

## Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
  2. Ensuring all questions are answered completely.
  3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
  4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
  5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
  6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.
- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.
  - All questions marked with an asterisk (\*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions [click here](#).

## **1A. Continuum of Care (CoC) Identification**

### **Instructions:**

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

**1A-1. CoC Name and Number:** IL-509 - DeKalb City & County CoC

**1A-2. Collaborative Applicant Name:** The Housing Authority of the County of DeKalb

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

**1A-4. HMIS Lead:** The Housing Authority of the County of DeKalb

## 1B. Continuum of Care (CoC) Engagement

### Instructions:

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

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

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	Yes	Yes
Hospital(s)	Yes	Yes
EMT/Crisis Response Team(s)	Yes	Yes
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	Yes	Yes
Agencies that serve survivors of human trafficking	Not Applicable	No
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		


**Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.**

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

Our strategy is built upon networking and relationships to engage community members to participate and contribute to the DeKalb County Homeless services system. Strategies include education and outreach by digital means, print outreach but most successfully has been networking to the full county by having Continuum leaders present at various public meetings and gatherings, senior fairs, job fairs, faith based organizations and business to educate on the services available and how persons can get help or get involved. Direct solicitation for feedback, information and volunteerism has been successful in growing awareness and gaining opinions and insight in preventing and ending homelessness within our county.

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

IL509 strives for inclusivity of participation by keeping an up to date website and use of digital communication via email distribution lists that include our local newspaper to assist in full community notice. The networking and relationship strategy as referenced above is a face to face direct invitation to participate and provide awareness to those who might not be informed. Social service provider agencies are charged with engaging homeless/formerly homeless clients to participate and providing them the support and means to have a seat at the table of decisions. These same agencies are also charged with "funder awareness" and educate their donors (private and business) to participate beyond check writing. Working hand in hand with our housing authority along with quarterly full CoC meetings and our specialized service providers and committees that meet monthly are all part of our outreach strategy for continuum participation.

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

On July 24, 2017, digital notice of the 2017 CoC competition was posted on our

website and a mass communication was distributed countywide, including local media notification and included unfunded stakeholders. All outreach and all notification procedures included the project application process, form and scoring information with an invitation to apply by August 8, 2017. Our publications never exclude proposals for new projects. CoC ranking process that includes CoC priorities and system performance serves as our mechanism for determining new project viability in comparison to renewal performance.

## 1C. Continuum of Care (CoC) Coordination

### Instructions:

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

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

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)	Not Applicable
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Not Applicable
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

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

There is one ESG recipient in this Continuum which is the state of Illinois. Monitoring of individual grant records is done by the state of Illinois. The ESG subrecipients complete quarterly reports. The DeKalb County Continuum is

consulted at the initial funding stage of Illinois ESG grants, to help select grantees and funding amounts and cost categories per grantee. The CoC has processes in place for allocating ESG funds. The DeKalb County CoC sets criteria for awarding ESG funds and determines the allocations. The DeKalb County CoC provides HMIS, HIC and PIT data to the state of Illinois and the City of DeKalb for its Consolidated Plan. The CoC works with the City of DeKalb to compile data and complete the Consolidated Plan.

**1C-3. CoCs must demonstrate the local efforts to address the unique needs of persons, and their families, fleeing domestic violence that includes access to housing and services that prioritizes safety and confidentiality of program participants.  
(limit 1000 characters)**

If a DV victim household presents to a homeless assistance provider, Safe Passage is notified and safe, confidential client support begins immediately. No PII information is shared without consent and release of information and no identifying information is shared. Safe Passage, our jurisdictions only DV service provider, provides a 24/7 crisis hotline, emergency shelter and long-term housing for victims of domestic violence and their children. In addition, they provide legal and medical advocacy, trauma informed therapy and counseling, and many other ancillary services to help them achieve safety from domestic violence and get the support they need to establish safe and productive lives for themselves and children. All services including emergency shelter are free and confidential.

**1C-3a. CoCs must describe the following: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment.  
(limit 1,000 characters)**

TIC training provided as need for new employees or for updates. Safe Passage has a data tracking system that ensures privacy but provides aggregate data for use in planning and need assessments, this includes number of turn ways, and length of time homeless. When a client enters shelter, advocates discuss client's safety and Safe Passage's confidentiality policies. Advocates discuss with each client that all information about them and all information shared will be kept confidential and the only exceptions to this is mandated reporting and risk of harm to self or someone else. Clients are required to sign a confidentiality agreement before entering shelter. Each client is assigned an advocate who helps the client identify their own personal goals. We recognize that the client is the expert on his or her life and advocates are here to provide options, resources, support, and assistance. Confidentiality, safety, and client-directed service planning are the main goals of the program.

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

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

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
The Housing Authority of the County of DeKalb	18.00%	Yes-Both

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

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

Jurisdiction only has one PHA. The PHA fully participates in the CoC by offering a Continuum of Care preference. The DeKalb County Continuum of Care Preference is given to PHA Applicant families, otherwise eligible, who are currently residing in Emergency Shelter, Transitional Shelter, Permanent Supportive housing or participating in homeless services at/in/through a participating DeKalb County Continuum of Care agency (at the time of verification) and have received a written letter of recommendation not less than 30 days old from a participating DeKalb County Continuum of Care agency.

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

We have addressed the needs of LGBT individuals and families by ensuring equal rights in accessing housing and services regardless of sexual orientation or gender identity. We accomplish this by having participants self-identify gender. Within our CoC there are no limitations on access of facilities, benefits, accommodations or services. We have a clinical director and therapists



focused on youth LGBT private counseling and groups along with collaboration with the "Youth Outlook" program. Our CoC's current practice has fully engaged equal access rights throughout the CoC. The CoC is governed by a Code of Ethics policy adopted in 2006 which specifically identifies diversity and equal opportunity by valuing, championing and embracing diversity in all aspects of CoC activities. It further states that the CoC respects others without regard to race, religion, color, sex, age, disability, national origin, sexual orientation or ancestry.

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

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

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

### Instructions:

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

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

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

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

Because our jurisdiction does not have publicly funded healthcare systems or mental health care providers, we are not under a state mandated discharge policy. Our health system is privately funded. Persons that have resided in a system of care for longer than 90 days are NOT routinely discharged in to homelessness. IL509 Jurisdiction is primarily rural farm land and resources are limited for after care. For instances where there are no other placement options, IL509 works with local service providers to find alternative solutions and resources to stave of homelessness. IL509 diligently continues to work with our youth service providers, our county jail and health care entities to exhaust all methods possible to avert discharging in to homelessness. When homelessness cannot be averted, the discharging entity works with Hope Haven to assist in returning the discharged person to permanent housing.

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

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

## 1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

### Instructions

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

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

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

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

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

The DeKalb County CoC considers the severity of a project's population in its review and ranking process using a standalone criteria worth 5 points with 1 point for each population served. Each Project Evaluation submitted identifies which subpopulations it serves including chronically homeless; substance abuse, health or mental impairments; coming from the streets, and criminal record. This criterion was added to the 2017 ranking process to encourage projects to serve persons with the highest needs and is worth 9% of total points of 55. Each applicant presents their project to the CoC Board and can explain how their population has affected their performance results. The Ranking Criteria are scored with an understanding that these are affected by the severity of the population.

**1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.**

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

Public Posting	
CoC or other Website	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

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

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.

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

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between FY 2013 and FY 2017 CoC Program Competitions.

No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

**Reallocation: Option 1**

**Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through**

**reallocation.**

**1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps.** 08/21/2017

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

**1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps.** 08/21/2017

**Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.**

## Reallocation Supporting Documentation

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

Document Type	Required?	Document Description	Date Attached
Reallocation Supporting Documentation	No		

## Attachment Details

### Document Description:



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

### **Intructions:**

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

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

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

**2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA.** 5-7

**2A-2. Does the CoC have a HMIS Policies and Procedures Manual? Attachment Required: If the response was “Yes”, attach a copy of the HMIS Policies and Procedures Manual.** Yes

**2A-3. What is the name of the HMIS software vendor?** Service Point

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

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

**in that project type.**

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	79	25	54	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	15	15	0	0.00%
Rapid Re-Housing (RRH) beds	54	0	39	72.22%
Permanent Supportive Housing (PSH) beds	91	0	66	72.53%
Other Permanent Housing (OPH) beds	0	0	0	

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

Our Rapid Re-Housing beds are under by 13%, this is due to a training issues that has been resolved and reinforced for the next data cycle. We have modified our process to ensure all RRH beds will be HMIS beds and will cure this deficiency. HMIS lead will submit improved quarterly reports to the CoC for review in conjunction to the RRH team self-monitoring data entry and report in quarterly to the team and the to the CoC as needed. PSH beds are under by less than 13% and we attribute this to lack of coordination between our VASH VA support personnel and data entry staff. We will implement "lease up" HMIS entry steps to ensure each bed is covered at the time of Lease up. We will also continue to work with our VA support staff to improve the HMIS bed coverage deficiency and communication.

**2A-6. Annual Housing Assessment Report 7  
(AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR?**

**2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).  
(mm/dd/yyyy) 04/10/2017**

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

### Instructions:

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

**2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception.** 01/27/2017

**2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy)** 04/10/2017

## 2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

### Instructions:

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

### 2C-1. Describe any change in the CoC's sheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specifically, how those changes impacted the CoCs sheltered PIT count results. (limit 1000 characters)

IL509 continues to refine its process for the PITC. No significant changes were implemented this year. IL509 is a standalone CoC in a county of 85% farmland. We have one homeless shelter and one DV shelter that reside in our largest town within the county. With our limited size, performing the Sheltered PIT count is an easily accomplished routine. We will continue to utilize our HMIS software and improve data quality. This year we held several additional HMIS training sessions to improve quality of the count and overall data. The data continues to be impacted slightly as our staff gets more refined with the methodology. With our shelters being very manageable, we have firsthand confirmation data by shelter staff. Generally, no data is missing from our HMIS reports and if so, we can verify/perform interviews for any missing data.

### 2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? No

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

Beds Added:	0
Beds Removed:	0
Total:	0

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

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

Beds Added:	0
Beds Removed:	0
Total:	0

**2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017?** No  
CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

**2C-4a. Describe any change in the CoC's unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specify how those changes impacted the CoC's unsheltered PIT count results. See Detailed Instructions for more information. (limit 1000 characters)**

DeKalb County CoC used a complete census and known locations count sending police to specific neighborhoods to count unsheltered homeless people through the entire CoC. Persons were observing throughout the county. The police canvass all known locations where people who are unsheltered are staying. Each jurisdiction had police that participated using both observation and interview forms. Police received the interview forms and instructions a month ahead of the date. Each person was identified by location, time and a unique identifier to avoid duplication. The police tend to already know where the homeless persons are located and can interview them more easily because they are familiar to them. Data was returned to the CoC within one week with reminders and follow-up. IL509 is a standalone CoC in a county of 85% farmland, doing our unsheltered count is complementary to our continual on-going monitoring (i.e., homelessness is very noticeable in less densely populated areas).

**2C-5. Did the CoC implement specific measures to identify youth in their PIT count?** No

**2C-5a. If "Yes" was selected in 2C-5, describe the specific measures the CoC; (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified. (limit 1000 characters)**

Not Applicable

**2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. (limit 1000 characters)**

We have engaged all jurisdictional agencies involved with Veterans experiencing homelessness (Midwest Shelter for Homeless Veterans, Hines VA, DeKalb County VA, Hope Haven and Safe Passage). We host monthly conference calls to identify unserved veterans and create action plans for engagement of services. This also helps the accuracy and timeliness of the by name list to address our veterans needs as quickly as possible. The CoC and PITC volunteers met three months before the count to review current data and the observation forms being used and focus on our strategy for count and data quality. With IL509's limited size (85% farm land), performing the PIT count is an easily accomplished routine. Our CH population is very low to for individuals and families. Again, because of our jurisdictional size CH persons or families are immediately placed in to Emergency Shelter and based upon VISPDAT score are added to our RRH waiting list with the intent to house within 30 days.

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

### **Instructions**

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

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

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

**3A-3. Performance Measures: Successful Permanent Housing Placement and Retention**

Describe: (1) the numerical change the CoC experienced; (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC's strategy for retention of, or placement in permanent housing.  
(limit 1000 characters)

**3A-4. Performance Measure: Returns to Homelessness.**

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

**(limit 1000 characters)**

**3A-5. Performance Measures: Job and Income Growth**

**Describe:** (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC's strategy to increase job and income growth from employment, non-employment including mainstream benefits.

**(limit 1000 characters)**

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

No

**3A.6a. If the response to 3A-6 was "Yes", what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count?**  
**(limit 1000 characters)**

Not Applicable

**3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016.**  
**(mm/dd/yyyy)**

06/02/2017



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

### Instructions

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

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

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	38	38	0

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

Total number of beds dedicated as Dedicated Plus	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	38
Total	38

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

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

History of or Vulnerability to Victimization	<input checked="" type="checkbox"/>
Number of previous homeless episodes	<input checked="" type="checkbox"/>

Unsheltered homelessness	<input checked="" type="checkbox"/>
Criminal History	<input type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder)	<input type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

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

Hope Haven Homeless shelter coordinates their efforts with the DV shelter through the prevention/rapid rehousing team to divert shelter stays for families or rehouse them in 30 days using ESG, CoC and private funds. Families are not screened out based on barriers to housing and the housing first approach is used. Hope Haven and Safe Passage do outreach immediately to any unsheltered family. The intake process for families at shelters facilitates direct entry. The Coordinated Access process is designed to minimize the time families experience shelter time by linking them immediately to Rapid Rehousing and other HUD subsidized housing. ESG funds from the state are allocated for rapid rehousing to Hope Haven to cover the county. DeKalb County CoC has increased its RRH units from 0 in 2016 to 54 in 2017 and improved its HMIS data entry.

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

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	8	8	0

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

The CoC is governed by a Code of Ethics policy adopted in 2006 which specifically identifies diversity and equal opportunity by valuing, championing and embracing diversity in all aspects of CoC activities. It further states that the CoC respects others without regard to race, religion, color, sex, age, disability, national origin, sexual orientation or ancestry. This policy is reviewed and discussed annually and complemented by each partner organization supporting

the CoC individually have agency policies that further the CoC's Code of Ethics policy. Our CoC has addressed the needs of LGBT individuals and their families by ensuring equal rights in accessing housing and services regardless of sexual orientation or gender identity. We accomplish this by allowing all participants to self-identify gender. Within our CoC there are no limitations on access of facilities, benefits, accommodations or services.

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

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

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

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

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

The Youth Service Bureau, part of the CoC, receives CCBYS grant funding for 24-hour immediate crisis intervention for runaway/lockout situations. A crisis worker meets with the youth and family to reach a compromise for the youth to return home or go to short-term Family Generated Placement (FGP). For youth at risk for child abuse/neglect, DCFS is contacted for further involvement. If no viable FGP exists, the CCBYS grant covers shelter care in a licensed youth shelter or crisis foster home until the family is reunited or another housing situation can be found. CCBYS covers transportation to/from school,

counseling and case management for the family with a goal of stability and permanency for the youth. This includes assisting the family in accessing DV or other services that can help with housing. Of the 36 crisis cases, 100% of youth were in a family/long term living arrangement at case closure. Our safety screen proves 100% increased protective factors and decreased dynamic risk factors for homelessness. CCBYS utilizes a safety screen and the YASI™, that assesses risk, needs and protective factors in youth. YASI is appropriate because it measures both risk and strengths in juvenile populations. It measures protective factors to help case workers build on the strengths of youth to buffer the negative impact of risk, and includes a case planning component designed to help case workers identify and monitor the priority targets.

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

The DeKalb County Regional Office of Education (ROE) homeless liaison is a member of the CoC. Annually the ROE updates the list of district homeless liaisons and reviews resources available. The ROE Homeless liaison meets with shelters to educate families on their rights, identify homeless students and remove barriers. The case managers work with the Head Start agency and district liaisons to facilitate maintaining the school of origin, to arrange transportation and immediate enrollment. The Dekalb County COC has an MOU with the school district liaisons to follow the McKinney Vento education Act requirements.

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

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

**3B-3.1. Provide the actions the CoC has taken to identify, assess, and**

**refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).  
(limit 1000 characters)**

IL509 participates in a monthly homeless veteran call which includes Hines VA Hospital, Housing Authority with VASH vouchers, Midwest Shelter for Homeless Veterans and Hope Haven Homeless shelter. Veterans are identified immediately and contact the VA Homeless Liaison, VA representatives will come on site and assess eligibility and link them to benefits and services. The local Veterans Commission is instrumental in CoC operation and planning and works directly with Hope Haven to serve veterans in shelter. We have 25 VASH vouchers in our jurisdiction and they are 100% utilized. If ineligible for veteran benefits they are put in the DeKalb County Coordinated Entry System and linked to non-VA services.

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

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

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

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

### Instructions:

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

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

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

### 4A-1a. Mainstream Benefits

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

Hope Haven Homeless shelter is responsible for overseeing the CoC's strategy for mainstream benefits. Client resources are identified during the first phase of the client intake process and benefit applications are completed with the help of the assigned case manager to begin securing the benefits. Many agencies partner with Hope Haven and the CoC to provide additional support via non-CoC funds. The DeKalb County Community Action Department, a public entity specializing in family self-sufficiency for families at poverty level works with at risk families to connect them with mainstream benefit enrollment, DeKalb Township provides support for TANF benefits and Department of Human Services for Food Stamps and the medical card along with Barb City Food Mart and St. Vincent DePaul for cash assistance. CoC and other partner agencies ensure current information and available resources are shared via our monthly

Senior Service Provider and Family Self Sufficiency group meetings.

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

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	5.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	5.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

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

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	5.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	5.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

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

100% of the CoC's geographic area is covered by outreach efforts. Homeless support is also accessed by county wide 2-1-1 system. Law enforcement and food pantries directly engage those who need special outreach and staff will go onsite to work with persons. Maintaining a very low unsheltered homeless population we continue to conduct street outreach as needed based upon sightings and reports of homeless persons. Staff seek out person(s) and engage for support and services. We ensure access to the CE system in DeKalb County by publicizing services on our website, and municipal websites, libraries, police departments, health departments, social service agencies, township offices, and churches. Direct referrals are provided to those who need access to homeless prevention/rapid rehousing services, emergency shelter services, domestic violence, veteran services and support for youth. This system does not delay access to Emergency Shelter

**4A-5. Affirmative Outreach**  
**Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin,**

**religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach.**

**Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)**

IL509 conducts its programs in a manner that affirmatively furthers fair housing by marketing our housing and supportive services to all persons regardless of race, color, national origin, religion, sex, age, familial status or handicap. Specific to our PSH programs, orientation and lease up discusses fair housing rights and participants are empowered with detailed information on fair housing rights, discrimination support and complaint forms. Options for translation are available and reasonable accommodations are made for equal access for persons with disabilities such as alternative housing materials, alternative meeting needs, translation services and more. We ensure that our programs housing and supportive services are provided in the most integrated setting appropriate. Housing placement it is client centered and driven by their choice.

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

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	0	54	54

**4A-7. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction?** No

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



## 4B. Attachments

### Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:  
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Reject and Accept...	08/18/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes		
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	Ranking Policy, S...	08/28/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	Public Notice Rak...	08/04/2017
05. CoCs Process for Reallocating	Yes	IL509 Reallocatio...	08/04/2017
06. CoC's Governance Charter	Yes	IL509 Govrnance C...	08/04/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policies & P...	08/03/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Admin Plan an...	08/03/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No		
11. CoC Written Standards for Order of Priority	No		
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	Sys PM FFY16	08/03/2017
14. Other	No		
15. Other	No		

## **Attachment Details**

**Document Description:** Reject and Accept Project Letters

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** Ranking Policy, Summary and Scoring Sheets

## **Attachment Details**

**Document Description:** Public Notice Raking and Review

## **Attachment Details**

**Document Description:** IL509 Reallocation Process

## **Attachment Details**

**Document Description:** IL509 Govrnance Charter

## **Attachment Details**

**Document Description:** HMIS Policies & Procedures Manual

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** PHA Admin Plan and ACOP

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** Sys PM FFY16

## **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	08/28/2017
1B. Engagement	08/28/2017
1C. Coordination	09/05/2017
1D. Discharge Planning	08/28/2017
1E. Project Review	08/28/2017
1F. Reallocation Supporting Documentation	No Input Required
2A. HMIS Implementation	08/30/2017
2B. PIT Count	08/28/2017
2C. Sheltered Data - Methods	08/30/2017
3A. System Performance	Please Complete
3B. Performance and Strategic Planning	08/31/2017

**4A. Mainstream Benefits and Additional Policies**

08/30/2017

**4B. Attachments**

Please Complete

**Submission Summary**

No Input Required



DEKALB COUNTY CONTINUUM OF CARE

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August 21, 2017

Ms. Lesly Wicks  
Hope Haven  
1145 Rushmoore Drive  
DeKalb IL, 60115  
[lwicks@hopehavendekalb.com](mailto:lwicks@hopehavendekalb.com)

Dear Ms. Wicks

**Subject:** Dresser Court Project Application - ACCEPTED

As required in the HUD Notice of Funding Availability for the FY 2017 CoC Competition, the DeKalb County Continuum of Care must notify every project as to whether they will be included, rejected or reduced in the CoC's Application to HUD for CoC Program Funding. We are happy to report that there were not projects rejected during this competition.

On August 8, 2017, your project was presented to the Ranking Committee and was subsequently scored and received a 47 out of 55 points, resulting in a rank of #1 for presentation to the CoC for submission for renewal funding.

Your project application must be submitted to eSNAPS by August 29, 2017. Thank you for your dedication to serving our County's homeless population. Your efforts are appreciated and we look forward to your projects continued success.

Sincerely,

Michelle Perkins  
Lead Contact IL-509  
[sp Perkins@dekcohousing.com](mailto:sp Perkins@dekcohousing.com)  
815-758-2692 x.124

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DEKALB COUNTY CONTINUUM OF CARE

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August 21, 2017

Ms. Lesly Wicks  
Hope Haven  
1145 Rushmoore Drive  
DeKalb IL, 60115  
[lwicks@hopehavendekalb.com](mailto:lwicks@hopehavendekalb.com)

Dear Ms. Wicks

**Subject:** Housing First Renewal Application – ACCEPTED

As required in the HUD Notice of Funding Availability for the FY 2017 CoC Competition, the DeKalb County Continuum of Care must notify every project as to whether they will be included, rejected or reduced in the CoC's Application to HUD for CoC Program Funding. We are happy to report that there were not projects rejected during this competition.

On August 8, 2017, your project was presented to the Ranking Committee and was subsequently scored and received a 43 out of 55 points, resulting in a rank of #2 for presentation to the CoC for submission for renewal funding.

Your project application must be submitted to eSNAPS by August 29, 2017. Thank you for your dedication to serving our County's homeless population. Your efforts are appreciated and we look forward to your projects continued success.

Sincerely,

Michelle Perkins  
Lead Contact IL-509  
[sperkins@dekcohousing.com](mailto:sperkins@dekcohousing.com)  
815-758-2692 x.124

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DEKALB COUNTY CONTINUUM OF CARE

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August 21, 2017

Ms. Carol Herrington  
The Housing Authority of the County of DeKalb  
310 N. 6<sup>th</sup> Street  
DeKalb IL, 60115  
[cherrington@dekcohousing.com](mailto:cherrington@dekcohousing.com)

Dear Ms. Herrington

**Subject:** Rental Assistance Renewal Application - ACCEPTED

As required in the HUD Notice of Funding Availability for the FY 2017 CoC Competition, the DeKalb County Continuum of Care must notify every project as to whether they will be included, rejected or reduced in the CoC's Application to HUD for CoC Program Funding. We are happy to report that there were not projects rejected during this competition.

On August 8, 2017, your project was presented to the Ranking Committee and was subsequently scored and received a 42 out of 55 points, resulting in a rank of #3 for presentation to the CoC for submission for renewal funding.

Your project application must be submitted to eSNAPS by August 29, 2017. Thank you for your dedication to serving our County's homeless population. Your efforts are appreciated and we look forward to your projects continued success.

Sincerely,

Michelle Perkins  
Lead Contact IL-509  
[sperkins@dekcohousing.com](mailto:sperkins@dekcohousing.com)  
815-758-2692 x.124

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DEKALB COUNTY CONTINUUM OF CARE

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August 21, 2017

Ms. Lesly Wicks  
Hope Haven  
1145 Rushmoore Drive  
DeKalb IL, 60115  
[lwicks@hopehavendekalb.com](mailto:lwicks@hopehavendekalb.com)

Dear Ms. Wicks

**Subject:** Rapid Rehousing Renewal Application – ACCEPTED

As required in the HUD Notice of Funding Availability for the FY 2017 CoC Competition, the DeKalb County Continuum of Care must notify every project as to whether they will be included, rejected or reduced in the CoC's Application to HUD for CoC Program Funding. We are happy to report that there were not projects rejected during this competition.

On August 8, 2017, your project was presented to the Ranking Committee and was subsequently scored and received a 40 out of 55 points, resulting in a rank of #4 for presentation to the CoC for submission for renewal funding. Please be advised that due to the 94% funding of Tier 1 projects, this project will fall in both Tier 1 and Tier 2.

Your project application must be submitted to eSNAPS by August 29, 2017. Thank you for your dedication to serving our County's homeless population. Your efforts are appreciated and we look forward to your projects continued success.

Sincerely,

Michelle Perkins  
Lead Contact IL-509  
[sp Perkins@dekcohousing.com](mailto:sp Perkins@dekcohousing.com)  
815-758-2692 x.124

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DEKALB COUNTY CONTINUUM OF CARE

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August 21, 2017

Ms. Lesly Wicks  
Hope Haven  
1145 Rushmoore Drive  
DeKalb IL, 60115  
[lwicks@hopehavendekalb.com](mailto:lwicks@hopehavendekalb.com)

Dear Ms. Wicks

**Subject:** Rapid Rehousing NEW Application – ACCEPTED

As required in the HUD Notice of Funding Availability for the FY 2017 CoC Competition, the DeKalb County Continuum of Care must notify every project as to whether they will be included, rejected or reduced in the CoC's Application to HUD for CoC Program Funding. We are happy to report that there were not projects rejected during this competition.

On August 8, 2017, your project was presented to the Ranking Committee as a NEW project and was subsequently scored and received a 27 out of 55 points. Your project rank is #5 for presentation to the CoC for new funding utilizing the Permanent Housing Bonus funding. Please be advised that due to the 94% funding of Tier 1 projects, this project will fall in Tier 2.

Your project application must be submitted to eSNAPS by August 29, 2017. Thank you for your dedication to serving our County's homeless population. Your efforts are appreciated and we look forward to your projects continued success.

Sincerely,

Michelle Perkins  
Lead Contact IL-509  
[sperkins@dekcohousing.com](mailto:sperkins@dekcohousing.com)  
815-758-2692 x.124

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# IL509 CoC

## *Ranking Policy*

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### **Policy Statement**

On behalf of the DeKalb County Continuum of Care (CoC), the Leadership Committee is authorized to make all final decisions pertaining to pursuit, contract, and allocation of funding. In Preparing an Application for Funds, The CoC designs, operates, and follows a collaborative process for the development of applications and approves the submission of applications in response to a Notice of Funding Availability (NOFA) published by HUD. The CoC develops and follows the CoC Application Schedule, a calendar and process each year intended to conduct a transparent and objective process to review and rank all applications for renewal of existing projects and creation of new projects. Ranking of renewal projects must incorporate regularly collected data on project performance and effectiveness as well as system performance measures. All Project Applicants are notified in writing by CoC Leadership of project Ranking number and status of inclusion in the CoC application.

It is the policy of the DeKalb County Continuum of Care to use the following ranking process in the CoC NOFA competition to accomplish the following objectives:

- To prioritize those activities that are most successful in ending homelessness
- To maximize funding available to end homelessness in the CoC
- To provide an incentive to all funded providers to monitor and improve project performance to ensure continued eligibility for CoC funding

This policy is an attachment to the DeKalb County Continuum of Care Governance Charter.

### **CoC Collaborative Application Process**

The CoC annually develops the review and selection process for new and renewal projects as well as the opportunities for reallocating funding toward system improvement. To be eligible for ranking and prioritization, all applicants and projects (new and renewal) must meet all HUD eligibility criteria, as outlined in the NOFA for the current year competition. Projects that meet the criteria will be reviewed and scored for ranking recommendations by the Ranking Committee based on performance and cost effectiveness. The Grants Funding Committee will submit projects to Leadership Committee for Tiering and Project Priority Ranking. The collaborative process includes the following components:

#### **CoC Ranking Criteria**

The CoC Leadership committee assesses the CoC Project Ranking Criteria annually and establishes objective criteria with which new and renewal programs will be evaluated.

#### **Notification of Opportunity to Apply**

The Collaborative Application Process begins annually with an open electronic call for new and renewal project applications to all CoC members and stakeholders. Both new and existing providers are encouraged to apply for new projects using the reallocation process and any bonus funds expected to be available. The Project Ranking Criteria is communicated with this request for projects. A copy of the NOFA and the CoC Application Schedule are included.

#### **Preliminary Project Evaluation**

Preliminary Project Evaluations are reviewed by Ranking Committee. Projects are reviewed on the basis of HUD's policy priorities, CoC housing needs, agency capacity and project performance. Projects which are not eligible would not be recommended and would not proceed to process and scoring.

# IL509 CoC

## *Ranking Policy*

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### Project Evaluation Form

The Project Evaluation Form is the tool used to score and rank all project applications. This document contains objective criteria using APR data, HMIS data and agency financial records. Each project evaluation form is reviewed and scored by the Ranking Committee. Projects are accepted or rejected. This review also evaluates the opportunity for reallocation and makes this recommendation to the CoC (See DeKalb County Continuum of Care Reallocation Policy). Final project scores and funding amounts are approved by the Ranking Committee and then recommended to the CoC for final approval.

### Project Selection and Ranking

Dated meeting minutes are completed for all meetings that pertain to the competition process. Final project selection and tiering of projects occurs at the full CoC Meeting after the announcement of HUD approved funding amounts. All applicants are notified in writing of their project ranking and selection for inclusion in the CoC application.

### Tiering Process

In the event that HUD is unable to fund all renewals, HUD requires that CoCs rank some projects in financial thresholds called Tiers. Based upon the project application scores, the final pro rata share for the CoC, and HUD NOFA priorities, projects will be split between Tiers 1 and 2.

Tier 1 will hold those projects which are most essential toward meeting CoC objectives. It is the intent Tier 1 projects will be funded by HUD provided they meet all threshold and project quality requirements. Projects which are lower ranked will be strategically placed in Tier 2 in alignment with HUD priorities. Some projects may need to straddle Tier 1 and Tier 2. The Ranking Committee will consider the following criteria in their tiering process.

- Annual Renewal Demand (ARD).
- Types of Bonus Projects approved for the current year's program competition
- The amount approved for Bonus Projects.
- Funds available through reallocation
- The Tiering Priorities set forth through the NOFA.
- Scoring and ranking of projects in the CoC Collaborative Application Process as described above

### Projects that Straddle Tier 1/Tier 2

Should a project, once listed in ranked order, straddle the Tier 1/Tier 2 funding line, a written statement from the applicant will be requested stating the project is feasible at the reduced amount.

### Appeals

Applicants may appeal any of the following decisions of the CoC: Placement of project into Tier 2; Reduction of renewal grant amount (i.e. renewal grant partially re-allocated to a new project); Elimination of renewal grant (i.e. entire grant re-allocated to a new project) if not previously notified that grant was to be re-allocated as a result of low performance. Applicants placed in Tier 1 may not appeal their rank on the Project Priority List. Applicants may send a written appeal request to the Ranking Committee.

# IL 509 DeKalb County

## 2017 Project Ranking Scores

#	Description	Max Points
1	Project Population - Serving those with the Highest Need: 1 point for each population served	5
2	Housing First: 5 points if the project meets all criteria in Q4c and 4d. 0 points if it does not meet all.	5
3	Low Barrier: 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5
4	Beds dedicated to CH persons: 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5
5	Beds non-dedicated to CH persons that are prioritized for CH persons: 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5
6	Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination: 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5
7	Increasing Income – % of participants (leavers and stayers) meeting employment income or total income measures: 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5
8	Accessing Mainstream Benefits: 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5
9	Mtch: 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5
10	Administration Capacity: 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5
11	Recaptured funds: 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less that 2%, 0 points if 2% or more	5
	<b>TOTAL POINTS POSSIBLE</b>	<b>55</b>
12	Adequate HMIS participation: including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	Mandatory
13	Education Policy: Agency follows the McKinney Vento Laws regarding education of homeless students	Mandatory
14	Coordinated Entry Process: Agency participates in the CoC coordinated entry process	Mandatory

Project Applicants in Rank Order				
DCA	Housing First	SPC Score	RRH	NEW RRH
3	3	4	2	2
5	5	5	4	5
5	5	5	5	5
4	2	3	1	1
5	3	4	2	0
5	5	5	5	0
5	5	3	5	0
5	5	5	5	5
1	1	1	1	1
5	5	5	5	5
3	3	3	5	3
47	43	42	40	27

Y	N	Y	Y	Y
N	N	Y	Y	Y
Y	Y	Y	Y	Y

# IL509 PROJECT EVALUATION FORM

## COCRANKING

For Grant Year 2017

&gt;&gt; THIS PAGE TO BE COMPLETED BY RANKING COMMITTEE &lt;&lt;

Ranking Committee Member Name: <i>Dawn Butler</i>	Signature: <i>Dawn Butler</i>
Project Name: <i>Rapid Re-housing</i>	Date of Eval: <i>8/8/17</i>
Project Type: <input type="checkbox"/> TH <input checked="" type="checkbox"/> PH <input checked="" type="checkbox"/> RRH <input type="checkbox"/> HMIS	Utilization Rate in last APR (Q10): <i>100%</i>

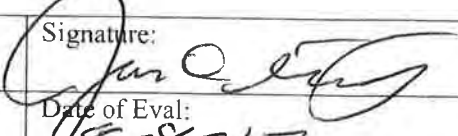
#	Description	Max Points	Points Awarded
1	<b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served	5	3
2	<b>Housing First:</b> 5 points if the project meets all criteria in Q4c and 4d. 0 points if it does not meet all.	5	5
3	<b>Low Barrier:</b> 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5	5
4	<b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5	3
5	<b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5	5
6	<b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5	5
7	<b>Increasing Income - % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5	5
8	<b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5	5
9	<b>Mtch:</b> 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5	3
10	<b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5	5
11	<b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more	5	5
<b>TOTAL POINTS POSSIBLE</b>		<b>55</b>	<b>41</b>
12	<b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	<b>Mandatory</b>	<b>Y N</b>
13	<b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students	<b>Mandatory</b>	<b>Y N</b>
14	<b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process	<b>Mandatory</b>	<b>Y N</b>

# IL509 PROJECT EVALUATION FORM

## COCRANKING

For Grant Year 2017

&gt;&gt; THIS PAGE TO BE COMPLETED BY RANKING COMMITTEE &lt;&lt;

Ranking Committee Member Name: <b>JAMES DONALD FISHER</b>	Signature: 
Project Name: <b>RAPID REHOUSING</b>	Date of Eval: <b>8-8-17</b>
Project Type: <input type="checkbox"/> TH <input type="checkbox"/> PH <input checked="" type="checkbox"/> RRH <input type="checkbox"/> HMIS	Utilization Rate in last APR (Q10): <b>100 %</b>

#	Description	Max Points	Points Awarded
1	<b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served	5	2
2	<b>Housing First:</b> 5 points if the project meets all criteria in Q4c and 4d. 0 points if it does not meet all.	5	2
3	<b>Low Barrier:</b> 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5	5
4	<b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5	0
5	<b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5	0
6	<b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5	5
7	<b>Increasing Income - % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5	5
8	<b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5	5
9	<b>Mtch:</b> 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5	0
10	<b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5	5
11	<b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more	5	5
	<b>TOTAL POINTS POSSIBLE</b>	<b>55</b>	<b>34</b>
12	<b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	Mandatory	(Y) / N
13	<b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students	Mandatory	(Y) / N
14	<b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process	Mandatory	(Y) / N



# IL509 PROJECT EVALUATION FORM

## COCRANKING

For Grant Year 2017

&gt;&gt; THIS PAGE TO BE COMPLETED BY RANKING COMMITTEE &lt;&lt;

Ranking Committee Member Name: <i>Tara Russo</i>	Signature: <i>Tara Russo</i>
Project Name:	Date of Eval: <i>8/16/17</i>
Project Type: <input type="checkbox"/> TH <input type="checkbox"/> PH <input type="checkbox"/> RRH <input type="checkbox"/> HMIS	Utilization Rate in last APR (Q10):

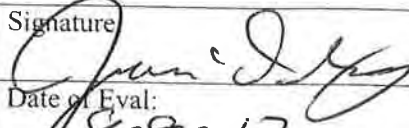
#	Description	Max Points	Points Awarded
1	<b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served	5	2
2	<b>Housing First:</b> 5 points if the project meets all criteria in Q4c and 4d. 0 points if it does not meet all.	5	5
3	<b>Low Barrier:</b> 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5	5
4	<b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5	0
5	<b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5	0
6	<b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5	5
7	<b>Increasing Income – % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5	5
8	<b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5	5
9	<b>Mtch:</b> 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5	0
10	<b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5	5
11	<b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more	5	5
<b>TOTAL POINTS POSSIBLE</b>		<b>55</b>	<b>37</b>
12	<b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	<b>Mandatory</b>	<b>(Y) / N</b>
13	<b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students	<b>Mandatory</b>	<b>(Y) / N</b>
14	<b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process	<b>Mandatory</b>	<b>(Y) / N</b>

# IL509 PROJECT EVALUATION FORM

## COCRANKING

For Grant Year 2017

&gt;&gt; THIS PAGE TO BE COMPLETED BY RANKING COMMITTEE &lt;&lt;

Ranking Committee Member Name: <b>JAMES DONALD FISHER</b>	Signature 
Project Name: <b>RR NEW PH PROGRAM</b>	Date of Eval: <b>8-8-17</b>
Project Type: <input type="checkbox"/> TH <input type="checkbox"/> PH <input type="checkbox"/> RRH <input type="checkbox"/> HMIS	Utilization Rate in last APR (Q10):

#	Description	Max Points	Points Awarded
1	<b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served	5	2
2	<b>Housing First:</b> 5 points if the project meets all criteria in Q4c and 4d. 0 points if it does not meet all.	5	5
3	<b>Low Barrier:</b> 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5	5
4	<b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5	0
5	<b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5	0
6	<b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5	0
7	<b>Increasing Income - % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5	0
8	<b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5	5
9	<b>Mtch:</b> 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5	0
10	<b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5	4
11	<b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more	5	0
<b>TOTAL POINTS POSSIBLE</b>		<b>55</b>	<b>21</b>
12	<b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	Mandatory	Y / (N)
13	<b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students	Mandatory	(Y) / N
14	<b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process	Mandatory	(Y) / N

# IL509 PROJECT EVALUATION FORM

## COCRANKING

For Grant Year 2017

&gt;&gt; THIS PAGE TO BE COMPLETED BY RANKING COMMITTEE &lt;&lt;

Ranking Committee Member Name: <i>Dawn Butler</i>	Signature: <i>Dawn Butler</i>
Project Name: <i>Rapid Re-housing New Project</i>	Date of Eval: <i>8/8/17</i>
Project Type: <input type="checkbox"/> TH <input checked="" type="checkbox"/> PH <input checked="" type="checkbox"/> RRH <input type="checkbox"/> HMIS	Utilization Rate in last APR (Q10): <i>100</i>

#	Description	Max Points	Points Awarded
1	<b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served	5	<i>3</i>
2	<b>Housing First:</b> 5 points if the project meets all criteria in Q4c and 4d. 0 points if it does not meet all.	5	<i>5</i>
3	<b>Low Barrier:</b> 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5	<i>5</i>
4	<b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5	<i>3</i>
5	<b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5	<i>0</i>
6	<b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5	<i>0</i>
7	<b>Increasing Income - % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5	<i>0</i>
8	<b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5	<i>5</i>
9	<b>Mtch:</b> 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5	<i>3</i>
10	<b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5	<i>5</i>
11	<b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more	5	<i>5</i>
<b>TOTAL POINTS POSSIBLE</b>		<b>55</b>	<b><i>34</i></b>
12	<b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	<b>Mandatory</b>	<i>Y</i> / N
13	<b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students	<b>Mandatory</b>	<i>Y</i> / N
14	<b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process	<b>Mandatory</b>	<i>Y</i> / N

# IL509 PROJECT EVALUATION FORM

## COCRANKING

For Grant Year 2017

&gt;&gt; THIS PAGE TO BE COMPLETED BY RANKING COMMITTEE &lt;&lt;

Ranking Committee Member Name: <i>Tara Russo</i>	Signature: <i>Tara Russo</i>
Project Name:	Date of Eval: <i>8/16/17</i>
Project Type: <input type="checkbox"/> TH <input type="checkbox"/> PH <input type="checkbox"/> RRH <input type="checkbox"/> HMIS	Utilization Rate in last APR (Q10):

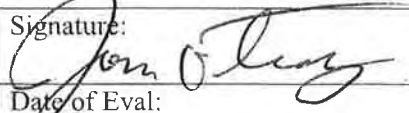
#	Description	Max Points	Points Awarded
1	<b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served	5	2
2	<b>Housing First:</b> 5 points if the project meets all criteria in Q4c and 4d. 0 points if it does not meet all.	5	5
3	<b>Low Barrier:</b> 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5	5
4	<b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5	0
5	<b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5	0
6	<b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5	0
7	<b>Increasing Income – % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5	0
8	<b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5	5
9	<b>Mtch:</b> 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5	0
10	<b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5	5
11	<b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more	5	5
	<b>TOTAL POINTS POSSIBLE</b>	<b>55</b>	<b>27</b>
12	<b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	<b>Mandatory</b>	<b>Y / N</b>
13	<b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students	<b>Mandatory</b>	<b>Y / N</b>
14	<b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process	<b>Mandatory</b>	<b>Y / N</b>

# IL509 PROJECT EVALUATION FORM

## COCRANKING

For Grant Year 2017

&gt;&gt; THIS PAGE TO BE COMPLETED BY RANKING COMMITTEE &lt;&lt;

Ranking Committee Member Name: <b>JAMES DONALD FISHER</b>	Signature: 
Project Name: <b>HOUSING FIRST</b>	Date of Eval: <b>8-8-17</b>
Project Type: <input type="checkbox"/> TH <input checked="" type="checkbox"/> PH <input type="checkbox"/> RRH <input type="checkbox"/> HMIS	Utilization Rate in last APR (Q10): <b>100%</b>

#	Description	Max Points	Points Awarded
1	<b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served	5	3
2	<b>Housing First:</b> 5 points if the project meets all criteria in Q4c and 4d. 0 points if it does not meet all.	5	5
3	<b>Low Barrier:</b> 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5	5
4	<b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5	0
5	<b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5	0
6	<b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5	5
7	<b>Increasing Income - % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5	5
8	<b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5	5
9	<b>Mtch:</b> 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5	0
10	<b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5	5
11	<b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more	5	0
	<b>TOTAL POINTS POSSIBLE</b>	<b>55</b>	<b>33</b>
12	<b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	<b>Mandatory</b>	Y / (N)
13	<b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students	<b>Mandatory</b>	Y / (N)
14	<b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process	<b>Mandatory</b>	Y / (N)

# IL509 PROJECT EVALUATION FORM

## COCRANKING

For Grant Year 2017

&gt;&gt; THIS PAGE TO BE COMPLETED BY RANKING COMMITTEE &lt;&lt;

Ranking Committee Member Name: <i>Dawn Guler</i>	Signature: <i>Dawn Guler</i>
Project Name: <i>Housing First / SRO</i>	Date of Eval: <i>8/8/17</i>
Project Type: <input type="checkbox"/> TH <input checked="" type="checkbox"/> PH <input type="checkbox"/> RRH <input type="checkbox"/> HMIS	Utilization Rate in last APR (Q10): <i>100%</i>

#	Description	Max Points	Points Awarded
1	<b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served	5	4
2	<b>Housing First:</b> 5 points if the project meets all criteria in Q4c and 4d. 0 points if it does not meet all.	5	5
3	<b>Low Barrier:</b> 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5	5
4	<b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5	3
5	<b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5	5
6	<b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5	5
7	<b>Increasing Income – % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5	5
8	<b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5	5
9	<b>Mtch:</b> 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5	3
10	<b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5	5
11	<b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more	5	5
<b>TOTAL POINTS POSSIBLE</b>		<b>55</b>	<b>50</b>
12	<b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	<b>Mandatory</b>	<b>Y / N</b>
13	<b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students	<b>Mandatory</b>	<b>Y / N</b>
14	<b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process	<b>Mandatory</b>	<b>Y / N</b>



# IL509 PROJECT EVALUATION FORM

## COCRANKING

For Grant Year 2017

&gt;&gt; THIS PAGE TO BE COMPLETED BY RANKING COMMITTEE &lt;&lt;

Ranking Committee Member Name: <i>Tara Russo</i>	Signature: <i>Tara Russo</i>
Project Name:	Date of Eval: <i>8/17/17</i>
Project Type: <input type="checkbox"/> TH <input type="checkbox"/> PH <input type="checkbox"/> RRH <input type="checkbox"/> HMIS	Utilization Rate in last APR (Q10):

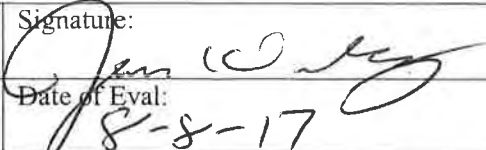
#	Description	Max Points	Points Awarded
1	<b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served	5	3
2	<b>Housing First:</b> 5 points if the project meets all criteria in Q4c and 4d. 0 points if it does not meet all.	5	5
3	<b>Low Barrier:</b> 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5	5
4	<b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5	3
5	<b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5	5
6	<b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5	5
7	<b>Increasing Income – % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5	5
8	<b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5	5
9	<b>Mtch:</b> 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5	0
10	<b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5	5
11	<b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more	5	5
<b>TOTAL POINTS POSSIBLE</b>		<b>55</b>	<b>46</b>
12	<b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	<b>Mandatory</b>	Y / N
13	<b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students	<b>Mandatory</b>	Y / N
14	<b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process	<b>Mandatory</b>	(Y) / N

# IL509 PROJECT EVALUATION FORM

## COCRANKING

For Grant Year 2017

&gt;&gt; THIS PAGE TO BE COMPLETED BY RANKING COMMITTEE &lt;&lt;

Ranking Committee Member Name: <b>JAMES DONALD FISHER</b>	Signature: 
Project Name: <b>DRESSER COURT</b>	Date of Eval: <b>8-8-17</b>
Project Type: <input type="checkbox"/> TH <input checked="" type="checkbox"/> PH <input type="checkbox"/> RRH <input type="checkbox"/> HMIS	Utilization Rate in last APR (Q10): <b>100 %</b>

#	Description	Max Points	Points Awarded
1	<b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served	5	3
2	<b>Housing First:</b> 5 points if the project meets all criteria in Q4c and 4d. 0 points if it does not meet all.	5	5
3	<b>Low Barrier:</b> 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5	5
4	<b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5	5
5	<b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5	5
6	<b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5	5
7	<b>Increasing Income – % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5	5
8	<b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5	5
9	<b>Mtch:</b> 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5	0
10	<b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5	5
11	<b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more	5	0
<b>TOTAL POINTS POSSIBLE</b>		<b>55</b>	<b>43</b>
12	<b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	<b>Mandatory</b>	(Y) / N
13	<b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students	<b>Mandatory</b>	(Y) / (N)
14	<b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process	<b>Mandatory</b>	(Y) / N



# IL509 PROJECT EVALUATION FORM

## COCRANKING

For Grant Year 2017

&gt;&gt; THIS PAGE TO BE COMPLETED BY RANKING COMMITTEE &lt;&lt;

Ranking Committee Member Name: <i>Dawn Butler</i>	Signature: <i>Dawn Butler</i>
Project Name: <i>Dresser Court</i>	Date of Eval: <i>8/8/17</i>
Project Type: <input type="checkbox"/> TH <input checked="" type="checkbox"/> PH <input type="checkbox"/> RRH <input type="checkbox"/> HMIS	Utilization Rate in last APR (Q10): <i>100%</i>

#	Description	Max Points	Points Awarded
1	<b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served	5	3
2	<b>Housing First:</b> 5 points if the project meets all criteria in Q4c and 4d. 0 points if it does not meet all.	5	5
3	<b>Low Barrier:</b> 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5	5
4	<b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5	3
5	<b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5	5
6	<b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5	5
7	<b>Increasing Income - % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5	5
8	<b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5	5
9	<b>Mtch:</b> 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5	3
10	<b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5	5
11	<b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more	5	5
<b>TOTAL POINTS POSSIBLE</b>		<b>55</b>	<b>49</b>
12	<b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	<b>Mandatory</b>	<b>Y / N</b>
13	<b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students	<b>Mandatory</b>	<b>Y / N</b>
14	<b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process	<b>Mandatory</b>	<b>Y / N</b>

# IL509 PROJECT EVALUATION FORM

## COCRANKING

For Grant Year 2017

&gt;&gt; THIS PAGE TO BE COMPLETED BY RANKING COMMITTEE &lt;&lt;

Ranking Committee Member Name: <i>Tara Russo</i>	Signature: <i>Tara Russo</i>
Project Name:	Date of Eval: <i>8/16/17</i>
Project Type: <input type="checkbox"/> TH <input type="checkbox"/> PH <input type="checkbox"/> RRH <input type="checkbox"/> HMIS	Utilization Rate in last APR (Q10):

#	Description	Max Points	Points Awarded
1	<b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served	5	3
2	<b>Housing First:</b> 5 points if the project meets all criteria in Q4c and 4d. 0 points if it does not meet all.	5	5
3	<b>Low Barrier:</b> 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5	5
4	<b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5	5
5	<b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5	5
6	<b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5	5
7	<b>Increasing Income - % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5	5
8	<b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5	5
9	<b>Mtch:</b> 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5	0
10	<b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5	5
11	<b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more	5	5
	<b>TOTAL POINTS POSSIBLE</b>	<b>55</b>	<b>48</b>
12	<b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	<b>Mandatory</b>	<b>Y</b> / N
13	<b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students	<b>Mandatory</b>	Y / <b>N</b>
14	<b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process	<b>Mandatory</b>	<b>Y</b> / N

IL509 PROJECT EVALUATION FORM  
COCRANKING

Housing Authority of DeKalb SPC

For Grant Year 2017

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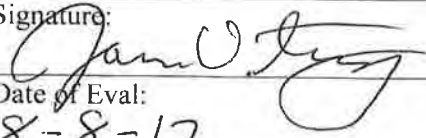
Ranking Committee Member Name: <i>Dawn Guter</i>	Signature: <i>[Signature]</i>
Project Name: <i>Housing Authority Shelter Pluscare</i>	Date of Eval: <i>8/8/17</i>
Project Type: <input type="checkbox"/> TH <input checked="" type="checkbox"/> PH <input type="checkbox"/> RRH <input type="checkbox"/> HMIS	Utilization Rate in last APR (Q10): <i>100 %</i>

#	Description	Max Points	Points Awarded	
1	<b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served	5	5	13
2	<b>Housing First:</b> 5 points if the project meets all criteria in Q4c and 4d. 0 points if it does not meet all.	5	5	15
3	<b>Low Barrier:</b> 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5	5	15
4	<b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5	3	9
5	<b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5	5	12
6	<b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5	5	14
7	<b>Increasing Income - % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5	2	9
8	<b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5	5	15
9	<b>Mtch:</b> 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5	5	15
10	<b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5	5	14
11	<b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more	5	4	8
	<b>TOTAL POINTS POSSIBLE</b>	<b>55</b>	<b>47</b>	<b>47</b>
12	<b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	Mandatory	Y / N	
13	<b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students	Mandatory	Y / N	
14	<b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process	Mandatory	Y / N	

IL509 PROJECT EVALUATION FORM  
COCRANKING

For Grant Year 2017

>> THIS PAGE TO BE COMPLETED BY RANKING COMMITTEE <<

Ranking Committee Member Name: <b>JAMES DONALD FISHER</b>	Signature: 
Project Name: <b>SHELTER PLUS CARE</b>	Date of Eval: <b>8-8-17</b>
Project Type: <input type="checkbox"/> TH <input checked="" type="checkbox"/> PH <input type="checkbox"/> RRH <input type="checkbox"/> HMIS	Utilization Rate in last APR (Q10): <b>100 %</b>

#	Description	Max Points	Points Awarded
1	<b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served	5	4
2	<b>Housing First:</b> 5 points if the project meets all criteria in Q4c and 4d. 0 points if it does not meet all.	5	5
3	<b>Low Barrier:</b> 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5	5
4	<b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5	3
5	<b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5	2
6	<b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5	4
7	<b>Increasing Income - % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5	5
8	<b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5	5
9	<b>Mtch:</b> 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5	0
10	<b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5	4
11	<b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more	5	4
<b>TOTAL POINTS POSSIBLE</b>		<b>55</b>	<b>41</b>
12	<b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	<b>Mandatory</b>	<b>(Y) / N</b>
13	<b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students	<b>Mandatory</b>	<b>(Y) / N</b>
14	<b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process	<b>Mandatory</b>	<b>(Y) / N</b>

# IL509 PROJECT EVALUATION FORM

## COCRANKING

For Grant Year 2017

>> THIS PAGE TO BE COMPLETED BY RANKING COMMITTEE <<

Ranking Committee Member Name: <i>Tara Russo</i>	Signature: <i>Tara Russo</i>
Project Name: <i>SPC</i>	Date of Eval: <i>8/8/18</i>
Project Type: <input type="checkbox"/> TH <input type="checkbox"/> PH <input type="checkbox"/> RRH <input type="checkbox"/> HMIS	Utilization Rate in last APR (Q10):

#	Description	Max Points	Points Awarded
1	<b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served	5	4
2	<b>Housing First:</b> 5 points if the project meets all criteria in <del>Q4c and 4d</del> . 0 points if it does not meet all.	5	5
3	<b>Low Barrier:</b> 5 points if the project meets all criteria in Q4b. 0 points if it does not meet all.	5	5
4	<b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the 2016 HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.	5	3
5	<b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing.	5	5
6	<b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.	5	5
7	<b>Increasing Income - % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.	5	2
8	<b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.	5	5
9	<b>Mtch:</b> 5 points if 150%, 3 points if at least 125%, 2 points if at least 100%, 1 point if at least 75%, 0 points if below 75%	5	0
10	<b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.	5	3.5
11	<b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more	5	0
<b>TOTAL POINTS POSSIBLE</b>		<b>55</b>	<b>39</b>
12	<b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.	Mandatory	(Y) / N
13	<b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students	Mandatory	(Y) / N
14	<b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process	Mandatory	(Y) / N



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## Continuum of Care

### What is a Continuum of Care?

The CoC Program is designed to assist individuals and families experiencing homelessness and to provide the services needed to help such individuals move into permanent housing, with the goal of long-term stability. More broadly, the program is designed to promote community-wide unified planning and strategic use of resources to address homelessness.

*"The DeKalb County Continuum of Care seeks to break the cycle of homelessness in DeKalb County by assisting homeless individuals and families to move into permanent housing and become self-sufficient."*

Each year, HUD awards CoC Program funding competitively to organizations working to combat homelessness. The DeKalb County Continuum of Care IL509 meets on a quarterly basis. Partners of the Continuum come together to discuss the jurisdictional needs of the homeless persons within our County. Meetings are open to the public. For information and updates on the DeKalb County Continuum, monitor this webpage or email [sperkins@dekcohousing.com](mailto:sperkins@dekcohousing.com).

If you or someone you know could benefit from the Continuum of Care Program, please contact [Hope Haven](#), or [Community Support Program](#).

### 2017 CoC Information (updated 7/24/2017)

- [2017 NOFA](#) has been released
- [2017 Project Ranking Form](#) – Applications for Grant Renewals or New Projects must be submitted by **August 8, 2017**.
- **2017 Competition Timeline**
  - **8/8/17** – Internal CoC Application for Renewal or New Projects [[2017 Project Ranking Form](#)]
  - 8/20/17** – Project Accept/Reject notice to be sent.
  - 8/29/17** – Projects must be submitted in eSNAPS [All project applications are required to be submitted to the CoC no later than 30 days before the application deadline of 9/29/2017].
  - 9/11/17** – CoC meeting to accept Priority Listing and Accept/Reject Projects and approve submission of the Collaborative Application.
  - 9/12/17** – CoC must notify project applicants (renewal or new) in writing of acceptance or rejection of project application.
  - 9/25/17** Renewal or New Projects – CoC must make the full Consolidated Application available on its website to its community for inspection and to notify community members and stakeholders that the Application is available.
  - 9/26/17** – IL509 Submission of Consolidated Application.
  - 9/28/17** – Submission Due Date.
- [March 15 2017 Agenda](#)
  - [March 15, 2017 Meeting Minutes](#)
- [April 6, 2017 Agenda](#)

### 2016 CoC Information

- Continuum of Care HUD Program Grant Competition for FY2016 is open.
  - [August 24 2016 Agenda](#) for the CoC meeting.
  - All Project Applications submitted for the 2016 competition **were accepted** for renewal with no rejections.
  - [2016 Project Rankings](#)
  - [2016 Collaborative Application](#) for the CoC HUD Program Grant Competition – **September 14, 2016**.
- [April 27, 2016 Meeting Agenda & Information](#)
- [Point in Time Count Data](#)
- [1/27/2016 Meeting Agenda & Information](#)
- [2016 TENTATIVE Schedule](#)
- [January 27, 2016 Meeting Minutes](#)
- [April 27, 2016 Meeting Minutes](#)
- [August 24, 2016 Meeting Minutes](#)

### 2015 CoC Homeless Assistance Grant

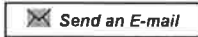
- [CoC Collaborative Application](#)

• [2015 Project Ranking](#)

- [SPC Rental Assistance](#)
  - [Dresser Court Permanent Housing Project](#)
  - [Rapid Re-Housing For Families](#)
  - [DCHA Permanent Housing Bonus](#)
  - [Housing First](#)
- 

**Contact the Housing Authority**

Phone: (815) 758-2692  
Fax: (815) 758-4190



**Address & Hours**

**Address:**  
310 N 6th Street, DeKalb, IL 60115

**Hours:**  
Open Monday through Friday: 8:30am to 4:30pm

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CoC 2017 Competiton - Message (HTML)

FileMessageDeveloperTell me what you want to do

DeleteArchive

Delete

ReplyReply AllForward

Respond

Housing WorksTo ManagerManagers

Quick Steps

Move

Move

Assign Policy

Tags

Mark UnreadCategorizeFollow Up

Tags

Editing

Zoom

Zoom

Customer Manager

MP

Shelly Perkins

Shelly Perkins; 'dave.baker@cityofdekalb.com'; 'Gianna@housingactionil.org'; + 118

1

7/19/2017

CoC 2017 Competiton

PDF

Project Eval Form for CoC Ranking.pdf

155 KB

File name: Project Eval Form for CoC Ranking.pdf  
File type: .pdf File

Good Afternoon Continuum Partners –

Please see below - the 2017 Notice of Funding Availability for Homeless Assistance grants has been released.

Applications for Grant Renewals or New Projects must be submitted by August 8, 2017. See Attached Submission Form.

### HUD Publishes 2017 CoC Program NOFA

In a [press release](#) today, and also [here](#), on [HUD Exchange](#), the Department of Housing and Urban Development ([HUD](#)) announced that it has [published](#) the notice of funding availability ([NOFA](#)) for the federal fiscal year (FFY) 2017 Continuum of Care (CoC) program competition. The NOFA makes available approximately \$2 billion in funding for FFY 2017 grants. Applications for these grants must be completed and submitted in [e-snaps](#) by **September 28, 2017**. You can find more information on the NOFA, including special considerations, in [this announcement](#) on HUD Exchange. Click [here](#) to access the program NOFA page.

**Michelle Perkins**  
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*The Housing Authority of the County of DeKalb*  
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# IL509 CoC

## *Reallocation Policy*

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### **Policy Statement**

The DeKalb County Continuum of Care (CoC) Ranking Committee is authorized to make all final decisions pertaining to pursuit, contract, and allocation of funding and will determine the need for reallocation based on analysis of data and outcomes. The DeKalb County Continuum of Care will annually review the option of reallocation of HUD CoC funded resources. The reallocation process will be communicated throughout the entire CoC area via email and website posting and will encourage both new and existing providers to apply for new projects through reallocation. Reallocation shall have the intent to achieve one or more of the following objectives:

1. To meet housing needs for persons as identified in the Coordinated Entry process
2. To make homelessness in DeKalb County rare, non-reoccurring, and of short duration
3. To optimize CoC system performance by providing high-quality, effective programming
4. To align funded programming to be consistent with the HEARTH Act and HUD guidance and HUD policy priorities
5. To contribute to the HUD competitive consolidated application process
6. To strengthen collaboration within the homeless services system

Reallocation may be self-initiated by a funded agency (voluntary) or initiated by CoC Leadership (Continuum-initiated). Decisions related to Continuum-initiated reallocations will be made in accordance with the COC interim rule which holds each CoC responsible for the performance, fiduciary accountability and strategic value of each CoC program project included in its annual Collaborative Application the reallocation process will be transparent, equitable and data-driven with an emphasis on local needs. Reallocation amounts are to be sufficient as to fund effective programming.

### **Timing of Reallocation**

Communication regarding potential reallocation between CoC funded agencies and CoC leadership will be prompt and open. Notification of reallocation requests will occur within 30 days following HUD's announcement of Tier One and Tier Two awards from the previous competition. However, should a compelling need become evident, or an unforeseen incident occur, the CoC reserves the right to respond and accelerate the reallocation process so as to maintain housing stability for those served by existing HUD funds.

### **Voluntary Reallocation Process**

CoC funded agencies will notify the Ranking Committee of their intent in writing no later than 30 days following HUD's announcement of Tier One and Tier Two awards from the previous competition. Funded agencies may also request reallocation if they intend to close, decrease the size of the project, or otherwise fund the project from an alternate source.

To provide an incentive to all funded providers to monitor and improve their project performance and to contribute to system performance, the CoC will give strong preference to agencies to administer proposed new projects for which they are voluntarily reallocating their funding. This will take place during the NOFA application process if the agency history of capacity and performance is acceptable.

### **Continuum-Initiated Reallocation Process**

The DeKalb County CoC maintains full authority to reallocate funding to maximize services, effectively compete and/or to address underperforming projects. The CoC may choose reallocation from any CoC project to meet its responsibility to ensure the CoC Consolidated Application best aligns with HUD priorities and contributes to a competitive application to collaboratively secure funding to meet community needs. Decisions will be made during the process of preparing an application for funds, as described in the Governance Charter and the CoC Collaborative Application Process. All reallocation decisions must be approved by the CoC.

# IL509 CoC

## *Reallocation Policy*

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Once it has been determined that reallocation of funding is in the best interest of the CoC, a representative or representatives of the CoC will communicate with the agency whose project is being reallocated to discuss how the reallocation will occur and the timing of any project funding reallocation.

It is the CoC's responsibility to strategically determine how to best use the resources available to end homelessness within the community, the CoC may reallocate funds from projects which are seen as underperforming. Underperforming projects are defined as those which are found during the annual performance review process, or otherwise known to not meet the following CoC funding objectives:

1. ***Project Capacity*** – Underperforming projects may include those which fail to make effective use of project capacity. This may be seen through unspent funds, untimely expenditures, or other issues which significantly impact project operations and performance.
2. ***Financial Management*** – Underperforming projects may include agencies or projects with audit findings for which a response is overdue or unsatisfactory, have outstanding funds, show a misuse of funds, or untimely drawdown of funds.
3. ***Performance Outcomes*** – Underperforming projects may show poor data quality within HMIS, unmet performance outcomes within their most recent APR, or rank low in the Project Review.
4. ***Lack of Compliance with Local and Federal Project Review and Certification Standards*** – Underperforming projects may include those with a history of serving ineligible persons, expending funds on ineligible costs, lack compliance with Housing First Standards or fail to fully cooperate in the coordinated entry process.
5. ***Local Need*** – Projects may be slated for reallocation when a local need is better met through another project.
6. ***Loss of External Supporting Program Funds*** – Projects which are unable to fully meet CoC objectives due to loss of ancillary service or support funding and results in unmet performance outcomes or unspent funds may be slated for reallocation.

### ***Types of Reallocation***

The CoC may use funds taken in whole or in part from existing projects to create new projects. HUD determines which type of new projects can be reallocated to and this is described in the annual NOFA.

# IL509 CoC

## *Governance Charter*

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### **A. Purpose and Scope**

The purpose of this Governance Charter is to confirm agreements between the Continuum of Care and the Institute for Community Alliances (hereinafter HMIS Lead Agency). As such, the Governance Charter sets forth the general understandings, and specific responsibilities of each party relating to key aspects of the governance and operation of the Homeless Management Information System (HMIS.) This Governance Charter is effective upon execution by the DeKalb County Continuum of Care and the Institute for Community Alliances.

### **B. Background**

The HMIS is a collaborative project of the DeKalb County Continuum of Care, the HMIS Lead Agency, and participating Partner Agencies. HMIS is an internet-based data collection application designed to capture information about the numbers, characteristics and needs of homeless persons and those at risk of homelessness over time. Use of HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD), U.S Department of Veterans Affairs (VA), and the U.S. Department of Health and Human Services (HHS) for specific programs to provide housing and services to persons experiencing homelessness.

The Continuum of Care is a community-wide initiative that works to provide a range of housing and services for the homeless. The continuum of care system includes homelessness prevention assistance, emergency shelter, transitional housing, permanent affordable and permanent supportive housing, supportive services, specialized programs and outreach for designated homeless subpopulations, and integration with mainstream programs. HMIS enables homeless service providers to collect uniform client information over time. HMIS is essential to efforts to streamline client services and inform public policy decisions aimed at addressing and ending homelessness at local, state and federal levels. Through HMIS, homeless people benefit from improved coordination in and between agencies, informed advocacy efforts, and policies that result in targeted services. Analysis of information gathered through HMIS is critical to the preparation of a periodic accounting of homelessness in DeKalb County, which may include measuring the extent and nature of homelessness, the utilization of services and homeless programs over time, and the effectiveness of homeless programs. Such an unduplicated accounting of homelessness is necessary to service and systems planning, effective resource allocation, and advocacy. The parties to this Governance Charter share a common interest in collaborating to end homelessness and successfully implementing and operating the HMIS.

### **C. General Understandings**

#### 1. Continuum of Care Governance

The DeKalb County Continuum of Care (CoC) is responsible for governance of the HMIS. The CoC is the lead-planning groups for efforts to end homelessness and for implementing and operating homeless service delivery systems in DeKalb County, Illinois. As such and under HUD policy (24 CFR part 580), the CoC is responsible for HMIS oversight and implementation, including planning, software selection, HMIS Lead Agency designation and setting up and managing the HMIS in compliance with HUD's national HMIS Standards. The CoC's oversight and governance responsibilities are carried out by the HMIS Governance Committee (described below), which reviews and approves all HMIS policies and procedures.

### 2. HMIS Lead Agency Designation

The CoC designates the HMIS Lead Agency to manage HMIS operations on its behalf, and to provide HMIS administrative functions at the direction of the CoC through the CoC Board and the HMIS Governance Committee.

### 3. Homeless Management Information System Governance Committee

The CoC members and HMIS Partner Agencies actively participate with the HMIS Lead Agency through the HMIS Governance Committee in the management of the HMIS. The HMIS Governance Committee is responsible for establishing policies, procedures, and protocols for functions essential to the viability and success of the HMIS, including, but not limited to, data privacy, data quality, analysis, reporting, data sharing protocols. All CoC HMIS participating agencies will be represented on the HMIS Governance Committee to ensure shared responsibility and accountability.

#### *3.1 Governance Committee Requirements*

- a. Meetings - Meetings will be held annually. Important HMIS policy items that emerge in between meetings will be handled by the committee via email, conference call, or an online meeting.
- b. Attendance - Governance Committee members are required to attend all meetings. A majority of the Governance Committee is one half plus one of the members present at the meeting when the vote is taking place.
- c. Accessibility - Committee members will be publicly identified and available for contact by HMIS users and agencies in the CoC.
- d. Policies and Procedures - Approval of policy, procedures and HMIS protocols will be attempted through consensus and conversation, but will ultimately be decided by simple majority.
- e. Voluntary Committee Membership – Governance Committee members are volunteers and are not compensated for their participation.

### 4. Funding

Funding for the software and operations of the HMIS shall be provided by a HUD Continuum of Care program HMIS grant and other funding from the CoC. Partner Agencies may be required to pay user fees for the HMIS software and reporting licenses assigned to their agency. In the event there is a shortfall in funding for the software or operation of the HMIS, the CoC Board will explore options to increase revenue.

### 5. Software and Hosting

The CoC has selected a single software product to serve as the sole HMIS software application, in this case Mediware ServicePoint. All Partner Agencies agree to use the product as configured for the CoC.

### 6. Compliance with Homeless Management Information System Standards

The HMIS is operated in compliance with the HMIS Data and Technical Standards and any other applicable laws. The parties anticipate that HUD will release revised HMIS Standards periodically. The parties agree to make changes to this Governance Charter, the HMIS Policies and Procedures, and other HMIS operational documents, to comply with the revised standards within the HUD-specified timeframe for such changes.

### 7. Operational Policies and Agreements

The HMIS operates within the framework of agreements, policies, and procedures that have been developed and approved over time by the HMIS Lead Agency and the CoC through the HMIS Governance Committee. These agreements, policies and procedures include but are not limited to the Policies and Procedures Manual, Privacy Policies and the Consumer Notice, Partner Agency Agreements, and User Agreements. All operational agreements and policies and procedures are reviewed annually by the HMIS Lead Agency, the HMIS Governance Committee, and the CoC to comply with the HMIS Standards or otherwise improve HMIS operations.

### 8. Data Ownership

The data entered into the HMIS is owned by the Partner Agency responsible for entering the client-level information. The HMIS Lead Agency and Partner Agencies are jointly responsible for ensuring that HMIS data processing capabilities, including the collection, maintenance, use, disclosure, transmission and destruction of data, comply with the HMIS privacy, security and confidentiality policies and procedures. The Partner Agencies have the final authority to approve or disapprove the use of the data that is contained in the HMIS.

## **D. Specific Responsibilities of the Parties**

### 1. DeKalb County Continuum of Care

Responsible for oversight, project direction, formalizing policy setting, and guidance for the HMIS project. It is the responsibility of the CoC to:

- a. Designate the HMIS Lead Agency, the software to be used for HMIS, and approve any changes to the HMIS Lead Agency or software.
- b. Request revision to any HMIS operational agreement, policy or procedure developed by the HMIS Lead Agency, and approved by the HMIS Governance Committee.
- c. Conduct outreach to homeless assistance agencies not using HMIS, and encourage these agencies and other mainstream programs serving homeless people to participate in HMIS.
- d. Work to inform elected officials, government agencies, the nonprofit community, and the public about the role and importance of HMIS and HMIS data.
- e. Promote the effective use of HMIS data, including its use to measure the extent and nature of homelessness, the utilization of services and homeless programs over time, and the effectiveness of homeless programs.
- f. Provide all local information as necessary for compilation of the Continuum of Care Housing Inventory Count, and support the HMIS Lead Agency in preparing the Annual Homeless Assessment Report (AHAR) and HUD System Performance Measures (SPM).

### 2. HMIS Governance Committee

The CoC exercises the following responsibilities for HMIS governance through the HMIS Governance Committee.

- a. Implement and continuously improve the HMIS.
- b. Ensure the HMIS scope aligns with the requirements of agencies, HUD and other federal partners, and other stakeholder groups.
- c. Address any issue that has major implications for the HMIS, such as HMIS Data Standards revisions released by HUD, or HMIS Vendor performance problems.
- d. Review, revise and approve all HMIS operational policies developed by the HMIS Lead Agency and submit all approved operational documents to each CoC Board of Directors or equivalent CoC governing body.

- e. Ensure agency and user compliance with the federal HMIS Standards, and all HMIS operational agreements, policies and procedures.
- f. Provide guidance and oversight of HMIS related user and agency compliance monitoring undertaken by the HMIS Lead Agency.
- g. Approve HMIS Lead Agency recommendations to terminate a user license or restrict the HMIS participation of a Partner Agency.

### 3. HMIS Lead Agency

The Institute for Community Alliances presently serves as the lead agency for the DeKalb County Continuum of Care HMIS project, managing and administering all HMIS operations and activities. The HMIS Lead Agency exercises these responsibilities at the direction of the HMIS Governance Committee. These responsibilities are contingent on receipt of the appropriate funding from participating CoCs and Partner Agencies. The responsibilities of the HMIS Lead Agency include:

#### *I. General*

- a. Obtain and maintain the contract with the selected software vendor.
- b. Determine the parameters of the HMIS as it relates to continuity of service, ability to limit access to the data, hosting responsibilities, general security and maintenance issues, data storage, back-up and recovery, customization, compliance with HUD Data standards, reporting needs, training and technical support.
- c. Provide overall staffing for the operation of the HMIS.
- d. Develop and maintain all HMIS operational agreements, policies and procedures, including a written privacy notice.
- e. Obtain signed Partner Agency Agreements and User Agreements.
- f. Invoice Partner Agencies and jurisdictions for HMIS fees approved by the HMIS Governance Committee.
- g. Monitor Partner Agencies and users to ensure compliance with HMIS operational agreements, policies and procedures on behalf of, and at the direction of, the HMIS Governance Committee.
- h. Convene a meeting of the HMIS Governance Committee annually.
- i. Participate as a voting or non-voting member of the CoC's Board of Directors or equivalent decision making body.
- j. Attend the HMIS and Data Committee meetings of the CoC.
- k. Provide and maintain the HMIS website.
- l. Comply with federal HMIS Standards (including anticipated changes to the HMIS Standards) and all other applicable laws.
- m. Apply as the project applicant for all HUD CoC Program HMIS Projects within the CoC.
- n. Serve as the liaison with HUD regarding HUD HMIS grants.

#### *II. Administer the software, including:*

- a. Ensure the software vendor complies with the responsibilities designated below in Section D.4.
- b. Report any concerns with the software vendor to the HMIS Governance Committee.
- c. Inform CoCs and agencies how each software release will change or impact current workflow and operations.
- d. Protect confidential data (in compliance with federal HMIS Standards, local privacy policies, and other applicable law), and abide by any restrictions clients have placed on their own data.
- e. In accordance with and by all HUD regulations and policies

*III. Administer HMIS end users, including:*

- a. Provide and manage end user licenses, including authorizing usage and the level of access to HMIS for all users.
- b. Add and remove partner agency administrators.
- c. Provide all training and user guidance needed to ensure appropriate system use, data entry, data reporting, and data security and confidentiality.
- d. Provide specific training for agency administrators and end users.
- e. Establish the training requirements for users and agency administrators.
- f. Maintain documentation of user training completion.
- g. Outreach to Partner Agencies to provide end user support.
- h. Develop and maintain a how-to manual that provides data entry guidance for users.
- i. Maintain an email helpdesk for user support.
- j. Communicate at least monthly with users through an e-newsletter. The e-newsletter will provide information on upcoming regulatory changes, software upgrades, current HMIS news, grants, training, etc.

*IV. Ensure Data Quality*

- a. Ensure all client and homeless program data are collected in adherence to the HUD HMIS Data Standards, the HMIS Policies and Procedures, and local additional requirements.
- b. Customize the HMIS application to meet local data requirements (within reason and within constraints of budget and other duties).
- c. Develop and implement a data quality plan.
- d. Monitor data quality and generate data quality reports under the data quality plan.
- e. Assist Partner Agencies and users to rectify data quality concerns.
- f. Carry out aggregate data extraction and reporting under the guidance of the HMIS Governance Committee.
- g. Assist Partner Agencies with agency-specific data collection and reporting needs, such as the Annual Progress Report and other program reports (within reason and within constraints of budget and other duties).
- h. Develop HMIS data entry workflow and requirements for HMIS data and reporting to meet Partner Agency reporting requirements.

*V. Reporting*

- a. Complete, or provide assistance for the completion of the Annual Homeless Assessment Report, HUD CoC Program Notice of Funding Availability, Consolidated Annual Performance Evaluation Report, CoC 10 Year Plans, Partner Agency Annual Performance Reports, and other reports to funders from agencies federally mandated to use HMIS.
- b. Ensure the HMIS policies and procedures and recommend data entry workflow align with collecting the data necessary to complete the reports listed above in Section D.3.IV.a.
- c. Construct, run and publish all necessary system-wide reports to meet federal and local reporting compliance.
- d. Provide aggregate reports to groups or stakeholders requesting HMIS information within the constraints detailed in the HMIS Policies and Procedures Manual.



### *VI. Satisfactory Assurances Regarding Confidentiality and Security:*

It is understood that the HMIS will contain client information that may be subject to the privacy and security protections and requirements of federal HMIS Standards, HIPAA Privacy Rule, other law, and local HMIS privacy and security policies and procedures. The HMIS Lead Agency hereby agrees that it will use protected client information only for purposes permitted by agreement with Partner Agencies and as permitted by the applicable law and Standards. Further, the HMIS Lead Agency agrees it will make use of all safeguards required by HUD Privacy Standards, HIPAA Privacy Rule, where appropriate, other law, and local HMIS privacy and security policies and procedures in order to prevent any unauthorized disclosure of protected client information.

- a. Develop and implement security and confidentiality plans required by the HUD HMIS Standards.
- b. Assist Partner Agencies to rectify agency data security and privacy concerns.

### 4. Software Vendor

The selected software vendor and HMIS database must meet all HUD regulations and policies, and the following requirements:

- a. Ensure the HMIS design meets the federal HMIS Data Standards.
- b. Develop a codebook and provide other documentation of programs created.
- c. Provide ongoing support to the HMIS Lead pertaining to the needs of end users to mine the database, generate reports and other interface needs.
- d. Administer the product servers, including web and database servers.
- e. Monitor access to HMIS through auditing.
- f. Monitor functionality, speed and database backup procedures.
- e. Provide backup and recovery of internal and external networks.
- f. Maintain the system twenty-four hours a day, seven days a week.
- g. Communicate any planned or unplanned interruption of service to the HMIS Lead Agency.
- h. Take all steps needed to secure the system against breaches of security and system crashes.

## **E. Period of Agreement and Modification/Termination**

### 1. Period of Operation and Termination

This Governance Charter shall remain in effect until terminated by the parties. Each party shall have the right to terminate this agreement as to itself only upon 30 days prior written notice to the HMIS Governance Committee in care of the HMIS Lead Agency. Violation of any component may be grounds for immediate termination of this Agreement.

### 2. Amendments

Amendments, including additions, deletions, or modifications to this Governance Charter must be agreed to by all parties to this Agreement.



# DeKalb County Continuum of Care HMIS Policies and Procedures

DeKalb County Continuum of Care  
And  
Institute for Community Alliances  
2016

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# 1. Introduction

The Rock River Homeless Management Information System (HMIS) is the designated database of the DeKalb County Continuum of Care. HMIS is an internet-based database that is used by homeless service organizations in the DeKalb County Continuum of Care to record and store client-level information about the numbers, characteristics and needs of homeless persons and those at risk of homelessness. Bowman Systems, LLC, administers the central server and HMIS software, and ICA administers user and agency licensing, training and compliance.

HMIS enables service providers to measure the effectiveness of their interventions and facilitate longitudinal analysis of service needs and gaps within the Continuum of Care. Information that is gathered from consumers via interviews conducted by service providers is analyzed for an unduplicated count, aggregated (void of any identifying client level information) and made available to policy makers, service providers, advocates, and consumer representatives. Data aggregated from HMIS about the extent and nature of homelessness in the DeKalb County Continuum of Care is used to inform public policy decisions aimed at addressing and ending homelessness at local, state and federal levels.

Guidance for the implementation of DeKalb County Continuum of Care's HMIS is provided by the coalition's HMIS governance board that is committed to understanding the gaps in services to consumers of the human service delivery system in an attempt to end homelessness.

This document provides the policies, procedures, guidelines and standards that govern HMIS operations, as well as the responsibilities for Agency Administrators and end users.

## 1.1 HMIS BENEFITS

Use of HMIS provides numerous benefits for service providers, homeless persons, and the DeKalb County Continuum of Care.

### Benefits for service providers

- Provides online real-time information about client needs and the services available for homeless persons.
- Assures confidentiality by providing information in a secured system.
- Decreases duplicative client intakes and assessments.
- Tracks client outcomes and provides a client history.
- Generates data reports for local use and for state and federal reporting requirements.
- Facilitates the coordination of services within an organization and with other agencies and programs.
- Provides access to a statewide database of service providers, allowing agency staff to easily select a referral agency.
- Increased ability to define and understand the extent of homelessness throughout DeKalb County Continuum of Care.
- Increased ability to focus staff and financial resources where services for homeless persons are needed the most.

- Increased ability to evaluate the effectiveness of specific interventions and programs, and services provided.

#### Benefits for homeless persons

- Intake information and needs assessments are maintained historically, reducing the number of times homeless persons must repeat their stories to multiple service providers.
- The opportunity to provide intake and life history one time demonstrates that service providers consider the homeless person's time valuable, and restores some of the consumer's dignity.
- Multiple services can be easily coordinated and referrals streamlined.
- Increased data collection may increase area funding, producing increased service availability to clients

## 2. Requirements for Participation

### 2.1 RESPONSIBILITIES OF HMIS USERS

#### Agency Administrators

1. Edit and update agency information in HMIS.
2. Ensure that the participating agency obtains a unique user license for each user at the agency.
3. Establish the standard report for each specific program created.
4. Maintain a minimum standard of data quality by ensuring the Universal Data Elements are complete and accurate for every individual served by the agency and entered into HMIS.
5. Maintain the required universal data elements and program specific data elements for each program in accordance with the updated 2015 HMIS Data Standards, and maintain data elements required by the HMIS Governance board and/or the CoC in which the program operates.
6. Ensure agency staff persons receive required HMIS training, and review the Rock River HMIS Policies and Procedures, the Agency Partnership Agreement and any agency policies which impact the security and integrity of client information.
7. Ensure that HMIS access is granted only to staff members that have received training, have completed the Rock River HMIS User Agreement and are authorized to use HMIS.
8. Notify all users at their agency of interruptions in service.
9. Provide a single point of communication between users and HMIS staff at the Institute for Community Alliances.
10. Administer and monitor data security policies and standards, including:
  - User access control;
  - The backup and recovery of data; and
  - Detecting and responding to violations of the policies and procedures or agency procedures.

#### Users

1. Take appropriate measures to prevent unauthorized data disclosure.
2. Report any security violations.
3. Comply with relevant policies and procedures.
4. Input required data fields in a current and timely manner.
5. Ensure a minimum standard of data quality by accurately answering the Universal Data Elements and required program specific data elements for every individual entered into HMIS.
6. Inform clients about the agency's use of HMIS.
7. Take responsibility for any actions undertaken with one's username and password.
8. Complete required training.
9. Read any communications from the coalition or HMIS lead pertaining to HMIS information.

### 2.2 PARTNER AGENCY REQUIREMENTS

### Participation Agreement Documents

Partner Agencies must complete the following documents:

1. **Partnership Agreements** must be signed by each participating agency's executive director. The Institute for Community Alliances will retain the original document. The participation agreement states the agency's commitment to adhere to the policies and procedures for effective use of HMIS.
2. **Rock River HMIS User Agreements** list user policies and responsibilities and are electronically signed by each authorized user. An electronic or hard copy of the original document must be kept by the originating agency.
3. **Coordinated Services Agreements** allow the specifically named HMIS user to enter client data as, or on behalf of, another specifically named Participating Agency and/or to report on behalf the specifically named Participating Agency. The signed agreement will be maintained by the HMIS Lead Agency, the Institute for Community Alliances.

### User Access to the System

The Agency Administrator will determine user access for users at or below the Case Manager III access level and assign users to the appropriate agency provider. The System Administrator will generate usernames and passwords within the administrative function of the software.

The Agency Administrator and all users must complete training before access to the system is granted by ICA. All users must undergo a criminal background check as detailed in the Agency Partnership Agreement.

### User Requirements

Users must be paid staff or official volunteers of a Partner Agency. An official volunteer must complete a volunteer application with the Partner Agency, undergo agency training, pass a criminal background check, and record volunteer hours with the agency. Individuals who are solely contracting with a Partner Agency are prohibited from receiving a user license. All users must be at least 18 years old.

### Users who are also Clients Listed in HMIS

In order to prevent users from editing their own file or files of immediate family members, all users will agree to a conflict of interest statement that is part of the User Agreement. Users must disclose any potential conflict of interest to their Agency Administrator. Users will be prohibited from making changes to the information in their own file or the files of their immediate family members. If a user is suspected of violating this agreement, the System Administrator will run the audit trail report to determine if there was an infraction.

### Passwords

- **Creation:** Passwords are automatically generated from the system when a user is created. The Agency Administrator will communicate the system-generated password to the user.
- **Use:** The user will be required to change the password the first time they log onto the system. The password must be at least 8 characters and alphanumeric. Passwords should not be able to be easily guessed or found in a dictionary. Passwords are the

individual's responsibility and users cannot share passwords. Users shall not keep written copies of their password in a publicly accessible location.

- Storage: Any passwords that are written down are to be stored securely and must be inaccessible to other persons. Users are not to store passwords on a personal computer for easier log on.
- Expiration: Passwords expire every 45 days. Users may not use the same password consecutively. Passwords cannot be re-used until two password selections have expired.
- Unsuccessful logon: If a user unsuccessfully attempts to log-on three times, the User ID will be "locked out," and access permission will be revoked rendering the user unable to gain access until his/her password is reset.

#### Inputting Data

Agencies participating in the HMIS must meet the minimum data entry requirements established by the updated 2015 HMIS Data Standards.

#### Tracking of Unauthorized Access

Any suspicion of unauthorized activity should be reported to the Institute for Community Alliances HMIS staff.

#### Agency Administrator

The Agency Administrator will be responsible for resetting passwords, and monitoring HMIS access by users at their agency. This person will also be responsible for ensuring new agency staff persons are trained on how to use the HMIS by the System Administrators and for ensuring that new staff are aware of any agency or program specific data entry requirements.

The Agency Administrator must identify the assessments and requirements for each program, and work with the System Administrators to properly set up each program in the HMIS.

#### Client Consent Forms

In addition to posting the HMIS Consumer Notice, agencies shall require clients to sign a client consent form. The form requires clients to authorize the electronic sharing of their personal information with other agencies that participate in HMIS when data sharing is appropriate for client service.

#### Data Protocols

Agencies may collect information for data elements in addition to the minimally required data elements established by the HMIS governance board in accordance with HUD. Agencies must maintain consistency with data collection and entry within each program.

## 2.4 USER TRAINING REQUIREMENTS

#### New User Training Requirements

All users are required to attend new user training with ICA prior to receiving access to the system. If ICA determines that data entered by a current end user does not meet minimum data quality standards, users may be required to repeat this training.

Once a new user begins the HMIS new user training series, the user has 15 days to complete the training series and all required assignments. ICA staff will review the user's homework and determine if corrections are needed. Users will have an additional 15 days to make all

corrections. If the user fails to complete all requirements within 30 days, the user will need to retake the training series. ICA staff may determine that a new user failed to grasp the necessary data entry concepts based on the quality of the user's homework. ICA staff may use their discretion to require new users to repeat new user training. If a new user fails to successfully complete the homework requirements for data entry after repeated attempts, ICA staff may use their discretion to determine that the new user is not capable of accurate and complete data entry, and may refuse to issue the new user a Rock River HMIS user license.

New users may request permission from ICA to take the new user training series over two consecutive months if new users are unable to attend all trainings during one month. ICA must receive the request in writing prior to the start of the new user training series.

ICA has sole discretion to waive the requirement to attend new user training regarding persons with previous HMIS experience. ICA will consider the user's familiarity with the HMIS and the need for the user to learn about potential system updates and changes during new user training when making its decision to waive the new user training requirement.

Users are expected to fully participate in all trainings attended. If a user misses more than ten minutes or ten percent (whichever is greater) of a training, the user will not receive credit for completing the training.

#### Ongoing User Training Requirements

All users are required to attend annual security training to retain their user license.

## 2.5 HMIS USER LEVELS

HMIS user roles are listed on the ICA website.

#### Resource Specialist I

Users at this level may access only the ResourcePoint module. Users may search the database of area agencies and programs, and view the agency or program detail screens. A Resource Specialist I cannot modify or delete data, and does not have access to client or service records or other modules and screens.

#### Resource Specialist II

Users may access only the ResourcePoint module. Users may search the database of area agencies and programs, and view the agency or program detail screens. At this level, the user does not have access to client or service records or other modules and screens. A Resource Specialist II is an agency-level "Information & Referral (I&R) specialist" who may update their own agency and program information.

#### Resource Specialist III

Users at this level may access only the ResourcePoint module. Users may search the database of area agencies and programs and view the agency or program detail screens. A Resource Specialist III may add or remove resource groups, including Global (which they get by default). Access to client or service records and other modules and screens is not given. A Resource Specialist III may edit the system-wide news feature.



### Volunteer

Users may access ResourcePoint, and have limited access to ClientPoint and service records. A volunteer may view or edit basic demographic information about clients (the profile screen), but is restricted from all other screens in ClientPoint. A volunteer may also enter new clients, make referrals, and check clients in/out from a shelter. A volunteer does not have access to the "Services Provided" tab. This access level is designed to allow a volunteer to perform basic intake steps with a new client and then refer the client to an agency staff member or case manager.

### Agency Staff

Users may access ResourcePoint, have full access to service records, and limited access to ClientPoint. Agency staff may access most functions in ServicePoint, however, they may only access basic demographic data on clients (profile screen). All other screens are restricted including Reports. Agency Staff can add news items to the newswire feature.

### Case Manager I

Users may access all screens and modules except "Administration." A Case Manager I may access all screens within ClientPoint, except the medical screen for confidentiality reasons. Users may access Reports.

### Case Manager II

Users may access all screens and modules except "Administration." A Case Manager II may access all screens within ClientPoint, including the medical screen. Users may access Reports.

### Case Manager III

This role has the same actions available as the Case Manager II with the added ability to see program data for all providers on their provider tree, like an Agency Administrator.

### Agency Administrator

Users may access all ServicePoint screens and modules. Agency Administrators may add/remove users and edit agency and program data for all providers on their provider tree.

### Executive Director

Users have the same access rights as an Agency Administrator, but rank above the Agency Administrator.

### System Operator

Users may only access Administration screens. System operators can create new agency providers, add new users, reset passwords, and access other system-level options. Users may order additional user licenses and modify the allocation of licenses. They maintain the system, but may not access any client or service records.

### System Administrator I

Users have the same access rights to client information as Agency Administrators, but for all agencies in the system. System Administrators also have full access to administrative functions.

### System Administrator II

There are no system restrictions on users. They have full HMIS access.

## 2.6 HMIS VENDOR REQUIREMENTS

### Physical Security

Access to areas containing HMIS equipment, data and software will be secured.

### Firewall Protection

The vendor will secure the perimeter of its network using technology from firewall vendors. Company system administrators monitor firewall logs to determine unusual patterns and possible system vulnerabilities.

### User Authentication

Users may only access HMIS with a valid username and password combination that is encrypted via SSL for internet transmission to prevent theft. If a user enters an invalid password three consecutive times, they are automatically shut out of that HMIS session. For added security, the session key is automatically scrambled and re-established in the background at regular intervals.

### Application Security

HMIS users will be assigned a system access level that restricts their access to appropriate data.

### Database Security

Wherever possible, all database access is controlled at the operating system and database connection level for additional security. Access to production databases is limited to a minimal number of points; as with production servers, production databases do not share a master password database.

### Technical Support

The vendor will assist ICA HMIS staff to resolve software problems, make necessary modifications for special programming, and will explain system functionality to ICA.

### Technical Performance

The vendor maintains the system, including data backup, data retrieval and server functionality/operation. Upgrades to the system software will be continuously developed and implemented.

### Hardware Disposal

Data stored on broken equipment or equipment intended for disposal will be destroyed using industry standard procedures.

## 2.7 MINIMUM TECHNICAL STANDARDS

### Minimum Computer Requirements

- A PC with a 2 Gigahertz or higher processor, 40GB hard drive, 512 MB RAM, and Microsoft Windows 7 or 8
- The most recent version of Google Chrome, Safari or Firefox. No additional plug-in is required.

It is recommended that your browser have a 128 cipher / encryption strength installed. The browser's cache should be set to "Check for new version of the stored pages: Every visit to page."

- A broadband Internet connection or LAN connection. Dial-up modem connections are not sufficient.
- Virus protection updates
- The only mobile device that is officially supported by Bowman Systems is the Apple iPad running the latest version of IOS.

#### Additional Recommendations

##### Memory

- Windows 7: 4Gig recommended (2 Gig minimum)

##### Monitor

- Screen Display: 1024x768 (XGA) or higher; 1280x768 strongly advised

##### Processor

- A Dual-Core processor is recommended

## 2.8 HMIS LICENSE FEES

#### Annual Rock River HMIS License Fees

Agencies may purchase HMIS licenses at any time. License fees are determined based upon the amount per license charged by Bowman Systems.

Billing for licenses will occur once annually in July, covering the Bowman contract period of April through March. The annual fee will cover the subsequent calendar year and must be paid within 60 days following the date of the invoice. If a Partner Agency fails to pay their license fees by the stated due date, the agency's user licenses will be suspended until ICA receives the payment.

#### Reporting Licenses

The reporting license is available for HMIS users to facilitate data reporting. The additional amount charged for these licenses will reflect the actual cost of the license charged to the HMIS Lead Agency under the HMIS software contract.

## 2.9 HMIS OPERATING POLICIES VIOLATION

HMIS users and Partner Agencies must abide by all HMIS operational policies and procedures found in the HMIS Policies and Procedures manual, the Rock River HMIS User Agreement, and the Partner Agency Agreement. Repercussion for any violation will be assessed in a tiered manner. Each user or Partner Agency violation will face successive consequences – the violations do not need to be of the same type in order to be considered second or third violations. User violations do not expire. No regard is given to the duration of time that occurs between successive violations of the HMIS operation policies and procedures as it relates to corrective action.

- First Violation – the user and Partner Agency will be notified of the violation in writing by ICA. The user's license will be suspended for 30 days, or until the Partner Agency notifies ICA of action taken to remedy the violation. ICA will provide necessary training to

the user and/or Partner Agency to ensure the violation does not continue. ICA will notify the HMIS governance board of the violation during the next scheduled Governance board meeting following the violation.

- Second Violation – the user and Partner Agency will be notified of the violation in writing by ICA. The user's license will be suspended for 30 days. The user and/or Partner Agency must take action to remedy the violation; however, this action will not shorten the length of the license suspension. If the violation has not been remedied by the end of the 30-day user license suspension, the suspension will continue until the Partner Agency notifies ICA of the action taken to remedy the violation. ICA will provide necessary training to the user and/or Partner Agency to ensure the violation does not continue. ICA will notify the HMIS governance board of the violation during the next scheduled governance board meeting following the violation.
- Third Violation – the user and Partner Agency will be notified of the violation in writing by ICA. ICA will notify the HMIS governance board of the violation and convene a review panel made up of Governance board members who will determine if the user's license should be terminated. The user's license will be suspended for a minimum of 30 days, or until the governance board review panel notifies ICA of their determination, whichever occurs later. If the governance board determines the user should retain their user license, ICA will provide necessary training to the user and/or Partner Agency to ensure the violation does not continue. If users who retain their license after their third violation have an additional violation, that violation will be reviewed by the governance board review panel.

Any user or other fees paid by the Partner Agency will not be returned if a user's or Partner Agency's access to HMIS is revoked.

#### Notifying the HMIS Lead Agency of a Violation

It is the responsibility of the Agency Administrator or general User at Partner Agencies that do not have an agency administrator to notify the HMIS Lead Agency when they suspect that a User or Partner Agency has violated any HMIS operational agreement, policy or procedure. A complaint about a potential violation must include the User and Partner Agency name, and a description of the violation, including the date or timeframe of the suspected violation. Complaints should be sent in writing to the HMIS Lead Agency (ICA) at [rrhmis@icalliances.org](mailto:rrhmis@icalliances.org). The name of the person making the complaint will not be released from the HMIS Lead Agency if the individual wishes to remain anonymous.

#### Violations of Local, State or Federal Law

Any Partner Agency or user violation of local, state or federal law will immediately be subject to the consequences listed under the Third Violation above.

#### Multiple Violations within a 12-Month Timeframe

During a 12 month calendar year, if there are multiple users (3 or more) with multiple violations (2 or more) from one Partner Agency, the Partner Agency as a whole will be subject to the consequences listed under the Third Violation above.

### 3. Privacy and Security

The importance of the integrity and security of HMIS cannot be overstated. Given this importance, HMIS must be administered and operated under high standards of data privacy and security. The Institute for Community Alliances and Partner Agencies are jointly responsible for ensuring that HMIS data processing capabilities, including the collection, maintenance, use, disclosure, transmission and destruction of data, comply with the HMIS privacy, security and confidentiality policies and procedures. When a privacy or security standard conflicts with other Federal, state and local laws to which the Partner Agency must adhere, the Partner Agency must contact ICA to collaboratively update the applicable policies for the partner agency to accurately reflect the additional protections.

#### 3.1 DATA ASSESSMENT AND ACCESS

All HMIS data will be handled according to the following major classifications: Shared or Closed Data. HMIS staff will assess all data, and implement appropriate controls to ensure that data classified as shared or closed are handled according to the following procedures.

##### Shared Data

Shared data is unrestricted information that has been entered by one provider and is visible to other providers using HMIS. DeKalb County Continuum of Care's HMIS is designed as an open system that defaults to allow shared data. Providers have the option of changing their program settings to keep client data closed.

##### Closed Data

Information entered by one provider that is not visible to other providers using HMIS. Programs that serve victims of domestic violence, individuals with HIV/AIDS, provide youth services, or legal services must enter closed data. Further, programs that provide youth services and legal services may enter clients as "unnamed." Individual client records can be closed at the client's request.

##### Procedures for transmission and storage of data

- Open Data: This is data that does not contain personal identifying information. The data should be handled discretely, unless it is further classified as Public Data. The data must be stored out of site, and may be transmitted via internal or first-class mail until it is considered public data.
- Confidential Data at the Agency Level: Confidential data contains personal identifying information. Each agency shall develop rules governing the access of confidential data in HMIS to ensure that those staff needing confidential data access will have access, and access is otherwise restricted. The agency rules shall also cover the destruction of paper and electronic data in a manner that will ensure that privacy is maintained and that proper controls are in place for any hard copy and electronic data that is based on HMIS data.

Whenever confidential data is accessed:

- Hard copies shall be shredded when disposal is appropriate. Hard copies shall be stored in a secure environment that is inaccessible to the general public or staff not requiring access.
- Hard copies shall not be left out in the open or unattended.

- Electronic copies shall be stored only where the employee can access the data.
- Electronic copies shall be stored where a password is required to access the data if on shared server space.

All public data must be classified as aggregated public or unpublished restricted access data.

#### Aggregated Public Data

Information published according to the “Reporting Parameters and Guidelines” (HMIS Policies and Procedures Section 3.2).

#### Unpublished Restricted Access Data

Information scheduled, but not yet approved, for publication. Examples include draft reports, fragments of data sets, and data without context or data that have not been analyzed.

#### Procedures for Transmission and Storage of Data

- Aggregated Public Data: Security controls are not required.
- Unpublished Restricted Access Data:
  1. Draft or Fragmented Data – Accessible only to authorized HMIS staff and agency personnel. Requires auditing of access and must be stored in a secure out-of-sight location. Data can be transmitted via e-mail, internal departmental or first class mail. If mailed, data must be labeled confidential.
  2. Confidential Data: Requires encryption at all times. Must be magnetically overwritten and destroyed. Hard copies of data must be stored in an out-of-sight secure location.

## 3.2 DATA REPORTING PARAMETERS AND GUIDELINES

All open data will be handled according to the following classifications - *Public Data, Internal Data, and Restricted Data* - and should be handled according to the following procedures.

#### Principles for Release of Data

- Only de-identified aggregated data will be released except as specified below.
- No identified client data may be released without informed consent unless otherwise specified by Illinois State and Federal confidentiality laws. All requests for such information must be addressed to the owner/participating agency where the data was collected.
- Program specific information used for annual grant program reports and program specific information included in grant applications is classified as public information. No other program specific information will be released without written consent.
- There will be full access to aggregate data included in published reports.
- Reports of aggregate data may be made directly available to the public.
- The parameters of the aggregated data, that is, where the data comes from and what it includes will be presented with each report.
- Data will be mined for agencies requesting reports on a case-by-case basis.
- Requests must be written with a description of specific data to be included and for what duration of time. Requests are to be submitted at least 30 days prior to the date the report is needed. Exceptions to the 30-day notice may be made.
- ICA reserves the right to deny any request for aggregated data.

### 3.3 RELEASE OF DATA FOR GRANT FUNDERS

Entities providing funding to agencies or programs required to use HMIS will not have automatic access to HMIS. Access to HMIS will only be granted by ICA when there is a voluntary written agreement in place between the funding entity and the agency or program. Funding for any agency or program using HMIS cannot be contingent upon establishing a voluntary written agreement allowing the funder HMIS access.

### 3.4 BASELINE PRIVACY POLICY

#### Collection of Personal Information

Personal information will be collected for HMIS only when it is needed to provide services, when it is needed for another specific purpose of the agency where a client is receiving services, or when it is required by law. Personal information may be collected for these purposes:

- To provide or coordinate services for clients
- To find programs that may provide additional client assistance
- To comply with government and grant reporting obligations
- To assess the state of homelessness in the community, and to assess the condition and availability of affordable housing to better target services and resources

Only lawful and fair means are used to collect personal information.

Personal information is collected with the knowledge and consent of clients. It is assumed that clients consent to the collection their personal information as described in this notice when they seek assistance from an agency using HMIS and provide the agency with their personal information.

If an agency reasonably believes that a client is a victim of abuse, neglect or domestic violence, or if a client reports that he/she is a victim of abuse, neglect or domestic violence, explicit permission is required to enter and share the client's information in HMIS.

Personal information may also be collected from:

- Additional individuals seeking services with a client
- Other private organizations that provide services and participate in HMIS

Upon request, clients must be able to access the *Use and Disclosure of Personal Information* policy found below.

#### Use and Disclosure of Personal Information

These policies explain why an agency collects personal information from clients. Personal information may be used or disclosed for activities described in this part of the notice. Client consent to the use or disclosure of personal information for the purposes described in this notice, and for reasons that are compatible with purposes described in this notice but not listed, is assumed. Clients must give consent before their personal information is used or disclosed for any purpose not described here.

Personal information may be used or disclosed for the following purposes:

1. *To provide or coordinate services to individuals. Client records are shared with other organizations that may have separate privacy policies and that may allow different uses and disclosures of the information. If clients access services at one of these other*

*organizations, they will be notified of the agency's privacy and sharing policy.*  
{OPTIONAL}

2. To carry out administrative functions such as legal audits, personnel, oversight, and management functions.
3. For research and statistical purposes. Personal information released for research and statistical purposes will be de-identified.
4. For academic research conducted by an individual or institution that has a formal relationship with the Institute for Community Alliances. The research must be conducted by an individual employed by or affiliated with the organization or institution. All research projects must be conducted under a written research agreement approved in writing by the designated agency administrator or executive director. The written research agreement must:
  - Establish the rules and limitations for processing personal information and providing security for personal information in the course of the research.
  - Provide for the return or proper disposal of all personal information at the conclusion of the research.
  - Restrict additional use or disclosure of personal information, except where required by law.
  - Require that the recipient of the personal information formally agree to comply with all terms and conditions of the written research agreement, and
  - Be substituted, when appropriate, by Institutional Review Board, Privacy Board or other applicable human subjects' protection institution approval.
5. When required by law. Personal information will be released to the extent that use or disclosure complies with the requirements of the law.
6. To avert a serious threat to health or safety if:
  - the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of an individual or the public, and
  - the use or disclosure is made to a person reasonably able to prevent or lessen the threat, including the target of the threat.
7. To report to a governmental authority (including a social service or protective services agency) authorized by law to receive reports of abuse, neglect or domestic violence, information about an individual reasonably believed to be a victim of abuse, neglect or domestic violence. When the personal information of a victim of abuse, neglect or domestic violence is disclosed, the individual whose information has been released will promptly be informed, except if:
  - it is believed that informing the individual would place the individual at risk of serious harm, or
  - a personal representative (such as a family member or friend) who is responsible for the abuse, neglect or other injury is the individual who would be informed, and it is believed that informing the personal representative would not be in the best interest of the individual as determined in the exercise of professional judgment.
8. For a law enforcement purpose (if consistent with applicable law and standards of ethical conduct) under any of these circumstances:



- In response to a lawful court order, court-ordered warrant, subpoena or summons issued by a judicial officer or a grand jury subpoena, if the court ordered disclosure goes through the Institute for Community Alliances and is reviewed by the Executive Director for any additional action or comment.
  - If the law enforcement official makes a written request for personal information. The written request must meet the following requirements:
    - i. Be signed by a supervisory official of the law enforcement agency seeking the personal information.
    - ii. State how the information is relevant and material to a legitimate law enforcement investigation.
    - iii. Identify the personal information sought.
    - iv. Be specific and limited in scope to the purpose for which the information is sought, and
    - v. Be approved for release by the Institute for Community Alliances legal counsel after a review period of seven to fourteen days.
  - If it is believed that the personal information constitutes evidence of criminal conduct that occurred at the agency where the client receives services.
  - If the official is an authorized federal official seeking personal information for the provision of protective services to the President or other persons authorized by 18 U.S.C. 3056, or to a foreign heads of state or other persons authorized by 22 U.S.C. 2709(a)(3), or for the conduct of investigations authorized by 18 U.S.C. 871 (threats against the President and others), and the information requested is specific and limited in scope to the extent reasonably practicable in light of the purpose for which the information is sought.
9. For law enforcement or another public official authorized to receive a client's personal information to conduct an immediate enforcement activity that depends upon the disclosure. Personal information may be disclosed when a client is incapacitated and unable to agree to the disclosure if waiting until the individual is able to agree to the disclosure would materially and adversely affect the enforcement activity. In this case, the disclosure will only be made if it is not intended to be used against the individual.
10. To comply with government reporting obligations for homeless management information systems and for oversight of compliance with homeless management information system requirements.

#### Inspection and Correction of Personal Information

Clients may inspect and receive a copy of their person information maintained in HMIS. The agency where the client receives services will offer to explain any information that a client may not understand.

If the information listed in HMIS is believed to be inaccurate or incomplete, a client may submit a verbal or written request to have his/her information corrected. Inaccurate or incomplete data may be deleted, or marked as inaccurate or incomplete and supplemented with additional information.

A request to inspect or copy one's personal information may be denied if:

- The information was compiled in reasonable anticipation of litigation or comparable proceedings

- The information was obtained under a promise or confidentiality and if the disclosure would reveal the source of the information, or
- The life or physical safety of any individual would be reasonably endangered by disclosure of the personal information.

If a request for inspection access or personal information correction is denied, the agency where the client receives services will explain the reason for the denial. The client's request and the reason for the denial will be included in the client's record.

Requests for inspection access or personal information correction may be denied if they are made in a repeated and/or harassing manner.

#### Limits on Collection of Personal Information

Only personal information relevant for the purpose(s) for which it will be used will be collected. Personal information must be accurate and complete.

Client files not used in seven years may be made inactive in HMIS. ICA will check with agencies before making client files inactive. Personal information may be retained for a longer period if required by statute, regulation, contract or another obligation.

#### Limits on Partner Agency Use of HMIS Client Information

The Rock River HMIS is a shared data system. This system allows Partner Agencies to share client information in order to coordinate services for clients. However, Partner Agencies may not limit client service or refuse to provide service in a way that discriminates against clients based on information the Partner Agency obtained from HMIS. Partner Agencies may not penalize a client based on historical data contained in HMIS.

Youth providers serving clients under the age of 18 must maintain closed HMIS client files. Youth under the age of 18 may not provide either written or verbal consent to the release of their personally identifying information in HMIS.

#### Complaints and Accountability

Questions or complaints about the privacy and security policies and practices may be submitted to the agency where the client receives services. Complaints specific to HMIS should be submitted to the HMIS agency administrator and program director. If no resolution can be found, the complaint will be forwarded to the System Administrators, and the agency's executive director. If there is no resolution, the Rock River HMIS Governance board will oversee final arbitration. All other complaints will follow the agency's grievance procedure as outlined in the agency's handbook.

All HMIS users (including employees, volunteers, affiliates, contractors and associates) are required to comply with this privacy notice. Users must receive and acknowledge receipt of a copy of this privacy notice.

### **3.5 USE OF A COMPARABLE DATABASE BY VICTIM SERVICE PROVIDERS**

Victim service providers, private nonprofit agencies whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking, must not

directly enter or provide data into HMIS if they are legally prohibited from participating in HMIS. Victim service providers that are recipients of funds requiring participation in HMIS, but are prohibited from entering data in HMIS, must use a comparable database to enter client information. A comparable database is a database that can be used to collect client-level data over time and generate unduplicated aggregated reports based on the client information entered into the database. The reports generated by a comparable database must be accurate and provide the same information as the reports generated by HMIS.

### 3.6 USER CONFLICT OF INTEREST

Users who are also clients with files in HMIS are prohibited from entering or editing information in their own file. All users are also prohibited from entering or editing information in files of immediate family members. All users must sign the Rock River HMIS User Agreement, which includes a statement describing this limitation, and report any potential conflict of interest to their Agency Administrator. The System Administrator may run the audit trail report to determine if there has been a violation of the conflict of interest agreement.

### 3.7 SECURITY PROCEDURE TRAINING FOR USERS

All users must receive security training prior to being given access to HMIS. Security training will be covered during the new user training for all new users. All users must receive ongoing annual training on security procedures from the Institute for Community Alliances.

### 3.8 VIOLATION OF SECURITY PROCEDURES

All potential violations of any security protocols will be investigated and any user found to be in violation of security protocols will be sanctioned accordingly. Sanctions may include but are not limited to: a formal letter of reprimand, suspension of system privileges, revocation of system privileges and criminal prosecution.

If possible, all confirmed security violations will be communicated in writing to the affected client within 14 days, unless the client cannot be located. If the client cannot be located, a written description of the violation and efforts to locate the client will be prepared by the System Administrator at the Institute for Community Alliances, and placed in the client's file at the Agency that originated the client's record.

Any agency that is found to have consistently and/or flagrantly violated security procedures may have their access privileges suspended or revoked. All sanctions are imposed by the ICA HMIS staff. All sanctions may be appealed to the HMIS Governance Board.

### 3.9 PROCEDURE FOR REPORTING SECURITY INCIDENTS

Users and Agency Administrators should report all unlawful access of HMIS and unlawful attempted access of HMIS. This includes theft of usernames and passwords. Security incidents should be reported to the ICA System Administrator. The ICA System Administrator will use the HMIS user audit trail report to determine the extent of the breach of security.

### 3.10 DISASTER RECOVERY PLAN

#### Bowman Systems Disaster Recovery Plan

DeKalb County Continuum of Care's HMIS is covered under Bowman Systems Disaster Recovery Plan. Due to the nature of technology, unforeseen service outages may occur. In order to assure service reliability, Bowman Systems provides the following disaster recovery plan. Plan highlights include:

- Database tape backups occur nightly.
- Tape backups are stored offsite.
- Seven day backup history is stored locally on instantly accessible Raid 10 storage.
- One month backup history is stored off site.
- Access to Bowman Systems emergency line to provide assistance related to "outages" or "downtime" 24 hours a day.
- Data is backed up locally on instantly-accessible disk storage every 24 hours.
- The application server is backed up offsite, out-of-state, on a different internet provider and on a separate electrical grid via secured Virtual Private Network (VPN) connection.
- Backups of the application site are near-instantaneous (no files older than 5 minutes).
- The database is replicated nightly at an offsite location in case of a primary data center failure.
- Priority level response (ensures downtime will not exceed 4 hours).

#### Standard Data Recovery

DeKalb County Continuum of Care's HMIS database is stored online, and is readily accessible for approximately 24 hours a day. Tape backups of the database are kept for approximately one month. Upon recognition of a system failure, HMIS can be copied to a standby server. The database can be restored, and the site recreated within three to four hours if online backups are accessible. As a rule, a tape restoration can be made within six to eight hours. On-site backups are made once daily. A restore of this backup may incur some data loss between when the backup was made and when the system failure occurred.

All internal servers are configured in hot-swappable hard drive RAID configurations. All systems are configured with hot-swappable redundant power supply units. Our Internet connectivity is comprised of a primary and secondary connection with separate internet service providers to ensure redundancy in the event of an ISP connectivity outage. The primary Core routers are configured with redundant power supplies, and are configured in tandem so that if one core router fails the secondary router will continue operation with little to no interruption in service. All servers, network devices, and related hardware are powered via APC Battery Backup units that are connected in turn to electrical circuits, which are connected to a building generator.

All client data is backed-up online and stored on a central file server repository for 24 hours. Each night a tape backup is made of the client database and secured in a bank vault.

Historical data can be restored from tape as long as the data requested is newer than 30 days old. As a rule, the data can be restored to a standby server within four hours without affecting the current live site. Data can then be selectively queried and/or restored to the live site.

For power outage, HMIS is backed up via APC battery back-up units, which are connected via generator-backed up electrical circuits. For a system crash, a system restore will take four hours. There is potential for some small data loss (data that was entered between the last backup and when the failure occurred) if a tape restore is necessary. If the failure is not hard

drive related, the data restore time will possibly be shorter as the drives themselves can be repopulated into a standby server.

All major outages are immediately brought to the attention of executive management. Bowman Systems support staff helps manage communication or messaging to the System Administrator as progress is made to address the service outage.

#### Rock River HMIS Disaster Recovery Plan

The Institute for Community Alliances operates a regional approach to administering the Rock River HMIS. The ICA Rock River HMIS office is currently in Madison, Wisconsin. In the event of a localized emergency or disaster, ICA will shift responsibility for administering the HMIS and managing day-to-day operations of the system to an unaffected site.

## 4. Data Requirements

### 4.1 MINIMUM DATA COLLECTION STANDARD

Partner Agencies are responsible for asking all clients a minimum set of questions for use in aggregate analysis. These questions are included in custom assessments that are created by HMIS System Administrators. The required data elements depend on the program. The mandatory data elements in each assessment are displayed in *red* text and/or specific text indicating that the field is required.

The Agency Administrator must identify the assessments and requirements for each program. ICA will consult with the Agency Administrator to properly set up each program in HMIS.

Guidelines clearly articulating the minimum expectations for data entry for all programs entering data in HMIS will be sent to Agency Administrators and posted on the Institute for Community Alliances' Rock River HMIS webpage. Agency Administrators must ensure that the minimum data elements are fulfilled for every program.

### 4.2 PROVIDER NAMING CONVENTION

All providers within HMIS must be named so that they accurately reflect the type of service carried out by the corresponding Partner Agency program.

### 4.3 DATA QUALITY PLAN

Partner Agencies are responsible for the overall quality, accuracy and completeness of data entered by their staff for their clients. HMIS staff will monitor data collection of the HMIS Universal Data Elements and required program specific data elements monthly and hold participating agencies accountable for not entering required data.

ICA will submit a report to each CoC annually that identifies the degree to which all agencies within the CoC are meeting the minimum data entry standards.

Programs that do not adhere to the minimum data entry standards will be notified of their deficiencies and given appropriate training on how to correctly enter data. Partner Agencies and/or users who do not meet minimum data entry standards following additional training from ICA will be considered in violation of the HMIS operating agreements, and will be subject to the repercussions listed in Section 2.9 of the HMIS Policies and Procedures Manual.

### 4.4 XML IMPORTS

While HMIS databases are required to have the capacity to accept XML imports, The DeKalb County Continuum of Care reserves the right to not allow XML imports into the HMIS. Allowing XML imports will impact data integrity, create issues for coordinated entry, and increase the likelihood of duplication of client files in the system.

## 4.5 HMIS DATA PROTECTION

As the HMIS Lead Agency, it is the responsibility of ICA to maintain the HMIS, including protecting the data contained in HMIS. In the case where ICA is made aware through data contained in HMIS that Partner Agency program funds were used for an ineligible service, ICA will notify the Partner Agency about the misuse of funds. If the Partner Agency fails to rectify the misuse of funds in a timely fashion, ICA will notify the appropriate funding body.

## 5. Glossary

**Agency Administrator** – the individual responsible for HMIS use at each partner agency that has ten or more HMIS users.

**Aggregated Public Data** – data that is published and available publicly. This type of data does not identify clients listed in the HMIS.

**Closed Data** – information entered by one provider that is not visible to other providers using HMIS.

**Confidential Data** – contains personal identifying information.

**ICA** – the Institute for Community Alliances, which is the HMIS Lead Agency.

**HMIS – Homeless Management Information System** – an internet-based database that is used by homeless service organizations across DeKalb County Continuum of Care to record and store client-level information about the numbers, characteristics and needs of homeless persons and those at risk of homelessness.

**HMIS Governance board** – the group of HMIS users who are responsible for approving and implementing the HMIS Policies and Procedures, and for working to make improvements to DeKalb County Continuum of Care’s HMIS.

**HMIS License Fee** – the annual fee paid by partner agencies to allow each HMIS user at their agency continued access to the database.

**HMIS User Level** – HMIS users are assigned a specific user level that limits the data the user is able to access in the database.

**HMIS Vendor** – the Rock River HMIS software vendor is Bowman Systems. The HMIS vendor designs the HMIS and provides ongoing support to the System Administrators.

**Minimum Data Entry Standards** – a minimum set of questions that must be completed for each client to provide data for use in aggregate analysis.

**Open Data** – does not contain personal identifying information.

**Partner Agencies** – the homeless service organizations that use HMIS.

**System Administrators** – staff at ICA who are responsible for overseeing HMIS users and use in DeKalb County Continuum of Care. The System Administrators allow users HMIS access and provide training; ensure user compliance with HMIS policies and procedures; and make policy recommendations to the Steering Committee.

**Shared Data** – unrestricted information that has been entered by one provider and is visible to other providers using HMIS.



**Unpublished Restricted Access Data** – information scheduled, but not yet approved, for publication.

**Victim Service Provider** – a nonprofit agency with a primary mission to provide services to victims of domestic violence, dating violence, sexual assault, or stalking.

## 6. Appendices

### 6.1 DATA DICTIONARY AND DATA MANUAL

The [HMIS Data Standards Manual](#) is intended to serve as a reference and provide basic guidance on HMIS data elements for CoCs, HMIS Lead Agencies, HMIS System Administrators, and users. The companion document to the HMIS Data Manual is the [HMIS Data Dictionary](#).

The HMIS Data Dictionary is designed for HMIS vendors, HMIS Lead Agencies, and HMIS system administrators to understand all of the data elements required in an HMIS, data collection and function of each required element and the specific use of each element by the appropriate federal partner. The HMIS Data Dictionary should be the source for HMIS software programming.

HMIS systems must be able to collect all of the data elements defined in the HMIS Data Dictionary, support system logic identified in this document, and ensure that data collection and the visibility of data elements is appropriate to the project type and federal funding source for any given project.

## Chapter 4

### APPLICATIONS, WAITING LIST AND TENANT SELECTION

#### INTRODUCTION

When a family wishes to receive assistance under the HCV program, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in the administrative plan and the annual plan.

The PHA is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the PHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the PHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

## **PART I: THE APPLICATION PROCESS**

### **4-I.A. OVERVIEW**

This part describes the PHA policies for making applications available, accepting applications, making preliminary determinations of eligibility, and the placement of applicants on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

### **4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]**

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. The PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

#### PHA Policy

Depending upon the length of time that applicants may need to wait to receive assistance, the PHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish a final determination of family eligibility and level of assistance.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the PHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

When the waiting list is open, families may apply on-line at the PHA's website or obtain paper application or pre-application forms from the PHA's office during normal business hours. The date the PHA receives the fully completed application or pre-application is the family's application date.

Applications must be complete in order to be accepted by the PHA for processing. If an application is incomplete, the PHA will notify the family of the additional information required.

#### **4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS**

##### **Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]**

The PHA must take steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

##### **Limited English Proficiency**

PHAs are required to take reasonable steps to ensure equal access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

#### **4-I.D. PLACEMENT ON THE WAITING LIST**

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

##### **Ineligible for Placement on the Waiting List**

###### PHA Policy

If the PHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of receiving a complete application. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).

##### **Eligible for Placement on the Waiting List**

###### PHA Policy

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to preference points, date and time their application is received by the PHA.

## **PART II: MANAGING THE WAITING LIST**

### **4-II.A. OVERVIEW**

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

### **4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]**

The PHA's HCV waiting list must be organized in such a manner to allow the PHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

HUD requires the PHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

#### PHA Policy

The PHA will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

#### PHA Policy

The PHA will not merge the HCV waiting list with the waiting list for any other program the PHA operates.

#### **4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]**

##### **Closing the Waiting List**

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

##### **PHA Policy**

The PHA will close the waiting list when the estimated waiting period to fill anticipated openings for housing assistance reaches 24 months.

Where the PHA has particular preferences or finding criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

##### **Reopening the Waiting List**

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

***The Daily Chronicle***

***The Midweek***

***HACD Website – [www.dekcohousing.com](http://www.dekcohousing.com)***



#### **4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]**

The PHA must conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires the PHA to admit a specified percentage of extremely low- income families to the program (see Chapter 4, Part III), the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

#### **PHA Policy**

The PHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the PHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

#### **4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES**

##### PHA Policy

While the family is on the waiting list, the family must immediately inform the PHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.

#### **4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]**

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.

##### **Purging the Waiting List**

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a PHA request for information or updates, and the PHA determines that the family did not respond because of the family member's disability, the PHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

##### PHA Policy

The waiting list will be updated annually to ensure that all applicants and applicant information is current and timely.

To update the waiting list, the PHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the PHA letter.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent.

If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if it is determined that the lack of response was due to PHA error, or to circumstances beyond the family's control.

## **Removal from the Waiting List**

### PHA Policy

If at any time an applicant family is on the waiting list, the PHA determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list.

If a family is removed from the waiting list because the PHA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting and will inform the family how to request an informal review of the PHA's decision (see Chapter 16) [24 CFR 982.201(f)].

## **PART III: SELECTION FOR HCV ASSISTANCE**

### **4-III.A. OVERVIEW**

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

### **4-III.B. SELECTION AND HCV FUNDING SOURCES**

#### **Special Admissions [24 CFR 982.203]**

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

The PHA administers the following types of special funding programs:

#### ***Shelter Plus Care and HUD-VASH Programs***

#### **Targeted Funding [24 CFR 982.204(e)]**

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

#### **PHA Policy**

The PHA does not administer any types of targeted funding.

#### **Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

#### **4-III.C. SELECTION METHOD**

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

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

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

##### PHA Policy

To accomplish the mission of the Housing Authority of the County of DeKalb to provide housing, the HACD will strive to provide housing to all persons in DeKalb County who require housing assistance as of the date of their application. Acknowledging that the resources available to provide housing are limited, the HACD Board of Commissioners has established the following policies to govern the preference for admission to HACD housing programs. All preferences will be given with consideration to the resources available to the HACD and as long as the preferences do not jeopardize the financial stability of HACD programs.

The Housing Authority of the County of DeKalb will adhere to all program admission guidelines established by the funding source where those admission guidelines, by contract, supersede local guidelines.

The Housing Authority of the County of DeKalb will use the local preferences as noted in exhibit 4-1.

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

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

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

##### PHA Policy

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

## **Order of Selection**

The PHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

### **PHA Policy**

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.

#### **4-III.D. NOTIFICATION OF SELECTION**

When a family has been selected from the waiting list, the PHA must notify the family [24 CFR 982.554(a)].

##### **PHA Policy**

The PHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview;

- Who is required to attend the interview;

- All documents that must be provided at the interview, including information about what constitutes acceptable documentation;

- Documents that must be provided at the interview to document eligibility for a preference, if applicable;

- Other documents and information that should be brought to the interview.

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list without further notice. Such failure to act on the part of the applicant prevents the PHA from making an eligibility determination; therefore no informal hearing will be offered.

#### **4-III.E. THE APPLICATION INTERVIEW**

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2012-10].

Reasonable accommodation will be made for persons with disabilities who are unable to attend an interview due to their disability.

##### **PHA Policy**

Families selected from the waiting list and their household members 18 years or older are required to participate in an eligibility interview.

The head of household or spouse/co-head must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation at the time of the interview, he or she will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, the PHA will allow for the family to retain its place on the waiting list for 10 days. If not all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, the PHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of eligible non-citizen status). If the family is unable to obtain the information or materials within the required timeframe, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.



If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the PHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without PHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

#### **4-III.F. COMPLETING THE APPLICATION PROCESS**

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

##### **PHA Policy**

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. The PHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If the PHA determines that the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

**Exhibit 4-1: Local Preferences  
(Adopted 12/20/2016)**

Acknowledging that the resources to provide housing are limited, the Housing Authority of the County of DeKalb has established local preferences for admission to its programs. The Housing Authority of the County of DeKalb will select families based on the following local preference system, within each bedroom size category for Low-Income Public Housing, and generally for the Housing Choice Voucher/Section 8 Program. **Families and individuals will be selected from the waiting list according to total preference points and the date and time their application is received by the PHA.**

**PREFERENCE 1: DeKalb County Residency (2 point):** The residency preference will be applied when the applicant household can demonstrate that they have a physical residence in DeKalb County, Illinois. Physical residence shall be defined as a domicile with a mailing address, other than a post box office box, OR the applicant family has the head, co-head or spouse working within DeKalb County for 30 or more hours on average per week.

**Verification:** Residency will be verified when the applicant can produce three or more of the following: current lease, utility bills showing the current physical address, medical bills, DHS benefits verified within DeKalb County, child/children's enrollment in DeKalb County school, signed statement from employer indicating dates of employment, number of hours working, hourly wages, and anticipation of continuous employment or 3 items of mail such as car insurance bill, cell phone bill, credit card statement, etc. The mail items presented for proof of residency must be post marked within the last 30 days, and original pieces of mail must be provided. Handwritten or typed address on an envelope will not be accepted.

**PREFERENCE 2: Family Preference (1 Point):** A person is considered eligible for this preference if either head or spouse has legal custody of a minor child or children. This preference is also extended to the ELDERLY (over age 62) or DISABLED families/individuals whose head of household or spouse are elderly or have a verified disability.

**Verification:** Verification of the family preference is verified via confirmation of birth records, foster parent certifications through legal certifications legal adoption records, etc. (This preference is also extended to all elderly families and all families whose head or spouse is receiving income based on their disability. Verification of disability is accomplished through a current Social Security Disability Benefit letter or via Disability Verification from a licensed care provider i.e. physician, counselor, case manager, psychiatrist, psychologist, psychoanalyst, psychotherapist ..., etc.)

**PREFERENCE 3: Working Preference (1 point):** A family is considered eligible for this preference if either head or spouse is employed and working. This preference is also extended to the ELDERLY (over age 62) or DISABLED families/individuals whose head of household or spouse are elderly or have a verified disability.

**Verification:** Employment will be verified by at least 2 current, consecutive paycheck stubs, signed statement from employer indicating dates of employment, number of hours working, hourly wages, and anticipation of continuous employment or theworknumber.com. (This preference is also extended to all elderly families and all families whose head or spouse is receiving income based on their disability. Verification of disability is accomplished through a current Social Security Disability Benefit letter or via Disability Verification from a licensed care provider i.e. physician, counselor, case manager, psychiatrist, psychologist, psychoanalyst, psychotherapist, etc.)

**PREFERENCE 4: Rent Burden (1 point):** In order to qualify for this preference, a family must be paying more than 50% of family income for rent. An applicant does not qualify for a rent burden preference if either of the following is applicable:

- a. The applicant has been paying more than 50% of income for rent for less than 90 days.
- b. The applicant is paying more than 50% of family income to rent a unit because the applicant's housing assistance for occupancy of the unit under any of the following programs has been terminated as a result of the applicant's refusal to comply with applicable program policies and procedures on the occupancy of under occupied and overcrowded units:
  1. Section 8 programs or Public or Indian Housing Programs under the United States Housing Act of 1965; or
  2. The rent supplement program under section 101 of the Housing and Urban Development Act of 1965; or
  3. Rental assistance payments under section 236(f)(2) of the National Housing Act.

"Family income" is monthly income as defined in 24 CFR 5.609.

"Rent" is defined as the actual amount due under a lease or occupancy agreement calculated on a monthly basis plus the utility allowance for family-purchased utilities and services that is used in the PHA tenant-based program, or if the family chooses, the average monthly payment that the family actually made for these utilities and services for the most recent six-month period.

If an applicant owns a mobile home, but rents the space upon which it is located, then "rent" will include the monthly payments made to amortize the purchase price of the home.

Members of a cooperative are "renters" for the purposes of qualifying for the preference. In this case, "rent" would mean the charges under the occupancy agreement.

**Verification (Income, Rent, Utilities):** Income will be verified in accordance with existing procedures used to verify income to determine eligibility. Amounts due under a lease or occupancy agreement will be verified by requiring the family to furnish copies of an executed rental agreement, canceled checks or rent receipts for the immediate past 90 days, a copy of current purchase agreement, or by contacting the lien holder or landlord direct. Utility payments will be verified by presenting copies of canceled checks or receipts for the most recent six-month period.

**PREFERENCE 5: DeKalb County Continuum of Care Preference (1 point):** The DeKalb County Continuum of Care Preference is given to Applicant families, otherwise eligible, who are currently residing in Emergency Shelter, Transitional Shelter, Permanent Supportive housing or participating in homeless services at/in/through a participating DeKalb County Continuum of Care agency (at the time of verification) and have received a written letter of recommendation not less than 30 days old from a participating DeKalb County Continuum of Care agency.

**Verification:** A written letter of recommendation from a participating DeKalb County CoC agency, not less than 30 days old, confirming the eligible applicant's current successful program participation, services received, and demonstrates that the family or individual is housing ready and can maintain successful lease compliance (low risk of homeless recidivism).

## **Chapter 4**

### **APPLICATIONS, WAITING LIST AND TENANT SELECTION**

#### **INTRODUCTION**

When a family wishes to reside in public housing, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all eligible families that apply for public housing on a waiting list. When a unit becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in its Admissions and Continued Occupancy Policy (ACOP) and its annual plan.

The PHA is required to adopt a clear approach to accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow this approach consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA to receive preferential treatment.

HUD regulations require that the PHA comply with all equal opportunity requirements and it must affirmatively further fair housing goals in the administration of the program [24 CFR 960.103, PH Occ GB p. 13]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for accepting applications, managing the waiting list and selecting families from the waiting list. The PHA's policies for assigning unit size and making unit offers are contained in Chapter 5. Together, Chapters 4 and 5 of the ACOP comprise the PHA's Tenant Selection and Assignment Plan (TSAP).

The policies outlined in this chapter are organized into three sections, as follows:

**Part I: The Application Process.** This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

**Part II: Managing the Waiting List.** This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for public housing. It also discusses the process the PHA will use to keep the waiting list current.

**Part III: Tenant Selection.** This part describes the policies that guide the PHA in selecting families from the waiting list as units become available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

## **PART I: THE APPLICATION PROCESS**

### **4-I.A. OVERVIEW**

This part describes the policies that guide the PHA's efforts to distribute and accept applications, and to make preliminary determinations of applicant family eligibility that affect placement of the family on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process.

### **4-I.B. APPLYING FOR ASSISTANCE**

Any family that wishes to reside in public housing must apply for admission to the program [24 CFR 1.4(b)(2)(ii), 24 CFR 960.202(a)(2)(iv), and PH Occ GB, p. 68]. HUD permits the PHA to determine the format and content of its applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. However, the PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application [Notice PIH 2009-36].

#### **HACD Policy**

Depending upon the length of time between the date of application and the availability of housing, the PHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and the amount of rent the family will pay.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the PHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and the amount of rent the family will pay when selected from the waiting list.

Families may obtain application forms from the PHA's website. By reasonable accommodation families may also request – by telephone or by mail – that an application form be sent to the family via first class mail.

Completed online applications must be submitted to the PHA through its online application system. Reasonable accommodation applications must be filled out completely and submitted to the PHA in person. If an application is incomplete, the PHA will notify the family of the additional information required.

#### **4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS**

The PHA must take a variety of steps to ensure that the application process is accessible to those people who might have difficulty complying with the standard PHA application process.

##### **Disabled Populations [24 CFR 8; PH Occ GB, p. 68]**

The PHA must provide reasonable accommodation as needed for persons with disabilities to make the application process fully accessible. The facility where applications are accepted and the application process must be fully accessible or the PHA must provide an alternate approach that provides equal access to the program. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

##### **Limited English Proficiency**

PHAs are required to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

#### **4-I.D. PLACEMENT ON THE WAITING LIST**

The PHA must review each completed application received and make a preliminary assessment of the family's eligibility. Applicants for whom the waiting list is open must be placed on the waiting list unless the PHA determines the family to be ineligible. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 960.208(a); PH Occ GB, p. 41].

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list.

##### **Ineligible for Placement on the Waiting List**

###### **HACD Policy**

If the PHA determines from the information provided that a family is ineligible, the family will not be placed on the waiting list. When a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination within a reasonable amount of time of receipt of the completed application. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal hearing and explain the process for doing so (see Chapter 14).

##### **Eligible for Placement on the Waiting List**

###### **HACD Policy**

The PHA will send written notification of the preliminary eligibility determination within a reasonable amount of time of receiving a completed application. If applicable, the notice will also indicate the waiting list preference(s) for which the family appears to qualify.

Applicants will be placed on the waiting list according to PHA preference(s) and the date and time their complete application is received by the PHA.

The PHA will assign families on the waiting list according to the bedroom size for which a family qualifies as established in its occupancy standards (see Chapter 5). Families may request to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines (as long as the unit is not overcrowded according to PHA standards and local codes). However, in these cases, the family must agree not to request a transfer for two years after admission, unless they have a change in family size or composition.

Placement on the waiting list does not indicate that the family is, in fact, eligible for admission. When the family is selected from the waiting list, the PHA will verify any preference(s) claimed and determine eligibility and suitability for admission to the program.



## **PART II: MANAGING THE WAITING LIST**

### **4-II.A. OVERVIEW**

The PHA must have policies regarding the type of waiting list it will utilize as well as how the waiting list will be organized and managed. This includes policies on notifying the public on the opening and closing of the waiting list to new applicants, updating family information, purging the list of families that are no longer interested in or eligible for public housing, and conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how the PHA may structure its waiting list and how families must be treated if they apply for public housing at a PHA that administers more than one assisted housing program.

### **4-II.B. ORGANIZATION OF THE WAITING LIST**

The PHA's public housing waiting list must be organized in such a manner to allow the PHA to accurately identify and select families in the proper order, according to the admissions policies described in this ACOP.

#### **HACD Policy**

The waiting list will contain the following information for each applicant listed:

- Name and social security number of head of household

- Unit size required (number of family members)

- Amount and source of annual income

- Accessibility requirement, if any

- Date and time of application or application number

- Household type (family, elderly, disabled)

- Admission preference, if any

- Race and ethnicity of the head of household

- The specific site(s) selected (only if PHA offers site-based waiting lists)

The PHA may adopt one community-wide waiting list or site-based waiting lists. The PHA must obtain approval from HUD through submission of its Annual Plan before it may offer site-based waiting lists. Site-based waiting lists allow families to select the development where they wish to reside and must be consistent with all applicable civil rights and fair housing laws and regulations [24 CFR 903.7(b)(2)].

#### **HACD Policy**

The PHA will maintain one single community-wide waiting list for its developments. Within the list, the PHA will designate subparts to easily identify who should be offered the next available unit (i.e. mixed populations, general occupancy, unit size, and accessible units).

The PHA may adopt site-based waiting lists.

HUD requires that public housing applicants must be offered the opportunity to be placed on the waiting list for any tenant-based or project-based voucher or moderate rehabilitation program that the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs [24 CFR 982.205(a)(2)(i)].

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs [24 CFR 982.205(a)(1)].

#### **HACD Policy**

The PHA will not merge the public housing waiting list with the waiting list for any other program the PHA operates.

#### **4-II.C. OPENING AND CLOSING THE WAITING LIST**

##### **Closing the Waiting List**

The PHA is permitted to close the waiting list, in whole or in part, if it has an adequate pool of families to fully lease units in all of its developments. The PHA may close the waiting list completely, or restrict intake by preference, type of project, or by size and type of dwelling unit. [PH Occ GB, p. 31].

##### **HACD Policy**

The PHA will close the waiting list when the estimated waiting period for housing applicants on the list reaches 24 months for the most current applicants. Where the PHA has particular preferences or other criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

##### **Reopening the Waiting List**

If the waiting list has been closed, it may be reopened at any time. The PHA should publish a notice announcing the opening of the waiting list in local newspapers of general circulation, minority media, and other suitable media outlets. Such notice must comply with HUD fair housing requirements. The PHA should specify who may apply, and where and when applications will be received.

##### **HACD Policy**

The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice. The notice will specify where, when, and how applications are to be received.

The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

***The Daily Chronicle***

***The Midweek***

#### **4-II.D. FAMILY OUTREACH [24 CFR 903.2(d); 24 CFR 903.7(a) and (b)]**

The PHA should conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to fill anticipated vacancies and to assure that the PHA is affirmatively furthering fair housing and complying with the Fair Housing Act.

Because HUD requires the PHA to admit a specified percentage of extremely low income families, the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for public housing.

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of units under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

#### **HACD Policy**

The PHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the PHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

#### **4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES**

##### **HACD Policy**

While the family is on the waiting list, the family must inform the PHA, within 10 business days, of changes in family size or composition, preference status, or contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.

Changes in an applicant's circumstances while on the waiting list may affect the family's qualification for a particular bedroom size or entitlement to a preference. When an applicant reports a change that affects their placement on the waiting list, the waiting list will be updated accordingly.

#### **4-II.F. UPDATING THE WAITING LIST**

HUD requires the PHA to establish policies that describe the circumstances under which applicants will be removed from the waiting list [24 CFR 960.202(a)(2)(iv)].

##### **Purging the Waiting List**

The decision to remove an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to the PHA's request for information or updates because of the family member's disability, the PHA must, upon the family's request, reinstate the applicant family to their former position on the waiting list as a reasonable accommodation [24 CFR 8.4(a), 24 CFR 100.204(a), and PH Occ GB, p. 39 and 40]. See Chapter 2 for further information regarding reasonable accommodations.

##### **HACD Policy**

The waiting list will be updated as needed to ensure that all applicant information is current and timely.

To update the waiting list, the PHA will send a written update request to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the PHA letter.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent. If the family fails to respond within this time frame, the family will be removed from the waiting list without further notice.

When a family is removed from the waiting list during the update process for failure to respond, no informal hearing will be offered. Such failures to act on the part of the applicant prevent the PHA from making an eligibility determination; therefore no informal hearing is required.

If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if the lack of response was due to PHA error, or to circumstances beyond the family's control.

## **Removal from the Waiting List**

### **HACD Policy**

The PHA will remove an applicant from the waiting list upon request by the applicant family. In such cases no informal hearing is required.

If the PHA determines that the family is not eligible for admission (see Chapter 3) at any time while the family is on the waiting list the family will be removed from the waiting list.

If a family is removed from the waiting list because the PHA has determined the family is not eligible for admission, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal hearing regarding the PHA's decision (see Chapter 14) [24 CFR 960.208(a)].

## **PART III: TENANT SELECTION**

### **4-III.A. OVERVIEW**

The PHA must establish tenant selection policies for families being admitted to public housing [24 CFR 960.201(a)]. The PHA must not require any specific income or racial quotas for any developments [24 CFR 903.2(d)]. The PHA must not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations [24 CFR 1.4(b)(1)(iii) and 24 CFR 903.2(d)(1)].

The order in which families will be selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences that the family qualifies for. The availability of units also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 960.206(e)(2)]. The PHA's policies must be posted any place where the PHA receives applications. The PHA must provide a copy of its tenant selection policies upon request to any applicant or tenant. The PHA may charge the family for providing a copy of its tenant selection policies [24 CFR 960.202(c)(2)].

#### **HACD Policy**

When an applicant or resident family requests a copy of the PHA's tenant selection policies, the PHA will provide copies to them free of charge.



#### **4-III.B. SELECTION METHOD**

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

##### **Local Preferences [24 CFR 960.206]**

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

##### **HACD Policy**

To accomplish the mission of the Housing Authority of the County of DeKalb, HACD will strive to provide housing to all persons in DeKalb County who require housing assistance as of the date of their application. Acknowledging that the resources available to provide housing are limited, the HACD Board of Commissioners has established preferences for admission to HACD housing programs. All preferences will be given with consideration to the resources available to HACD and as long as the preferences do not jeopardize the financial stability of HACD programs.

The Housing Authority of the County of DeKalb will adhere to all program admission guidelines established by the funding source where those admission guidelines, by contract, supersede local guidelines.

The Housing Authority of the County of DeKalb will use the local preferences as noted in exhibit 4-1.

##### **Income Targeting Requirement [24 CFR 960.202(b)]**

HUD requires that extremely low-income (ELI) families make up at least 40 percent of the families admitted to public housing during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher [*Federal Register* notice 6/25/14]. To ensure this requirement is met, the PHA may skip non-ELI families on the waiting list in order to select an ELI family.

If a PHA also operates a housing choice voucher (HCV) program, admissions of extremely low-income families to the PHA's HCV program during a PHA fiscal year that exceed the 75 percent minimum target requirement for the voucher program, shall be credited against the PHA's basic targeting requirement in the public housing program for the same fiscal year. However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of: (1) ten percent of public housing waiting list admissions during the PHA fiscal year; (2) ten percent of waiting list admissions to the PHA's housing choice voucher program during the PHA fiscal year; or (3) the number of qualifying low-income families who commence occupancy during the fiscal year of PHA public housing units located in census tracts with a

poverty rate of 30 percent or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

**HACD Policy**

The PHA will monitor progress in meeting the ELI requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.

### **Mixed Population Developments [24 CFR 960.407]**

A mixed population development is a public housing development or portion of a development that was reserved for elderly families and disabled families at its inception (and has retained that character) or the PHA at some point after its inception obtained HUD approval to give preference in tenant selection for all units in the development (or portion of a development) to elderly and disabled families [24 CFR 960.102]. Elderly family means a family whose head, spouse, cohead, or sole member is a person who is at least 62 years of age. Disabled family means a family whose head, spouse, cohead, or sole member is a person with disabilities [24 CFR 5.403]. The PHA must give elderly and disabled families equal preference in selecting these families for admission to mixed population developments. The PHA may not establish a limit on the number of elderly or disabled families that may occupy a mixed population development. In selecting elderly and disabled families to fill these units, the PHA must first offer the units that have accessibility features for families that include a person with a disability and require the accessibility features of such units. The PHA may not discriminate against elderly or disabled families that include children (Fair Housing Amendments Act of 1988).

### **Units Designated for Elderly or Disabled Families [24 CFR 945]**

The PHA may designate projects or portions of a public housing project specifically for elderly or disabled families. The PHA must have a HUD-approved allocation plan before the designation may take place.

Among the designated developments, the PHA must also apply any preferences that it has established. If there are not enough elderly families to occupy the units in a designated elderly development, the PHA may allow near-elderly families to occupy the units [24 CFR 945.303(c)(1)]. Near-elderly family means a family whose head, spouse, or cohead is at least 50 years old, but is less than 62 [24 CFR 5.403].

If there are an insufficient number of elderly families and near-elderly families for the units in a development designated for elderly families, the PHA must make available to all other families any unit that is ready for re-rental and has been vacant for more than 60 consecutive days [24 CFR 945.303(c)(2)].

The decision of any disabled family or elderly family not to occupy or accept occupancy in designated housing shall not have an adverse affect on their admission or continued occupancy in public housing or their position on or placement on the waiting list. However, this protection does not apply to any family who refuses to occupy or accept occupancy in designated housing because of the race, color, religion, sex, disability, familial status, or national origin of the occupants of the designated housing or the surrounding area [24 CFR 945.303(d)(1) and (2)].

This protection does apply to an elderly family or disabled family that declines to accept occupancy, respectively, in a designated project for elderly families or for disabled families, and requests occupancy in a general occupancy project or in a mixed population project [24 CFR 945.303(d)(3)].

### **HACD Policy**

The PHA does not have designated elderly or designated disabled housing at this time.

## **Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]**

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

### ***Steps for Implementation [24 CFR 903.2(c)(1)]***

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

Step 1. The PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.

#### **HACD Policy**

The PHA will determine the average income of all families in all covered developments on an annual basis.

Step 2. The PHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, the PHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

#### **HACD Policy**

The PHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (federal poverty level or 30percent of median income, whichever number is higher).

Step 4. The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances the PHA's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

### **HACD Policy**

For developments outside the EIR the PHA will take the following actions to provide for deconcentration of poverty and income mixing:

The PHA will strive to create mixed-income communities and lessen the concentration of very-low income families within the Housing Authority's public housing developments through admissions policies designed to bring higher income tenants into lower income developments and lower income tenants into higher income developments. This policy shall not be construed to impose or require any specific income or racial quotas for any public housing development owned by the PHA.

**Order of Selection [24 CFR 960.206(e)]**

The PHA system of preferences may select families either according to the date and time of application or by a random selection process.

**HACD Policy**

Families will be selected from the waiting list based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA.

When selecting applicants from the waiting list, the PHA will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. The PHA will offer the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.

Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and PHA policy.

#### **4-III.C. NOTIFICATION OF SELECTION**

When the family has been selected from the waiting list, the PHA must notify the family [24 CFR 960.208].

##### **HACD Policy**

The PHA will notify the family in writing when it is selected from the waiting list.

The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

- Who is required to attend the interview

- Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation

- Documents that must be provided at the interview to document eligibility for a preference, if applicable

- Other documents and information that should be brought to the interview

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list without further notice. Such failure to act on the part of the applicant prevents the PHA from making an eligibility determination; therefore no informal hearing will be offered.

#### **4-III.D. THE APPLICATION INTERVIEW**

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a private interview. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2012-10].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability [24 CFR 8.4(a) and 24 CFR 100.204(a)].

##### **HACD Policy**

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.

The interview will be conducted only if the head of household or spouse/cohead provides appropriate documentation of legal identity (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained.

Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list for 10 days after eligibility interview. If not all household members have disclosed their SSNs at the next time a unit becomes available, the PHA will offer a unit to the next eligible applicant family on the waiting list.

If the family is claiming a waiting list preference, the family must provide documentation to verify their eligibility for a preference (see Chapter 7). If the family is verified as eligible for the preference, the PHA will proceed with the interview. If the PHA determines the family is not eligible for the preference, the interview will not proceed and the family will be placed back on the waiting list according to the date and time of their application.

The family must provide the information necessary to establish the family's eligibility, including suitability, and to determine the appropriate amount of rent the family will pay. The family must also complete required forms, provide required signatures, and submit required documentation. If any materials are missing, the PHA will provide the family with a written list of items that must be submitted.



Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of Social Security numbers and eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (see Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the PHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without PHA approval will have their applications made inactive based on the family's failure to supply information needed to determine eligibility. The second appointment letter will state that failure to appear for the appointment without a request to reschedule will be interpreted to mean that the family is no longer interested and their application will be made inactive. Such failure to act on the part of the applicant prevents the PHA from making an eligibility determination, therefore the PHA will not offer an informal hearing.

#### **4-III.E. FINAL ELIGIBILITY DETERMINATION [24 CFR 960.208]**

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information related to the eligibility requirements, including PHA suitability standards, the PHA must make a final determination of eligibility (see Chapter 3).

When a determination is made that a family is eligible and satisfies all requirements for admission, including tenant selection criteria, the applicant must be notified of the approximate date of occupancy insofar as that date can be reasonably determined [24 CFR 960.208(b)].

##### **HACD Policy**

The PHA will notify a family in writing of their eligibility within 10 business days of the determination and will provide the approximate date of occupancy insofar as that date can be reasonably determined.

The PHA must promptly notify any family determined to be ineligible for admission of the basis for such determination, and must provide the applicant upon request, within a reasonable time after the determination is made, with an opportunity for an informal hearing on such determination [24 CFR 960.208(a)].

##### **HACD Policy**

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal hearing (see Chapter 14).

If the PHA uses a criminal record or sex offender registration information obtained under 24 CFR 5, Subpart J, as the basis of a denial, a copy of the record must precede the notice to deny, with an opportunity for the applicant to dispute the accuracy and relevance of the information before the PHA can move to deny the application. See Section 3-III.G for the PHA's policy regarding such circumstances.

Upon making an eligibility determination, the PHA must provide the family a notice of VAWA rights as well as the HUD VAWA self-certification form (form HUD-50066) in accordance with the Violence against Women Act of 2013, and as outlined in 16-VII.C. The notice and self-certification form must accompany the written notification of eligibility determination. This notice must be provided in both of the following instances: (1) when a family is notified of its eligibility; or (2) when a family is notified of its ineligibility.

<b>Exhibit 4-1: Local Preferences (Board Resolution 14-07)</b>
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Acknowledging that the resources to provide housing are limited, the Housing Authority of the County of DeKalb has established local preferences for admission to its programs. The Housing Authority of the County of DeKalb will select families based on the following local preference system, within each bedroom size category for Low-Income Public Housing, and generally for the Housing Choice Voucher/Section 8 Program. **Families and individuals will be selected from the waiting list according to total preference points and the date and time their application is received by the PHA.**

**PREFERENCE 1: DeKalb County Residency (2 point):** The residency preference will be applied when the applicant household can demonstrate that they have a physical residence in DeKalb County, Illinois. Physical residence shall be defined as a domicile with a mailing address, other than a post box office box, OR the applicant family has the head, co-head or spouse working within DeKalb County for 30 or more hours on average per week.

**Verification:** Residency will be verified when the applicant can produce three or more of the following: current lease, utility bills showing the current physical address, medical bills, DHS benefits verified within DeKalb County, child/children's enrollment in DeKalb County school, signed statement from employer indicating dates of employment, number of hours working, hourly wages, and anticipation of continuous employment or 3 items of mail such as car insurance bill, cell phone bill, credit card statement, etc. The mail items presented for proof of residency must be post marked within the last 30 days, and original pieces of mail must be provided. Handwritten or typed address on an envelope will not be accepted.

**PREFERENCE 2: Family Preference (1 Point):** A person is considered eligible for this preference if either head or spouse has legal custody of a minor child or children. This preference is also extended to the ELDERLY (over age 62) or DISABLED families/individuals whose head of household or spouse are elderly or have a verified disability.

**Verification:** Verification of the family preference is verified via confirmation of birth records, foster parent certifications through legal certifications legal adoption records, etc. (This preference is also extended to all elderly families and all families whose head or spouse is receiving income based on their disability. Verification of disability is accomplished through a current Social Security Disability Benefit letter or via Disability Verification from a licensed care provider i.e. physician, counselor, case manager, psychiatrist, psychologist, psychoanalyst, psychotherapist ..., etc.)

**PREFERENCE 3: Working Preference (1 point):** A family is considered eligible for this preference if either head or spouse is employed and working. This preference is also extended to the ELDERLY (over age 62) or DISABLED families/individuals whose head of household or spouse are elderly or have a verified disability.

**Verification:** Employment will be verified by at least 2 current, consecutive paycheck stubs, signed statement from employer indicating dates of employment, number of hours working, hourly wages, and anticipation of continuous employment or theworknumber.com. (This preference is also extended to all elderly families and all families whose head or spouse is receiving income based on their disability. Verification of disability is accomplished through a current Social Security Disability Benefit letter or via Disability Verification from a licensed care provider i.e. physician, counselor, case manager, psychiatrist, psychologist, psychoanalyst, psychotherapist, etc.))

**PREFERENCE 5: Rent Burden (1point):** In order to qualify for this preference, a family must be paying more than 50% of family income for rent. An applicant does not qualify for a rent burden preference if either of the following is applicable:

- a. The applicant has been paying more than 50% of income for rent for less than 90 days.
- b. The applicant is paying more than 50% of family income to rent a unit because the applicant's housing assistance for occupancy of the unit under any of the following programs has been terminated as a result of the applicant's refusal to comply with applicable program policies and procedures on the occupancy of under occupied and overcrowded units:
  1. Section 8 programs or Public or Indian Housing Programs under the United States Housing Act of 1965; or
  2. The rent supplement program under section 101 of the Housing and Urban Development Act of 1965; or
  3. Rental assistance payments under section 236(f)(2) of the National Housing Act.

"Family income" is monthly income as defined in 24 CFR 5.609.

"Rent" is defined as the actual amount due under a lease or occupancy agreement calculated on a monthly basis plus the utility allowance for family-purchased utilities and services that is used in the PHA tenant-based program, or if the family chooses, the average monthly payment that the family actually made for these utilities and services for the most recent six-month period.

If an applicant owns a mobile home, but rents the space upon which it is located, then "rent" will include the monthly payments made to amortize the purchase price of the home.

Members of a cooperative are "renters" for the purposes of qualifying for the preference. In this case, "rent" would mean the charges under the occupancy agreement.

**Verification (Income, Rent, Utilities):** Income will be verified in accordance with existing procedures used to verify income to determine eligibility. Amounts due under a lease or occupancy agreement will be verified by requiring the family to furnish copies of an executed rental agreement, canceled checks or rent receipts for the immediate past 90 days, a copy of current purchase agreement, or by contacting the lien holder or landlord direct. Utility payments will be verified by presenting copies of canceled checks or receipts for the most recent six-month period.

**PREFERENCE 6: DeKalb County Continuum of Care Preference (1 point):** The DeKalb County Continuum of Care Preference is given to Applicant families, otherwise eligible, who are currently residing in Emergency Shelter, Transitional Shelter, Permanent Supportive housing or participating in homeless services at/in/through a participating DeKalb County Continuum of Care agency (at the time of verification) and have received a written letter of recommendation not less than 30 days old from a participating DeKalb County Continuum of Care agency.

**Verification:** A written letter of recommendation from a participating DeKalb County CoC agency, not less than 30 days old, confirming the eligible applicant's current successful program participation, services received, and demonstrates that the family or individual is housing ready and can maintain successful lease compliance (low risk of homeless recidivism).

# FY2016 - Performance Measurement Module (Sys PM)

## Summary Report for IL-509 - Dekalb City & 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)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	239	175	109	107	-2	76	74	-2
1.2 Persons in ES, SH, and TH	254	175	125	107	-18	83	74	-9

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	175	-	120	-	-	83	-
1.2 Persons in ES, SH, and TH	-	175	-	120	-	-	83	-

## FY2016 - 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.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	9	0	0%	1	11%	0	0%	1	11%
Exit was from TH	0	0		0		0		0	
Exit was from SH	0	0		0		0		0	
Exit was from PH	13	0	0%	0	0%	0	0%	0	0%
TOTAL Returns to Homelessness	22	0	0%	1	5%	0	0%	1	5%



## FY2016 - Performance Measurement Module (Sys PM)

### Measure 3: Number of Homeless Persons

#### Metric 3.1 – Change in PIT Counts

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

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	101	81	-20
Emergency Shelter Total	85	62	-23
Safe Haven Total	0	0	0
Transitional Housing Total	14	15	1
Total Sheltered Count	99	77	-22
Unsheltered Count	2	4	2

#### Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	331	184	-147
Emergency Shelter Total	276	184	-92
Safe Haven Total	0	0	0
Transitional Housing Total	55	0	-55

### 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

## FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	60	54	-6
Number of adults with increased earned income	9	3	-6
Percentage of adults who increased earned income	15%	6%	-9%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	60	54	-6
Number of adults with increased non-employment cash income	14	24	10
Percentage of adults who increased non-employment cash income	23%	44%	21%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	60	54	-6
Number of adults with increased total income	22	26	4
Percentage of adults who increased total income	37%	48%	11%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	15	16	1
Number of adults who exited with increased earned income	0	2	2
Percentage of adults who increased earned income	0%	13%	13%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	15	16	1
Number of adults who exited with increased non-employment cash income	5	0	-5
Percentage of adults who increased non-employment cash income	33%	0%	-33%

## FY2016 - Performance Measurement Module (Sys PM)

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	15	16	1
Number of adults who exited with increased total income	4	2	-2
Percentage of adults who increased total income	27%	13%	-14%

### 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 2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	182	148	-34
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.	140	13	-127
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)	42	135	93

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

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	197	177	-20
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.	145	47	-98
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.)	52	130	78

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

### **Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects**

This Measure is not applicable to CoCs in 2016.

## FY2016 - Performance Measurement Module (Sys PM)

### 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 2015	Current FY	Difference
Universe: Persons who exit Street Outreach	0	0	0
Of persons above, those who exited to temporary & some institutional destinations	0	0	0
Of the persons above, those who exited to permanent housing destinations	0	0	0
% Successful exits			

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	202	140	-62
Of the persons above, those who exited to permanent housing destinations	140	111	-29
% Successful exits	69%	79%	10%

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	20	69	49
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	12	67	55
% Successful exits/retention	60%	97%	37%

## **FY2016 - SysPM Data Quality**

### **IL-509 - Dekalb City & 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.

## FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	54	54	54	54	32	32			84	84	112	102			3					
2. Number of HMIS Beds	54	54	54	54	32	32			59	59	97	75			3					
3. HMIS Participation Rate from HIC ( % )	100.00	100.00	100.00	100.00	100.00	100.00			70.24	70.24	86.61	73.53			100.00					
4. Unduplicated Persons Served (HMIS)	0	9	94	140	0	0	0	0	33	39	58	67	0	0	25	56	0	0	0	0
5. Total Leavers (HMIS)	0	0	53	99	0	0	0	0	0	1	1	9	0	0	2	33	0	0	0	0
6. Destination of Don't Know, Refused, or Missing (HMIS)	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7. Destination Error Rate (%)			0.00	2.02						0.00	0.00	0.00			0.00	0.00				