

Before Starting the CoC Application

The CoC Consolidated Application is made up of three parts: the CoC Application, the Project Listing, and the Project Applications. The Collaborative Applicant is responsible for submitting two of these sections. In order for the CoC Consolidated Application to be considered complete, each of these two sections **REQUIRES SUBMISSION**:

- CoC Application
- Project Listing

Please Note:

- Review the FY2013 CoC Program NOFA in its entirety for specific application and program requirements.
- Use the CoC Application Detailed Instructions while completing the application in e-snaps. The detailed instructions are designed to assist applicants as they complete the application forms in e-snaps.
- As a reminder, CoCs are not able to import data from the 2012 application due to significant changes to the CoC Application questions. All parts of the application must be fully completed.
- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the application.

For Detailed Instructions click [here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

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

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

1A-3 CoC Designation: CA

1B. Continuum of Care (CoC) Operations

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

1B-1 How often does the CoC conduct meetings of the full CoC membership? Bi-Monthly

1B-2 How often does the CoC invite new members to join the CoC through a publicly available invitation? Bi-Monthly

1B-3 Does the CoC include membership of a homeless or formerly homeless person? Yes

1B-4 For members who are homeless or formerly homeless, what role do they play in the CoC membership? Outreach, Advisor, Volunteer, Organizational employee, Community Advocate
 Select all that apply.

1B-5 Does the CoC’s governance charter incorporate written policies and procedures for each of the following:

1B-5.1 Written agendas of CoC meetings?	Yes
1B-5.2 Centralized or Coordinated Assessment System?	Yes
1B-5.3 Process for Monitoring Outcomes of ESG Recipients?	Yes
1B-5.4 CoC policies and procedures?	Yes
1B-5.5 Written process for board selection?	Yes
1B-5.6 Code of conduct for board members that includes a recusal process?	No
1B-5.7 Written standards for administering assistance?	Yes

1C. Continuum of Care (CoC) Committees

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

1C-1 Provide information for up to five of the most active CoC-wide planning committees, subcommittees, and/or workgroups, including a brief description of the role and the frequency of meetings. Collaborative Applicants should only list committees, subcommittees and/or workgroups that are directly involved in CoC-wide planning, and not the regular delivery of services.

	Name of Group	Role of Group (limit 750 characters)	Meeting Frequency	Names of Individuals and/or Organizations Represented
1C-1.1	St. Louis City CoC Board of Directors	The Board consists of 14 members including 6 Committee Chairs and 5 At-Large Members. The Board discusses short and long range strategic plans to end homelessness, coordinate services, share mainstream resources and determine project goals and priorities. Closely working with the Board is the Planning Committee. The Planning Committee formulates and recommends strategic goals and objectives for the CoC and monitors progress (i.e. developing a CoC wide emergency disaster plan). It gathers data on the nature and extent of homelessness, monitors the development of the HMIS, analyzes gaps and trends, recommends priorities, monitors long-range plans, monitors housing production, and promotes a regional approach to addressing homelessness.	Bi-Monthly	Antoinette Triplett, Daniel Gray, Charron Ford, Judy Johnson, Erika Donaldson, Lara Pennington, Rich LaPlume, Virginia Shelton

1C-1.2	Project Review and Ranking Committee	The Project Review and Ranking Committee performs threshold reviews for all new projects for the homeless seeking support from the Department of Human Services, advising whether each project meets basic criteria (i.e. CoC Active Membership, application completeness, etc.). This committee also recommends priority rankings for eligible projects, using criteria established by the CoC. The second step in this process goes to the Professional Service Agreement (PSA) Committee. As outlined by City Ordinance, this committee makes final funding decisions regarding all City funds. The Committee accepts recommendations from the CoC regarding new projects seeking CoC funding.	Bi-Monthly	Richard LaPlume, Daniel Gray, Bonnie Reece, Kimberly Beck, Kim Anderson, Steve Campbell, Melody Perkins, Pierre Hampton, Greg Vogelweid
1C-1.3	Advocacy Committee	The Advocacy Committee conducts activities to advocate for the homeless and to educate the public about issues pertaining to homelessness. The committee annually recommends to the CoC a set of positions to be adopted and issues to be studied by the CoC, for example, an upcoming proposition or law on the ballot. Assisting the Advocacy Committee is the Membership Committee. The Membership Committee presents a slate of officers and members to the Board. This committee is also charged with recruiting and retaining a wide range of organizations into membership, reviewing and recommending membership applications to the Board, and recommending rules and procedures for the CoC.	Monthly	Lara Pennington, Kelly Peach, Laura Halfmann, Cheryl Schorr, James Fannon, Pat Dougherty, Jackie Lukitsch, Scott Gee, Rhonda Gray,
1C-1.4	Service Delivery Committee	The Service Delivery Committee promotes the coordination and effectiveness of services across all components of the CoC. It researches and addresses transitional housing placements and programmatic barriers such as agency compliance with the American Disabilities Act. It also identifies and quantifies the needs of the CoC population, reviews available CoC services, and recommends programs and procedures to suit those needs.	Monthly	Erika Donaldson, Michelle Rhode, Kim Anderson, Jennifer Heggemann, Katherine Pyron, Jess Cox, Nicole Hughes, Lana Watson, Rozita Miller
1C-1.5	Consumer Council	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.	Monthly	Virginia Shelton, Antonio Byrd, Bill Gruhn, Linda Alexander, Linda Watson, Rose Shaw, Darnell Duckett, Vanessa Finney, Charlie Robinson

**1C-2 Describe how the CoC 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 when establishing the CoC-wide committees, subcommittees, and workgroups.
(limit 750 characters)**

The St. Louis City CoC has been in existence for over 20 years. When the committees were established, the CoC considered the full range of opinions from every individual and organizations that had knowledge of homelessness and was willing to give input into the matter. More than 60 organizations and individuals committed to this goal make up the body of the CoC. Membership in the St. Louis City CoC is open to any individual or organization – nonprofit, for profit, or governmental – that is committed to ending homelessness or assisting people who are homeless or at risk of becoming homeless.

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

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

**1D-1 Describe the specific ranking and selection process the CoC uses to make decisions regarding project application review and selection, based on objective criteria. Written documentation of this process must be attached to the application along with evidence of making the information publicly available.
(limit 750 characters)**

The CoC uses several procedures to rank and review project applications such as: The CoC's Ranking and Review Committee performs threshold review of all projects seeking support from the City. 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. Lastly, by City ordinance, the Professional Services Agreement (PSA) Committee makes the final determination to which agencies will receive funding.

**1D-2 Describe how the CoC reviews and ranks projects using periodically collected data reported by projects, conducts analysis to determine each project's effectiveness that results in participants rapid return to permanent housing, and takes into account the severity of barriers faced by project participants. Description should include the specific data elements and metrics that are reviewed to do this analysis.
(limit 1000 characters)**

The CoC uses rating and performance assessment measure(s) when evaluating renewal and new projects such as site visit(s), assess providers' organization capacity, evaluate project presentation, evaluate project readiness, review match, review CoC membership involvement, review HMIS participation status, review leveraging letters (to ensure that they meet HUD requirements), assess cost effectiveness, assess providers' organization experience, assess spending (fast or slow), review CoC monitoring findings, CoC Ranking & Review Committee metric report, review unexecuted grants, review HUD APR for performance results, review independent audits, review HUD monitoring findings.

**1D-3 Describe the extent in which the CoC is open to proposals from entities that have not previously received funds in prior Homeless Assistance Grants competitions.
(limit 750 characters)**

The CoC makes subawards using open solicitation methods to request proposals, such as outreach to faith-based groups, responsive to public inquiries, letters/emails to CoC members, newspaper notices, announcements at other meetings, and announcements at CoC meetings.

1D-4 On what date did the CoC post on its website all parts of the CoC Consolidated Application, including the Priority Listings with ranking information and notified project applicants and stakeholders the information was available? Written documentation of this notification process (e.g., evidence of the website where this information is published) must be attached to the application. 02/03/2014

1D-5 If there were changes made to the ranking after the date above, what date was the final ranking posted?

1D-6 Did the CoC attach the final GIW approved by HUD either during CoC Registration or, if applicable, during the 7-day grace period following the publication of the CoC Program NOFA without making changes? Yes

1D-6.1 If no, briefly describe each of the specific changes that were made to the GIW (without HUD approval) including any addition or removal of projects, revisions to line item amounts, etc. For any projects that were revised, added, or removed, identify the applicant name, project name, and grant number. (limit 1000 characters)

1D-7 Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the last 12 months? No

1D-7.1 If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved. (limit 750 characters)

There were no complaints received by the CoC or general public.

1E. Continuum of Care (CoC) Housing Inventory

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

**1E-1 Did the CoC submit the 2013 HIC data in Yes
the HDX by April 30, 2013?**

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2A-1 Describe how the CoC ensures that the HMIS is administered in compliance with the CoC Program interim rule, conformance with the 2010 HMIS Data Standards and related HUD Notices. (limit 1000 characters)

The CoC's Planning Committee works with the HMIS System Administrator to ensure the system software is current with all HUD rules, regulations and HMIS Data Standards. The committee stays abreast of all changes to HUD Data and Security Standards, CoC HMIS requirements and HUD required reporting to ensure the HMIS system software is in compliance. The Planning Committee hosts quarterly User Group meetings to keep HMIS participating providers engaged in HMIS operations and to communicate changes to HMIS functions and reporting requirements. The HMIS Systems Administrator also participates in all HUD sponsored HMIS trainings, attends two meetings a year sponsored by the National Human Services Data Consortium where HMIS requirements and best practices are highlighted and participates in all HUD vendor calls to make sure the HMIS is compliant with all current HUD requirements and is up to date on changes being planned for the future. Additionally, the City will hire two new Compliance Officers to ensure compliance at all levels.

2A-2 Does the governance charter in place between the CoC and the HMIS Lead include the most current HMIS requirements and outline the roles and responsibilities of the CoC and the HMIS Lead? No
If yes, a copy must be attached.

2A-3 For each of the following plans, describe the extent in which it has been developed by the HMIS Lead and the frequency in which the CoC has reviewed it: Privacy Plan, Security Plan, and Data Quality Plan. (limit 1000 characters)

Privacy, Security and Data Quality are all topics covered in the HMIS User Training and HMIS User meetings. The information presented outlines allowable uses of data and the parameters under which data can be disclosed; including recommendations on how CHOs should respond when faced with court orders, arrest warrants, search warrants and subpoenas. Privacy and Confidentiality training is provided on an annual basis. This training educates case managers on the legal and ethical issues related to use of shared client information. Reviews federal, state and local laws and regulations covering client confidentiality and data sharing. It also covers the basic points of the Health Information Portability and Accountability Act (HIPAA). Data quality training is also covered during quarterly User meetings. Data cleaning tools have been developed for Users, and documentation on how to utilize the tools has been provided when needed. The CoC's plan to review and update its privacy, security and data quality plans once additional guidance is provided by HUD.

2A-4 What is the name of the HMIS software selected by the CoC and the HMIS Lead? Applicant will enter the HMIS software name (e.g., ABC Software). ROSIE

2A-5 What is the name of the HMIS vendor? Applicant will enter the name of the vendor (e.g., ESG Systems). Municipal Information System, Inc.

2A-6 Does the CoC plan to change the HMIS software within the next 18 months? No

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

2B-1 Select the HMIS implementation coverage area: Regional (multiple CoCs)

2B-2 Select the CoC(s) covered by the HMIS: (select all that apply) MO-500 - St. Louis County CoC, MO-503 - St. Charles, Lincoln, Warren Counties CoC, MO-501 - St. Louis City CoC

2B-3 In the chart below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

2B-3.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$0
ESG	\$60,350
CDBG	\$0
HOME	\$0
HOPWA	\$0
Federal - HUD - Total Amount	\$60,350

2B-3.2 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-3.3 Funding Type: State and Local

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

2B-3.4 Funding Type: Private

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

2B-3.5 Funding Type: Other

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

2B-3.6 Total Budget for Operating Year	\$60,350
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2B-4 How was the HMIS Lead selected by the CoC? Agency was Appointed

2B-4.1 If other, provide a description as to how the CoC selected the HMIS Lead.
(limit 750 characters)

2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2C-1 Indicate the HMIS bed coverage rate (%) for each housing type within the CoC. If a particular housing type does not exist anywhere within the CoC, select "Housing type does not exist in CoC" from the drop-down menu:

* Emergency shelter	51-64%
* Safe Haven (SH) beds	86%+
* Transitional Housing (TH) beds	86%+
* Rapid Re-Housing (RRH) beds	86%+
* Permanent Supportive Housing (PSH) beds	86%+

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

2C-3 If the bed coverage rate for any housing type is 64% or below, describe how the CoC plans to increase this percentage over the next 12 months. (limit 1000 characters)

The CoCs current coverage rate is at 64% because there are two faith based organizations in the community who are not interested in participating in HMIS. These two providers operate 100+ emergency beds but accept no federal or local funding. Both agencies currently requires participants to take part in religious activities; therefore are not eligible for HUD funding. Recently, the larger of the two organization has indicated a willingness to work more closely with the CoC and has begun participating in CoC meetings. The HMIS Systems Administrator plans to meet with the agency to assess their willingness to participate in HMIS and will be reporting back to the CoC Planning committee the results of their discussions.

Additionally, a large emergency shelter program (100+ beds) with The Salvation Army was discontinued and will be replaced in 2014 with permanent supportive housing units.

2C-4 If the Collaborative Applicant indicated that the bed coverage rate for any housing type was 64% or below in the FY2012 CoC Application, describe the specific steps the CoC has taken to increase this percentage. (limit 750 characters)

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

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2D-1 For each housing type, indicate the average length of time project participants remain in housing. If a housing type does not exist in the CoC, enter "0".

Type of Housing	Average Length of Time in Housing
Emergency Shelter	64
Transitional Housing	10
Safe Haven	8
Permanent Supportive Housing	34
Rapid Re-housing	12

2D-2 Indicate the percentage of unduplicated client records with null or missing values on a day during the last 10 days of January 2013 for each Universal Data Element listed below.

Universal Data Element	Percentage
Name	0%
Social security number	8%
Date of birth	0%
Ethnicity	1%
Race	1%
Gender	0%
Veteran status	0%
Disabling condition	0%
Residence prior to program entry	2%
Zip Code of last permanent address	0%
Housing status	0%
Head of household	0%

2D-3 Describe the extent in which HMIS generated data is used to generate HUD required reports (e.g., APR, CAPER, etc.). (limit 1000 characters)

The CoC uses data from the HMIS system for the federal reports to include: APR, AHAR, ESG, PIT, SSVF, CoC Program Application, the CAPER, the Annual Action Plan, and the Consolidated Plan.

2D-4 How frequently does the CoC review the data quality in the HMIS of program level data? Monthly

2D-5 Describe the process through which the CoC works with the HMIS Lead to assess data quality. Include how the CoC and HMIS Lead collaborate, and how the CoC works with organizations that have data quality challenges. (Limit 1000 characters)

The HMIS Systems Administrator audits data integrity daily and the CoC uses monthly reports for service providers to perform monthly data quality monitoring. Providers are required to submit HMIS produced expenditure reports for billing and reimbursement purposes. This enables the CoC to monitor utilization percentages and check missing data rates. The HMIS Systems Administrator works directly with CHO staff to correct data entry errors, verify report results and audit the completeness of client data.

2D-6 How frequently does the CoC review the data quality in the HMIS of client-level data? Quarterly

2E. Homeless Management Information System (HMIS) Data Usage and Coordination

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2E-1 Indicate the frequency in which the CoC uses HMIS data for each of the following activities:

* Measuring the performance of participating housing and service providers	Monthly
* Using data for program management	Monthly
* Integration of HMIS data with data from mainstream resources	Never
* Integration of HMIS data with other Federal programs (e.g., HHS, VA, etc.)	Never

2F. Homeless Management Information System (HMIS) Policies and Procedures

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2F-1 Does the CoC have a HMIS Policy and Procedures Manual? If yes, the HMIS Policy and Procedures Manual must be attached. Yes

2F-1.1 What page(s) of the HMIS Policy and Procedures Manual or governance charter includes the information regarding accuracy of capturing participant entry and exit dates in HMIS? (limit 250 characters)

HMIS Policies and Procedures Manual includes information regarding accuracy of capturing participant entry & exit dates in HMIS on PAGES 10.

2F-2 Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs)? Yes

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

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2G-1 Indicate the date of the most recent sheltered point-in-time count (mm/dd/yyyy): 01/30/2013

2G-2 If the CoC conducted the sheltered point-in-time count outside of the last 10 days of January 2013, was an exception granted by HUD? Not Applicable

2G-3 Enter the date the CoC submitted the sheltered point-in-time count data in HDX: 04/30/2013

2G-4 Indicate the percentage of homeless service providers supplying sheltered point-in-time data:

Housing Type	Observation	Provider Shelter	Client Interview	HMIS
Emergency Shelters		100%	100%	100%
Transitional Housing		100%	100%	100%
Safe Havens		100%	100%	100%

2G-5 Comparing the 2012 and 2013 sheltered point-in-time counts, indicate if there was an increase, decrease, or no change and then describe the reason(s) for the increase, decrease, or no change. (Limit 750 characters)

There was a decrease in the point-in-time count total from 2012 when compared to the count in 2013. In 2012 a total of 1,381 individuals were counted and in 2013 a total of 1,327 individuals were counted. This resulted in a decrease of 54 homeless individuals. The reduction in the homeless population can be attributed to the implementation of two new programs: WELCOME HOME, NEIGHBORS in 2012 and The BEACH Program in 2013. These newly designed programs in the CoC provide rapid rehousing and wrap around supportive services to chronically and unsheltered homeless individuals for a period of up to 12 months. With these programs available, the CoC is on its way to ending chronic homelessness in the City of St. Louis.

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

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

*** 2H-1 Indicate the method(s) used to count sheltered homeless persons during the 2013 point-in-time count:**

Survey providers:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Extrapolation:	<input type="checkbox"/>
Other:	<input checked="" type="checkbox"/>

2H-2 If other, provide a detailed description. (limit 750 characters)

On the night of the count, the sheltered homeless population was counted at safe havens, winter overflow shelters, emergency shelters and transitional housing programs. Permanent housing programs are NOT included because the individuals residing there are no longer homeless according to HUD's definition. In addition, project sponsors are required to submit electronic HMIS reports for the specified night as a means to verify the number of persons in shelter that night and to conduct a HMIS data quality audit.

2H-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population during the 2013 point-in-time count was accurate. (limit 750 characters)

Data on the sheltered homeless population was collected and produced using two methods to ensure accuracy of the information. First, each shelter or program sponsor completed a manual census form by interview for every client. Second, each HUD-funded shelter or program also generated a census report from the HMIS database (ROSIE). HUD-funded providers, who use ROSIE, had to make sure that they had updated ROSIE. All exits and arrivals had to be current for the night of the Census. This is done to conduct an annual data quality audit.

2I. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count: Data Collection

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

*** 2I-1 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"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
Sample strategy: (if Sample of PIT interviews plus extrapolation is selected)	
Provider expertise:	<input type="checkbox"/>
Interviews:	<input checked="" type="checkbox"/>
Non-HMIS client level information:	<input type="checkbox"/>
Other:	<input checked="" type="checkbox"/>

**2I-2 If other, provide a detailed description.
(limit 750 characters)**

On the night of the count, the sheltered homeless population was counted at safe havens, winter overflow shelters, emergency shelters and transitional housing programs. Permanent housing programs are NOT included because the individuals residing there are no longer homeless according the HUD's definition.

**2I-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population count during the 2013 point-in-time count was accurate.
(limit 750 characters)**

Data on the sheltered homeless population was collected and produced using two methods to ensure accuracy of the information. First, each shelter or program sponsor completed a manual census form by interview for every client. As part of the interview, the census form asked if the client was chronically homeless, severely mentally ill, chronic substance abuser, veteran, a person with HIV/AIDS, a victim of domestic violence and their age. Second, each HUD-funded shelter or program also generated a census report from the HMIS database (ROSIE) that detailed the same information. HUD-funded providers, who use ROSIE, had to make sure that they updated ROSIE. All exits and arrivals had to be current for the night of the Census.

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

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

*** 2J-1 Indicate the methods used to ensure the quality of the data collected during the sheltered point-in-time count:**

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

2J-2 If other, provide a detailed description. (limit 750 characters)

The St. Louis City CoC uses both HMIS and non-HMIS techniques to prevent duplication and verify the data quality of the sheltered person count. Shelter and Transitional Housing programs are required to complete a physical survey for every individual at a homeless facility the night of the census. In addition, a HMIS report is prepared for all shelter and transitional housing programs specifically for the night of the census. The physical survey is used to support and verify the HMIS report submitted by the shelter.

2J-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population count during the 2013 point-in-time count was accurate. (limit 750 characters)

To ensure accurate data instructions are included on each survey form, and training is conducted with surveyors prior to the census. Reminder announcements are given at CoC meetings, sending out e-mails, posting signage. Additionally, agencies are required to ensure timely reporting of the count. HMIS is used to ensure the data quality of the count at emergency shelters and transitional housing programs. The CoC compares the HMIS reports with surveyed forms for accuracy. Non-HMIS techniques include asking each person surveyed the location of where he/she spent the night. This allows the CoC to determine the most accurate data and to capture data on clients that resided in one shelter that does not participate in the CoC PIT.

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

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2K-1 Indicate the date of the most recent unsheltered point-in-time count: 01/30/2013

2K-2 If the CoC conducted the unsheltered point-in-time count outside of the last 10 days of January 2013, was an exception granted by HUD? Not Applicable

2K-3 Enter the date the CoC submitted the unsheltered point-in-time count data in HDX: 04/30/2013

2K-4 Comparing the 2013 unsheltered point-in-time count to the last unsheltered point-in-time count, indicate if there was an increase, decrease, or no change and describe the specific reason(s) for the increase, decrease, or no change. (limit 750 characters)

There was a decrease in the point-in-time count total from 2012 when compared to the count in 2013. In 2012 a total of 125 individuals were counted and in 2013 a total of 96 individuals were counted. This resulted in a decrease of 29 homeless individuals.

The reduction in the homeless population can be attributed to the implementation of two new programs: WELCOME HOME, NEIGHBORS in 2012 and The BEACH Program in 2013. These newly designed programs in the CoC provide rapid rehousing and wrap around supportive services to chronically and unsheltered homeless individuals for a period of up to 12 months. With these programs available, the CoC is on its way to ending chronic homelessness in the City of St. Louis.

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

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

*** 2L-1 Indicate the methods used to count unsheltered homeless persons during the 2013 point-in-time count:**

Public places count:	X
Public places count with interviews on the night of the count:	X
Public places count with interviews at a later date:	
Service-based count:	X
HMIS:	
Other:	X

2L-2 If other, provide a detailed description. (limit 750 characters)

In an effort to count those that may be difficult to locate at night, the Street Count was conducted during the lunch period on the day of the count. Street count locations were lunch sites, warming centers, riverfront encampments, drop-in centers, parks, and other public places. Experienced outreach workers collaborated to identify areas where homeless individuals congregated and/or resided. Surveying the identified areas was the most efficient way to collect data on the unsheltered homeless population. On the day of the Street Count, the outreach workers lead trained volunteers in surveying their assigned area.

The CoC does not wake people at night for the census. During the day, and after a hot meal, clients are willing to answer questions. This helps provide answer questions from homeless and non-homeless persons.

2L-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the unsheltered homeless population during the 2013 point-in-time count was accurate. (limit 750 characters)

Lunch sites, warming sites, drop-in centers, and other service providers had staff/volunteers stationed at the entrance to survey all individuals who entered the facility within a given time frame. To avoid duplication, the Street Count survey asked clients if they had already filled out a census form and about their sleeping arrangements the night prior. If clients indicated on the survey forms that their sleeping arrangements were in a shelter/transitional housing (and thus they were counted in the shelter-based enumeration the night before), their survey forms were removed from the unsheltered count. If the clients indicated that they were staying in a permanent housing program, their survey forms were removed from the unsheltered count.

2M. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time Count: Level of Coverage

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2M-1 Indicate where the CoC located unsheltered homeless persons during the 2013 point-in-time count: A Combination of Locations

2M-2 If other, provide a detailed description. (limit 750 characters)

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

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

*** 2N-1 Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2013 unsheltered population count:**

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input checked="" type="checkbox"/>
Unique identifier:	<input checked="" type="checkbox"/>
Survey question:	<input checked="" type="checkbox"/>
Enumerator observation:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

2N-2 If other, provide a detailed description. (limit 750 characters)

2N-3 For each method selected, including other, describe how the method was used to reduce the occurrence of counting unsheltered homeless persons more than once during the 2013 point-in-time count. In order to receive credit for any selection, it must be described here. (limit 750 characters)

To avoid duplication, the COC conducted its Street Count during the lunch period on the day of the count. Locations were lunch sites, warming centers, riverfront encampments, drop-in centers, parks, and other public places. Specifically, the Street Count survey asked clients if they had not already filled out a census form and about sleeping arrangements the night prior. If clients indicated that their sleeping arrangements were in a shelter/transitional housing (and thus they were counted in the shelter-based enumeration the night before), their survey forms were removed from the unsheltered count. If the clients indicated that they were staying in a permanent housing program, their survey forms were removed from the unsheltered count.

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

Objective 1: Increase Progress Towards Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

In FY 2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). The first goal in Opening Doors is to end chronic homelessness by 2015. Creating new dedicated permanent supportive housing beds is one way to increase progress towards ending homelessness for chronically homeless persons. Using data from Annual Performance Reports (APR), HMIS, and the 2013 housing inventory count, complete the table below.

3A-1.1 Objective 1: Increase Progress Towards Ending Chronic Homelessness

	Proposed in 2012 CoC Application	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-1.1a For each year, provide the total number of CoC-funded PSH beds not dedicated for use by the chronically homeless that are available for occupancy.		1,069	1,069	1,069
3A-1.1b For each year, provide the total number of PSH beds dedicated for use by the chronically homeless.	500	468	500	500
3A-1.1c Total number of PSH beds not dedicated to the chronically homeless that are made available through annual turnover.		1,152	1,152	1,152
3A-1d Indicate the percentage of the CoC-funded PSH beds not dedicated to the chronically homeless made available through annual turnover that will be prioritized for use by the chronically homeless over the course of the year.		0%	0%	0%
3A-1.1e How many new PSH beds dedicated to the chronically homeless will be created through reallocation?		0	0	26

3A-1.2 Describe the CoC's two year plan (2014-2015) to increase the number of permanent supportive housing beds available for chronically homeless persons and to meet the proposed numeric goals as indicated in the table above. Response should address the specific strategies and actions the CoC will take to achieve the goal of ending chronic homelessness by the end of 2015. (limit 1000 characters)

The City of St. Louis is committed to the national goal ending chronic homelessness by 2015 as outlined in the 10-Year Plan to End Chronic Homelessness. Last year, the City used ESG-funded RRH to house 124 chronically homeless persons through The BEACH Project. In order to increase the number of PSH beds for CH persons, the City has the following strategies in 2014-2015:

- Reallocate ANCHORSS; a CoC-funded SSO project to RRH in order to house the LAST CH persons and ultimately end chronic.
- City of St. Louis, VA and the local PHA's new initiative called Operation: REVEILLE will rapidly re-house every homeless veteran (CH & non-CH) in 2014.
- City of St. Louis' new initiative called the T.E.A.C.H. Project, similar to ESG-funded The BEACH Project, but will use CoC-funding to END chronic homelessness.
- Mental Health Department will use 35 new PSH vouchers.
- Create new permanent supportive housing as needed. Currently, the City is on target to meet its goal, as outlined in its 10-Year Plan to End Chronic Homelessness, of establishing 500 beds for chronically homeless persons by 2015.

3A-1.3 Identify by name the individual, organization, or committee that will be responsible for implementing the goals of increasing the number of permanent supportive housing beds for persons experiencing chronic homelessness. (limit 1000 characters)

- The St. Louis City CoC Planning Committee and the Service and Delivery Committee
- The St. Louis City CoC Executive Board
- City of St. Louis Department of Human Services
- St. Louis City Housing Funders' Group
- Peter and Paul Community Services
- Missouri Department of Mental Health

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

Objective 2: Increase Housing Stability

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Achieving housing stability is critical for persons experiencing homelessness. Using data from Annual Performance Reports (APR), complete the table below.

3A-2.1 Does the CoC have any non-HMIS projects for which an APR should have been submitted between October 1, 2012 and September 30, 2013? No

3A-2.2 Objective 2: Increase Housing Stability

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-2.2a Enter the total number of participants served by all CoC-funded permanent supportive housing projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013:	1626	1635	1640
3A-2.2b Enter the total number of participants that remain in CoC-funded PSH projects at the end of the operating year PLUS the number of participants that exited from all CoC-funded permanent supportive housing projects to a different permanent housing destination.	1514	1518	1520
3A-2.2c Enter the percentage of participants in all CoC-funded projects that will achieve housing stability in an operating year.	80%	93%	93%

3A-2.3 Describe the CoC's two year plan (2014-2015) to improve the housing stability of project participants in CoC Program-funded permanent supportive housing projects, as measured by the number of participants remaining at the end of an operating year as well as the number of participants that exited from all CoC-funded permanent supportive housing projects to a different permanent housing destination. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above. (limit to 1000 characters)

The CoC has increased the quality of supportive services by creating partnerships with organizations that can provide services that will lessen the burden of PSH participants. The CoC will continue to provide supportive services and intensive case management to ensure the stability of those residing in permanent supportive housing through the following:

- Ensuring 100% of participants are linked to supportive services such as health, mental health, legal, living skills, peer support groups, and financial literacy to work on budgeting and money management.
- Ensuring when possible, that families does not lose their housing during a crisis (i.e. parent in recovery, experiences relapse and returns to treatment).
- Provide rapid landlord mediation so that tenancy is maintained during brief periods of destabilization and participants are not exited from the program except for the most egregious violations (including engaging in criminal activity).
- Ensuring 90% of participants continue to apply for and obtain mainstream benefits and make income gains.
- Provide program implementation support and outcome monitoring through ongoing technical assistance and data tracking.

3A-2.4 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of housing stability in CoC-funded projects. (limit 1000 characters)

- The St. Louis City CoC Planning Committee
- The St. Louis City CoC Executive Board
- City of St. Louis Department of Human Services
- Catholic Family Services
- Doorways
- Places for People
- DePaul USA
- Shalom House
- DD Resources Great Horizons
- Employment Connection
- St. Patrick Center
- Department of Mental Health

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

Objective 3: Increase project participants income

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Assisting project participants to increase income is one way to ensure housing stability and decrease the possibility of returning to homelessness. Using data from Annual Performance Reports (APR), complete the table below.

3A-3.1 Number of adults who were in CoC-funded projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013: 2360

3A-3.2 Objective 3: Increase project participants income

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-3.2a Enter the percentage of participants in all CoC-funded projects that increased their income from employment from entry date to program exit?	7%	15%	20%
3A-3.2b Enter the percentage of participants in all CoC-funded projects that increased their income from sources other than employment from entry date to program exit?	8%	32%	54%

3A-3.3 In the table below, provide the total number of adults that were in CoC-funded projects with each of the cash income sources identified below, as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013.

Cash Income Sources	Number of Participating Adults	Percentage of Total in 3A-3.1
Earned Income	590	25.00 %
Unemployment Insurance	42	1.78 %
SSI	496	21.02 %

SSDI	151	6.40	%
Veteran's disability	19	0.81	%
Private disability insurance	1	0.04	%
Worker's compensation	1	0.04	%
TANF or equivalent	169	7.16	%
General Assistance	2	0.08	%
Retirement (Social Security)	21	0.89	%
Veteran's pension	2	0.08	%
Pension from former job	2	0.08	%
Child support	54	2.29	%
Alimony (Spousal support)	2	0.08	%
Other Source	56	2.37	%
No sources	973	41.23	%

3A-3.4 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that increase their incomes from non-employment sources from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table (3A-3.2) above. (limit 1000 characters)

The St. Louis City CoC has great partnering relationships with the non-employment agencies in the area such as the Social Security Administration (SSDI/SSI/Retirement), Division of Family Support (TANF, Child Support), General Assistance (Soar Trained Social Workers), Veteran's Administration (Veteran's disability, Veteran's Pension), St. Louis Area Agency on Training and Employment (Unemployment). In 2014-2015, the CoC will:
 -Provide 2-3 training and strategic planning sessions to all CoC agencies in order to increase providers' knowledge on what non-employment resources are available and how to refer participants to non-employment resources.

3A-3.5 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that increase their incomes through employment from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above. (limit 1000 characters)

With great partnerships with Mers Goodwill, Missouri Division of Voc Rehab, St. Louis Agency on Training and Employment, and CoC-funded programs Employment Connections and St. Patrick Center Employment; the CoC will be able to reach the goal of 25% of participants increasing their incomes from entry date to program exit.

Members of the CoC are able to directly refer clients to programs, which provide employment/vocational services to everyone. Some of the services include:

- Community Employment (Job Placement Services): This program assists individuals with barriers to employment in finding the best job match, taking into consideration interests, skills, and abilities, and using an ISP.
- Supported Employment: A program designed to meet the employment needs of individuals with developmental disabilities.
- Specialized Employment: MERS/Goodwill offers specialty programs for employment for individuals with Autism, Brain Injury, or who are Deaf/Hard of Hearing.
- Missouri Work Assistance: Provides vocational counseling, job readiness training, job placement assistance, and supportive services to individuals who are receiving Temporary Assistance cash benefits from FSD.

3A-3.6 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of project participants in all CoC-funded projects that increase income from entry date to program exit. (limit 1000 characters)

- The St. Louis City CoC Planning Committee
- The St. Louis City CoC Executive Board
- City of St. Louis Department of Human Services
- St. Patrick Center Employment Program
- Employment Connections

The CoC has strong partnerships with:

- Social Security Administration for Supplemental Security Income/Social Security Disability Insurance
- Missouri Department of Social Services for Medicaid
- TANF and Supplemental Nutrition Assistance Programs (previously known as Food Stamps)
- Veterans Administration for VA Health and Pension Benefits to ensure our clients has access to these services.
- MERS Goodwill; Missouri Division of Voc Rehab
- St. Louis Agency on Training and Employment

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

Objective 4: Increase the number of participants obtaining mainstream benefits

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Assisting project participants to obtain mainstream benefits is one way to ensure housing stability and decrease the possibility of returning to homelessness. Using data from Annual Performance Reports (APR), complete the table below.

3A-4.1 Number of adults who were in CoC- 2360 funded projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013.

3A-4.2 Objective 4: Increase the number of participants obtaining mainstream benefits

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-4.2a Enter the percentage of participants in ALL CoC-funded projects that obtained non-cash mainstream benefits from entry date to program exit.	41%	45%	56%

3A-4.3 In the table below, provide the total number of adults that were in CoC-funded projects that obtained the non-cash mainstream benefits from entry date to program exit, as reported on APRs submitted during the period between October 1, 2013 and September 30, 2013.

Non-Cash Income Sources	Number of Participating Adults	Percentage of Total in 3A-4.1
Supplemental nutritional assistance program	1091	46.23 %
MEDICAID health insurance	470	19.92 %
MEDICARE health insurance	79	3.35 %
State children's health insurance	0	%
WIC	144	6.10 %

VA medical services	11	0.47 %
TANF child care services	8	0.34 %
TANF transportation services	0	%
Other TANF-funded services	47	1.99 %
Temporary rental assistance	14	0.59 %
Section 8, public housing, rental assistance	62	2.63 %
Other Source	183	7.75 %
No sources	858	36.36 %

3A-4.4 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that access mainstream benefits from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above. (limit 1000 characters)

The St. Louis CoC has partnerships with local mainstream benefit agencies such as Social Security Administration, BJC Behavioral Health, Grace Hill Health Center, Hope Well Health Services, DMH S+C, and Family Supportive Division.

In order to increase the performance of this goal from 41% to 56%, the St. Louis CoC Lead has made it a requirement that:

- Every agency have a SOAR trained License Clinical Social Worker and a License Professional Counselor on staff to help increase the likeliness of clients getting their social security benefits and also to connect them to other mainstream services.
- The Service and Delivery Committee along with the Planning Committee will use HMIS data to regularly review program achievements regarding participants' access to mainstream benefits.
- In 2014, the CoC is requiring providers to focus efforts on increasing Medicaid/Medicare enrollment and to report to the CoC barriers which prevent full enrollment.
- Provide 2-3 training and strategic planning sessions to all CoC agencies in order to increase providers' knowledge on what mainstream benefits are available and how to refer participants to these resources.

3A-4.5 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of project participants in all CoC-funded projects that that access non-cash mainstream benefits from entry date to program exit. (limit 1000 characters)

- The St. Louis City Service and Delivery Committee
- The St. Louis City CoC Planning Committee
- The St. Louis City CoC Executive Board
- City of St. Louis Department of Human Services
- Social Security Administration
- BJC Behavioral Health
- Grace Hill Health Center
- Hope Well Health Services
- Department of Mental Health
- Family Supportive Division

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

Objective 5: Using Rapid Re-Housing as a method to reduce family homelessness

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Rapid re-housing is a proven effective housing model. Based on preliminary evidence, it is particularly effective for households with children. Using HMIS and Housing Inventory Count data, populate the table below.

3A-5.1 Objective 5: Using Rapid Re-housing as a method to reduce family homelessness.

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-5.1a Enter the total number of homeless households with children per year that are assisted through CoC-funded rapid re-housing projects.	0	12	12
3A-5.1b Enter the total number of homeless households with children per year that are assisted through ESG-funded rapid re-housing projects.	112	40	60
3A-5.1c Enter the total number of households with children that are assisted through rapid re-housing projects that do not receive McKinney-Vento funding.	0	0	0

3A-5.2 Describe the CoC's two year plan (2014-2015) to increase the number homeless households with children assisted through rapid re-housing projects that are funded through either McKinney-Vento funded programs (CoC Program, and Emergency Solutions Grants program) or non-McKinney-Vento funded sources (e.g., TANF). Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above. (limit 1000 characters)

Through 2012 & 2013 ESG-funding, St. Louis City CoC was able to re-house 112 households with children in scatter-site housing using these funds. With the City of St. Louis being on the cusp of ending chronic homelessness by 2015, we are looking to house 60 households or more.

The St. Louis City CoC currently dedicates approximately 40% of its ESG allocation to RRH & Homeless Prevention activities. In the beginning of 2015, the CoC is looking to reallocate a CoC-funded project in order to rapidly re-house more households through new initiative called the T.E.A.C.H. Project which would be similar to The BEACH Project but will use CoC-funding to virtually END Chronic Homelessness.

The City will also establish 3 Community Housing Solution Centers, where participants will have access to on-site crisis beds, prevention, rapid re-housing, mainstream benefits, Intensive Case Management, Criminal and Civil Legal Services, Birth Certificates and ID, and other supportive services.

3A-5.3 Identify by name the individual, organization, or committee that will be responsible for increasing the number of households with children that are assisted through rapid re-housing in the CoC geographic area. (limit 1000 characters)

- The St. Louis City Service and Delivery Committee
- The St. Louis City CoC Planning Committee
- The St. Louis City CoC Executive Board
- City of St. Louis Department of Human Services

3A-5.4 Describe the CoC’s written policies and procedures for determining and prioritizing which eligible households will receive rapid re-housing assistance as well as the amount or percentage of rent that each program participant must pay, if applicable. (limit 1000 characters)

The St. Louis City CoC has written policies and procedures that governs both CoC and ESG-funded Rapid Re-housing programs. Individuals and families that meet HUD’S definition of literally homeless, i.e., they are residing in emergency or transitional shelters or on the street, are eligible to receive rapid rehousing assistance.

A centralized assessment/intake is conducted, which seeks to prevent homelessness, reduce homeless episodes for families through rapid re-housing and shelter/transitional housing focused on moving families from homelessness to permanent housing as soon as possible, and permanently housing the most vulnerable families, as resources are available. The St. Louis City CoC has had a centralized assessment/intake system in place for over 20 years.

Rapid re-housing participants can receive up to 18 months of case management with 12 months of declining rental assistance as income increases. The chronically homeless are assisted through S+C or another PSH program and once income is obtained they are required to pay 30% toward the costs of rent.

**3A-5.5 How often do RRH providers provide case management to households residing in projects funded under the CoC and ESG Programs?
(limit 1000 characters)**

Currently, the CoC RRH programs are funded under ESG and are administered by 3 agencies; the Housing Resource Center, Humanitri, and Gateway 180. Participants are placed into scatter-site units through various landlords. The case managers provides case management for participants for initially daily until housing is established, then weekly until the participants are settled and then on a case by case bases depending on the need of each participant.

The Universal Screening Tool, Individual Service Plan (ISP), and Housing Stabilization Plan (HSP) are tools case managers use to assess, plan, and identify the type and amount of supports participants need to move toward housing stability and self-sufficiency. The HSP and ISP are monitored and adjusted over time to meet the personal goals, lifestyle choices, and needs that participants have articulated and to ensure that outcomes are achieved. Case managers follow-up on referrals to make sure participants are connected to the resources they need or to provide assistance in navigating the system.

**3A-5.6 Do the RRH providers routinely follow up with previously assisted households to ensure that they do not experience additional returns to homelessness within the first 12 months after assistance ends?
(limit 1000 characters)**

Participants receive home-based case management, once weekly; more or less case management is provided depending on participant needs. The case management process begins with a solid discussion resulting in participant articulated goals and needs and identification of supports required for participants to successfully transition back to their community as self-sufficient members.

3B. Continuum of Care (CoC) Discharge Planning: Foster Care

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

3B-1.1 Is the discharge policy in place State Mandated Policy mandated by the State, the CoC, or other?

**3B-1.1a If other, please explain.
(limit 750 characters)**

**3B-1.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge.
(limit 1000 characters)**

The CoC has taken several actions to ensure persons are not routinely discharged into homelessness from the foster care system.

The State has a mandated Discharge Policy that requires publicly funded institutions to ensure appropriate housing placement for children aging out of foster care.

Upon discharge, persons are routinely assisted with transitioning out of foster care. The State implemented the Foster Care Independence Act of 1999 that established the John H. Chafee Foster Care Independence Program (Chafee). The program expands services to former foster care youth ages 18-21 to help them make a successful transition to adulthood:

- *Living skills, budgeting
- *Training and employment services, job placement
- *Education, Career exploration, Vocational training
- *Rent, utilities, food

Also, the CoC is a member of the state-wide discharge policy work group that meets regularly. The CoC has joined every CoC in the State and every system of care in developing a MOU of commitment to the State-wide Discharge Policy (see attachment).

The CoC's goal for 2014 is to continue to address foster care discharge on the local level with increased trainings and collaborations.

3B-1.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. (limit 1000 characters)

The St. Louis City CoC is currently collaborating with the area's most-respected public and private foster and adoptive care agencies to implement a discharge plan; more closely with Covenant House of Missouri, Epworth Children & Family Services, Missouri Department of Social Services, Youth In Need, and the St. Louis Crisis Nursery, which are members of the St. Louis City Continuum of Care and the Foster & Adoptive Care Coalition.

3B. Continuum of Care (CoC) Discharge Planning: Health Care

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

3B-2.1 Is the discharge policy in place State Mandated Policy mandated by the State, the CoC, or other?

3B-2.1a If other, please explain. (limit 750 characters)

3B-2.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge. (limit 1000 characters)

The CoC has taken several actions to ensure persons are not routinely discharged into homelessness from the health care system.

The State of Missouri mandates that publicly funded institutions ensure appropriate housing placement, regulation 19 CSR 30-20.021(3)(I).

Upon discharge a registered nurse or social worker must develop a discharge plan. Hospitals must transfer/refer patients, with medical information, to appropriate facilities, or outpatient services for follow-up or ancillary care. The hospital must reassess its discharge planning process on an on-going basis.

Also, the CoC is a member of the state-wide discharge policy work group that meets regularly. The CoC has joined every CoC in the State and every system of care in developing a MOU of commitment to the State-wide Discharge Policy (see attachment).

The CoC's goal for 2014 is to continue to address health care discharge on the local level with increased trainings and collaborations. The CoC leads are members of several committees and task forces within the city, region and state that are working to continuously improve the routine in which the discharge policy is implemented by staff.

3B-2.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. (limit 1000 characters)

Stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness includes: St. Louis University Hospital, Barnes-Jewish Hospital, St. Louis Children's Hospital, Cardinal Glennon Children's Medical Center, VA John Cochran Medical Center, St. Mary's Hospital, City Departments of Health and Human Services and several providers and faith-based organizations. Stakeholders meet at least quarterly on the issue of discharge planning.

Also, all Missouri hospitals are Medicare certified except one. As a result, they are required by regulations (§482.43 Discharge Planning) to have a discharge plan. The plan shall include: a method of screening to determine the social service needs (housing and other supportive services) of the patient; a method of providing appropriate social work interventions, including discharge planning and counseling; and a mechanism for referrals to community agencies when appropriate. Discharge planning, shall be integrated with other direct patient-care services.

3B. Continuum of Care (CoC) Discharge Planning: Mental Health

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

3B-3.1 Is the discharge policy in place State Mandated Policy mandated by the State, the CoC, or other?

3B-3.1a If other, please explain. (limit 750 characters)

3B-3.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge. (limit 1000 characters)

The CoC has taken several steps to ensure persons are not routinely discharged into homelessness. The State has a mandate that requires publicly funded institutions to ensure appropriate housing placement for persons leaving mental health institutions.

Upon discharge, a Transition Team develops a transition plan. The Team assist individuals leaving the institution with start-up costs such as rental deposits, utility deposits, and furnishings. Before a person leaves a Habilitation Center, their Medicaid eligibility must be verified to assure continued coverage. The plan includes an assessment of psychological/emotional and behavioral issues, follow-up for a minimum of six months, and frequent contact with the consumer is maintained to assess the success of the living arrangement.

Also, the CoC is a member of the state-wide discharge policy work group that meets regularly. The CoC has joined every CoC in the State and every system of care in developing a MOU of commitment to the State-wide Discharge Policy (see attachment).

The CoC's goal for 2014 is to continue to address mental health discharge on the local level with increased trainings and collaborations.

3B-3.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. (limit 1000 characters)

The CoC works with the Missouri Department of Mental Health(DMH), the newly formed Behavioral Health Network (BHN), Behavioral Health Response (BHR) and local providers to ensure that persons being discharged from mental health systems are not routinely discharged into homelessness. DMH staff is the chairperson of the CoC planning committee. The CoC has 6 programs with DMH. The City has a Mental Health Board (MHB) that receives tax funds to assist clients. The CoC's Collaborative Applicant serves on several committees with MHB and BHN.

3B. Continuum of Care (CoC) Discharge Planning: Corrections

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

3B-4.1 Is the discharge policy in place mandated by the State, the CoC, or other? State Mandated Policy

3B-4.1a If other, please explain.
(limit 750 characters)

3B-4.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge.
(limit 1000 characters)

The CoC has taken several steps to ensure persons are not routinely discharged into homeless.

The State of Missouri has a mandate that requires publicly funded institutions to ensure appropriate housing placement for persons leaving correctional institutions.

The CoC membership includes local, state and federal correctional institutions. The CoC chairperson and other CoC agencies serve on committees for these institutions. The CoC also seeks funding from federal agencies to provide reintegration or prevention programs.

Upon discharge and as mandated by the State, ex-offenders must have an appropriate Home Plan prior to release. An ex-offender will remain in custody with the correctional institution until the ex-offender has submitted an appropriate Home Plan.

Also, the CoC is a member of the state-wide discharge policy work group that meets regularly. The CoC has joined every CoC in the State and every system of care in developing a MOU of commitment to the State-wide Discharge Policy (see attachment).

The CoC's goal for 2014 is to continue to address mental health discharge on the local level with increased trainings and collaborations.

3B-4.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. (limit 1000 characters)

The Criminal Justice Ministry, St. Patrick Center, Humanitri and the City are just a few CoC agencies with prison reintegration or prevention programs. The CoC chairperson has facilitated an agreement between local corrections and the SSA to ensure funds are available to ex-offenders upon release. A similar agreement exists with the state institutions. The CoC chairperson is collaborating with the State's minimum security institution to develop policies for home plans. Of the 500 people housed in this institution, 134 (27%) are housed in the institution due to the lack of a home plan. Nearly half (48%) are employed or eligible for social security and other mainstream benefits.

3C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

3C-1 Does the Consolidated Plan for the jurisdiction(s) within the CoC's geography include the CoC's strategic plan goals for addressing and ending homelessness? Yes

3C-1.1 If yes, list the goals in the CoC strategic plan. (limit 1000 characters)

The following goals to address homelessness and chronic homelessness were included:

- Continue Implementation of the Ten-Year Plan to End Chronic Homelessness
- Continue to Embrace a Housing First
- Continue to expand connections to mainstream government services:
- Expand shelter capacity
- Expand Safe Havens
- Continue on-going investments in training programs to help staff to better serve the homeless community
- Maintain service agency leadership/ professionalism
- Place more emphasis on Prevention and Rapid Re-Housing
- Expand the Transition In Place concept and Permanent Supportive Housing

3C-2 Describe the extent in which the CoC consults with State and local government Emergency Solutions Grants (ESG) program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and subrecipients. (limit 1000 characters)

The CoC consults extensively with State and local government Emergency Solutions Grants (ESG) program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients. The CoC's Collaborative Applicant administers the local ESG funds and monitors the sub-recipients.

The City of St. Louis is the lead entity for the CoC; however, there is a ranking and review process established by the CoC that takes place before funds are allocated. Each year the CoC will release a Request for Proposals, the proposals are then reviewed by the City of St. Louis Department of Human Services, the entire CoC, Ranking and Review Committee, and the City's PSA Committee. While the review is taking place, the agencies are then invited to make a presentation to the entire CoC and then present to the PSA before the final decision.

3C-3 Describe the extent in which ESG funds are used to provide rapid re-housing and homelessness prevention. Description must include the percentage of funds being allocated to both activities. (limit 1000 characters)

The CoC used its ESG funds to provide rapid re-housing and homelessness prevention to individuals and families with children. Thirty-three percent (33%) was for rapid rehousing and 6% was used for homelessness prevention. The City combined 2012 and 2013 funds to launch two new rapid re-housing programs. WELCOME HOME, NEIGHBORS focused on rapidly rehousing those living in homeless encampments. The second program, The BEACH Project, focused on rapidly rehousing every chronically homeless person. Both programs have been successful. In 2014, the CoC will launch Operation: REVEILLE. It will focus on ending homelessness for all Veterans. Additionally, in 2015, the CoC will use reallocated CoC funds to rapidly re-house more households through a new initiative called the TEACH Project which would be similar to The BEACH Project but will use CoC-funding to END Chronic Homelessness. The City will also establish three Community Housing Solutions Centers where participants will have 24/7 access to prevention, rapid re-housing, mainstream benefits and other supportive services.

3C-4 Describe the CoC's efforts to reduce the number of individuals and families who become homeless within the CoC's entire geographic area. (limit 1000 characters)

The City of St. Louis is the lead entity for the CoC and has made it the contractual obligation of the emergency shelters, transitional housing, and permanent housing organization to serve families with children under the age of 18. Continued collaboration and monitoring review ensures that these families are not denied admission or separated when entering shelter or housing.

The City will also establish three Community Housing Solutions Centers where participants will have 24/7 access to prevention, rapid re-housing, mainstream benefits and other supportive services. The Centers will ensure housing and services regardless of the family's composition. The Centers will be located in the areas with the greatest needs based on HMIS data.

3C-5 Describe how the CoC coordinates with other Federal, State, local, private and other entities serving the homeless and those at risk of homelessness in the planning and operation of projects. (limit 1000 characters)

Beginning February 2013, the CoC implemented a new initiative, The BEACH Project. The focus was to coordinate with Federal, State, local, private and other entities serving the homeless and those at risk of homelessness in the planning and operation of projects. This resulted in over 26 partners committed to ending chronic homelessness. Partners provided legal assistance, food, household supplies, employment training, financial counseling and banking services, just to name a few.

Partners included the local credit union, housing authority, food bank, community leaders, church organizations, non-profit organizations, schools and universities.

3C-6 Describe the extent in which the PHA(s) within the CoC's geographic area are engaged in the CoC efforts to prevent and end homelessness. (limit 1000 characters)

The CoC works closely with the local PHA within the geographic area to prevent and end homelessness. The PHA has homeless persons as a priority group for receiving housing. Both the CoC and the PHA meet regularly to discuss strategies.

The PHA is actively involved in three CoC initiatives. The first initiatives, The BEACH Project focused on ending chronic homelessness for those identified in the 2013 PIT. The second initiative is focusing on ending chronic homelessness for veterans on the day of the 2014 PIT. The third initiative, in July 2014 is Operation: REVEILLE. It will focus ending homelessness for all veterans on the day of the summer PIT. The VA is actively involved in developing the strategies as well.

Lastly, to prevent homelessness, our largest shelter, Gateway 180, provides case management services to clients transitioning into Section 8 housing units. The CoC and the PHA have committed to doing even more in 2014 and 2015 by having streamlined access to housing for those that are homeless and streamlined access to prevention and housing stabilization services for those at-risk.

3C-7 Describe the CoC's plan to assess the barriers to entry present in projects funded through the CoC Program as well as ESG (e.g. income eligibility requirements, lengthy period of clean time, background checks, credit checks, etc.), and how the CoC plans to remove those barriers. (limit 1000 characters)

The CoC has already begun assessing barriers to entry in projects funded through the CoC Program and ESG. The next step in 2014 is to review and amend all policies and procedures that present barriers. The CoC will assign two Contract Compliance Officers to this task.

In 2015, the CoC will open the first of three Community Housing Solutions Centers. The Centers will be placed in areas that have the highest rate of homelessness based on the data gathered from the CoC's centralized intake and HMIS. The Centers will be open 24/7 and will be linked to a 24/7 hotline. Services in the Centers will include crisis beds regardless of the families' composition), access to rapid rehousing, transitional housing, permanent supportive housing, prevention, health (behavioral and physical), intense case management and legal services.

The Centers will have the ability to expand during harsh weather; therefore, no one will ever have to sleep on the streets in the City of St. Louis. It is the expectation that some of the current emergency shelters will convert to a Community Housing Solutions Center. The CoC is discussing this concept with 5 other CoCs in the metropolitan area.

3C-8 Describe the extent in which the CoC and its permanent supportive housing recipients have adopted a housing first approach. (limit 1000 characters)

The CoC and its permanent supportive housing recipients adopted a housing first approach in 2005 when it published its 10-Year Plan to End Chronic Homelessness.

The Housing First approach is used with the Rapid Rehousing approach. The CoC's latest housing programs, WELCOME HOME, NEIGHBORS and The BEACH Project, used both methods. Clients were moved to Shelter Plus Care, CoC-funded Permanent Supportive Housing or scattered site units shortly after launching the programs. Clients could stay in the units once the assistance ended or housing vouchers obtained.

WELCOME HOME, NEIGHBORS rapidly rehoused 64 homeless persons living in four encampments along the Mississippi River. The BEACH Project focused on housing EVERY chronically homeless person (138 people). Forty more persons were added to this project from an encampment. Only one encampment remains in the City. The BEACH Project stands for The Beginning of the End: Abolishing Chronic Homelessness.

In 2014 and 2015, the CoC will use both methods to end homelessness for all veterans via Operation: REVEILLE and chronic homelessness for everyone via the TEACH Project (The End: Abolished Chronic Homelessness).

3C-9 Describe how the CoC's centralized or coordinated assessment system is used to ensure the homeless are placed in the appropriate housing and provided appropriate services based on their level of need. (limit 1000 characters)

The St. Louis City CoC has had an centralized assessment/intake system in place for over 20 years. The CoC uses its centralized assessment system to ensure homeless people are placed in the appropriate housing and provided appropriate services based on their level of need. Once a person calls the centralized assessment/intake center, an intake is conducted; the person is then referred to the most appropriate housing or services. The CoC's centralized assessment center uses our HMIS to store and analyze data and gaps.

Once the City implements its three Community Housing Solutions Centers, this will expand the capabilities of our centralized assessment system by adding more points of entry and reducing the time needed to provide assistance to clients. The CoC is currently evaluating software and the vendor in order to strengthen the CoC's assessment/intake process.

The City of St. Louis was awarded the Homeless Information Systems Pioneer Award at the 2005 HMIS Conference.

3C-10 Describe the procedures used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to request housing or services in the absence of special outreach. (limit 1000 characters)

The City has recently improved its procedures to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to request housing or services in the absence of special outreach.

The Mayor developed a new position within his administration, the Director of Diversity and Inclusion. This person is responsible for ensuring that all persons are aware of services offered in the City. A recent "Open House" was held at City Hall to ensure inclusion of all groups. The Director of Diversity and Inclusion sits on the committee to select CoC and ESG projects for funding.

Additionally, in 2014, the CoC will reach out to the International Institute to seek and provide training.

3C-11 Describe the established policies that are currently in place that require all homeless service providers to ensure all children are enrolled in early childhood education programs or in school, as appropriate, and connected to appropriate services within the community. (limit 1000 characters)

The homeless service providers and the local school district have established policies to ensure all children are enrolled in early childhood education programs or in school, and connected to appropriate services within the community. If a child is homeless, the local school district will contact the local family shelter for housing. In return, the local family shelters will contact the school to ensure transportation and other services are provided.

The CoC, the homeless service providers and the local school district have an excellent collaborative relationship. The CoC Chairperson and the local school district's Homeless Coordinator both serve on the CoC Executive Board along with several homeless service providers. The local school district has a staff of 10 people dedicated to its Student-In-Transition program.

3C-12 Describe the steps the CoC, working with homeless assistance providers, is taking to collaborate with local education authorities to ensure individuals and families who become or remain homeless are informed of their eligibility for McKinney-Vento educational services. (limit 1000 characters)

The CoC and its homeless assistance providers work together in an effort to ensure collaboration with the local education authorities. The McKinney-Vento Act requires that every school district appoint a homeless coordinator who serves as the link between homeless families and school staff, district personnel, shelter workers and social-service providers.

To ensure individuals and families who become or remain homeless are informed of their eligibility for McKinney-Vento educational services, the CoC appointed the St. Louis Public School's Homeless Coordinator to the Executive Board of the CoC.

The school district's Homeless Coordinator plays a vital role in ensuring that children and youth experiencing homelessness enroll and succeed in school. An annual meeting is held to inform the homeless assistance providers of the services offered by the education authorities and to ensure a person of contact is established in case additional services are needed for homeless children. The school district also provides transportation, supplies and uniforms as needed for the children.

3C-13 Describe how the CoC collaborates, or will collaborate, with emergency shelters, transitional housing, and permanent housing providers to ensure families with children under the age of 18 are not denied admission or separated when entering shelter or housing. (limit 1000 characters)

The City of St. Louis is the lead entity for the CoC and has made it the contractual obligation of the emergency shelters, transitional housing, and permanent housing organization to serve families with children under the age of 18. Continued collaboration and monitoring review ensures that these families are not denied admission or separated when entering shelter or housing.

3C-14 What methods does the CoC utilize to monitor returns to homelessness by persons, including, families who exited rapid re-housing? Include the processes the CoC has in place to ensure minimal returns to homelessness. (limit 1000 characters)

The CoC utilizes three methods to monitor returns to homelessness by persons exiting rapid re-housing and ensure minimal returns to homelessness. The methods include intense case management, step-down rental assistance and 6 month after-care.

The intense case management includes contact with clients at least every 30 days. Monthly bus passes are provided as incentives for clients to meet with their social workers. During the monthly visits clients are assisted with getting housing, treatment, benefits, community resources and employment.

The step-down rental assistance helps clients with rent and utilities for up to a year. As clients obtained income, they are responsible for paying up to 30% of their income towards their rent until permanent housing is secured.

The 6 month after-care provides ongoing case management after the year of housing assistance has expired. The purpose of the aftercare is to continue to link clients to resources that we help clients with stability.

In June 2012, the CoC implemented its first rapid re-housing project. The CoC implemented its second program in 2013 and increased the non-CoC resources for clients.

3C-15 Does the CoC intend for any of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

3C-15.1 If yes, 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 1000 characters)

3C-16 Has the project been impacted by a major disaster, as declared by President Obama under Title IV of the Robert T. Stafford Act in the 12 months prior to the opening of the FY 2013 CoC Program Competition? No

3C-16.1 If 'Yes', 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)

3D. Continuum of Care (CoC) Coordination with Strategic Plan Goals

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

In 2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP).

3D-1 Describe how the CoC is incorporating the goals of Opening Doors in local plans established to prevent and end homelessness and the extent in which the CoC is on target to meet these goals. (limit 1000 characters)

The CoC is incorporating the goals of Opening Doors in local plans established to prevent and end homelessness in several ways:

1. The CoC will end chronic homelessness by the end of 2014. In 2013, the CoC launched The BEACH Project. The goal was to rapidly rehouse EVERY (138 persons) chronically homeless person and develop systems to keep people from experiencing chronic homelessness.
2. The CoC will prevent and end homelessness among Veterans by Veterans' Day of 2014. During the 2014 Summer PIT, the CoC will launch Operation: REVEILLE. This program will house every homeless veteran on the day of the census.
3. The CoC will prevent and end homelessness for families, youth, and children by 2020 when it opens three Community Housing Solutions Centers starting in 2015. The Centers will be located in areas with the greatest need. The focus of the Centers will be prevention and rapid re-housing.
4. The CoC is focused on ending all types of homelessness by addressing policies and barriers that prevent people from being housed. The Community Housing Solutions Centers will have services that prevent people from entering homelessness and rapidly exiting homelessness.

3D-2 Describe the CoC's current efforts, including the outreach plan, to end homelessness among households with dependent children. (limit 750 characters)

The CoCs is committed to the goal of ending homelessness for families by 2020. Current efforts to combat homelessness among households with dependent children, particularly those that are living in unsheltered situations is to immediately locate shelter and supportive services. This usually includes working with Gateway 180, the area's largest family shelter and Crisis Nursery. The CoC has several outreach teams that help identify homelessness among this population. Additionally, the CoC has plan to open three Community Housing Solutions Centers. The first one is scheduled to open in 2015. It will provide comprehensive housing and services to families with children.

3D-3 Describe the CoC's current efforts to address the needs of victims of domestic violence, including their families. Response should include a description of services and safe housing from all funding sources that are available within the CoC to serve this population. (limit 1000 characters)

The CoCs currently has a strong network that addresses the needs of domestic violence survivors and their families: YWCA St. Louis Regional Sexual Assault Center, The Women's Safe House, St. Martha's Hall and Lydia's House. The services include a crisis hotline, counseling, emergency shelter, transitional housing, meals, clothing, children's programs, aftercare program and personal care items. All DV agencies receives funds from two special fees collected by the City and administered by the COC. All DV agencies received ESG and/or CoC funds, as well. They are all members of St. Louis Ending Violence Against Women Network (SLEVAWN) which collectively set policies to ensure the safety and privacy of domestic violence survivors that are served in any ESG or CoC Program-funded project. The CoC does not require the DV agencies in place data in the HMIS. The DV agencies have a separate database system and provide aggregate data to the CoC as needed.

3D-4 Describe the CoC's current efforts to address homelessness for unaccompanied youth. Response should include a description of services and housing from all funding sources that are available within the CoC to address homelessness for this subpopulation. Indicate whether or not the resources are available for all youth or are specific to youth between the ages of 16-17 or 18-24. (limit 1000 characters)

The CoC has three agencies that focus on ending homelessness for unaccompanied youth: Epworth, Covenant House Missouri and Youth In Need. Services include prevention services, crisis beds, emergency shelter, transitional housing, outreach services, treatment, employment and training with local businesses, aging out of foster care assistance and support and educational services. The services are targeted to youth from 16 through 21 years old. These agencies routinely participate in the CoC's PIT. Those over 21 years old will receive the housing and services that are available to all participants.

3D-5 Describe the efforts, including the outreach plan, to identify and engage persons who routinely sleep on the streets or in other places not meant for human habitation. (limit 750 characters)

The CoC has outreach teams to identify and engage persons living in vacant buildings, on the streets, and places that are not designed for habitation. The CoC rapidly rehoused over 100 persons from five homeless encampments through two programs. The goal was to house EVERY chronically homeless person and those in homeless encampments. The CoC identified 178 persons for The BEACH Project effort. The CoC rapidly rehoused 125 people that agreed to participate. The CoC is currently experiencing a 92% housing rate for those that elected to participate. The CoC will conduct similar efforts with a new program, the TEACH Project. It is in this year's CoC application and will use reallocated CoC funds from a SSO project. The outreach plan covers the CoC's entire geographic area with no geographic barriers in outreaching to unsheltered persons.

3D-6 Describe the CoC's current efforts to combat homelessness among veterans, particularly those are ineligible for homeless assistance and housing through the Department of Veterans Affairs programs (i.e., HUD-VASH, SSVF and Grant Per Diem). Response should include a description of services and housing from all funding sources that exist to address homelessness among veterans. (limit 1000 characters)

The CoC's current efforts to address homelessness among veterans includes first ending chronic homelessness among veterans, then ending homelessness for all veterans. During the recent 2013 PIT, the CoC housed every unsheltered chronically homeless veteran. During the July 2013 PIT, the CoC will launch Operation: REVEILLE. This program will rapidly rehouse every homeless veteran in the City. This collaboration involves the VA and the local PHA. We will utilize ESG funds, as well as CoC Programs and HUD-VASH vouchers. The ESG and CoC Program funds will allow the CoC to assist those that are ineligible for homeless assistance and housing through the Department of Veterans Affairs programs. Current programs include permanent supportive housing with Salvation Army, and Employment Connections. Transitional Housing Programs include Salvation Army and St. Patrick Center.

3E. Reallocation

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

3E-1 Is the CoC reallocating funds from one or more eligible expiring grant(s) into one or more new permanent supportive housing projects dedicated to chronically homeless persons? Yes

3E-2 Is the CoC reallocating funds from one or more eligible expiring grant(s) into one or more new rapid re-housing project for families? Yes

3E-2.1 If the CoC is planning to reallocate funds to create one or more new rapid re-housing project for families, describe how the CoC is already addressing chronic homelessness through other means and why the need to create new rapid re-housing for families is of greater need than creating new permanent supportive housing for chronically homeless persons. (limit 1000 characters)

The CoC will reallocate funds to both rapidly rehouse chronically homeless persons and families through a new project, The TEACH Project. The T.E.A.C.H. Project is an acronym for The End: Abolished Chronic Homelessness. The Project will provide wrap-around services (assessments, legal assistance, enrollment in job training/mainstream services/treatment programs and rental/utility assistance.)

Following the 2013 census, the CoC launched a similar program, The BEACH (The Beginning of the End: Abolishing Chronic Homelessness) Project. The goal was to rapidly rehouse EVERY (138) chronically homeless person. The project has been a success - locating 70% and housing 95% of those that were located.

The Project will have two components:

1. Seamlessly and rapidly transition chronically homeless individuals and families from the streets and shelters to permanent supportive housing units.
2. Rapidly rehousing individuals and families that need very little assistance to obtain and maintain stable housing.

3E-3 If the CoC responded 'Yes' to either of the questions above, has the recipient of the eligible renewing project being reallocated been notified? Yes

3F. Reallocation - Grant(s) Eliminated

CoCs planning to reallocate into new permanent supportive housing projects for chronically homeless individuals may do so by reducing one or more expiring eligible renewal projects. CoCs that are eliminating projects entirely must identify those projects.

Amount Available for New Project: (Sum of All Eliminated Projects)				
\$161,836				
Eliminated Project Name	Grant Number Eliminated	Component Type	Annual Renewal Amount	Type of Reallocation
Humanitri ANCHORS...	MO0013L7E011205	SSO	\$161,836	Regular

3F. Reallocation - Grant(s) Eliminated Details

3F-1 Complete each of the fields below for each grant that is being eliminated during the FY2013 reallocation process. CoCs should refer to the final HUD approved FY2013 Grant Inventory Worksheet to ensure all information entered here is accurate.

Eliminated Project Name: Humanitri ANCHORSS Program

Grant Number of Eliminated Project: MO0013L7E011205

Eliminated Project Component Type: SSO

Eliminated Project Annual Renewal Amount: \$161,836

**3F-2 Describe how the CoC determined that this project should be eliminated.
(limit 750 characters)**

The sub-recipient requested that this project be eliminated from the renew process. As this project is an SSO project, the City of St. Louis, the Collaborative Applicant also wanted to eliminate the project from renewal to better utilize the funding. The City of St. Louis agreed not renew the project. The new project will provide rapid re-housing and other services to families and chronically homeless persons. The new project will assist with transitioning chronically homeless people from the street and in to permanent supportive housing.

3G. Reallocation - Grant(s) Reduced

CoCs that choose to reallocate funds into new rapid rehousing or new permanent supportive housing for chronically homeless persons may do so by reducing the grant amount for one or more eligible expiring renewal projects.

Amount Available for New Project (Sum of All Reduced Projects)					
Reduced Project Name	Reduced Grant Number	Annual Renewal Amount	Amount Retained	Amount available for new project	Reallocation Type
This list contains no items					

3H. Reallocation - New Project(s)

CoCs must identify the new project(s) it plans to create and provide the requested information for each project.

Sum of All New Reallocated Project Requests
(Must be less than or equal to total amount(s) eliminated and/or reduced)

\$161,836				
Current Priority #	New Project Name	Component Type	Transferred Amount	Reallocation Type
2	T.E.A.C.H. P...	PH	\$161,836	Regular

3H. Reallocation - New Project(s) Details

3H-1 Complete each of the fields below for each new project created through reallocation in the FY2013 CoC Program Competition. CoCs can only reallocate funds to new permanent housing—either permanent supportive housing for the chronically homeless or rapid re-housing for homeless households with children.

FY2013 Rank (from Project Listing): 2
Proposed New Project Name: T.E.A.C.H. Project
Component Type: PH
Amount Requested for New Project: \$161,836

3I. Reallocation: Balance Summary

3I-1 Below is the summary of the information entered on forms 3D-3H. and the last field, “Remaining Reallocation Balance” should equal “0.” If there is a balance remaining, this means that more funds are being eliminated or reduced than the new project(s) requested. CoCs cannot create a new reallocated project for an amount that is greater than the total amount of reallocated funds available for new projects.

Reallocation Chart: Reallocation Balance Summary

Reallocated funds available for new project(s):	\$161,836
Amount requested for new project(s):	\$161,836
Remaining Reallocation Balance:	\$0

4A. Continuum of Care (CoC) Project Performance

Instructions

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

4A-1 How does the CoC monitor the performance of its recipients on HUD-established performance goals? (limit 1000 characters)

The CoC monitors recipient's performance by tracking the submission of monthly reimbursement requests as well as monthly activity reports. In addition, all recipients are monitored annually by City of St. Louis staff to ensure compliance with City of St. Louis and HUD regulations. A recipients annual performance and compliance are factors used when determining future funding for CoC recipients.

4A-2 How does the CoC assist project recipients to reach HUD-established performance goals? (limit 1000 characters)

All HUD established goals are a priority for recipients within the CoC. All contracted agencies within the CoC are required to follow HUD and City of St. Louis guidelines in order to remain in compliance. Technical assistance is provided by City staff on a quarterly and as need basis to track recipient goal performance. Prior to a recipient receiving a contract from the City, recipients are required to read and review all current HUD regulations, in addition HUD established goals are also indicated in the contractual language between the City of St. Louis and its recipients.

4A-3 How does the CoC assist recipients that are underperforming to increase capacity? (limit 1000 characters)

Agency performance is monitored closely by City of St. Louis staff through monthly activity and financial reports as well as HMIS ROSIE data to ensure that recipients are operating at capacity. If recipients are operating at less than 100% capacity, technical assistance is provided by City of St. Louis staff to identify the source of the problem. Technical assistance is provided to the CoC on a quarterly basis as well as to all recipients on an as need basis. Due to changes in the HEARTH act the City of St Louis will recapture future unused recipient funding and reallocate to areas where funding can be utilized. Also in the future, recipients that show a history of poor financial performance will not be renewed.

4A-4 What steps has the CoC taken to reduce the length of time individuals and families remain homeless? (limit 1000 characters)

Client assessment and housing are a priority for anyone homeless and all efforts are made assess the clients needs and find them available housing immediately. When a individual or family is seeking housing in St. Louis, they first participate in an intake through the Housing Resource Center, the CoC's centralized assessment center. This has been the procedure for all individuals so that if a person has a history of homelessness it can be monitored and addressed upon the reoccurring intake. This routinely occurs with our chronic homeless population, who typically have more than one occurrence of homelessness. When a chronic homeless person is identified, the CoC looks to immediately place this client into permanent housing and provide them with wrap around supportive services. If a permanent housing bed is not available then additional steps are taken to house the individual or family temporarily but with the goal of placing them in permanent housing as soon as possible. This has been a best practice for our chronic population.

**4A-5 What steps has the CoC taken to reduce returns to homelessness of individuals and families in the CoC's geography?
(limit 1000 characters)**

The CoC will continue to educate and train case managers on the importance of collecting the data and providing follow up with individuals and families. The CoC has learned that case management follow up is extremely crucial in assisting with the stability of individuals and clients especially those in permanent housing. CoC agencies provide 6 to 12 months of aftercare when a person exits homelessness.

**4A-6 What specific outreach procedures has the CoC developed to assist homeless service providers in the outreach efforts to engage homeless individuals and families?
(limit 1000 characters)**

The CoC has increased its efforts to outreach to persons by continuing to provide homeless awareness and implementing new programs, such as The BEACH Project which provides rapid rehousing to homeless persons. The CoC had an office in a mobile unit near four homeless encampments to provide outreach services. The office was staffed for 12 hours per day over a two week period. It has proven that it is effective in engaging clients, building trust and reducing homelessness. Also, the CoC removed its residency requirement which stated that a client's last known permanent address had to be within the City of St. Louis. This policy was a barrier and had an impact on the number of persons being chronically homeless. While a majority of services available for homeless clients are located within the City, the City will continue to look to collaborate more with other CoC's and encourage them to provide more housing opportunities for the region. The CoC will continue to educate and train case managers on the importance of non-traditional procedures for outreaching to individuals and families.

4B. Section 3 Employment Policy

Instructions

*** TBD ****

4B-1 Are any new proposed project applications requesting \$200,000 or more in funding? No

4B-1.1 If yes, which activities will the project(s) undertake to ensure employment and other economic opportunities are directed to low or very low income persons? (limit 1000 characters)

4B-2 Are any of the projects within the CoC requesting funds for housing rehabilitation or new constructions? No

4B-2.1 If yes, which activities will the project undertake to ensure employment and other economic opportunities are directed to low or very low income persons:

4C. Accessing Mainstream Resources

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

4C-1 Does the CoC systematically provide information about mainstream resources and training on how to identify eligibility and program changes for mainstream programs to provider staff? Yes

4C-2 Indicate the percentage of homeless assistance providers that are implementing the following activities:

* Homeless assistance providers supply transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs.	85%
* Homeless assistance providers use a single application form for four or more mainstream programs.	0%
* Homeless assistance providers have staff systematically follow-up to ensure mainstream benefits are received.	100%

4C-3 Does the CoC make SOAR training available for all recipients and subrecipients at least annually? Yes

4C-3.1 If yes, indicate the most recent training date: 02/27/2013

4C-4 Describe how the CoC is preparing for implementation of the Affordable Care Act (ACA) in the state in which the CoC is located. Response should address the extent in which project recipients and subrecipients will participate in enrollment and outreach activities to ensure eligible households are able to take advantage of new healthcare options. (limit 1000 characters)

The CoC has already begun implementation of the Affordable Care Act (ACA) by using three methods: The first method is to continue to work with members of the CoC, such as the Urban League, that are currently assisting people with enrollment. Urban League also provides homeless prevention assistance for the CoC.

The second method is to provide training to all social workers and case managers that are members of the CoC utilizing non-CoC member organizations, such as the Missouri Foundation for Health. The CoC collaborative applicant, Manager of the Homeless Services Division, has already attended the training.

The third method will be similar to the CoC's requirements for enrollment using SOAR. Every agency providing permanent supportive housing (PSH) and transitional housing (TH) will be contractually required to have at least one ACA trained person. Additionally, all PSH and TH programs will be required to assist all clients, as necessary, with ACA healthcare enrollment.

4C-5 What specific steps is the CoC taking to work with recipients to identify other sources of funding for supportive services in order to reduce the amount of CoC Program funds being used to pay for supportive service costs? (limit 1000 characters)

The CoC has taken new and specific steps to work with recipients to identify other sources of funding for supportive services in order to reduce the amount of CoC Program funds being used to pay for supportive services costs.

With the launch of The BEACH Project in February 2013, new collaborations with 26 partners were developed to end chronic homelessness. These collaborations and services have expanded beyond the chronically homeless population. Some of the partners are:

- *Social Security: benefits
- *Hope Recovery Center: benefits, housing, health/dental care
- *St. Louis FoodBank: 250 lbs of food/ household
- *St. Louis Community Credit Union: financial counseling, banking
- *MERS Goodwill: job training, supplies
- *Grace Hill Health Centers: health/dental care
- *City Mental Health Board: housing/services
- *City Area Agency on Aging: transportation
- *City Fire Department: transportation
- *City Housing Authority: Housing
- *City Human Services: birth certificates, IDs
- *Multiple behavioral health care agencies

Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan	Yes	Certification of ...	01/28/2014
CoC Governance Agreement	No	CoC By-Laws	01/24/2014
CoC-HMIS Governance Agreement	No	CoC HMIS Governan...	02/03/2014
CoC Rating and Review Document	No	CoC Rating and Re...	02/03/2014
CoCs Process for Making Cuts	No		
FY2013 Chronic Homeless Project Prioritization List	No		
FY2013 HUD-approved Grant Inventory Worksheet	Yes	FY2013 HUD-approv...	01/23/2014
FY2013 Rank (from Project Listing)	No	FY2013 Rank (from...	02/03/2014
Other	No	Statewide Dischar...	01/23/2014
Other	No	Moving Forward-Co...	01/27/2014
Other	No	2012 CoC Applicat...	02/03/2014
Projects to Serve Persons Defined as Homeless under Category 3	No		
Public Solicitation	No	Public Solicitation	02/03/2014

Attachment Details

Document Description: Certification of Consistency with the Consolidated Plan

Attachment Details

Document Description: CoC By-Laws

Attachment Details

Document Description: CoC HMIS Governance Agreement

Attachment Details

Document Description: CoC Rating and Review

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: FY2013 HUD-approved GIW

Attachment Details

Document Description: FY2013 Rank (from Project Listing)

Attachment Details

Document Description: Statewide Discharge Policy

Attachment Details

Document Description: Moving Forward-Community Housing Solutions Center

Attachment Details

Document Description: 2012 CoC Application webpost

Attachment Details

Document Description:

Attachment Details

Document Description: Public Solicitation

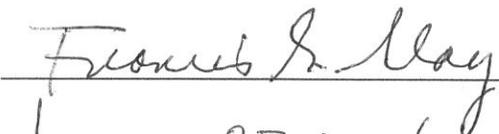
Submission Summary

Page	Last Updated
1A. Identification	No Input Required
1B. CoC Operations	02/01/2014
1C. Committees	02/01/2014
1D. Project Review	02/03/2014
1E. Housing Inventory	01/22/2014
2A. HMIS Implementation	02/01/2014
2B. HMIS Funding Sources	01/31/2014
2C. HMIS Beds	02/01/2014
2D. HMIS Data Quality	02/01/2014
2E. HMIS Data Usage	01/27/2014
2F. HMIS Policies and Procedures	02/03/2014
2G. Sheltered PIT	02/01/2014
2H. Sheltered Data - Methods	02/01/2014
2I. Sheltered Data - Collection	02/01/2014
2J. Sheltered Data - Quality	02/01/2014
2K. Unsheltered PIT	02/01/2014
2L. Unsheltered Data - Methods	02/01/2014
2M. Unsheltered Data - Coverage	01/22/2014
2N. Unsheltered Data - Quality	01/22/2014
Objective 1	02/02/2014
Objective 2	02/02/2014
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3B. CoC Discharge Planning: Foster Care	01/31/2014
3B. CoC Discharge Planning: Health Care	02/01/2014

3B. CoC Discharge Planning: Mental Health	02/01/2014
3B. CoC Discharge Planning: Corrections	02/01/2014
3C. CoC Coordination	02/02/2014
3D. Strategic Plan Goals	02/02/2014
3E. Reallocation	02/03/2014
3F. Grant(s) Eliminated	01/23/2014
3G. Grant(s) Reduced	No Input Required
3H. New Project(s)	02/01/2014
3I. Balance Summary	No Input Required
4A. Project Performance	02/02/2014
4B. Employment Policy	01/22/2014
4C. Resources	02/03/2014
Attachments	02/03/2014
Submission Summary	No Input Required

**Certification of Consistency
with the Consolidated Plan****U.S. Department of Housing
and Urban Development**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: City of St. LouisProject Name: MO-501 CoC Registration FY 2013Location of the Project: 1200 Market Street, Room 200
St. Louis, MO 63103Name of the Federal
Program to which the
applicant is applying: Continuum of CareName of
Certifying Jurisdiction: City of St. LouisCertifying Official
of the Jurisdiction
Name: Francis G. SlayTitle: MayorSignature: Date: January 27, 2014

**CITY OF ST. LOUIS
CONTINUUM OF
CARE
FOR ENDING
HOMELESSNESS**

BYLAWS

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BYLAWS

CITY OF ST. LOUIS CONTINUUM OF CARE FOR ENDING HOMELESSNESS

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 the St. Louis City CoC. It will serve the City of St. Louis, Missouri.

ARTICLE II: 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.

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

ARTICLE III: Membership

Section 1: Qualifications

Membership in the St. Louis City CoC is open to any organization – nonprofit, for profit, or governmental – that is committed to ending homelessness or assisting people who are homeless or at risk of becoming homeless.

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. 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. Annually each member organization shall renew its membership and submit the names of its authorized delegates to the Secretary. For the purposes of voting, the Consumer Council, as described in Article VII, Section 1, below, 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 an organization's attendance at general, committee, and board meetings. Organizations must be in attendance at 80% of general meetings; committee members must be present at 80% of the committee meetings; and board members must be present at 80% of the board meetings to be considered active members of the

continuum. Organizations must be represented by one of its authorized delegates or CoC elected officers. (Amended, by general vote, the 18th of February 2010)

Section 3: Approval of Members

Applications for membership shall be submitted to the Chair and Director of the Department of Human Services, and are subject to approval by a majority vote of the Board of Directors. Each member organization must serve on at least one of the six CoC committees.

Section 4: Withdrawal of Members

A member organization may withdraw from the St. Louis City CoC at any time by submitting a letter of withdrawal to the Chair and Director of the Department of Human Services.

Section 5: Removal of Members

Any member organization may be removed from the St. Louis City CoC, with or without cause, by a two-thirds majority 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. A representative of the organization 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 organization 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, but they shall not be members or have voting privileges.

ARTICLE IV: Officers

Section 1: Titles and Duties

The St. Louis City CoC 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 the St. Louis City CoC 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 the St. Louis City CoC, distribute minutes of previous meetings, maintain a current membership roster and list of authorized

delegates, and maintain the records and office of the St. Louis City CoC. 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 delegate who attends St. Louis City CoC meetings representing a member organization may serve as Chair or Vice Chair. The position of Secretary shall be filled by appointment by the Director of the Department of Human Services of the City of St. Louis.

Section 3: Terms of Office

The Chair and Vice Chair will represent both the private and public sector at the same time, with staggered 2-year terms commencing January 2007. The Chair position will rotate between the private and public sectors. Upon initial appointment, the Chair will serve for 3 years. 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. The Secretary shall serve at the pleasure of the Director of the Department of Human Services of the City of St. Louis.

Section 4: Nomination and Election

In November of each year, the Membership Committee shall present to the St. Louis City CoC a slate of candidates for the offices of Chair or Vice Chair 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. At this meeting, additional nominations may be made from the floor by any member organization. Such nominations require a second from a member organization. No persons may be nominated unless such person has agreed to serve in the office if elected. The Director of the Department of Human Services of the City of St. Louis will select and appoint the first Vice Chair of the St. Louis City CoC.

Section 5: Resignation

An officer may resign at any time by submitting a letter of resignation to the Board of Directors and the Director of the Department of Human Services.

Section 6: Vacancies

Vacancies in the offices of Chair or Vice Chair shall be filled by election from the membership and submitted to the Director of the Department of Human Services of the City of St. Louis for approval.

ARTICLE V: Board of Directors

Section 1: Powers

The affairs of the St. Louis City CoC shall be managed by or under the direction of its Board of Directors.

Section 2: Number and Qualifications

The Board of Directors shall be 14 in number, consisting of the Chair, Vice Chair, a representative selected from each of the six Standing Committees, and five at-large members. The Secretary shall also serve on the Board of Directors but shall not have a vote.

Section 3: Terms of Office

Representatives will serve one year terms commencing January 2007. Representatives of Standing Committees may represent the private or public sector. Representatives 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. At this meeting, additional nominations may be made from the floor by any member organization of said Committee. Such nominations require a second from a Committee member. No persons may be nominated unless such person has agreed to serve in the office if elected. Except for the Secretary, 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. At this meeting, additional nominations may be made from the floor by any member organization. Such nominations require a second from a member organization. No persons may be nominated unless such person has agreed to serve in the position if elected. The Membership Committee and the Board of Directors will submit a list of candidates to the Director of the Department of Human Services for the first At-Large Members of the St. Louis City CoC. The Director of Human Services will select and appoint the first At-Large Members of the St. Louis City CoC.

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 and the Director of the Department of Human Services.

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, or any member of the Board of Directors except the Secretary, may be removed from office, with or without cause, by a two-thirds majority of the remaining Board of Directors. Each Standing Committee may request removal 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. The Board of Directors must submit its recommendation for removal to the Director of the Department of Human Services for final approval of the removal.

ARTICLE VI: Meetings

Section 1: General Meetings

The general meetings will focus on CoC training and technical assistance for member agencies. The St. Louis City CoC 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. The St. Louis City CoC may conduct any business at a regular meeting, whether or not such business is on the agenda.

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 of 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 or factors leading to its decisions.

Section 4: Special Meetings

Special meetings of the St. Louis City CoC 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 state 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.

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 the St. Louis City CoC. 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 bylaws or any standing rule.

ARTICLE VII: Committees**Section 1: Standing Committees and Duties**

The St. Louis City CoC shall have six Standing Committees:

Planning Committee

The Planning Committee shall formulate and recommend strategic goals and objectives for the St. Louis City CoC 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 the St. Louis City CoC a set of positions to be adopted and issues to be studied by the St. Louis City CoC.

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 the St. Louis City CoC.

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 the St. Louis City CoC.

Consumer Council

The Consumer Council shall be composed entirely of homeless and formerly homeless persons. It shall make recommendations as appropriate to the St. Louis City CoC 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 entitled to one vote.

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 chair or committee members. Committee membership may be drawn from the community at large, not only from those associated with the St. Louis City CoC. 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 VIII: Amendments

Section 1: Amendments

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

CERTIFICATION OF RATIFICATION

This is to certify that the St. Louis City CoC for Ending Homelessness, did formally ratify and adopt these bylaws on the date specified below:

Date Ratified: *May 14, 2007*

Executed at St. Louis, Missouri, this *14th* day of *May, 2007*.

By:

Manager, Department of Human Services (Homeless Services Division) & Chair, St. Louis City CoC for Ending Homelessness

Name:

Title:

Director of the Department of Human Services

Name:

Title:

City of St. Louis

Homeless Management Information System (HMIS) Partner Agency User Agreement

Agency Name _____

Employee/User Name _____

The Homeless Management Information System (HMIS) is a collaborative project with participating homeless shelter and services providers in the City of St. Louis. HMIS will enable homeless service providers to collect uniform client information over time. This system is essential to efforts to streamline client services and inform public policy.

Analysis of information gathered through HMIS is critical to accurately calculate the size, characteristics, and needs of the homeless population; these data are necessary to service and systems planning. The HMIS project recognizes the diverse needs and vulnerability of the homeless community. HMIS's goal is to improve the coordination of care for individuals and families in City of St. Louis. With this it is important that client confidentiality is vigilantly maintained treating the personal data of our most vulnerable populations with respect and care. As the holders of this personal data, City of St. Louis HMIS users have an ethical and legal obligation to ensure that the data they collect is being collected, accessed and used appropriately. It is also the responsibility of each user to ensure that client data is only used for the purposes as outline in the HMIS Policies and Procedures.

The username and password provides you access to the HMIS system. Initial each item below to indicate your understanding of the proper use of your username and password. Then, sign where indicated.

Initial Only

_____ I have received training on how to use the HMIS.

_____ I understand that my username and password are for my use only and must not be shared with anyone. I must take all reasonable means to keep my password physically secure.

_____ I understand that the only individuals who can view HMIS information are authorized users and the clients to whom the information pertains.

_____ I understand that I may only view, obtain, disclose, or use the database information that is necessary to perform my job.

_____ If I am logged into the HMIS and must leave the work area where the computer is located, I must log-off of the software before leaving the work area. Failure to do so may result in a breach in client confidentiality and system security.

City of St. Louis
Homeless Management Information System (HMIS)
Partner Agency User Agreement

_____ I understand that these rules apply to all users of HMIS, whatever their work role or position.

_____ I understand that all HMIS information (hard copies and soft copies) must be kept secure and confidential at all times and when no longer needed, they must be properly destroyed to maintain confidentiality.

_____ I understand that if I notice or suspect a security breach within the HMIS, I must immediately notify my Agency Administrator.

_____ I will not knowingly enter malicious or erroneous information into the HMIS.

Any questions or disputes about the data entered by another agency should be directed to the System administrator.

_____ I understand that my username and password will terminate should I move employment and will not be passed on to the new staff member.

_____ I agree to attend the City of St. Louis HMIS End-User training or complete an on-line training or equivalent user training.

_____ I agree to maintain strict confidentiality of information obtained through the City of St. Louis HMIS. This information will be used only for the legitimate client service and administration of the agency. Any breach of confidentiality will result in immediate termination of participation in HMIS.

I understand and agree to comply with all the statements listed above.

Employee/User Signature _____

Date: _____

Partner Agency Administrator _____

Date: _____

City of St. Louis Administrator _____

Date: _____

Homeless Management Information System Data Quality, Privacy and Security Manual



MISI Empowering
Community
Collaborations
powered by Rosie

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I. Overview

Regulations were issued by the United States Department of Housing and Urban Development for the Homeless Management Information System (HMIS) in 2004 and in 2010. Compliance with this system is required of social services agencies receiving McKinney Vento funds by federal law. HUD's regulations describe the types of data that agencies participating in a Continuum of Care must collect from clients receiving homeless services. These regulations allow for the uniform collection data clients across agencies and across jurisdictions. Additionally the rules protect privacy and confidentiality for clients.

The rules apply to agencies receiving Emergency Shelter Grants, Supportive Housing Program grants, Shelter plus Care grants, Section 8 SRO programs, HOPWA grants and other funders within the Continuum of Care. If your agency assists victims of domestic violence with specific programs, additional regulations will apply. Consult with your funding agency or an attorney for more information regarding collecting and using data regarding domestic violence victims.

Clients are required to provide the participating agency with their names and other personal information as a condition of obtaining services. An agency can decline to serve a client who refuses to provide personal information required in the HMIS system.

II. Release of Information

Except for first party access to information and any required disclosures for oversight of compliance with HMIS privacy and security standards, all uses and disclosures are permissive and are not mandatory. This means your agency should err on the side of not disclosing information you have collected, except to the extent the information must be in the database you are using. Uses and disclosures not specified in the privacy notice can be made only with the consent of the individual or when required by law.

III. Client Notification

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

The agency must provide reasonable accommodations for persons with disabilities throughout the data collection process. This manual includes various versions of the Privacy Notice.

IV. Staff Training

All staff should be trained on the about the 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 H to confirm he or she has read and understood the policy.

V. Post on the Web Page

Your Privacy Notice should be posted on the agency's web page. If your agency's address is generally not published elsewhere on your web site, ensure that the address does not appear in the Privacy Notice before it is posted.

VI. Chief Privacy Officer

Your agency must designate a Chief Privacy Officer, who should be an administrator. The Chief Privacy Officer will manage questions and complaints about the Privacy Notice.

**VII. Requests for Data by Law Enforcement and Government Agencies
Open Access**

There are many situations in which police or other government officials request information from shelters and other service providers.

Police are not entitled to enter your agency's buildings without a court order, search warrant, or your permission.

Clients as Victims

It is advisable to allow police to enter your building when a client is the victim of a crime. It is appropriate to allow police to interview your client.

Court Orders and Search Warrants

There are limited circumstances in which police should be allowed enter to your agency in search of a person or information.

Comply with a court order which allows police entry to your agency.

Comply with a search warrant ordering access to your building. Ask to see the warrant, and identify specific items police are authorized to locate. A search warrant may also authorize law enforcement to look for a person in your agency. Officers may rightfully enter your agency and arrest the person named in the warrant.

An arrest warrant alone does not authorize police to enter your building. You are not required to allow entry or provide information to law enforcement officers when they do not present a court order, subpoena or search warrant. Many agencies have cooperative relationships with police. Voluntarily giving information to police can harm the trust relationship you have with clients.

Clients Suspected of Crime

Without a court order or warrant, you should not confirm that a certain client is at your shelter, and you should not provide any information about the person. Even if the person is wanted for a crime, law enforcement can arrest your client only when they possess a court order or search and arrest warrants.

If a client is wanted for a serious crime such as child abuse, murder, or other felony, you should consider advising the client to turn himself or herself in to the police. If he or she refuses, and you believe the crime is so serious that you should not be serving the client, you have the right to advise him or her to leave immediately, unless your program has leases for rental of housing. Programs that provide services and shelter, but not longer-term leases for individual housing units, can remove people from their premises without going through a court procedure.

Probation and Parole Officers

Very often, your clients may be on probation or parole for prior offenses. Probation and Parole officers have no special privileges allowing them entry into your agency's buildings. They can enter your buildings with your permission or with a search warrant (with the police). While offenders consent to parole officers searching their homes when they are on parole, that consent does not apply to your agency's premises.

Subpoenas

When your agency is served with a **Subpoena** for records, you must determine whether you are legally allowed to comply. In many cases, a subpoena seeks medical records or other information of a confidential nature. An attorney should be consulted. An attorney can file a Motion to Quash and a judge will determine whether the records must be produced. Usually, a subpoena would give you several days to comply. If you must appear in court or at a deposition before you can contact an attorney, you should state your objections to the subpoena in writing and provide them to the attorney or the court.

Refer questions about law enforcement requests to your attorney.

Hotel/Motel Program

Clients who stay in the hotel/motel program are affected by specific laws. Contact your attorney or local legal office for information.

Child Abuse and Mandatory Reporting

Certain service providers are mandated to provide credible evidence of child abuse. This obligation would supersede any policy that would prohibit the reporting of child abuse. Mandatory reporters should comply with state guidelines for reporters.

Appendix A: Full Privacy Policy (sample)

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 confidential 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 all 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 his/her record.** A client has the right to review his or her record in the HMIS. He or she 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.
- 5) **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.
- 6) **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-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) System 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. Client entry dates are required to be entered with 24 hours of a client moving into housing. Client exit dates must be entered within 48 hours of the Client leaving housing.**

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 Systems 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 Systems 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 Systems 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 A: 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

Option 1

Notice to Public

We collect personal information directly from you for reasons that are discussed in our privacy statement. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless persons, and to better understand the needs of homeless persons. We only collect information that we consider to be appropriate. You may request a copy of our full Privacy Notice.

Option 2

We collect personal information from you to:

- 1) Better understand your needs
- 2) Improve our services
- 3) Comply with federal, state & local laws
- 4) Provide reports for our funders

We only ask for information we truly need -
nothing more.

Want more details?
Ask to see our Privacy Statement.

Section 7: Parliamentary Procedure

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

ARTICLE VII: Committees**Section 1: Standing Committees and Duties**

The St. Louis City CoC shall have six Standing Committees:

Planning Committee

The Planning Committee shall formulate and recommend strategic goals and objectives for the St. Louis City CoC 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 the St. Louis City CoC a set of positions to be adopted and issues to be studied by the St. Louis City CoC.

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 the St. Louis City CoC.

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 the St. Louis City CoC.

Consumer Council

The Consumer Council shall be composed entirely of homeless and formerly homeless persons. It shall make recommendations as appropriate to the St. Louis City CoC 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 entitled to one vote.

**RULES AND PROCEDURES FOR
PROFESSIONAL SERVICE AGREEMENTS
OTHER THAN THOSE ESTABLISHED
BY ORDINANCE 64103
(REVISED NOVEMBER 16, 2004)**

In accordance with Ordinance 64102 the following Rules and Procedures are adopted for entering into Professional Service Agreements ("PSAs"). All professional services selections shall comply with these procedures, at a minimum—in cases where a particular funding source imposes additional procurement requirements, such requirements shall be in addition to the rules and procedures specified below.

Committee Formation:

When Committee May Be Formed: When a City Department establishes that existing staff within the Department do not have the available time or expertise to perform a service necessary for the effective functioning of the Department or necessary to advance progress towards a Departmental goal, the Department Director may form a committee, as provided below, to select an outside service provider to perform the necessary service. The Department Director may chair the committee or may designate an individual within the Department to serve as Chair of the Committee.

Committee Composition: Each professional services selection committee shall be composed of the following: the Director of the department, division, or agency seeking the professional service or the designee of the director, who shall act as chairperson; one member of said department's, division's or agency's staff selected by said Director; one member selected by the Mayor; one member selected by the Comptroller; and one member selected by the President of the Board of Aldermen. Substitutions of members are allowed but substitute appointment must be submitted to the chair in writing and signed by the official that made the original designation prior to the transaction of committee business.

Disclosure Statements: Each committee member shall execute a disclosure statement in the form as attached as Exhibit A prior to voting on any shortlisting or selection.

Selection Committee Meetings:

Scheduling of Meetings: The Chair shall schedule each meeting of the Selection Committee by providing written notice to each committee member at least seventy-two hours in advance of said meeting. Each meeting notice shall be accompanied by a written agenda for the meeting and all of the written materials to be discussed at the meeting.

Posting of Meeting Notices: Notice of each Selection Committee meeting shall be posted in a public place at least twenty-four (24) hours in advance of such meeting, and such Notice shall include the place where the written meeting agenda and written materials to be

discussed at the meeting can be reviewed by the public as well as the time and location of the meeting. The form of meeting notice shall be substantially in the form attached hereto as Exhibit B.

Meetings Shall Be Public, Exceptions: The public shall be allowed to observe and attend the public meeting at a designated location identified in the notice of the meeting. All Selection Committee meetings shall be called to order as public meetings. Following such call to order, a Selection Committee may vote to close a meeting, but shall do so only in accordance with the Missouri "Sunshine Law" and after stating the basis for the closure pursuant to the Missouri Sunshine Law. Following the business conducted in the closed session pursuant to the Missouri Sunshine Law, the meeting shall be re-opened to the public and the results of the closed session announced, if and as required by the Missouri Sunshine Law.

Telephone Meetings Allowed, but Only in Certain Circumstances: Telephone votes and meetings are allowed only if they meet the following criteria:

- A. The public shall be allowed to observe and attend the public meeting at a designated location specified in the notice of the meeting.
- B. A minimum of three (3) members of the committee must be physically present at the meeting or vote.
- C. All members of the committee and everyone present at the meeting must be able to hear all members of the committee. This may be accomplished through the use of a speaker phone.
- D. Telephone meetings shall be permitted only with respect to approval of a Request For Proposals and the RFP's content, and for the review and discussion of submissions of the responses to a Request For Proposals. Telephone meetings shall **not** be permitted where any votes are taken with respect to the shortlisting or selection of respondents to an RFP.

Selection Committee Votes:

Unless otherwise set forth herein, a majority of those voting shall be required for a motion to pass. A vote shall be required to authorize every affirmative action taken with respect to a Request for Proposals. Each member will be a voting member and must be present to vote except as otherwise provided herein. No proxy votes are allowed. An "abstention" is not considered a vote in favor of or against a motion, but is counted as a vote in determining the majority vote count necessary for a motion to pass.

Meeting Minutes and Selection Committee File:

The Chair shall prepare and distribute minutes of each selection committee meeting with meeting notices for the next subsequent meeting, for approval by the committee at its next subsequent meeting. The minutes of the last meeting of the committee for a particular selection shall be distributed to committee members by mail. If any committee member objects to the contents of the minutes, the Chair shall revise such minutes to either correct the content objected to or to record the objection to the content if there is disagreement as to which version of the content is correct. In the case of the minutes of the last meeting, the Chair shall distribute any corrected minutes by mail to each committee member. The form of minutes for each meeting shall be used substantially as attached hereto as Exhibit C.

The Chair shall maintain a file of documents related to the selection proceedings. Such file shall include the following, which shall be retained in accordance with Missouri Law:

- Copies of all Selection Committee appointment documentation.
- Copies of all meeting notices.
- Copies of all meeting agendas.
- Copies of all correspondence related to the selection.
- Copies of all written materials distributed to Committee members.
- Copies of draft and final "Requests for Proposals".
- Copies of all responses submitted in response to the RFP.
- Copies of any other materials submitted by respondents or others with respect to the selection.
- Minutes of all committee meetings, including telephone meetings and closed sessions, prepared, revised and kept in accordance with the Missouri Sunshine Law and in accordance with the above paragraph.
- Records of all votes.
- Sign-in sheets for those individuals making presentations, if any.
- Executed disclosure forms

Competitive Selections:

Origination of the "Request for Proposals": The Chair shall distribute a draft "Request for Proposals" to the committee members in advance of a selection committee meeting, which shall be scheduled with and noticed to committee members in the manner and within the time frames specified above. The committee shall vote with respect to whether or not the RFP should be issued, and may approve, by vote, modifications to the draft RFP prior to voting with respect to the issuance. No RFP shall be issued without a majority vote as described above.

The RFP shall include a detailed description of the scope of services required by the engagement as well as the method of compensation for the services.

The Chair shall present the committee with a recommended proposal solicitation method, which may include advertisements in newspapers, City Journal, and other publications, mailings to professional list or registers, advertising upon the internet, and/or by written invitation to specific prospective respondents, which shall be named in the Chair's recommendation if such method is recommended. The committee shall vote with respect to the proposal solicitation method, and may approve, by vote, modifications to the Chair's recommended proposal, prior to voting with respect to the solicitation method. No RFP shall be issued without a majority vote on the proposal solicitation method as described above.

All Requests For Proposals will state the time and place the responses will be received as well as the composition of the selection committee. The RFP shall state the name of the designated committee contact person, and shall further state that no contact with any other committee members is permitted. The RFP shall further state that all contacts and questions must be submitted in writing to the designated contact person and that the contact person will respond in writing to each contact and/or question. The RFP shall also include a time, no earlier than seven days prior to the date the responses are due, by which all questions must be submitted. The RFP shall further state that the Department shall maintain a list of all entities requesting copies of the Request for Proposals and shall ensure that copies of all questions and responses thereto shall be made available to each entity on such list. Each RFP shall also state the selection criteria to be used by the committee in evaluating responses to the RFP and the required schedule for completion of the work, if the respondent is selected. All RFPs shall require the submission of an original and a minimum of five (5) complete copies of each response, so that each committee member may receive a full and complete copy of each proposal.

Review of Responses: The Chair shall be responsible for receiving and recording all submissions of proposals in response to the RFP.

The Chair shall distribute complete copies of each proposal to each committee member at least seventy-two (72) hours in advance of any selection committee meeting scheduled to review and discuss the proposals. The Chair, or the Chair's designee, shall prepare a summary of the proposals received, which summary shall include the names and contact person for each respondent, the address of each respondent, whether or not such respondent has offices in the City of St. Louis, whether and how much of the service is to be provided by persons employed at offices located in the City of St. Louis, and a summary of the manner in which each respondent has addressed each of the RFP requirements. The summary shall also include a summary of the manner in which each respondent addresses the selection criteria specified in the RFP. Such summary shall be distributed to committee members at the same time as proposal copies are distributed.

The Chair shall convene the committee to discuss the proposals. The committee may use the assistance of consultants to review and analyze the proposals, but the committee shall not be bound by any recommendation or review of the consultant.

If the committee chooses, the committee may, via discussion and subsequent vote, eliminate proposals from consideration due to failure to adequately address RFP requirements and/or failure to adequately address selection criteria. Following such elimination, if more than one respondent remains for consideration, the committee, the Chair may propose and the committee may adopt, with or without modifications, a method of scoring the proposals and will score the submitted proposals. Such scoring may take place at the committee meeting where scoring methodology is adopted or may, upon request of any committee member, be deferred to a subsequent meeting of the committee to provide time for committee members to review and score the proposals.

The committee may, by affirmative vote of the committee, develop a respondent "short list" and request that respondents on the "short list" make presentations before the committee. If the committee votes to request presentations, the Chair shall schedule such presentations at times when all committee members are available to attend, the times for presentations shall be posted in accordance with the Missouri Sunshine Law, and the final selection vote shall be postponed until after all presentations have been made.

Selection Criteria: In making a decision to select a firm to provide professional services, the selection committee shall consider, at a minimum, the following, as related to the particular selection:

- Specialized experience, qualification and technical competence of the firm, its principals, project manager and key staff
- Ability of the firm to provide innovative solutions
- Approach to the project and any unusual problems anticipated
- The capacity and capability of the firm to perform the work within the time limitations
- Past record and performance of the firm with respect to schedule compliance, cost control, and quality of work
- Proximity of the firm to the City
- Fees or fee structure as may be appropriate for the designated service
- Availability of financial and operating resources as required to complete the work
- M/WBE and/or DBE participation

- Ability of the firm to meet statutory or ordinance requirements
- Other items that arise as the result of the proposal or interview

Committee Vote to Select Firm: The committee shall meet to discuss the strong and weak points of the proposals and to vote to select a firm to perform the service requested in the RFP. If presentations have been made, the committee shall defer the selection vote until after presentations are complete.

Before a vote is taken, each committee member shall submit to the committee chairperson a statement of personal or private conflict of interest in accordance with the ordinance, in the form attached as Exhibit A. If any member feels for any reason their further participation in the selection process may cause the selection process to be questioned, they shall recuse themselves. If the Chairperson recuses himself, the committee shall elect a new Chairperson in advance of the vote.

Each member of the committee shall vote for the firm it feels best qualified. The Chair shall record the results of the vote and maintain such record in the PSA file.

Respondent Notification: The Chair shall send a letter advising those firms who made submissions of the results of the vote. The letter to the successful firm will name an employee of the City who will be the contact for the engagement. The letter to the selected respondent shall state that the selection is tentative unless and until a contract is successfully negotiated with the originating department, division or agency and such contract has been approved by the Board of Estimate and Apportionment, which may or may not approve the contract.

Sole Source Selections:

The Director of the department, division, or agency in need of a professional service may propose a sole source engagement when, in the opinion of the Director, continuity of service must be maintained, prior or specialized knowledge and experience would make other considerations unfeasible and/or economical, or the need for the work is of such urgency that a competitive selection cannot be conducted and the needs of the City still met, provided that the maximum compensation paid to a professional service firm for any sole source engagement shall not exceed \$50,000.

If the Director proposes a sole source engagement, such Director shall provide notice of committee formation for the purpose of reviewing a proposed sole source engagement, and the scope of services for the engagement together with the proposed method and amounts of compensation for the services shall be included with the notice. The notice shall also include the reasons why the Director believes a sole source procurement is appropriate.

The committee shall meet to discuss the proposed sole source engagement, and may, by vote of at least three members of the committee, vote to approve the sole source engagement. Before a

vote is taken, each committee member shall submit to the committee chairperson a statement of personal or private conflict of interest in accordance with the ordinance, in the form attached as Exhibit A. If any member feels for any reason their further participation in the selection process may cause the selection process to be questioned, they shall recuse themselves. If the Chair recuses himself, the committee shall elect a new Chairperson in advance of the vote.

The Chair shall retain , in a PSA file for the engagement, accurate and complete minutes of the proceedings at which a sole source procurement was authorized, in addition to other items required by these procedures, but shall not be required to maintain items not required in the case of a sole source procurement.

Prohibited Contacts

Except as provided above, any direct contact, either oral or written, between any consultant, vendor or supplier under consideration by any PSA selection committee and any member of the selection committee following the formation of the committee and during the committee's consideration of the proposed PSA may render the process invalid or disqualify the consultant, vendor or supplier if, in the opinion of the chair of the committee, the contact was intended to influence the outcome of the selection process.

Rule Changes

The President of the Board of Public Service may from time to time revise these Rules and Procedures, and such revisions shall become effective upon adoption by the Board of Public Service.

EXHIBIT A

DISCLOSURE STATEMENT

PSA COMMITTEE FOR _____

In conjunction with my service as a member of the selection committee regarding the above-referenced PSA, I hereby certify as follows:

1. I am familiar with federal, state, and local regulations and prohibitions pertaining to conflicts of interest, potential conflicts of interest, and the appearance of conflicts or potential conflicts of interest, including but not limited to, Articles VII, Section 6 of the Missouri Constitution, Chapter 105 of the Revised Statutes of Missouri, Article VIII, Section 8 of the City of St. Louis Charter, the Code of Conduct for Competitive Services of the City of St. Louis, the City of St. Louis Canon of Ethics, the Official Oath of the City of St. Louis, and all Executive Orders of the City of St. Louis pertaining to said matters and in particular, Ordinances 64102 and 64103 and the Rules and Procedures adopted for these Ordinances.
2. I hereby attest that to the best of my knowledge, information and belief, I am in compliance with and am not in violation of any of the aforementioned regulations and prohibitions.
3. I hereby attest that neither I, nor any relative as described in said Ordinances, are currently employed or have been employed or under contract within the last three (3) years, or have any interest, material or otherwise, with or in any of the firms being considered for the PSA referenced above, nor have received any salary, gratuity or other compensation or remuneration from said firms.
4. I hereby attest that no funds have been paid or loaned, or will be paid or loaned to me or those relatives referenced above, by any party benefiting from the award of a contract for this PSA.
5. List any companies associated with this contract in which you, your spouse, children, children's spouses, parents, siblings or siblings' spouses have any person or private interest, receive salaries, gratuities, or other remunerations at any time during the three (3) year period prior to this selection:

COMPANY

RELATIONSHIP

SALARY/GRATUITY
COMPENSATION

- 1.
- 2.
- 3.
- 4.

Signature

Date

EXHIBIT B

Form of Notice for Meetings

Date and Time Posted: _____

NOTICE OF MEETING FOR PSA COMMITTEE FOR _____

Notice is hereby given that the PSA Committee for _____ will conduct a meeting

Date:

Time:

Location:

[if meeting is to be conducted by telephone – then indicate here and advise of location where members of the public can attend and have access or hear the meeting]

The tentative agenda for the meeting includes:

The news media or interested persons may obtain copies of this notice by contacting:

Name:

Location:

Telephone Number:

EXHIBIT C

Minutes for Selection Committee Meetings

MEETING OF SELECTION COMMITTEE FOR _____

DATE, TIME and LOCATION OF MEETING: _____

Members present:

_____, representing the Mayor

_____, representing the Comptroller

_____, representing the President of the Board of Aldermen

_____, (Chair) representing the Department of _____.

_____, representing the Department of _____.

Others present:

The meeting was called to order by Chairperson _____ at _____ on _____, 200__.

The Committee discussed the following:

[SUMMARIZE DISCUSSION]

The following Committee members made and seconded the following motions, and votes were recorded as follows:

Respectfully submitted this ___ day of ___, 200_, by:

_____, COMMITTEE CHAIR

Continuum of Care (CoC) New Project Listing

Instructions:

Prior to starting the CoC New Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Instructions" and the "CoC Project Listing" training module, both of which are available at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>

To upload all new project applications that were created through reallocation and have been submitted to this CoC Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of new projects created through reallocation that need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon.

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	Comp Type
T.E.A.C.H. Project	2014-02-02 15:27:...	1 Year	The City of St. L...	\$161,836	R2	PH

Continuum of Care (CoC) Renewal Project Listing

Instructions:

Prior to starting the CoC Renewal Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Instructions" and the "CoC Project Listing" training module, both of which are available at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>

To upload all renewal project applications that have been submitted to this CoC Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of renewal projects that need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon.

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing.

The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	Comp Type
SCS-Shelter Plus ...	2013-12-26 16:11:...	1 Year	Missouri Departme...	\$748,636	W4	PH
SCL-Shelter Plus ...	2013-12-27 12:11:...	1 Year	Missouri Departme...	\$1,645,368	W3	PH
St. Patrick Cente...	2013-12-30 15:36:...	1 Year	City of St. Louis	\$460,603	W10	PH
SCY-Shelter Plus ...	2013-12-26 15:18:...	1 Year	Missouri Departme...	\$420,163	W6	PH
St. Patrick Cente...	2013-12-30 15:52:...	1 Year	City of St. Louis	\$310,526	W28	SSO
SCQ-Shelter Plus ...	2013-12-27 10:53:...	1 Year	Missouri Departme...	\$568,940	W5	PH
SZC-Shelter Plus ...	2013-12-26 13:11:...	1 Year	Missouri Departme...	\$267,405	W8	PH

St. Patrick Cente...	2013-12-30 15:27:...	1 Year	City of St. Louis	\$555,383	W11	PH
SZB-Shelter Plus ...	2013-12-26 12:18:...	1 Year	Missouri Departme...	\$353,729	W7	PH
Covenant House Tr...	2014-01-31 16:49:...	1 Year	City of St. Louis	\$266,430	W22	TH
Doorways Delmar	2014-01-31 16:57:...	1 Year	City of St. Louis	\$107,221	W17	PH
DD Resources Hori...	2014-01-31 16:52:...	1 Year	City of St. Louis	\$202,055	W18	TH
DD Resources Grea...	2014-01-31 16:51:...	1 Year	City of St. Louis	\$178,964	W16	PH
Gateway 180: Wate...	2014-01-31 17:15:...	1 Year	City of St. Louis	\$160,879	W15	TH
Peter and Paul Be...	2014-01-31 17:21:...	1 Year	City of St. Louis	\$304,524	W27	TH
Employment Connec...	2014-01-31 17:14:...	1 Year	City of St. Louis	\$187,511	W13	PH
Doorways Maryland	2014-01-31 17:13:...	1 Year	City of St. Louis	\$678,586	W19	PH
Doorways Jumpstart	2014-01-31 17:10:...	1 Year	City of St. Louis	\$253,673	W23	PH
Places for People...	2014-01-31 17:23:...	1 Year	City of St. Louis	\$223,309	W9	PH
Queen of Peace St...	2014-01-31 17:24:...	1 Year	City of St. Louis	\$610,984	W21	TH
Shalom House Tran...	2014-01-31 17:25:...	1 Year	City of St. Louis	\$243,606	W20	TH
St. Louis Transit...	2014-01-31 17:27:...	1 Year	City of St. Louis	\$781,272	W24	TH
YWCA Phyllis Whea...	2014-01-31 17:29:...	1 Year	City of St. Louis	\$78,092	W25	TH
Humanitri Transit...	2014-01-31 17:42:...	1 Year	City of St. Louis	\$204,407	W26	TH
Depaul USA Projec...	2014-01-31 17:39:...	1 Year	City of St. Louis	\$425,599	W14	PH
Depaul USA Projec...	2014-01-31 17:36:...	1 Year	City of St. Louis	\$304,904	W12	PH
Catholic Family S...	2014-02-03 12:16:...	1 Year	City of St. Louis	\$358,304	W29	PH

Continuum of Care (CoC) Planning Project Listing

Instructions:

Prior to starting the CoC Planning Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Instructions" and the "CoC Project Listing" training module, both of which are available at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>

To upload the CoC planning project application that has been submitted to this CoC Project Listing, click on the "Update List" button. This process may take a few minutes as the project will need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review the CoC Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon.

If more than one CoC planning project was submitted, the Collaborative Applicant can only approve one CoC planning project (which must be submitted by the Collaborative Applicant) and reject all other CoC planning projects.

Project Name	Date Submitted	Project Type	Applicant Name	Budget Amount	Grant Term	Rank	Comp Type
MO-501 CoC Planni...	2014-02-03 11:41:...	--	City of St. Louis	\$147,856	1 Year	C1	CoC Planning Proj...



DISCHARGE POLICY

EFFECTIVE DATE: December 5, 2011 (revised June 3, 2013)

POLICY

This policy addresses discharge planning for a variety of population in the eight continua in Missouri, including, St. Louis City, St. Louis County, St. Charles (St. Charles/Lincoln and Warren Counties), Springfield (Greene, Christian and Webster Counties), Joplin (Jasper and Newton Counties), St. Joseph (Andrew, Buchanan and DeKalb Counties), Kansas City (Jackson County) and Balance of State (101 Counties, not included in another continuum).

DEFINITIONS

I. HUD Definition of "Homeless"

According to the U.S. Department of Housing and Urban Development (HUD), a person is considered homeless if they are living in places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings or on the street. In addition, persons are also considered homeless if:

- They reside in Emergency shelters.
- They reside in Transitional or Supportive Housing for persons who are homeless and who originally came from the streets or emergency shelters.
- They came from any of the above places but are spending a short time (up to 90 consecutive days) in a hospital or other institution.
- They are being evicted within 14 days from a private dwelling unit and no subsequent residence has been identified.
- They are being discharged within a week from an institution, such as a mental health or substance abuse treatment facility or a jail/prison, in which the person has been a resident for more than 90 consecutive days and no subsequent residence has been identified.
- They are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence, and the person has no other residence and lacks the resources or support networks to obtain other permanent housing.

II. Guiding Principles

In order to develop recommendations for this discharge policy, the following guiding principles were developed:

1. Homelessness is unacceptable in Missouri.
2. Efforts to secure permanent housing shall be made prior to being discharged from a state or public facility, such as a mental health facility, substance abuse treatment facility, long-term care facility or jail/prison.
3. If “temporary” shelter placement is unavoidable, the reasons for this should be documented.
4. If after having exhausted efforts to engage the client in a discharge plan, if the client continues to refuse services, the efforts will be noted.
5. If a client receiving out-patient services becomes homeless, the state or public facility should work actively with available community resources to locate suitable housing.

III. PROCEDURES

1. Adoption of Guiding Principles: All agencies and institutions serving the homeless population in Missouri shall adopt the guiding principles outlined in II, above.
2. Agency Adoption of Discharge Policy: All agencies and institutions within Missouri shall develop and implement a discharge policy that includes the following:
 - a. Individual Discharge Plan: Where applicable or feasible, begin planning an individual discharge plan that includes client involvement and buy-in.
 - b. Collaboration and partnerships: A variety of forms of partnerships and collaborations are needed to achieve an effective discharge planning system. It is the responsibility of each agency to partner and collaborate with other agencies in their Continuum of Care to ensure the best outcome for Missouri residents.
 - c. Adequate information systems and tracking: Agencies receiving McKinney-Vento HUD funding are required to participate in the Continuum of Care Homeless Management Information System (HMIS). For agencies not required, HMIS is preferred, but not mandatory, in order to improve communication, facilitate access to resources, and track completion of the discharge plan. Please note that Domestic Violence agencies are exempt from this requirement, as described in the Domestic Violence disclosure rules.
 - d. Integration of Community Resources: Agencies shall collaborate to reduce the duplication of services. Effective discharge planning procedures and policies shall be supported by all relevant community planning documents.

IV. FUTURE EFFORTS

Additional work is needed. Successful discharge planning policies to prevent homelessness are contingent upon identification of barriers and development of strategies to overcome those barriers. Some of the barriers identified by the committee include:

- Transportation
- Lack of Affordable and Accessible housing
- Access to SSI/SSDI and other benefits, including easier application or reinstatement in a timelier manner, both during and after release from incarceration.
- Money for medications
- Employment
- Domestic Violence Education
- High risk individuals, including, but not limited to, sex offenders, mental health clients, substance abuse and ex-offenders

**Memorandum of Agreement
Governor's Committee to End Homelessness
Discharge Policy**

I, Antoinette D. Triplett, hereby attest that I am authorized by my Agency,
City of St. Louis, Human Services, to commit that my agency
has reviewed the Governor's Committee to End Homelessness Discharge Policy, and
that my Agency will comply with this Discharge Policy, and that any policies and procedures
developed, adopted and implemented by my Agency, will conform with this Discharge Policy.

For: City of St. Louis, Human Services
(Printed Name of Agency)

Signed: Antoinette D. Triplett Date: _____

Printed Name and Title: Antoinette D. Triplett, Division Manager

Witnessed by: W F Siedoff Date: 1/3/13

Printed Name and Title: William F. Siedoff, Director

**Memorandum of Agreement
Governor's Committee to End Homelessness
Discharge Policy**

I, Pamela Neal, hereby attest that I am authorized by my Agency,
Saint Louis County, to commit that my agency
has reviewed the Governor's Committee to End Homelessness Discharge Policy, and
that my Agency will comply with this Discharge Policy, and that any policies and procedures
developed, adopted and implemented by my Agency, will conform with this Discharge Policy.

For: St. Louis County CoC
(Printed Name of Agency)

Signed: Pamela Neal Date: _____

Printed Name and Title: Pamela Neal - CoC Facilitator

Witnessed by: Eleah S. Berry Date: 1-3-13

Printed Name and Title: Eleah S. Berry, Supervisor

**Memorandum of Agreement
Governor's Committee to End Homelessness
Discharge Policy**

I, Dottie Kastigar, hereby attest that I am authorized by my Agency,
St. Charles, Lincoln, & Warren County CoC, to commit that my agency
has reviewed the Governor's Committee to End Homelessness Discharge Policy, and
that my Agency will comply with this Discharge Policy, and that any policies and procedures
developed, adopted and implemented by my Agency, will conform with this Discharge Policy.

MO - 503 St. Charles, Lincoln, & Warren County Continuum of Care
For: Community Council of St. Charles (Lead Agency)
(Printed Name of Agency)

Signed: Dottie Kastigar

Date: 9/21/12

Printed Name and Title: Dottie Kastigar, Coordinator, MO 503 Continuum

Witnessed by: Sherry Saunders

Date: 9/21/12

Printed Name and Title: Sherry Saunders HMIS Manager

Memorandum of Agreement
Governor's Committee to End Homelessness
Discharge Policy

I, Linda Judah, hereby attest that I am authorized by the St. Joseph Continuum of Care, herein after referred to the COC, to commit that the COC has reviewed the Governor's Committee to End Homelessness Discharge Policy and the COC will comply with this Discharge Policy and that any policies and procedures developed, adopted and implemented by the COC will conform to the discharge Policy.

St. Joseph
Printed name of Continuum of Care

Signed: Linda P. Judah Date: 9/10/2012

Linda P. Judah, Chair of St. Joseph Continuum
Printed name and title

[Signature] Date: 9/10/2012
Witnessed Randy Sharp Vice Chair
Printed Name and Title

**Memorandum of Agreement
Governor's Committee to End Homelessness
Discharge Policy**

I, BRIAN KINKADE, hereby attest that I am authorized by my Agency and/or Continuum of Care, _____, to commit that my agency and/or Continuum of Care has reviewed the Governor's Committee to End Homelessness Discharge Policy, and that my Agency will comply with this Discharge Policy, and that any policies and procedures developed, adopted and implemented by my Agency, will conform with this Discharge Policy. The Discharge Policy will be reviewed every three years by the Governor's Committee to End Homelessness. Next review date is set for July 1, 2016.

For: Missouri DEPARTMENT OF SOCIAL SERVICES
(Printed Name of Agency)

Signed:  Date: 1/6/14

Printed Name and Title: BRIAN KINKADE, ACTING DIRECTOR

Witnessed by: _____ Date: _____

Printed Name and Title: _____

**Memorandum of Agreement
Governor's Committee to End Homelessness
Discharge Policy**

I, David Rast, hereby attest that I am authorized by my Agency and/or Continuum of Care, Missouri Department of Corrections, to commit that my agency and/or Continuum of Care has reviewed the Governor's Committee to End Homelessness Discharge Policy, and that my Agency will comply with this Discharge Policy, and that any policies and procedures developed, adopted and implemented by my Agency, will conform with this Discharge Policy. The Discharge Policy will be reviewed every three years by the Governor's Committee to End Homelessness. Next review date is set for July 1, 2016.

For: Missouri Department of Corrections
(Printed Name of Agency)

Signed: D. Rast Date: 9/18/2013

Printed Name and Title: David Rast, Acting Director

Witnessed by: Cari Collins Date: 9-18-2013

Printed Name and Title: Cari Collins, DHS Director

Memorandum of Agreement
Missouri Interagency Council on Homelessness
Discharge Policy

I, Margaret Donnelly, hereby attest that I am authorized by my Agency,
Missouri Dept. of Health and Senior Services, to commit that my agency
has reviewed the Missouri Interagency Council on Homelessness Discharge Policy, and
that my Agency will comply with this Discharge Policy, and that any policies and procedures
developed, adopted and implemented by my Agency, will conform with this Discharge Policy.

For: Missouri Dept. of Health and Senior Services
(Printed Name of Agency)

Signed: Margaret Donnelly Date: 5/14/12
Printed Name and Title: Margaret Donnelly, Department Director

Witnessed by: _____ Date: _____

Printed Name and Title: _____

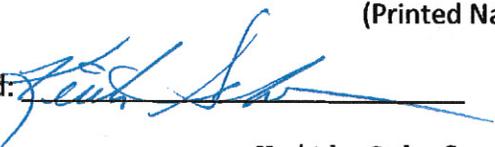
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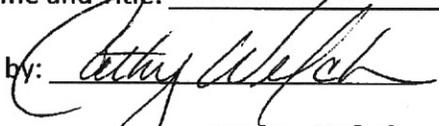
**Memorandum of Agreement
Governor's Committee to End Homelessness
Discharge Policy**

I, Keith Schafer, hereby attest that I am authorized by my Agency,
Missouri Department of Mental Health, to commit that my agency
has reviewed the Governor's Committee to End Homelessness Discharge Policy, and
that my Agency will comply with this Discharge Policy, and that any policies and procedures
developed, adopted and implemented by my Agency, will conform with this Discharge Policy.

For: Missouri Department of Mental Health
(Printed Name of Agency)

Signed:  Date: 6/5/12

Printed Name and Title: Keith Schafer, EdD, Director

Witnessed by:  Date: 6/5/12

Printed Name and Title: Cathy Welch, Administrative Asst.

**Memorandum of Agreement
Governor's Committee to End Homelessness
Discharge Policy**

I, Marlene Shriver, hereby attest that I am authorized by my Agency,

Balance of State Continuum of Care Committee, to commit that my agency has reviewed the Governor's Committee to End Homelessness Discharge Policy, and that my Agency will comply with this Discharge Policy, and that any policies and procedures developed, adopted and implemented by my Agency, will conform with this Discharge Policy.

For: Balance of State Continuum of Care Committee
(Printed Name of Agency)

Signed: Marlene Shriver Date: 12/18/12

Printed Name and Title: Marlene Shriver, Chair

Witnessed by: [Signature] Date: 12/18/12

Printed Name and Title: _____

**Memorandum of Agreement
Governor's Committee to End Homelessness
Discharge Policy**

I, John Joines, hereby attest that I am authorized by my Agency,
Economic Security Corp. of S.W. Area, to commit that my agency
has reviewed the Governor's Committee to End Homelessness Discharge Policy, and
that my Agency will comply with this Discharge Policy, and that any policies and procedures
developed, adopted and implemented by my Agency, will conform with this Discharge Policy.

For: Economic Security Corp. of S.W. Area
(Printed Name of Agency)

Signature: [Signature]

Date: 5/31/12

Printed Name and Title: John Joines, CEO

Witnessed by: Jimmy Walker, CEO Director Date: 5/31/12
Jimmy Walker

Printed Name and Title: John Joines CEO

**Memorandum of Agreement
Governor's Committee to End Homelessness
Discharge Policy**

I, Linda Baker, hereby attest that I am authorized by my Agency and/or Continuum of Care, Governor's Council on Disability, to commit that my agency and/or Continuum of Care has reviewed the Governor's Committee to End Homelessness Discharge Policy, and that my Agency will comply with this Discharge Policy, and that any policies and procedures developed, adopted and implemented by my Agency, will conform with this Discharge Policy. The Discharge Policy will be reviewed every three years by the Governor's Committee to End Homelessness. Next review date is set for July 1, 2016.

For: Governor's Council on Disability
(Printed Name of Agency)

Signed: Linda Baker

Date: 9/23/13

Printed Name and Title: Linda Baker, Executive Director

Witnessed by: Claudia Browner

Date: 9/23/13

Printed Name and Title: Claudia Browner, Executive I

**Memorandum of Agreement
Governor's Committee to End Homelessness
Discharge Policy**

I, Vickie L. Riddle, ACSW, hereby attest that I am authorized by my Agency, Homeless Services Coalition of Greater Kansas City, to commit that my agency has reviewed the Governor's Committee to End Homelessness Discharge Policy, and that my Agency will comply with this Discharge Policy, and that any policies and procedures developed, adopted and implemented by my Agency, will conform with this Discharge Policy.

For: Homeless Services Coalition of Greater Kansas City
(Printed Name of Agency)

Signed: Vickie L. Riddle, ACSW Date: 10/17/12

Printed Name and Title: Vickie L. Riddle, ACSW

Witnessed by: _____ Date: _____

Printed Name and Title: _____



MOVING FORWARD

policies, plans & strategies for Ending & Preventing Chronic Homelessness

CITY *of* ST. LOUIS
2012

Made Possible By:



Spannaus Consulting



FRANCIS G. SLAY
MAYOR

WILLIAM F. SIEDHOFF
DIRECTOR

The City of Saint Louis
DEPARTMENT OF HUMAN SERVICES

1520 MARKET STREET -- ROOM 4065
ST. LOUIS, MO 63103-2613
(314) 612-5900
FAX: (314) 612-5929

A growing number of North American cities are faced with homeless encampments, often referred to as "tent cities." But there is little research to guide municipalities as they seek to end encampments and relocate residents to housing. When the City of St. Louis sought to develop a proactive response to a string of homeless encampments on the Mississippi River, City officials and staff faced questions of policy, procedure and best practices; yet they found few examples from other cities.

When the encampments formed, the City of St. Louis initially agreed to allow their existence as long as conditions did not threaten inhabitants' safety. However, nearly two years after the first encampment was established, a series of violent crimes, fires, police calls, and safety hazards caused the City to act. A preliminary response was launched in the fall of 2011, resulting in more than half of the residents relocating, but the site was not closed. As others migrated to the site and crime persisted, it became apparent that a more careful plan was needed to close the camps permanently and successfully house the residents.

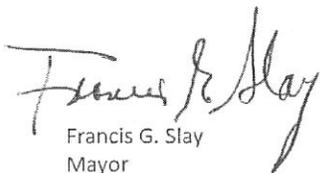
The City Department of Human Services then engaged in extensive planning with key stakeholders, including additional city agencies, community partners, non-profits, housing providers, law enforcement, faith-based groups, a knowledgeable consultant, and the encampment population. As a result, a plan to close the riverfront encampments and relocate residents to stable housing was devised and implemented in the spring of 2012.

The City's approach rested on four key strategies: (1) building meaningful relationships with encampment residents based on trust and transparency; (2) incorporating ideas and services from key stakeholders (especially persons within the camps); (3) addressing barriers to housing; and (4) instituting firm deadlines and upholding expectations outlined by the City.

We confidently attest that these strategies were instrumental in rehousing 90% of the encampment residents in little over a month after the encampments closed in May of 2012. This document outlines how each of these strategies played a role with daily in-person contact between City staff and residents, and the development of the innovative Transition-in-Place program. This housing initiative adopted a person-first approach by acknowledging and providing for each individual's needs — maintaining relationships within the encampment community and securing housing where pets were accepted. This report describes the timetable for action steps, provides examples of respectful yet firm communications between the City and the encampment population, and includes analysis and feedback from stakeholders.

The closing of the riverfront encampments and the relocation of 64 homeless persons required thoughtful and creative solutions from representatives at nearly every level of the community. In the end, attention to detail, clear communication and, above all, sensitivity to the needs and well-being of the encampment population contributed immeasurably to the peaceful closure. While the process undertaken by the City of St. Louis was certainly not without flaws, we hope that the following can serve as a template for other cities as they respond to homeless encampments and continue the mission to prevent and end chronic homelessness.

Sincerely,


Francis G. Slay
Mayor


William F. Siedhoff, MSW, LCSW
Director, Department of Human Services


Antoinette D. Hayes-Triplett, MA
Manager, Homeless Services Division



STRATEGY PAPER
Response to the HEARTH Act

Introduction

The HEARTH Act¹ provides a rare window opportunity for the City of St. Louis. With new directions signaled by HEARTH, the City can implement creative new concepts and resolve homelessness in St. Louis. In the next few years the St. Louis City Continuum of Care can realign its array of homeless programs and develop a transparent data-driven approach, marking St. Louis among the most effective systems in the nation.

The City of St. Louis will create a seamless and consistent system of intake, assessment, housing placement, and service provision, enabling people to secure and retain permanent housing. This system will feature data-driven decision-making, transparency, mutual accountability, partnerships and performance management.

Overall Goal

The overall goal is to develop a system that will move people quickly from homelessness to housing and surround them with needed support and services so they can sustain stable, decent and affordable housing. The City intends to drastically reduce homelessness in the City of St. Louis by assisting persons into the most appropriate forms of permanent housing, enabling needed services, and doing so as quickly as possible.

To this end the City and its partners will measure success based on participant outcomes and recognition by HUD. The City will develop tools to gauge the progress based on successful long-term placements in permanent housing. As another measure of accomplishment, St. Louis will seek two designations from HUD. It will apply to be one of the first Unified Funding Agencies in the nation and strive to be cited by HUD as a “High Performing Community.”²

The St. Louis response to HEARTH rests on eight pillars:

1. A new network of Community Housing Centers
2. A unified “No Wrong Door” system of intake and assessment
3. Creative use of housing resources with a new Transition-in-Place component
4. Integrated case management and supportive services

¹ On May 20, 2009, President Obama signed the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The HEARTH Act reauthorized the McKinney-Vento Homeless Assistance Act and made substantial changes.

² HEARTH provides for two special designations among the nation's over 500 Continuum of Care (CoC) systems. First, HUD may select certain CoCs as Unified Funding Agencies (UFA), which will distribute funds and monitor all projects within their geographic jurisdictions. With a funding protocol already in place using the City as sole grantee, St. Louis is very well positioned to achieve UFA designation. Second, HUD may designate a small number of CoCs as “High Performing Communities” based on superlative achievements. HUD will not start either designation process until late 2013 at the earliest. This gives St. Louis at least a year to prepare.

5. A citywide system of data collection, management and analysis
6. Transparency and mutual accountability among CoC members
7. Direction of financial resources toward effective responses
8. Partnerships and collaboration

Community Housing Centers³

As the linchpin of the system, we will establish a network of Community Housing Centers. It is hoped that this concept would regionalize throughout the St. Louis metro area, resulting in 10-20 Centers in the city and six nearby counties (St. Louis, St. Charles, Jefferson, and Franklin counties in Missouri, and St. Clair and Madison counties in Illinois).

The Centers will be strategically located in areas frequented by homeless persons and those at imminent risk of homelessness. To the extent possible, the Centers will be situated within facilities that already serve homeless persons and that enjoy high levels of trust from at-risk populations. This may include current shelters, human service agencies, referral offices and others. The City will select targeted areas and designate a public and/or private organization to operate each Center.

The Centers will have 24-hour access, seven days a week. Each Center will have trained staff to perform immediate intake and assessment. Mobile teams will do street-level outreach and screening, and transport persons to Centers. The Centers will not be equipped to handle persons in urgent crises such as suicidal ideation or drug overdose; such persons will be transported to appropriate facilities. Services available at each Center could include some or all of the following:

- Immediate access to housing
- Drop-in socialization and engagement
- Short-term beds (up to 30 days)
- Intensive case management
- Immediate screening and application for benefits through SOAR⁴ and state and local agencies
- Health screening
- Transportation
- Peer support
- Classes and workshops in topics such as landlord relations, benefit programs, and financial literacy.

All Centers will operate under common set of basic principles. No one will be required to leave during the day. No one will ever be turned away. Families will not be involuntarily separated regardless of composition.

³ This is a temporary name.

⁴ SOAR is a joint project of several federal agencies to increase access to SSI and SSDI benefits by streamlining the application process. The acronym stands for SSI/SSDI Outreach, Access and Recovery.

No Wrong Door – Unified Intake and Assessment

Homeless and near-homeless persons in St. Louis will be welcomed regardless where they turn for help. Through HMIS, all members of the homeless network will be able to conduct an initial screening and view prior involvement with the homeless system. In all cases, members of the homeless network will contact a Community Housing Center, and assure that the persons have transportation to the Center either via a mobile unit or through other means. For persons needing urgent housing assistance, any HMIS agency can access real-time information about the availability of short-term beds and take immediate action to get people off the streets, 24 hours a day.

Under this “No Wrong Door” approach, all Community Housing Centers will utilize a common assessment, which will be web-based as part of the HMIS system.⁵ Using triage techniques, intake personnel will identify and address critical needs within hours. The assessment will yield an accurate description of housing and other immediate needs as well as determine eligibility for services—HUD-funded and others. Based on assessed needs, trained personnel at each site will identify and recommend immediate resources for housing and other services. This will assure that all persons entering the system are promptly referred to housing and other sources of assistance.

Unified intake and assessment will allow the City to comply with a recent HUD requirement for coordinated intake, while enabling quick and effective responses to those entering into homelessness. The CoC will be asked to research currently available assessment instruments and make recommendations for universal application throughout St. Louis.

Creative Use of Housing Resources

The primary purpose of St. Louis’ re-organized housing component will be to rapidly re-house homeless people into units where they can reside long into the future. To assure fairness, the CoC will need to develop a systematic triage process that will assess all homeless persons for housing based on their needs and goals and direct them to the most appropriate form of housing.

1. Emergency shelters and site-based transitional housing programs will play a limited role in this system. They will be used only for those who cannot immediately be placed in permanent housing. The primary purpose of these programs will be to equip persons to move into appropriate forms of permanent housing as soon as possible. Emergency shelters and site-based transitional housing programs will be evaluated in part based on the percentage of persons placed into permanent housing and the length of their stays in permanent housing. While in shelter or transitional housing, participants must be surrounded by competent service delivery utilizing evidence-based or best practices.
2. St. Louis City is pioneering a creative approach to transitional housing that extends the new national trend towards “*Transition in Place*” (TIP) housing. Other communities are implementing TIP by placing participants in non-site-based transitional units and converting the units to permanent housing upon completion of the transitional stage, so that the participants remain in the same units.

⁵ Homeless Management Information System.

The St. Louis TIP approach, generated during the relocation of Riverfront encampment residents, adds several key elements to the basic TIP approach:

- A 12-month rental assistance program, with 100% rent paid for first three months and subsidies declining by 10% each successive month. Case managers will assess tenants' ability to pay each month during the year.
- Up to 18 months of case management services, with follow-up contacts for an additional 6 months
- Accommodation of all household/family compositions
- Eligibility regardless of disability status
- Use of multi-bedroom units (apartments and homes) to house several single individuals
- Pre-identification and pre-selection of landlords
- Acceptance of pets
- Utilities included in rent when possible or paid temporarily by third parties

This approach directly addresses five issues that often lead to housing failure. Many single individuals, especially those with addictions, are challenged by loneliness and a loss of community when they move into scattered site units. The house-sharing system will address that. Second, some persons refuse housing because the landlord does not allow pets. They prefer to live on the streets with their animal companions. St. Louis' TIP can accommodate pets. Third, some housing providers do not allow nontraditional families such as same-sex or unmarried couples. The St. Louis TIP will welcome all household configurations. Fourth, the TIP program will reach non-disabled populations who cannot be served under existing regulations governing permanent supportive housing. Finally, the program will accommodate persons with past-due utility bills.

The City is funding its initial TIP units with a combination of HUD funds, private funds and local funds.⁶ In the future the VA may also become a resource. The City expects that its TIP program will actually cost less and be more effective than current approaches. It is arranging for a professional evaluation to test this theory.

3. Permanent housing and permanent supportive housing resources will coordinate with TIP. TIP providers will work with permanent housing providers to maximize opportunities for persons to obtain permanent rental subsidies. In some cases, a TIP unit—and its occupants—could be absorbed into a permanent supportive housing project when clients become eligible for the permanent housing. In all cases, the providers will be open to creating flexible housing options, knowing that one size does not fit all persons.

Units funded by the former Supportive Housing Program and those funded by the former Shelter Plus Care Program will be supported under the new combined HEARTH leasing component. This may involve adjustments in budgets, but these changes are not expected to have a major impact. As in the past, permanent supportive projects will be assessed based on the retention of housing and participation in HMIS. To address needs of persons

⁶ HUD funds include HPRP (Homeless Prevention and Rapid Re-housing Program), and Emergency Solutions Grants.

with poor credit and/or criminal histories, the City will promote the use of sponsor-based units with utilities included in rent.

Participation of owners and property managers is a key to the success of the plan. For this reason, the City and CoC will hold recruitment and orientation sessions for landlords to acquaint them with various housing programs. This will allow case managers to meet prospective landlords and landlords to learn of the array of supportive services available to address tenant issues

Integrated Case Management and Supportive Services

Promptly after participants are assessed, a case manager at the initiating agency will work with them to develop an individual or family case plan complete with time-phased goals and objectives for housing and services. To the extent possible, all case plans will follow a wraparound model of services. Case plans will build on assets and lead to the greatest possible level of self-sufficiency for each household. They will address barriers to housing such as bad credit, unpaid utility bills and criminal histories. Providers will work with utility companies to create reasonable repayment plans so households can re-establish service in their names.

Case plans will be developed at the first level of contact, whether it is a Community Housing Center, a shelter, a transitional housing project or a supportive service agency. Each case plan will include client goals and program exit criteria. The plan will be entered into HMIS, and it will follow the clients as they move from one component to another. If a new agency assumes case management responsibilities for the client, the agency will build on and modify the plan as appropriate, and note the changes in HMIS. This will allow for a seamless transfer of clients and minimize confusion among clients and providers.

Case management will be consistent and follow evidence-based and best practices. The City and the CoC will develop clear expectations for case management services such as these:

Comprehensive case management includes assessment, facilitation, intervention, monitoring, evaluation and advocacy. Assessment and the development of a treatment plan takes approximately 90-120 minutes. The treatment plan is shared with other providers and persons working with the client to provide consistency in services. After the initial assessment and treatment plan development, the provision of case management services, including referrals, activities, and monitoring, should involve weekly contact for one hour on average, with additional daily contacts of 5-10 minutes during initial stages of case management. The frequency of contact may diminish as appropriate based on individual progress and needs. All contacts will be logged in HMIS.

The integrated system-wide service network will include several additional features:

- Participants will be re-assessed at regular intervals (monthly or every six weeks) to determine progress toward individual service and housing goals. A dynamic assessment tool could be used for this process.
- All case management teams will use a trauma-informed care approach.
- Providers will encourage case managers to use technological tools such as listserv, Basecamp and other virtual collaboration products.

- The system will be flexible to respond to emerging needs such as the shortage of temporary child care for those seeking work or in training programs.
- The system will include a Community Companionship model where trained volunteers from faith and community-based organizations can be matched with participants to provide individualized friendship, support and advocacy.

Data-Driven Decision Making

HEARTH requires that progress be measured against major national performance measures:

- Shorten the duration of homelessness
- Reduce recidivism (re-entry into homelessness)
- Reduce new entries into homelessness
- Maintain or increase income

The City will also gauge progress toward local objectives and priorities, as well as comparing costs and effectiveness across and among projects. All project sponsors, as well as the City's Homeless Services Division, will need access to real-time information in order to manage programs and make valid decisions based on factual data. This will involve changes at three levels:

- At the *program/agency level*, data entry will be timely, accurate and complete. Program managers and agency administrators will need to generate real-time reports to make informed decisions without going through gatekeepers.
- At the *City (HMIS Lead) level*, analysts will generate real-time reports for monitoring, technical assistance and allocation decisions. These reports will be system-wide as well as project-specific.
- At the *vendor/software level*, HMIS will be user friendly, smooth, robust and expandable. Agencies will need to be able to utilize HMIS for case management. Ideally, HMIS would also track draw-downs and spending. It is very desirable to have the ability to import/export data with other client data systems, because many agencies are required to enter identical information into multiple systems.

To move quickly toward data-driven decision making, three steps will take place:

1. With input from the CoC HMIS User Committee, the City will draw up specifications for HMIS software. The City will contract with an HMIS vendor that is able to meet the specifications outlined by CoC member agencies.
2. Again with input from the CoC HMIS User Committee, the City will draft a set of expectations and requirements for HMIS users. This document will address topics such as timeliness, accuracy, and use of data.
3. The City will create and implement a system of graduated incentives and sanctions to enforce compliance with the requirements. Sanctions may include a letter of concern to

the board president, required training, suspension of funds, termination of contracts, and other measures. Incentives may include commendations, letters of appreciation to board presidents, public awards, and other measures.

The expectations, requirements, and menu of sanctions and incentives will be incorporated into HMIS User Agreements, which will be signed by all HMIS users.

Transparency and Mutual Accountability

As the City and providers moves toward data-driven decisions, it is important that the information upon which decisions are based is shared and available. With improved information technology, the City will generate real-time reports.

On a quarterly basis, the City Division of Homeless Services will compile the following reports:

- Performance compared with national and local objectives
- Utilization/occupancy rates
- Spending (draw downs vs. budget)
- HMIS compliance (accuracy, timeliness, completeness)

Each report will contain system-wide data and comparative data for each project. The reports will be distributed before or during CoC meetings, and it is anticipated that the reports will be a regular agenda item. This process will allow all CoC members—and the general public—to assess the performance of the CoC system as a whole, and to view the progress and achievements of each project.

Direction of Financial Resources

To implement this revitalized system, the City will need to allocate funds for such components as Community Housing Centers, Intake/Assessment, Transition in Place and HMIS. Some of the needed resources may come through grants from HUD or other government sources; the City will redirect CoC and ESG and remaining HPRP funds to create the TIP program. As this process unfolds, some current projects will experience decreased support or elimination of funding, and new projects will emerge. The City and its partners will seek non-traditional sources of funding, looking to the business sector, health care providers and others for assistance in creating this holistic approach.

The City will make its determinations for allocation and reallocation of financial resources based on transparent criteria generated by the CoC. Among the factors that will be considered are the following:

- Percentage of participants moved to permanent housing
- Average length of time prior to placement in permanent housing
- Average length of stay in permanent housing
- Percentage of former clients reentering the CoC system
- HMIS compliance (usage, timeliness, accuracy and completeness)
- Utilization and occupancy rates

- Percentage of grant funds expended
- Average growth in participant income and employment
- Client feedback
- Collaboration and referrals

Current measurements on many of these criteria will be included in the quarterly reports prepared for CoC members. All CoC members will know who is achieving performance objectives and who is not. It should come as no surprise when funds are reallocated.

The City may also wish to implement a system of performance contracting. Under this process, the City could use some or all the above criteria to reward providers for superlative performances. There are at least two ways performance contracting could be structured. Under one scenario, providers would agree to place a certain percentage of funding “at risk,” with the pool of funds being directed to high-performing agencies at the end of the reporting period. A second structure would solicit non-HUD money and place it in an incentive fund, with high-performing agencies receiving unrestricted bonuses at the end of the reporting period.

Partnerships and Collaboration

Stronger partnerships will enhance opportunities to reduce homelessness. These partnerships take two forms: geographic and interdisciplinary.

Geographic partnerships are already building throughout the metropolitan area. Six CoC systems operate in the region: St. Louis City, St. Louis County, St. Charles/Lincoln/Warren Counties (MO), Missouri Balance of State, Madison County (IL), and St. Clair County (IL). These groups now meet to share mutual concerns and problem-solve. With the advent of HEARTH, the City will explore several opportunities for closer collaboration and partnerships:

- Community Housing Centers could be established (or existing facilities designated as Centers) throughout the metro area.
- A uniform intake and assessment format could be selected and implemented throughout the region.
- HMIS could be consistent. All six CoCs currently use the same HMIS system (ROSIE), but not all CoCs have the same version and functionality. With improved technological capacity, a regional HMIS network could allow information and resource sharing — as well as tracking of clients — throughout the metro area. This step alone could make a significant and immediate impact on the efficiency of the regional homeless system.

Several *interdisciplinary collaborations* can be generated or strengthened as the City moves into the HEARTH era.

- Public housing authorities may be able to prioritize homeless applicants for conventional or voucher-based housing in return for commitments from CoC members for case management and specialized services such as mental health treatment.
- St. Louis’s renowned schools of social work could provide students to fill roles and offer advice from researchers concerning evidence-based practices and program quality.

- Nonprofit human service agencies, community groups and faith-based organizations can provide volunteer opportunities for unemployed participants, helping them gain work-like experience and providing basic job skills.
- School systems and veterans organizations can identify those at imminent risk of homelessness and become active HMIS users.

City of St. Louis, MO

CoC Consolidated Application

Publication Date: 01/31/2014

Document Type: Informational Pages

Sponsor: Department of Human Services

Download

1.  [2012 CoC Consolidated Application](#) (842.48 KB)
2.  [CoC Ranking Criteria and 2013 Scores](#) (1.23 MB)



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NOTICE

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City, MO 65102-0480,
51-4234
ols@desse.mo.gov

**CE TO
ACTORS**

CRS Overlay
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received at the Office
urement for the
County Government
on Building 41
re, 8th Floor,
3105, until 2:00 p.m.

REQUEST FOR BIDS

Orf Cosntruction is requesting MBE/WBE
bids on the "SETON HALL - THIRD
FLOOR RENOVATION & CLASSROOM"
at the University of Missouri in St. Louis,
Missouri. Bids are due on July 24, 2013 and
must be in our office no later than 12:00
noon. Plans can be viewed at various plan
rooms including our plan room in Bridgeton,
Missouri.

Please contact at 314-298-0770 or
314-298-0939 (fax) with questions.

**REQUEST FOR
QUALIFICATIONS**

The St. Louis County Library is accepting
qualifications for Facilities Master Plan Phase
One Construction Management Services to
assist the Library District with construction
management services for construction of Phase
One Project Properties. Responses are due no
later than 3:00 p.m. C.T., July 23, 2013 to
Kristen Sorth, Assistant Director of
Administration, St. Louis County Library
District, 1640 S. Lindbergh Blvd., St. Louis,
MO 63131. For more information, see the RFQ
located at the following location:
<http://www.slcl.org/about/bid-opportunities>

REQUEST FOR BIDS

Bids will be received by the Hazelwood School
District for Access Control Systems installation
at twenty (20) Hazelwood School District
elementary schools and two early childhood
centers (East & West). A mandatory pre-bid
meeting will be held at 11:00 a.m. on July 17,
2013 at Larimore Elementary School, 1025
Trampe Lane, St. Louis MO 63138. Bids are
due in the Business Office no later than 3:00
p.m. CDT on July 23, 2013. Bid specifications
are available at the Hazelwood School District
Business Office, 15955 New Halls Ferry Road,
Florissant Mo 63031 (314) 953-5019 or visit
our website at www.hazelwoodschoools.org

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**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION
REQUEST FOR PROPOSALS**

The City of St. Louis, Department of Human Services is issuing a
Request For Proposals (RFP) for the following U. S. Department of
Housing and Urban Development (HUD) programs:

- 2011 Supportive Housing Program (SHP) - Permanent Supportive Housing
- 2012 Continuum of Care (COC) - Permanent Supportive Housing
- 2014 Continuum of Care (COC) - Permanent Supportive Housing
- 2014 Emergency Solutions Grant (ESG) - Emergency Shelter (Winter Overflow)

Beginning Monday, July 8, 2013, RFP packets will be available via
pick-up at the Homeless Services Division or e-mail. All questions
should be referred to:

Antoinette D. Triplett, MA
Homeless Services Division
1520 Market Street, Suite 4062
St. Louis MO 63103
Voice: 314-657-1702
Fax: 314-612-5939
triplett@stlouis-mo.gov

Proposals must be returned to the above address by 4:00 p.m.
Friday, August 9, 2013. Proposals received after the aforementioned
date and time will not be accepted.

The City of St. Louis reserves the right to reject and/or negotiate
any and all proposals. Funding for this program is subject to

**W
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S**



Ford, Charron <fordc@stlouis-mo.gov>

Fwd: Can we get this on the website?

1 message

Byrd, Antonio <byrda@stlouis-mo.gov>
To: Charron Ford <FordC@stlouis-mo.gov>

Mon, Feb 3, 2014 at 12:49 PM

----- Forwarded message -----

From: **Pelli, Sonja** <pellis@stlouis-mo.gov>

Date: Wed, Jul 10, 2013 at 4:07 PM

Subject: Re: Can we get this on the website?

To: "Jackson, Justin" <jacksonju@stlouis-mo.gov>

Cc: "Triplet, Antoinette" <triplea@stlouis-mo.gov>, William Siedhoff <SiedhoffW@stlouis-mo.gov>, Charron Ford <FordC@stlouis-mo.gov>, Antonio Byrd <ByrdA@stlouis-mo.gov>, "Cinweb St. Louis" <cinweb@stlouis-mo.gov>

Thank you.

The RFP is posted.

- Link from the Homeless Services Homepage
- Direct link to the RFP Document Page
- Links from the City's procurement Page.

~Sonja

On Wed, Jul 10, 2013 at 3:48 PM, Jackson, Justin <jacksonju@stlouis-mo.gov> wrote:
Sonja,

Lets use "Homeless Services Division 2013 Continuum of Care RFP". Thank you.

On Wed, Jul 10, 2013 at 3:38 PM, Pelli, Sonja <pellis@stlouis-mo.gov> wrote:
Justin thank you.

I am stumped with the title. In addition to the Human Services website, the RFP is also automatically listed with all the other active City RFPs, so the title has to be distinctive and informative.

Does this work?

"Continuum of Care 2013 HUD Grants for SHP, COC, and ESG HUD Grants"

If not, please provide and alternative. Thank you.

On Wed, Jul 10, 2013 at 3:28 PM, Jackson, Justin <jacksonju@stlouis-mo.gov> wrote:
Sonja,



Byrd, Antonio <byrda@stlouis-mo.gov>

Homeless Services Division 2013 RFP

1 message

Triplett, Antoinette <tripleтта@stlouis-mo.gov>

Wed, Jul 3, 2013 at 5:32 PM

To: JonesDer@stlouis-mo.gov, Antonio Byrd <ByrdA@stlouis-mo.gov>, Justin Jackson <JacksonjU@stlouis-mo.gov>, Kathy Lee <LeeK@stlouis-mo.gov>, Kelly Carlblom <CarlblomK@stlouis-mo.gov>, Charron Ford <FordC@stlouis-mo.gov>, Alphonso Hicks <hicksa@stlouis-mo.gov>

CoC (formerly SHP): ALL current sub-recipients must complete an application to apply for renewal funding. Anyone seeking funding for a new program must also submit an application. DHS will also accept applications for 3 existing Permanent Supportive Housing (PSH) programs that are currently being operated by local non-profit organizations:

1. St. Vincent DePaul's Project MORE
2. St. Vincent DePaul's Project PLUS
3. Catholic Family Services' Places for Fathers PLUS

ESG: Current ESG sub-recipients are not required to complete an application for 2014 funding. Your agency will be contacted by a staff person from DHS to discuss the renewal process and the required contract amendment for 2013. DHS received a significant decrease in ESG funding for 2013; therefore, contract amendments are required. DHS has taken action to minimize the impact on the sub-recipients. All sub-recipients can expect a decrease in funding for 2014 ESG funds.

—
Antoinette D. Hayes Triplett, MA
Division Manager
City of St. Louis
Department of Human Services
Homeless Services Division
1520 Market Street, Suite 4062
St. Louis, MO 63103
(314)612-5933
Tripletta@stlouiscity.com
www.hopeismovingin.com
https://twitter.com/BEACH_PROJECT
<https://twitter.com/#!/stlouiscitycoc>

"To avoid criticism, do nothing, say nothing, be nothing."
Elbert Hubbard via Secretary of Defense, Robert Gates

 **2013 CoC RFP Application.doc**
282K



**St. Louis Housing Funders Group
Joint Informational Community Forum
Location: City Hall, Kennedy Room-208
July 11, 2013
10:30 to 12:30 pm**

- Table Display 10:30 to 10:45 am
- Introduction/Opening Remarks 10:45 to 10:50 am
- Affordable Housing Commission (AHC) 10:50 to 11:00 am
- City Community Development Administration (CDA) 11:00 to 11:10 am
- City Department of Human Services (DHS) 11:10 to 11:20 am
- IFF and Corporation for Supportive Housing (CSH) 11:20 to 11:30 am
- Missouri Housing Development Commission (MHDC) 11:30 to 11:40 am
- St. Louis Equity Fund, Inc. (SLEFI) 11:40 to 11:50 pm
- St. Louis Mental Health Board (MHB) 11:50 to 12:00 pm
- VA St. Louis Health Care System 12:00 to 12:10 pm
- Questions 12:10 to 12:25 pm
- Closing Remarks 12:25 to 12:30 pm
- Table Display 12:30 pm to 1:00 pm

St. Louis Housing Funders Group

The St. Louis Housing Funders Group is holding an informational forum regarding nine upcoming funding opportunities.

Date: July 11th, 2013

Location: City Hall, Kennedy Room

Time: 10:30AM

Agencies	POC	Funding Source	Funding Available	Website
Affordable Housing Commission (AHC)	Loretta Hiner (314) 657-3880 hinerl@stlouis-mo.gov	-Affordable Housing Trust Fund (AHTF)	~\$1 Million	www.stlouis-mo.gov/government/departments/affordable-housing/ www.affordablehousingcommissionstl.org
Community Development Administration (CDA)	Marian Miller (314) 657-3815 millerm@stlouis-mo.gov	-Community Development Block Grant (CDBG) -HOME	~\$5 Million	http://www.stlouis-mo.gov/government/departments/community-development/2014-CDBG-Funding-Cycle.cfm
Department of Human Services (DHS)	Antonio Byrd or Justin Jackson (314) 657-1704 byrdA@stlouis-mo.gov jacksonJu@stlouis-mo.gov	-Continuum of Care (CoC) -Emergency Solutions Grant (ESG)	~\$3 Million	http://www.stlouis-mo.gov/government/departments/human-services/homeless-services/index.cfm
IFF	Kirby Burkholder (314) 588-8840 kburkholder@iff.org	-Loan Program	~\$1 Million /program	www.iff.org