

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:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.

- Using the CoC Application Detailed Instructions while completing the application in e-snaps.

- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.

- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.

- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.

- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.

- 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 form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: MO-501 - St. Louis CoC

1A-2. Collaborative Applicant Name: City of St. Louis

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Institute for Community Alliances ICA

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	No
Local Jail(s)	No	No	No
Hospital(s)	No	No	No
EMT/Crisis Response Team(s)	No	No	No
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	No	No	No
CoC Funded Youth Homeless Organizations	Yes	Yes	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	No
School Administrators/Homeless Liaisons	Yes	No	No
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes	No
Street Outreach Team(s)	Yes	Yes	No
Youth advocates	Yes	Yes	No
Agencies that serve survivors of human trafficking	Yes	Yes	No
Other homeless subpopulation advocates	No	No	No
Homeless or Formerly Homeless Persons	Yes	Yes	Yes

1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

CoC solicitation and consideration of opinions often arises from leadership by service agencies that report to and solicit feedback from interested parties about service operations, that seek advice, propose or test interest in homeless service initiatives. This occurs face-to-face and through social media. CoC members St. Patrick Center and Peter & Paul Community Services, for example, routinely solicit and consider a full range of opinions, at regularly scheduled neighborhood meetings in neighborhoods where services are provided. The CoC situationally solicits opinion on homelessness. In response to a daytime shelter announcing closure, in 2016, for example, a CoC coalition broadly solicited input in planning temporary day shelter until a permanent shelter could be organized. Political leaders, faith and business communities, city departments, police, a neighboring university, mental health agencies, street outreach, clients and homeless subpopulation advocates participated.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
Epworth Children's Services	Yes	No	No
Covenant House	Yes	Yes	No

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area.

Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
The Women's Safe House	Yes	No
Safe Connections	No	No
St. Martha's Hall	Yes	No
Redevelopment Opportunities for Women	Yes	No
Lydia's House	Yes	No
Crime Victim Advocacy Center	No	No
Lasting Solutions Program at Legal Services of Eastern Missouri	Yes	No
Aware of Barnes Jewish Hospital	Yes	No

1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)

Request for Proposals are open to any nonprofit both in and outside the Continuum of Care and are advertised on the St. Louis City CoC list serv, Department of Human Service's website and by word of mouth. If a nonprofit is not a member of the CoC upon submitting an application for CoC funds, the nonprofit will be required to join prior to awarding any CoC funds. Additionally, the nonprofit will have to maintain active membership within the St. Louis City CoC in order to receive ongoing CoC funding support.

1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation? Annually

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	1
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	1
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	1
How many of the Con Plan jurisdictions are also ESG recipients?	1
How many ESG recipients did the CoC participate with to make ESG funding decisions?	1
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1

1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)

Interactions between the CoC and Consolidated Plan jurisdiction are frequent, ongoing and cover a full range of policy and programmatic subjects. This is due, in part, to the City of St Louis' municipal boundaries defining the CoC and Consolidated Plan jurisdiction, and the City of St. Louis itself being the ESG recipient while also being actively involved in leadership and the daily affairs of the CoC. What's more, many CoC members are involved in a full range of priority setting activities and assistance seeking from the Consolidated Plan jurisdiction, not limited to ESG but also involving CDBG, HOPWA, and HOME. While this makes CoC participation accessible in a narrow jurisdictional sense, fragmentation of CoC's, Consolidated Plan jurisdictions and ESG recipients more broadly in the St. Louis MSA – separating multiple adjacent urban/suburban counties – works against collaboration that promotes regional progress in ending the regional problem of homelessness.

1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)

Because the City of St. Louis is the ESG recipient and, at the same time is active in leadership and the daily affairs of the CoC (which is defined by its municipal boundaries) there is a constant interplay, formal and informal, between the CoC and the City in ESG funding decisions and performance and outcomes of ESG-funded activities. Historically, this has focused on pragmatic considerations of meeting community needs by supporting effective programs performing activities that are eligible for ESG funding.

But as the CoC moves toward ever higher functioning compliance with HEARTH Act amendments, this working relationship has become more sophisticated with ESG funding discussions and considerations focused not just on how they meet community needs in eligible categories but how they concurrently support the breadth of the CoC mission, especially in coordination of services, performance goals and outcomes.

1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)

The COC works closely with providers of DV programs to assure that victims

are prioritized for housing with safety being the guiding philosophy in determining type of housing and services. Support throughout the recovery path is provided based on the individual needs. The COC has a strong network that addresses the needs of DV survivors and their families which includes YWCA St. Louis Regional Sexual Assault Center, the Women's Safe House, St. Martha's Hall and Lydia's House. All DV agencies receive funds from 2 special fees collected by the City and administered by the COC coordination with other funding sources such as ESG, Dept of Justice and Health and Human Services. They are members of the St. Louis Ending Violence Against Women Network which collectively set priorities and policies to protect victims. These organizations have a separate and secure database and they provide aggregate data to the COC.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
St. Louis Housing Authority	5.35%	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-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)

Faith groups that eschew public funding for religious reasons or prefer not to seek it because of strings and requirements that are attached are assisting persons who are homeless find stable transitional or permanent affordable housing. The Winter Outreach Group, which through volunteers and member churches provides emergency overflow shelter, for example, each winter seeks to identify and develop new space for emergency shelter that can be transformed to permanent congregate housing for homeless men at winters end. Other church groups, operating off the conventional service grid, appear at CoC meetings expressing their vision of how, through private donation, they

seek to make available affordable housing. The for-profit real estate development community also has expressed some interest in developing single room occupancy housing type near hospitality jobs, in part targeting homeless populations.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized 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"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 1000 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? 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"/>

1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. 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"/>

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons

**discharged are not discharged into homelessness.
(limit 1000 characters)**

All boxes were checked.

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.

**1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.
(limit 1000 characters)**

The COC Coordinated Entry Process is designed to improve the delivery of housing and shelter services for households who experience homelessness or risk of homelessness. The process provides uniform assessments to determine the most appropriate response to each household's immediate housing needs. The Service Delivery Committee of the COC created a set of guiding principles that oversees the system of care for persons experiencing a housing crisis in St. Louis City designed to rapidly exit people from their homelessness to stable housing, ensure that the hardest to serve, with the greatest needs, are served effectively and ensures transparency and accountability throughout the referral and assessment process. All households who enter any of the participating community shelters or who are homeless and on the street are assessed using the Front Door Assessment tool. All providers funded by CoC or ESG are required to participate, others are strongly encouraged to participate.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list, enter the information in the blank text box, click "Save" at the bottom of

the screen, and then select the applicable checkboxes.

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	22
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	5
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	17
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

Performance outcomes from APR reports/HMIS:	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>

Monitoring criteria:	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input checked="" type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>

Need for specialized population services:

Youth	<input checked="" type="checkbox"/>
Victims of Domestic Violence	<input checked="" type="checkbox"/>
Families with Children	<input checked="" type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="" type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)

The Rank and Review Committee (R&R) is responsible for reviewing and ranking project applications. R&R looked to increase housing specifically RRH and PSH, through evaluation of current and proposed new projects. Projects were evaluated on the following criteria of system performance, meeting a need for a significant hard to serve population and other priorities established by the COC. Additionally the committee reviewed projects based on utilization, outcome performance, priority to Continuum of Care goals, alignment with HUD priorities, compliance with HUD requirements, and fiscal grants management. Each Project Application was scored individually with ranking priority determined by committee consensus. All applicants were notified directly regarding the recommendations of the Rank and Review Committee. Specific attention was made regarding projects who serve those with the most needs and vulnerabilities.

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)

The City of St. Louis as the Collaborative Applicant took the information from the Rank and Review Committee and posted it on August 23, 2016 via the City's public posting and August 25th on the City Website, and email, describing the process, the evaluation and ranking scores.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts 09/12/2016

of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached).

1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.) Yes

1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.) 08/18/2016

1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW? Yes

1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

Rank and Review is the CoC committee that evaluates the performance of CoC Program recipients. This committee has established evaluation criteria for new and renewal CoC funded projects based on HUD priority outcomes, HUD requirements, HEARTH Act requirements and other data approved by COC. For renewal agencies, each program was asked to describe their program and outcomes. The HMIS Lead provides data from present HMIS system to score outcomes and each agency is allowed to present their data to address discrepancies. For new agencies, the City of St. Louis Homeless Services Division opens Requests for Proposals. The proposals are submitted to Rank and Review for evaluation. To avoid conflict of interest scoring was completed by individuals who had no association to the programs. Final review and ranking is conducted by individuals who do not receive any COC funding.

1G-2. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing? Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit. Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA. Article VII Section 2.13 pages 3-4

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application. Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)? Yes

2A-4. What is the name of the HMIS software Service Point

used by the CoC (e.g., ABC Software)?

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Bowman

2B. Homeless Management Information System (HMIS) Funding Sources

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Select the HMIS implementation coverage area: Single CoC

*** 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.**

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$100,000
ESG	\$120,360
CDBG	\$0
HOME	\$0
HOPWA	\$0
Federal - HUD - Total Amount	\$220,360

2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
Other Federal - Total Amount	\$0

2B-2.3 Funding Type: State and Local

Funding Source	Funding
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City	\$86,760
County	\$0
State	\$0
State and Local - Total Amount	\$86,760

2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	\$0
Organization	\$0
Private - Total Amount	\$0

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	\$0
Other - Total Amount	\$0

2B-2.6 Total Budget for Operating Year	\$307,120
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2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy): 05/02/2016

2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 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 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	724	74	460	70.77%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	622	83	533	98.89%
Rapid Re-Housing (RRH) beds	0	0	0	
Permanent Supportive Housing (PSH) beds	1,396	0	1,116	79.94%
Other Permanent Housing (OPH) beds	0	0	0	

2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)

One faith based "off the grid" large shelter, does not participate in HMIS. NLEC does not receive ESG or any other federal assistance. The City of St. Louis is working to zone appropriately the facilities and encourage participation in the community COC process and coordinated entry. Their participation will be voluntary but the COC is working hard to strongly engage these shelters to collaborate in the delivery of emergency shelter. With a new HMIS Lead agency ICA and conversion to Bowman's Service Point, the COC has established clear standards and expectations for HMIS participation for COC funded programs. These standards include, expectations of minimum requirements of data entry, time frames on reporting, and data completeness. It is expected through these new initiatives and strong COC oversight the PSH HMIS Bed Coverage will dramatically improve.

2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.

VA Grant per diem (VA GPD):	<input type="checkbox"/>
VASH:	<input type="checkbox"/>
Faith-Based projects/Rescue mission:	<input checked="" type="checkbox"/>
Youth focused projects:	<input type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input type="checkbox"/>
Not Applicable:	<input type="checkbox"/>

2C-4. How often does the CoC review or assess its HMIS bed coverage? Annually

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	9%	1%
3.3 Date of birth	0%	0%
3.4 Race	0%	0%
3.5 Ethnicity	0%	0%
3.6 Gender	0%	0%
3.7 Veteran status	0%	0%
3.8 Disabling condition	2%	2%
3.9 Residence prior to project entry	5%	1%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	3%	53%
3.15 Relationship to Head of Household	55%	0%
3.16 Client Location	0%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	17%	1%

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

None	<input type="checkbox"/>
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2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR? 12

2D-4. How frequently does the CoC review data quality in the HMIS? Semi-Annually

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both. Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

VA Supportive Services for Veteran Families (SSVF):	<input type="checkbox"/>
VA Grant and Per Diem (GPD):	<input checked="" type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input checked="" type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. (limit 750 characters)

2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.

- 2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count?** Yes
- 2E-2. Indicate the date of the most recent sheltered PIT count: (mm/dd/yyyy)** 01/27/2016
- 2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD?** Not Applicable
- 2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: (mm/dd/yyyy)** 05/02/2016

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input checked="" type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)

The sheltered count included emergency shelters, and transitional housing programs. Providers who use the COC HMIS system were asked to ensure timely input and update of clients, ensuring all exits and arrivals were current for

the PIT count night. Non Network providers or network providers not currently using HMIS collected data by manual census on the night of the PIT count.

2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)

The only change was the increase in the knowledge base of the volunteers and a more coordinated, publicized effort.

2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? Yes

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)

Provider coverage for Emergency Shelter the 2016 sheltered count did not include Assisi House, Karen's House and the Shalom House for a total of 54 beds. New to the 2016 sheltered count was Doorways, Sunshine Ministries and Windsor @ 12th and Park for a total of 128 beds which equates to a gain of 74 shelter beds.

2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Training:	<input checked="" type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication techniques:	<input type="checkbox"/>
	<input type="checkbox"/>

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)

For the sheltered PIT count in 2016, the CoC, through the Department of Human Services, initiated a comprehensive post-submission quality of assurance review both by an ad hoc committee and HUD data expert from faculty of Washington University's George Warren Brown School of Social Work." to confirm and validate the PIT counts.

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 01/27/2016

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD? Not Applicable

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 05/02/2016

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

Night of the count - complete census:	<input checked="" type="checkbox"/>
Night of the count - known locations:	<input checked="" type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>
	<input type="checkbox"/>

2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)

Teams of one (1) Practitioner Team Co-Lead, one (1) Community Team Co-Lead, and Field Surveyors –at least two per group – canvassed on Thursday, January 28, 2016 from 4 a.m. to 8 a.m. Teams were assigned to use manual census forms to survey geographic locations in all 28 aldermanic wards in the City of St. Louis. The survey areas were chose and mapped in each ward based on areas reasonably believed to be where individuals/families experience homelessness have been present. Recruitment for volunteers was made through St. Louis City CoC Members, Board of Alderman, United Way Volunteer Match, Word of Mouth.

The methodology was chosen to provide coverage of places city wide that are reasonably believed to be where persons who are homeless and unsheltered can be found.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)

The CoC changed from a service based count to an unsheltered night of count method that broadly canvassed and surveyed unsheltered people in locations across the city.

2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count? Yes

2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)

NA

2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input type="checkbox"/>
Unique identifier:	<input type="checkbox"/>
Survey questions:	<input checked="" type="checkbox"/>
Enumerator observation:	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)

The only change was the increase in the knowledge base of the volunteers and a more coordinated, publicized effort.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1,312	1,248	-64
Emergency Shelter Total	554	567	13
Safe Haven Total	24	0	-24
Transitional Housing Total	622	583	-39
Total Sheltered Count	1,200	1,150	-50
Total Unsheltered Count	112	98	-14

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	3,735
Emergency Shelter Total	2,583
Safe Haven Total	0
Transitional Housing Total	1,152

3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

(limit 1000 characters)

The COC approved plans to reduce homelessness as part of its strategic plans in 2015. The plan calls for full implementation of the Coordinated Assessment with a concentrated focus on diversion and prevention. The transformation of the COC system from a homeless service approach to a crisis service approach with increased system coordination, discharge planning, and aligning of resources towards these strategic initiatives consistent with the Opening Doors Priorities was approved. The COC will be fully implementing the Coordinated Assessment that will utilize a screening tool designed to determine the likelihood of becoming homeless. The City of St. Louis looks to utilize ESG resources typically used for shelter with the initiatives of reducing homelessness through prevention and diversion. Increasing coordination between systems in accordance with the MO Mandated Discharge plan will provide opportunities to “close the door” into homelessness from inappropriate discharges.

3A-3. Performance Measure: Length of Time Homeless.

Describe the CoC’s efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.

(limit 1000 characters)

As part of the COC’s Strategic Initiatives and System Performance Measurements, local benchmarks were approved that included decreasing length of stays in ES and TH programs. Data from across the country as well as locally was used to establish goals for programs. The coordinated assessment model and implementation of a centralized waitlist allows the COC to prioritize homeless people based on length of time homeless and other key priorities, such as veterans, families, unaccompanied youth, victims of domestic violence and medically fragile. These strategies provide access to available housing throughout the system quicker and decreasing the length of time waiting on placements. Implementation of the prioritization of chronic through PSH turnover and move outs allows the system to move long stayers through quickly. A greater emphasis on RRH for those who fall in the middle group who need financial assistance with modest case management will be increased through this year’s application.

*** 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

**3A-4a. Exits to Permanent Housing Destinations:
Fill in the chart to indicate the extent to which projects exit program**

participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	203
Of the persons in the Universe above, how many of those exited to permanent destinations?	132
% Successful Exits	65.02%

3A-4b. Exit To or Retention Of Permanent Housing:
 In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	1,241
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	1,178
% Successful Retentions/Exits	94.92%

3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)

The COC has identified and implemented the following strategies and specific efforts to reduce the rate at which individuals and families return to homelessness:

- 1.) Utilization of standardized assessment tool, diversion resources and coordinated entry. The regular and accurate use of the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT), integrated with HMIS, has assisted CoC shelter providers in the recommending and referring the most fitting housing and support intervention for each household screened.
- 2.) Assisting households to increase income; and
- 3.) Assisting households to improve housing stability. CoC providers are providing intentional case management and community-based referrals focused on the recognition that strengthened financial and housing stability will decrease returns to homelessness. HMIS data is reviewed relative to these CoC-approved performance measures.

3A-6. Performance Measure: Job and Income Growth. Performance Measure: Job and Income Growth. Describe the CoC's

**specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources.
(limit 1000 characters)**

Stable income that meets basic human needs and maintains housing is a critical component in ending homelessness. The St. Louis Continuum of Care works with partners that are both CoC and non-CoC funded to meet this need. These partners include nonprofit, for-profit and government resources. Additionally, members of the CoC make referrals to employment programs through existing services in the community. Micro enterprise is one strategy that case managers are helping clients to explore. It is especially effective for people who have difficulty identifying traditional jobs such as ex-offenders. For individuals who are unable to work, access to benefits is the best source of income, the CoC requires that CoC funded agencies have SSI/SSDI Outreach, Access and Recovery (SOAR) trained professionals. Non CoC funded agencies can also participate.

**3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.
(limit 1000 characters)**

The St. Louis City Continuum of Care works with a diverse set of partners through government, nonprofit and for-profit agencies and organizations. The agencies that provide employment training and job placement include the following partnerships:

- Building Employment Skills for Tomorrow (St. Patrick Center)
- Connections for Success
- Construction Training School of St. Louis
- Downtown STL, Inc. through the Clean Team program
- Employment Connections
- Justine Peterson (micro enterprise)
- Homeless Employment Program (St. Patrick Center)
- Homeless Veterans Reintegration Project (St. Patrick Center)
- Kelly Services
- Labor Ready
- McMurphy's Café (St. Patrick Center)
- MERS/Goodwill
- Missouri Division of Workforce Development
- Redevelopment Opportunities for Women/Family Resource Center
- St. Louis Area Training and Employment (SLATE)
- St. Louis Job Corps
- St. Louis Youth build
- Urban League

**3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?
(limit 1000 characters)**

The CoC surveyed a much broader area of the the City of St. Louis in its

unshelter PIT count in 2016, compared to 2015. Geographic areas were specifically identified in all 28 Aldermanic Wards in the City to ensure survey coverage of areas in every community that people reasonably believed persons who are homeless may be situated on the night of the PIT.

3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)? No

3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)? (limit 1000 characters)

No. The City of St. Louis and the COC did not exclude areas within the geographic area. In fact, the CoC surveyed a much broader area of the the City of St. Louis in its unshelter PIT count in 2016, compared to 2015. Geographic areas were specifically identified in all 28 Aldermanic Wards in the City to ensure survey coverage of areas in every community that people reasonably believed persons who are homeless may be situated on the night of the PIT.

3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached. (mm/dd/yyyy) 08/15/2016

3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data. (limit 1500 characters)

We did not miss the deadline.

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

Objective 1: Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	110	168	58
Sheltered Count of chronically homeless persons	33	132	99
Unsheltered Count of chronically homeless persons	77	36	-41

**3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.
 (limit 1000 characters)**

The City of St. Louis Department of Human Services Homeless Services has continued to improve its knowledge base and expertise in performing the annual PIT counts. As this occurs the PIT count has fluctuated over the last two years. While the overall number of chronic homeless has increased the COC is encouraged that the number of unsheltered chronically homeless has been cut by 53% from 2015 to 2016. Shelter beds were added to the COC system which can account for the increase from unsheltered to sheltered, further encouraging the opportunity to engage chronically homeless in services and housing.

3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.	329	299	-30

3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count. (limit 1000 characters)

The City of St. Louis has the responsibility of submitting both the HIC and PIT. They have seen significant turnover recently and are concentrating on increasing their expertise of all the HUD reporting. As a result of this inexperience the 2016 HIC has errors specifically identifying the beds dedicated to Chronic Homeless. The City Staff has worked with Abt Associates to identify errors and will continue to make progress to provide an accurate count of chronic homeless beds. No programs made changes to dedicated chronic beds from 2015 to 2016 in fact all programs have committed to dedicating all new and renewing programs aimed at ending chronic homelessness. Additionally, St. Patrick Center was funded for a new PSH project (41 beds) in the 2015 and are in the process of technical submissions. Combined with this year's application which includes 82 beds the COC has actually increased 123 dedicated Chronic Beds in PSH.

3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status? Yes

3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found. page 4

3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? No

This question will not be scored.

3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017? (limit 1000 characters)

The COC has strategically aligned its resources to focus on ending chronic homeless by eliminating 4 transitional housing projects in this years application and retooling those programs to PSH and adding a new PSH program to serve chronic homeless households. The increase of 82 beds dedicated for chronic homeless households will go along way in reducing the number of chronically homeless in the City of St. Louis.

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

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

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).

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 has mental/physical disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)

The COC has initiated a process to improve the delivery of housing and shelter services for families that institutes consistent and uniform assessment processes to determine the most appropriate and quickest response to family's immediate housing needs. All households who enter any of the participating community shelters or who are homeless and on the street are assessed using the Front Door Assessment tool. Front Door Assessment Providers will complete a Front Door VI-SPDAT assessment within 7 days of entering shelter, depending on the severity of needs and presence of barriers, families will be referred to RRH providers immediately for housing search, identification and lease signing within 30 days of entrance.

3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve families in the HIC:	0	0	0

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)

CoC policies and procedures prohibit involuntary family separation:	<input checked="" type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

PIT Count of Homelessness Among Households With Children

	2015 (for unsheltered count, most recent year conducted)	2016	Difference

Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	205	146	-59
Sheltered Count of homeless households with children:	202	146	-56
Unsheltered Count of homeless households with children:	3	0	-3

3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

As the COC system moved from the coordinated entry that required people at risk to call into the "hotline" to check availability for beds to a Front door assessment model that includes a concentrated effort to divert and/or prevent homelessness we assume some of the declines is a direct result of those efforts. Additionally, weather from year to year directly impacts the subpopulation of families more than most, landlords are less likely to evict, and extended families are more sympathetic during incimate weather.

3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.

Human trafficking and other forms of exploitation?	No
LGBTQ youth homelessness?	No
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	No
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input type="checkbox"/>
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input checked="" type="checkbox"/>
Community awareness training concerning youth trafficking:	<input checked="" type="checkbox"/>

	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Length of time homeless:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2105)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	18	21	3

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why. (limit 1000 characters)

Not Applicable, the number is higher.

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$1,319,054.00	\$1,275,918.00	(\$43,136.00)
CoC Program funding for youth homelessness dedicated projects:	\$213,144.00	\$213,144.00	\$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$1,105,910.00	\$1,062,774.00	(\$43,136.00)

3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	0
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	1
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	5

3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts. (limit 1000 characters)

The St. Louis City CoC has begun initial discussions with local education liaisons and State educational coordinators on initiatives to address youth homelessness. Last Fall, a representative from the St. Louis City CoC was able to address educators from the St. Louis Region in a one-day workshop called Journey of Understanding; The Road to Educational Excellence for Students in Transition. This event was a special day-long training opportunity for social service providers and school district personnel who are focused on ensuring that homeless students stay in school and succeed academically. Through this event, participants were invited to join the St. Louis City CoC and a couple of participants have since attended meetings. The St. Louis City CoC will continue to engage with educational coordinators and liaisons to further develop strategies to prevent/end youth homelessness.

3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow. (limit 2000 characters)

The CoC has ongoing collaboration with St. Louis Public Schools (SLPS) and related programs (International Welcome School, Head Start, contract schools and charter schools) to identify homeless students and inform families of eligibility for McKinney-Vento education services.

Children also are identified from enrollment forms and referrals from Juvenile Offices, Division of Family Services, shelter staff and SLPS support staff.

SLPS conducts needs assessments on how best to serve students and families, with students and families provided a listing of CoC providers and services.

KKIDS (Keeping Kids in District Schools) also is an extension of the St. Louis City and St. Louis County CoCs, which provides training, networking, and local policy setting for addressing the educational needs of students who are homeless, and includes participation of SLPS, 30+ school districts in surrounding counties, 35+ social service agencies (most of whom are members of CoCs throughout the region).

Legal Services of Eastern Missouri (LSEM), a CoC member, with the assistance of the City and County CoCs, organizes trainings for professionals and school district personnel who serve students who are homeless.

The Homeless Adolescent Task Force (HATF) also operates as an informal extension of the CoC and other CoCs in the region. HATF seeks to prevent and end youth homelessness through networking, advocacy and intervention across multiple disciplines. Members include attorneys, social workers, health and mental health care providers, school district personnel, child protection and family court personnel, shelter workers and social service providers, as well as most RHYA-funded agencies.

**3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others?
(limit 1000 characters)**

Yes, organizations throughout the COC have written agreements with Head Start, and other programs that serve infants, toddlers and youth. One provider the YWCA is the largest Head Start grantee in the St. Louis region, and is accredited by the Missouri Accreditation of Programs for Children and Youth.

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

Objective 3: Ending Veterans Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	138	140	2
Sheltered count of homeless veterans:	125	137	12
Unsheltered count of homeless veterans:	13	3	-10

3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

The City of St. Louis Department of Human Services Homeless Services has continued to improve its knowledge base and expertise in performing the annual PIT counts. As this occurs the PIT count has fluctuated over the last two years. While the overall number of homeless vets has increased, the COC is encouraged that the number of unsheltered homeless vets has been reduced from 2015 to 2016. Shelter beds were added to the COC system which can account for the increase from unsheltered to sheltered, further encouraging the opportunity to engage homeless vets in services and housing. With the new Biddle Housing Opportunities Center opening in 2016 coordination between veteran service providers and shelter providers will occur.

3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF. (limit 1000 characters)

Coordination between VA outreach workers and shelter and outreach workers and now providers at the Biddle Housing Opportunities Center are occurring regularly as well as the addition of programs such as SSVF located at the largest homeless provider organization within our COC. Additionally with the new Coordinated Entry veterans will be quickly assessed and prioritized for services and linkages to appropriate housing and services including VAGPD, HUD VASH and SSVF.

3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	56	140	150.00%
Unsheltered Count of homeless veterans:	18	3	-83.33%

3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016. No

This question will not be scored.

3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016? (limit 1000 characters)

The St. Louis COC will continue to build capacity within its service continuum. The COC looks to deepen its relationship with the veteran services and resources with the opening of the Biddle Housing Opportunities Center. With coordinated entry and rapid assessment model and increased housing opportunities reductions in the number of homeless veterans is expected. The COC is encouraged by the long term success of reducing veteran homelessness (specifically for unsheltered by almost 85%) since 2010. The COC will also begin to follow the recommendation of the Federal Initiatives of Ending Veteran Homelessness and look for those resources to implement them locally.

4A. Accessing Mainstream Benefits

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients? Yes

4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	28
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	28
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)

Affinia Healthcare provides healthcare services to many program participants and Places for People is itself a mental healthcare organization, but others with whom programs collaborate include St. Louis Department of Health, Family Clinics, People's Health Care Center, Master Medical Care Care LLC, North Central Community Health Care, SSM Healthcare, and Barnes Jewish Hospital. Individual programs all worked on increasing the outcome of increasing Mainstream Benefits this year and most saw increases in their APRs as a result.

4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?

Educational materials:	<input checked="" type="checkbox"/>
In-Person Trainings:	<input checked="" type="checkbox"/>
Transportation to medical appointments:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

4B. Additional Policies

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?

FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	27
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	27
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	100%

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	27
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	27
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	100%

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	X
--------------------------------	---

Use of phone or internet-based services like 211:	<input checked="" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input checked="" type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	0	0	0

4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135? (limit 1000 characters)

NA

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons

defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)

NA

4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition? No

4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)

NA

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application. No

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance:	<input type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>

Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>
Retooling transitional housing:	<input type="checkbox"/>
Rapid re-housing:	<input type="checkbox"/>
Under-performing program recipient, subrecipient or project:	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance

4C. 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	Evidence of Commu...	09/09/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	Proof of Consolid...	09/12/2016
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	Rating and Review...	09/09/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	Rating and Review...	09/09/2016
05. CoCs Process for Reallocating	Yes	Reallocation Process	09/09/2016
06. CoC's Governance Charter	Yes	COC Goverance Cha...	09/09/2016
07. HMIS Policy and Procedures Manual	Yes	HMIS Policy and P...	09/09/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No	Applicable Sectio...	09/09/2016
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Administratio...	09/12/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No		
11. CoC Written Standards for Order of Priority	No	Order of Priority	09/09/2016
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	HDX SPM	09/09/2016
14. Other	No	Required Forms Pa...	09/09/2016
15. Other	No		

Attachment Details

Document Description: Evidence of Communication to Rejected Participants

Attachment Details

Document Description: Proof of Consolidated App Public Posting

Attachment Details

Document Description: Rating and Review Procedure

Attachment Details

Document Description: Rating and Review Public Posting Evidence

Attachment Details

Document Description: Reallocation Process

Attachment Details

Document Description: COC Governance Charter

Attachment Details

Document Description: HMIS Policy and Procedure Manual

Attachment Details

Document Description: Applicable Sections of Con Plan

Attachment Details

Document Description: PHA Administration Plan

Attachment Details

Document Description:

Attachment Details

Document Description: Order of Priority

Attachment Details

Document Description:

Attachment Details

Document Description: HDX SPM

Attachment Details

Document Description: Required Forms Packet

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	08/18/2016
1B. CoC Engagement	09/08/2016
1C. Coordination	09/09/2016
FY2016 CoC Application	Page 60
	09/12/2016

1D. CoC Discharge Planning	09/08/2016
1E. Coordinated Assessment	09/08/2016
1F. Project Review	09/12/2016
1G. Addressing Project Capacity	09/09/2016
2A. HMIS Implementation	09/08/2016
2B. HMIS Funding Sources	09/09/2016
2C. HMIS Beds	09/12/2016
2D. HMIS Data Quality	09/09/2016
2E. Sheltered PIT	09/12/2016
2F. Sheltered Data - Methods	09/09/2016
2G. Sheltered Data - Quality	09/09/2016
2H. Unsheltered PIT	09/12/2016
2I. Unsheltered Data - Methods	09/09/2016
2J. Unsheltered Data - Quality	09/09/2016
3A. System Performance	09/09/2016
3B. Objective 1	09/12/2016
3B. Objective 2	09/12/2016
3B. Objective 3	09/12/2016
4A. Benefits	09/09/2016
4B. Additional Policies	09/09/2016
4C. Attachments	09/12/2016
Submission Summary	No Input Required



The City of Saint Louis
DEPARTMENT OF HUMAN SERVICES

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FRANCIS G. SLAY
MAYOR

EDDIE ROTH
DIRECTOR

August 23, 2016

Horizon Housing Development Company
Shanna Nieweg, Executive Director
3001 Arsenal Street
St. Louis, MO 63118

Re: Horizon Housing Dev. Co. new project proposal for 2016 Continuum of Care Application

Dear Ms. Nieweg:

We are grateful to Horizon Housing Development Company for its submitting as a new project its Permanent Supportive Housing proposal. I write to notify you that the proposal was not accepted for inclusion St. Louis City application in the 2016 CoC Program Competition.

I also write to provide you with an explanation of the decision why your project was not accepted. The Rank and Review Committee of the Continuum of Care conducted a thorough examination and rating of new project proposals and projects up for renewal. The committee's recommendations were considered, approved and adopted by the Continuum of Care Board and the City of St. Louis' Professional Services Agreement Selection Committee.

Attached is a summary of the process, including evaluation criteria for the competing projects, including yours, with higher ranked projects being included in the application. This includes a sheet that sets forth the final rankings of all projects, renewals and new projects, not limited to Permanent Supporting Housing, in Tier 1 and Tier 2 and bonus projects, to be included in the application. The Rank and Review committee also noted that your proposed project, while worthy, does not serve one of the CoC priority populations, would not add capacity to the Continuum of Care and receives support from another public funding source.

Many thanks for your participation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eddie Roth".

Eddie Roth

Saint Louis Continuum of Care

Rank & Review Committee

2016 Timeline & Process for Ranking Renewal & New Projects

- 5/12/2016 At monthly Review and Rank meeting committee approves review process and proposed forms. Plan to send out forms by next meeting.
- 5/18/2016 Rank and Review Committee receives information from HMIS Lead to secure data
-6/28/201 regarding performance out comes.
- 6
- 6/14/2015 Review and Rank committee members send out renewal forms and collected HMIS data collected to all agencies on the 2016 GIW. Scorecard and Renewal Review due to Rank and Review by 6/30/2015 noon.
- 7/14/2016 Rank and Review Meeting to review the data numbers collected by HMIS and will set date of 8/11 to review and rank all renewed projects.
- 7/8/2016 4 of the Transitional Housing programs have agreed to retool their programs to PSHs or RRH will review and rank them as new programs.
- 8/11/2015 Rank and Review scored and ranked all renewal programs will compile a full ranking after the RFPS come in will do this on 8/16/2016
- 8/16/2016 Rank and Review committee scored all new programs and ranked them then compiled a tentative final ranking made adjustments after direction and consultation was given to the committee. Will present final ranking to Executive Board on 8/18/2016.

To avoid any conflict of interest there were no members associated with PSH programs involved in the scoring or ranking process.

The Rank and Review committee is open to discuss with the COC Executive Board and the Department of Human Services anything relating to the Ranking process.

**2016 Continuum of Care (CoC) Competition
MO-501 St. Louis CoC Reallocation Process**

Background

In 2016, HUD has continued its trend of the last few years by making the CoC Competition an ever more competitive process. Approximately \$1.9 billion is available, which may not be sufficient to fund all eligible renewal projects. HUD will continue to require Collaborative Applicants to rank all projects into two tiers. Tier 1 is equal to 93% of the CoC's Annual Renewal Demand (ARD) – the amount required to fully fund all eligible renewals for one year. Tier 2 equals the 7% reduction from Tier 1 *plus* a 5% Permanent Housing Bonus. HUD is making CoC Planning costs available to all CoCs to help them meet the raised expectations for CoCs, including project monitoring and newly established system performance measures. CoC Planning costs are not ranked in either Tier 1 or Tier 2 but are funded separately. New in 2016, HUD will prioritize those CoCs that have demonstrated a capacity to reallocate from lower performing projects to higher performing projects as demonstrated through the CoC's local selection process.

If a CoC receives a satisfactory score in the national CoC Competition, projects placed within a CoC's Tier 1 should receive full funding. Tier 2 projects will be selected by point value and in the order of CoC score.

- Up to 50 points in direct proportion to the CoC Application Score
- Up to 35 points for CoC's ranking of the project
- Up to 5 points based on the type of project
- Up to 10 points for commitment to implementing a Housing First model

Local Funding Implications

MO-501 StL CoC Annual Renewal Demand: \$10,994,619

Tier 1:	\$10,205,465
Tier 2 Renewal & New Project	\$789,154
Bonus	\$593,078

TOTAL CoC APPLICATION \$11,587,697

Targeted Reductions and Eliminated Projects

First, the Rank and review committee will review performance outcomes for all eligible CoC renewal projects to ensure they are high performing projects, and asking projects to reallocate and expected unspent funds

Second, review last grant year budgets to analyze the cost effectiveness per household and what money was left unspent and not reallocated.

Thirdly, the committee eliminated any SSO that was not directly a housing program.

Using the priority criteria on the following page, the Rank and Review will score and rank all eligible renewal projects and make recommendations for reallocation opportunities to ensure CoC funds are being used as effectively as possible. Funding from targeted reductions and/or eliminated projects will be reallocated to new permanent housing projects.

Priority Order Criteria

1. CoC Project Type – in the following order
 - Permanent Housing – Permanent Supportive Housing
 - Transitional Youth Program
 - PSH and RRH programs that were awarded last year but not under contract yet
 - New PSH & RRH programs
2. The CoC's HMIS grant will be placed as the lowest project that is fully funded within Tier 1.
3. Well-performing renewal projects will be prioritized above new bonus and reallocated PH projects.
4. All projects must follow a Housing First approach
5. Individual project performance outcomes and positive impact on overall system performance
6. Severity of needs and vulnerabilities experienced by project participants
7. Unique gap/target population served by Project, including chronically homeless, veterans, families with children and youth ages 18-24
8. Level of negative impact to Continuum if Project were not funded
9. Availability of other potential funding sources
10. Number of households served and cost efficiency

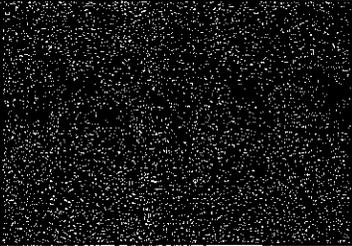
NEW PROJECTS

In addition to the above criteria, the following criteria also apply to new PH-RRH project applications.

1. Project applicant and all sub recipients have the expertise and capacity to be at full implementation within two months of signing a grant agreement with HUD.
2. Recipients of existing projects who wish to reallocate to a new Permanent Housing project *and who have the capacity and experience to successfully implement PH* will have priority over other applicants.
3. Project MUST follow a Housing First approach.
4. PH – Rapid Rehousing Projects that target households with children and provide temporary rental assistance, housing-focused case management, and targeted employment assistance in a scattered-site, flexible model will be prioritized over PH-RRH projects that do not.

	TH	2015#s	APR#s	10/15 to 4/16 HUD #
1	Leavers destination was Permanent Housing- Individuals who exited the program and moved into permanent housing 10 points for 66% or higher 5 points for 65% -60% zero for below 60% .			
2	Leavers have income- Individuals who exited program have increased or maintained their income. 10 points for 66% or higher 5 points for 65% or less zero for below 60%			
3	Leavers have Employment Income- Individuals who exit the programs have gained/maintained employment and earned income due to employment 10 points 44% or higher 5 points 43-40% zero below 40%			
4	Leavers have Non-cash-HoH Benefits-Individuals who exit the programs have obtained all possible benefits eligible for themselves. 83% or higher 10 pts. 82-80% 5pts. Below 80% zero.			
5	Has returned to shelter- Individuals who exit the programs have returned to shelter 10 points for 0-5% 5 points for 6-13% zero 13% and above.			
6	Average Length of Stay in TH- for leavers 10 points for less than 290 days or less 5 points for greater than 291 days.			
7	Utilization Rate/Occupancy- contracted beds 10 points for 95% utilization 5 points for 90% Zero below 90%			
8	Active in COC- 10 points for 80% or greater in attendance at general meetings is a participant on the board or a committee. 5 points for less than 80% participation. Zero points if organization is not active on a committee.			
9	Budget- 10 points for spending down 100%-95% HUD allotted dollars and meets match . 5 points 95%-85%-5pts. Below 85%-zero			
10	Serves priority population 5pts Chronic homeless, family, youth and veteran homeless			
11	Meets HEARTH requirements 5pts (listed in the Renewal Review will only be scored on the requirement that are apply to each program)			
12	Uses Housing First approach 5 pts to provide housing quickly without conditions or barriers			
13	HMIS Data Performance-5pts Enters information into the present HMIS system			

	PSH	2015#s	APR#s	10/15 to 4/16 HUD #
1	Leavers destination was Permanent Housing- Individuals who exited the program and moved into permanent housing 10 points for 56% or higher 5 points for 55% -47% zero for below 47% .			
2	Stayers income- Individuals who are in the program have increased or maintained their income. 10 points for 76% or higher 5 points for 70% or less zero for below 69%			
2A	Leavers Income			
3	Stayers have Non-cash benefits- Benefits-Individuals who exited the programs have obtained all possible benefits eligible for themselves. 83% or higher 10 pts. 82-80% 5pts. Below 80% zero.			
3A	Leavers have increased Non-cash benefits			
4	Stable housing 6+ months being housed 10 points for 95% or higher 5 points 94% zero points for 90% or lower			
5	Has returned to shelter- Individuals who exit the programs have returned to shelter 10 points for 0-5% 5 points for 6-13% zero 13% and above.			
6	Utilization Rate/Occupancy- 10 points for 95% utilization 5 points for 90% Zero below 90%			
7	Active in COC- 10 points for 80% or greater in attendance at general meetings is a participant on the board or a committee. 5 points for less than 80% participation. Zero points if organization is not active on a committee.			
8	Budget- 10 points for spending down 100%-95% HUD allotted dollars and meets match . 5 points 95%-90%-5pts. Below 90%-zero			
9	Budget leasing dollars percentage of leasing dollars left on the books			
10	HMIS Data Performance-5pts Enters information into the present HMIS system			
11	Serves priority population 5pts Chronic homeless, family, youth and veteran homeless			

12	Meets HEARTH requirements 5pts (listed in the Renewal Review will only be scored on the requirement that are apply to each program)		
13	Uses Housing First approach 5 pts to provide housing quickly without conditions or barriers		

I. Agency and Grant Information

Agency Name	
Project Name	
Grant Number	
Grant Start Date	
Contact Person	
Phone/Email	

II. Project Summary

1. Provide a brief summary of your project, including purpose, design and target population. Include steps to prioritizing clients according to the CoC's priority list for PSH housing. Also describe how you will be coordinating placements in your housing programs utilizing the community's new coordinated assessment process. Describe your use of HMIS in data collection.

III. Program Changes

- Describe any significant changes to your program during the past year or planned for the upcoming grant term, including changes in budget line items, population served, numbers served, program design.
- Have you executed any grant amendments with the City of St. Louis for this project in the past year (or do you have any unexecuted grant amendment requests)? If yes, please submit as part of this renewal packet.

IV. HEARTH Compliance

HEARTH Requirement	YES or NO
Do you have consumer representation on your Board?	
If you receive Leasing dollars, do you master lease units?	
If you receive Leasing or Rental Assistance dollars, do you comply with the rent reasonableness requirements?	
Are you conducting an Annual Service Needs Assessment for all participants who are enrolled for more than one year?	
Do you comply with Housing Quality Standards (HQS)?	

V. Budget

- Do you expect that all funds in your 2014 CoC grant will be expended? If not, what amount will not be spent and why.
- Is there any money in this grant that would be available for reallocation to a new project?
- Complete the following 2016 CoC budget tables for your CoC program. QUANTITY DESCRIPTIONS MUST BE ENTERED.

SUPPORTIVE SERVICES BUDGET		
Eligible Costs	Quantity Description (400 characters max)	CoC Assistance Requested
Assessment of Services Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		

PSH Programs

Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		
Total Services Assistance Requested		

OPERATING BUDGET

Eligible Costs	Quantity Description (400 characters max)	CoC Assistance Requested
Maintenance/Repair		
Property Taxes & Insurance		
Replacement Reserve		
Building Security		
Electricity, Gas & Water		
Furniture		
Equipment (lease, buy)		
Total Operating Assistance Requested		

LEASING/LONG-TERM RENTAL ASSISTANCE BUDGET

Size of Units	# of Units	FMR	# of Months	Total Budget
SRO		X	12	=
0 Bedroom		X	12	=
1 Bedroom		X	12	=
2 Bedrooms		X	12	=
3 Bedrooms		X	12	=
4 Bedrooms		X	12	=
5 Bedrooms		X	12	=
6+ Bedrooms		X	12	=
Total				

SUMMARY BUDGET			
Eligible Costs	CoC Assistance Requested	Match specify cash, in-kind, amount & source	Total
Leased Units			
Leased Structures			
Housing Relocation and Stabilization			
Short-term/Medium Term Assistance			
Long-term Rental Assistance			
Supportive Services			
Operating			
HMIS			
Sub-Total Requested			
Admin (up to 7%)			
Total plus Admin Requested			
Sub-Total Cash Match			
Sub-total In-Kind Match			
TOTAL MATCH			
TOTAL BUDGET			

Match requirements – 25% overall match of total grant minus Leasing costs. Matching funds must be used on eligible CoC program costs. NOTE: Program income, including client rent or occupancy charges, CANNOT be used as match.

VI. Performance

The tables below should be completed using both HMIS data and agency reported.

1. Complete the column for households expected to be served and number who will exit during the 2015 CoC grant term

Households	2015 Calendar Year HMIS Generated	2015 Calendar Year Agency Reported	CoC 2016 Grant Year (Projected)
Total Number of households			
Total Number of households who exited/will exit			

Data Element	2015 Calendar Year HMIS Generated	2015 Calendar Year Agency Reported	2015 System Target
Destination Permanent Housing			47%
Housing Stability			98%
Cash Income – Stayers			70%
Non-Cash Benefits – Stayers			73%
Return to Shelter			17%

2. Provide an explanation as well as specific steps that will be taken to improve your program's outcomes if your program has/is:

- a variance between the HMIS generated reports and the agency provided reports and what steps are being taken to assure HMIS data completeness and accuracy for 2017.
- below the system target for our CoC

Complete and return electronically to Rich LaPlume
 Chair of the Rank and Review Committee
rich.laplume@depaulusa.org by (insert due date here)

New Project scoring

PSH

- 1 Queen of Peace PSH
- 2 Depaul St Lazare PSH
- 3 YWCA PSH
- 4 Humaitri PSH
- 5 Hope House
- 6 Horizon Housing

Overall Ranking

- | | |
|------------------------|-----------------------------------------------------------------|
| 1 Queen of Peace PSH | strong RFP-retooled program |
| 2 YWCA PSH | Good RFP and a retooled program |
| 3 Humaitri PSH | Good RFP and a retooled program |
| 4 Hope House | retooled program |
| 5 Depaul St Lazare PSH | high scoring RFP but a new program oppose to a retooled program |
| 6 Horizon Housing | no need to fund feel DD resources have other options of funding |

Rapid Rehousing

- | | |
|-------------|------------------------|
| 1 Humanitri | Only program submitted |
|-------------|------------------------|

PSH New Projects

	Population	
1	Project has identified a clear understanding of population serving and is a priority population of the CoC-agency is presently active in CoC	
2	History of providing services Provider has experience service to homeless population	
3	Gap/address priority The project fills a gap and addresses CoC need	
4	Collaboration partnerships Describe already working relationships with CoC/and non CoC providers	
5	Connected to resources Ability to connect and refer population to appropriate resources	
6	Coordinated entry/Housing First Identifies the ability to work with a coordinated entry and use house first model	
7	HMIS Is using current CoC HMIS system	
8	Addresses long term barriers Project identifies long term needs and address with appropriate services.	
9	On-site services agreements Describes services provider agreements with collaborative partners and outcomes to achieve from these services.	
10	Track Client progress Ability to track clients through the progression of services being provided.	
11	Track program performance Ability to evaluate the effectiveness of services through the progression of services being provided	
12	Budget Budget is reasonable and consistent with the delivery of services	
	bonus pts for retooling program up to 5 pts per criteria-60 pts total	

RRH New Projects		
	Population	
1	Project has identified a clear understanding of population serving and is a priority population of the CoC-agency is presently active in CoC	
2	History of providing services Provider has experience service to homeless population	
3	Gap/address priority The project fills a gap and addresses CoC need	
4	Collaboration partnerships Describe already working relationships with CoC/and non CoC providers	
5	Connected to resources Ability to connect and refer population to appropriate resources	
6	Coordinated entry/Housing First Identifies the ability to work with a coordinated entry and use house first model	
7	HMIS Is using current CoC HMIS system	
8	Addresses immediate barriers Project identifies immediate short-term barriers and needs and address with appropriate services.	
9	Determines needs and on-going services Demonstrates a clear plan for determining need and level of ongoing assistance based on need	
10	On-site services agreements Describes services provider agreements with collaborative partners and outcomes to achieve from these services.	
11	Track Client progress Ability to track clients through the progression of services being provided.	
12	Track program performance Ability to evaluate the effectiveness of services through the progression of services being provided	
13	Budget Budget is reasonable and consistent with the delivery of services	

up to 5 pts per criteria-65 pts total

Possible pts	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	CoC															
Household Served	42	48	18	13	21	93	14	28	65	301	117	80	68	31	158	42
PSH																
Leavers destination was Permanent Housing-	0	10	10	10	5	10	10	10	0	10	10	10	0	5	10	10
Stayers Income-	10	5	10	0	0	10	0	10	10	0	0	0	5	5	0	5
Stayers have Non-cash benefits-	10	10	10	0	10	10	5	5	0	10	10	5	10	5	10	10
Stable housing 6+ months being housed	10	10	5	0	0	0	5	0	10	5	10	10	10	10	5	0
Utilization Rate/Occupancy-	10	10	10	10	10	0	10	10	0	10	10	10	10	10	10	10
Active In CoC-	10	10	5	10	10	10	10	10	10	10	10	10	10	10	10	10
Budget-	10	10	0	10	10	10	5	0	5	10	10	10	10	10	10	10
HMIS Data Performance-5pts	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Serves priority population 5pts	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Meets HEARTH requirements 5pts	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Uses Housing First approach 5 pts	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
	80	85	70	60	65	70	65	65	50	75	80	75	75	75	75	75

Percentage of HUD funding spent on the program
 Cost per Household -based on HUD funds

100%	97%	84%	100%	100%	100%	90%	71%	77%	100%	100%	100%	100%	96%	100%	100%	100%
\$7,029.00	\$8,342.00	\$8,442.00	\$7,986.00	\$11,697.00	\$16,846.00	\$11,714.00	\$11,250.00	\$6,357.00	\$5,350.00	\$4,771.00	\$5,134.00	\$4,887.00	\$6,262.00	\$4,647.00		

PSH	#1	#2	#3	#4	Total	Ave
1 Depaul USA Project PLUS	1	1	1	1	4	1.00
2 Depaul USA Project MORE	2	3	3	2	10	2.25
3 2015 SCQ (Shelter Plus Care STL City -Chronic -70)	11	10	12	11	44	11
4 2015 SZB (Shelter Plus Care STL City - Chronic-43)	15	15	16	12	58	14.5
5 2015 SCL (Shelter Plus Care STL City - QoP TRA)	12	12	15	13	52	13
6 2015 SCY (Shelter Plus Care STL City - SPC)	10	11	8	14	43	10.8
7 2015 SCS (Shelter Plus Care STL City - QoP SRA)	13	13	7	6	39	9.75
8 2015 SZC (Shelter Plus Care STL City QoP Families)	14	14	13	5	46	11.5
9 Places for People Housing for the Future of Families	16	16	14	15	61	15.3
10 2016 (Shelter Plus Care Beach Project) SZS TRA	6	4	4	4	18	4.5
11 Employment Connections Project Homecoming	7	5	10	16	38	9.5
12 Doorways Maryland	8	6	9	7	30	7.5
13 St. Patrick Center Project Protect Housing	4	7	6	8	25	6.25
14 Doorways Jumpstart	5	8	5	9	27	6.75
15 Doorways Delmar	3	2	2	3	10	2.25
16 St. Patrick Center Rosati House	9	9	11	10	39	9.75

1 SC

2 BR

3 MP

4 KA

Rank based off of score

1
2
12
15
14
11
10
13
16
4
8
7
5
6
2
9

St. Patrick employment SSO		2015#s	
Total # of households/individuals served		361	
1	Permanent Housing: 15% of people served will obtain permanent housing 10 points for 15% or more. 5 points for 10-14%. 0 points for less than 10%.	26%	10
2	Permanent Employment: 29% of people served will obtain permanent employment 10 points for 29% or more. 5 points for 20-28%. 0 points for less than 20%.	34%	10
3	Job Readiness Training: 90% of people served will complete Job Readiness Training Classes 10 points for 90% or more. 5 points for 80-89%. 0 points for less than 80%.	99%	10
4	Active in COC- 10 points for 80% or greater in attendance at general meetings is a participant on the board or a committee. 5 points for less than 80% participation. Zero points if organization is not active on a committee.	Yes	10
5	Budget- 10 points for spending down 100%-95% HUD allotted dollars and meets match. 5 points 95%-90%-5pts. Below 90%-zero	93%	5
6	HMIS Data Performance-5pts Enters information into the present HMIS system	NOT YET	0
7	Serves priority population 5pts Chronic homeless, family, youth and veteran homeless	Yes	5
8	Meets HEARTH requirements 5pts (listed in the Renewal Review will only be scored on the requirement that are apply to each program)	yes	5
9	Uses Service First approach 5 pts to provide services quickly without conditions or barriers	Yes	5
SCORING BASED ON CONTRATUAL AGREEMENT OUTCOMES		70	60

86%

Coc Recommendations --- 2016 Coc Program Application

Rank	PROJECT/PROGRAM	Contract Amount	Reason for Ranking
1	2015 SZB (Shelter Plus Care STL City - Chronic-43)	\$336,789.00	High performance score-cost effective program-priority population
2	2015 SCQ (Shelter Plus Care STL City -Chronic -70)	\$541,820.00	High performance score-cost effective program-priority population
3	2015 SCS (Shelter Plus Care STL City - QOP SRA)	\$717,578.00	High performance score-cost effective program-priority population
4	2015 SCL (Shelter Plus Care STL City - QOP TRA)	\$1,585,523.00	High performance score-cost effective program-priority population
5	Doorways Maryland	\$656,234.00	given priority due to clientel served
6	Places for People Housing for the Future of Families	\$215,479.00	Ranked higher than other PSHs due to population served-veterans
7	Employment Connections Project Homecoming	\$181,500.00	Ranked higher than other PSHs due to population served-families
8	2015 SZC (Shelter Plus Care STL City QOP Families)	\$185,076.00	Cost effective serves families
9	DePaul USA Project PLUS	\$411,609.00	high performing PSH
10	DePaul USA Project MORE	\$296,030.00	high performing PSH
11	2015 SCY (Shelter Plus Care STL City - SPC)	\$401,930.00	more cost effective and serves more people compared to other programs
12	Covenant House Transitional Housing Program	\$213,144.00	Only youth program in Coc
13	SZS (Shelter Plus Care Beach Project)	\$491,229.00	More cost effective than lower ranked PSH
14	Doorways Jumpstart	\$245,650.00	Serves important population not as cost effective as other programs
15	Doorways Delmar	\$103,804.00	Serves important population not as cost effective as other programs
16	St. Patrick Center Project Protect Housing	\$477,599.00	Ranked lower due to spending only 71% of budget& cost effectiveness
17	St Patrick Outreach.Coordinated Entry	\$150,000.00	Renew automatically because it was approved last year but not under contract yet
18	Gateway 180 Rapid Rehousing	\$203,444.00	Renew automatically because it was approved last year but not under contract yet
19	St. Patrick Permanent Supportive Housing Program	\$495,780.00	Renew automatically because it was approved last year but not under contract yet
20	St. Patrick Rapid Rehousing Program	\$866,133.00	Renew automatically because it was approved last year but not under contract yet
21	Queen of Peace PSH New	\$449,317.00	New Program-was TH that retooled their program
22	YWCA PSH New	\$207,950.00	New Program-was TH that retooled their program
23	Humanitri PSH New	\$105,664.00	New Program-was TH that retooled their program
24	Hope House PSH New	\$566,183.00	New Program-was TH that retooled their program
25	HMIS Lead Services ICA	\$100,000.00	HUD recommendations on rank HMIS-needs to be in Teir 1
	Total Tier 1	\$10,105,465.00	
	Total Tier 2	\$768,154.00	
26	St. Patrick Center Rosati House	\$537,798.00	low performance score and did not spend out money
27	DePaul St Lazare	\$230,356.00	High scoring RFP New program
	Total	\$593,078.00	
28	Humanitri RRH 1 (New)	\$593,078.00	collabrative program between Humanitri RRH and St Pat's Employment program
	Bonus		
	Bonus Total	\$593,078.00	

Read FY 2016 Continuum of Care Program Application and Project Priority Listing

By Eddie Roth, Director of Human Services

September 10, 2016 | 2 min reading time

The City of St. Louis has completed the FY 2016 Continuum of Care Program Application and Project Priority Listing, and they can be read here:



1. [City of St. Louis MO-501 FY 2016 CoC Program Application.](#)
2. [City of St. Louis FY 2016 Project and Priority Listing.](#)
3. [Renewal Project Applications for FY2016 CoC Program Application \(City of St. Louis\).](#)
4. [Renewal Project Applications for FY2016 CoC Program Application \(Missouri Department of Mental Health\).](#)
5. [New Project and Planning Grant Applications for FY2016 CoC Program Application.](#)

Department:
Homeless Services
Department of Human Services

Topic:
Homelessness

For more details about the HUD 2016 Continuum of Care Competitive Grant Program, including the Process for Rank and Review of Renewal Projects and Solicitation, Review, Ranking and Selection of New Projects, and **September 14, 2016 deadline** for filing, read "Related Resources" link below:

Related Resources

- [Wonder How St. Louis Homeless Services Projects Are Rated? Read on for info on 2016 process.](#)

Related Stories

Wonder How St. Louis Homeless Services Projects Are Rated? Read on for info on 2016 process.

Aug 25, 2016: By Eddie Roth, Director of Human Services

New Era for Homeless Services at Biddle Housing Opportunities Center

Aug 08, 2016: St. Patrick Center and Peter & Paul Community Services begin agreement with City of St. Louis to enable fresh approach to vexing issue.

City of St. Louis Requests Proposals for Facility Manager for New Service Center Under Construction for People who are Homeless

Apr 19, 2016: Biddle House to Provide Overnight Shelter and Wrap-around Services.

Saint Louis Continuum of Care

Rank & Review Committee

2016 Timeline & Process for Ranking Renewal & New Projects

- 5/12/2016 At monthly Review and Rank meeting committee approves review process and proposed forms. Plan to send out forms by next meeting.
- 5/18/2016 Rank and Review Committee receives information from HMIS Lead to secure data
-6/28/201 regarding performance out comes.
- 6
- 6/14/2015 Review and Rank committee members send out renewal forms and collected HMIS data collected to all agencies on the 2016 GIW. Scorecard and Renewal Review due to Rank and Review by 6/30/2015 noon.
- 7/14/2016 Rank and Review Meeting to review the data numbers collected by HMIS and will set date of 8/11 to review and rank all renewed projects.
- 7/8/2016 4 of the Transitional Housing programs have agreed to retool their programs to PSHs or RRH will review and rank them as new programs.
- 8/11/2015 Rank and Review scored and ranked all renewal programs will compile a full ranking after the RFPS come in will do this on 8/16/2016
- 8/16/2016 Rank and Review committee scored all new programs and ranked them then compiled a tentative final ranking made adjustments after direction and consultation was given to the committee. Will present final ranking to Executive Board on 8/18/2016.

To avoid any conflict of interest there were no members associated with PSH programs involved in the scoring or ranking process.

The Rank and Review committee is open to discuss with the COC Executive Board and the Department of Human Services anything relating to the Ranking process.

**2016 Continuum of Care (CoC) Competition
MO-501 St. Louis CoC Reallocation Process**

Background

In 2016, HUD has continued its trend of the last few years by making the CoC Competition an ever more competitive process. Approximately \$1.9 billion is available, which may not be sufficient to fund all eligible renewal projects. HUD will continue to require Collaborative Applicants to rank all projects into two tiers. Tier 1 is equal to 93% of the CoC's Annual Renewal Demand (ARD) – the amount required to fully fund all eligible renewals for one year. Tier 2 equals the 7% reduction from Tier 1 *plus* a 5% Permanent Housing Bonus. HUD is making CoC Planning costs available to all CoCs to help them meet the raised expectations for CoCs, including project monitoring and newly established system performance measures. CoC Planning costs are not ranked in either Tier 1 or Tier 2 but are funded separately. New in 2016, HUD will prioritize those CoCs that have demonstrated a capacity to reallocate from lower performing projects to higher performing projects as demonstrated through the CoC's local selection process.

If a CoC receives a satisfactory score in the national CoC Competition, projects placed within a CoC's Tier 1 should receive full funding. Tier 2 projects will be selected by point value and in the order of CoC score.

- Up to 50 points in direct proportion to the CoC Application Score
- Up to 35 points for CoC's ranking of the project
- Up to 5 points based on the type of project
- Up to 10 points for commitment to implementing a Housing First model

Local Funding Implications

MO-501 StL CoC Annual Renewal Demand: \$10,994,619

Tier 1:	\$10,205,465
Tier 2 Renewal & New Project	\$789,154
Bonus	\$593,078
TOTAL CoC APPLICATION	\$11,587,697

Targeted Reductions and Eliminated Projects

First, the Rank and review committee will review performance outcomes for all eligible CoC renewal projects to ensure they are high performing projects, and asking projects to reallocate and expected unspent funds

Second, review last grant year budgets to analyze the cost effectiveness per household and what money was left unspent and not reallocated.

Thirdly, the committee eliminated any SSO that was not directly a housing program.

Using the priority criteria on the following page, the Rank and Review will score and rank all eligible renewal projects and make recommendations for reallocation opportunities to ensure CoC funds are being used as effectively as possible. Funding from targeted reductions and/or eliminated projects will be reallocated to new permanent housing projects.

Priority Order Criteria

1. CoC Project Type – in the following order
 - Permanent Housing – Permanent Supportive Housing
 - Transitional Youth Program
 - PSH and RRH programs that were awarded last year but not under contract yet
 - New PSH & RRH programs
2. The CoC's HMIS grant will be placed as the lowest project that is fully funded within Tier 1.
3. Well-performing renewal projects will be prioritized above new bonus and reallocated PH projects.
4. All projects must follow a Housing First approach
5. Individual project performance outcomes and positive impact on overall system performance
6. Severity of needs and vulnerabilities experienced by project participants
7. Unique gap/target population served by Project, including chronically homeless, veterans, families with children and youth ages 18-24
8. Level of negative impact to Continuum if Project were not funded
9. Availability of other potential funding sources
10. Number of households served and cost efficiency

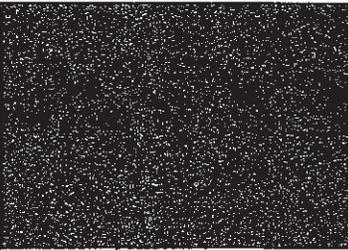
NEW PROJECTS

In addition to the above criteria, the following criteria also apply to new PH-RRH project applications.

1. Project applicant and all sub recipients have the expertise and capacity to be at full implementation within two months of signing a grant agreement with HUD.
2. Recipients of existing projects who wish to reallocate to a new Permanent Housing project *and who have the capacity and experience to successfully implement PH* will have priority over other applicants.
3. Project MUST follow a Housing First approach.
4. PH – Rapid Rehousing Projects that target households with children and provide temporary rental assistance, housing-focused case management, and targeted employment assistance in a scattered-site, flexible model will be prioritized over PH-RRH projects that do not.

	TH	2015#s	APR#s	10/15 to 4/16 HUD #
1	Leavers destination was Permanent Housing- Individuals who exited the program and moved into permanent housing 10 points for 66% or higher 5 points for 65% -60% zero for below 60% .			
2	Leavers have income- Individuals who exited program have increased or maintained their income. 10 points for 66% or higher 5 points for 65% or less zero for below 60%			
3	Leavers have Employment Income- Individuals who exit the programs have gained/maintained employment and earned income due to employment 10 points 44% or higher 5 points 43-40% zero below 40%			
4	Leavers have Non-cash-HoH Benefits-Individuals who exit the programs have obtained all possible benefits eligible for themselves. 83% or higher 10 pts. 82-80% 5pts. Below 80% zero.			
5	Has returned to shelter- Individuals who exit the programs have returned to shelter 10 points for 0-5% 5 points for 6-13% zero 13% and above.			
6	Average Length of Stay in TH- for leavers 10 points for less than 290 days or less 5 points for greater than 291 days.			
7	Utilization Rate/Occupancy- contracted beds 10 points for 95% utilization 5 points for 90% Zero below 90%			
8	Active in COC- 10 points for 80% or greater in attendance at general meetings is a participant on the board or a committee. 5 points for less than 80% participation. Zero points if organization is not active on a committee.			
9	Budget- 10 points for spending down 100%-95% HUD allotted dollars and meets match . 5 points 95%-85%-5pts. Below 85%-zero			
10	Serves priority population 5pts Chronic homeless, family, youth and veteran homeless			
11	Meets HEARTH requirements 5pts (listed in the Renewal Review will only be scored on the requirement that are apply to each program)			
12	Uses Housing First approach 5 pts to provide housing quickly without conditions or barriers			
13	HMIS Data Performance-5pts Enters information into the present HMIS system			

	PSH	2015#s	APR#s	10/15 to 4/16 HUD #
1	Leavers destination was Permanent Housing- Individuals who exited the program and moved into permanent housing 10 points for 56% or higher 5 points for 55% -47% zero for below 47% .			
2	Stayers income- Individuals who are in the program have increased or maintained their income. 10 points for 76% or higher 5 points for 70% or less zero for below 69%			
2A	Leavers Income			
3	Stayers have Non-cash benefits- Benefits-Individuals who exited the programs have obtained all possible benefits eligible for themselves. 83% or higher 10 pts. 82-80% 5pts. Below 80% zero.			
3A	Leavers have increased Non-cash benefits			
4	Stable housing 6+ months being housed 10 points for 95% or higher 5 points 94% zero points for 90% or lower			
5	Has returned to shelter- Individuals who exit the programs have returned to shelter 10 points for 0-5% 5 points for 6-13% zero 13% and above.			
6	Utilization Rate/Occupancy- 10 points for 95% utilization 5 points for 90% Zero below 90%			
7	Active in COC- 10 points for 80% or greater in attendance at general meetings is a participant on the board or a committee. 5 points for less than 80% participation. Zero points if organization is not active on a committee.			
8	Budget- 10 points for spending down 100%-95% HUD allotted dollars and meets match . 5 points 95%-90%-5pts. Below 90%-zero			
9	Budget leasing dollars percentage of leasing dollars left on the books			
10	HMIS Data Performance-5pts Enters information into the present HMIS system			
11	Serves priority population 5pts Chronic homeless, family, youth and veteran homeless			

12	Meets HEARTH requirements 5pts (listed in the Renewal Review will only be scored on the requirement that are apply to each program)		
13	Uses Housing First approach 5 pts to provide housing quickly without conditions or barriers		

I. Agency and Grant Information

Agency Name	
Project Name	
Grant Number	
Grant Start Date	
Contact Person	
Phone/Email	

II. Project Summary

1. Provide a brief summary of your project, including purpose, design and target population. Include steps to prioritizing clients according to the CoC's priority list for PSH housing. Also describe how you will be coordinating placements in your housing programs utilizing the community's new coordinated assessment process. Describe your use of HMIS in data collection.

III. Program Changes

1. Describe any significant changes to your program during the past year or planned for the upcoming grant term, including changes in budget line items, population served, numbers served, program design.
2. Have you executed any grant amendments with the City of St. Louis for this project in the past year (or do you have any unexecuted grant amendment requests)? If yes, please submit as part of this renewal packet.

IV. HEARTH Compliance

HEARTH Requirement	YES or NO
Do you have consumer representation on your Board?	
If you receive Leasing dollars, do you master lease units?	
If you receive Leasing or Rental Assistance dollars, do you comply with the rent reasonableness requirements?	
Are you conducting an Annual Service Needs Assessment for all participants who are enrolled for more than one year?	
Do you comply with Housing Quality Standards (HQS)?	

V. Budget

1. Do you expect that all funds in your 2014 CoC grant will be expended? If not, what amount will not be spent and why.
2. Is there any money in this grant that would be available for reallocation to a new project?
3. Complete the following 2016 CoC budget tables for your CoC program. QUANTITY DESCRIPTIONS MUST BE ENTERED.

SUPPORTIVE SERVICES BUDGET		
Eligible Costs	Quantity Description (400 characters max)	CoC Assistance Requested
Assessment of Services Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		

PSH Programs

Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		
Total Services Assistance Requested		

OPERATING BUDGET

Eligible Costs	Quantity Description (400 characters max)	CoC Assistance Requested
Maintenance/Repair		
Property Taxes & Insurance		
Replacement Reserve		
Building Security		
Electricity, Gas & Water		
Furniture		
Equipment (lease, buy)		
Total Operating Assistance Requested		

LEASING/LONG-TERM RENTAL ASSISTANCE BUDGET

Size of Units	# of Units	FMR	# of Months	Total Budget
SRO	X	X	12	=
0 Bedroom	X	X	12	=
1 Bedroom	X	X	12	=
2 Bedrooms	X	X	12	=
3 Bedrooms	X	X	12	=
4 Bedrooms	X	X	12	=
5 Bedrooms	X	X	12	=
6+ Bedrooms	X	X	12	=
Total				

SUMMARY BUDGET			
Eligible Costs	CoC Assistance Requested	Match specify cash, in-kind, amount & source	Total
Leased Units			
Leased Structures			
Housing Relocation and Stabilization			
Short-term/Medium Term Assistance			
Long-term Rental Assistance			
Supportive Services			
Operating			
HMIS			
Sub-Total Requested			
Admin (up to 7%)			
Total plus Admin Requested			
Sub-Total Cash Match			
Sub-total In-Kind Match			
TOTAL MATCH			
TOTAL BUDGET			

Match requirements – 25% overall match of total grant minus Leasing costs. Matching funds must be used on eligible CoC program costs. NOTE: Program income, including client rent or occupancy charges, CANNOT be used as match.

VI. Performance

The tables below should be completed using both HMIS data and agency reported.

1. Complete the column for households expected to be served and number who will exit during the 2015 CoC grant term

Households	2015 Calendar Year HMIS Generated	2015 Calendar Year Agency Reported	CoC 2016 Grant Year (Projected)
Total Number of households			
Total Number of households who exited/will exit			

Data Element	2015 Calendar Year HMIS Generated	2015 Calendar Year Agency Reported	2015 System Target
Destination Permanent Housing			47%
Housing Stability			98%
Cash Income – Stayers			70%
Non-Cash Benefits – Stayers			73%
Return to Shelter			17%

2. Provide an explanation as well as specific steps that will be taken to improve your program's outcomes if your program has/is:

- a variance between the HMIS generated reports and the agency provided reports and what steps are being taken to assure HMIS data completeness and accuracy for 2017.
- below the system target for our CoC

Complete and return electronically to Rich LaPlume
 Chair of the Rank and Review Committee
rich.laplume@depaulusa.org by (insert due date here)

New Project scoring

PSH

- 1 Queen of Peace PSH
- 2 Depaul St Lazare PSH
- 3 YWCA PSH
- 4 Humaitri PSH
- 5 Hope House
- 6 Horizon Housing

Overall Ranking

- | | |
|------------------------|-----------------------------------------------------------------|
| 1 Queen of Peace PSH | strong RFP-retooled program |
| 2 YWCA PSH | Good RFP and a retooled program |
| 3 Humaitri PSH | Good RFP and a retooled program |
| 4 Hope House | retooled program |
| 5 Depaul St Lazare PSH | high scoring RFP but a new program oppose to a retooled program |
| 6 Horizon Housing | no need to fund feel DD resources have other options of funding |

Rapid Rehousing

- | | |
|-------------|------------------------|
| 1 Humanitri | Only program submitted |
|-------------|------------------------|

PSH New Projects

	Population	
1	Project has identified a clear understanding of population serving and is a priority population of the CoC-agency is presently active in CoC	
2	History of providing services Provider has experience service to homeless population	
3	Gap/address priority The project fills a gap and addresses CoC need	
4	Collaboration partnerships Describe already working relationships with CoC/and non CoC providers	
5	Connected to resources Ability to connect and refer population to appropriate resources	
6	Coordinated entry/Housing First Identifies the ability to work with a coordinated entry and use house first model	
7	HMIS Is using current CoC HMIS system	
8	Addresses long term barriers Project identifies long term needs and address with appropriate services.	
9	On-site services agreements Describes services provider agreements with collaborative partners and outcomes to achieve from these services.	
10	Track Client progress Ability to track clients through the progression of services being provided.	
11	Track program performance Ability to evaluate the effectiveness of services through the progression of services being provided	
12	Budget Budget is reasonable and consistent with the delivery of services	
	bonus pts for retooling program	

up to 5 pts per criteria-60 pts total

RRH New Projects		
	Population	
1	Projoect has identified a clear understanding of population serving and is a priority population of the CoC-agency is presently active in CoC	
2	History of providing services Provider has experience service to homeless population	
3	Gap/address priority The project fills a gap and addresses CoC need	
4	Collaberation patnerships Describe already working relationships with CoC/and non CoC providers	
5	Connected to resources Ability to connect and referr population to appropriate resources	
6	Coordinated entry/Housing First Identifies the ability to work with a coordinated entry and use house first model	
7	HMIS Is using currentCoC HMIS system	
8	Addresses immediate barriers Project identifies immediate short-term barriers and needs and address with appropriate services.	
9	Determines needs and on-going services Demonstrates a clear plan for determining need and level of ongoing assitance based on need	
10	On-site services agreements Describes services provideor agreements with collaberative partners and outcomes to achieve from these services.	
11	Track Client progress Ability to track clients through the progression of services being provided.	
12	Track program performance Ability to evaluate the effectiveness of services through the progression of servicesbeing provided	
13	Budget Budget is reasonable and consistent with the delivery of services	

up to 5 pts per criteria-65 pts total

Possible pts	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	CoC	CoC	CoC	CoC	CoC	CoC	CoC	CoC	CoC	CoC	CoC	CoC	CoC	CoC	CoC	CoC
Household Served	42	48	18	13	21	99	14	28	65	304	117	80	68	31	158	42
Project MORE		Project PLUS	Project Homecoming - Veterans	Doorways Delmar	Doorways Jumpstart	Doorways Maryland Supportive Housing	Housing for the Future of Families	Project Protect Housing	Roads House	SCL TRA	SCQ Chronic	SCV TRA	SZB Chronic	SZC TRA	SCS SRA	SZS TRA
1	10	10	10	10	5	10	10	10	0	10	10	10	0	5	10	10
2	10	5	10	0	0	10	0	10	10	0	0	0	5	5	0	5
3	10	10	10	0	10	10	5	5	0	10	10	5	10	5	10	10
4	10	10	5	0	0	0	5	0	10	5	10	10	10	10	5	0
6	10	10	10	10	10	0	10	10	0	10	10	10	10	10	10	10
7	10	10	5	10	10	10	10	10	10	10	10	10	10	10	10	10
8	10	10	0	10	10	10	5	0	5	10	10	10	10	10	10	10
10	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
11	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
12	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
13	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
	80	85	70	60	65	70	65	65	50	75	80	75	75	75	75	75

90
 Percentage of HUD funding spent on the program
 Cost per Household -based on HUD funds

100%	97%	84%	100%	100%	100%	100%	90%	71%	77%	100%	100%	100%	96%	100%	100%	100%
\$7,023.00	\$8,342.00	\$8,442.00	\$7,986.00	\$11,697.00	\$1,6846.00	\$11,714.00	\$11,250.00	\$6,357.00	\$5,350.00	\$4,771.00	\$5,134.00	\$4,887.00	\$6,262.00	\$4,647.00		

PSH	#1	#2	#3	#4	Total	Ave
1 Depaul USA Project PLUS	1	1	1	1	4	1.00
2 Depaul USA Project MORE	2	3	3	2	10	2.25
3 2015 SCQ (Shelter Plus Care STL City -Chronic -70)	11	10	12	11	44	11
4 2015 SZB (Shelter Plus Care STL City - Chronic-43)	15	15	16	12	58	14.5
5 2015 SCL (Shelter Plus Care STL City - QoP TRA)	12	12	15	13	52	13
6 2015 SCY (Shelter Plus Care STL City - SPC)	10	11	8	14	43	10.8
7 2015 SCS (Shelter Plus Care STL City - QoP SRA)	13	13	7	6	39	9.75
8 2015 SZC (Shelter Plus Care STL City QoP Families)	14	14	13	5	46	11.5
9 Places for People Housing for the Future of Families	16	16	14	15	61	15.3
10 2016 (Shelter Plus Care Beach Project) SZS TRA	6	4	4	4	18	4.5
11 Employment Connections Project Homecoming	7	5	10	16	38	9.5
12 Doorways Maryland	8	6	9	7	30	7.5
13 St. Patrick Center Project Protect Housing	4	7	6	8	25	6.25
14 Doorways Jumpstart	5	8	5	9	27	6.75
15 Doorways Delmar	3	2	2	3	10	2.25
16 St. Patrick Center Rosati House	9	9	11	10	39	9.75

1 SC

2 BR

3 MP

4 KA

Rank based off of score

1
2
12
15
14
11
10
13
16
4
8
7
5
6
2
9

St. Patrick employment SSO		2015#s	
Total # of households/individuals served		361	
1	Permanent Housing: 15% of people served will obtain permanent housing 10 points for 15% or more. 5 points for 10-14%. 0 points for less than 10%.	26%	10
2	Permanent Employment: 29% of people served will obtain permanent employment 10 points for 29% or more. 5 points for 20-28%. 0 points for less than 20%.	34%	10
3	Job Readiness Training: 90% of people served will complete Job Readiness Training Classes 10 points for 90% or more. 5 points for 80-89%. 0 points for less than 80%.	99%	10
4	Active in COC- 10 points for 80% or greater in attendance at general meetings is a participant on the board or a committee. 5 points for less than 80% participation. Zero points if organization is not active on a committee.	Yes	10
5	Budget- 10 points for spending down 100%-95% HUD allotted dollars and meets match . 5 points 95%-90%-5pts. Below 90%-zero	93%	5
6	HMIS Data Performance-5pts Enters information into the present HMIS system	NOT YET	0
7	Serves priority population 5pts Chronic homeless, family, youth and veteran homeless	Yes	5
8	Meets HEARTH requirements 5pts (listed in the Renewal Review will only be scored on the requirement that are apply to each program)	yes	5
9	Uses Service First approach 5 pts to provide services quickly without conditions or barriers	Yes	5
SCORING BASED ON CONTRATUAL AGREEMENT OUTCOMES		70	60

86%

Coc Recommendations --- 2016 Coc Program Application

PROJECT/PROGRAM	Contract Amount	Reason for Ranking
15 SZB (Shelter Plus Care STL City - Chronic-43)	\$336,789.00	High performance score-cost effective program-priority population
15 SCQ (Shelter Plus Care STL City -Chronic -70)	\$541,820.00	High performance score-cost effective program-priority population
15 SCS (Shelter Plus Care STL City - QOP SRA)	\$717,578.00	High performance score-cost effective program-priority population
15 SCL (Shelter Plus Care STL City - QOP TRA)	\$1,585,523.00	High performance score-cost effective program-priority population
orways Maryland	\$656,234.00	given priority due to clientel served
ces for People Housing for the Future of Families	\$215,479.00	Ranked higher than other PSHs due to population served-veterans
mployment Connections Project Homecoming	\$181,500.00	Ranked higher than other PSHs due to population served-families
15 SZC (Shelter Plus Care STL City QOP Families)	\$185,076.00	Cost effective serves families
paul USA Project PLUS	\$411,609.00	high performing PSH
paul USA Project MORE	\$296,030.00	high performing PSH
15 SCY (Shelter Plus Care STL City - SPC)	\$401,930.00	more cost effective and serves more people compared to other programs
enant House Transitional Housing Program	\$213,144.00	Only youth program in Coc
6 (Shelter Plus Care Beach Project)	\$491,229.00	More cost effective than lower ranked PSH
orways Jumpstart	\$245,650.00	Serves important population not as cost effective as other programs
orways Delmar	\$103,804.00	Serves important population not as cost effective as other programs
Patrick Center Project Protect Housing	\$477,599.00	Ranked lower due to spending only 71% of budget& cost effectiveness
Patrick Outreach:Coordinated Entry	\$150,000.00	Renew automatically because it was approved last year but not under contrat yet
Reaway 180 Rapid Rehousing	\$203,444.00	Renew automatically because it was approved last year but not under contrat yet
Patrick Permanent Supportive Housing Program	\$495,780.00	Renew automatically because it was approved last year but not under contrat yet
Patrick Rapid Rehousing Program	\$866,133.00	Renew automatically because it was approved last year but not under contrat yet
een of Peace PSH New	\$449,317.00	New Program-was TH that retooled their program
CA PSH New	\$207,950.00	New Program-was TH that retooled their program
manitri PSH New	\$105,664.00	New Program-was TH that retooled their program
pe House PSH New	\$566,183.00	New Program-was TH that retooled their program
MIS Lead Services ICA	\$100,000.00	HUD recommendations on rank HMIS-needs to be in Teir 1
al File 1	\$10,105,765.00	
Patrick Center Rosati House	\$537,798.00	low performance score and did not spend out money
Paul St Lazare	\$230,356.00	High scoring RFP New program
at Her 2	\$768,154.00	
manitri RRH 1 (New)	\$593,078.00	collabrative program between Humanitir RRH and St Pat's Employment program
us		
us Total	\$593,078.00	



Roth, Eddie <rothe@stlouis-mo.gov>

HUD 2016 Continuum of Care Program Process for Rank and Review of Renewal Projects and Solicitation, Review, Ranking and Selection of New Projects

Roth, Eddie <rothe@stlouis-mo.gov>

Thu, Aug 25, 2016 at 5:16 PM

To: "StLouisCityCoC@yahoogroups.com" <stlouiscitycoc@yahoogroups.com>, Tina Patterson <tinap@homefull.org>, Edwin Muhammad <muhammade@stlouis-mo.gov>, Rich Laplume <rich.laplume@depaulusa.org>, Thomas Harvey <tharvey@archcitydefenders.org>

<https://www.stlouis-mo.gov/government/departments/human-services/homeless-services/documents/hud-2016-continuum-of-care-program-process-documents.cfm>

Good afternoon, all.

Here, for your consideration, is how the 2016 CoC process worked for the rank and review of renewal projects and selection of new projects. The link above will take you to the criteria used and results of this year's competitive process for projects to be included in the City of St. Louis CoC HUD 2016 CoC Program application.

The Rank and Review Committee recommendations were adopted by the CoC Board at last weeks meeting, and were approved by the City of St. Louis Professional Services Agreement selection committee at its meeting on Tuesday.

We are grateful to all who submitted applications for new projects, and for all on the CoC who participated and worked so hard ensure we had a fair, informed, diligent rank, review and selection process.

Thank you!

Eddie

--

Eddie Roth
Director
Department of Human Services
City of St. Louis
1520 Market Street, Room 4065
St. Louis, MO 63103
(314) 657-1650

Wonder How St. Louis Homeless Services Projects Are Rated? Read on for information on the 2016 process.

By Eddie Roth, Director of Human Services

August 25, 2016 | 2 min reading time



This Community depends on funding from a big annual federal competition for homeless services. The more the community know the details of how projects are reviewed, ranked and selected for inclusion in the competition, the better and stronger we will compete.

HUD's Continuum of Care Program Competitive Grant (CoC Grant) is by far the largest source of federal funding for projects supporting housing and supportive services for people who are homeless.

The CoC Grant provides between \$10 million and more annually to fund top non-profits for eligible projects in the City of St. Louis, which may include permanent supportive housing, transitional housing, supportive services, rapid rehousing, coordination of services, and information systems.

The Continuum of Care for the City of St. Louis -- a community-based collective of stakeholders that includes service providers, government agencies, education leaders, other non profits, educators, consumers of homeless services and ordinary citizens and community and business leaders -- develops the criteria and does the reviewing and recommending of projects -- existing and new. It also suggests how projects should rank and how much funding to include for each in the application the City of St. Louis submits each year for CoC Grant.

These recommendations then are reviewed by a City of St. Louis Professional Services Agreement Selection Committee.

Here, for your consideration, is how the 2016 process worked: with documents revealing the programs that were considered and reviewed, ranked and selected, along with the criteria used and results of this year's competitive process in the City of St. Louis Continuum of Care.

Department:	Topic:
Homeless Services	Homelessness
Department of Human Services	

Documents

- [HUD 2016 Continuum of Care Program Process for Rank and Review of Renewal Projects and Solicitation, Review, Ranking and Selection of New Projects](#)

Related Stories

New Era for Homeless Services at Biddle Housing Opportunities Center

Aug 08, 2016: St. Patrick Center and Peter & Paul Community Services begin agreement with City of St. Louis to enable fresh approach to vexing issue.

City of St. Louis Requests Proposals for Facility Manager for New Service Center Under Construction for People who are Homeless

Apr 19, 2016: Biddle House to Provide Overnight Shelter and Wrap-around Services.

City of St. Louis Continues Winter Shelter and Outreach Operations

Feb 11, 2016: Increased Outreach and Shelter Beds Available for Winter Operations.

HUD 2016 Continuum of Care Program Process for Rank and Review of Renewal Projects and Solicitation, Review, Ranking and Selection of New Projects

Documents pertaining to the Continuum of Care Program Process for Rank and Review of Renewal Projects and Solicitation, Review, Ranking and Selection of New Projects.

Publication Date: 08/25/2016

Document Type: Informational Pages

Sponsor: Homeless Services, Department of Human Services

Summary

The City of St. Louis Continuum of Care for Ending Homelessness has conducted its process for the review and ranking of renewal projects and the competitive solicitation, review, ranking and selection of new projects for inclusion in the HUD 2016 Continuum of Care Program Competitive Grant Application (2016 CoC Program) that must be submitted on or before September 14, 2016.

New Projects were solicited, reviewed, ranked and selected in two areas:

Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH)

The solicitation, review, ranking and selection processes were conducted pursuant to and with the guidance from the Notice of Funding Availability (NOFA) published on June 28, 2016.

A copy of the NOFA can be found here:

<https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf> [www.hudexchange.info]

Below for public review and printing are the documents that describe and record the review, ranking and selection criteria and actions.

Comments and Suggestions to the Department of Human Services and Continuum of Care may be sent to:

Edwin Mohammad, Program Manager
Homeless Services Division
Department of Human Services, City of St. Louis
1520 Market Street, Room 4065
St. Louis, MO 63103
muhammade@stlouis-mo.gov

Download

1.  [1. Request for Proposals \(RFP\) for New Projects Document](#) (95.37 KB)
2.  [2. New Project Application Receipt Log 2016](#) (28.73 KB)
3.  [3. Rank and Review Committee Process and Recommendations](#) (1.26 MB)
4.  [4a. Depaul USA New Project Application for PSH](#) (15.23 MB)
5.  [4b. Hope House New Project Application for PSH](#) (5.96 MB)
6.  [4c. Horizon Housing Development Company New Project Application PSH](#) (6.47 MB)
7.  [4d. Humanitri New Project Application for PSH](#) (1.26 MB)
8.  [4e. Queen of Peace Center New Project Applicatin for PSH](#) (9.27 MB)
9.  [4e. Queen of Peace Center New Project Application for PSH](#) (9.27 MB)
10.  [4f. YWCA Metro St. Louis New Project Application PSH Document](#) (7.38 MB)
11.  [5. Humanitri New Project Application for RRH](#) (1.26 MB)

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- [Adobe Reader](#) [get.adobe.com] (can read PDF files)

Saint Louis Continuum of Care

Rank & Review Committee

2016 Timeline & Process for Ranking Renewal & New Projects

- 5/12/2016 At monthly Review and Rank meeting committee approves review process and proposed forms. Plan to send out forms by next meeting.
- 5/18/2016 Rank and Review Committee receives information from HMIS Lead to secure data
-6/28/2016 regarding performance outcomes.
- 6
- 6/14/2015 Review and Rank committee members send out renewal forms and collected HMIS data collected to all agencies on the 2016 GIW. Scorecard and Renewal Review due to Rank and Review by 6/30/2015 noon.
- 7/14/2016 Rank and Review Meeting to review the data numbers collected by HMIS and will set date of 8/11 to review and rank all renewed projects.
- 7/8/2016 4 of the Transitional Housing programs have agreed to retool their programs to PSHs or RRH will review and rank them as new programs.
- 8/11/2015 Rank and Review scored and ranked all renewal programs will compile a full ranking after the RFPS come in will do this on 8/16/2016
- 8/16/2016 Rank and Review committee scored all new programs and ranked them then compiled a tentative final ranking made adjustments after direction and consultation was given to the committee. Will present final ranking to Executive Board on 8/18/2016.

To avoid any conflict of interest there were no members associated with PSH programs involved in the scoring or ranking process.

The Rank and Review committee is open to discuss with the COC Executive Board and the Department of Human Services anything relating to the Ranking process.

**2016 Continuum of Care (CoC) Competition
MO-501 St. Louis CoC Reallocation Process**

Background

In 2016, HUD has continued its trend of the last few years by making the CoC Competition an ever more competitive process. Approximately \$1.9 billion is available, which may not be sufficient to fund all eligible renewal projects. HUD will continue to require Collaborative Applicants to rank all projects into two tiers. Tier 1 is equal to 93% of the CoC's Annual Renewal Demand (ARD) – the amount required to fully fund all eligible renewals for one year. Tier 2 equals the 7% reduction from Tier 1 *plus* a 5% Permanent Housing Bonus. HUD is making CoC Planning costs available to all CoCs to help them meet the raised expectations for CoCs, including project monitoring and newly established system performance measures. CoC Planning costs are not ranked in either Tier 1 or Tier 2 but are funded separately. New in 2016, HUD will prioritize those CoCs that have demonstrated a capacity to reallocate from lower performing projects to higher performing projects as demonstrated through the CoC's local selection process.

If a CoC receives a satisfactory score in the national CoC Competition, projects placed within a CoC's Tier 1 should receive full funding. Tier 2 projects will be selected by point value and in the order of CoC score.

- Up to 50 points in direct proportion to the CoC Application Score
- Up to 35 points for CoC's ranking of the project
- Up to 5 points based on the type of project
- Up to 10 points for commitment to implementing a Housing First model

Local Funding Implications

MO-501 StL CoC Annual Renewal Demand: \$10,994,619

Tier 1:	\$10,205,465
Tier 2 Renewal & New Project	\$789,154
Bonus	\$593,078
TOTAL CoC APPLICATION	\$11,587,697

Targeted Reductions and Eliminated Projects

First, the Rank and review committee will review performance outcomes for all eligible CoC renewal projects to ensure they are high performing projects, and asking projects to reallocate and expected unspent funds

Second, review last grant year budgets to analyze the cost effectiveness per household and what money was left unspent and not reallocated.

Thirdly, the committee eliminated any SSO that was not directly a housing program.

Using the priority criteria on the following page, the Rank and Review will score and rank all eligible renewal projects and make recommendations for reallocation opportunities to ensure CoC funds are being used as effectively as possible. Funding from targeted reductions and/or eliminated projects will be reallocated to new permanent housing projects.

Priority Order Criteria

1. CoC Project Type – in the following order
 - Permanent Housing – Permanent Supportive Housing
 - Transitional Youth Program
 - PSH and RRH programs that were awarded last year but not under contract yet
 - New PSH & RRH programs
2. The CoC's HMIS grant will be placed as the lowest project that is fully funded within Tier 1.
3. Well-performing renewal projects will be prioritized above new bonus and reallocated PH projects.
4. All projects must follow a Housing First approach
5. Individual project performance outcomes and positive impact on overall system performance
6. Severity of needs and vulnerabilities experienced by project participants
7. Unique gap/target population served by Project, including chronically homeless, veterans, families with children and youth ages 18-24
8. Level of negative impact to Continuum if Project were not funded
9. Availability of other potential funding sources
10. Number of households served and cost efficiency

NEW PROJECTS

In addition to the above criteria, the following criteria also apply to new PH-RRH project applications.

1. Project applicant and all sub recipients have the expertise and capacity to be at full implementation within two months of signing a grant agreement with HUD.
2. Recipients of existing projects who wish to reallocate to a new Permanent Housing project *and who have the capacity and experience to successfully implement PH* will have priority over other applicants.
3. Project MUST follow a Housing First approach.
4. PH – Rapid Rehousing Projects that target households with children and provide temporary rental assistance, housing-focused case management, and targeted employment assistance in a scattered-site, flexible model will be prioritized over PH-RRH projects that do not.

	TH	2015#s	APR#s	10/15 to 4/16 HUD #
1	Leavers destination was Permanent Housing- Individuals who exited the program and moved into permanent housing 10 points for 66% or higher 5 points for 65% -60% zero for below 60% .			
2	Leavers have income- Individuals who exited program have increased or maintained their income. 10 points for 66% or higher 5 points for 65% or less zero for below 60%			
3	Leavers have Employment Income- Individuals who exit the programs have gained/maintained employment and earned income due to employment 10 points 44% or higher 5 points 43-40% zero below 40%			
4	Leavers have Non-cash-HoH Benefits-Individuals who exit the programs have obtained all possible benefits eligible for themselves. 83% or higher 10 pts. 82-80% 5pts. Below 80% zero.			
5	Has returned to shelter- Individuals who exit the programs have returned to shelter 10 points for 0-5% 5 points for 6-13% zero 13% and above.			
6	Average Length of Stay in TH- for leavers 10 points for less than 290 days or less 5 points for greater than 291 days.			
7	Utilization Rate/Occupancy- contracted beds 10 points for 95% utilization 5 points for 90% Zero below 90%			
8	Active in COC- 10 points for 80% or greater in attendance at general meetings is a participant on the board or a committee. 5 points for less than 80% participation. Zero points if organization is not active on a committee.			
9	Budget- 10 points for spending down 100%-95% HUD allotted dollars and meets match . 5 points 95%-85%-5pts. Below 85%-zero			
10	Serves priority population 5pts Chronic homeless, family, youth and veteran homeless			
11	Meets HEARTH requirements 5pts (listed in the Renewal Review will only be scored on the requirement that are apply to each program)			
12	Uses Housing First approach 5 pts to provide housing quickly without conditions or barriers			
13	HMIS Data Performance-5pts Enters information into the present HMIS system			

	PSH	2015#s	APR#s	10/15 to 4/16 HUD #
1	Leavers destination was Permanent Housing- Individuals who exited the program and moved into permanent housing 10 points for 56% or higher 5 points for 55% -47% zero for below 47% .			
2	Stayers income- Individuals who are in the program have increased or maintained their income. 10 points for 76% or higher 5 points for 70% or less zero for below 69%			
2A	Leavers Income			
3	Stayers have Non-cash benefits- Benefits-Individuals who exited the programs have obtained all possible benefits elligible for themselfe. 83% or higher 10 pts. 82-80% 5pts. Below 80% zero.			
3A	Leavers have Increased Non-cash benefits			
4	Stable housing 6+ months being housed 10 points for 95% or higher 5 points 94% zero points for 90% or lower			
5	Has returned to shelter- Individuals who exit the programs have returned to shelter 10 pons for 0-5% 5 points for 6-13% zero 13% and above.			
6	Utilization Rate/Occupancy- 10 points for 95% utilization 5 points for 90% Zero below 90%			
7	Active in COC- 10 points for 80% or greater in attendance at general metings is a participant on the board or a committee. 5 points for less than 80% participation. Zero points if organization is not active on a committee.			
8	Budget- 10 points for spending down 100%-95% HUD allotted dollars and meets match . 5 points 95%-90%-5pts. Below 90%-zero			
9	Budget leasing dollars percentage of leasing dollars left on the books			
10	HMIS Data Performance-5pts Enters information into the present HMIS system			
11	Serves priority population 5pts Chronic homeless, family, youth and veteran homeless			

12	Meets HEARTH requirements 5pts (listed in the Renewal Review will only be scored on the requirement that are apply to each program)			
13	Uses Housing First approach 5 pts to provide housing quickly without conditions or barriers			

I. Agency and Grant Information

Agency Name	
Project Name	
Grant Number	
Grant Start Date	
Contact Person	
Phone/Email	

II. Project Summary

1. Provide a brief summary of your project, including purpose, design and target population. Include steps to prioritizing clients according to the CoC's priority list for PSH housing. Also describe how you will be coordinating placements in your housing programs utilizing the community's new coordinated assessment process. Describe your use of HMIS in data collection.

III. Program Changes

1. Describe any significant changes to your program during the past year or planned for the upcoming grant term, including changes in budget line items, population served, numbers served, program design.
2. Have you executed any grant amendments with the City of St. Louis for this project in the past year (or do you have any unexecuted grant amendment requests)? If yes, please submit as part of this renewal packet.

IV. HEARTH Compliance

HEARTH Requirement	YES or NO
Do you have consumer representation on your Board?	
If you receive Leasing dollars, do you master lease units?	
If you receive Leasing or Rental Assistance dollars, do you comply with the rent reasonableness requirements?	
Are you conducting an Annual Service Needs Assessment for all participants who are enrolled for more than one year?	
Do you comply with Housing Quality Standards (HQS)?	

V. Budget

1. Do you expect that all funds in your 2014 CoC grant will be expended? If not, what amount will not be spent and why.
2. Is there any money in this grant that would be available for reallocation to a new project?
3. Complete the following 2016 CoC budget tables for your CoC program. QUANTITY DESCRIPTIONS MUST BE ENTERED.

SUPPORTIVE SERVICES BUDGET		
Eligible Costs	Quantity Description (400 characters max)	CoC Assistance Requested
Assessment of Services Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		

PSH Programs

Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		
Total Services Assistance Requested		

OPERATING BUDGET		
Eligible Costs	Quantity Description (400 characters max)	CoC Assistance Requested
Maintenance/Repair		
Property Taxes & Insurance		
Replacement Reserve		
Building Security		
Electricity, Gas & Water		
Furniture		
Equipment (lease, buy)		
Total Operating Assistance Requested		

LEASING/LONG-TERM RENTAL ASSISTANCE BUDGET						
Size of Units	# of Units		FMR		# of Months	Total Budget
SRO		X		X	12	=
0 Bedroom		X		X	12	=
1 Bedroom		X		X	12	=
2 Bedrooms		X		X	12	=
3 Bedrooms		X		X	12	=
4 Bedrooms		X		X	12	=
5 Bedrooms		X		X	12	=
6+ Bedrooms		X		X	12	=
Total						=

SUMMARY BUDGET			
Eligible Costs	CoC Assistance Requested	Match specify cash, in-kind, amount & source	Total
Leased Units			
Leased Structures			
Housing Relocation and Stabilization			
Short-term/Medium Term Assistance			
Long-term Rental Assistance			
Supportive Services			
Operating			
HMIS			
Sub-Total Requested			
Admin (up to 7%)			
Total plus Admin Requested			
Sub-Total Cash Match			
Sub-total In-Kind Match			
TOTAL MATCH			
TOTAL BUDGET			

Match requirements – 25% overall match of total grant minus Leasing costs. Matching funds must be used on eligible CoC program costs. NOTE: Program income, including client rent or occupancy charges, CANNOT be used as match.

VI. Performance

The tables below should be completed using both HMIS data and agency reported.

1. Complete the column for households expected to be served and number who will exit during the 2015 CoC grant term

Households	2015 Calendar Year HMIS Generated	2015 Calendar Year Agency Reported	CoC 2016 Grant Year (Projected)
Total Number of households			
Total Number of households who exited/will exit			

Data Element	2015 Calendar Year HMIS Generated	2015 Calendar Year Agency Reported	2015 System Target
Destination Permanent Housing			47%
Housing Stability			98%
Cash Income -- Stayers			70%
Non-Cash Benefits -- Stayers			73%
Return to Shelter			17%

2. Provide an explanation as well as specific steps that will be taken to improve your program's outcomes if your program has/is:

- a variance between the HMIS generated reports and the agency provided reports and what steps are being taken to assure HMIS data completeness and accuracy for 2017.
- below the system target for our CoC

Complete and return electronically to Rich LaPlume
 Chair of the Rank and Review Committee
 rich.laplume@depaulusa.org by (insert due date here)

New Project scoring

PSH

- 1 Queen of Peace PSH
- 2 Depaul St Lazare PSH
- 3 YWCA PSH
- 4 Humaitri PSH
- 5 Hope House
- 6 Horizon Housing

Overall Ranking

- | | |
|------------------------|-----------------------------------------------------------------|
| 1 Queen of Peace PSH | strong RFP-retooled program |
| 2 YWCA PSH | Good RFP and a retooled program |
| 3 Humaitri PSH | Good RFP and a retooled program |
| 4 Hope House | retooled program |
| 5 Depaul St Lazare PSH | high scoring RFP but a new program oppose to a retooled program |
| 6 Horizon Housing | no need to fund feel DD resources have other options of funding |

Rapid Rehousing

- | | |
|-------------|------------------------|
| 1 Humanitri | Only program submitted |
|-------------|------------------------|

PSH New Projects

1	<p align="center">Population</p> <p>Project has identified a clear understanding of population serving and is a priority population of the CoC-agency is presently active in CoC</p>	
2	<p align="center">History of providing services</p> <p>Provider has experience service to homeless population</p>	
3	<p align="center">Gap/address priority</p> <p>The project fills a gap and addresses CoC need</p>	
4	<p align="center">Collaboration partnerships</p> <p>Describe already working relationships with CoC/and non CoC providers</p>	
5	<p align="center">Connected to resources</p> <p>Ability to connect and refer population to appropriate resources</p>	
6	<p align="center">Coordinated entry/Housing First</p> <p>Identifies the ability to work with a coordinated entry and use house first model</p>	
7	<p align="center">HMIS</p> <p>Is using current CoC HMIS system</p>	
8	<p align="center">Addresses long term barriers</p> <p>Project identifies long term needs and address with appropriate services.</p>	
9	<p align="center">On-site services agreements</p> <p>Describes services provider agreements with collaborative partners and outcomes to achieve from these services.</p>	
10	<p align="center">Track Client progress</p> <p>Ability to track clients through the progression of services being provided.</p>	
11	<p align="center">Track program performance</p> <p>Ability to evaluate the effectiveness of services through the progression of services being provided</p>	
12	<p align="center">Budget</p> <p>Budget is reasonable and consistent with the delivery of services</p>	

bonus pts for retooling program
up to 5 pts per criteria-60 pts total

RRH New Projects		
	Population	
1	Project has identified a clear understanding of population serving and is a priority population of the CoC-agency is presently active in CoC	
2	History of providing services Provider has experience service to homeless population	
3	Gap/address priority The project fills a gap and addresses CoC need	
4	Collaboration partnerships Describe already working relationships with CoC/and non CoC providers	
5	Connected to resources Ability to connect and refer population to appropriate resources	
6	Coordinated entry/Housing First Identifies the ability to work with a coordinated entry and use house first model	
7	HMIS Is using current CoC HMIS system	
8	Addresses immediate barriers Project identifies immediate short-term barriers and needs and address with appropriate services.	
9	Determines needs and on-going services Demonstrates a clear plan for determining need and level of ongoing assistance based on need	
10	On-site services agreements Describes services provider agreements with collaborative partners and outcomes to achieve from these services.	
11	Track Client progress Ability to track clients through the progression of services being provided.	
12	Track program performance Ability to evaluate the effectiveness of services through the progression of services being provided	
13	Budget Budget is reasonable and consistent with the delivery of services	

up to 5 pts per criteria-65 pts total

Possible pts

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Household Served	42	48	18	14	21	39	14	28	68	301	117	80	68	31	158	42
PSH	0	10	10	10	5	10	10	10	0	10	10	10	0	5	10	10
Leaver's destination was Permanent Housing-	10	5	10	0	0	10	0	10	10	0	0	0	0	5	0	5
Stayers Income-	10	10	10	0	10	10	5	5	0	10	10	5	10	5	10	10
Stayers leave Non-cash benefits-	10	10	10	0	0	0	5	0	10	5	10	10	10	10	5	0
Stable housing 6+ months being housed	10	10	10	10	10	0	10	10	0	10	10	10	10	10	10	10
Utilization Rate/Occupancy-	10	10	5	10	10	10	10	10	10	10	10	10	10	10	10	10
Active In COC-	10	10	0	10	10	10	5	0	5	10	10	10	10	10	10	10
Budget-	5	5	5	5	5	5	5	5	0	5	5	5	5	5	5	5
HHS Data Performance-5pts	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Serves priority population 5pts	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Meets HEARTH requirements 5pts	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Uses Housing First approach 5 pts	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5

Percentage of HUD funding spent on the program
 Cost per Household-based on HUD funds

100%	57%	84%	100%	100%	100%	100%	90%	71%	77%	100%	100%	100%	98%	100%	100%	100%
\$7,029.00	\$8,342.00	\$8,442.00	\$7,986.00	\$11,697.00	\$16,846.00	\$11,714.00	\$11,250.00	\$6,357.00	\$5,550.00	\$5,134.00	\$4,887.00	\$6,262.00	\$4,647.00			

PSH		#1	#2	#3	#4	Total	Ave
1	Depaul USA Project PLUS	1	1	1	1	4	1.00
2	Depaul USA Project MORE	2	3	3	2	10	2.25
3	2015 SCQ (Shelter Plus Care STL City -Chronic-70)	11	10	12	11	44	11
4	2015 SZB (Shelter Plus Care STL City - Chronic-43)	15	15	16	12	58	14.5
5	2015 SCL (Shelter Plus Care STL City - QoP TRA)	12	12	15	13	52	13
6	2015 SCY (Shelter Plus Care STL City - SPC)	10	11	8	14	43	10.8
7	2015 SCS (Shelter Plus Care STL City - QoP SRA)	13	13	7	6	39	9.75
8	2015 SZC (Shelter Plus Care STL City QoP Families)	14	14	13	5	46	11.5
9	Places for People Housing for the Future of Families	16	16	14	15	61	15.3
10	2016 (Shelter Plus Care Beach Project) SZS TRA	6	4	4	4	18	4.5
11	Employment Connections Project Homecoming	7	5	10	16	38	9.5
12	Doorways Maryland	8	6	9	7	30	7.5
13	St. Patrick Center Project Protect Housing	4	7	6	8	25	6.25
14	Doorways Jumpstart	5	8	5	9	27	6.75
15	Doorways Delmar	3	2	2	3	10	2.25
16	St. Patrick Center Rosati House	9	9	11	10	39	9.75

1 SC

2 BR

3 MP

4 KA

**2016 Continuum of Care (CoC) Competition
MO-501 St. Louis CoC Reallocation Process**

Background

In 2016, HUD has continued its trend of the last few years by making the CoC Competition an ever more competitive process. Approximately \$1.9 billion is available, which may not be sufficient to fund all eligible renewal projects. HUD will continue to require Collaborative Applicants to rank all projects into two tiers. Tier 1 is equal to 93% of the CoC's Annual Renewal Demand (ARD) – the amount required to fully fund all eligible renewals for one year. Tier 2 equals the 7% reduction from Tier 1 *plus* a 5% Permanent Housing Bonus. HUD is making CoC Planning costs available to all CoCs to help them meet the raised expectations for CoCs, including project monitoring and newly established system performance measures. CoC Planning costs are not ranked in either Tier 1 or Tier 2 but are funded separately. New in 2016, HUD will prioritize those CoCs that have demonstrated a capacity to reallocate from lower performing projects to higher performing projects as demonstrated through the CoC's local selection process.

If a CoC receives a satisfactory score in the national CoC Competition, projects placed within a CoC's Tier 1 should receive full funding. Tier 2 projects will be selected by point value and in the order of CoC score.

- Up to 50 points in direct proportion to the CoC Application Score
- Up to 35 points for CoC's ranking of the project
- Up to 5 points based on the type of project
- Up to 10 points for commitment to implementing a Housing First model

Local Funding Implications

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Tier 1:	\$10,205,465
Tier 2 Renewal & New Project	\$789,154
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Thirdly, the committee eliminated any SSO that was not directly a housing program.

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Priority Order Criteria

1. CoC Project Type – in the following order
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7. Unique gap/target population served by Project, including chronically homeless, veterans, families with children and youth ages 18-24
8. Level of negative impact to Continuum if Project were not funded
9. Availability of other potential funding sources
10. Number of households served and cost efficiency

NEW PROJECTS

In addition to the above criteria, the following criteria also apply to new PH-RRH project applications.

1. Project applicant and all sub recipients have the expertise and capacity to be at full implementation within two months of signing a grant agreement with HUD.
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4. PH – Rapid Rehousing Projects that target households with children and provide temporary rental assistance, housing-focused case management, and targeted employment assistance in a scattered-site, flexible model will be prioritized over PH-RRH projects that do not.

City of St. Louis Continuum of Care for Ending Homelessness Governance
Charter

ARTICLE I: Name and Geographic Area

The name of the organization shall be the City of St. Louis Continuum of Care for Ending Homelessness, hereinafter referred to as (“STLCCOC”). It will serve the City of St. Louis, Missouri.

ARTICLE II: Mission and Responsibilities

Section 1: Mission

A Continuum of Care is a community’s plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. It includes action steps to end homelessness and prevent a return to homelessness.

STLCCOC is a broad based partnership to prevent people within the community from becoming homeless and to find ways to end homelessness. Through interagency collaboration coordination and collaboration, STLCCOC will provide homeless people with effective services, and help them obtain affordable housing. STLCCOC shall serve in a collaborative capacity to the Division of Homeless Services of the Department of Human Services of the City of St. Louis.

Section 2: Responsibilities

STLCCOC will fulfill the responsibilities assigned to continuums of care under Title 24, Part 578 of the Code of Federal Regulations, as they may be amended or supplemented from time to time, and will satisfy all other legal requirements necessary to secure maximum funding under relevant state and federal programs to end homelessness. STLCCOC will develop, follow, and annually update a governance charter that includes all procedures and policies needed to comply with both subsection B of Title 24, Part 578 of the Code of Federal Regulations and with HUD’s HMIS requirements. [578.7(a) (5)]

ARTICLE III: Membership

Section 1: Qualifications

Membership in STLCCOC is open to any nonprofit, for profit, individual, or governmental entity that is committed to ending homelessness or assisting people who are homeless or at risk of becoming homeless. STLCCOC will conduct an annual, public invitation to new members at the beginning of each year. Membership information will be distributed broadly across the community including through various media channels. [578.7(a) (2)]

Section 2: Voting Privileges and Delegates

Each member organization shall be entitled to an unlimited number of delegates, at least one of whom shall be a person functioning at the executive or managerial level, but the organization shall have only one vote. Each individual member shall be entitled to one vote. If two member organizations are closely linked but organized as separate non-profit organizations for IRS tax purposes, then each such organization is entitled to its own vote. New members will be entitled to a vote six months after the Board of Directors approves membership. Annually each member organization shall renew its membership and submit the names of its authorized delegates to the membership committee. For the purposes of voting, the Consumer Council shall be treated as a member organization and shall have one vote. Only active member organizations will have voting privileges. Active membership is determined by the member's attendance at general, committee, and board meetings. To be considered an active member, members must be in attendance at 50% of general meetings, 50% of at least one committee's meetings, and 50% of board meetings. Each member must serve on at least one of the eight STLCOC committees. Members must be represented by one of its authorized delegates or STLCOC elected officers. (Amended, by general vote, the 16th of April 2016)

Section 3: Approval of Members

Applications for membership shall be submitted to the membership committee and are subject to approval by a majority vote of the Board of Directors.

Section 4: Withdrawal of Members

A member may withdraw from STLCOC at any time by submitting a letter of withdrawal to the membership committee and presented to the Board of Directors.

Section 5: Removal of Members

Any member may be removed from STLCOC by a two-thirds majority of the Board of Directors. Removal is effective only if it occurs at a meeting called for that purpose. Removal request will be submitted to the membership committee then to the full membership and presented to the Board of Directors. Notice must be sent to all Board of Directors members stating that the proposed removal is a purpose of the meeting. A representative of the organization or individual recommended for removal shall have the opportunity to speak on its behalf prior to a vote of the Board of Directors. The Board of Directors may deliberate without the representative of the member recommended for removal present prior to the vote of the Board of Directors.

Section 6: Individuals

Individual persons may attend meetings, participate in discussions and serve on committees. Individuals can be members and have voting privileges as described in Article III, Sections 1-2. Individual members cannot be affiliated with an organization that is already a CoC member.

ARTICLE IV: Officers

Section 1: Titles and Duties

STLCOC shall have the following officers: Chair, Vice Chair, and Secretary. The duties of each officer shall be as follows:

Chair

The Chair shall convene and preside at all meetings of the Board of Directors. The Chair shall serve as an ex-officio member of all committees, and shall perform such duties incident to the office of Chair.

Vice Chair

The Vice Chair shall preside at meetings of STLCOC in the absence of the Chair, and shall serve in the role of the Chair in case of the resignation or dismissal of the Chair until a new Chair is elected consistent with Section 6 of this Article. The Vice chair shall perform such duties incident to the office of Vice Chair and such other duties as may be assigned by the Board of Directors.

Secretary

The Secretary shall prepare meeting agendas in consultation with the Chair, notify members of all meetings, record and maintain all votes and the minutes of the meetings of STLCOC, distribute minutes of previous meetings, maintain a current membership roster and list of authorized delegates, and maintain the records and office of STLCOC. The Secretary shall perform such duties incident to the office of Secretary and such other duties as may be assigned by the Board of Directors.

Section 2: Qualifications

Any active member may serve as Chair, Vice Chair, or Secretary.

Section 3: Terms of Office

The Chair, Vice Chair, and Secretary will have staggered 2-year terms commencing January 2007. Persons in these offices may be re-elected to the same office; however, no person may serve in the same office for more than two consecutive full terms.

Section 4: Nomination and Election

In November of each year, the Membership Committee shall present to STLCOC a slate of candidates for the offices of Chair, Vice Chair, and Secretary for the coming term. These officers shall be elected at a regularly scheduled meeting during December of the same year and take office on the first day of January immediately following their election. No persons may be nominated unless such person has agreed to serve in the office if elected.

Section 5: Resignation

An officer may resign at any time by submitting a letter of resignation to the Board of Directors.

Section 6: Vacancies

Vacancies in the offices of Chair, Vice Chair or Secretary shall be filled by election from the membership.

ARTICLE V: Board of Directors

Section 1: Powers

The affairs of STLCOG shall be managed by or under the direction of its Board of Directors.

Section 2: Number and Qualifications

The Board of Directors shall be 16 in number, consisting of the Chair, Vice Chair, Secretary, a representative selected from each of the eight Standing Committees, and five at-large members. The collaborative applicant shall be an Ex officio board member of the CoC without voting rights.

Section 3: Terms of Office

At-large members and committee chairs will serve one-year terms commencing January 2007. Representatives of Standing Committees may represent the private or public sector. At-large members and committee chairs shall be elected at a regularly scheduled meeting during December of the same year and take office on the first day of the month immediately following their election. No person may serve on the Board more than two consecutive full terms.

Section 4: Nomination and Election of At-Large Members

In November of each year, the Membership Committee shall present a slate of candidates for the at-large positions of the Board of Directors for the coming term. These positions shall be elected at a regularly scheduled meeting during December of the same year and take office on the first day of the month immediately following their election.

Section 5: Selection of Representatives of Standing Committees

Each Standing Committee shall elect a person to represent said Committee on the Board of Directors at the time when the position on the Board is open.

Section 6: Resignation

An officer may resign at any time by submitting a letter of resignation to the Board of Directors.

Section 7: Vacancies

Vacancies in at-large positions on the Board of Directors shall be filled by election from the membership. Vacancies in representatives of Standing Committees shall be filled by selection by the respective committee.

Section 8: Removal of Officers and Directors

The Chair, Vice Chair, Secretary or any member of the Board of Directors may be removed from office by a two-thirds majority of the remaining Board of Directors. Each Standing Committee may request removal of its representative from the Board of Directors by submitting a letter to the Chair of the Board of Directors. Removal is effective only if it occurs at a meeting called for that purpose. Notice must be sent to all Board of Directors members stating that the proposed removal is a purpose of the meeting. The person recommended for removal shall have the opportunity to speak on his/her behalf prior to a vote of the Board of Directors. The Board of Directors may deliberate without the person recommended for removal present prior to the vote of the Board of Directors.

ARTICLE VI: Meetings

Section 1: General Meetings

The general meetings will focus on STLCOC training and technical assistance for members. STLCOC will hold meetings of the full membership at least semi-annually. [578.7(a) (1)] STLCOC shall meet at least six times per year to conduct a general meeting. At the beginning of each year the Board of Directors shall establish a schedule of dates and times for regular meetings, and the Secretary shall distribute this schedule to all members. The Board of Directors shall determine the place for each meeting at least one month prior to the meeting. STLCOC may conduct any business at a regular meeting, whether or not such business is on the agenda. A published agenda will be provided for each general meeting of the full membership. [578.7(a) (1)]

Section 2: Board of Directors Meetings

The Board of Directors shall meet at least six times per year. The Board of Directors shall determine the place for each meeting. The Board of Directors may conduct any business at a regular meeting, whether or not such business is on the agenda, except for the removal or officers or members of the Board of Directors. The Board of Directors meetings will focus on:

- Organizing an annual continuum of care planning process
- Collecting needs data and inventory system capacity
- Determining and prioritizing gaps in the continuum of care homeless system
- Developing short- and long-terms strategies with an action plan
- Implementing the action steps for the continuum of care plan

Section 3: Executive Session

The Board of Directors may meet in executive session to discuss confidential or sensitive matters. The Board shall report all decisions made at such meetings to the membership but shall not be required to report the discussions of factors leading to its decisions.

Section 4: Special Meetings

Special meetings of STLCOC or the Board of Directors may be called by the Chair or by one-third of the members of the Board of Directors. The person(s) calling the meeting shall the purpose(s) for which the meeting is to be called. Business at any special meeting is limited to the purpose(s) for which the meeting is called, and no other business of any nature may be conducted.

Section 5: Notification of Meetings

The Secretary shall provide notification to all authorized delegates of all meetings, regular and special. Such notification must be given at least two business days prior to the meeting. Notification may be by letter, telephone, facsimile, electronic or personal communication. The notification must clearly state the date, time and place of the meeting. In the case of special meetings, the notification must additionally state the purpose(s) for which the meeting is being called. The Secretary shall provide the published agenda to the full membership within two business days prior to the meeting. [578.7(a) (1)]

Section 6: Quorum

The presence of a simple majority of the member organizations shall be a quorum and sufficient to conduct business at any general meeting of STLCOC. The presence of two-thirds of the Board of Directors shall be a quorum and sufficient to conduct business at any meeting of the Board of Directors.

Section 7: Parliamentary Procedure

The latest revised edition of Robert's Rules of Order shall prevail at all meetings except where contrary to the governance charter or any standing rule.

ARTICLE VII: STLCOC Designations and Responsibilities

Section 1: Designation

1. STLCOC designates the City of St. Louis as its collaborative applicant to submit the annual STLCOC Consolidated Application for funding on behalf of STLCOC. The Collaborative Applicant is the only entity that can apply for a grant for Continuum of Care planning funds on behalf of STLCOC. DHS staff will assist in the operation and

management of the STLCOC and its HMIS system, and will collaborate with the STLCOC and its Board in (a) the design and operation a collaborative, fair and transparent application process (b) the development of the City's Consolidated Plan and ESG allocation and reporting processes and (c) participating in regional and State groups meeting to coordinate efforts related to the STLCOC mission and ESG and STLCOC awards and other funding, real or potential. [578.7(b)(1); 578.7(b)(2)]

Section 2: Responsibilities

1. STLCOC will be responsible for establishing committees, as well as additional subcommittees or workgroups as needed. [578.7(a)(4)]
2. STLCOC will be responsible for adopting and following a written process to select a board to act on behalf of the STLCOC. This process must be reviewed, updated, and approved by the STL COC at least once every 5 years. [578.7(a)(3)]
3. In collaboration with recipient of Emergency Solutions Grants program funds in the area, STLCOC will establish and oversee the Front Door Assessment Process, a centralized or coordinated system that will provide an initial, comprehensive assessment of individuals' and families' needs for housing and services. [578.7(a)(8)] [NOTE: might be advisable to rename the Front Door Assessment Process]
4. STLCOC will establish and oversee written standards for providing transitional housing assistance, rapid re-housing assistance, permanent supportive housing assistance, homelessness prevention assistance, rental assistance, and any other programs established for Continuum of Care assistance. Covering all STLCOC programs, these written standards will include policies and procedures for:
 - a. Establishing eligibility criteria for individuals and families; [578.7(a)(9)]
 - b. Prioritizing which eligible individuals and families will receive assistance; [578.7(a)(9)]
 - c. Determining which type of assistance an individual or family will receive (especially pertaining to the choice between homelessness prevention and rapid re-housing assistance); [578.7(a)(9); 24 CFR 576.400(e)(3)(vi)]
 - d. Articulating maximum amount, duration, and type of assistance as well as program participant responsibilities, such as what percentage or amount of rent each program participant must pay while receiving either homelessness prevention or rapid re-housing assistance; [578.7(a)(9); 24 CFR 576.400(e)(3)(vii); 24 CFR 576.400(e)(3)(ix); 24 CFR 576.400(e)(3)(ix)]
 - e. Articulating minimum service expectations for every type of program in the homeless system, such as how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. [578.7(a)(9); 24 CFR 576.400(e)(3)(viii)]

- f. Detailing how the system will address the needs of individuals and families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. [578.7(a)(8)]
[NOTE: All of the written standards for Article VII § 4 might need to be detailed in the governance charter itself]
5. STLCOC will establish system and program performance outcome targets for projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report the resulting evaluations of the project outcomes to HUD. [578.7(a)(6); 578.7(a)(7)]
6. STLCOC will consult with recipients and sub recipients to establish evaluation performance targets that are appropriate to each program, whether under ESG, STLCOC, and local funding. [578.7(a)(6)]
7. STLCOC will monitor recipient and sub recipient operations, evaluate outcomes, and take action against poor performers in consultation with recipients and sub recipients. [578.7(a)(6)]
8. STLCOC will consult with State and local government Emergency Solutions Grants program recipients and sub recipients within the Continuum’s geographic area in order to discuss the plan for funding allocation. [578.7(c)(5)]
9. STLCOC will ensure coordination between each level of the homeless system and with mainstream resources for the implementation of a local housing and service system that meets the needs of the homeless individuals (including unaccompanied youth) and families. This housing and service system will encompass (a) outreach, engagement, and assessment, (b) shelter, housing, and supportive services, and (c) prevention strategies. [578.7(c)(1)]
10. STLCOC will conduct an annual gaps analysis of the homeless needs and services available within the geographic area. [578.7(c)(3)]
11. STLCOC will conduct an annual Point-in-Time Count for homeless persons within the geographic area. Count homeless persons living somewhere not designed or ordinarily used as a sleeping accommodation for humans as “unsheltered.” Count homeless persons living in emergency shelters or transitional housing as “sheltered.” Also meet other requirements as they are established by HUD by notice. [578.7(c)(2)]
12. STLCOC will provide input required for local Consolidated Plan(s) and consult with Emergency Solutions Grants funding recipients to discuss allocation. [578.7(c)(4)(5)]
13. Ensure the Homeless Management Information System (HMIS) is in compliance with HUD requirements, has appropriate plans for privacy, security and data quality, and has consistent participation by all STLCOC providers. [578.7(b)(3)(4)(5)]
14. Establish annual funding priorities based on annual gaps analysis of the homeless needs and services available within the geographic area and on HUD priorities. [578.7(c)(3)]
15. Conduct collaborative funding processes to select providers for STLCOC, ESG and local funding.
16. Approve local STLCOC application.

17. Incorporate input from STLCOC into funding and program decisions.

ARTICLE VIII: Committees

Section 1: Standing Committees and Duties

STLCOC shall have eight Standing Committees:

Planning Committee

The Planning Committee shall formulate and recommend strategic goals and objectives for STLCOC and monitor progress. It shall gather data on the nature and extent of homelessness, monitor the development of the Homeless Management Information System, analyze gaps and trends, recommend priorities, monitor long-range plans, monitor housing production, and promote a regional approach to addressing homelessness.

Service Delivery Committee

The Service Delivery Committee shall promote the coordination and effectiveness of services across all components of the Continuum of Care.

Advocacy Committee

The Advocacy Committee shall conduct activities to advocate for the homeless and to educate the public about issues pertaining to homelessness. The committee shall annually recommend to STLCOC a set of positions to be adopted and issues to be studied by STLCOC.

Project Review and Ranking Committee

The Project Review and Ranking Committee shall perform threshold reviews for all new projects for the homeless seeking support from the Department of Human Services, advising whether each project meets basic criteria. This committee shall also recommend priority rankings for eligible projects, using criteria established by STLCOC.

Membership Committee

The Membership Committee shall present a slate of officers and members of the Board of Directors as provided in Article IV, Section 4, and Article V, Section 4. This committee shall also be charged with recruiting and retaining a wide range of organizations into membership and with recommending rules and procedures for STLCOC.

Consumer Council

The Consumer Council shall be composed entirely of homeless and formerly homeless persons. It shall make recommendations as appropriate to STLCOC and to providers of services and housing, and work with the Advocacy Committee. As provided in Article III, Section 2, the consumer council shall be treated as one organization and will have one vote. However, individual members that meet criteria may also vote if eligible. The

Consumer Council must always be chaired by a consumer, who will sit on STLCOC Board of Directors as a voting member. The Board of Directors shall include at least one individual who is homeless or formerly homeless.

Point In Time (PIT) Committee

The PIT committee will prepare, train and operate PIT counts in January and July. HUD requires that CoC's evaluate and improve PIT counts to ensure that they meet HUD qualifications, adequately count and include all of our community homeless. The PIT committee will review HIC with the City before the report is turned into HUD and ensure that the information listed on it is correct. Compare and update as needed the HIC with the Service Delivery's inventory.

Homeless Management Information System (HMIS) Committee

The HMIS committee will set HMIS standards consistent with HUD Data Compliance requirements review and update HMIS policy and procedure manual on a yearly basis and ensure that CoC is educated and informed about the contents of the manual. Set HMIS policy and procedures for program types according to HUD guidelines. Outline data elements that must be collected and timelines for entry- so that the CoC committees and the CoC/homeless providers at large can have access to the data to be able to make educated and informed decisions about our community and program performance.

Section 2: Selection and Terms

Except for the Consumer Council, any person may be recruited to serve on any committee by the Board of Directors, or by the committee or committee members. Committee membership may be drawn from the community at large, not only from those associated with STLCOC. As stated above, the Consumer Council shall consist entirely of homeless and formerly homeless individuals.

Section 3: Subcommittees

Each committee may as it determines necessary divide into subcommittees, task forces and focus groups. However, each Standing Committee shall have only one representative on the Board of Directors.

Section 4: Ad Hoc Committees

The Board of Directors may from time to time appoint and approve the appointment of such ad hoc committees as may be needed. The Board of Directors shall determine the responsibilities, selection and terms of such committees.

ARTICLE IX: Amendments

Section 1: Amendments

This governance charter may be amended or repealed by a two-thirds majority of members present and voting at any meeting of STLCOC, provided that the amended or replacement governance charter shall have been presented in their final form and discussed at the preceding meeting of STLCOC. Notification for such meeting shall clearly state that amendment(s) to or repeal of the governance charter is being considered.

ARTICLE X: Board of Directors Code of Conduct, Conflicts of Interest and Recusal Process [578.7(a) (5)]

Section 1: Code of Conduct

STLCOC board members must exercise care when acting on behalf of STLCOC. These individuals must complete the work they have agreed to undertake in a timely manner. In addition, they must attend Board meetings and be prepared to discuss matters presented for their deliberation. Absence without notice or explanation for three meetings within a calendar year or repeated failure to complete work assignments will be grounds for removal from the Board. Repeated failure to participate thoughtfully and respectfully in discussions or persistent disruptive or obstructive conduct during meetings will be grounds for removal.

Section 2: Conflicts of Interest and Recusal Process

STLCOC board members must abide by the following rules in order to avoid conflicts of interest and promote public confidence in the integrity of STLCOC and its processes. Failure to honor these rules will be grounds for removal from the board and any of its committees.

1. Members may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
 - a. Any organization that they or a member of their immediate family represents; or
 - b. Any organization from which they or a member of their immediate family derives income or anything of value.
2. Whenever STLCOC board members or any of their immediate family members have a financial interest or any other personal interest in a matter coming before the Board or one of its committees, they must:
 - a. Fully disclose the nature of the interest; and
 - b. Withdraw from discussing, lobbying and voting on the matter.

Section 3: Procedures

At the beginning of every board meeting, the facilitator must ask if there are any conflicts of interest or potential conflicts of interest that need to be disclosed before the business included in the meeting's agenda is discussed. Any matter in which STLCOC board members have an actual

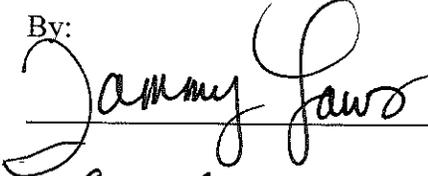
or potential conflict of interest will be decided only by a vote of disinterested individuals. The minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested directors' actual or potential conflicts of interest and their recusal from participation in the decision. STLCOC board members must sign a conflict of interest form annually, affirming that they have reviewed the conflict of interest policy and disclosing any conflicts of interest they face or are likely to face in fulfilling their duties as board members.

CERTIFICATION OF RATIFICATION

This is to certify that the City of St. Louis Continuum of Care for Ending Homelessness did formally ratify and adopt this governance charter on the date specified below:

Date Ratified:

Executed at St. Louis, Missouri, this 18st day of August 2016.

By:


Coc Secretary

St. Louis City Continuum of Care
Housing/Homeless Management Information System

Policies and Procedures Manual

October, 2015

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Homeless management information system policy and procedures manual

This policy and procedure manual is developed in collaboration between the HMIS Advisory Committee and the HMIS Lead Agency for the Saint Louis City Continuum of Care. This manual is authorized by the Executive Committee of the Saint Louis City Continuum of Care.

HMIS governance charter

Introduction

The purpose of the Saint Louis City HMIS is to support the delivery of homeless and housing services, including homeless prevention, in the St. Louis City community. The HMIS should be used primarily to collect and track information related to serving people in housing crises, as well as planning for the elimination of homelessness. On a case-by-case basis, the HMIS Advisory Committee will consider other uses of the database.

Key Support Roles & Responsibilities

City of Saint Louis Department of Human Services

As the Collaborative Applicant for Saint Louis City Continuum of Care (CoC):

- Ensures fiscal and programmatic compliance with all HUD rules and regulations
- Encourages and facilitates participation in HMIS data collection
- Collaborates with the Saint Louis City Continuum of Care to select, approve and execute annual contract(s) with HMIS Lead and/or HMIS Vendor

HMIS Lead

As the HMIS Lead for Saint Louis City Continuum of Care (CoC):

- Ensures the operation of and consistent participation by recipients of funding requiring use of the HMIS system
- Develops written policies and procedures for all HMIS Partner Agencies, which at a minimum includes: a security plan, data quality plan, and privacy plan.
- Executes an HMIS participation agreement with each HMIS Partner Agencies
- Executes an HMIS collaborative agreement with the Saint Louis City Continuum of Care; this agreement defines performance standards for HMIS system maintenance, training, user support, report requirements, and analytical support
- Monitors compliance of all HMIS Partner Agencies
- Provides an unduplicated count of clients served and analyses of unduplicated counts to the Continuum of Care on quarterly basis, and upon request, to HUD

- Ensures that the HMIS Vendor and software is currently in compliance with HMIS standards
- Serves at the primary contact between Partner Agencies and the HMIS vendor
- Serves as the applicant to HUD for grant funds for HMIS Activities of the Continuum of Care's geographic area, as directed by the Continuum, and if selected for an award by HUD, enter into a grant agreement with HUD to carry out the HUD-approved activities

Saint Louis City Continuum of Care (CoC)

- Responsible for selecting one HMIS software system
- Responsible for selecting one HMIS Lead
- Responsible for reviewing, revising, and approving all policy and procedures developed by HMIS Lead; final approval of policies and procedures is the responsibility of the Executive Board of the CoC
- Responsible for implementing all approved and/or revised policies and procedures within six months of approval
- Develops a governance charter and documents all assignments and designations consistent with the governance charter.
- May choose to participate in HMIS with other local Continuum of Care so long as one HMIS vendor and Lead are agreed upon and there is a joint governance charter.
- Executes an HMIS collaborative agreement with the HMIS Lead; this agreement defines performance standards for HMIS system maintenance, training, user support, report requirements, and analytical support

HMIS Advisory Committee

- Responsible for recommending HMIS software system and HMIS Lead
- Governs the implementation of the HMIS system
- Assists in the development of HMIS policies and procedures in collaboration with the HMIS Lead
- Advises and recommends changes to HMIS policies and procedures for approval by the Planning Committee, General Membership, and Executive Committee of the Saint Louis City CoC
- Examines HMIS aggregate data as well as offers comments and suggestions on how data measurements can contribute to fulfillment of strategic goals

HMIS Partner Agencies

- Responsible for ensuring that HMIS processing capabilities remain consistent with the privacy obligations of the Partner Agencies
- Comply with applicable standards set forth by the CoC, HMIS Lead and HUD, including but not limited to issues of privacy and confidentiality
- Develop agency procedures to ensure and monitor compliance and sanctions for non-compliance
- Ensure staffing and equipment necessary to implement HMIS

- Complete an HMIS Agency Partner Agreement with the HMIS Lead
- Designate an HMIS Agency Administrator and Chief Privacy Officer

HMIS participation policy

Mandated

Agencies receiving Emergency Solution Grants, Supportive Housing Program grants, Shelter plus Care grants, Section 8 SRO programs, HOPWA grants and other funders within the Continuum of Care will be required to meet the minimum HMIS participation standards. Participating agencies must agree to execute and comply with an HMIS Agency Partner Agreement, as well as, all HMIS policies and procedures. Agencies receiving HUD CoC or Emergency Solutions Grant funding have no current fees associated with participating in the HMIS system.

Voluntary

While the Saint Louis City CoC does not require participation in HMIS by agencies that do not receive HUD CoC or Emergency Solutions Grant funding, every effort is made to encourage all homeless service providers to participate in the HMIS system in order to more thoroughly gain an understanding of those experiencing homelessness in Saint Louis City. Non-funded agencies should contact the HMIS Lead for any fees associated with participation.

Minimum Standards to Participate in HMIS

- Partner Agencies will enter into an HMIS Agency Partner Agreement and comply with all HUD regulations for HMIS participation
- Partner Agencies will designate a Chief Privacy Officer. The Chief Privacy Officer is responsible for: managing client questions and complaints about the Privacy Notice, ensuring all new users have completed a User Agreement, monitoring all users compliance with training requirements, and maintaining both user and technological requirements needed for security standards.
- Partner Agencies will designate an Agency HMIS Agency Administrator. The Agency HMIS Agency Administrator is the designated communication point with the HMIS Lead and will be expected to routinely verify data for completeness, accuracy and timeliness and work in collaboration with the HMIS Lead for correcting and managing the agency's data.
- All users are responsible for collecting data elements as defined by HUD and any additional data elements determined by the Saint Louis City CoC.
- All users must enter client-level universal data elements at minimum into the HMIS system within 24 hours of entry into a project and complete appropriate discharge within 48 hours of exit from a project.

HMIS Partnership Termination Policy

Contract Termination Initiated by HMIS Partner Agency

Contributing HMIS Organizations may terminate the HMIS Partner Agreement with or without cause upon 30 days written notice to the HMIS Lead and according to the terms specified in the HMIS Agency Agreement. The termination of the HMIS Agency Agreement by the Partner Agency may impact other compliance regulations, such as contracts with the Department of Human Services that specify HMIS utilization. In the event of termination of the HMIS Agency Agreement, all data entered into the HMIS system will remain an active, and records will remain open or closed according to any data sharing agreements in place at the time of termination. In all cases of termination of HMIS Partner Agreements, the HMIS Lead will inactivate all users from that agency on the date of termination of contract. The HMIS Lead will notify the HMIS Advisory Committee and the Department of Human Services.

Contract Termination Initiated by HMIS Lead

The HMIS Lead may terminate the HMIS Partner Agreement for noncompliance within the terms of that contract upon 30 days written notice to the HMIS Partner Agency. The HMIS Lead will require any violations to be rectified to avoid termination of the HMIS Partner Agreement.

The HMIS Lead may also terminate the HMIS Partner Agreement with or without cause upon 30 days written notice to the HMIS Partner Agency and according to the terms specified in the HMIS Partner Agreement.

The termination of the HMIS Partner Agreement may impact other compliance regulations, such as contracts with the Department of Human Services that specify HMIS utilization. In the event of termination of the HMIS Agency Agreement, all data entered into the HMIS system will be maintained by the HMIS Lead until all clients are appropriately exited from the terminated agency.

Prior to any notification of termination, the HMIS Lead must first consult with the CoC Executive Board and the Department of Human Service before any termination is issued.

HMIS technical Standards

The HMIS Lead and HMIS vendor are equally responsible with any and all technical standards determined by HUD. HUD has established that all HMIS software must be able to: produce unduplicated client records, collect all data elements set forth by HUD, report outputs, produce compliance reports for Partner Agencies and the Lead to assess achievements with established benchmarks, and generate standardized audit reports.

Hardware and Computer Requirements

While the HMIS Lead and HMIS vendor maintain software for HUD standards, Partner Agencies are responsible for complying with agency-level system security standards. These system

standards aid in the safety and integrity of client records. Partner Agencies must comply with the following hardware and software standards:

- 1) A secure broadband internet must be used; Wi-Fi is acceptable, if the connection is protected by a network security code.
- 2) Computers must have an operating system compatible with the current HMIS software
- 3) Computers must have an internet browser compatible with current HMIS software
- 4) All workstations must be manually locked by a user if a licensed user leaves a workstation when HMIS software is active
- 5) All workstations must have current and active security which include:
 - a. Real-time antivirus scanning
 - b. Automatic virus removal
 - c. Anti-Spyware
 - d. Firewall
 - e. Anti-phishing

The equipment used to connect to the HMIS system is the responsibility of the HMIS Partner Agency. Contributing HMIS Partner Agencies will need to provide their own internal technical support for the hardware, software and Internet connections necessary to connect to the HMIS system according to their own organizational needs.

System Availability

It is the intent of the Saint Louis City Continuum of Care, HMIS Lead and HMIS Vendor that the HMIS system server will be available 24 hours a day, 7 days a week, and 52 weeks a year to incoming connections. However, no computer system achieves 100 percent "uptime." In the event of planned server downtime, the HMIS Lead will inform agencies as much in advance as possible in order to allow HMIS Partner Agencies to plan their access patterns accordingly.

Annual reviews for Technical Standard Compliance will be conducted by each Partner Agency Chief Privacy Officer to ensure agencies are meeting requirements. Additionally, the HMIS Lead will be conducting technical standard compliance on behalf of the entire CoC to ensure Partner Agencies and HMIS system software are in compliance.

HMIS security plan

The HMIS Lead is responsible for establishing a security plan, which must be approved by the Saint Louis City Continuum of Care. This security plan must address the areas of data collection, maintenance, use, disclosure, transmission, destruction of data, and a communication plan for reporting and responding to security incidents. In addition to the security plan, the HMIS Lead must develop a Disaster Recovery Plan and verify that the HMIS Vendor has a Disaster Recovery Plan as well.

HMIS User Access

All users are required to sign a HMIS User Agreement and complete HMIS User Training before receiving access to the HMIS. Credentials will not be issued without a signed User Agreement being on file with the HMIS Lead and the HMIS Agency Administrator.

All HMIS training participants will be given a copy of the HMIS User Agreement at the conclusion of User training. Potential Users will be responsible for completing the User Agreement, obtaining the required signatures and returning the form to the HMIS Lead before User Credentials will be issued. Once all required paperwork is complete, User Credentials can be obtained by calling the HMIS Help Desk.

Establishing a New Partner Agency

Homeless service providers that are interested in obtaining access to the HMIS system will be required to first contact the HMIS Lead, who will process the request and engage the CoC as necessary.

Once the homeless service provider has been approved for access to the HMIS system, the New Partner Agency will receive a copy of an HMIS participation agreement to review and obtain the appropriate signatures. The HMIS participation agreement will be sent to the HMIS Lead. Once all agreements are finalized, the HMIS Lead will contact the new partner agency regarding obtaining access and new user training.

Data Access Policies

HMIS Users will receive a unique username and establish a password. Usernames and passwords are never to be shared, or documented in a visible or accessible location, which would compromise the integrity and security of the HMIS system. HMIS Users will automatically be prompted to change their HMIS password on a routine basis. If a password is lost or forgotten, the HMIS User should contact the HMIS helpdesk.

HMIS Users must log off the HMIS system or lock the computer any time they step away from the workstation. Automatic password protected screen savers, or network log-off, should be implemented on each computer used for HMIS. Additionally, the HMIS system is set up to auto-log off users who are inactive on the site after a maximum of 10 minutes.

Any paper documentation, such as client authorization forms, should be filed in a locked, secure area and not left unattended. All paper and electronic documentation for any client in the HMIS system must be stored and maintained for a minimum of seven years.

HMIS privacy plan

Data Collection Limitation Policy

Partner agencies will only enter client information into the HMIS system that is deemed necessary to provide quality service. Partner agencies, in collaboration with the Saint Louis City CoC, will make a determination of what qualifies as essential for services.

Partner agencies reserve the right to decline services for clients choosing not to share the information requested by the agency as doing so could jeopardize their status as a service provider. The agency assumes that, by requesting services from the agency, the client agrees to allow them to collect information and to use or disclose it as described in the privacy notice and otherwise as allowed or required by law.

Client Notification

Partner Agencies must post notification at each intake desk of the agency advising clients of the Privacy Notice (Appendix A). Clients must also be provided with the short version of the Privacy Notice (Appendix B) which advises them that they can request a copy of the full policy.

The HMIS Privacy Notice should be posted on the agency's web page. Agency should ensure that the address does not appear in the Privacy Notice before it is posted on their website, if the address is not public knowledge.

In addition to the posted notification signs, any client who agrees to allow HMIS User access to their HMIS profile must sign a Client Authorization form. This form must be updated annually.

The agency must provide reasonable accommodations for persons with disabilities throughout the data collection process. Various versions of the Privacy Notice will be made available through the HMIS Lead.

Limitations of HMIS Use

Partner agencies will use and disclose personal information from HMIS only in the following circumstances:

- 1) To provide or coordinate services to an individual.
- 2) For functions related to payment or reimbursement for services.
- 3) To carry out administrative functions including, but not limited to legal, audit, personnel, planning, oversight or management functions.
- 4) Databases used for research, where identifying information has been removed.
- 5) Contractual research where privacy conditions are met.
- 6) Where a disclosure is required by law and disclosure complies with and is limited to the requirements of the law. Instances where this might occur are during a medical emergency, to report a crime against staff of the agency or a crime on agency premises, or to avert a serious threat to health or safety, including a person's attempt to harm himself or herself.
- 7) To comply with government reporting obligations.
- 8) In connection with a court order, warrant, subpoena or other court proceeding requiring disclosure.

Client Rights to Access and Correction of Files

Any client receiving services from a Partnering Agency has the following rights:

- 1) **Access to program records.** Clients have the right to review their records in a program in the HMIS. A written request should be made to the HMIS Agency Administrator, who should follow-up on the request within five working days.
- 2) **Access to full records.** Clients have the right to review their full record in the HMIS. They may make a written request through the HMIS Agency Administrator, who will request approval from the HMIS Lead within five working days.
- 3) **Correction of an HMIS record.** A client has the right to request that his or her HMIS record is correct so that information is accurate. This ensures fairness in its use.
- 4) **Refusal.** A client has a right to refuse to participate in HMIS or to provide personal information. The agency's ability to assist a client depends on the documentation of certain personal identifying information, and may decline to provide services to a client who refuses to provide this data.
- 5) **Agency's Right to Refuse Inspection of an Individual Record.** The agency may deny a client the right to inspect or copy his or her personal information for the following reasons:
 - i. information is compiled in reasonable anticipation of litigation or comparable proceedings;
 - ii. information about another individual other than the agency staff would be disclosed;
 - iii. information was obtained under a promise of confidentiality other than a promise from the provider and disclosure would reveal the source of the information; or
 - iv. Information reasonably likely to endanger the life or physical safety of any individual if disclosed.
- 6) **Harassment.** The agency reserves the right to reject repeated or harassing requests for access or correction. However, if the agency denies a client's request for access or correction, written documentation regarding the request and the reason for denial will be provided to the client. A copy of that documentation will also be included in the client record.

Data Sharing

At initial project intake, the client should receive verbal explanation and written documentation about utilization of the HMIS system for Saint Louis City Continuum of Care. If a client is willing to share information with HMIS, they must sign a Client Authorization form. Any information that will be shared, beyond what is covered by the Client Authorization for HMIS, will require additional written consents and release of information by the client.

The client does have the right to revoke written authorization at any time, unless this is overridden by agency policy or is a part of a conditional agreement with the provider. Once the client has revoked their authorization, no new information may be utilized in HMIS but all historical data remains accessible by the provider.

All Partner Agencies are expected to uphold federal, state, and local confidentiality regulations to protect records and privacy. If an agency is covered by the Health Insurance Portability and Accountability Act (HIPAA), the HIPAA regulations prevail.

Protected Agencies and Domestic Agencies

Protected agencies serve populations that require special security and privacy considerations. Populations include medically fragile, at-risk youth, and those served by Shelter+Care programs. Protected agencies contribute data to HMIS; however, the services provided by the agencies remain hidden beyond basic identification of clients.

Domestic violence agencies are prohibited from entering data into the HMIS. If domestic violence agencies receive CoC or ESG funding, they are required to have a comparable database, and the HMIS lead will work with agencies to ensure the databases meet standards. Agencies are required to report aggregate data for reporting purposes.

HMIS Data Release Policy and Procedures

Client-Level Data:

HMIS Users may access client-level data for their specified project only after completing appropriate client authorization. Client authorization is good for up to one year. After one year, only historical record information will be available for the project unless an updated client authorization is filed.

Client-level data may also be viewed by only the HMIS Lead and HMIS Vendor for purposes of compliance, software correction, data quality resolution, and other required tasks related to HMIS privacy, security, and data quality standards.

No identifiable client data are to be released to any person, agency or organization without written consent by the client, unless otherwise required by law.

Mandated Reporting

Mandatory reporters should comply with state guidelines for reporters. This obligation supersedes any agency policies that prohibit disclosure of identifying information.

Court-Ordered Subpoenas

There are many situations in which police or other government officials request information from shelters and other service providers. If an HMIS Partner Agency is served with a Subpoena for records, the agency must immediately contact the HMIS Lead and the Chair of the Executive Board of the Saint Louis City Continuum of Care. Once it is established the exact information requested in the subpoena, the Partner Agency and HMIS Lead will work in collaboration to gather the appropriate

documentation. Due to the fact HMIS Partner Agencies have data sharing, it is vital to work with the HMIS Lead to only provide information from the listed Partner Agency requested in the subpoena.

Program-Level (aggregate) Data:

The HMIS Lead will supply HMIS Advisory Committee a report analyzing program-level data on a quarterly basis. These quarterly reports will be utilized to help inform systematic practice for the Continuum of Care. At a minimum, the HMIS Advisory Committee will report findings and offer practice suggestions to the Planning Committee twice a year.

Agencies will be able to request access to aggregate-level data. The HMIS Agency Administrator will make requests through the HMIS Lead, who will outline appropriate use and dissemination of aggregated data. Training and support will be made available through the HMIS Lead. Public release of community-wide statements based on aggregate data requests must be coordinated through DHS. No individually identifiable client data will be reported in any of these reports.

Extracted Data

The report-writer function of the HMIS system should allow client data to be downloaded to a file on the local computer. Confidentiality of clients is left vulnerable on the local computer unless additional measures are taken. For security reasons, unencrypted data may not be sent over a network that is open to the public. For example, while unencrypted data might be stored on a server and accessed by a client computer within the private local area network, the same unencrypted data may not be sent via email to a client computer not within the same local area network. HMIS users should apply the same standards of security to local files containing client data as to the HMIS database itself. Security questions will be addressed to the HMIS Lead.

Data Retrieval for Research or Comparative Purposes

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

To gain a better understanding of the needs and service usage of individuals who are experiencing a housing crisis, and to assist with planning, implementation and allocation of resources, the data may be used or disclosed data for research conducted by an individual or institution with approval by the CoC Executive Board.

To identify trends and patterns of service usage to better implement homeless and prevention services, the CoC Executive Board may approve the HMIS Lead, with appropriate consent or agreements, to cross-reference HMIS client-level data with other public databases including: those relating to employment, family services, child welfare, criminal justice, prevention, and healthcare.

HMIS Data Quality Plan

It is ultimately the responsibility of the Saint Louis City Continuum of Care Executive Committee and HMIS Lead to ensure quality data is submitted to HUD. In an effort to direct service provisions in an effective and efficient manner and assist the Saint Louis City Coc in obtaining strategic goals, the HMIS Lead is responsible for setting Data Quality benchmarks and a Data Quality Plan (as approved by the Saint Louis City CoC).

HMIS Data Quality reviews of client-level data will be used by the HMIS Agency Administrator and by the HMIS Lead to monitor data quality and indicate possible additional trainings needed for improvement. HMIS Data Quality reviews of program-level data will be used by the HMIS Lead to report continuum-wide improvement suggestions, and recommendations for integrations with other mainstream and Federal Programming data. Program-level data quality may also be used by various Saint Louis Continuum of Care committees for system analysis and evaluations.

Data Quality Standards and Monitoring

- All data entered will be accurate
- In all reports of shelter, housing or services provided for a client, the client must be eligible to receive the services from the listed provider
- Universal data elements at minimum must be entered into the HMIS system within 24 hours of entry into a project and complete appropriate discharge within 48 hours of exit from a project.
- Per HUD data standards, blank entries in required data fields are not allowed.
- Entries of “client does not know” or “client refused” in required data fields will not exceed 10 percent required for CoC reporting.
- HMIS Agency Administrators will perform monthly data quality checks using the Data Quality Plan.
- Any patterns of errors identified by users will be reported to the HMIS Agency Administrator. When patterns of error have been discovered, users will be required to correct the data, data entry processes (if applicable) and will be monitored for compliance.
- Any pattern of error between Partner Agencies should be reported to the HMIS Lead

Data Collection Requirements

Partner Agencies are responsible for completing, at minimum, the HUD defined Universal Data Elements (UDE’s) and any HUD Program-specific Data Elements required for the agency’s project. Partner Agencies may also be required to collect data elements determined by the HMIS Advisory Committee as vital. Partner Agencies will do their due diligence to collect and verify client information upon client initial program enrollment or as soon as possible. Any information collected by the Partner Agency must be documented into HMIS within 24 hours of entry into a project and complete appropriate discharge within 48 hours of exit from a project.

Data Quality Training Requirements

In order for the HMIS system to be a benefit to clients, a tool for Partner Agencies and a guide for planners, all users must be adequately trained to collect, enter, and extract data. The HMIS Lead will be responsible for developing an annual training schedule. The annual training schedule must include various types and levels of training- for HMIS Agency Administrators, beginning users and advanced users. Trainings can be offered either directly or through HMIS Lead approved, contracted trainers.

End-User Initial Training

All HMIS Users must complete approved training before being given access to HMIS. Users should be trained on: user of HMIS software and the confidentiality/security requirements of the Privacy Notice. As part of the training, each employee and volunteer of your agency who collects, reads, or is otherwise exposed to client information must be given a copy of the full Privacy Notice, be allowed to read it, then must sign the Acknowledgment enclosed in this manual as Appendix C to confirm they have read and understood the policy.

It is encouraged that all HMIS Users also receive agency-specific training in order to fulfill Partner Agency expectations for entering data.

Ongoing Training

In order to remain current on HUD standards and local continuum expectations, all HMIS users are required to complete annual training and training on all HMIS software updates. These ongoing trainings can be in the form of: attendance to User Group meetings, HMIS Lead approved online/in-person trainings, and individualized meeting with HMIS Lead representatives. The HMIS Lead and HMIS Agency Administrators will communicate training opportunities to users.

Documentation of training will be made available from the HMIS Lead. It is the expectation that the Agency Chief Privacy Officer will maintain a record of each HMIS User's completed training hours for year. Training record should be submitted in the annual compliance review.

Annual reviews for data quality, security and privacy standards compliance will be conducted by each Partner Agency Chief Privacy Officer and HMIS Agency Administrators to ensure agencies are meeting requirements. The HMIS Lead will work with HMIS Agency Administrators to schedule annual site-visits to ensure compliance across the Saint Louis City CoC.

HMIS Grievance Policy

Client Grievance

Clients have the right to be heard if they feel that their confidentiality rights have been violated, if they have been denied access to their personal records, or if they have been put at personal

risk or harmed. Each agency must established a formal grievance process for the client to use in such a circumstance. To file a complaint or grievance they should contact the agency's Chief Privacy Officer. HMIS Partner Agencies will report all HMIS related client grievances to the HMIS Lead. The HMIS Lead will record all grievances and will report any common trends in complaints to the HMIS Advisory Committee.

Partner Agency Grievance

It is encouraged that if any issues arise, problems should be presented and resolved at the lowest possible level. If HMIS users have an issue with HMIS software, policy or HMIS Lead representative, they should first reach out to the HMIS Agency Administrator. If an issue cannot come to a successful resolution with the HMIS Agency Administrator, the issue should be presented to the HMIS Lead.

The HMIS Lead will attempt to resolve issues between the Partner Agencies and the HMIS Vendor. The HMIS Lead will also present any CoC systematic issues or policy concerns to the HMIS Advisory Committee.

HMIS Non-Compliance Sanctions

The HMIS Lead is responsible for establishing appropriate sanctions for non-compliance issues. These sanctions must be approved by the Saint Louis City Continuum of Care, and may include suspension of HMIS system access. Additionally, HMIS Partner Agency must also have agency-specific sanctions for users not in compliance with HMIS policies and procedures.

Appendix A: Full Privacy Policy

Homeless Management Information System Privacy and Security Notice

A written copy of this policy is available by request.

I. PURPOSE

This notice describes the privacy policy of Municipal Information Systems, Inc. The policy may be amended at any time. We may use or disclose your information to provide you with services and comply with legal and other obligations. We assume that, by requesting services from our agency, you agree to allow us to collect information and to use or disclose it as described in this notice and as otherwise required by law.

The Homeless Management Information System (HMIS) was developed to meet a data collection requirement made by the United States Congress and the Department of Housing and Urban Development (HUD). Congress passed this requirement in order to get a more accurate count of individuals who are homeless and to identify the need for and use of different services by those individuals and families. We are collecting statistical information on those who use our services and report this information to a central data collection system.

In addition, many agencies in this area use HMIS to keep computerized case records. This information may be provided to other HMIS participating agencies. The information you may agree to allow us to collect and share includes: basic identifying demographic data, such as name, address, phone number and birth date; the nature of your situation and the services and referrals you receive from this agency. This information is known as your Protected Personal Information or PPI.

Generally, all personal information we maintain is covered by this policy. Generally, your personal information will only be used by this agency and other agencies to which you are referred for services.

Information shared with other HMIS agencies helps us to better serve our clients, to coordinate client services, and to better understand the number of individuals who need services from more than one agency. This may help us to meet your needs and the needs of others in our community by allowing us to develop new and more efficient programs. Sharing information can also help us to make referrals more easily and may reduce the amount of paperwork.

Maintaining the privacy and safety of those using our services is very important to us. Information gathered about you is personal and private. We collect information only when appropriate to provide services, manage our organization, or as required by law.

II. CONFIDENTIALITY RIGHTS:

This agency has a confidentiality policy that has been approved by its Board of Directors. This policy follows all HUD confidentiality regulations that are applicable to this agency, including those covering programs that receive HUD funding for homeless services. Separate rules apply for HIPPA privacy and security regulations regarding medical records.

This agency will use and disclose personal information from HMIS only in the following circumstances:

- 1) To provide or coordinate services to an individual.
- 2) For functions related to payment or reimbursement for services.
- 3) To carry out administrative functions including, but not limited to legal, audit, personnel, planning, oversight or management functions.
- 4) Databases used for research, where identifying information has been removed.
- 5) Contractual research where privacy conditions are met.
- 6) Where a disclosure is required by law and disclosure complies with and is limited to the requirements of the law. Instances where this might occur are during a medical emergency, to report a crime against staff of the agency or a crime on agency premises, or to avert a serious threat to health or safety, including a person's attempt to harm himself or herself.
- 7) To comply with government reporting obligations.
- 8) In connection with a court order, warrant, subpoena or other court proceeding requiring disclosure.

III. CLIENT RIGHTS:

Any client receiving services from your agency has the following rights:

- 1) **Access to records.** Clients have the right to review his or her record in the HMIS. They may request review of the record within five working days.
- 2) **Correction of an HMIS record.** A client has the right to request that his or her HMIS record is correct so that information is accurate. This ensures fairness in its use.
- 3) **Refusal.** Your agency's ability to assist a client depends on the documentation of certain personal identifying information. You may decline to provide services to a client who refuses to provide this data.

- 4) **Agency's Right to Refuse Inspection of an Individual Record.** You may deny a client the right to inspect or copy his or her personal information for the following reasons:
- a. information is compiled in reasonable anticipation of litigation or comparable proceedings;
 - b. information about another individual other than the agency staff would be disclosed;
 - c. information was obtained under a promise of confidentiality other than a promise from this provider and disclosure would reveal the source of the information; or
 - d. Information reasonably likely to endanger the life or physical safety of any individual if disclosed.
- 7) **Harassment.** The agency reserves the right to reject repeated or harassing requests for access or correction. However, if the agency denies your request for access or correction, you will be provided written documentation regarding your request and the reason for denial. A copy of that documentation will also be included in your client record.
- 8) **Grievance.** You have the right to be heard if you feel that your confidentiality rights have been violated, if you have been denied access to your personal records, or if you have been put at personal risk, or harmed. Our agency has established a formal grievance process for you to use in such a circumstance. **To file a complaint or grievance you should contact our Chief Privacy Officer.**

IV. HOW YOUR INFORMATION WILL BE KEPT SECURE:

Protecting the safety and privacy of individuals receiving services and the confidentiality of their records is of paramount importance to us. Through training, policies, procedures and software, we have taken the following steps to make sure your information is kept safe and secure:

- 1) The computer program we use has the highest degree of security protection available.
- 2) Only trained and authorized individuals will enter or view your personal information.
- 3) Your name and other identifying information will not be contained in HMIS reports that are issued to local, state or national agencies.
- 4) Employees receive training in privacy protection and agree to follow strict confidentiality standards before using the system.
- 5) The server/database/software only allows individuals access to the information. Only those who should see certain information will be allowed to see that information.

- 6) The server/database will communicate using 128-bit encryption, which is an Internet technology intended to keep information private while it is transported back and forth across the Internet. Furthermore, identifying data stored on the server is also encrypted or coded so that it cannot be recognized.
- 7) The server/database exists behind a firewall, which is a program designed to keep hackers and viruses away from the server.
- 8) The main database will be kept physically secure, meaning only authorized personnel will have access to the server/database.
- 9) HMIS Agency Administrators employed by the HMIS and the agency support the operation of the database. Administration of the database is governed by agreements that limit the use of personal information to providing administrative support and generating reports using aggregated information. These agreements further insure the confidentiality of your personal information.

V. BENEFITS OF HMIS AND AGENCY INFORMATION SHARING:

Information you provide us can play an important role in our ability and the ability of other agencies to continue to provide the services that you and others in the community are requesting.

Allowing us to share your name results in a more accurate count of individuals and the services they use. Obtaining an accurate count is important because it can help us and other agencies:

- 1) Better demonstrate the need for services and the specific types of assistance needed in our area.
- 2) Obtain more money and other resources to provide services.
- 3) Plan and deliver quality services to you and your family.
- 4) Assist the agency to improve its work with families and individuals who are homeless.
- 5) Keep required statistics for state and federal funders, such as HUD.

VI. COMPLIANCE WITH OTHER LAWS:

This agency complies with all other federal, state and local laws regarding privacy rights. Consult with an attorney if you have questions regarding these rights.

VII. PRIVACY NOTICE AMENDMENTS:

The policies covered under this Privacy Notice may be amended over time and those amendments may affect information obtained by the agency before the date of the change. All amendments to the Privacy Notice must be consistent with the

requirements of the Federal Standards that protect the privacy of consumers and guide HMIS implementation and operation.

VIII. DATA QUALITY:

Data Entry Policy: Agency/HMIS users will be responsible for the accuracy of their data entry. Missing data rates are expected to be kept below 10%. **For housing programs, client entry and exit dates are expected to be recorded in a timely manner.** Universal data elements at minimum must be entered into the HMIS system within 24 hours of entry into a project and complete appropriate discharge within 48 hours of exit from a project.

Procedure: The Agency must maintain standards for periodically checking data for completeness, accuracy and timeliness. The CoC will also define and maintain a data quality plan to help all Agencies monitor data quality. The HMIS Agency Administrator will perform regular data quality checks using the Data Quality Plan. Any patterns of error will be reported to the Agency Administrator. When patterns of error have been discovered, users will be required to correct the data, data entry processes (if applicable) and will be monitored for compliance.

IX DATA QUALITY PLAN POLICY:

The Data Quality Plan is the official document pertaining to all data quality measures including but not limited to accuracy, completeness and timeliness. This should be referenced for all data quality standards. Any questions about materials in this document or items that are unclear should be addressed with the CoC Lead Agency or the HMIS Agency Administrator.

Procedure: The Data Quality Plan should be referenced and followed for all data quality procedures. Agencies must retain copies of this document and have available for all relevant staff members. If questions are left unaddressed, they should be brought to the attention of the HMIS Lead in a timely manner.

X AGENCY USER AGREEMENT:

All staff are required to sign a HMIS User Agreement and complete HMIS User Training before receiving access to the HMIS. Credentials will not be issued without a signed User Agreement being on file with the CoC Lead and the HMIS Agency Administrator.

Procedure: All HMIS training participants will be given a copy of the HMIS User Agreement at the conclusion of User training. Potential Users will be responsible for completing the User Agreement, obtaining the required signatures and returning the form to the HMIS Lead before User Credentials will be issued. Once all required paperwork is complete, User Credentials can be obtained by calling the HMIS Help Desk.

Appendix B: Short Version of Privacy Policy

Homeless Management Information System Summary of Privacy Notice

Introduction. HMIS is a computer system for data collection that was created to meet a requirement for the United States Congress. This requirement was passed in order to get a more accurate count for individuals and families who are homeless and to identify the need for various services. Many agencies use this system and share information.

Information in the HMIS System about you that we may share includes:

- 1) Basic identifying demographic data (name, address, phone number, date of birth).
- 2) The nature of your situation.
- 3) Services and referrals you receive from our agency.

Our ability to assist you depends on having certain personal identifying information. If you choose not to share the information we request, we reserve the right to decline services as doing so could jeopardize our status as a service provider. We assume that, by requesting services from our agency, you agree to allow us to collect information and to use or disclose it as described in this notice and otherwise as allowed or required by law.

Your personal data will be used only by this agency or others to which you are referred for services.

Confidentiality Rights: Maintaining the privacy and safety of those using our services is very important to us. This agency follows all confidentiality regulations and also has its own confidentiality policy.

Your Information Rights: As a client, you have the following rights:

- 1) Access to your record at your request.
- 2) Request a correction of your record.
- 3) File a grievance if you feel that you have been unjustly served, put at personal risk, harmed, or your personal information was not handled correctly.

When Information Is Disclosed: The full Privacy Notice sets forth situations when your personal information might be disclosed.

Benefits of HMIS and Agency Information Sharing: Allowing us to share your real name results in a more accurate count of individuals and services used. A more accurate count is important because it can help us and other agencies to meet the needs of our clients, such as:

- 1) Better identify and coordinate client need for services and to demonstrate types of assistance needed in our area.
- 2) Obtain additional funding and resources to provide services.
- 3) Plan and deliver quality services to you and your family.
- 4) Assist the agency to improve its work.
- 5) Keep required statistics for state and federal funders.
- 6) Promote coordination of services so your needs are better met.
- 7) Make referrals easier by reducing paperwork.
- 8) Avoid having to report as much information to get assistance from other agencies.

You may keep this summary of the policy. A copy of the full privacy notice is available upon request.

Appendix C: Employee Acknowledgment

Agency Name

Employee Acknowledgment of Privacy Notice

I, _____, hereby acknowledge that I have received, read and pledge to comply with the Homeless Management Information System Privacy Notice.

Date

Name

Emergency Solutions Grant (ESG)

Written Standards for Providing ESG Assistance

Standards for targeting and providing essential services related to street outreach

ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

For the purposes of this section, the term "unsheltered homeless people" means individuals and families who qualify as homeless under paragraph (1) (i) of the "homeless" definition under 24 CFR Part 576.2.

As outlined in 24 CFR Part 576.101, *essential services* consist of:

- a) Engagement;
- b) Case management;
- c) Emergency health services – only when other appropriate health services are inaccessible or unavailable within the area;
- d) Emergency mental health services – only when other appropriate mental health services are inaccessible or unavailable within the area;
- e) Transportation; and
- f) Services for special populations.

ESG Sub-recipients must determine an individual's or family's vulnerability and unwillingness or inability to access emergency shelter, housing, or an appropriate health facility, prior to providing essential services under this component to ensure that ESG funds are used to assist those with the greatest need for street outreach assistance.

Policies and procedures for admission, diversion, referral, and discharge by emergency.

a. Emergency Shelter Definition 24 CFR Part 576.2

Any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements. This definition excludes transitional housing. However, projects that were funded as an emergency shelter (shelter operations) under the FY 2010 Emergency Shelter Grants program may continue to be funded under the emergency shelter component under the Emergency Solutions Grants program, regardless of whether the project meets the revised definition.

b. Admission, Diversion, Referral and Discharge

ESG sub-recipients must conduct an initial evaluation of all individuals or families to determine if they should be admitted to an emergency shelter, diverted to a provider of other ESG funded components (e.g. rapid re-housing or homeless prevention assistance) and/or referred for other mainstream resources.

ESG sub-recipients must determine that individuals and families meet criteria (1), (2), (3), or (4) of the Homeless Definition and rate the individual or family's vulnerability to ensure that only those individuals or families that have the greatest need for emergency shelter assistance receive ESG funded assistance.

ESG sub-recipients must also re-assess emergency shelter participants, on an ongoing basis, to determine the earliest possible time that they can be discharged to permanent housing. Participants' length of stay in emergency shelter shall not exceed 90 days without justifiable documentation and written approval from DHS.

ESG sub-recipients also have safeguards in place to meet the safety and shelter needs of special populations, e.g., victims of domestic violence, dating violence, sexual assault, and stalking; by immediately outreaching to victims that call the DV hotline, making their entry and exit presence anonymous, not entering the clients into the HMIS database but using a comparable HMIS system, and by providing supportive services to address clients' health, financial and housing needs.

Through triage, individuals and families who have the highest barriers to housing and are likely to be homeless the longest are being provided outreach, admission, diversion, and referrals according to their needed. These clients will be provided with 24 months of transitional housing along with assertive community treatment in order to decrease barriers and increase self stability. However, transitional housing is not a funded component under ESG.

c. Safety and Shelter Needs of Special Populations

ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under the regulations for the emergency shelter component found at 24 CFR Part 576.102.

Consistent with ESG recordkeeping and reporting requirements found at 24 CFR Part 576.500, ESG sub-recipients must develop and apply written policies to ensure the safety of program participants through the following actions:

All records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential;

- The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter; and
- The address or location of any housing of a program participant, including youth, individuals living with HIV/AIDS, victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing will not be made public, except as provided under a preexisting privacy policy of the sub-recipient and consistent with state and local laws regarding privacy and obligations of confidentiality.
- In addition, ESG sub-recipients must adhere to the following ESG shelter and housing standards found at 24 CFR Part 576.403 to ensure that shelter and housing facilities are safe, sanitary, and adequately maintained:
 - Lead-Based Paint Requirements. The Lead-Based Paint Poisoning Prevention Act applies to all shelters assisted under ESG program and all housing occupied by program participants. All ESG sub-recipients are required to conduct a Lead-Based Paint inspection on all units receiving assistance under the rapid re-housing AND homelessness prevention components if the unit was built before 1978 and a child under age of six or a pregnant woman resides in the unit.
 - Structure and Materials. The shelter building should be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents.
 - Access. The shelter must be accessible, and there should be a second means of exiting the facility in the case of emergency or fire.
 - Space and Security. Each resident should have adequate space and security for themselves and their belongings. Each resident must have an acceptable place to sleep.
 - Interior Air Quality. Each room or space within the shelter/facility must have a natural or mechanical means of ventilation. The interior air should be free of pollutants at a level that might threaten or harm the health of residents.
 - Water Supply. The shelter's water supply should be free of contamination.
 - Sanitary Facilities. Each resident should have access to sanitary facilities that are in proper operating condition. These facilities should be able to be used in privacy, and be adequate for personal cleanliness and the disposal of human waste.
 - Thermal Environment. The shelter/facility must have any necessary heating/cooling facilities in proper operating condition.

- **Illumination and Electricity.** The shelter/facility should have adequate natural or artificial illumination to permit normal indoor activities and support health and safety.
- There should be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
- **Food Preparation.** Food preparation areas, if any, should contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.
- **Sanitary Conditions.** The shelter should be maintained in a sanitary condition.
- **Fire Safety-Sleeping Areas.** There should be at least one working smoke detector in each occupied unit of the shelter facility. In addition, smoke detectors should be located near sleeping areas where possible. The fire alarm system should be designed for a hearing-impaired resident.
- **Fire Safety-Common Areas.** All public areas of the shelter must have at least one working smoke detector.

Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.

ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter. Essential services for participants of emergency shelter assistance can include case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

ESG sub-recipients are responsible to assess an individual or family's initial need for emergency shelter and must re-assess their need on an ongoing basis to ensure that only those individual or families with the greatest need receive ESG funded emergency shelter assistance. Participants' length of stay in emergency shelter shall not exceed 90 days without justifiable documentation and written approval from DHS.

The St. Louis City CoC implemented a centralized and coordinated assessment system over two decades ago. However, the City is reassessing the system and planning for an upgrade and possible regional collaboration. Upon completion and implementation of the CoC's new centralized and coordinated assessment system, ESG recipients will continue be required to use that system to help determine an individual or families need for emergency shelter or other ESG funded assistance.

The homelessness prevention component includes various housing relocation and stabilization services and short- and medium-term rental assistance to help people avoid becoming homeless. The rapid re-housing assistance component includes similar services and assistance to help people who are homeless move quickly into permanent housing and achieve stability in that housing.

d. Prevention

Housing relocation and stabilization services, short- and/or medium-term rental and utility assistance as necessary to prevent the individual or family from becoming homeless if:

- An individual or family who has an annual income below 30 percent of median family income for the area, as determined by HUD;
- Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place;
- Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.
- Eligible costs include rental and utilities assistance, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.
- Residents' assistance for prevention assistance can not exceed \$1,400/household and/or participant during any 3-year period. Participants may not receive more than 18 months of any financial assistance (combination of prevention and rapid re-housing assistance) based on FMR via the Emergency Solutions Grant (ESG) during any 3-year period.
- Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources.
- Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD.
- FMR limits, rent reasonableness standards, housing habitability standards, and lead-based paint regulations apply to this category (§ 576.403 Shelter and housing standards). When providing homelessness prevention services assistance – housing search and placement, housing stability case management, mediation, legal services, and credit repair are required to stabilize and keep a program participant in the same unit.
- Rental assistance agreement (between recipient/sub-recipient and owner) and written lease agreement (between program participant and owner) are required. (When assistance is for arrears only, an eviction letter, court documents, letter from landlord may serve as documentation.)

- Rental assistance cannot be provided to a program participant that is receiving Tenant-Based Rental Assistance or living in a unit receiving Project-Based Rental Assistance or operating assistance through other public sources (exception applies to rental arrears on tenant's portion of rental payment).
- Provider agencies can only make rental assistance payments to an owner with whom the agency has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the agency a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The agency is solely responsible for paying late payment penalties that it incurs with non-ESG funds.
- Program orientation is required of all participants.

Rapid Re-Housing

Housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

An individual or family who meet the definition of homelessness as determined by HUD;

- Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to assist them;
- Assistance is necessary to help program participants regain stability by moving e into permanent housing and achieve stability in that housing.
- Eligible costs also include rental and utilities assistance, rental application fees, security deposits, last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, moving costs, and credit repair.
- Total financial assistance for rental or utility arrears can not exceed more than 18 months of assistance based on the FMR of the units for which the residents reside via the Emergency Solutions Grant (ESG) during any 3-year period.

- Rental assistance cannot be provided to a program participant that is receiving Tenant-Based Rental Assistance or living in a unit receiving Project-Based Rental Assistance or operating assistance through other public sources (exception applies to rental arrears on tenant's portion of rental payment).
- Provider agencies can only make rental assistance payments to an owner with whom the agency has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the agency a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The agency is solely responsible for paying late payment penalties that it incurs with non-ESG funds.
- Program orientation is required of all participants.

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- Assistance is necessary to help program participants regain stability by moving e into permanent housing and achieve stability in that housing.
- Eligible costs also include rental and utilities assistance, rental application fees, security deposits, last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, moving costs, and credit repair.
- Total financial assistance for rental or utility arrears can not exceed more than 18 months of assistance based on the FMR of the units for which the residents reside via the Emergency Solutions Grant (ESG) during any 3-year period.

- Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources.
- Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD.
- Participants are required to contribute 30% of his/her income towards rental cost 3 months after income has been established.
- FMR limits, rent reasonableness standards, housing habitability standards, and lead-based paint regulations apply to this category (§ 576.403 Shelter and housing standards). When providing rapid re-housing assistance – housing search and placement, housing stability case management, mediation, legal services, and credit repair are required to house the program participant and stabilize them in the identified unit.
- Rental assistance agreement (between recipient/sub-recipient and owner) and written lease agreement (between program participant and owner) are required. (When assistance is for arrears only, an eviction letter, court documents, letter from landlord may serve as documentation.)
- Rental assistance cannot be provided to a program participant that is receiving Tenant-Based Rental Assistance or living in a unit receiving Project-Based Rental Assistance or operating assistance through other public sources (exception applies to rental arrears on tenant's portion of rental payment).
- Provider agencies can only make rental assistance payments to an owner with whom the agency has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the agency a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The agency is solely responsible for paying late payment penalties that it incurs with non-ESG funds.

Each program participant receiving rental assistance must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant. The rental assistance agreement must have an initial term of one year.

Description of Continuum of Care Centralized or Coordinated Assessment System

The St. Louis City CoC has had a centralized assessment system for over 20 years. The centralized intake and assessment process is initiated at the centralized homeless hotline managed by Catholic Charities Housing Resource Center, utilizing the HMIS database, ROSIE. All clients seeking shelter and other services must visit in-person or call the centralized homeless hotline in order to access services by City funded agencies. The City is currently reviewing and evaluating its centralized assessment system.

Due to the implementation of the HEARTH Act, all ESG funded agencies are required to enter client information into ROSIE. City funded Domestic Violence agencies are required to input information into ROSIE (or comparable HMIS database), but client identification information can be hidden from general users. Agencies are highly encouraged to participate in HMIS even if they do not receive funding from the City, but are still a member of the CoC. All HMIS users are required to have a signed User Agreement with DHS and MISI and attend a ROSIE training before gaining access.

ESG Sub-Award Process

In Jan 2014 the City of St. Louis plans to use and distribute funds by soliciting competitive bids from non-profit agencies. The City conducts an RFP process at least every 3 years with the last RFP being issued on October 25, 2012. The selections under the 2012 RFP are still valid with the next RFP being issued July 2014 with special attention to new HMIS providers. The City, itself, may utilize funds to conduct direct services for homeless persons. Sub-grantee will have to demonstrate a willingness and capacity to be accountable for any funds received through monitoring and oversight of any proposed sub-contracted non-profit agency. Applicants will be required to have established written procedures in place to ensure accountability for their staff. Potential sub-grantees must demonstrate they have the experience and capacity to administer the funds they receive and the accountability and established written procedures and standards in place to ensure that funds are only used for ESG Program eligible activities with ESG Program eligible clients.

The CoC makes sub-awards using open solicitation methods to request proposals, such as Outreach to Faith-Based Groups, Responsive to Public Inquiries, Letters/Emails to CoC Membership, Newspapers, Announcements at Other Meetings, and Announcements at CoC Meetings. New programs/agencies seeking funding are required to submit a proposal.

The CoC uses rating and performance assessment measure(s) when evaluating renewal and new projects such as Site Visit(s), Assess Provider Organization Capacity, Evaluate Project Presentation, Evaluate Project Readiness, Review Match, Review CoC Membership Involvement, Review HMIS participation status, q. Review All Leveraging Letters (to ensure that they meet HUD requirements), Assess Cost Effectiveness, Assess Provider Organization Experience, Assess Spending (fast or slow), Review CoC Monitoring Findings, CoC Rating & Review Committee Exists, Review Unexecuted Grants, Review HUD APR for Performance Results, Review Independent Audit, Review HUD Monitoring Findings.

The CoC uses several procedures to rank and review project applications such as:

- The CoC's Ranking and Review Committee immediately performs a threshold review of all projects seeking support from the Department of Human Services after all proposals are received at deadline. All agencies are advised of whether the project meets basic criteria.
- Secondly, the entire CoC ranks each project based on the community's need, access to programs, willingness to collaborate, etc. New programs/agencies seeking funding are required to submit a proposal and make a presentation to the entire CoC.
- Lastly, by City ordinance, the Professional Services Agreement (PSA) Committee makes the final determination to which agencies will receive funding.

New programs/agencies seeking funding are required to submit a proposal and make a presentation to the committee.

Homeless Participation

It is written in the agency's ESG contract that the Contractor agrees to ensure homeless participation in the ESG program through:

1. Providing for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policy-making entity, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG); and
2. To the maximum extent practicable, involving homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services.

The Consumer Council is composed entirely of homeless and formerly homeless persons. It makes recommendations as appropriate to the CoC and to providers of services and housing. The Council works with the Advocacy Committee to identify consumer needs, to improve current services, and to give consumers a voice in the CoC and the public at large by, among other things, executing an annual Homeless Programs Survey.

Performance Standards for Evaluating ESG

While the City's Community Development Administration (CDA) retains primary local responsibility for the ESG program, the programmatic responsibility for the ESG rest with the City of St. Louis Department of Human Services (DHS) which is the lead entity for the St. Louis City CoC.

DHS will utilize its experience from its successful implementation of HPRP to evaluate ESG activities. DHS shared this framework with the Continuum of Care (CoC) Executive Board and will review periodically with the CoC HMIS User Group. In November of 2012, the City of St. Louis consulted the CoC Ranking and Review committee to develop performance standards that will provide a measure for the City and the Continuum of Care to evaluate each ESG service provider's effectiveness, such as how well the service provider succeeded at: 1) Targeting those who need the assistance most; 2) reducing the number of people living on the streets or emergency shelters; 3) shortening the time people spend homeless; and 4) reducing each program participant's housing barriers or housing stability risks. The City of St. Louis is currently receiving assistance from HUD assigned technical assistance consultants to formalize the standards to be integrated into a report card within the HMIS system, but has not been completed. The report card will be used to review and monitor the agencies' progress and performance. It is proposed that the report card will be published on a monthly basis, taking a 30-day snapshot of all programs individually and the performance of the CoC collectively. Following is the list of standards in order to measure the performance of the ESG agencies:

1. The percentage of formerly homeless individuals who remain housed in permanent housing projects for at least 6 months after receiving rapid re-housing assistance or moved from transitional housing
2. The employment rate of persons exiting HUD homeless assistance projects
3. The percentage of persons since program entry who have increased income
4. The percentage of persons since program entry who have maintained income
5. The percentage of persons since program entry who have decreased utility debt
6. For all programs, highest, lowest and average utilization rates
7. Frequency and timeliness of HMIS data input

Performance targets will be developed for each local standard while incorporating the targets outlined by HUD for the national indicators. ESG programs will be measured against the developed targets.

Explanation of local standards above:

1. The percentage of formerly homeless individuals who remain housed in permanent housing projects for at least 6 months after receiving rapid re-housing assistance or moved from transitional housing

Preparing individuals in families to become self-sufficient is essential to decreasing the number of individuals and families that are homeless. Agencies are responsible for developing stabilization goals for clients rapidly re-housed and housing plans for clients while in transitional housing.

2. The employment rate of persons exiting HUD homeless assistance projects

Gaining employment is essential to any person's self sufficiency and ability to maintain a home regardless of assistance. Therefore, it is essential that programs aim to assist participants with attaining employment, if they are able, prior to program exit.

3. The percentage of persons since program entry who have increased income

Gaining income is essential to any person's self sufficiency and ability to maintain a home regardless of assistance. Housing and supportive services programs should aim to assist participants with attaining income prior to program exit.

4. The percentage of persons since program entry who have maintained income

The CoC recognizes that not all persons have the opportunity to increase their income. Therefore, it is essential that such persons are able to maintain what income they have been able to previously attain.

5. The percentage of persons since program entry who have decreased utility debt

Existing utility debt is often a major barrier to permanent housing for homeless persons. Programs should work with clients, community action agencies and utility companies to decrease utility debt.

6. For all ESG programs, highest, lowest and average utilization rates

It is imperative that programs fulfill their contracted service capacities. The ability of a program to serve according to their stated intent will affect the program's opportunity for funding renewal in subsequent contract years.

7. Frequency and timeliness of HMIS data input

To ensure that ESG agencies can collaborate effectively and that the homeless population can access services efficiently and quickly, programs must adhere to frequent and timely HMIS reporting standards. Practices of extensive backdating and inadequate data input will be tracked.

PUBLIC HOUSING PREFERENCE

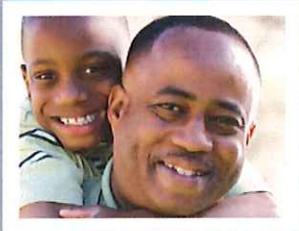
St. Louis Housing Authority

ACOP

Admissions & Continued Occupancy Policy

Revised: July 23, 2015

St. Louis Housing Authority
3520 Page Boulevard
St. Louis, Missouri 63106



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not these developments are consistent with its local goals and annual plan. If the development is not consistent with local goals SLHA may skip a family on the waiting list to reach another family in an effort that would further the goals of deconcentration.

6.5 Waiting List Preferences

SLHA has established a preference system for admission to its public housing program. SLHA uses the following local preference system:

- Employed, elderly or disabled
- Enrolled in or recently graduated from a job training or educational program

6.5.1 Employed, Elderly, Disabled, Veteran or Homeless Preference

An applicant qualifies for this preference if the family meets the definitions below. SLHA will only apply the preference points once to each family if the applicant family meets more than one definition under this preference.

6.5.1.1 Employed

An applicant qualifies for this preference if the head of household or spouse, life partner of the applicant family is employed. For the purpose of this preference, an applicant is considered employed if they work at least 20 hours per week.

6.5.1.2 Elderly

An applicant qualifies for this preference if the head of household, spouse or life partner of the applicant family is 62 years old or older.

6.5.1.3 Disabled

An applicant qualifies for this preference if the head of household, spouse, life partner or sole member is a person with disabilities; or two or more adult persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. A person who is under a disability, as defined in Section 233 of the Social Security Act (42 U.S.C. 423), or who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (7)). People who are diagnosed with alcoholism or drug abuse are not part of the definition of disabled. SLHA does recognize an applicant, family, or spouse, life partner with HIV as a disabled person.

6.5.1.4 Veteran

An applicant qualifies for this preference if the head of household, spouse or life partner of the applicant is a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

6.5.1.5 Homeless

An applicant qualifies for this preference if the head of household, spouse or life partner of the applicant presents evidence to SLHA that the family is homeless by meeting one of the following definitions:

- An individual or family who lacks a fixed, regular and adequate nighttime residence meaning:
 - An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements

- (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals)
 - An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
 - A primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground
- Unaccompanied youth under 25 years of age or families with children and youth, who do not otherwise qualify as homeless under this definition, but who-
 - Have experienced a long term period, more than 60 days, without living independently in permanent housing; and
 - Have experienced persistent instability as measured by frequent moves, more than two moves in 60 days, over such period; and
 - Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability or multiple barriers to employment

6.5.2 Enrolled In or Recently Graduated from a Job Training or Educational Program

An applicant qualifies for this preference if the head of household or spouse, life partner of the applicant family is currently enrolled in or within the last 12 months has graduated from a job training or educational program.

SLHA defines a job training program as a learning process with goals and objectives, generally having a variety of components, and taking place in a series of sessions over a period of time. It is designed to lead to a higher level of proficiency and it enhances the individual's ability to obtain employment.

SLHA defines an educational program as a GED program or an institution of higher learning. To qualify, the applicant must be regularly attending a GED program and making progress toward attainment of a GED or they must be taking at least six credit hours at an institution of higher learning.

An applicant remains qualified for the preference if the applicant completed the job training program, obtained a GED or graduated from the institution of higher learning within the past 12 months.

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

Families will be selected from the waiting list based on preference. Each preference will receive an allocation of points. If an applicant qualifies for more than one preference, the points for each preference are added together to determine the ranking on the waiting list. Among applicants with equal preference status, the waiting list ranking is determined by date and time of receipt of the

application. Applicants that do not qualify for any preferences will be placed on the waiting list based on time and date of application. Points will be assigned as follows:

Pt. Value Assigned	Criteria
20	Employed, Elderly or Disabled
15	Enrolled in or recently graduated from a job training or educational program
5	Homeless
5	A person who served in the active military and who was discharged

When selecting applicants from the waiting list SLHA will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. SLHA 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 have a lower ranking on the site based waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference points. In addition, families may be selected to satisfy deconcentration or income mixing and income targeting requirements. This may also result in families with a lower ranking on the site-based waiting list, receiving an offer of housing ahead of families with an earlier date and time of application or higher preference points.

6.7 Verification of Local Preference

An applicant's entitlement to a local preference will be accepted without verification at the initial application. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified. Applicants that cannot verify the claimed preferences will be denied the preference placed on the waiting list without the preference points and re-ranked based on the date and time of the application. If, at the time the family applied, the preference claim was the only reason for placement of the family on the list and the family could not verify their eligibility for the preference as of the date of application, the family will be removed from the list. All preferences will be verified in accordance with the verification procedures outlined in Chapter 9.

6.8 Preference Denial

If SLHA denies a preference, SLHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review. If the preference denial is upheld, as a result of the review or the applicant does not request a review, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against. If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list.

6.9 Notification of Selection

SLHA will notify the family by first class mail when it is selected from the waiting list at least five (5) business days prior to appointment. 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

HOUSING CHOICE VOUCHER PREFERENCE



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HOUSING CHOICE VOUCHER PROGRAM
Administrative Plan



Approved: October 30, 2014

Revision No. 4

St. Louis Housing Authority

ACOP

Admissions & Continued Occupancy Policy

Revised: July 23, 2015

St. Louis Housing Authority
3520 Page Boulevard
St. Louis, Missouri 63106



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6.4.3 Disability Preference [24 CFR 982.207]

This preference applies to a person or family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. A person who is under a disability, as defined in Section 233 of the Social Security Act (42 U.S.C. 423), or who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (7)). People who are diagnosed with alcoholism or drug abuse are not part of the definition of disabled. SLHA does recognize an applicant or family or spouse of household with HIV as a disabled person (Adopted in Board Resolution).

6.4.4 Victims of Domestic Violence

To qualify for this preference an applicant must present evidence that the family has been displaced as a result of fleeing violence in the home. Families are also eligible for this preference if there is proof that the family is currently living in a situation where they are being subjected to or victimized by violence in the home. Suitable evidence can be provided from law enforcement officials or social service agencies that have adequate knowledge of the family's living situation.

6.4.5 Homeless

To qualify for this preference an applicant must present evidence to SLHA that the family is homeless by meeting one of the following definitions:

- An individual or family who lacks a fixed, regular and adequate nighttime residence meaning:
 - An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals)
 - An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
 - A primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground
- Unaccompanied youth under 25 years of age or families with children and youth, who do not otherwise qualify as homeless under this definition, but who-
 - Have experienced a long term period, more that 60 days, without living independently in permanent housing; and
 - Have experienced persistent instability as measured by frequent moves, more than two moves in 60 days, over such period; and
 - Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability or multiple barriers to employment

application. Applicants that do not qualify for any preferences will be placed on the waiting list based on time and date of application. Points will be assigned as follows:

Pt. Value Assigned	Criteria
20	Employed, Elderly or Disabled
15	Enrolled in or recently graduated from a job training or educational program
5	Homeless
5	A person who served in the active military and who was discharged

When selecting applicants from the waiting list SLHA will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. SLHA 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 have a lower ranking on the site based waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference points. In addition, families may be selected to satisfy deconcentration or income mixing and income targeting requirements. This may also result in families with a lower ranking on the site-based waiting list, receiving an offer of housing ahead of families with an earlier date and time of application or higher preference points.

6.7 Verification of Local Preference

An applicant's entitlement to a local preference will be accepted without verification at the initial application. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified. Applicants that cannot verify the claimed preferences will be denied the preference placed on the waiting list without the preference points and re-ranked based on the date and time of the application. If, at the time the family applied, the preference claim was the only reason for placement of the family on the list and the family could not verify their eligibility for the preference as of the date of application, the family will be removed from the list. All preferences will be verified in accordance with the verification procedures outlined in Chapter 9.

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If SLHA denies a preference, SLHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review. If the preference denial is upheld, as a result of the review or the applicant does not request a review, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against. If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list.

6.9 Notification of Selection

SLHA will notify the family by first class mail when it is selected from the waiting list at least five (5) business days prior to appointment. 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



**St. Louis City Continuum of Care
Front Door Assessment & Referral Process**



The St. Louis City Continuum of Care has initiated a process to improve the delivery of housing and shelter services for families and individuals who experience homelessness or great risk of homelessness throughout St. Louis city. This process, the **Homeless System Front Door Assessment Process**, institutes consistent and uniform assessment processes to determine the most appropriate response to each individual or family's immediate and long-term housing needs.

The Service Delivery Committee, a planning body of the St. Louis City Continuum of Care, has instituted this process with a set of guiding principles that inform the design, implementation, and oversight of the system of care for persons experiencing a housing crisis in St. Louis city. The St. Louis City Continuum of Care members and homeless assistance providers will work to:

- Rapidly exit people from their homelessness to stable housing
- Ensure that the hardest to serve, with the greatest needs, are served
- Serve clients as efficiently and effectively as possible
- Ensure transparency and accountability throughout the referral and assessment process

FRONT DOOR ASSESSMENT PARTNERS: ROLES AND EXPECTATIONS

All households who enter any of the participating community shelters or who are homeless and on the street are assessed using the same Front Door Assessment tool. All providers funded by CoC or ESG are required to participate, others are invited and strongly encouraged to participate.

Objective: Front door assessment providers will work collaboratively with clearly defined roles and expectations that guide the day-to-day operations of the front door assessment and referral process.

Front Door Assessment Providers

- Complete Prevention and Diversion screening for those requesting front door services
- Complete initial Front Door VI-SPDAT assessments within 7 days of entering shelter, and begin full SPDAT assessment within 7 days of completing VI-SPDAT (full SPDAT is only completed by front door staff if no case management services are offered at shelter, otherwise shelter case management staff will complete full SPDAT).
- Make a referral in HMIS to program type appropriate for each client based on VI-SPDAT assessment and housing barriers screen.
- If client rejected by two referrals, initiate Case Conference Meeting (see Case Conference Meeting section).
- One representative from each Front Door Assessment provider participates in regular Assessment Process Management meetings to discuss referral operations and specific referral cases and make recommendations for system refinements.
- Participate in Case Conference Meetings as appropriate and as needed (only for clients the front door provides case management services for).

Program Receiving Referrals

Emergency Shelters:

- Send vacancy information to front door provider on a daily basis.
- Provider must accept 1 of every 4 referrals. Detailed documentation of reason for rejection is maintained in HMIS.
- Participate in Case Conference Meetings as appropriate, and as needed.

ATTACHMENT E

- If case management services are provided at shelter, full SPDAT assessment is started within 7 days of VI-SPDAT being completed.

Housing Programs:

- Send vacancy information to waitlist provider on a weekly basis.
- Review Front Door referrals and conduct any additional screening processes (client interview, case review, etc.).
- Make determination to accept or reject referral within 7 days of receiving HMIS referral from Front Door Assessment provider. For PSH this may be a conditional acceptance pending final eligibility determination as required for LIHTC, Section 8 and Shelter+Care.
- Provider must accept 1 of every 4 referrals. Detailed documentation of reason for rejection is maintained in HMIS.
- Participate in Case Conference Meetings as appropriate, and as needed.
- Adhere to base-line eligibility requirements listed below.

Waitlist Provider and HMIS Staff

- Manage waiting list for participating transitional housing, rapid rehousing and permanent supportive housing programs.
- Receive program vacancy notifications and contact front door/shelter case manager to notify them of vacancies.
- Identify top priority clients for referral to vacancy. Maintain and revise order of waitlist according to VI-SPDAT scores, CoC priorities, and date of referral on a weekly basis.
- Participate in Assessment Process Management Meetings as appropriate.

REFERRAL DECISION PROCESS

Front Door Assessment providers will use established program referral criteria to determine the type of program appropriate for each client. The referral decision is based on a set assessment filters associated with each program type. All providers funded by CoC or ESG are required to participate, others are invited and strongly encouraged to participate.

Program Referral Criteria- Single Adult

Program Type	Program Referral Criteria (Assessment Filters)
Rapid Rehousing	<ul style="list-style-type: none">• VI-SPDAT Score of 4-7• No income required
Transitional Housing	<ul style="list-style-type: none">• VI-SPDAT Score of 4-7• No income required• Early recovery, pregnant, transitioning from DV or prison
Permanent Supportive Housing Scattered Site	<ul style="list-style-type: none">• VI-SPDAT Score of 8+• Documented disability that impeded ability to live independently
Permanent Supportive Housing Facility Based	<ul style="list-style-type: none">• VI-SPDAT Score of 8+• Documented disability that impeded ability to live independently• Previously referred to scattered Site PSH• High user of hospitals/ER and/or higher score in medical section of VI-SPDAT

ATTACHMENT E

Program Referral Criteria- Family (Two+ people in one household)

Program Type	Program Referral Criteria (Assessment Filters)
Rapid Rehousing	<ul style="list-style-type: none"> • VI-SPDAT Score of 4-8 • No income required
Transitional Housing	<ul style="list-style-type: none"> • VI-SPDAT Score of 4-8 • No income required • Early recovery, pregnant, transitioning from DV, young adults (18-24) with children
Permanent Supportive Housing Scattered Site	<ul style="list-style-type: none"> • VI-SPDAT Score of 9+ • Documented disability that impeded ability to live independently • 1 adult with 1 or more children
Permanent Supportive Housing Facility Based	<ul style="list-style-type: none"> • VI-SPDAT Score of 9+ • Documented disability that impeded ability to live independently • Previously referred to scattered Site PSH • High user of hospitals/ER and/or higher score in medical section of VI-SPDAT

Program Referral Criteria- Youth

Program Type	Program Referral Criteria (Assessment Filters)
Independent Living Program/ Rapid Rehousing	<ul style="list-style-type: none"> • VI-SPDAT Score of 4-7 • Ages 16-24 • No income required
Transitional Living Program	<ul style="list-style-type: none"> • VI-SPDAT Score of 8+ • Ages 16-24 • No income required • Early recovery, pregnant, transitioning from DV, young adults with children

MAKING REFERRALS

- Complete *Client Intake, Assessment, and Housing Barriers Screen* and enter all information into HMIS.
- Review the *Program Criteria* for each program type and align the client's barriers and characteristics with the program type designed to address those specific barriers and circumstances. Front Door Assessment providers will identify a single program type to which the client will be referred.
- Make a program referral in HMIS to waitlist provider.
- Once a program opening is identified for a client on the waitlist, waitlist provider staff will notify the Front Door referral provider for that client and the agency with the vacancy that will receive the referral.
- If the referral is rejected by the 'referred to' provider, the provider will notify the agency working with the client, and waitlist provider staff that the client has been rejected and that the next scoring client needs to be referred.

ATTACHMENT E

RECEIVING REFERRALS

- All participating emergency shelters, transitional housing, rapid rehousing and permanent supportive housing programs must fill all vacancies through the Front Door. Requests for referrals should be made if:
 - For programs with multiple partners, both agencies agree to request referral.
 - The unit is vacant and ready for move in.
 - The unit has passed inspection, if required and occupancy permit is obtained, if required.
- When a notification about a referral is received, log on to HMIS and review the client in using the client name and ID number, look up the clients **Intake, Assessment and Housing Barriers Screen** information. Conduct any additional screening processes (client interview, case review, etc.)
- RRH, TH and PSH projects will make determination to accept or reject referral within 7 days of receiving referral from Front Door provider. For PSH this may be a conditional acceptance pending final eligibility determination as required for LIHTC, Section 8 and Shelter+Care. Providers may schedule client interviews to collect additional data and assess for program fit. Interview must be conducted within 7 days of receipt of referral.
- If receiving agency accepts the referral, the provider contacts the Front Door provider that has contact with the client to establish move in date and arrange logistics.

REFERRAL PRIORITIZATION

Objective: Front Door Assessment providers will refer those experiencing homelessness for limited beds and resources based on CoC priority populations and criteria that prioritize individuals that have historically been the hardest to serve and those individuals and families that have been waiting the longest for housing.

Clients will be referred to available housing and service slots for Permanent Supportive Housing based on the following set of ranked prioritization criteria:

- Clients who meet the definition of chronic homeless and those that are at risk of becoming chronically homeless (as documented by providers that the person has a disabling condition and 4 episodes of homelessness in a three year period or 1 year of continuous homelessness)
- Clients who are veterans (as documented by DD214)
- Families with children (as documented by birth certificate(s)).
- Youth aged 16-24
- Medically frail

Commented [TP1]: Incorporates the Orders of Priority in Notice CPD 14-012

REFERRAL MANAGEMENT PROCESS

Objective: Front Door Assessment providers will assess client, needs, and housing barriers, and refer clients to the most appropriate housing option available.

Vacancy Notification

All participating agencies with transitional housing, rapid rehousing and permanent supportive housing programs will send information about vacancies when unit is move in ready and/or voucher is available to waitlist provider.

Centralized Waiting List

A centralized waiting list by program type for transitional housing, rapid rehousing and permanent supportive housing will be maintained by waitlist provider.

ATTACHMENT E

Referral Procedures

If there are no programs with vacancies, client is put on the waiting list for the most appropriate program type. (Reporting will track both the program type client scored for as well as program type that client was referred to, to identify gaps in the system.) If the client is in a priority category, client will access the next available vacancy or be placed at the top of the centralized waiting list based on the *Referral Prioritization Criteria*.

SECONDARY ASSESSMENTS

Re-Assessment at Emergency Shelter

If an individual or family is still an emergency shelter and more information is obtained which would change barriers to housing placement, an updated assessment can be completed by the assessor to determine if a level of care change needs to occur.

If an individual or family is still residing in shelter for more than 6 months, an updated full SPDAT assessment will be completed to determine if a level of care change needs to occur.

Mid-System Re-Assessment

If a client is placed in a program and it is determined that the household has barriers that were not identified in the original assessment which are supported by new documentation, the agency currently serving the client will update full SPDAT and Housing Barriers Screen. If the client scores for another program type, the Program will call the waitlist provider to make the referral. The client will not have to return to an emergency shelter to complete the mid-system assessment.

Moving On Assessment

For tenants ready to move on from PSH to another subsidy program or housing in the open market (not another PSH), the Housing Barriers Screen will be updated and a new referral made in HMIS if necessary.

Lateral Move

If a client housed at a facility based PSH program is determined to need less supportive services and /or would benefit from scattered site placement, a lateral move can be made, as long as the client meets the receiving program requirements. If a client is housed in a PSH scattered site program and is not succeeding (with evidence that attempts have been made to assist the client in maintaining current housing), and it is determined that the client would benefit from facility based housing in order to not return to homelessness, a lateral move can be made as long as the client meets the receiving program requirements. **All** lateral moves must be case conferenced with supportive services staff, landlords(if applicable), and waitlist provider staff to determine if a lateral move is appropriate and will prevent the client from returning to homelessness.

FRONT DOOR ASSESSMENT MONITORING

Objective: To support transparent operations of the referral process, the waitlist provider staff will review HMIS data, monitor the effectiveness of the referral process, and engage in case conferencing to problem solve individual referral and linkage problems as necessary.

ATTACHMENT E

Assessment Process Management Meetings

Assessment Process Management meetings are designed to allow transparent and systematic review of Front Door Assessment functioning. All system providers are welcome to attend. Participation is required for at least one representative from each Front Door Assessment provider and waitlist provider staff and/or HMIS staff as needed.

A typical Assessment Process Management Meeting agenda will include the following:

- Status of the Centralized Waiting List
- Review of referral process functioning
- Review of appropriate HMIS report(s) (clients served, length of stay, outcomes, etc.)
- Review VI-SPDAT refusal rates

Case Conference Meetings

Case conferences will be provided as needed. Waitlist provider staff will initially participate in these meetings via telephone and in person as schedule allows. Case conferences will review the following cases:

- Two providers reject the same client
- Provider rejects four referrals in a row
- Involuntary termination¹
- A client is placed in a program and it is determined that the client needs to go to another program option
- A Client VI-SPDAT refusal takes place and it has been determined client is not competent to complete the assessment

Case Conferences will assess the housing planning (placement options) for clients with most difficult/challenging barriers and the accuracy of the assessment process in making an appropriate referral. Case Conferences will include:

- Referring agency
- Receiving agency
- Waitlist provider staff
- Front Door staff (not necessary for lateral moves)

Front Door Assessment Monitoring Meetings

Service Delivery Committee will serve as the general oversight body for the Front Door Assessment and Referral process. The Committee will meet to review appropriate HMIS reports, discuss any assessment and referral updates to barriers, and identify major programmatic and policy questions, changes or potential impacts. A front door monitoring subcommittee will be designated to work closely with the HMIS subcommittee and formulate and report on key data measures for monitoring.

(If a client is to be involuntarily terminated from a program, the agency must notify the waitlist provider staff. Case conferences will be held to discuss appropriate placement and follow up. In cases where the client poses an immediate threat to self or others, the provider will seek emergency removal as needed to ensure safety. In cases where the client will not be returned to the program, the waitlist provider and Front Door Assessor will be notified of the removal within 24 hours and the case will be referred for case conferencing. Program exiting the client from services can refer the client back to the front door for housing/shelter planning/referral).

Performance Measurement Module (Sys PM)

Summary Report for MO-501 - St.Louis City 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		1867		110			50	
1.2 Persons in ES, SH, and TH		2750		238			90	

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.

	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	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-

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	264	25	9%	7	3%	21	8%	53	20%
Exit was from TH	550	22	4%	31	6%	45	8%	98	18%
Exit was from SH	0	0		0		0		0	
Exit was from PH	133	7	5%	4	3%	4	3%	15	11%
TOTAL Returns to Homelessness	947	54	6%	42	4%	70	7%	166	18%

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).

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1354	1312	-42
Emergency Shelter Total	641	554	-87
Safe Haven Total	19	24	5
Transitional Housing Total	598	622	24
Total Sheltered Count	1258	1200	-58
Unsheltered Count	96	112	16

Metric 3.2 – Change in Annual Counts

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

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		3195	
Emergency Shelter Total		2274	
Safe Haven Total		0	
Transitional Housing Total		1120	

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		606	
Number of adults with increased earned income		94	
Percentage of adults who increased earned income		16%	

Performance Measurement Module (Sys PM)

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		606	
Number of adults with increased non-employment cash income		220	
Percentage of adults who increased non-employment cash income		36%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		606	
Number of adults with increased total income		290	
Percentage of adults who increased total income		48%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		260	
Number of adults who exited with increased earned income		57	
Percentage of adults who increased earned income		22%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		260	
Number of adults who exited with increased non-employment cash income		58	
Percentage of adults who increased non-employment cash income		22%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		260	
Number of adults who exited with increased total income		109	
Percentage of adults who increased total income		42%	

Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		2574	
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.		420	
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)		2154	

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		3098	
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.		652	
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.)		2446	

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.

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

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		0	
Of persons above, those who exited to temporary & some institutional destinations		0	
Of the persons above, those who exited to permanent housing destinations		0	
% Successful exits			

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

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		2218	
Of the persons above, those who exited to permanent housing destinations		654	
% Successful exits		29%	

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

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		2657	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		2218	
% Successful exits/retention		83%	

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
* 3. Date Received: _____	4. Applicant Identifier: _____	
5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: _____	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: _____	
8. APPLICANT INFORMATION:		
* a. Legal Name: City of St. Louis		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 43-6003231	* c. Organizational DUNS: 6206802230000	
d. Address:		
* Street1: 1520 Market	_____	
Street2: Suite 4065	_____	
* City: St. Louis	_____	
County/Parish:	_____	
* State:	MO: Missouri	
Province:	_____	
* Country:	USA: UNITED STATES	
* Zip / Postal Code: 63103-2613	_____	
e. Organizational Unit:		
Department Name:	Division Name:	
_____	_____	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	* First Name: Eddie	_____
Middle Name:	_____	
* Last Name: Roth	_____	
Suffix:	_____	
Title: Director of Human Services		
Organizational Affiliation:		

* Telephone Number: (314) 657-1650	Fax Number: _____	
* Email: rothe@stlouis-mo.gov		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

FR-6000-N-25

* Title:

Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Continuum of Care Homeless Assistance Competition FY 2016 City of St. Louis

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="11,922,544.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="11,922,544.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

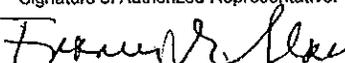
Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

OMB No. 1890-0014 Exp. 02/28/09

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name: City of St. Louis

Applicant's DUNS Number: 620680223

Federal Program: FY2016 Continuum of Care

CFDA Number: 14.267

1. Has the applicant ever received a grant or contract from the Federal government?

Yes No

2. Is the applicant a faith-based organization?

Yes No

3. Is the applicant a secular organization?

Yes No

4. Does the applicant have 501(c)(3) status?

Yes No

5. Is the applicant a local affiliate of a national organization?

Yes No

6. How many full-time equivalent employees does the applicant have? (Check only one box).

3 or Fewer 15-50
 4-5 51-100
 6-14 over 100

7. What is the size of the applicant's annual budget? (Check only one box.)

Less Than \$150,000
 \$150,000 - \$299,999
 \$300,000 - \$499,999
 \$500,000 - \$999,999
 \$1,000,000 - \$4,999,999
 \$5,000,000 or more

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 12/31/2015)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report

or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code): City of St. Louis, 1520 Market Street, Suite 2065, St. Louis, MO 63103, (314) 657-1650	2. Social Security Number or Employer ID Number: 43-6003231
3. HUD Program Name 2016 HUD Continuum of Care Program	4. Amount of HUD Assistance Requested/Received \$11,922,544
5. State the name and location (street address, City and State) of the project or activity: See attached Project List and Address for HUD-2880	

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3). <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No.
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds
See attached disclosure for Part II			

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

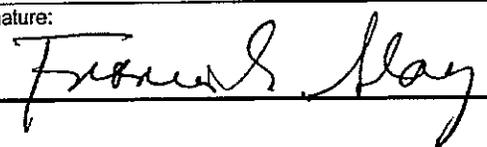
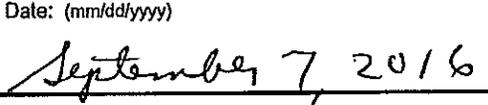
Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)
N/A			

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature: x 	Date: (mm/dd/yyyy) 
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Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is voluntary. HUD is authorized to collect this information under the Housing and Community Development Act of 1987 42 U.S.C.3543 (a). The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

Instructions

Overview.

A. Coverage. You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity and you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance):

General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. Recipients filing Update Reports should not complete this Part.

If the answer to *either* questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD *and any other source* - that have been or are to be, made available for the project or activity. Non-government sources of

funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need

not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

**FY2016 Continuum of Care
Project List and Address for HUD-2880**

Applicant Organization	Project Name	Address
City of St. Louis	MO-501 CoC Planning Application FY2016	1520 Market Suite 4065 St. Louis MO 63103
City of St. Louis	Covenant House Transitional Housing Program	2727 N Kingshighway St. Louis MO 63113
City of St. Louis	Depaul USA St.Lazare House	2904 Arsenal St. Louis MO 63118
City of St. Louis	Depaul USA Project MORE	2904 Arsenal St. Louis MO 63118
City of St. Louis	Depaul USA Project PLUS	2904 Arsenal St. Louis MO 63118
City of St. Louis	Doorways Delmar	4385 Maryland St. Louis MO 63108
City of St. Louis	Doorways Jumpstart	4385 Maryland St. Louis MO 63108
City of St. Louis	Doorways Maryland	4385 Maryland St. Louis MO 63108
City of St. Louis	Employment Connections Project Homecoming	2838 Market St Louis MO 63103
City of St. Louis	Gateway 180 Rapid Rehousing	1000 N 19th St. Louis MO 63106
City of St. Louis	HMIS Lead Services ICA	910 N 11th Ste 310 St. Louis MO 63101
City of St. Louis	Hope House PSH	1611 Hodlamont St. Louis MO 63112
City of St. Louis	Humanitri PSH	1447 E Grand St. Louis MO 63107
City of St. Louis	Humanitri RRH	1447 E Grand St. Louis MO 63107
City of St. Louis	Places for People Housing for the Future of Families	4130 Lindell St. Louis MO 63108
City of St. Louis	Queen of Peace PSH	325 N Newstead St. Louis MO 63108
City of St. Louis	St. Patrick Center Coordinated Entry	800 N Tucker St. Louis MO 63101
City of St. Louis	St. Patrick Center Project Protect Housing	800 N Tucker St. Louis MO 63101
City of St. Louis	St. Patrick Center Rosati House	800 N Tucker St. Louis MO 63101
City of St. Louis	St. Patrick Permanent Supportive Housing	800 N Tucker St. Louis MO 63101
City of St. Louis	St. Patrick Rapid Rehousing	800 N Tucker St. Louis MO 63101
City of St. Louis	YWCA PSH	3820 West Pine St. Louis MO 63108
Missouri Department of Mental Health	2016 SCL (Shelter Plus Care STL City - QoP TRA)	1706 E Elm Jefferson City MO 65101
Missouri Department of Mental Health	2016 SCQ (Shelter Plus Care STL City - Chronic-70)	1706 E Elm Jefferson City MO 65101
Missouri Department of Mental Health	2016 SCS (Shelter Plus Care STL City - QoP SRA)	1706 E Elm Jefferson City MO 65101
Missouri Department of Mental Health	2016 SCY (Shelter Plus Care STL City - SPC)	1706 E Elm Jefferson City MO 65101
Missouri Department of Mental Health	2016 SZB (Shelter Plus Care STL City - Chronic-43)	1706 E Elm Jefferson City MO 65101
Missouri Department of Mental Health	2016 SZC (Shelter Plus Care STL City QoP Families)	1706 E Elm Jefferson City MO 65101
Missouri Department of Mental Health	2016 SZS (Shelter Plus Care Beach Project)	1706 E Elm Jefferson City MO 65101

	A	B	C	D	E	F	G	H
1	FY2016 Continuum of Care							
2	City of St. Louis Form 2880 Applicant Disclosure See Attached Part II							
3								
4	Project Names List							
5								
6	Project Name	Applicant Organization	Source Type	Source Name & Address	Type of Assistance	Amount	Expected Use	
7								
8	MO-501 CoC Planning Application FY2016	City of St. Louis	Government	City of St. Louis, 1520 Market St., St. Louis, MO 63103	In-kind	\$38,961.00	Match	
9	Covenant House Transitional Housing Program	City of St. Louis	Non-Government	United Way of Greater St. Louis, 910 N. 11th St. St. Louis, MO 63101.	In-kind	\$50,000.00	Match	
10			Government	St. Louis County Childrens Services Fund: 222 S. Meramec Ave. #202, Clayton MO 63105; St. Louis Mental Health Board: Lindell Professional Building, 333 S 18th St #200, St. Louis, MO 63103	Grant	\$116,277.00	Match	
11	Depaul USA St.Lezare House	City of St. Louis	Foundation	Daughters of Charity: 231 S. Bemiston, Suite 735, St. Louis, MO 63105	Grant	\$27,590.00	Match	
12	Depaul USA Project MORE	City of St. Louis	Foundation	Daughters of Charity: 231 S. Bemiston, Suite 735, St. Louis, MO 63105	Grant	\$5,000.00	Match	
13	Depaul USA Project PLUS	City of St. Louis	Foundation	Daughters of Charity: 231 S. Bemiston, Suite 735, St. Louis, MO 63105	Grant	\$10,000.00	Match	
14	Doorways Delmar	City of St. Louis	Organizational Reserves	Interfaith Residence dba Doorways: 4385 Maryland Ave., St. Louis, MO 63108	Cash	\$25,951.00	Match	
15	Doorways Jumpstart	City of St. Louis	Organizational Reserves	Interfaith Residence dba Doorways: 4385 Maryland Ave., St. Louis, MO 63108	Cash	\$21,651.00	Match	
16	Doorways Maryland	City of St. Louis	Organizational Reserves	Interfaith Residence dba Doorways: 4385 Maryland Ave., St. Louis, MO 63108	Cash	\$164,059.00	Match	
17	Employment Connections Project Homecoming	City of St. Louis	Organizational Reserves	2838 Market St., St. Louis, MO 63103	Cash	\$18,252.00	Match	
18	Gateway 180 Rapid Rehousing	City of St. Louis	Non-Government	Operation Food Search: 6282 Olive Blvd., St. Louis 63130	In-kind	\$75,000.00	Match	
19	HMIS Lead Services ICA	City of St. Louis	Government	City of St. Louis ESG: 1520 Market St., St. Louis, MO 63103	Grant	\$25,000.00	Match	
20	Humanitri PSH	City of St. Louis	Non-Government	United Way: 910 N. 11th St., St. Louis, MO 63101	Grant	\$15,013.00	Match	
21	Humanitri RRH	City of St. Louis	Non-Government	United Way: 910 N. 11th St., St. Louis, MO 63101	Grant	\$58,980.00	Match	
22	Places for People Housing for the Future of Families	City of St. Louis	Government	Missouri Dept. of Mental Health: 1706 E. Elm St., Jefferson City, MO 65101	Contract	\$25,249.00	Match	
23	Queen of Peace PSH	City of St. Louis	Government	Missouri Dept. of Mental Health: 1706 E. Elm St., Jefferson City, MO 65101	CSTAR Contract	\$100,000.00	Match	
24	Hope House PSH	City of St. Louis	Government	YWCA Head Start: 1911 Beltway Dr., St. Louis, MO 63114	Contract	\$21,038.00	Match	
25	St. Patrick Center Projects	City of St. Louis	Government	Affordable Housing Trust Fund Missouri Housing Development Commission: 505 N. 7th St., St. Louis, MO 63101	Grant	\$83,600.00	Match	
26			Organizational Reserves	800 N. Tucker, St. Louis, MO 63101	Cash	\$360,986.00	Match	

	A	B	C	D	E	F	G	H
27	YWCA PSH	City of St. Louis		Organizational Reserves	3820 W. Pine Blvd., St. Louis, MO 63108	Cash	\$58,987.00	Match
28								Match
29	2016 SCL-(Shelter Plus Care STL City - QoP TRA)	Missouri Department of Mental Health		Government	1706 E. Elm St., Jefferson City, MO 65101	In-kind State Funds	\$450,000.00	Match
30	2016 SCQ-(Shelter Plus Care STL City Chronic)	Missouri Department of Mental Health		Government	1706 E. Elm St., Jefferson City, MO 65101	In-kind State Funds	\$150,000.00	Match
31	2016 SCS-(Shelter Plus Care STL City QoP SRA)	Missouri Department of Mental Health		Government	1706 E. Elm St., Jefferson City, MO 65101	In-kind State Funds	\$200,000.00	Match
32	2016 SCY-(Shelter Plus Care STL City SPC)	Missouri Department of Mental Health		Government	1706 E. Elm St., Jefferson City, MO 65101	In-kind State Funds	\$150,000.00	Match
33	2016 SZB-(Shelter Plus Care STL City-Chronic 43)	Missouri Department of Mental Health		Government	1706 E. Elm St., Jefferson City, MO 65101	In-kind State Funds	\$100,000.00	Match
34	2016 SZC-(Shelter Plus Care STL City Families QoP)	Missouri Department of Mental Health		Government	1706 E. Elm St., Jefferson City, MO 65101	In-kind State Funds	\$50,000.00	Match
35	2016 SZS-(Shelter Plus Care STL City-The Beach Project)	Missouri Department of Mental Health		Government	1706 E. Elm St., Jefferson City, MO 65101	In-kind State Funds	\$150,000.00	Match

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: MO-001	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: N/A Congressional District, if known:	
6. Federal Department/Agency: HUD	7. Federal Program Name/Description: CoC CFDA Number, if applicable: 14.267	
8. Federal Action Number, if known: N/A	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Francis G. Slay</u> Print Name: <u>Francis G. Slay</u> Title: <u>Mayor</u> Telephone No.: <u>(314) 622-3201</u> Date: <u>9-7-16</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

**FY2016 Continuum of Care
City of St. Louis Disclosure of Lobbying Activities**

Project Names List

<u>Project Name</u>	<u>Applicant Organization</u>
MO-501 CoC Planning Application FY2016	City of St. Louis
Covenant House Transitional Housing Program	City of St. Louis
Depaul USA St.Lazare House	City of St. Louis
Depaul USA Project MORE	City of St. Louis
Depaul USA Project PLUS	City of St. Louis
Doorways Delmar	City of St. Louis
Doorways Jumpstart	City of St. Louis
Doorways Maryland	City of St. Louis
Employment Connections Project Homecoming	City of St. Louis
Gateway 180 Rapid Rehousing	City of St. Louis
HMIS Lead Services ICA	City of St. Louis
Hope House PSH	City of St. Louis
Humanitri PSH	City of St. Louis
Humanitri RRH	City of St. Louis
Places for People Housing for the Future of Families	City of St. Louis
Queen of Peace PSH	City of St. Louis
St. Patrick Center Coordinated Entry	City of St. Louis
St. Patrick Center Project Protect Housing	City of St. Louis
St. Patrick Center Rosati House	City of St. Louis
St. Patrick Permanent Supportive Housing	City of St. Louis
St. Patrick Rapid Rehousing	City of St. Louis
YWCA PSH	City of St. Louis
2016 SCL-(Shelter Plus Care STL City - QoP TRA)	Missouri Department of Mental Health
2016 SCQ-(Shelter Plus Care STL City Chronic)	Missouri Department of Mental Health
2016 SCS-(Shelter Plus Care STL City QoP SRA)	Missouri Department of Mental Health
2016 SCY-(Shelter Plus Care STL City SPC)	Missouri Department of Mental Health
2016 SZB-(Shelter Plus Care STL City-Chronic 43)	Missouri Department of Mental Health
2016 SZC-(Shelter Plus Care STL City Families QoP)	Missouri Department of Mental Health
2016 SZS-(Shelter Plus Care STL City-The Beach Project)	Missouri Department of Mental Health

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

City of St. Louis

Program/Activity Receiving Federal Grant Funding

Department of Homeless Services

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

See Attached List

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Francis G. Slay

Title

Mayor

Signature

X *Francis G. Slay*

Date

September 7, 2016

**FY2016 Continuum of Care
City of St. Louis Drug Free Workplace Sites**

Applicant Organization	Project Name	Address
City of St. Louis	MO-501 CoC Planning Application FY2016	1520 Market Suite 4065 St. Louis MO 63103
City of St. Louis	Covenant House Transitional Housing Program	2727 N Kingshighway St. Louis MO 63113
City of St. Louis	Depaul USA St.Lazare House	2904 Arsenal St. Louis MO 63118
City of St. Louis	Depaul USA Project MORE	2904 Arsenal St. Louis MO 63118
City of St. Louis	Depaul USA Project PLUS	2904 Arsenal St. Louis MO 63118
City of St. Louis	Doorways Delmar	4385 Maryland St. Louis MO 63108
City of St. Louis	Doorways Jumpstart	4385 Maryland St. Louis MO 63108
City of St. Louis	Doorways Maryland	4385 Maryland St. Louis MO 63108
City of St. Louis	Employment Connections Project Homecoming	2838 Market St Louis MO 63103
City of St. Louis	Gateway 180 Rapid Rehousing	1000 N 19th St. Louis MO 63106
City of St. Louis	HMIS Lead Services ICA	910 N 11th Ste 310 St. Louis MO 63101
City of St. Louis	Hope House PSH	1611 Hodiamont St. Louis MO 63112
City of St. Louis	Humanitri PSH	1447 E Grand St. Louis MO 63107
City of St. Louis	Humanitri RRH	1447 E Grand St. Louis MO 63107
City of St. Louis	Places for People Housing for the Future of Families	4130 Lindell St. Louis MO 63108
City of St. Louis	Queen of Peace PSH	325 N Newstead St. Louis MO 63108
City of St. Louis	St. Patrick Center Coordinated Entry	800 N Tucker St. Louis MO 63101
City of St. Louis	St. Patrick Center Project Protect Housing	800 N Tucker St. Louis MO 63101
City of St. Louis	St. Patrick Center Rosati House	800 N Tucker St. Louis MO 63101
City of St. Louis	St. Patrick Permanent Supportive Housing	800 N Tucker St. Louis MO 63101
City of St. Louis	St. Patrick Rapid Rehousing	800 N Tucker St. Louis MO 63101
City of St. Louis	YWCA PSH	3820 West Pine St. Louis MO 63108
Missouri Department of Mental Health	2016 SCL (Shelter Plus Care STL City - QoP TRA)	1706 E Elm Jefferson City MO 65101
Missouri Department of Mental Health	2016 SCQ (Shelter Plus Care STL City - Chronic-70)	1706 E Elm Jefferson City MO 65101
Missouri Department of Mental Health	2016 SCS (Shelter Plus Care STL City - QoP SRA)	1706 E Elm Jefferson City MO 65101
Missouri Department of Mental Health	2016 SCY (Shelter Plus Care STL City - SPC)	1706 E Elm Jefferson City MO 65101
Missouri Department of Mental Health	2016 SZB (Shelter Plus Care STL City - Chronic-43)	1706 E Elm Jefferson City MO 65101
Missouri Department of Mental Health	2016 SZC (Shelter Plus Care STL City QoP Families)	1706 E Elm Jefferson City MO 65101
Missouri Department of Mental Health	2016 SZS (Shelter Plus Care Beach Project)	1706 E Elm Jefferson City MO 65101

EMPLOYEE CODE OF CONDUCT



City of St. Louis
Francis G. Slay, Mayor

We recognize that City employees have responsibilities to various groups:

- The public
- Elected officials who represent the public
- Their appointing authorities and supervisors
- Fellow employees
- Representatives of other agencies/organizations

These unique responsibilities require each of us to act with honor, faithfulness, loyalty, fairness and due diligence in conducting our job duties; and require us to report improper, unethical or unlawful behavior.

City employees must, at all times, comply with all applicable laws and regulations. Failure to comply with all applicable laws and regulations or unethical behavior in connection with the performance of an employee's duties will not be condoned or permitted. The City does not permit any activity that fails to stand the closest possible public scrutiny.

Any employee who is arrested, charged, indicted and/or convicted of any criminal charge that occurs on or off duty, whether engaged in City business or not, is required to report the arrest, charge, indictment or conviction to his/her appointing authority within five (5) calendar days of the arrest, charge, indictment or conviction. Any employee who fails to comply with this requirement will be subject to disciplinary action up to and including dismissal.

RESPONSIBILITIES

The City and its Appointing Authorities are responsible for:

- Setting an example of competence and appropriate ethical behavior
- Implementing and abiding by this Code of Conduct
- Ensuring that all employees receive a copy of the Code of Conduct and returning the signed copies to the official Department of Personnel files upon initial hire, and thereafter on an annual basis as part of the employee's annual service rating
- Providing job training for all employees
- Emphasizing acceptable standards of performance for each job
- Clarifying City policies and procedures for all employees who might be unclear as to what is appropriate behavior
- Providing working conditions which enable City employees to accomplish their assigned duties fairly and safely

- Providing a workplace environment that encourages open communication, free of fear of reprisal, in the belief that respectful honesty is the surest way to identify problem areas, address them and resolve them
- Providing an avenue for employees to report alleged violations of this Code to their supervisor, appointing authority or the Department of Personnel

City Supervisors are responsible for:

- Setting an example of competence and appropriate ethical behavior
- Teaching all employees under their supervision how to do their jobs within the guidelines of this Code
- Emphasizing acceptable standards of performance to all employees
- Emphasizing and clarifying City policies and procedures for all employees
- Managing their area of responsibility, and the actions of their staff in accordance with this Code
- Maintaining a workplace environment that encourages open communication, free of the fear of reprisal, in the belief that respectful honesty is the surest way to identify problem areas, address them fairly, and resolve them

City Employees are responsible for:

- Competence and ethical behavior
- Reading, signing, and agreeing to abide by the provisions of this Code of Conduct upon initial employment and on an annual basis thereafter
- Regularly reviewing this Code and comparing their own behavior to the responsibilities and standards described in this Code
- Performing their job within the guidelines of this Code
- Meeting acceptable standards of performance
- Following City policies and procedures
- Contributing to a workplace attitude that respects the standards and behaviors promoted by this Code
- Seeking assistance when they are uncertain about the right thing to do
- Ensuring that their own actions are not illegal, unethical, or in violation of the rules and regulations of the City of St. Louis
- Reporting alleged violations of this Code of Conduct to their supervisor, appointing authority, or the Department of Personnel

STANDARDS OF BEHAVIOR

The City of St. Louis is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, vendors, agents or its own employees to gain, by deceit, financial or other benefits at the expense of the City taxpayers.

Work Rules

This Code of Conduct is intended to supplement the Civil Service Rules of the City of St. Louis, the Administrative Regulations of the Department of Personnel and other City and departmental work rules, regulations, policies and procedures. Employees shall be held accountable for following all such established work rules, in addition to the standards of behavior outlined in this Code of Conduct.

Discrimination/Harassment

The City of St. Louis prohibits discrimination and/or harassment on the basis of race, color, national origin, ancestry, age (40 years and older), disability, religion, sex, sexual orientation, gender identity or expression, marital status and genetic information and prohibits retaliation for filing a complaint or cooperating or participating in an investigation of a complaint of discrimination or harassment. The City supports merit system principles that assure equality and equal opportunity. If an employee believes he/she has been the victim of discrimination, harassment and/or retaliation, the employee should bring his/her concerns to his/her supervisor, appointing authority or the Department of Personnel Employee Relations Section. Additionally, if an employee has questions or concerns with an issue involving the Americans with Disabilities Act, he/she may also bring his/her concerns to the attention of the City's Commissioner on the Disabled.

Violence

The City of St. Louis has zero tolerance for work related violence or threats of violence regardless of when or where they occur, both on and off duty. Please refer to the current Department of Personnel Administrative Regulation "Policy on Workplace Violence."

Confidential Information and Records

As a part of an employee's job, he/she may have access to confidential information and records. This information should not be disclosed to fellow employees who do not have a business need to know or to non-employees for any reason, except in accordance with established procedures. Questions regarding the confidentiality of information should be directed to an employee's supervisor, the custodian of records for his/her department/division or the City Counselor's Office.

Political Activities

Civil Service employees may be a member of a political organization, such as a ward organization, but may not be an officer of such an organization. An employee may contribute money in support of individual candidates for elected office, but may not be coerced or forced in any way to make a contribution. The Civil Service Rules allow yard signs at an employee's residence, a bumper sticker on any vehicle not used on City business and wearing political buttons when not on duty. The Civil Service Rules prohibit an employee in a competitive position in the classified service from taking an active part in a partisan political campaign, including but not limited to distributing literature, acting as a worker at the polls, calling voters on the telephone or circulating petitions. Please consult the Civil Service Rules for additional information regarding this subject or contact the Department of Personnel.

Conflicts of Interest

The City expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interest of the public. Employees must not use their position or knowledge gained as a result of their position for private or personal advantage.

Employees should continually be mindful that they are hired and paid to perform certain duties. Situations may arise, however, when there seems to be a conflict between their official responsibilities and their personal interests. These may be situations involving financial dealings, spending City funds, regulating businesses or individuals, purchasing supplies or materials or contracting for services. In order to avoid an impropriety – or giving the appearance of an impropriety – employees should alert their supervisors immediately of such conflicting situations. If the employee and the supervisor are unclear about the appropriate path to follow, the matter should be promptly referred to the City Counselor's Office.

Civil Service Rules allow employees, with the approval of their appointing authority, to hold a second job with some non-governmental employers. However, the employee must report all such employment to his/her appointing authority and receive approval of said secondary employment from his/her appointing authority prior to starting same. If an employee changes his/her secondary job, or the nature of his/her secondary job changes the employee must first obtain the written permission of the appointing authority. Please refer to the current Department of Personnel Administrative Regulation regarding Secondary Employment for further information.

Nepotism

Both the Missouri Constitution and the Civil Service Rules prohibit nepotism such that "Any public officer or employee in this state who by virtue of his office or employment names or appoints to public office or employment any relative within the fourth degree, by consanguinity or affinity, shall thereby forfeit his office or employment." Further, Civil Service Rule VII, Section 12 states that no person in the classified service shall be transferred, promoted or by any other means placed in a position whereby they would be directly supervised by any relative within the second degree of consanguinity or affinity. The Director shall not knowingly certify any applicant, or approve any personnel action, which may result in a violation of the foregoing provisions. Appointing authorities shall not knowingly take such actions.

Relatives related by consanguinity (i.e. blood relative) and affinity (i.e. related to spouse/domestic partner) are described hereafter:

Relations to the Fourth degree of Self or Spouse/Domestic Partner

Spouse, Domestic Partner

First Degree: Child, Parents

Second Degree: Grandchild, Brother/Sister, Grandparents

Third Degree: Great Grandchild, Niece/Nephew, Aunt/Uncle, Great Grandparents

Fourth Degree: Great Great Grandchild, Grand Niece/Nephew, First Cousin, Great Aunt/Uncle, Great Great Grandparents

Finally, in all instances, employees are prohibited from giving preferential treatment or favoritism to relatives or relatives of a spouse/domestic partner. Employees are encouraged to direct any questions to the Department of Personnel Employees Relations Section.

Relationships with Third Parties

Employees are prohibited from having a personal interest, directly or indirectly, in a contract with the City. City employees must not allow their personal interests or relationships with third parties to influence, or create the impression of influencing, their decisions in the performance of their duties on behalf of the City.

Gifts, Favors, Entertainments

Employees are expected to perform their duties in a fair and even-handed manner and are prohibited from taking payment, money, gifts, loans, meals, beverages and/or lodging, or other items of value from anyone in exchange for performing their duties. Delivery of services should be able to stand up to full public disclosure and should in no way be granted or withheld because of gifts, favors or other considerations offered to an employee. While acceptance of a minimal gift of less than \$250 in value is permitted when not given in exchange for the performance of duties, even this is discouraged if the gift is from a firm that

does business with the City, since this may be viewed by some members of the public as an attempt to influence on-the-job actions or future decisions. By City ordinance an employee is required to report to the City Register any gift to them or a family member that exceeds \$250 in value from an interested person. An interested person is defined here as any person or member of a business organization who conducts a business specifically regulated by the City; currently has or is seeking a contractual relationship with the City to provide goods or services to the City or any agency or department thereof; is seeking employment with the City or any agency thereof; or who is interested in establishing such a business relationship with the City. In all such matters involving gifts, the primary consideration is that the donor does not receive – or appear to receive – treatment not given to any other citizen. An employee's acceptance of payment or gifts in exchange for performing his/her duties will result in disciplinary action up to and including dismissal. If an employee has any concern about the wisdom, legality or honorability of accepting a gift, this concern should be brought to the attention of his/her supervisor, appointing authority, or the City Counselor's Office.

Kickbacks, Secret Commissions, Bribes, and Payoffs

The City strictly prohibits the acceptance of kickbacks, secret commissions, bribes and payoffs from suppliers or others. Any breach of this rule will result in immediate dismissal and prosecution to the fullest extent of the law.

City Funds

Whenever a City employee is responsible for handling cash or other financial matters, the job of the employee is to document every aspect of the transaction fully and completely. All City cash and bank accounts must be handled so as to avoid any question of bribery, kickbacks, other illegal/improper payments or suspicion of any impropriety whatsoever.

Expense Reports

When an employee incurs an approved expense or spends his/her own funds on City needs, that expense must be documented promptly and properly on the forms provided by his/her appointing authority.

Use of City Assets and Equipment

City assets and equipment are for City purposes only and not for personal benefit. The personal use of City assets including, but not limited to vehicles, computers and other supplies is prohibited.

Records and Communications

Accurate and reliable records of many kinds are necessary to meet the City's legal and financial obligations and to manage the affairs of the City. The City's books and records must reflect in an accurate and timely manner all transactions. The employees responsible for accounting and record keeping must exercise diligence in fulfilling their job duties.

Employees must not make any misleading representations or falsify any record or engage in false communication of any kind, whether internal or external, including but not limited to making or filing any false expense, attendance, production, financial, or similar reports and statements.

Dealing with the Public and Organizations

Employees are prohibited from speaking on behalf of the City, or from representing to the public that their comments or statements are those of the City, unless expressly authorized to do so.

Prompt Communications

Employees should respond to all communications in a complete, accurate and timely manner. City employees are expected to respond promptly and courteously to all proper requests for information and to all complaints.

Safety and Health

Maintaining a healthy workforce and ensuring the safety of every employee should be the job of each employee, regardless of his/her assignment. Accordingly, each employee is responsible for attending any required safety meetings and reading safety instructions regarding their workplace. All employees must comply with all safety rules and regulations. An employee should promptly report any unsafe condition or any accident to their supervisor, even in cases where there was no injury or property damaged.

Honesty

City employees should be completely honest in their dealings with the public, elected officials, appointing authorities, supervisors and fellow employees. Lying in any form, omitting some facts or exaggeration undermines the fundamental trust that must exist between employer and employee, and has no place in public service.

Discussion, Dissent, Support

When deciding on a course of action, City supervisors frequently rely on the views and opinions of their employees. In such cases, an employee is obliged to give as much information as possible, and his/her own best opinion, to the supervisor before the matter is decided. However, once the supervisor has reached a decision it is the duty of all members of the City Service to do all in their power to make it succeed.

Reporting Fraud and Other Irregular Activities

As they perform their duties, City employees should be alert to situations in which other employees commit or are about to commit acts which violate the law or this Code of Conduct. Illegal, unethical or dishonest actions harm us all. Each City employee, therefore, has a responsibility and duty to report a co-worker's illegal or unethical conduct to his/her supervisor, appointing authority or the Department of Personnel.

Penalties

Any violation of this Code of Conduct will subject the violator to disciplinary action up to and including dismissal.

Documentation

Appointing authorities are required to issue a copy of the Code of Conduct to every employee under their authority. Issuance of the Code must be documented by having the employee and issuing supervisor or payroll clerk sign the "Acknowledgement" form issued by the Department of Personnel. The original of the form must be filed with the Department of Personnel within 5 (five) working days of issuance. One copy should be retained by the operating department or agency, and another copy given to the employee.

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REVISED 7/2012

Original to Department of Personnel
Copy to Employee
Copy to Department

ACKNOWLEDGEMENT

I, (Print Name) _____
HAVE READ, UNDERSTAND AND AM IN COMPLIANCE WITH THE
PROVISIONS OF THE CODE OF CONDUCT. I AM NOT AWARE OF
ANY VIOLATIONS OF THIS CODE OF CONDUCT AT THIS TIME.
SHOULD I BECOME AWARE OF ANY VIOLATIONS OF THIS CODE
OF CONDUCT, I WILL NOTIFY MY SUPERVISOR, APPOINTING
AUTHORITY OR THE DEPARTMENT OF PERSONNEL IMMEDIATELY.

Signed: _____

Dated: _____

Department: _____

Division: _____

I certify that the employee named above was provided a copy of the
Employee Code of Conduct and a copy of this form on the date
indicated above.

Supervisor/Manager/Payroll Clerk Signature

Class Title

Department

Date

Revised 7/2012