RRH	Yes	NEW	$ -	$ -	$ 70,290	New		NA	0	0
30	LCHDC (Lee County Housing Develo	CoC Bonus Project - PSH	PSH	Yes	NEW	$ -	$ -	$ 63,992	New		NA	0	0

= *Auto-populated cell. Cannot be edited*

have confirmed the bed inventory listed for the projects below is consistent with the number r each project in your CoC's Grant Inventory Worksheet.

Project ID	CH Fam Beds	Vet Fam Beds	Par Youth Beds	Beds HH w/o Children	Beds HH w/ only Children	All Ind Beds	DV Ind Beds	CH Beds HH w/o Children	CH Beds HH w/ only Children	Total CH Ind Beds	Vet Ind Beds	Single Youth Beds	Is 100% Dedicated + or CH Fam (Yes/No)	Is 100% Dedicated + or CH Ind (Yes/No)	Is 100% DV (Yes/No)	CH Bed Inventory (PSH Only)	Vet Bed Inventory	Youth Bed Inventory
5	0	0	0	6	0	6	0	6	0	6	0	0	No	Yes	No	6	0	0
21	0	0	0		0	0	0	0	0	0	0	0	No	No	No	0	0	0
6	0	0	0	6	0	6	0	6	0	6	0	0	No	Yes	No	6	0	0
23	0	0	0			14	0			2	0	0	No	No	No	2	0	0
24	0	0	0			13	0			0	0	0	No	No	No	0	0	0
25	0	0	0			8	0			8	0	0	No	No	No	8	0	0
26	0	0	0			8	8			0	0	0	No	No	Yes	0	0	0
27	0	0	0			14	0			14	0	0	No	No	No	14	0	0
28	0	0	0			15	15			0	0	0	No	No	Yes	0	0	0
29	0	0	0			20	0			0	0	0	No	No	No	0	0	0
30	0	0	0			2	0			0	0	0	No	No	No	0	0	0

RATING RESULTS

Sort projects by:
Weighted Rating Score

You can sort the project list below using the drop down selection to the left.

Make sure to save any rating you've done before running.

=

RATING RESULTS

Project ID	Grant Number	Renewal, New, Expansion, Reallocate	Project Name	Organization Name	Project Type	DV/HIV	All Fam Beds	DV Fam Beds	CH Fam Beds	Vet Fam Beds	Par Youth Beds	All Ind Beds	DV Ind Beds
30	NEW	New	CoC Bonus Project - PSH	LCHDC (Lee County Housing Dev	PSH	NA	0	0	0	0	0	2	0
28	NEW	New	DV Bonus Project	LCHDC (Lee County Housing Dev	RRH	DV	0	0	0	0	0	15	15
27	NEW	New	Rapid Re-Housing	JFCS (Jewish Family & Children's	RRH	NA	0	0	0	0	0	14	0
29	NEW	New	CoC Bonus Project	LCHDC (Lee County Housing Dev	RRH	NA	0	0	0	0	0	20	0
25	NEW	New	Arlene Goldberg House	CPE (Center for Progress and Exc	TH/RRH	NA	0	0	0	0	0	8	0
26	NEW	New	CPE Recovery House	CPE (Center for Progress and Exc	TH/RRH	DV	0	0	0	0	0	8	8
23	FL0266L4D031710	Renewal	CASL S+CI	CASL	PSH	NA	0	0	0	0	0	14	0
5	FL0317L4D031709	Renewal	Broadway Place	CASL	PSH	NA	0	0	0	0	0	6	0
24	FL0267L4D031710	Renewal	CASL S+C II	CASL	PSH	NA	0	0	0	0	0	13	0
6	FL0265L4D031710	Renewal	Sans Souci	CASL	PSH	NA	0	0	0	0	0	6	0
21	FL0537L4D031703	Renewal	Rapid Re Housing	Salvation Army	RRH	NA	66	0	0	0	0	0	0

Sort projec

Weighted F Not all requirements met or threshold scoring not started

RATING

Project ID	Total CH Ind Beds	Vet Ind Beds	Single Youth Beds	Is 100% Dedicated + or CH Fam (Yes/No)	Is 100% Dedicated + or CH Ind (Yes/No)	Is 100% DV (Yes/No)	CoC Funding Requested	Amount of Other Public Funding (Federal, state, county, city)	Amount of private Funding	CoC Amount Expended Last Operating Year	Met All HUD Threshold Requirements	Met All CoC Threshold Requirements	Weighted Rating Score
30	0	0	0	No	No	No	$63,992			$0	Yes	Yes	41
28	0	0	0	No	No	Yes	$53,790			$0	Yes	Yes	92
27	14	0	0	No	No	No	$84,789			$0	Yes	Yes	86
29	0	0	0	No	No	No	$70,290			$0	Yes	Yes	46
25	8	0	0	No	No	No	$154,496			$0	Yes	Yes	78
26	0	0	0	No	No	Yes	$240,000			$0	Yes	Yes	77
23	2	0	0	No	No	No	$77,632			$74,282	Yes	Yes	90
5	6	0	0	No	Yes	No	$67,357			$12,978	Yes	Yes	88
24	0	0	0	No	No	No	$73,328			$70,900	Yes	Yes	88
6	6	0	0	No	Yes	No	$53,986			$52,303	Yes	Yes	81
21	0	0	0	No	No	No	$1,394,985			$1,285,356	Yes	Yes	88

JFCS - RRH						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Experience A.	15	15	15	10	13	68
Experience B.	15	15	15	10	15	70
Experience C.	15	15	10	15	12	67
Design A.	15	15	15	10	10	65
Design B.	10	5	10	5	8	38
Design C.	0	5	5	5	2	17
Timeliness A.	15	10	15	15	10	65
Financial A.	5	5	5	5	0	20
Financial B.	5	5	5	0	5	20
Financial C.	10	10	10	0	10	40
Financial D.	10	10	10	0	10	40
Project Effectiveness	10	10	10	10	10	50
	125	120	125	85	105	560

2

CPE - Arlene Goldberg House						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Experience A.	15	15	10	15	15	70
Experience B.	10	15	10	15	15	65
Experience C.	15	15	10	10	10	60
Design A.	15	12	15	10	15	67
Design B.	10	8	10	5	8	41
Design C.	0	5	2	0	2	9
Timeliness A.	15	10	15	10	10	60
Financial A.	3	4	5	0	2	14
Financial B.	0	4	5	0	5	14
Financial C.	10	8	5	0	10	33
Financial D.	5	8	5	0	5	23
Project Effectiveness	10	10	10	10	10	50
	108	114	102	75	107	506

3

CPE - Recovery House						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Experience A.	10	15	15	15	10	65
Experience B.	10	15	12	15	15	67
Experience C.	10	15	12	10	10	57
Design A.	15	15	10	10	15	65
Design B.	10	10	5	5	10	40
Design C.	5	5	5	0	3	18
Timeliness A.	5	15	15	10	12	57
Financial A.	5	5	5	0	3	18
Financial B.	0	5	2	0	5	12
Financial C.	0	10	5	0	7	22
Financial D.	5	10	5	0	8	28
Project Effectiveness	10	10	10	10	10	50
	85	130	101	75	108	499

4

LCHDC - RRH						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Experience A.	5	2	2	10	15	34
Experience B.	5	2	2	10	15	34
Experience C.	5	2	2	10	15	34
Design A.	5	2	2	15	15	39
Design B.	5	2	2	10	10	29

Design C.	5	0	1	3	3	12	
Timeliness A.	5	2	2	10	14	33	
Financial A.	0	2	1	0	5	8	
Financial B.	0	2	1	0	5	8	
Financial C.	5	2	2	0	10	19	
Financial D.	5	2	2	0	10	19	
Project Effectiveness	5	2	2	10	10	29	
	50	22	21	78	127	298	5

LCHDC - PSH							
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**	
Experience A.	5	5	2	10	7	29	
Experience B.	5	5	5	10	7	32	
Experience C.	5	5	5	10	7	32	
Design A.	5	5	5	15	7	37	
Design B.	5	5	5	10	5	30	
Design C.	5	0	1	5	3	14	
Timeliness A.	5	0	5	10	5	25	
Financial A.	5	0	1	0	2	8	
Financial B.	5	0	2	0	3	10	
Financial C.	5	0	5	0	5	15	
Financial D.	5	0	5	0	5	15	
Project Effectiveness	5	0	2	10	5	22	
	60	25	43	80	61	269	6

LCHDC - DV RRH							
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**	
Experience A.	15	15	15	15	15	75	
Experience B.	15	15	15	15	15	75	
Experience C.	15	10	15	15	15	70	
Design A.	15	10	15	10	15	65	
Design B.	10	8	10	10	10	48	
Design C.	5	4	5	5	5	24	
Timeliness A.	15	15	10	10	15	65	
Financial A.	5	4	5	5	5	24	
Financial B.	5	4	5	5	5	24	
Financial C.	10	8	10	10	10	48	
Financial D.	10	8	0	5	10	33	
Project Effectiveness	10	8	10	10	10	48	
	130	109	115	115	130	599	1

CASL S + C I						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Length of Stay	10	20	20	15	20	85
Exits to Permanent Housing	25	25	25	25	24	124
Returns to Homelessness	15	10	15	10	12	62
Earned income for Stayers	2	0	2	0	0	4
Non-Employment Income for Stayers	2.5	2.5	2.5	0	2.5	10
Earned income for leavers	2	0	2.5	0	0	4.5
Non-Employment Income for leavers	2.5	2	2	0	1.5	8
Serving High Need Populations	20	10	15	20	20	85
Reasonable Costs	20	20	20	15	20	95
Coordinated Entry Participation	10	10	10	10	10	50
Housing First	10	10	10	10	10	50
Narratives	10	10	10	5	10	45
Monitoring Report	10	10	10	10	10	50
Active CoC Engagement	10	10	10	10	10	50
	149	139.5	154	130	150	722.5

1

CASL S + C II						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Length of Stay	10	20	20	15	20	85
Exits to Permanent Housing	25	25	25	15	24	114
Returns to Homelessness	10	15	15	10	12	62
Earned income for Stayers	2	0.5	0	0	2	4.5
Non-Employment Income for Stayers	2.5	2.5	2.5	0	2.5	10
Earned income for leavers	2.5	0	2.5	0	2	7
Non-Employment Income for leavers	2	2	2	0	1.5	7.5
Serving High Need Populations	20	20	10	20	17	87
Reasonable Costs	20	20	20	15	20	95
Coordinated Entry Participation	5	4	10	5	10	34
Housing First	10	10	10	10	10	50
Narratives	10	10	10	10	10	50
Monitoring Report	10	10	10	10	8	48
Active CoC Engagement	10	10	10	10	8	48
	139	149	147	120	147	702

3

CASL Broadway						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Length of Stay	10	20	20	20	20	90
Exits to Permanent Housing	25	25	25	20	25	120
Returns to Homelessness	15	15	15	15	12	72
Earned income for Stayers	2	1	1	0	1	5
Non-Employment Income for Stayers	2.5	2	2	0	2	8.5
Earned income for leavers	2	0	2	0	2	6
Non-Employment Income for leavers	2	0	2	0	2	6
Serving High Need Populations	20	0	20	20	20	80
Reasonable Costs	20	20	20	15	20	95
Coordinated Entry Participation	10	10	10	10	8	48
Housing First	10	10	10	10	10	50
Narratives	5	10	10	5	10	40
Monitoring Report	0	10	5	10	10	35
Active CoC Engagement	10	10	10	10	10	50
	133.5	133	152	135	152	705.5

2

CASL San Souci						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Length of Stay	10	20	20	15	20	85
Exits to Permanent Housing	25	25	22	20	23	115
Returns to Homelessness	15	15	15	10	15	70

Earned income for Stayers	0	0	0	0	2	2
Non-Employment Income for Stayers	2.5	2.5	2.5	0	2.5	10
Earned income for leavers	2	1.25	1	0	2	6.25
Non-Employment Income for leavers	2.5	2	2	0	1.5	8
Serving High Need Populations	10	5	5	20	12	52
Reasonable Costs	20	10	20	15	16	81
Coordinated Entry Participation	7	3	10	10	6	36
Housing First	10	10	10	10	10	50
Narratives	9	10	10	5	10	44
Monitoring Report	9	10	10	10	8	47
Active CoC Engagement	9	6	10	10	8	43
	131	119.75	137.5	125	136	649.25

4

TSA RRH						
Category	**Jean Ann DeWalt**	**Terry Tucker**	**David Newlan**	**Jim Reily**	**Tim Hennessy**	**Total**
Length of Stay	10	15	20	20	18	83
Exits to Permanent Housing	25	25	25	20	20	115
Returns to Homelessness	15	15	5	10	14	59
Earned income for Stayers	2.5	2.5	2.5	0	2.5	10
Non-Employment Income for Stayers	2.5	2.5	2.5	0	2.5	10
Earned income for leavers	2	1.25	1	0	1.5	5.75
Non-Employment Income for leavers	2	0.5	1	0	1.5	5
Reasonable Costs	20	20	20	15	20	95
Coordinated Entry Participation	10	0	0	10	10	30
Housing First	10	10	10	10	10	50
Narratives	10	10	10	10	10	50
Monitoring Report	10	10	10	10	10	50
Active CoC Engagement	10	10	10	10	10	50
	129	121.75	117	115	130	612.75

5

Continuum of Care

The Lee County Continuum of Care (CoC) is a group of community stakeholders who work together to address the needs of individuals and families who are homeless Lee County. The group includes funders, service providers, local businesses, and advocates who meet monthly at the Lee County Homeless Coalition General Meeting. The work of the Continuum of Care is carried out within several sub-committees, which plan for community education, advocacy, the Homeless Management Information and Coordinated Entry Systems, and community resources and needs.

Governing Board

The Continuum of Care is overseen by a Governing Board made up of community volunteers that represent a variety community sectors, including providers of housing, supportive services, health care, education, mental health treatment, substance abuse treatment, community advocates, and homeless or formerly homeless persons. The Governing Board meets quarterly to evaluate the performance of community programs and identify strategic planning initiatives.

The Continuum of Care Governing Board is now accepting applications for new members. Members are required to attend regular meetings and commit to a one year term.

MEETING MINUTES	DOCUMENTS
Meeting Minutes (Feb. 8, 2017)	Continuum of Care Overview
Meeting Minutes (May 10, 2017)	Governance Charter
Meeting Minutes (Aug. 9, 2017)	Reallocation and Ranking Committee Procedures
Meeting Minutes (Nov. 8, 2017)	HMIS & Coordinated Entry
Meeting Minutes (Jan. 17, 2018)	CoC System Map

Funding

Lee County Human and Veteran Services serves as the Collaborative Applicant to compete on a national level for Homeless Continuum of Care (COC) funds through the U.S. Department of Housing and Urban Development (HUD). The application includes over $1.6 million in requests for renewal projects and new requests for projects (when available) that address the needs of Lee County's homeless. Funds support programs for permanent housing, emergency shelter, and services for the homeless are provided by the following funded agencies:

- Community Assisted & Supported Living Inc. (CASL Inc.)
- The Salvation Army, a Georgia Corporation, Inc.

2018 Continuum of Care Funding Cycle

The U.S. Department of Housing and Urban Development (HUD) competitive Continuum of Care (CoC) funding cycle will soon open. Currently funded project performance is being reviewed, and agencies are being asked to voluntarily reallocate funds to create new projects.

All new and renewal applications for the 2018 competition we reviewed by the local ranking committee according to the Ranking Committee Procedures using the 2018 Ranking Tool.

2018 COC COMPETITION TIMELINE	COMMENTS
2018 CoC Registration Notice	Posted by HUD on April 30, 2018
2018 CoC Registration	Submitted to HUD on May 2, 2018
2018 HUD CoC Notice of Funding Availability	Published by HUD on June 20, 2018
Local Notice of Funding Availability for New Projects	Published June 29, 2018
Local New and Renewal Project Applications Due	July 18, 2018
Project Review and Ranking Meeting	August 1, 2018
Project Applicants Notified of Ranking Results via E-mail	On or before August 7, 2018
Ranking Results Posted on CoC Webpage	On or before August 10, 2018
Final CoC Application Published for Public Review	On or before September 12, 2018
HUD Deadline for Submission of the 2018 CoC Application	September 18, 2018

2017 Continuum of Care Funding Cycle

All new and renewal applications for the 2017 competition were reviewed by the local ranking and review committee according to the Ranking Committee Procedures using the 2017 Ranking Tool on May 16, 2017. New and renewal project applicants were notified of the final scoring results on May 19, 2017.

The following projects were selected for 2017 funding by HUD:

The Salvation Army - Rapid Re-Housing
The Salvation Army - Rapid Re-Housing Expansion (NEW)
Community Assisted and Supported Living - San Souci
Community Assisted and Supported Living - Broadway
Community Assisted and Supported Living - Broadway Expansion (NEW)
Community Assisted and Supported Living - S + C II
Community Assisted and Supported Living - S + C I
Lee County CoC Planning (NEW)

2017 COC COMPETITION TIMELINE	COMMENTS
2017 CoC Registration Notice	Posted by HUD on April 10, 2017
Notice of Funding Availability for Local Projects	Distributed locally on April 10, 2017
2017 CoC Registration	Submitted to HUD on April 24, 2017
2017 HUD CoC Notice of Funding Availability	Published by HUD on July 14, 2017
CoC Application	Submitted to HUD on September 25, 2017

Notices of Funding Availability

There are various funding sources available through Human and Veteran Services including State and Federal grants. Notices of Funding Availability (NOFAs) are issued at various times throughout the year as funding becomes available. Please check this page periodically for updates about available funding opportunities.

Current Funding Opportunities

NOFA PACKET	FUNDING SOURCE	DATE POSTED	DATE DUE
2018 Continuum of Care Bonus Project	Continuum of Care	June 29, 2018	July 18, 2018
2018 Continuum of Care Domestic Violence Bonus Project	Continuum of Care	June 29, 2018	July 18, 2018

Previous Funding Opportunities

NOFA PACKET	FUNDING SOURCE	DATE POSTED	DATE DUE
2018 Community Needs Assessment Pre-Bid Conference Call Minutes Notice of Solicitation Cancellation	CDBG	March 9, 2018	March 30, 2018
Disaster Case Management Program	Volunteer Florida	March 22, 2018	March 29, 2018
2018 Public Service Project	CDBG	December 13, 2017	January 10, 2018
2017 Public Service Project	CDBG	November 8, 2017	December 1, 2017
Non-Profit Capital Projects	CDBG/HOME	November 15, 2017	January 8, 2018
Homeless Services	State Challenge	July 14, 2016	July 26, 2016
Homeless Prevention Programs	State TANF	June 13, 2016	June 22, 2016
Homeless Programs	State ESG	April 29, 2016	May 13, 2016

Lee County Human and Veteran Services

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Lee County Human and Veteran Services
June 29 at 9:42 AM ·

The U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funding competition is now open, and Lee County is requesting applications for eligible new projects. Project applications must be submitted, as per the attached notices of funding availability, by Wednesday, July 18, 2018.

https://www.leegov.com/dhs/funding/coc

Continuum of Care
Visit Leegov.com to find useful information for residents, businesses and visitors of Lee County in Southwest Florida
LEEGOV.COM

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Irene Hokkanen Gibson, Angela T Noack and Jeannie Sutton like this.

1 Share

Lee County Human and Veteran Services
June 27 at 2:01 PM ·

Lee County invites the public to review the draft Lee County Annual Action Plan for HUD Program Year 2018. The goal of the plan is to provide affordable, decent housing, suitable living environments, and expanded economic opportunities for low to moderate-income persons. The plan is available for review from June 27, 2018 through July 27, 2018, at https://www.leegov.com/dhs/funding or at Lee County Human and Veteran Services, 2440 Thompson Street, Fort Myers, Florida 33901. Comments regarding the plan should be addressed to Jeannie Sutton, Grants Coordinator, Lee County Human and Veteran Services, at the address above, or by email at jsutton@leegov.com. All comments will be considered in preparing the final plan and reported in the document.

Grant Programs
Visit Leegov.com to find useful information for residents, businesses and visitors of Lee County in Southwest Florida
LEEGOV.COM

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Melissa Paoletta and Jeannie Sutton like this.

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Lee County Human and Veteran Services shared Center for Independent Living Gulf Coast's post.
June 5 ·

LEARN HOW TO SURVIVE! Hurricane season is upon us and Center for Independent Living Gulf Coast will be presenting Masters of Disasters 5. This is a seminar intended to educate area residents with disabilities on how to survive during a disaster. Among those presenting will be WINK-TV Chief Meteorologist Jim Farrell and the Disaster Transportation Team from

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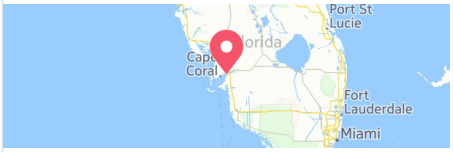

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www.leegov.com/dhs

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Priority Listing	Submitted to HUD on September 25, 2017

In addition to the COC application, Lee County has competed state-wide for additional funding to support programs for the homeless. When available, the Florida Challenge Grant, Emergency Solutions Grant, Homelessness Prevention-Temporary Assistance for Needy Families Grant, and the Florida Homeless Housing Assistance Grant have provided a variety of needed services and housing opportunities to various non-profit agencies in Lee County.

Ten Year Plan to End Homelessness

Lee County's Ten Year Plan to End Homelessness was developed by eight subcommittees, but many community groups are involved in its implementation, and are working to accomplish the goals set forth in the plan. Organizations enter accomplishments made toward the goals of the plan in the corresponding Ten Year Plan to End Homelessness Database. A quarterly report on the progress is presented to the Lee County Human Services Council.

Ten Year Plan to End Homelessness
Ten Year Plan to End Homelessness Database

Notices of Funding Availability

There are various funding sources available through Human and Veteran Services including State and Federal grants. Notices of Funding Availability (NOFAs) are issued at various times throughout the year as funding becomes available. Please check this page periodically for updates about available funding opportunities.

Current Funding Opportunities

NOFA PACKET	FUNDING SOURCE	DATE POSTED	DATE DUE
2018 Continuum of Care Bonus Project Addendum #1	Continuum of Care	June 29, 2018	July 18, 2018
2018 Continuum of Care Domestic Violence Bonus Project Addendum #1	Continuum of Care	June 29, 2018	July 18, 2018

Previous Funding Opportunities

NOFA PACKET	FUNDING SOURCE	DATE POSTED	DATE DUE
2018 Community Needs Assessment Pre-Bid Conference Call Minutes Notice of Solicitation Cancellation	CDBG	March 9, 2018	March 30, 2018
Disaster Case Management Program	Volunteer Florida	March 22, 2018	March 29, 2018
2018 Public Service Project	CDBG	December 13, 2017	January 10, 2018
2017 Public Service Project	CDBG	November 8, 2017	December 1, 2017
Non-Profit Capital Projects	CDBG/HOME	November 15, 2017	January 8, 2018
Homeless Services	State Challenge	July 14, 2016	July 26, 2016
Homeless Prevention Programs	State TANF	June 13, 2016	June 22, 2016
Homeless Programs	State ESG	April 29, 2016	May 13, 2016

Lee County
Continuum of Care

Governance Charter

Original adopted by the Lee County CoC Governing Board on February 8, 2017

Amended August 9, 2017

Amended August 8, 2018

Lee County CoC Board Chair Approval:

Signature | Sharon E. Rozier (Printed Name) | 8/23/2018 (Date)

Last Updated: 08/08/2018 V2

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Record of Changes

Version	Reason for Change	Date Approved by Governing Board	Signature of Board Chair or Co-Chair
Original	n/a	02/08/2017	See Original
1	Add new Joint CoC and Homeless Coalition Committees and updated formatting to be consistent with other CoC Documents	08/09/2017	See Version 1 Original
2	Changed Board absence policy, sub-committee assignment, permanent seats on Board, and updated overall purpose of CoC, and Board member selection schedule.	08/08/2018	See Cover Page

I. Purpose of the CoC and CoC Governing Board

The Continuum of Care (CoC) is a membership, planning, and oversight body in Lee County, Florida. The purpose of the CoC is to develop and implement strategies to ensure that homelessness in Lee County is rare, brief, and non-recurring. The CoC coordinates the community's policies, strategies, and activities, and is tasked with gathering and analyzing data to determine the local needs of people experiencing homelessness, identifying and bridging gaps in housing and services, implementing systemic responses to homelessness, educating the community on issues related to homelessness, providing support and technical assistance on the operations of homeless services, and measuring CoC system performance.

The CoC must coordinate the implementation of a housing and service system within Lee County that meets the needs of individuals and families experiencing homelessness. At a minimum, such a system encompasses the following:

1. Outreach,
2. Engagement,
3. Assessment,
4. Emergency Shelter,
5. Permanent Housing,
6. Supportive Services (including, but not limited to mental health, substance abuse and medical services), and
7. Diversion and Prevention Services.

The CoC Governing Board provides ongoing leadership, administrative oversight, and implementation responsibility for fulfilling the purposes of the CoC in Lee County, including the responsibilities set forth in Article IV of this charter. Membership on the CoC Governing Board is constituted by the completion of a Continuum of Care Board Membership Application, Conflict of Interest Form, and favorable vote by the CoC General Membership.

II. Purpose of the Governance Charter

This charter shall provide the structure for the CoC in Lee County and outlines the roles and responsibilities of the CoC General Membership, Governing Board, Lee County Homeless Coalition, and the CoC Lead Agency.

As a whole, the CoC in Lee County must fulfill the following responsibilities:

1. Align oversight responsibilities according to HUD regulations and best practices for CoC's.
2. Promote the commitment to make homelessness rare, brief, and non-recurring;
3. Represent the organizations and projects serving homeless subpopulations, and all individuals and organizations who are affected by and play a role in making homelessness rare, brief, and non-recurring;
4. Ensure that homeless service agencies are fulfilling their obligations according to funding requirements and goals and objectives of the Continuum of Care Strategic Plan in Lee County.
5. Support persons who are homeless in their movement from homelessness to economic stability and affordable permanent housing within a supportive community;
6. Promote access to and effective utilization of mainstream programs;
7. Ensure the CoC service providers are inclusive of the needs of Lee County's homeless population, including the unique service and housing needs of Veteran, Youth, Chronic, Family, and LGBTQ+ homeless sub-populations;
8. Facilitate responses to issues and concerns that affect the agencies funded by the CoC, homeless service providers, and individuals and families who are experiencing homelessness that are beyond those addressed in the annual CoC application process; and
9. Promote diverse and innovative funding and programs to achieve CoC goals and objectives as set forth in the Continuum of Care Strategic Plan in Lee County.

This Charter and Policies and Procedures shall be maintained and available for review at the offices of the Lee County Homeless Coalition and Lee County Human and Veteran Services.

III. Organization

The Continuum of Care in Lee County includes:

1. The General Membership - members in good standing of the Lee County Homeless Coalition. Membership includes nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, veterans service providers, homeless and formerly homeless individuals, and any other persons or organizations who have an interest in homelessness in Lee County.
2. The CoC Governing Board - represents the General Membership and authorized to act on behalf of the General Membership, herein after referred to as "Board".
3. The Lee County Homeless Coalition - a nonprofit agency that advocates on behalf of the homeless, herein after referred to as "Coalition".
4. Lee County Human and Veteran Services - the Collaborative Applicant for the U.S. Housing and Urban Development (HUD) Continuum of Care (CoC) competitive funding process, and the Homeless Management Information System (HMIS) lead agency, herein after referred to as "County".

IV. Responsibilities

The following section outlines the responsibilities of the Continuum of Care, the Board, the Coalition, and the County.

A. The County

As the Collaborative Applicant for HUD CoC funding and HMIS Lead Agency for the CoC in Lee County. Lee County is responsible to:

1. Adopt and follow a written process to select Governing Board members to act on behalf of the CoC. The process must be reviewed, updated, and approved by the full CoC membership at least once every five years;
2. Provide administrative and staff support to the CoC Governing Board;
3. Consult with recipients and sub-recipients of CoC, Emergency Solutions Grant, State of Florida's Department of Children and Families (DCF) funding, and other stakeholders, to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, provide technical assistance and support to underperforming projects, and take action against poor performers; submit recommendations to the CoC for adoption of performance targets;
4. Monitor and evaluate outcomes of projects funded under Emergency Solutions Grants (ESG), State Homeless, and CoC programs, present reports to the CoC Governing Board, HUD and DCF at least annually;
5. Collaborate with the Governing Board on the process to receive applications for funding to the annual CoC competitive funding application to HUD, to include:
    a. Developing priorities for funding projects;
    b. Developing application ranking criteria;
    c. Selecting a committee to review and rank applications according to the priorities and criteria;
    d. Approving the full application for the annual HUD CoC competitive funding cycle.
6. Consult with recipients and sub-recipients of CoC, ESG, State Homeless funding, and other stakeholders, to establish and operate a centralized and coordinated entry system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and service.
7. Consult with recipients and sub-recipients of CoC, ESG, State Homeless funding, and other stakeholders to establish and consistently follow written standards for providing assistance. At a minimum, these written standards must include:
    a. Policies and procedures for evaluating individuals' and families' eligibility for assistance;
    b. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;

c. Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance;
d. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance;
e. Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and

f. When the CoC is designated a high-performing community, policies and procedures for determining and prioritizing which eligible individuals and families will receive Homelessness Prevention Assistance.

8. Operate a single Homeless Management Information System (HMIS) for the geographic area as the eligible applicant, serving as the HMIS Lead;
9. Review and revise privacy, security, and data quality plans for the HMIS;
10. Ensure consistent participation of recipients and sub-recipients of CoC, ESG, and State Homeless funding in the HMIS;
11. Ensure the HMIS is administered in compliance with requirements prescribed by HUD;
12. Provide information required to complete the Consolidated Plan(s) within the CoC's geographic area;
13. Submit the annual CoC competitive funding application to HUD as the Collaborative Applicant, and applications for DCF State Office on Homelessness funding, including, but not limited to, the Challenge Grant, Staffing Grant, and State Emergency Solutions Grant (ESG).

B. The Coalition

The Coalition is responsible to:

1. Educate the community on issues impacting persons who are homeless;
2. Hold meetings of the full membership, with published agendas, at least semiannually;
3. Make an invitation for new members to join publicly available within the geographic area at least annually;
4. Appoint committees, subcommittees, or task forces/workgroups to address CoC objectives and goals, including but not limited to:
   a. **Community Resources & Needs Committee**
   Mission: Gather and evaluate data regarding community resources and needs, and recommend actions to transform homeless services into crisis response systems that prevent homelessness and rapidly return people who experience homelessness to stable housing.
   Objectives: Inventory all local resources for the homeless, including shelter, housing, supportive services and employment 420.623(2)(c); Review and assess all services and programs in support of the homeless and identify unmet needs of the homeless 420.623(2)(d); Facilitate the delivery of multi-agency services for the homeless to eliminate duplication of services and maximize the use of limited resources; 420.623(2)(e); Develop a community resource directory of services available to the homeless (i.e., the "Green Book") 420.623(2)(g); Update the Green Book and Homeless Survival Guide biannually; Monitor and evaluate local homeless initiatives to assess their impact, to determine the adequacy of the services available, and to identify additional unmet needs of homeless persons 420.623(2)(j); Perform gaps analyses and the Homeless Needs Assessment annually; Conduct Annual Provider Survey, including the Coordinated Assessment (HMIS) survey.
   b. **Research & Awareness Committee**
   Mission: Provide and promote collaborative leadership in all levels of the community sectors to inspire and energize residents and service providers to commit to preventing and ending homelessness. Organize and execute the annual Point in Time Count, Homeless Service Day and Veteran Stand Down, the Candlelight Vigil, and Hunger and Homelessness Awareness Month
   Objectives: Discuss local issues related to homelessness and the needs of the homeless 420.623(2)(b); Develop public education and outreach initiatives to make homeless persons aware of the services available to them 420.623(2)(h); Identify and explore new approaches to shelter care for the homeless 420.623(2)(i); Research availability of health, public safety, and transportation, supportive services,

Client Services Network of Lee County

POLICIES AND PROCEDURES MANUAL

Client Services Network of Lee County

Overview
Congress has established a national goal that all communities should be collecting an array of data about homelessness, including unduplicated counts of individuals who are homeless, their use of services and the effectiveness of local assistance systems. In order to achieve this objective, the Department of Housing and Urban Development (HUD) encouraged communities to develop a Homeless Management Information System and has provided funding through the Supportive Housing Program, Continuum of Care process to assist in the implementation of systems to collect this data.

Client Services Network software was selected for implementation to meet these requirements for participants within the Lee County collaborative, known herein as **Client Services Network (CSN)** of Lee County. Participating agencies in the collaborative include Abuse Counseling and Treatment Center (ACT), After the Rain, Community Cooperative Ministries Inc. (CCMI), House of Hope, Lee County Homeless Coalition, Lee County Department of Human Services (DHS), Lee Mental Health/Ruth Cooper Center, Our Mother's Home, New Life Centers, Renaissance Manor, The Salvation Army, South West Florida Addiction Services, United Way, and We Care Outreach. The **Lee County Department of Human Services (DHS)** is the continuum lead-agency and its staff will act as Group Administrator for Client Services Network.

Implementation
The Client Services Network of Lee County implementation structure includes a Project Team and a User Group.

> The Project Team is compromised of staff from the DHS, HMIS System Administrator, and Client Services Network, Inc. (software provider).
>
> The User Group is compromised of staff from each participating agency in the Client Services Network of Lee County collaborative. The User Group meetings serve as a forum for collaborative members to discuss their implementation needs and status, raise questions, participate in problem resolution regarding system implementation and on-going operations, and to participate in the policy setting process.

The Client Services Network of Lee County Policies and Procedures Manual was adapted from The Maricopa Homeless Management Information System's Policy and Procedures Manual with their permission - many thanks to The Maricopa Homeless Management Information System and Symmetric Solutions! The Policies and Procedures Manual is designed to support implementation and on-going operation of the system to ensure strict client confidentiality, security of information, and consistent application of the functions provided by Client Services Network. The Project Team and User Group will continue to update these Policies and Procedures as needed.

For information regarding the implementation of Client Services Network, contact Eric Pateidl, Lee County Department of Human Services, at epateidl@leegov.com or (239) 533-7925.

Eric Pateidl, HMIS System Administrator
Lee County Department of Human Services

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GLOSSARY OF TERMS

1. Anonymous client: A client entered into the database with a unique computer generated identifying code acting as a reference for that client.
2. Client: Any person who received, applied for, or was denied services by a Provider Agency.
3. Client Identifying Information: Any information or a combination of data that would allow an individual client to be identified, including, but not limited to name, nick name, Social Security number, military identification number, health insurance carrier number.
4. Client Services Network: A web-based information management system for service providers of an agency, coalition, or region which provides client tracking, case management, and reporting – all in a real-time environment.
5. Client's guardian: Any person legally responsible for a minor or an adult, according to Florida Statutes. All references to "client" in this policy also apply to "client's guardian."
6. Close to real-time: Data entry within one business day.
7. Computer virus: A self-replicating piece of computer code, which resides in active memory and partially or fully attaches itself to files and/or applications.
8. Computer worm: Similar to viruses, worms reside in active memory of computers and replicate themselves and will usually interfere with normal computer use or a computer program. Unlike viruses, worms exist as separate entities and do not attach themselves to other files or programs.
9. Consultation: A discussion, usually by phone, reminding the End-user or Provider Agency of proper security and/or confidentiality practices(s) following confirmed inappropriate action(s).
10. End-user: Any person given access to CSN including staff and volunteers
11. Error: A documented occurrence that prevents and end-user from proceeding further.
12. Firewall: A system or group of systems that enforces an access control policy between two networks. The system may contain a pair of mechanisms: one that exists to block Internet traffic, and the other that exists to permit Internet traffic.
13. Homeless Management Information System (HMIS): A software application used to track information regarding services provided to homeless individuals and families as required by HUD and for other client tracking and service provision purposes.
14. Malicious code: An illegitimate computer code, which produces an undesired effect including Trojan horses, viruses, and worms.
15. Outside source(s): Organization(s) who are not current Provider Agencies..
16. Performance: The lack of execution and/or operation of the software.
17. Probation: A trial period of time, not greater than one hundred and eighty days (180), in which an End-user or Provider Agency addresses and corrects inappropriate actions(s).
18. Provider Agency: An agency authorized to participate in CSN.
19. Quality of Data Issue: Any concern that decreases the accuracy and completeness of the data as defined by the Minimum Data Requirement.
20. Real-time: Immediate data entry upon seeing a client.
21. Reinstatement Corrective Action Plan: A modified Corrective Action Plan developed specifically for the purpose of preparing and assessing the appropriateness of reinstating a previously terminated Agency as a Provider Agency.
22. Restricted client: A client whose name is known by only the entering Provider Agency, the Group Administrator, and those agencies the client grants access to his/her name and information.
23. Sanctions: Penalties for noncompliance specified by the Project Team and Steering Committee.
24. Self-replicate: Makes copies of itself.
25. Technical Support Staff: Include, in ascending order, Agency Administrator, Agency Administrator, and CSN support personnel

I - AGENCY & STAKEHOLDER INVOLVEMENT

Policy: CSN implementation and ongoing operations provides agency and stakeholder involvement at all levels to ensure broad community participation.

Purpose: To define participants' roles and responsibilities in the Client Services Network of Lee County

DHS

As the recipient of the HUD funds and other matching funds and the legal contractor for access to the software, the DHS oversees implementation, management, and maintenance of Client Services Network.

Responsibilities:

-Acquires HMIS software, which meets HUD requirements
-Oversees the preparation of a detailed implementation plan
-Participates in Project Team and User Group
-Determines guiding principles for Agencies and client participation with regard to implementation.
-Establishes minimal data elements to be collected by all Agencies consistent with the HUD data standards
-Oversees security, confidentiality and accountability of CSN
-Provides staff support to CSN users
-Identifies and applies for public and private funds to continue future operations
-Works with the User Group in developing strategies to market CSN to other Services providers

- Encourages client, services provider, and community involvement
- Responds to community questions about the homeless community

User Group

Comprised of Voluntary, non-paid positions:

- Provider Agency representatives
- DHS Staff
- Project Team Members

Responsibilities:

-Provides policy assistance
-Develops and assists in:

1. Policies and procedures
2. Information sharing agreements
3. Decisions on data access by external parties
4. Information sharing agreements
5. Decisions on data access by external parties
6. Soliciting feedback from all Users about proposed system changes

-Serves as a Review in regards to Provider Agency violations and grievances
-Assists DHS in developing and implementing strategies to market CSN
-Defines criteria, standards, and parameters for releasing aggregate data
-Oversees security and confidentiality in the CSN Policies and Procedures manual
-Reviews reports and makes decisions about training, system, and/or oversight issues

System Administrator

Responsibilities:

Database

-Oversees CSN and or Lee County ITG in the following areas:

- Monitor functionality, speed, and database backup procedures of SQL server 2005 database
- Audit Usage and access of database
- Responds to system needs as needed to implement disaster recovery plan

Implementation

-Advises Agencies of implementation schedule
-Works with each Agency to identify implementation issues
-Attends Project Team and User Group meetings

Training
-Oversees, coordinates, and provides training to Agency Administrators and End-users

Support
-Provides support to Agency Administrators/User and coordinates with CSN Staff
- Supervises internal and external security protocols
- Addresses technical operation issues

Data Integrity
-Monitors operation of CSN
-Monitors and evaluates the quality, timeliness, and accuracy of data input, data management, data reports
-Identifies and addresses potential operational issues with individual Agencies and User Group

Reports
-Oversees system-wide reporting
-Assists Agencies with query and report development and documentation
-Documents work on the database and development of reports/queries

Provider Agency's Executive Director Or Designee

Each Provider Agency may choose an Executive Director to administer the following responsibilities. If there is not a designated Executive Director or if they delegate the responsibilities, these tasks fall to the Agency Administrator. (Position may not be appropriate in smaller agencies system administrator will take over this task in this situation)

Responsibilities

-Assumes responsibilities for integrity and protection of client information entered into CSN
-Establishes and ensures business controls and practices which will adhere to the CSN Policies & Procedures
-Develops internal policies and procedures to ensure:
- New and continues staff training
- Timely and accurate input of data into CSN
- Personnel procedures addressing violation of CSN code of Ethics and Policies & Procedures
- Protocols for data access and reporting

-Communicates security and confidentiality requirements to End-users.
-Monitors End-user compliance in regards to security, confidentiality, and data integrity
-Is responsible for insuring appropriate use of CSN by staff
-Allows CSN access only to qualified, trained End-users based upon job description and need to access
-Addresses CSN concerns with System Administrator and User Group as appropriate, in a timely and professional manner

Agency Administrator

Each Provider Agency appoints one to two persons (Maximum) as Agency Administrator (Position may not be appropriate in smaller agencies system administrator will take over this task in this situation)

Responsibilities
-Creates User Id's and initial password for personnel authorized to access the system by the Agency Executive Director
-Assures new staff training on CSN
-Reviews CSN Policies and Procedures
-Reviews security and confidentiality of client information with authorized staff
-Allows access to CSN only after authorized staff complete necessary training and sign User Policy agreement
-Notifies all agency End-users of interruptions in service
-Updates Agency and End-users on decisions made during User Group Meetings
-Administers and monitors access to CSN
-Provides technical support assistance to agency's End-users.

End-User

The Agency End-user is defined as only those parties authorized to access CSN for the following reasons:
- Data entry
- Editing Client records

- Viewing Client records
- Generating Reports
- Other essential activities associated with Agency business use.

Responsibilities
-Adhere to CSN and Agency Policies & Procedures
-Protect CSN and Agency data and information
-Prevent unauthorized disclosure of data
-Report security violation to Agency Administrator or System Administrator
-Remain accountable for all action undertaken with his/her user name and password

II - DATA AND SYSTEM INTEGRITY

1. Database Access and Data Entry

Policy: Participating Agencies and/or System Administrator will regulate and monitor End-User access and data entry into CSN

Participating Agencies

Responsibilities

CSN Access Participating Agencies will
-Sign CSN Agency Participation Agreement
-Set up End-user identification and grant access to the CSN based on job description
-Never transmit End-user ID and password in any for of communication. They must be transmitted separately
-Inactivate and End-user including the Agency Administrator immediately upon termination of his/her employment or a change in job duties/position
-Notify the System Administrator when the Agency Administrator is leaving the position

Security Participating Agencies will
-Monitor End-user access to CSN
-Provide reviews of security procedures
-Assume responsibility for staff and End-user's compliance with security
-Notify the designated Agency Administrator or System Administrator immediately of any suspected security breach
-Update virus protection software on agency computers used to access CSN
-Participating agencies will provide client consent form(s) as required by the Agency, State and/or Federal laws and CSN standards

Data Entry Participating Agencies will
Assume responsibility for End-user's data entry and accuracy
-View, obtain, disclose, or use CSN data only for business purposes related to serving the agency's clients
-Monitor End-user data entered into CSN, in accordance with Agency's policies and CSN Data Standards
-Correct duplicate client entries
-Correct inaccurate information and missing required data elements
-Not misrepresent the number of clients served or the types of services/beds provided

Legal Parameters
-Agencies will not transit any material in violation of US Federal or State law which includes, but is not limited to: copyright material, material legally judged to be threatening or obscene, and material considered protected by Trade Street
-Agencies will not use CSN with intent to defraud the Federal, State, or local government or an individual entity, or to conduct any illegal activity

End User's

Responsibilities
CSN Access End-user's will
-Be given limited access to CSN based upon End-user's job description

-Read and abide by CSN User Policy Agreement
-Create a unique password for CSN
-Not shared ID and or password with any person for any reason
-Not transmit ID or password in any form (Verbal, written, or electronic)

Security End-user's will
-Access CSN only from authorized workstations
-Change their password to a unique password between 8 and 16 characters, combination upper and lower case, including a number and or special character. Passwords must not include the user's name, date of birth, or any other password that can be easily guessed by others.
-Log-off CSN and close the Internet browser before leaving a work terminal
-Log-off CSN and close the Internet browser prior to browsing the Internet
-Never leave and open CSN screen unattended
-Notify Agency Administrator or System Administrator immediately of any suspected security breach

Data Entry End-user's will
-Offer the client the opportunity to input and share additional client information with other Agencies beyond basic identifying data and non-confidential service information
-Only view, obtain, disclose or use CSN data for business purposes related to service the Agency's clients
-Enter data into CSN in accordance to the Agency's policies and CSN minimum data standards
-Not enter any fictitious or misleading client data
-Save data entered at regular intervals. (If the system remains inactive for longer than twenty-minutes, it will automatically log the End-user off)
-Strive for real-time or close to real-time data entry
-Not enter offensive language or profanity into CSN unless direct client quotes are deemed essential for assessment, service and treatment purposes

Legal Parameters End-user's will
-Obtain or confirm the presence of signed client consent form(s) as required by the Agency, State and/or Federal Laws and the CSN standards prior to entering client data into CSN
-Be aware of specific protections afforded under Federal Law for persons receiving certain types of services such as domestic violence services, HIV or AIDS treatment, substance abuse services, or mental health services.
-Obtain client consent for additional client information and communicate what information will be shared and with whom.
-Will not transmit any material in violation of US Federal, or State law which includes, but is not limited to: copyrighted material, material legally judged to be threatening or obscene, or material considered protected by trade secret
-Will not use CSN with intent to defraud the Federal, State or local government or an individual entity, or to conduct any illegal activity

Agency Administrator (Also follow all End-User and Agency procedures)

Requirements
-Notify System Administrator of duplicate client records that need to be deleted
-Monitor possible duplication of records, at least every two weeks

System Administrator (Also follow all End-User and Agency procedures)

Requirements
-Generate, periodically, a Client Duplication Report and assist Agency Administrators in correcting duplications

Management of End-User Access Privileges

Administration of End-user Access
-Determine End-user's database access level based upon End-user's job description
-Authorize Agency Administrator to generate user ID
-Assume responsibility for adding, updating, inactivating, and re-activating user ID and password

End-user ID format
-User ID's will include the initial of the first name and the full last name. Example John Smith JSmith

-If client name already exists in system include middle initial

Passwords
-CSN automatically generates a temporary password for the new End-user
-Agency or System administrator exchanges the password to the new End-user
-End-user will be required to change password after initial log on
-The End-user creates a unique password between 8 and 16 characters, combination upper and lower case, including a number and or special character. Passwords must not include the user's name, date of birth, or any other password that can be easily guessed by others.

Termination or Extended Leave from Employment
-The Agency Administrator or System Administrator will inactivate the End-user account immediately.
-When user returns from extended leave reactivate user account

End-User Access Levels

CSN has system-wide access levels and agency-defined access levels. Only agency staff and volunteers who need access to CSN for client data entry qualify for an End-user license. The level determines the information the End-user has access to and whether or not the user can add, edit, or delete records. The System Administrator and/or Agency Administrator will determine the level of access an End-user requires

2. Local Data Storage

Policy: Any client information held in a location other then CSN is the responsibility of the Agency (Including: information stored on Agencies computers, files, and reports). CSN and DHS assume no responsibility for the management, protection, and transmission of client-identifying information stored on Agencies computers, files, and reports.

Agency

Responsibilities
-Agency will develop a policy for protection and management of client information that meets security policies outlined in CSN Policies and Procedures Manual

3. Virus Control Management

Policy: Lee County ITG will provide and maintain virus protection software and maintain secure firewall on all CSN servers. Participating Agencies will maintain there own virus protection on all workstations accessing CSN.

4. Monitoring Provider Agency Compliance

Policy: Lee County DHS and CSN monitor and review participating Agencies and assure that they adhere to CSN security, confidentiality regulations, and quality standards.

Agency Administrator

Responsibilities
-Assist participating Agencies with compliance when necessary
-Monitor participating Agencies to assure they are complying with CSN Policies and Procedures
-Produce quality assurance reports and data quality reports

5. Infractions

Policy: In the event an individual uses CSN inappropriately depending on the severity of the situation the individual may loose privileges to access CSN. If the infraction leads to access loss it will be the decision of the System Administrator and participating agency involved to readmit individual to CSN. Depending on the severity of the infraction it will be the discretion of the System Administrator to notify DHS staff and/or User Group.

6. Disaster Recovery

Policy: It is the responsibility of Lee County ITG to develop, maintain, and initiate a disaster recovery plan.

III – Privacy and confidentiality

Maintenance of Client Confidentiality

Policy: Participating Agencies will adhere to relevant Federal, State and local confidentiality regulation and laws that protect client records and only releases confidential client record with written consent by the client, or the client's guardian, unless otherwise provided for in Federal, State or local regulations or laws.

Participating Agencies

Responsibilities

Laws and Regulations:
-Participating Agencies will abide by:

- All Federal Confidentiality Regulations including those contained in the Code of Federal Regulations, 42 CFR Part 2 (regarding disclosure of alcohols and/or drug abuse records)
- Health Insurance Portability and Accountability Act of 1996 (HIPPA) when applicable
- Florida State Statutes and Federal laws related to confidentiality and security of medical, mental health and substance abuse information

Client Consent
-Participating Agencies will:

- Provide verbal explanation of CSN and arrange for, when possible, a qualified interpreter or translator for a client not literate in English or having difficulty understanding the consent form(s)
- Be prepared to explain (to the client) security measures used to maintain confidentiality
- Explain the client's right to entered as an anonymous client or as client or as a restricted client, if client denies authorization to share basic identifying information or non-confidential service date
- Obtain from the client a current, signed Client Acknowledgement of Data Entry into the CSN form, when applicable to Participating Agency's policy and procedures
- Prior to release of any client information beyond the basic client profile, obtain from the client a signed release of information form that meets the participating Agencies standard release of medical, financial and/or any other information regarding the client
- Place all client authorization forms in an on-site filing system for periodic audits
- Retain all client authorization forms for a five-year period upon expiration
- Insure that all Participating Agencies End-Users will comply with the requirements for informed consent and client confidentiality

Client Information/Data
-Participating Agencies will:

- Enter client information into CSN only after obtaining current a signed client consent form
- Share client information in CSN with other participating Agencies only after obtaining a signed client consent form
- Not solicit or input client information into CSN unless the information proves to be useful in providing services, developing reports and providing data, and /or conducting evaluation and research
- Not divulge any confidential information received from the client or CSN to any organization or individual without a current client release form, unless otherwise permitted by relevant regulations or laws.

-Participating Agencies will enter in the minimum data required by the CSN. Any or all client data including client identifiable and confidential information may be restricted to other Participating Agencies.

Provider Agency's Client Rights
-A client has the right to:

- Decline entrance into CSN. However, the Participating agency determines whether or not to provide services to the client
- Authorize sharing of personal information to other CSN participating Agencies
- Determine what type of information will be shared and with whom (other CSN Agencies)
- Request entrance into CSN as an anonymous client or a restricted client

- If a reason arises to completely remove a client and the client's data from CSN, a request must be forwarded to the System Administrator

IV – SOFTWARE SUPPORT

Hours of System Operation

Policy: The System Administrator, CSN technical staff, and Lee County ITG assure minimal CSN down time and will post all downtime and maintenance. The CSN database will be backed up and stored on a regularly bases by Lee County ITG. CSN will be available through internet access twenty-four hours a day, seven days a week.

Technical Support

Policy: The System Administrator oversees support to all Participating Agencies.

Requirements

-Non - Emergency issues including questions, technical/task assistance, data correction, training concerns, reportable database problems and suggestions for future enhancements will be addressed to the System administrator through email, phone and primarily through the CSN ticketing system.

-The CSN ticketing system will be used as the primary source for all CSN related problems

Emergency Technical Support

Policy: The System Administrator and CSN support staff provide emergency CSN technical support to Participating Agencies.

A situation where an emergency response is required is defined as "any major system or component failure, which proves critical to a CSN Participating Agency's business practice not including trouble shooting issues due to the Participating Agency's network, Internet connectivity, browser issues, individual PC problems, or other specific non CSN issues.

In the event of an Emergency

-The System Administrator should be contacted immediately.

V – System Hardware

Hardware Acquisition

Policy: The Lee County Department of Human Services and the System Administrator assist CSN Participating Agencies in acquiring computer hardware on an as-needed basis during the CSN implementation process. The available funding supplements those agencies with inadequate or obsolete hardware but will not fulfill all of a Participating Agencies computer hardware needs.

Hardware Acquisition Process

-The System Administrator will

- Conduct and inventory of hardware at Participating Agency prior to implementation of CSN
- Find the total need for hardware, network equipment, and software licenses
- Create a cost estimate for approval by DHS staff
- Upon approval purchase equipment and after shipment distribute to Participating Agency

-Participating Agency will

- Acknowledge that Lee County HMIS is not responsible for ongoing operating cost or replacement costs for the equipment

VI – Growth

New Agencies

HMIS Agency Criteria

1. Membership with COC.
2. Primarily serve clients that are homeless/At Risk.
3. Provide Case management/Services (May be through use of other agencies).
4. If legally able to share client level data then it is required with the consent of the client.

CLIENT INFORMED CONSENT & RELEASE OF INFORMATION AUTHORIZATION

For Client Services Network of Lee County (CSN)

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. IF YOU HAVE ANY QUESTIONS OR DESIRE ANY FURTHER INFORMATION REGARDING THIS FORM, PLEASE CONTACT THE CSN SYSTEM ADMINISTRATOR AT (239) 533-7925.

In order to best serve your needs at (Insert Agency's Name Here) to develop meaningful treatment plans, to determine your continuing eligibility for services, and to monitor your progress in complying with the terms of your shelter, housing or other services, (Insert Agency's Name Here) and the Continuum of Care need to exchange, share, and/or release data, information or records they may collect about you.

The information contained in your case records with any Agency is considered confidential and privileged and cannot be exchanged, shared and or/released without your express and informed written consent, except where otherwise authorized by law. Please understand that access to shelter, housing and services is available without your consent for the release of the information. However, your consent, although optional, is a critical component of our community's ability to provide the most effective services and housing possible.

I understand that:

- This Agency may not condition the provision of services to me on my signing this consent/authorization (this Agency may not refuse to serve me simply because I do not want my information shared with other agencies).
- This form specifically authorizes the use of information about me in research conducted using information maintained in CSN. I will not be personally identified by name, social security number, or any other unique characteristic in published research reports. The type of research that will be conducted using this information includes reports on the number and characteristics of people using different types of services, the effectiveness of services, and changes in patterns over time.
- If I give permission, the CSN allows information about me, including my photograph, to be shared with other CSN Partner Agencies. This may include, but is not limited to, information regarding my education history and employment background, income, program eligibility and participation, and personal history. The purpose of sharing information this way is to help the agencies that I seek services from obtain information about me more quickly, assist with my case management, and to help connect me with the services I need.
- Agencies that join CSN after I sign this consent/authorization also will have access to the personal information that I authorize for data sharing. This Agency must make reasonable accommodations to allow me to view the updated list of CSN Partnering Agencies.
- I understand that I have the right to inspect, copy, and request all records maintained by Agency relating to the provision of services provided by Agency to me and to receive copy of this form unless specifically denied under federal or state law. I understand that my records are protected by federal, state, and local regulations governing confidentiality of client records and cannot be disclosed without my written consent unless otherwise authorized by law. I may revoke this authorization at any time verbally or by written request, but the cancellation will not be retroactive. I understand that this release is valid for one year.

I give my consent to the exchange of information on CSN: Yes ☐ No ☐

I have read this document or it was read and/or explained to me and I fully understand and agree with the terms of this document.

Signature of client or guardian:	**Date:**	**Signature of witness:**	**Date:**
Printed name of client or guardian:		**Printed name of witness:**	

Current Partnering Agencies in CSN

After the Rain 2580 First Street, Fort Myers	**(239) 334 6261**
Ann's Restoration House 599 Carolina Ave, Fort Myers	**(239) 694 0877**
Community Cooperative Ministries Inc. P.O. Box 2143 Fort Myers	**(239) 332 7687**
Eternal Homes We Care Outreach 4231 Desoto Ave. Fort Myers	**(239) 693 7311**
House of Hope 2314 Unity Ave, Fort Myers	**(239) 810 5917**
Lee County Department of Human Services 2440 Thompson Street, Fort Myers	**(239) 533 7930**
Lee Mental Health / Ruth Cooper Center 2789 Ortiz Avenue, Fort Myers	**(239) 275 3222**
New Life Centers 2150 Collier Ave, Fort Myers	**(239) 274 8881**
Renaissance Manor 2789 Ortiz Ave, Fort Myers	**(239) 334 2600**
Southwest Florida Addiction Services3763 Evans Avenue, Fort Myers	**(239) 332 6937**
The Salvation Army 2400 Edison Avenue, Fort Myers	**(239) 334 3745**
Triage Outreach Center 2789 Ortiz Avenue, Fort Myers	**(239) 791 1543**
United Way 211 7275 Concourse Drive, Fort Myers	**(239) 433 3900**

Universal Data Elements

1. Name
2. SS
3. Date of Birth
4. Ethnicity and Race
5. Gender
6. Veteran Status
7. Disabling Condition
8. Residence Prior to Program Entry
9. Zip Code of Last Permanent Address
10. Program Entry Date
11. Program Exit Date
12. Personal ID Number (Generated by CSN)
13. Program ID Number (Generated by CSN)
14. Household Identification Number (Generated by CSN)

Disabling condition

- Needed to determine which clients are chronically homeless and to learn more about their service patterns.
- Several ways to collect information
- Unless required for program eligibility, must wait until after intake to ask

SSN, Ethnicity, and Race

- Unless SSN is required by a program, a provider **may not** refuse service to someone who refuses to give an SSN
- Ethnicity and Race follow OMB standards (OMB Standards for Federal Data on Race and Ethnicity for more information http://www.hhs.state.ne.us/fia/nhap/RaceAndEthnicityDefinitions.pdf)

Residency Prior to Program Entry

- Applies to night **before** admission.

Zip Code of last permanent address

- Used to see geographic trends in homelessness
- Are homeless individuals traveling here from other States or Counties

What is Homeless

The term "homeless" or "homeless individual or homeless person" includes—

(1) an individual who lacks a fixed, regular, and adequate nighttime residence; and

(2) an individual who has a primary nighttime residence that is—

(A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);

(B) an institution that provides a temporary residence for individuals intended to be institutionalized; or

(C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Chronic Homelessness is defined as:

The Joint federal initiative defined a chronically homeless person as

"An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least (4) episodes of homelessness in the past three (3) years."

Program-Level Data Elements

These elements are to be collected from clients served by programs that include an assessment of client's needs as a basic element in their provision of service

- Income and Sources
- Non-Cash Benefits
- Physical Disability
- Developmental Disability
- General Health Status
- Pregnancy Status
- HIV / Aids Status
- Behavioral Health Status
- Domestic Violence
- Education
- Employment
- Veterans
- Services Received
- Destination
- Follow-up After Program Exit
- Children's Education
- Other Children's Questions
    - Child's Physical Disability
    - Child's Developmental Disability
    - Child's General Health Status
    - Services Received
    - Destination

USER POLICY, RESPONSIBILITY STATEMENT,

& CODE OF ETHICS

For Client Services Network of Lee County

USER POLICY

Partner Agencies shall share information for provision of services to clients with their informed consent through a networked infrastructure that establishes electronic communication among the Partner Agencies. Partner Agencies shall at all times have rights to the data pertaining to their clients that was created or entered by them in Client Services Network. Partner Agencies shall be bound by all restrictions imposed by clients pertaining to the use of personal data that they do not formally release.

It is a Client's decision about which information, if any, entered into Client Services Network shall be shared and with which Partner Agencies. The Client Services Network Client Consent/Release of Information shall be signed if the Client agrees to share information with Partner Agencies.

Minimum data entry on each consenting Client will be:

- Basic demographic information including name, date of birth, Social Security Number, gender, etc.
- Data necessary for the development of aggregate reports of services, including services requested, services provided, referrals and Client goals and outcomes should be entered to the greatest extent possible.

Client Services Network is a tool to assist agencies in focusing services and locating alternative resources to help homeless and other clients. Therefore, agency staff should use the Client information in Client Services Network to target services to the Client's needs.

USER RESPONSIBILITY

Your User ID and Password give you access to Client Services Network. Initial each item below to indicate your understanding and acceptance of the proper use of your User ID and password. Failure to uphold the confidentiality standards set forth below is grounds for immediate termination from Client Services Network.

_____ My User ID and Password are for my use only and must not be shared with anyone.

_____ I must take all reasonable steps to keep my Password physically secure.

_____ I understand that the only individuals who can view information in Client Services Network are authorized users and the Clients to whom the information pertains.

_____ I may only view, obtain, disclose, or use the database information that is necessary to perform my job.

_____ If I am logged into Client Services Network and must leave the work area where the

computer is located, **I must log-off** of Client Services Network and the Internet Browser before leaving the work area.

_____ A computer that has Client Services Network or the Internet Browser "open and running" shall never be left unattended.

_____ Failure to log off of Client Services Network and the Internet Browser appropriately may result in a breach of client confidentiality and system security.

_____ Hard copies of Client Services Network printouts must be kept in a secure file.

_____ When hard copies of information generated using Client Services Network are no longer needed, they must be properly destroyed to maintain confidentiality.

_____ If I notice or suspect a security breach, I must immediately notify the Agency Administrator for Client Services Network or the System Administrator (DHS).

USER CODE OF ETHICS

A. Client Services Network Users must treat Partner Agencies with respect, fairness, and good faith.

B. Each Client Services Network User should maintain high standards of professional conduct in their capacity as a Client Services Network User.

C. Each Client Services Network User has primary responsibility for his/her Client(s).

D. Client Services Network Users have the responsibility to relate to the Clients of other Partner Agencies with full professional consideration.

I understand and agree to comply with all the statements listed above.

_____

Client Services Network User Signature Date

_____

Agency/System Administrator Date

NOTE: The Agency Administrator must sign all User Policy forms for the agency's Client Services Network Users.

Staff at the Department of Human Services will sign the User Policy forms for Agency Administrators.

AGENCY PARTNER AGREEMENT

For Client Services Network

Client Services Network is a client information system that provides a standardized assessment of consumer needs, creates individualized service plans, and records the use of housing and services which communities can use to determine the utilization of services of participating Agencies, identify gaps in the local service continuum, and develop outcome measurements.

The signature of the Executive Director of the Partner Agency indicates agreement with the terms set forth before a Client Services Network account can be established for (Insert Your Agency's Name Here).

The Lee County Department of Human Services is the primary coordinating Agency and shall be the group administrator. In this Agreement, Human Services is an Agency participating in The Client Services Network of Lee County, and (Insert Your Agency's Name Here) is a consumer of services.

I. Confidentiality

A. (Insert Your Agency's Name Here) shall uphold relevant Federal and State confidentiality regulations and laws that protect Client records and (Insert Your Agency's Name Here) shall only release client records with written consent by the client, unless otherwise provided for in the regulations.

1. (Insert Your Agency's Name Here) shall abide specifically by Federal confidentiality regulations as contained in the Code of Federal Regulations, 42 CFR Part 2 and or HIPAA regulations, whichever are more stringent, regarding disclosure of alcohol and/or drug abuse records. In general terms, the Federal and HIPAA rules prohibit the disclosure of alcohol and/or drug abuse records unless disclosure is expressly permitted by written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information <u>is not sufficient</u> for this purpose. (Insert Your Agency's Name Here) understands the Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patients.

2. (Insert Your Agency's Name Here) shall provide to each client a verbal explanation of the use of Client Services Network, the terms of consent, and shall arrange for a qualified interpreter or translator in the event that an individual is not literate in English or has difficulty understanding the consent form.

3. (Insert Your Agency's Name Here) <u>shall not</u> solicit or input information from Clients into Client Services Network unless it is essential to provide services, or to conduct evaluation or research.

4. (Insert Your Agency's Name Here) agrees not to release any confidential information received from the Client Services Network of Lee County to any organization or individual without proper Client consent.

5. (Insert Your Agency's Name Here) shall ensure that all staff, volunteers, and other persons issued a User ID and password for Client Services Network receive basic confidentiality training.

6. (Insert Your Agency's Name Here) understands the file server, which will contain all Client information, including encrypted identifying Client information, will be co-located at Lee County Information Technology Group offices at 3434 Hancock Bridge Parkway, North Fort Myers, Florida.

7. (Insert Your Agency's Name Here) shall maintain appropriate documentation of Client consent to participate in Client Services Network.

8. (Insert Your Agency's Name Here) shall not be denied access to Client data entered by (Insert Your Agency's Name Here) Partner Agencies are bound by all restrictions placed upon the data by the

client of any Partner Agency. (Insert Your Agency's Name Here) shall diligently record in Client Services Network all restrictions requested. (Insert Your Agency's Name Here) shall not knowingly enter false or misleading data under any circumstances.

9. If this Agreement is terminated, remaining Partner Agencies shall maintain their right to the use of all Client data previously entered by the terminating Partner Agency; this use is subject to any restrictions requested by the Client.

10. (Insert Your Agency's Name Here) will utilize Client Services Network Client Consent/Information Release form, as developed in conjunction and coordination with Partner Agencies, for all clients providing information for the Client Services Network database. The Client Consent/Information Release form, once signed by the Client, authorizes Client data to be entered into Client Services Network and authorizes information sharing with Client Services Network Partner Agencies.

11. If a Client withdraws consent for release of information, (Insert Your Agency's Name Here) remains responsible to ensure that Client's information is unavailable to all other Partner Agencies from that point forward.

12. (Insert Your Agency's Name Here) shall keep signed copies of the Client Consent Form/Information Release forms for Client Services Network for a period of three years.

13. (Insert Your Agency's Name Here) shall not require or imply that services are contingent upon a Client's authorization to share their information with Partner Agencies in Client Services Network.

II. Client Services Network of Lee County Use and Data Entry

A. (Insert Your Agency's Name Here) shall follow, comply with and enforce the User Policy, Responsibility Statement & Code of Ethics (Attachment A). Modifications to the User Policy, Responsibility Statement & Code of Ethics shall be established in consultation with Partner Agencies and may be modified as needed for the purpose of the smooth and efficient operation of Client Services Network. The Department of Human Services will announce approved modifications in a timely manner via NewsFlash in Client Services Network or via e-mail.

1. (Insert Your Agency's Name Here) shall only enter individuals in Client Services Network that exist as Clients under (Insert Your Agency's Name Here) jurisdiction. (Insert Your Agency's Name Here) shall not misrepresent (Insert Your Agency's Name Here) its Client base in Client Services Network by entering known, inaccurate information.

2. (Insert Your Agency's Name Here) shall use Client information in Client Services Network, as provided to them or Partner Agencies, to assist in providing adequate and appropriate services to the Client.

B. (Insert Your Agency's Name Here) shall consistently enter information into Client Services Network and will strive for real-time, or close to real-time[1] data entry.

C. (Insert Your Agency's Name Here) will not alter information in Client Services Network that is entered by another Agency with known, inaccurate information. (I.e. Agency will not purposefully enter inaccurate information to over-ride information entered by another Agency).

D. (Insert Your Agency's Name Here) shall not include profanity or offensive language in Client Services Network.

[1] Real-time or close to real-time is defined by either immediate data entry upon seeing a Client, or data entry into the Client Services Network of Lee County database within three (3) business days.

E. (Insert Your Agency's Name Here) shall utilize Client Services Network for business purposes only.

F. The Department of Human Services may provide or coordinate initial training and periodic updates to that training to select Agency Staff on the use of Client Services Network.

G. The Department of Human Services will be available for technical assistance within reason (i.e. troubleshooting and report generation). There will also be an on-line work order system.

H. The transmission of material in violation of any Federal or State regulations is prohibited. This includes, but is not limited to, copyright material, material legally judged to be threatening or obscene, pornography, and material considered protected by trade secret.

I. (Insert Your Agency's Name Here) shall not use Client Services Network with intent to defraud Federal, State or local governments, individuals or entities, or to conduct any illegal activity.

III. Reports

A. (Insert Your Agency's Name Here) shall retain access to identifying and statistical data on the Clients it serves.

B. (Insert Your Agency's Name Here) access to data on Clients it does not serve shall be limited to non-identifying and statistical data via reports generated at the Group or System Administrator level.

C. (Insert Your Agency's Name Here) may make aggregate data available to other entities for funding or planning purposes pertaining to providing services to clients. However, such aggregate data shall not directly identify individual Clients.

D. The Lee County Department of Human Services will use only unidentified, aggregate Client Services Network data for homeless policy and planning decisions, in preparing Federal, State or local applications for homelessness funding, to demonstrate the need for and effectiveness of programs and to obtain a system-wide view of program utilization in the State.

IV. Proprietary Rights of Client Services Network, Inc.

A. (Insert Your Agency's Name Here) shall not give or share assigned passwords and access codes of Client Services Network with any other Agency, business, or individual.

B. (Insert Your Agency's Name Here) shall not cause in any manner, or way, corruption of Client Services Network in any manner.

VI. Terms and Conditions

A. No Partner Agency shall transfer or assign any rights or obligations without the written consent of the other parties.

B. This Agreement shall be in-force until revoked in writing by either party provided funding is available.

C. This Agreement may be terminated with 30 days written notice.

Signature of Executive Director **Date**

AGENCY

STREET ADDRESS

FL

CITY *ZIP CODE*

MAILING ADDRESS -- ***LEAVE BLANK IF SAME AS ABOVE***

FL

CITY *ZIP CODE*

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Client Services Network / HMIS Module Detail

General Information

The CSN/HMIS module is a highly user customizable on-line application used by the social service industry. All sections with the exception of static demographic information maintain a complete history of the data entered and also allow record level releases. This would allow one entry to be released while keeping another confidential. This module contains all of HUD's universal data elements.

Demographic Information

General demographic information is collected including race, ethnicity, marital status, veteran status, and citizenship.

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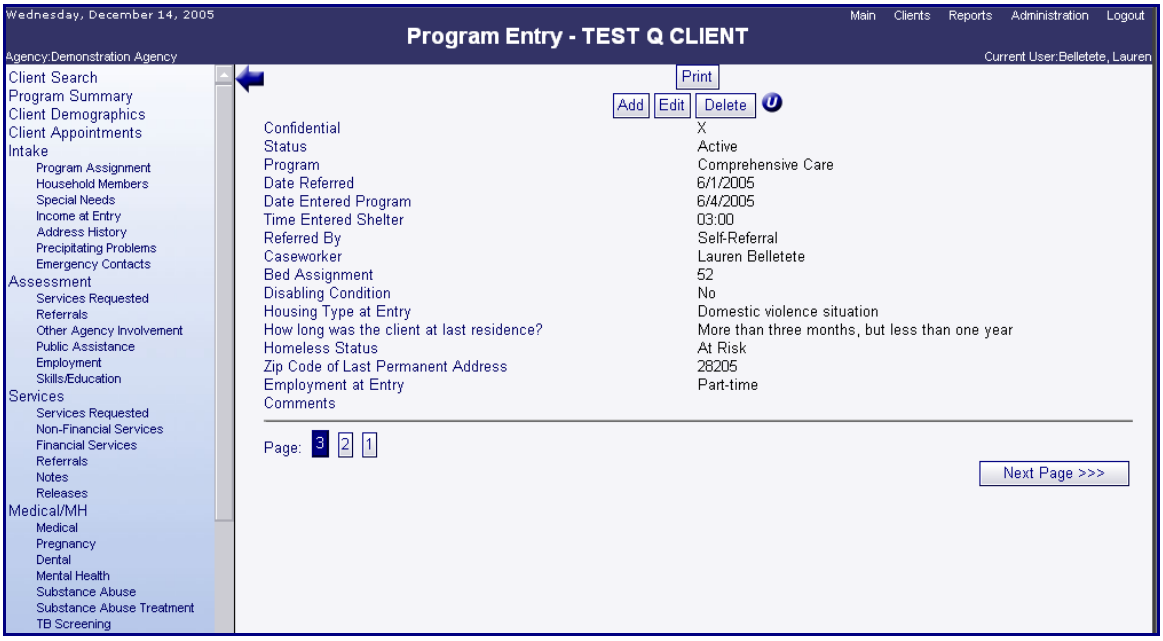
Program Intake/Exit Information

A customized intake screen is created to capture specific information required by the agency as the client applies for services or enters a program as well as when a client exits a program. This section maintains a complete history of each time the client enters a program.



Housing

Collects address and landlord information and maintains a history file that is available to the user in reverse chronological order by date moved in. Also collects reasons for leaving address and housing type.

Veteran Information

Detailed veteran information is in compliance with HUD's universal data standards.

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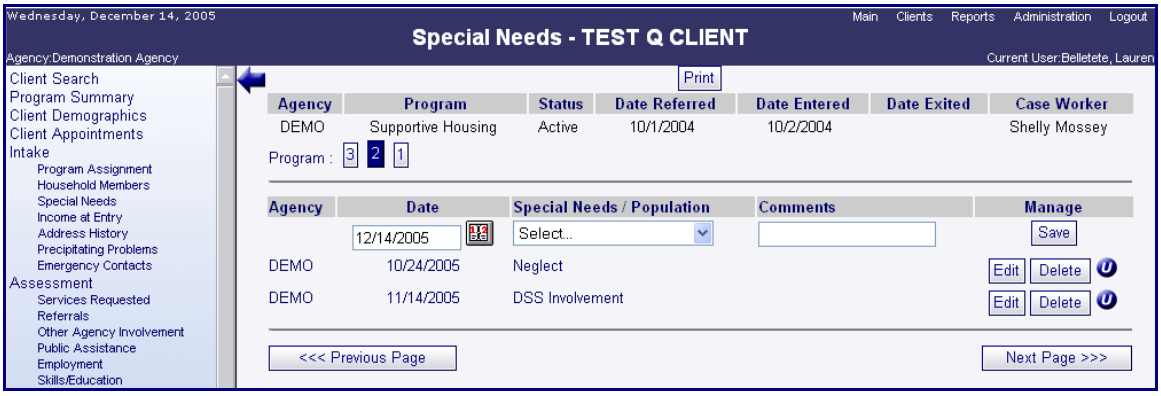
Special Needs

Additional needs or considerations of client including (but not limited to) HUD categories.



Precipitating Problems

The factors contributing to the client's need for services.

Other Family/Household Members

General
Each household/family member is added to the database just like a client. They can then be entered into a program without having to re-enter their personal information.
Minor Children
General demographic, special considerations, custody, school, and daycare information is collected for each child. The medical, mental health, drug/alcohol use, and legal client add-in modules are also available for children.
Other Adults
General demographic and special consideration information is collected for each adult. The medical, mental health, drug/alcohol use, employment, education, and legal client add-in modules are also available for other adults.
Cross-Reference
Each individual is cross-referenced to the Primary Applicant along with their relationship. The system automatically summarizes the number of adults and children in the household. An individual can be added as a "cross-reference only" entry to create a link without including them in the household count. A list of all other client files an individual is cross-referenced to is easily accessible.

Emergency Contacts

Emergency contact information for client with indicator for primary contact.

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Family Income at Entry and Exit

Includes income from wages, AFDC/TANF, SSI, food stamps, veterans benefits, unemployment, retirement, pension and child support. Software collects expenses for housing, utilities, food, transportation, childcare, medical expenses and loans. A history is available to the user in reverse chronological order based on entry date. Calculates the Federal Poverty Level for each application based on the application year and household size.

Family Expenses

Collects expenses for housing, utilities, food, transportation, childcare, medical expenses and loans. A history is available to the user in reverse chronological order based on entry date.

Loans and Assets

Software tracks any outstanding loans and available assets for those programs requiring this information.

Public Assistance Programs

Section maintains a list of the public assistance programs that are being received or have been applied for as well as the social worker responsible, the social worker's phone number, date applied, SSDI payee and SSDI disability.

Financial Services / Fund Disbursements

All information for financial services (fund disbursements) provided to the client, family member, or household member is collected here. This includes the fund, vendor, and category of disbursement. This section may also include HOPWA related information.

Non-Financial Services

Services provided to or on behalf of the client, family member, or household member excluding fund disbursements.

Referrals

Tracks referrals to other agencies along with a notes section.

Other Agency Involvement

A list of other agencies assisting the client and the caseworker's contact information.

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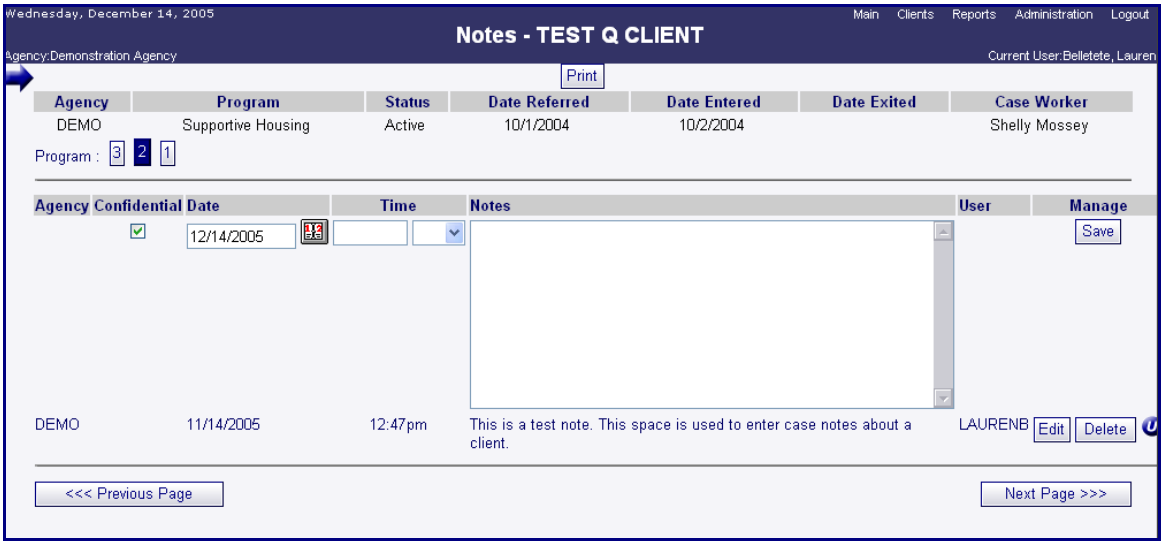
Progress Notes

Input field allows the interviewer/case worker the ability to enter case notes. A history is available to the user in reverse chronological order based on entry date.



Outcomes

Client appointments with agency staff including type, status, and client check-in screen. Also includes ability for staff to set appointment times for scheduling

Employment/Occupational Skills/Education

Employment History
Complete employment information including employer information, rate of pay, description of duties and reason for leaving. Also tracks whether or not the client desires employment and vocational training.
Occupational Skills and Training
Tracks computer skills, machine skills and general occupational skills
Education
Tracks highest level of education completed and college/vocational education information

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Medical

General Medical History
Medical information including medical problems, treatment, medication and doctor/hospital/clinic performing treatment.
Pregnancy Information
General pregnancy information including any problems, medication, prenatal care, treatment and doctor/hospital/clinic performing treatment.
Dental Information
General dental information including any problems, medication, treatment and doctor/hospital/clinic performing treatment.
Tuberculosis Screening
Brief assessment to determine if further TB testing is needed.

Mental Health

General Mental Health History
Mental health information including diagnosis, medication, treatment and doctor/hospital/clinic performing treatment.
Assessment/Treatment Information
Tracks whether or not the client is willing to receive assessment or treatment along with a notes section.
Psychiatric Facility Admissions
The Software collects information on any psychiatric facility admissions along with a note section. A history is available to the user in reverse chronological order based on entry date.

Drug and Alcohol Use

Substance Usage History
Lists the substance used date of last use, amount of last use, date of first use.
Treatment and Assessment History
Tracks inpatient and outpatient treatment as well as clean time and meetings/aftercare. Additionally this section tracks whether or not the client is willing to receive assessment/treatment along with a note section.

Criminal/Judicial Information

Current Litigation
Identifies any civil or criminal litigation the client in which the client is involved as a plaintiff or defendant including domestic violence cases and restraining orders.
Probation/Parole Information
Tracks probation/parole information, probation/parole officer, officer's phone number, date of contact, terms of probation/parole and notes.
Arrest History
Tracks arrest history including charge, felony/misdemeanor/, county/state of arrest, and whether or not convicted.

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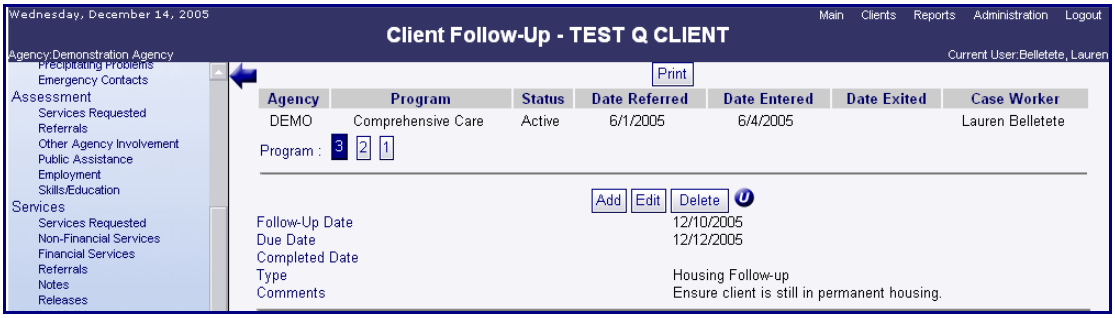
Appointments

Client appointments with agency staff including type, status, and client check-in screen. Also includes ability for staff to set appointment times for scheduling

Client Follow-ups

Staff can schedule a follow-up reminder that appears on the client search screen.



Facility Management

Tracks client's occupancy, fees, and payments.

Reports

Active Clients by Caseworker or Program
Demographics Summaries
Services Summaries
Outcomes Summary
Fund Disbursement Summaries
HUD and HOPWA APRs
AHAR
Many others including custom reports

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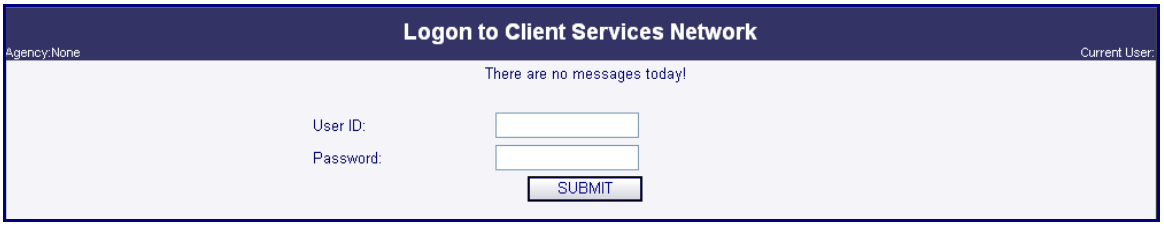
Client Services Network – General Security

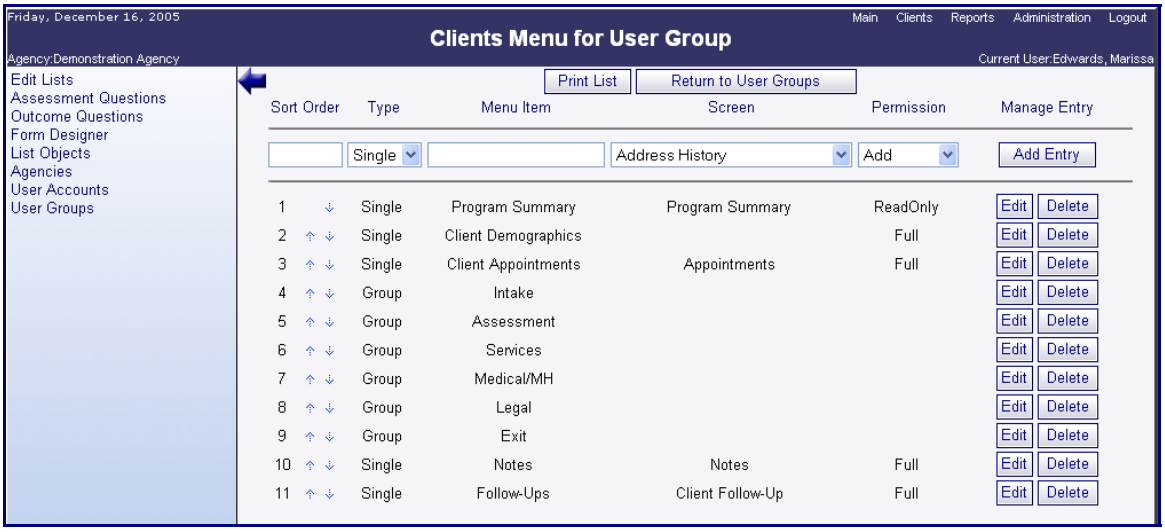
User Name and Password

Users of Client Services Network have their own unique user name and a password that they are required to enter each time they log on to the application. The frequency of changing of passwords can be set to meet the security protocols of your organization.



User Group Permissions

Another security feature is the ability to create different User Groups within your organization. Every User is assigned to a User Group and each User Group has its own menu which is set up to include only screens required for that group. In addition to limiting the access to certain information, the Administrator can grant permissions of Read Only, Add, Add/Edit, Edit, and Full on each individual screen for each User Group. If a User has Edit capabilities, that User can only edit data that was entered by your organization. This feature can also be modified so that only the User who created the record originally can edit or update the record. Only a User who has Full permission to a screen can delete a record.



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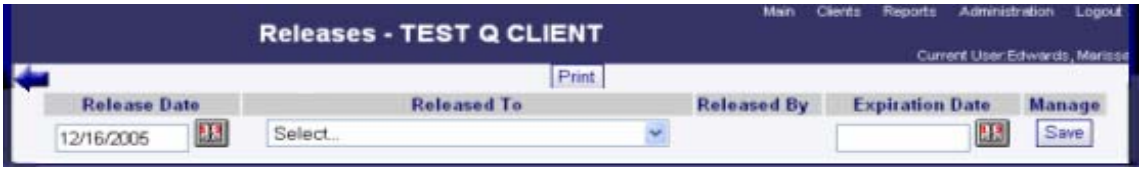
Client Services Network – Shared Environment Security

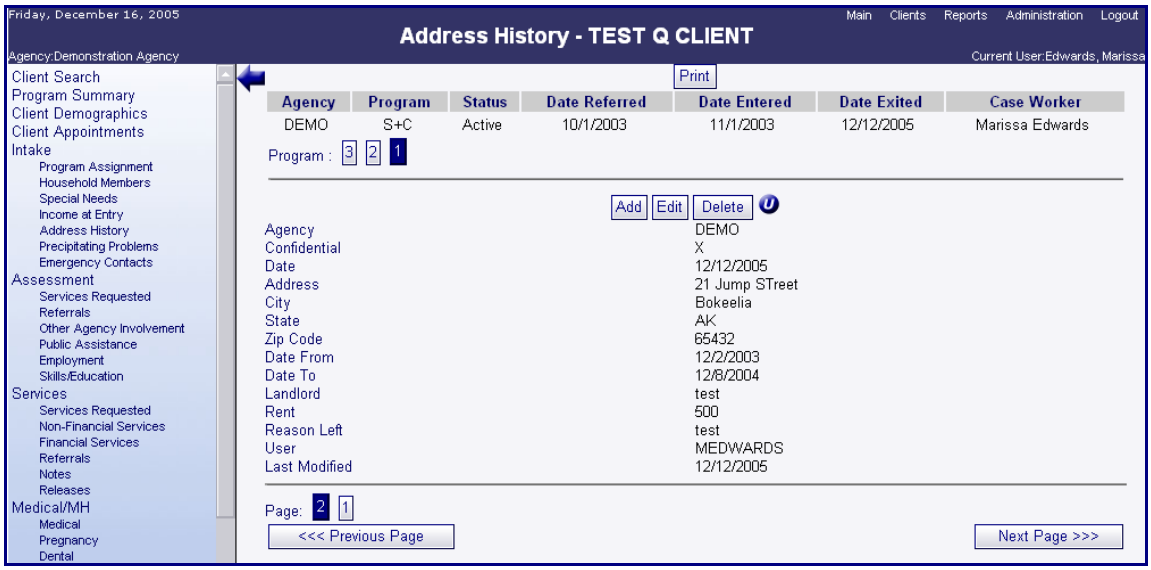
Releases

If your organization is part of a group that shares information, you can select which other organization(s) can see your data for each client by choosing to release the information. In addition you can set an expiration date for the Release. This is done at the individual client level.



Record Level Confidentiality

In addition to limiting which other organization(s) are able to see certain client files, users can make any individual record confidential within a client file. Therefore, if a user has released a file to another organization, the user can still choose to not allow certain records within that file to be shared. In the following example, this record has been marked as Confidential; therefore, no other organization will be able to see this record even if the file has been released to that organization.



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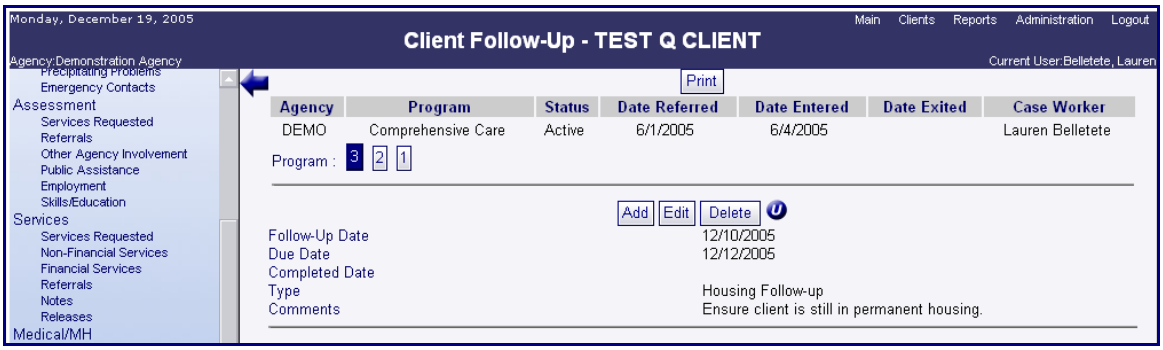
Client Services Network – Other Features

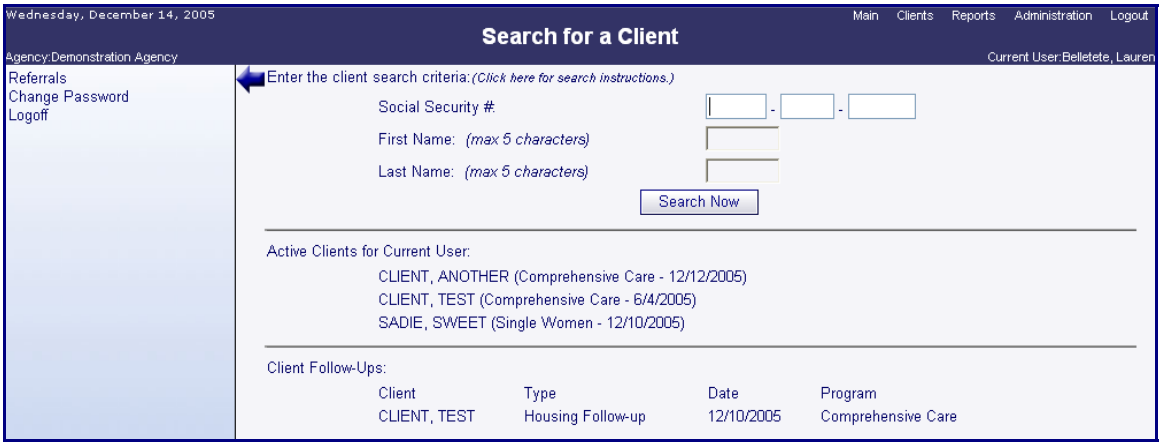
Data Entry Auditing

Every record in every table in the CSN data has the following four fields: Created By, Date Created, User ID, and Last Modified. The Created By field indicates the user who initially created that recode and the Date Created field shows the Date and Time that record was created. The User ID field keeps track of the last user to make a change to that record and the Last Modified field will indicate the Date and Time that the record was modified. This feature is excellent for internal auditing of your users' data entry.

Follow-Up

Client Services Network allows you to mark a file for a follow-up. The follow up feature will keep track of the Due Date, Completed Date and the type of follow up necessary. Files that have follow-ups that have not been completed will appear on the Client Search screen of the user assigned to that file.





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Client Services Network / HMIS Module

All sections with the exception of static demographic information maintain a complete history of the data entered and also allow record level releases. This would allow one entry to be released while keeping another confidential. This module contains all of HUD's universal data elements.

- Demographic Information
- Program Intake/Exit Information
- Housing
- Veteran Information
- Special Needs
- Precipitating Problems
- Other Family/Household Members
- Emergency Contacts
- Family Income at Entry and Exit
- Family Expenses
- Loans and Assets
- Public Assistance Programs
- Financial Services / Fund Disbursements
- Non-Financial Services
- Referrals
- Other Agency Involvement
- Progress Notes
- Outcomes
- Employment/Occupational Skills/Education
- Medical/Pregnancy/Dental
- Mental Health
- Drug and Alcohol Use/Treatment History
- Current Litigation
- Probation/Parole Information
- Arrest History
- Appointments
- Client Follow-ups
- Facility Management
- HUD/HOPWA APR
- AHAR

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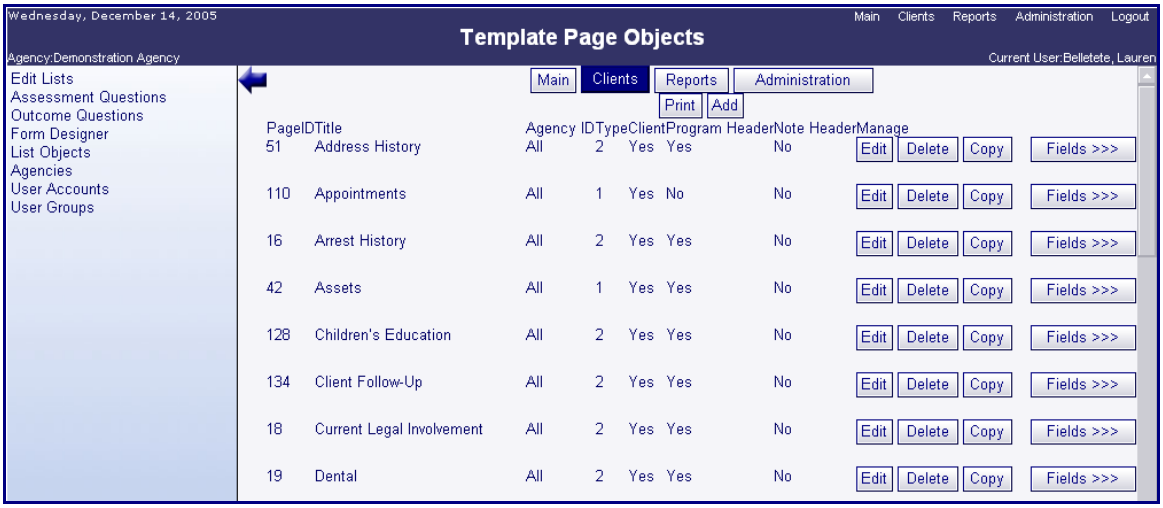
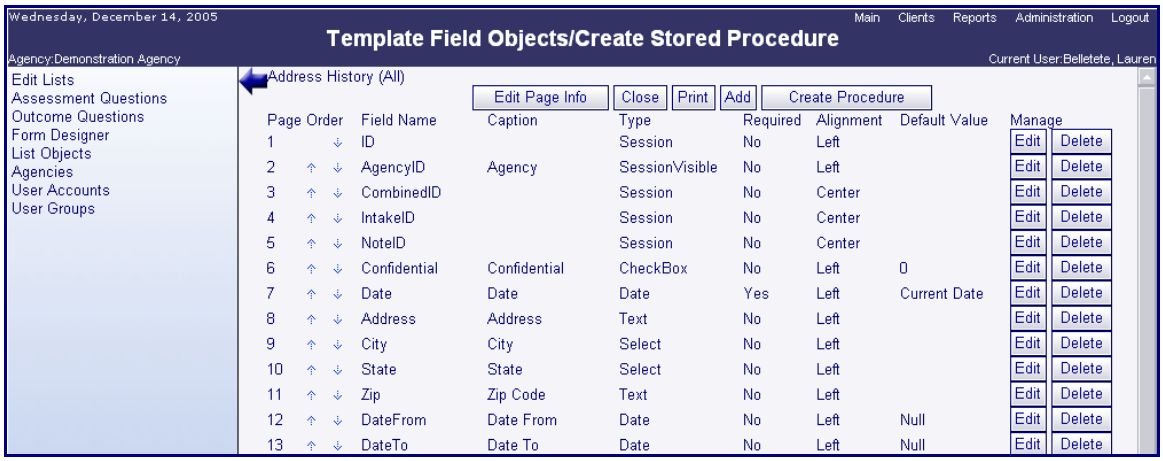
BDS Custom Application Module

This module was designed to enable organizations to create custom applications while reducing the development time and costs.

Includes:

- User security
- Custom menus
- Custom reports
- Database development
- Needs analysis
- Shopping cart





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BDS Employee Module

All sections with the exception of static demographic information, maintain a complete history of the data entered.

- Employee demographics
- Contact information
- Previous employment history
- Position and salary history
- Review history
- Benefit history
- Education
- Certifications received
- CPE / Training history
- Follow-up reminders
- Notes
- Incident reporting

BDS Business Survey and Financial Screening Module

This module was designed to assist businesses with creating customer surveys and on-line preliminary applications.

- User/company contact information
- Unlimited data entry screens
- Collect financial screening information
- Perform custom calculations
- Provide feedback to user with graphs and email

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PRINT
NAME _____AGENCY_____

USER POLICY, RESPONSIBILITY STATEMENT, & CODE OF ETHICS

For Client Services Network of Lee County

USER POLICY

Partner Agencies shall share information for provision of services to clients with their informed consent through a networked infrastructure that establishes electronic communication among the Partner Agencies.

Partner Agencies shall at all times have rights to the data pertaining to their clients that was created or entered by them in Client Services Network. Partner Agencies shall be bound by all restrictions imposed by clients pertaining to the use of personal data that they do not formally release.

It is a Client's decision about which information, if any, entered into Client Services Network shall be shared and with which Partner Agencies. The Client Services Network Client Consent/Release of Information shall be signed if the Client agrees to share information with Partner Agencies.

Minimum data entry on each consenting Client will be:

- Basic demographic information including name, date of birth, Social Security Number, gender, etc.
- Data necessary for the development of aggregate reports of services, including services requested, services provided, referrals and Client goals and outcomes should be entered to the greatest extent possible.

Client Services Network is a tool to assist agencies in focusing services and locating alternative resources to help homeless and other clients. Therefore, agency staff should use the Client information in Client Services Network to target services to the Client's needs.

USER RESPONSIBILITY

Your User ID and Password give you access to Client Services Network. Initial each item below to indicate your understanding and acceptance of the proper use of your User ID and password. Failure to uphold the confidentiality standards set forth below is grounds for immediate termination from Client Services Network.

_____ My User ID and Password are for my use only and must not be shared with anyone.

_____ I must take all reasonable steps to keep my Password physically secure.

_____ I understand that the only individuals who can view information in Client Services Network are authorized users and the Clients to whom the information pertains.

_____ I may only view, obtain, disclose, or use the database information that is necessary to perform my job.

_____ If I am logged into Client Services Network and must leave the work area where the computer is located, **I must log-off** of Client Services Network and the Internet Browser before leaving the work area.

_____ A computer that has Client Services Network or the Internet Browser "open and running" shall never be left unattended.

_____ Failure to log off of Client Services Network and the Internet Browser appropriately may result in a breach of client confidentiality and system security.

_____ Hard copies of Client Services Network printouts must be kept in a secure file.

PRINT
NAME _____AGENCY_____

_____ When hard copies of information generated using Client Services Network are no longer needed, they must be properly destroyed to maintain confidentiality.

_____ If I notice or suspect a security breach, I must immediately notify the Agency Administrator for Client Services Network or the System Administrator (DHS).

USER CODE OF ETHICS

A. Client Services Network Users must treat Partner Agencies with respect, fairness, and good faith.

B. Each Client Services Network User should maintain high standards of professional conduct in their capacity as a Client Services Network User.

C. Each Client Services Network User has primary responsibility for his/her Client(s).

D. Client Services Network Users have the responsibility to relate to the Clients of other Partner Agencies with full professional consideration.

I understand and agree to comply with all the statements listed above.

_____

Client Services Network User Signature Date

_____

Agency/System Administrator Date

NOTE: The Agency Administrator must sign all User Policy forms for the agency's Client Services Network Users. Staff at the Department of Human Services will sign the User Policy forms for Agency Administrators.

2018 HDX Competition Report

PIT Count Data for FL-603 - Ft Myers, Cape Coral/Lee County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	**439**	**431**	**728**
Emergency Shelter Total	205	206	477
Safe Haven Total	0	0	0
Transitional Housing Total	51	38	47
Total Sheltered Count	**256**	**244**	**524**
Total Unsheltered Count	**183**	**187**	**204**

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	**90**	**65**	**132**
Sheltered Count of Chronically Homeless Persons	20	21	32
Unsheltered Count of Chronically Homeless Persons	70	44	100

2018 HDX Competition Report

PIT Count Data for FL-603 - Ft Myers, Cape Coral/Lee County CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	**37**	**35**	**80**
Sheltered Count of Homeless Households with Children	30	32	73
Unsheltered Count of Homeless Households with Children	7	3	7

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	**88**	**19**	**13**	**18**
Sheltered Count of Homeless Veterans	51	12	4	7
Unsheltered Count of Homeless Veterans	37	7	9	11

2018 HDX Competition Report

HIC Data for FL-603 - Ft Myers, Cape Coral/Lee County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	**231**	**90**	**116**	**82.27%**
Safe Haven (SH) Beds	**0**	**0**	**0**	**NA**
Transitional Housing (TH) Beds	**55**	**0**	**55**	**100.00%**
Rapid Re-Housing (RRH) Beds	**242**	**0**	**242**	**100.00%**
Permanent Supportive Housing (PSH) Beds	**466**	**0**	**109**	**23.39%**
Other Permanent Housing (OPH) Beds	**0**	**0**	**0**	**NA**
Total Beds	994	90	522	57.74%

2018 HDX Competition Report

HIC Data for FL-603 - Ft Myers, Cape Coral/Lee County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	9	0	0

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

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	74	80	57

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	274	311	242

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for FL-603 - Ft Myers, Cape Coral/Lee County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	1258	1353	116	126	10	47	49	2
1.2 Persons in ES, SH, and TH	1349	1417	123	135	12	52	54	2

b. This measure is based on data element 3.17.

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

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	1274	1509	158	167	9	132	143	11
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	1366	1577	164	192	28	132	142	10

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	67	12	18%	6	9%	3	4%	21	31%
Exit was from ES	145	26	18%	10	7%	7	5%	43	30%
Exit was from TH	88	18	20%	20	23%	9	10%	47	53%
Exit was from SH	0	0		0		0		0	
Exit was from PH	130	7	5%	5	4%	11	8%	23	18%
TOTAL Returns to Homelessness	430	63	15%	41	10%	30	7%	134	31%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

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

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	439	431	-8
Emergency Shelter Total	205	206	1
Safe Haven Total	0	0	0
Transitional Housing Total	51	38	-13
Total Sheltered Count	256	244	-12
Unsheltered Count	183	187	4

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	1377	1418	41
Emergency Shelter Total	1285	1356	71
Safe Haven Total	0	0	0
Transitional Housing Total	128	118	-10

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	91	93	2
Number of adults with increased earned income	1	7	6
Percentage of adults who increased earned income	1%	8%	7%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	91	93	2
Number of adults with increased non-employment cash income	1	36	35
Percentage of adults who increased non-employment cash income	1%	39%	38%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	91	93	2
Number of adults with increased total income	2	42	40
Percentage of adults who increased total income	2%	45%	43%

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	110	124	14
Number of adults who exited with increased earned income	18	19	1
Percentage of adults who increased earned income	16%	15%	-1%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	110	124	14
Number of adults who exited with increased non-employment cash income	10	24	14
Percentage of adults who increased non-employment cash income	9%	19%	10%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	110	124	14
Number of adults who exited with increased total income	25	43	18
Percentage of adults who increased total income	23%	35%	12%

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

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

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1203	1020	-183
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.	150	156	6
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)	1053	864	-189

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

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1492	1197	-295
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.	168	185	17
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.)	1324	1012	-312

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	9	145	136
Of persons above, those who exited to temporary & some institutional destinations	0	75	75
Of the persons above, those who exited to permanent housing destinations	8	32	24
% Successful exits	89%	74%	-15%

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

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	1014	1083	69
Of the persons above, those who exited to permanent housing destinations	594	580	-14
% Successful exits	59%	54%	-5%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	161	194	33
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	149	166	17
% Successful exits/retention	93%	86%	-7%

2018 HDX Competition Report

FY2017 - SysPM Data Quality

FL-603 - Ft Myers, Cape Coral/Lee County CoC

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

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

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

2018 HDX Competition Report

FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	193	164	159	141	203	85	55	55	323	401	431	387	25	54	274	311				
2. Number of HMIS Beds	158	139	134	116	178	62	55	55	128	116	107	109	24	54	274	307				
3. HMIS Participation Rate from HIC (%)	81.87	84.76	84.28	82.27	87.68	72.94	100.00	100.00	39.63	28.93	24.83	28.17	96.00	100.00	100.00	98.71				
4. Unduplicated Persons Served (HMIS)	1392	1354	1285	1307	522	469	202	118	181	172	138	141	157	394	907	686			0	317
5. Total Leavers (HMIS)	1246	1229	1171	1197	362	412	152	70	76	69	39	41	132	179	447	473			0	291
6. Destination of Don't Know, Refused, or Missing (HMIS)	398	187	248	376	14	35	5	0	9	4	6	0	31	5	5	14			0	184
7. Destination Error Rate (%)	31.94	15.22	21.18	31.41	3.87	8.50	3.29	0.00	11.84	5.80	15.38	0.00	23.48	2.79	1.12	2.96				63.23

2018 HDX Competition Report

Submission and Count Dates for FL-603 - Ft Myers, Cape Coral/Lee County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2018 PIT Count	1/20/2018	Yes

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/30/2018	Yes
2018 HIC Count Submittal Date	4/30/2018	Yes
2017 System PM Submittal Date	5/30/2018	Yes

Written Standards and Coordinated Entry Policies and Procedures

Approved by the Lee County CoC Governing Board on January 17, 2018

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RECORD OF CHANGES

Version	Reason for Change	Date Approved by Governing Board	Signature of Board Chair or Co-Chair
Original	n/a	1/10/2018 *	

*Original approval date set for 1/10/18 - Document actually voted on and approved on 1/17/2018

OVERVIEW

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 reauthorized the McKinney-Vento Homeless Assistance programs. Through the enactment of the HEARTH Act, the Department of Housing and Urban Development (HUD) published the new Continuum of Care (CoC) Program interim rule (24 CFR Part 578). The CoC Program interim rule requires that the CoC establish and consistently follow written standards for providing CoC assistance, in consultation with recipients of the Emergency Solutions Grant (ESG) program. At a minimum, these written standards must include:

- Policies and procedures for evaluating individuals' and families' eligibility for assistance in all CoC and ESG programs.
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive assistance through homelessness prevention, diversion, street outreach, emergency shelter, rental assistance, permanent supportive housing assistance, transitional housing assistance, joint transitional housing to rapid re-housing, and rapid re-housing assistance.
- Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers.
- Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention, rental assistance, or rapid re-housing assistance.
- Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and
- Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance.

In addition, 24 CFR 578.7(a)(8) and CPD-17-01 requires the Lee County Continuum of Care (CoC) to establish and operate a Coordinated Entry System (CES) that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. Coordinated Entry is designed to provide standardized access and assessment, and coordinate housing and services for individuals and families experiencing homelessness. Coordinated Entry facilitates referrals and housing placements to ensure that individuals and families experiencing homelessness receive appropriate assistance with both immediate and long-term housing and service needs.

The Lee County CoC agrees that these standards must be applied consistently across the entire CoC defined geographic area. Additionally, Lee County CoC members agree to administer their assistance in compliance with the CoC's written standards upon award of CoC, ESG or other applicable funds. Recipients and sub-recipients of CoC, ESG and other applicable funds may develop additional standards for administering program assistance, but these additional standards cannot be in conflict with those established by the Lee County CoC, the CoC Program interim rule, or any other federal guidance.

DEFINITIONS

HOUSING FIRST

The *Housing First* approach is a data driven solution to homelessness. *Housing First* approaches feature direct, or nearly direct, placement of targeted homeless people into permanent housing where supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry. *Housing First* approaches ensure that the risk factors that make finding and maintaining housing more challenging are used to screen people into assistance rather than screening them out.

Housing First requires that program participants are not screened out based on:

- Having too little or no income;
- Active or history of substance use;
- Type or extent of disability related support needed;
- Resistance to receiving services;
- History of eviction, poor credit, lease violations, or no lease history;
- Having a criminal record with exceptions for state-mandated restrictions; or
- History of victimization (e.g. domestic violence, sexual assault, childhood abuse).

Additionally, *Housing First* programs must ensure that participants are not terminated from the program for:

- Failure to participate in supportive services;
- Failure to make progress on a service plan;
- Loss of income or failure to improve income; or
- Any other activity not covered in a lease agreement typically found for unassisted persons in the Lee County.

All Lee County CoC service providers are required to implement a *Housing First* approach that ensures low barrier program entry and the provision of optional supportive services, both during and post-housing, that promote housing stability and overall well-being.

SEVERITY OF SERVICE NEEDS

In General, persons identified has having the most severe service needs, are those individuals or families for whom at least one of the following is true:

- History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; and/or
- Significant health or behavioral health challenges, substance use disorders, or functional impairments which require a significant level of support in order to maintain permanent housing.
- For youth and victims of domestic violence, high risk of continued trauma or high-risk of harm or exposure to very dangerous living situations.

PRIORITIZATION

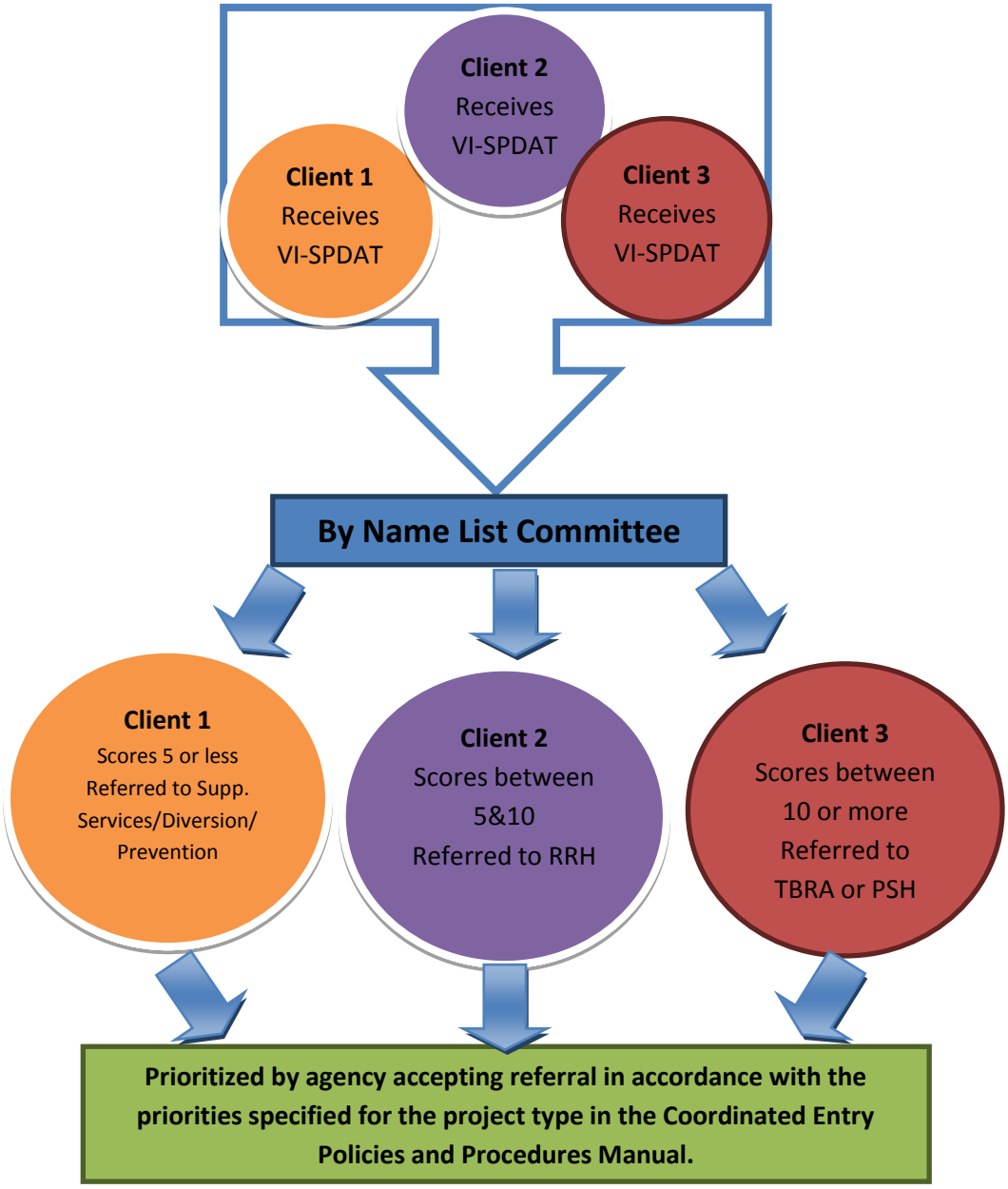
Homelessness interventions, including Street Outreach, Emergency Shelter, Diversion, Prevention, Permanent Supportive Housing, Rapid Re-Housing, Rental Assistance, Transitional Housing – Rapid Re-Housing, and Transitional Housing will be prioritized based on the severity of service needs and vulnerability. Of those eligible households the populations must be prioritized in accordance with The U.S. Interagency Council on Homelessness (USICH) plan, Opening Doors, and other HUD guidance on prioritization of chronically homeless households and policy briefs on coordinated entry systems. The basic process for Coordinated Entry and client prioritization is outlined in *Chart 1* below.

Lee County's coordinated entry system identifies prioritizes service needs as follows (only going to the next level as needed to break a tie between two or more individuals):

1. **Medical Vulnerability:** The first prioritization criteria will expedite placement into housing for individuals with severe medical needs who are at greater risk of death. This score would be based on questions 22-34 of the vulnerability analysis, with a maximum score of 5.
2. **Overall Wellness:** The second prioritization factor targets individuals with similar medical needs as criteria number 1, who will be prioritized when they have behavioral health conditions or histories of substance use, which may either mask or exacerbate medical conditions. This score will be based on questions 21 through 50 of the vulnerability analysis (i.e., the "Wellness Domain").
3. **Unsheltered Sleeping Location:** The third prioritization criteria are the location where the individual sleeps, based on question 13 of the vulnerability analysis. Unsheltered individuals will be given priority over sheltered individuals.
4. **Length of Time Homeless:** The fourth prioritization factor is the length of time an individual has experienced homelessness, giving priority to the person that has experienced homelessness the longest (based on question 1 of the vulnerability analysis).
5. **Date of vulnerability analysis assessment:** The final prioritization criteria will be the date of the individual's assessment, giving priority to the earliest date of assessment.

In all programs, priority shall be given for eligible individuals and families who are relocating as per the Emergency Transfer Plan, and in accordance with 24 CFR 576.409. All CoC funded transitional housing, rapid re-housing, and permanent supportive housing programs will ensure that applicants are prioritized according to the emergency transfer priority required under 24 CFR 578.99(j)(8).

Chart 1


Client 2
Receives
VI-SPDAT
Client 1
Receives
VI-SPDAT
Client 3
Receives
VI-SPDAT
By Name List Committee
Client 1
Scores 5 or less
Referred to Supp.
Services/Diversion/
Prevention
Client 2
Scores between
5&10
Referred to RRH
Client 3
Scores between
10 or more
Referred to
TBRA or PSH
Prioritized by agency accepting referral in accordance with the priorities specified for the project type in the Coordinated Entry Policies and Procedures Manual.

LEE COUNTY CONTINUUM OF CARE RACIAL DISPARITIES

REPORT SUMMARY

This reports summary outlines the findings of an evaluation of race and ethnicity data from the Lee County Homeless Management Information System (HMIS), Abuse Counseling and Treatment (ACT), and CoC Governing Board Membership in comparison to 2016 American Community Survey (ACS) Population Estimates.

Report Completed: August 31, 2018

THE INTERSECTION BETWEEN HOMELESSNESS AND RACISM

As per the 2018 U.S. Inter-Agency Council on Homelessness strategic plan, *Home, Together*, "we must also address the racial inequities and other disparities in the risks for and experiences of, homelessness." The plan sets out goals to "improve access to emergency assistance, housing, and supports for historically underserved and overrepresented groups" including "racial and ethnic minorities". In an effort to begin addressing such disparities in Lee County, the Lee County Continuum of Care completed a preliminary study as part of the 2018 Continuum of Care (CoC) Funding Competition. The 2018 CoC Notice of Funding Availability (NOFA) provided the necessary framework to begin examining local data and disparities that exist within the homeless service system.

RACIAL DISPARITIES IN LEE COUNTY HOMELESS SERVICES

The Lee County CoC examined data from the Homeless Management Information System (HMIS) and Abuse Counseling and Treatment (ACT) shelter to identify race and ethnicity trends in the homeless population in Lee County. This data was then compared to 2016 American Community Survey (ACS) estimates to determine if the population served through Lee County CoC programs is representative of the overall population of Lee County.

ASSISTANCE BY RACE

Fiscal year 2016-2017 data from the Lee County HMIS demonstrates that the number of Black or African American individuals who sought, and were provided assistance was 32.46% compared to the Lee County Black or African American population of 8.63%. This substantial difference indicates that Black or African American populations are overrepresented in the homeless population.

Race	2016 ACS Estimate	2016 ACS Estimate	FY 16/17 HMIS Data
Total:	680,970	100%	100%
White alone	578,220	84.91%	63.32%
Black or African American	58,757	8.63%	32.46%
American Indian and Alaska Native	1,463	0.21%	1.38%
Asian	10,637	1.56%	0.08%
Native Hawaiian and Other Pacific Islander	234	0.03%	0.38%
Some other race	19,515	2.87%	
Two or more races:	12,144	1.78%	2.38%

ASSISTANCE BY ETHNICITY

The number of Hispanic or Latino individuals who sought, and were provided, assistance was 13.7% compared to the Lee County population of 19.64%, indicating that Hispanic or Latino individuals are less likely to apply for assistance.

Ethnicity	2016 ACS Estimate	2016 ACS Estimate	2016 HMIS Service Data
Total:	**680,970**		
Not Hispanic or Latino:	**547,218**	**80.36%**	**85.46%**
White	470,769	69.13%	60.31%
Black or African American	55,922	8.21%	36.61%
American Indian and Alaska Native	1,190	0.17%	0.49%
Asian	10,302	1.51%	0.10%
Native Hawaiian and Other Pacific Islander	53	0.01%	0.24%
Some other race	1,026	0.15%	0.00%
Two or more races:	7,956	1.17%	2.25%
Hispanic or Latino:	**133,752**	**19.64%**	**13.70%**
White	107,451	15.78%	85.37%
Black or African American	2,835	0.42%	8.54%
American Indian and Alaska Native	273	0.04%	0.61%
Asian	335	0.05%	0.00%
Native Hawaiian and Other Pacific Islander	181	0.03%	0.91%
Some other race	18,489	2.72%	0.00%
Two or more races:	4,188	0.62%	4.57%

OUTCOMES BY RACE / ETHNICITY

Clients who are Black or African American have the highest percentage of exits to a permanent housing destination, 44.89%, when compared to other racial groups. Individuals who are of Hispanic or Latino ethnicity also have a high percentage of exits to permanent housing at 50.76%. Clients who are white have the highest percent of negative exits, with a combined 65.84% of exits being to an unknown destination, temporary housing situation, institutional setting or without an interview.

Race	Exited to Institutional Setting		Exited to Temporary Housing Situation		Exited to Permanent Housing		Unknown Destination or No Exit Interview		Total	
White	110	8.05%	293	21.43%	467	34.16%	497	36.36%	1367	100.00%
Black or African American	14	1.86%	106	14.08%	338	44.89%	295	39.18%	753	100.00%
Other Races or Unknown	6	5.83%	19	18.45%	46	44.66%	32	31.07%	103	100.00%
Race	**Exited to Institutional Setting**		**Exited to Temporary Housing Situation**		**Exited to Permanent Housing**		**Unknown Destination or No Exit Interview**		**Total**	
Hispanic Latino	7	2.65%	44	16.67%	134	50.76%	79	29.92%	264	100.00%

COC GOVERNING BOARD REPRESENTATION

Data regarding the race of the 2017-2018 Continuum of Care Governing Board membership indicates that additional representation from races other than white are needed to provide a true representation of the homeless population being served in Lee County. Additional representation from American Indians, Asians, and Black or African Americans is necessary to provide diverse input and direct representation of the population being provided homeless services in Lee County.

Homeless Population Served in Lee County 10/01/2016 and 09/30/2017			CoC Board Membership	2016 ACS Estimates
Race	**#**	**%**		
American Indian or Alaskan Native	13	0.54%		0.20%
American Indian or Alaskan Native, Black or African American	16	0.67%		
American Indian or Alaskan Native, White	4	0.17%		
Asian	2	0.08%		1.60%
Asian, White	4	0.17%		
Black or African American	775	32.43%	21%	8.60%
Black or African American, White	20	0.84%		
Native Hawaiian or Other Pacific Islander	9	0.38%		
Other Multi-Racial	2	0.08%		
White	1513	63.31%	79%	84.90%
Don't Know / Refused	32	1.34%		2.90%
Total	**2390**	**100.00%**	**100.00%**	**100.00%**

DISPARITIES IN VICTIMS SERVICES

Fiscal year 2017-2018 data from the Abuse Counseling and Treatment (ACT) shelter in Lee County demonstrates that the percentage of Black or African American individuals who sought, and were provided, assistance was 17.17% as compared to the Lee County population of which 8.63% is Black or African American. The data indicates that Black or African American clients are overrepresented in the population of domestic violence (DV) survivors in Lee County. Similarly, the data indicates that Hispanic or Latino clients are also slightly overrepresented in the population of DV survivors in Lee County.

Domestic Violence Victims Data from ACT Shelter

Total # Served		**3121**	**July 1, 2017- June 30, 2018**
Single Night Count *(8/30/18)*		**64**	
Race/Ethnicity		**% of Total Served**	**2016 ACS Estimates**
American Indian	5	0.16%	.21%
Asian	19	0.61%	1.56%
African American	536	17.17%	8.63%
Multiple Races	291	9.32%	1.78%
White	2230	71.45%	84.91%
Pacific Islander	4	0.13%	.03%
Other	36	1.15%	2.87%
Other	139	4.45%	
Hispanic or Latino	762	24.42%	19.64%
Non-Hispanic	2220	71.13%	80.36%

SUMMARY

Overall, the data demonstrates that Black or African American and Hispanic or Latino populations demonstrate relatively high exits to permanent housing destinations, indicating better outcomes for individuals in those racial and ethnic groups. At the same time, white populations have the highest percentage of exits to unknown destinations. Additionally, Black or African American populations are also overrepresented within Lee County homeless and DV survivor populations. Additionally, trends suggest that Hispanic or Latino populations are less likely to seek or receive assistance than those who are non-Hispanic or Latino Increased representation by various minority groups is also necessary to ensure that the CoC Governing Board is directly representative of the individuals being served in the CoC.

The results of this report are only preliminary, as the CoC plans to integrate additional data into the 2019 Lee County Gaps Analysis, which is currently underway. The completion of this primary report also revealed data gaps such as the collection of more detailed race, ethnicity and age data from CoC Governing Board members, which the CoC is actively working to fill by collecting additional data from Board members and clients.

LEE COUNTY HUMAN AND VETERAN SERVICES - MONITORING REPORT

DATE(S) OF MONITORING: March 1, 2018
DATE REPORT DISTRIBUTED TO CoC:
Monitor: Jeannie Sutton, Grants Coordinator, Lee County Human and Veteran Services (HVS)

The Coordinated Entry Affirmative Marketing Strategy (CEAMS) is a communication and management strategy designed to make the coordinated entry access points and CoC housing and services accessible to all persons regardless of sex, gender identity, perceived gender identity, sexual orientation, perceived sexual orientation, age, color, national origin, ethnicity, limited English proficiency, disability status, family status, marital status, or religion. This is the first monitoring and baseline for the CEAMS program. This report covers the period of October 1, 2016 through September 30, 2017, and is valid through September 30, 2018.

Monitoring Item #	Findings
1. Advertising in locations or media that are used and viewed or listened to by those identified as least likely to enter CoC services and housing, such as youth, individuals who are chronically homeless, and families with children.	Coordinated Entry Brochures and Post Cards were distributed to service providers via e-mail on 2/9/2018, and are made available on the Lee County Human and Veteran Services, CoC Webpage. Additional CoC Marketing is made available via the Lee County CoC and Homeless Coalition Webpages, as well as through direct e-mail distributions to service providers, and printed materials provided at Coalition/CoC General Membership meetings. *CES Information should be added to Lee County Homeless Coalition Webpage. Other locations/media for advertisement should be identified.*
2. Marketing CoC services and housing to specific community, religious, support organization or other groups frequented by those least likely to enter CoC services and housing.	CoC Housing and Service resources are advertised on the Lee County Homeless Coalition Website under the "get help" tab. All services and housing resources are also published in the community resource guide, also known as the "Green Book". The Green Book is distributed to service providers throughout the CoC's geographic area. *Additional efforts should be made to distribute the Green Book to businesses within the downtown business district and others in areas of known homeless camps and populations. Given the base line data provided by the HMIS system, youth age 18-24 and persons over the age of 65 are least likely to enter the CoC system, as well as households with children.*
3. Distribution of a brochure and other printed materials, which describe the coordinated entry process to be used by persons experiencing a housing crisis to locate, identify, and access CES services.	Coordinated Entry Brochures and Post Cards were distributed to service providers via e-mail on 2/9/2018, and are made available on the Lee County Human and Veteran Services, CoC Webpage. *CES Information should be added to Lee County Homeless Coalition Webpage. Additional training is needed as access points to ensure they are aware of the CES process and their responsibility as an access point.*
4. Incorporating information regarding compliance with the Fair Housing Act, American's with Disabilities Act, and the CEAMS into CES training protocols.	CES training is taking place throughout the CoC's geographic area and will continue; Continuum wide training occurred on Wednesday, June 20, 2018. *ADA and Fair Housing laws will be incorporated into final training protocols.*

CONCLUSIONS: CES Information should be added to Lee County Homeless Coalition Webpage. Other locations/media for advertisement should be identified. Additional efforts should be made to distribute the Green Book to businesses within the downtown business district and others in areas of known homeless camps and populations. Given the base line data provided by the HMIS system, youth age 18-24 and persons over the age of 65 are least likely to enter the CoC system, as well as households with children. Additional training is needed as access points to ensure they are aware of the CES process and their responsibility as an access point.

Human and Veteran Services Staff:

Prepared By: Jeannie Sutton Date: 5/25/18

Reviewed and Approved by: _____ Date: 6/22/18
Eric Pateidl

Baseline Demographic Data:

Homeless Population Served in Lee County 10/01/2016 and 09/30/2017

Race	#	%
American Indian or Alaskan Native	13	0.54%
American Indian or Alaskan Native, Black or African American	16	0.67%
American Indian or Alaskan Native, White	4	0.17%
Asian	2	0.08%
Asian, White	4	0.17%
Black or African American	775	32.43%
Black or African American, White	20	0.84%
Native Hawaiian or Other Pacific Islander	9	0.38%
Other Multi-Racial	2	0.08%
White	1513	63.31%
Don't Know / Refused	32	1.34%
Total	**2390**	**100.00%**

Ethnicity	#	%
Hispanic or Latino	328	13.72%
Non-Hispanic or Non-Latino	2030	84.94%
Don't Know / Refused	32	1.34%
Total	**2390**	**100.00%**

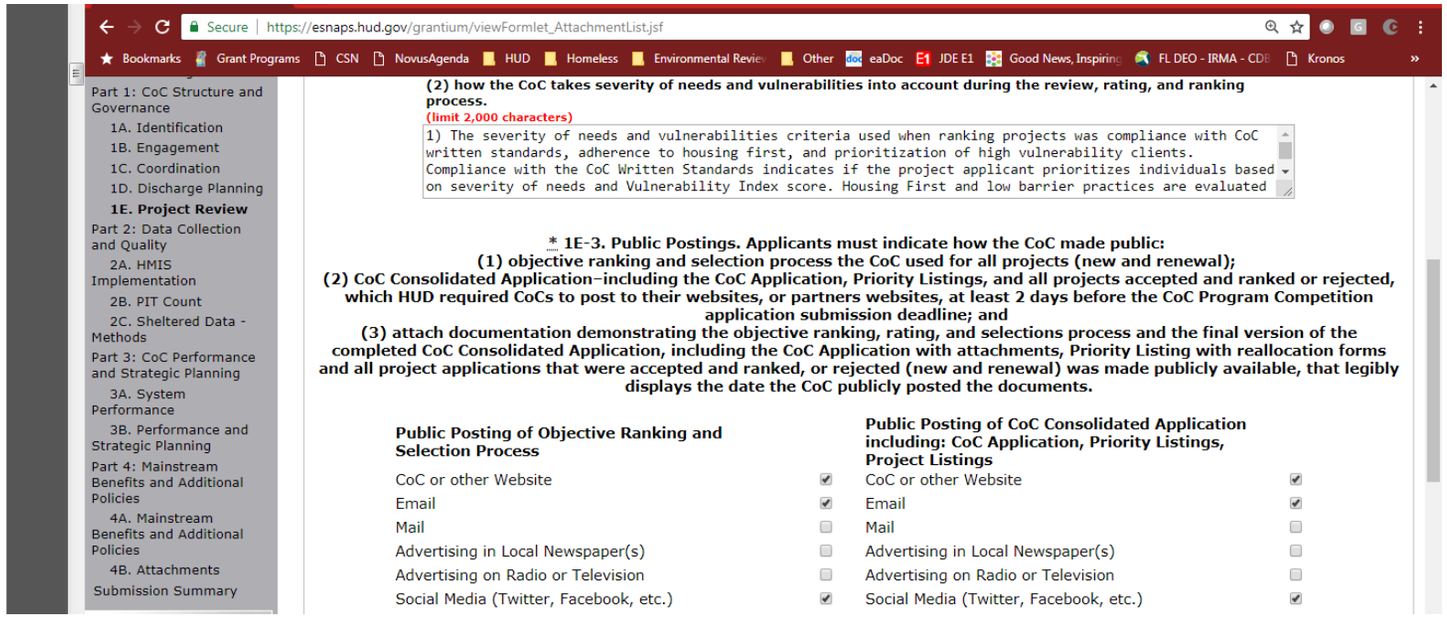
Age	#	%
<18	421	17.62%
18 -24	195	8.16%
25 - 64	1658	69.37%
65+	116	4.85%
Total	**2390**	**100.00%**

Disabling Condition	#	%
Yes	1407	58.87%
No	661	27.66%
Not Report	322	13.47%
Total	**2390**	**100.00%**

Households Type	#	%
Households with Adults only	1681	89.80%
Households with Children	191	10.20%
Total	**1872**	**100.00%**

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.

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	☐	CoC or other Website	☐
Email	☐	Email	☐
Mail	☐	Mail	☐
Advertising in Local Newspaper(s)	☐	Advertising in Local Newspaper(s)	☐
Advertising on Radio or Television	☐	Advertising on Radio or Television	☐
Social Media (Twitter, Facebook, etc.)	☐	Social Media (Twitter, Facebook, etc.)	☐

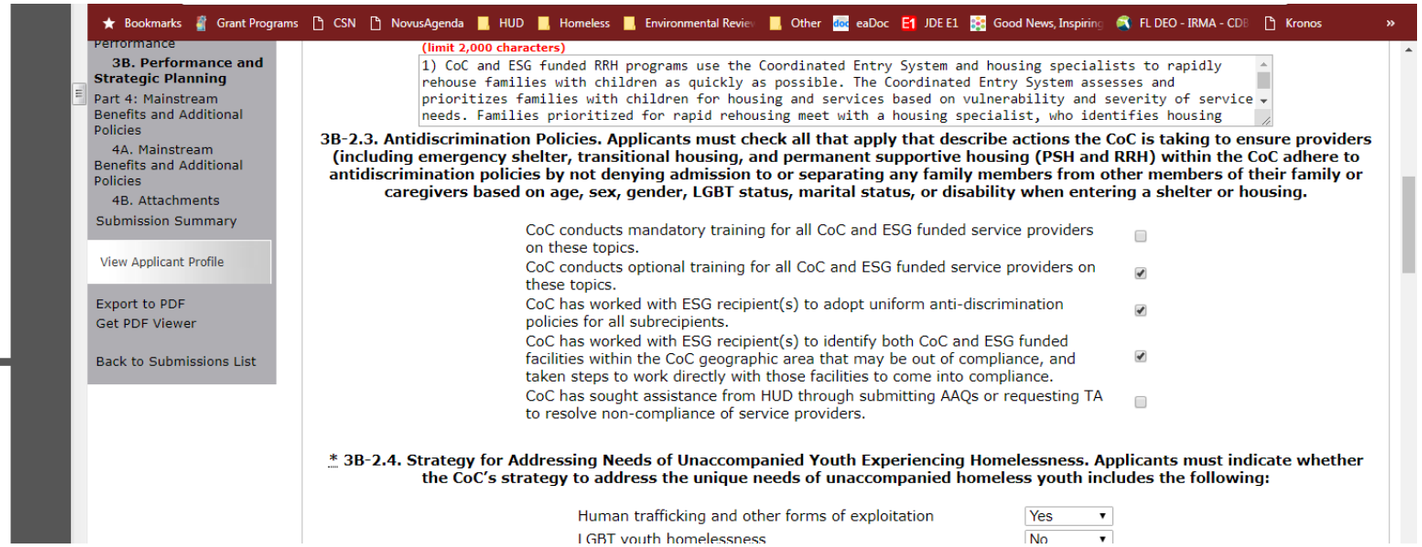


3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying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

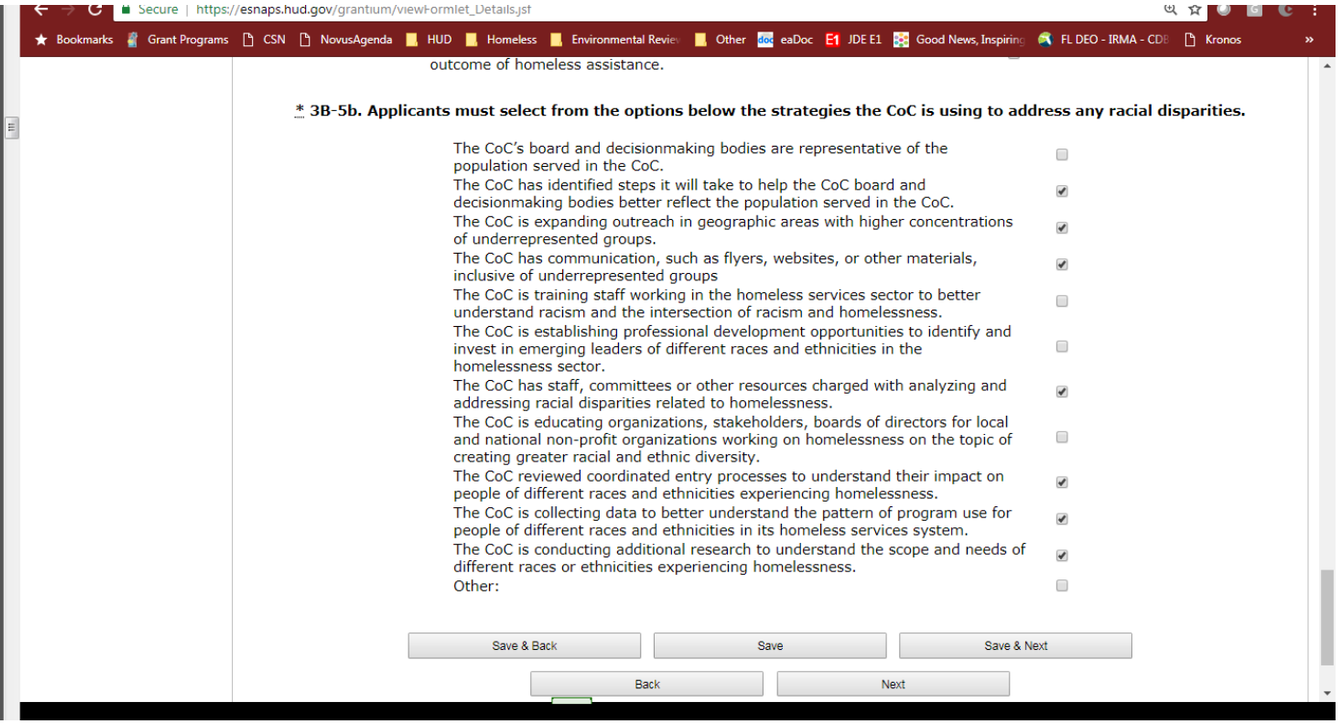
CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	☐
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	☐
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	☐
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.	☐

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.



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

The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	☐
The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	☐
The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	☐
The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups	☐
The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	☐
The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	☐
The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness.	☐

The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	☐
The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	☐
The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	☐
The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	☐
Other:	☐