

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
2. Ensuring all questions are answered completely.
3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.

- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.

- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

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

1A. Continuum of Care (CoC) Identification

Instructions:

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

1A-1. CoC Name and Number: IL-501 - Rockford/Winnebago, Boone Counties
CoC

1A-2. Collaborative Applicant Name: City of Rockford

1A-3. CoC Designation: CA

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

1B. Continuum of Care (CoC) Engagement

Instructions:

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

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

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	No	No
Hospital(s)	No	No
EMT/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Not Applicable	No
Agencies that serve survivors of human trafficking	No	No
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		

County Health Departments	Yes	Yes

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

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

The CoC solicits opinions using social media, through public presentations and through open CoC meetings. The CoC has both an active webpage as well as a Facebook page and persons/organizations can both comment and/or contact the CoC using this media. The CoC also holds public hearings and workshops. In addition, all CoC meetings are open to the public and meeting agendas, minutes and locations/times are published in advance. All comments and questions are recorded in public meetings and reviewed by the CoC board. All social media feedback is also reviewed by the CoC board. Changes to policies and procedures that are a result of this feedback are made after discussion by the CoC and a vote.

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

The CoC solicits new members through social media through its webpage and Facebook sites. It also has a membership committee responsible for seeking out new members, providing information and orientation to potential members and facilitating membership training. A subcommittee of this group is specifically charged with recruiting membership of those who are currently homeless and/or were formerly homeless. They do this by engaging with persons on the by name list and by performing outreach to targeted homeless/formerly homeless as identified by current members of the CoC who were formerly homeless.

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

The CoC published through its webpage, Facebook, City of Rockford website and local media that it was accepting new proposals on 7/26/17. In addition, two meetings were held for anyone interested in applying for funding. The new application was reviewed with the renewal applications. Because it met the threshold requirements it was included in the application based upon the

scoring, ranking and review process of the CoC.

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

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

The CoC is part of two ESG recipient jurisdictions, the City of Rockford Illinois and the State of Illinois. For both jurisdictions, the CoC recommends the ESG funding decisions through the CoC process. City of Rockford staff responsible

for the Consolidated Plan are active members of the CoC. The CoC assists in writing the Consolidated Plan including homeless needs, affordable housing and greatest need. The CoC provides PIT data for report purposes as well as uploading the ESG csv data files for CR 70 and 75 reports. CoC members attend and present at Consolidated Plan and Action Plan public hearings and provide feedback and input. In addition, the CoC implemented the following ESG related policies to improve coordination; low/no barrier shelters, intact families, domestic violence relocation and rapid rehousing. These policies as approved by the CoC ensure that the entitlement areas are utilizing their ESG funding in a way to ensure homeless persons receive appropriate services

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

Survivors of domestic violence work with victim service providers to develop a safety plan prior to exiting secure shelter for permanent housing. Permanent housing is selected based upon the plan and a housing inspection to ensure the housing is safe. Survivors who enter the CES instead of a domestic violence service provider can self-identify. All survivors of domestic violence receive a full intake and assessment regardless of housing status. They are then referred to the victim service provider for placement and safety planning. Survivors who choose not to access the victim service provider receive safety planning through the CES. All CoC funded housing programs are required to have confidentiality and safety policies for survivors of domestic violence. The CoC also has a system wide relocation policy for safety purposes. CoC member agencies also receive regular training on DV and human trafficking and participate in the Multi-Disciplinary Response to Sex Trafficking.

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

CoC members receive annual training from the DV/Human Trafficking partners. The DV, Housing and Homelessness, webinar by the Nat. Alliance for Safe Housing is part of CES training. CES staff are trained to recognize survivors of human trafficking. CES staff are also trained on the unique risks survivors face so that survivor safety and experience with trauma is continually reinforced. The CoC utilizes data from law enforcement and human trafficking to understand the scope and where the CoC can have an impact. This data led to the development of a policy on relocating DV survivors, as well as staff from the DV shelter now accompanying police to DV calls. For their safety, DV survivors can access the CES in many ways including a 24/7 hotline, outreach at a DV shelter or safe site and through the CES which has safety protocols. A

representative from the domestic violence agency is a member of the CES Committee to ensure survivors' needs are identified and met.

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

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

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
Rockford Housing Authority	13.00%	Yes-Both
Winnebago County Housing Authority	10.00%	Yes-Public Housing
Housing Authority for the County of Boone	0.00%	No

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

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

Winnebago County Housing Authority also manages the Housing Authority for the County of Boone. The CES Committee has met with WCHA Executive Director multiple times to discuss adding homeless preference to HCV. WCHA has declined to implement a homeless preference for HCV at this time.

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

The CoC adopted a system wide low/no barrier policy for members on April 16, 2015. This addresses in general the need for all housing providers both funded and non-funded to ensure equal access. A full anti-discrimination policy that

addresses LGBT was added to the governance charter on 8/18/2016. In addition, all funded agencies have been required since 2012 to have an anti-discrimination policy which is checked by the grantee to ensure it meets the standard of the original rule and the final rule. In order to accommodate LGBT persons, the CES provides additional options for accommodation if they feel unsafe or uncomfortable in a non CoC funded shelter situation including placement in a CoC funded shelter and hotel vouchers. The CoC has been trained on equal access using HUD's Implementing HUD's Equal Access and Gender Identity Rules webinar and guidebook. This training occurs annually.

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

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

When "No Strategies have been implemented" is selected no other checkbox may be selected.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

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

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

N/A

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

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>

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

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

Instructions

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

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

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

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

1E-2. Severity of Needs and Vulnerabilities

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

The CoC ranking and selection process includes consideration for populations that serve those with the highest need including those that are chronically homeless, those with low/no income, mental illness, chronicity, high risk youth and disabled veterans. The CoC utilized the HUD ranking and review tool which includes factors for chronicity and low/no income. Following that process the CoC holds a public meeting to review the ranking. The CoC ranking policy includes a statement that the ranking may be revised by vote, to ensure that projects serving high risk/special populations including the mentally ill, disabled veterans, persons with a long history of homelessness and youth are not placed at risk of losing their permanent housing. This policy only affects permanent housing projects.

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

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

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

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

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

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

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

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

Reallocation: Option 2

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

Listing.

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps. 09/13/2017

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

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps. 09/13/2017

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

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

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

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

2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA. 14, charter

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

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

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

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

in that project type.

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	236	45	191	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	87	0	87	100.00%
Rapid Re-Housing (RRH) beds	77	0	77	100.00%
Permanent Supportive Housing (PSH) beds	346	0	346	100.00%
Other Permanent Housing (OPH) beds	0	0	0	

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

(limit 1000 characters)

Although our HIC indicates that our coverage rate for ES beds was 62.65%, the faith based provider who covers those remaining beds is now fully utilizing HMIS.

2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR? 10

2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 05/01/2017

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

Instructions:

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

2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception. 01/23/2017

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy) 05/01/2017

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

Instructions:

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

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

The change in methodology was to allow the PIT survey for sheltered persons to be conducted using the HMIS system only. In past years, agencies were allowed to use paper/electronic surveys for the PIT count. In addition, our HMIS provider created an electronic version of the PIT survey that our domestic violence provider could utilize and then merged the non-identified data into the PIT results. We believe this actually made our data better in many cases, ensuring that agencies were counting everyone staying at their facilities and also ensuring that there was no duplication of surveys. Utilizing this process increased our shelter count as in the past some paper surveys were deemed unusable due to partial or otherwise unusable information.

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

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

Beds Added:	0
Beds Removed:	0
Total:	0

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

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

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017? Yes

CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

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

Our change in methodology was that our CoC worked with our HMIS lead agency to create an electronic form that was used to conduct the unsheltered PIT. This form was created so that it would be easy to integrate with HMIS data used for the sheltered homeless. All PIT volunteers were required to complete the form on a handheld electronic device that was then compiled by the HMIS lead. The HMIS lead provided training to ensure that volunteers knew how to fill out the form. Due to the specific nature of the questions asked on this form, the data collected was very accurate and only those who were literally homeless and unsheltered were counted. This higher level of accuracy resulted in a decrease in our unsheltered count from 48 to 32.

2C-5. Did the CoC implement specific measures to identify youth in their PIT count? Yes

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

The CoC invited multiple stakeholders to participate in a youth homelessness committee. Approximately 10 agencies that work with homeless youth were part of this process. These stakeholders identified locations that they believed the CoC would be likely to find youth during the PIT. The agencies also identified homeless youth to participate in this committee as well as a special youth focus group comprised entirely of current or past homeless youth. During these meetings, the youth gave the PIT planners specific places to look for homeless youth and strategies for engagement. Youth were also asked to participate as

volunteers during the PIT. On the actual day of the count, volunteers went out during specific times, to places where the homeless youth had recommended. Social media was also used to try to engage youth and flyers were put up in locations that youth frequent. There were specific options for texting, using Facebook, phone, or email to complete the PIT questionnaire.

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

The CoC invited agencies that are not participating in HMIS but could still encounter chronically homeless families, families with children and veterans including food pantries, churches, veteran drop-in centers, VA centers, etc. to participate by conducting electronic surveys or by providing the information for CoC PIT volunteers over the phone. First responders (Fire, Police and EMS) were given PIT info and a contact person so when they encountered anyone experiencing homelessness, they could call and have a PIT volunteer conduct the survey. The CoC in the past two years significantly increased the amount of outreach that they were conducting on a regular basis to the unsheltered (especially chronically homeless and veterans), which allowed PIT volunteers to be better informed about the locations of where to conduct the PIT.

3A. Continuum of Care (CoC) System Performance

Instructions

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

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

Our PSM reported an increase in first time homeless from 407 to 1077, due to our largest shelter adding their beds to HMIS. CES also reports an increase in precariously housed persons moving to shelter to qualify as literally homeless to access permanent housing options. Domestic violence, families with low/no income, high-risk youth (including LGBT), and multiple/long periods of homelessness are population risk factors we have identified as leading to homelessness. We did this by analyzing 2 years of by name list data to identify characteristics of persons at risk for homelessness. Our CoC has a prevention system for those at risk of losing housing and has begun a diversion process for precariously housed. Strategies include identifying PHA residents at risk of eviction, explicit policies limiting PSH discharge by PSH agencies and landlord mediation. City of Rockford Community Action manages the CES and works with the CoC CES Committee to improve prevention strategies.

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

Our length of time homeless decreased from 93 to 13, (80) median nights for ES/SH and from 166 to 22, (144) median nights for ES/SH/TH. The CoC implemented Coordinated Entry in 1/2015 and refines it consistently to improve permanent housing placement rates. Our CoC has also participated in the Built for Zero campaign for ending veteran and chronic homelessness and the

Mayor's Challenge to End Veteran Homelessness. In addition to reaching veteran and chronic functional zero, we utilize the tools learned through Built for Zero to impact our placement rates using by name lists, collective impact coordination and a robust CES. Every person who enters CES is assessed using the VISPDAT and assigned a vulnerability score, including length of time homeless which determines their placement. The City of Rockford Community Action Agency manages the Coordinated Entry System. They work with the CoC CES Committee to oversee and improve the system to reduce length of time persons are homeless.

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

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

Successful placement/retention from street outreach increased from 63% to 76%. Successful placement/retention from ES/TH/PH-RRH increased from 61% to 79%. Successful retention from PH increased from 92% to 94%. In the past 12 months, the CoC has sought new PH opportunities for homeless persons as well as improved strategies to improve retention. This includes seeking increased funding, working with landlords to increase availability of housing stock and providing intervention services to ensure stability. We meet with landlords to prevent evictions prior to occurrence by providing increased supportive services or resources to clients. In addition, we have a landlord mitigation fund available from private funding to encourage landlords to accept homeless persons. The City of Rockford Community Action Agency manages the by name list. They work with the CoC collective impact committees to improve placement/retention.

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

Describe: (1) the numerical change the CoC experienced, (2) what strategies the CoC implemented to identify individuals and families who return to homelessness, (3) the strategies the CoC will use to reduce additional returns to homelessness, and (4) the organization or position responsible for overseeing the CoC's efforts to reduce the rate of individuals and families' returns to homelessness. (limit 1000 characters)

Returns to homelessness decreased from 17% to 11%. To continually reinforce the need to limit returns to homelessness, all housing agencies are required to notify the CES before discharging anyone and each discharge is reviewed to ensure that it is a lease violation and not a program violation so that exits are restricted to only the most serious offenses. All persons exited are rerouted back to CES, often prior to becoming homeless again, to obtain new housing. In the next 12 months, the CoC CES committee plans to utilize a discharge tool they have been developing which requires any agency who plans to discharge a resident to complete the tool and submit it to the CoC CES committee prior to discharge so that all efforts possible to ensure the resident does not return to

homelessness are made. City of Rockford Community Action Agency manages the CES. They work with the CoC CES committee to improve retention.

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

Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC's strategy to increase job and income growth from employment, non-employment including mainstream benefits. (limit 1000 characters)

To increase cash income for participants, CoC partners created innovative job training which includes a Works! Center for educational programs, work skills /soft skills, & actual job connections. The CoC partners with Community Action and Rock Valley College to offer high demand cold forming/CNC job training and placement. Goodwill and the Workforce Connection offer job training/placement opportunities for CoC participants. The CoC is implementing SOAR community wide, to increase the number of individuals approved for SSA. Rosecrance is the lead and oversees training and implementation. Training has begun and 12 more people will be trained to complete SOAR applications by the end of 10/2017, increasing the number of applications. Grant funds support the Works! Center & the Rock Valley College training center to improve employability of the homeless. Primary organizations responsible for this strategy are Rosecrance, the Rockford Rescue Mission & the Community Action Agency.

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

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

N/A

3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016. 05/31/2017

(mm/dd/yyyy)

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

Instructions

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

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

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	164	128	-36

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

Total number of beds dedicated as Dedicated Plus	28
Total number of beds dedicated to individuals and families experiencing chronic homelessness	62
Total	90

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

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

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

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

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

Our strategy is to continue to utilize a by name list and collective impact meetings to ensure that each family with children is permanently housed with appropriate supports. This method is supported by data driven progress tracking and reporting which ensures that all homeless families are accounted for and that progress to ending family homelessness is tracked monthly. Our current strategies have resulted in an average rehousing period of 30 days or less. We have set 12/31/19 as the date by which to reach functional zero for families which includes rapidly rehousing families within 30 days of becoming homeless. Our CoC has participated in the Built for Zero initiative since 2015. Using this data driven model we have reached functional zero for both veterans and the chronically homeless. The City of Rockford Community Action Agency working with the CES committee will be responsible for overseeing these efforts.

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

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	8	77	69

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

Our CoC has a CoC wide Intact Family policy as well as an anti-discrimination policy that addresses age, sex, gender, LGBT status, marital status and disability. In addition, the CoC grantee subcontracts for both CoC and ESG contain intact family and anti-discrimination requirements. CoC funded

agencies are also required to have a non-discrimination policy as well as an outreach strategy that ensures these populations are made aware of CoC housing opportunities. Grantee staff monitor housing placements and retention data to ensure that housing placements/retention demonstrate nondiscrimination. This is done by comparing the percentage of persons accepted into/retained in permanent housing demographics against all homeless demographics to ensure no sub populations are being discriminated against.

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

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

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

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

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

CoC targets funding to decrease youth homelessness including ESG Rapid Rehousing funds, Illinois DCFS Youth Housing funding and current CoC TH and PSH-RR youth projects. The CoC added 69 Rapid Rehousing units last year with over half dedicated to youth. Since 1/1/2017 we have permanently housed 55% of our literally homeless youth as documented by reduction in the by name list of homeless youth. Our plan is to further reduce youth homelessness by

10% by 12/31/17 and to reach functional zero by 12/31/2018 using the Built for Zero strategies we used for veterans. These strategies include collective impact committees, by name lists and data driven tracking and reporting. To expedite this, the CES agency hired a youth advocate to assist in addressing youth homelessness and expand partnerships to address youth homelessness. We will continue utilizing these data driven methodologies as our reduction in youth homelessness over the past year has verified that our efforts are working.

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

The CoC actively partners with the Regional Office of Education, as well as local school districts and Pre--K programs. The Regional Office of Education is an active member of the CoC and works with the CoC on ensuring that homeless youth and families participate in the PIT count and are linked to the CES. Local school districts also actively participate with the CES. Head Start and 0-3 home visiting programs ensure that homeless children receive enrollment preference. CoC agencies are required to have an educational policy with specific staff designated to facilitate educational access and support with local school districts. This policy includes the steps each agency is required to take to link all children to education and ensure that children have the needed transportation and support they need to attend school. In addition the CoC is represented in the Local Area Network meetings which convene all youth providers, both educational and service based to foster collaboration.

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

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

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

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

Our CoC has been addressing veteran homelessness and veteran needs as part of the Built for Zero campaign since January, 2015. We achieved functional zero and met the Mayor’s Challenge to End Veteran Homelessness December, 2015. To accomplish this we built a solid network of veteran serving agencies including the VA, the Veteran’s Assistance Commission, the GPD provider, local veteran housing programs, mental health and addiction services and the Regional VA medical center. This ensures that every veteran who is homeless is identified, assessed through the CES and immediately linked to veteran services including VASH and GPD as well as veteran employment services. Our CoC has maintained functional zero since December 2015, ensuring all newly homeless veterans have housing and services within 30 days. We work closely with the VA-VASH staff to ensure successful placements. Other programs such as Rapid-rehousing are used if the veteran is not eligible for VA services.

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

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

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

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

Instructions:

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

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

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

4A-1a. Mainstream Benefits

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

PSH is supplemented with services to clients which can assist them in identifying what is available to them (vocational, medical/dental, therapy, Medicaid/SNAP, SSA, housing), assist with applications & provide transportation. CoC agencies work with the Community Action Agency to assist clients with utility debt, first months' rent, or public housing deposits. Currently Rosecrance has 3 SOAR staff (& assists others who are not SOAR appropriate) & 1 other staff who helps with Medicaid. Remedies supplements their services with victim of crime funds & advocate for residents to access benefits. The CoC members share training opportunities through the coalition e-mail, Facebook, & website. Speakers are brought in monthly to CoC meetings to discuss their services. Most CoC agencies have an orientation for new staff that introduces them to public benefits. The HMIS committee reviews the SPM data and makes

suggestions to the CoC Board who is responsible for handling it with the grantee.

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

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	16.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	16.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

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

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	16.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	16.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

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

There are three formal entities that conduct outreach and in-reach in our entire service area, all part of our CES. PATH conducts both street outreach and in-reach several times each week. Our local Healthcare for the Homeless Program also conducts outreach and in-reach several times in the week, ensuring the homeless get their medical needs addressed and also connecting them to our coordinated entry system. Our CoC also has a Homeless Outreach Team (HOT) comprised of volunteers from ten community agencies who work together to do street outreach. This team is overseen by the Community Lead for the CES. The outreach/in-reach team performs outreach to known and new areas where unsheltered persons are reported to congregate at least weekly. Repetitive visits are conducted to engage homeless persons and to form relationships. They also respond to requests from the community and local government officials to do targeted outreach when concerns are raised.

**4A-5. Affirmative Outreach
 Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive**

services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach.

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

Our CoC includes Prairie State Legal Services (PSLS), a HUD funded Fair Housing trainer and tester. PSLS provides training to the CoC on fair housing and how to ensure that programs affirm fair housing. CoC programs are required to promote equal access in their marketing materials per their contracts and must have a fair housing plan that includes their specific outreach to protected classes. The CES site is reviewed regularly to ensure that it is fully accessible and intake and assessment can be done in any language, including sign language. CES office signs are also in braille. CoC programs are required to be fully accessible and are monitored annually. Special outreach teams include a variety of representatives so that tailored outreach can be done as needed to those who are unlikely to engage including staff with capacity to address health needs, trauma, LEP, trafficking, youth services, substance abuse and mental health.

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

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	10	77	67

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

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

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Notice of inclusi...	09/26/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	Notice of Consoli...	09/26/2017
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	CoC RFP	09/26/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	Public Posting Ra...	09/26/2017
05. CoCs Process for Reallocating	Yes	CoC Process for r...	09/26/2017
06. CoC's Governance Charter	Yes	CoC Governance Ch...	09/26/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policies and...	09/26/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Plans	09/26/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No		
11. CoC Written Standards for Order of Priority	No	CoC Orders of Pri...	09/26/2017
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	SySPerfReportHDX	09/26/2017
14. Other	No	Certificate of Co...	09/26/2017
15. Other	No		

Attachment Details

Document Description: Notice of inclusion or denial

Attachment Details

Document Description: Notice of Consolidated Plan posting

Attachment Details

Document Description: CoC RFP

Attachment Details

Document Description: Public Posting Ranking

Attachment Details

Document Description: CoC Process for reallocating

Attachment Details

Document Description: CoC Governance Charter

Attachment Details

Document Description: HMIS Policies and Procedures

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Plans

Attachment Details

Document Description:

Attachment Details

Document Description: CoC Orders of Priority

Attachment Details

Document Description:

Attachment Details

Document Description: SySPerfReportHDX

Attachment Details

Document Description: Certificate of Consistency with the Consolidated Plan

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/26/2017
1B. Engagement	09/26/2017
1C. Coordination	09/26/2017
1D. Discharge Planning	09/13/2017
1E. Project Review	09/25/2017
2A. HMIS Implementation	09/25/2017
2B. PIT Count	09/25/2017
2C. Sheltered Data - Methods	09/26/2017
3A. System Performance	09/26/2017
3B. Performance and Strategic Planning	09/26/2017
4A. Mainstream Benefits and Additional Policies	09/26/2017
4B. Attachments	09/26/2017

Submission Summary

No Input Required

Mary Runestad

From: Mary Runestad
Sent: Wednesday, September 13, 2017 12:04 PM
To: DLynde@rosecrance.org; Sarah Parker ; 'Sue Rader'; Kay Larrick; 'mecommare@xta.com'; 'vnoe-eltvedt@rockfordmeld.org'
Cc: Jennifer Jaeger; Todd Kisner; Angie Walker
Subject: Rankings for CoC Project Applications (revised)

(Revised) As you are aware, on September 8, 2017, a committee of the Rock River Homeless Coalition ranked and reviewed projects submitted for the IL501 Rockford/Winnebago/Boone Counties Continuum of Care application to HUD. This year's ranking was performed using the HUD ranking tool which has two parts: Part 1 has a threshold requirement – if projects do not meet the threshold requirements, they either cannot be ranked or must be ranked at the bottom. Part 2 is a scoring template that is populated from APRs. The HUD tool then assigns a score for ranking. The Committee discussed and analyzed the scoring information and developed the following list of projects with their ranking and requested funding to be included in the 2017 Continuum of Care application to be submitted to HUD by September 28, 2017. Congratulations to your agency and thank you for your continued commitment to HUD supported programming.

Ranking	Project	Funding
1	Rosecrance Permanent Supportive Housing 2011	\$29,961
2	Homeless Management Information System	\$83,670
3	Shelter Care Ministries Rapid Rehousing 1	\$41,752
4	Rosecrance Permanent Supportive Housing 2013	\$29,630
5	Youth Services Network/MELD Transitional Housing	\$52,861
6	Rosecrance Permanent Supportive Housing 1998	\$622,248
7	Youth Services Network Rapid Rehousing	\$91,871
8	Shelter Care Ministries Permanent Supportive Housing Chronic	\$33,690
9	Shelter Care Ministries Permanent Supportive Housing Veterans	\$60,312
10	Carpenter's Place Permanent Supportive Housing 1	\$108,705
11	Carpenter's Place Permanent Supportive Housing 2	\$31,972
12	Rosecrance Permanent Supportive Housing 2007	\$29,631
13	Rosecrance Permanent Supportive Housing 2003	\$133,339
14	Shelter Care Ministries Permanent Supportive Housing Disabilities	\$50,608
15	Shelter Care Ministries Rapid Rehousing 2	\$56,786
16	Rosecrance Permanent Supportive Housing 2017	\$122,720

Mary Runestad

Administrative Assistant
Community Services Division
City of Rockford Human Services Dept.
A Community Action Agency
555 N. Court St. Suite 301
Rockford, IL 61103
Phone 779-348-7578
FAX 815-987-8046
Main phone 844-710-6919

No applicants denied



Rock River Homeless Coalition



Home About the Coalition Announcements and schedules Built for Zero Report

The Rock River Homeless Coalition meets monthly:

Please feel free to attend one of our meetings that are open to the public. The Coalition meets monthly on the third Thursday of each month at 3:00 PM.

Next Meeting is scheduled for: September 21, 2017

LOCATION CHANGE- Rockford Rescue Mission @ RRM Works! Center, 715 W. State St. (enter through the State Street entrance)

[9/21/17 Meeting Agenda](#)

[8/17/17 Meeting Minutes](#)

9/26/17--2017 HUD NOFA consolidated application--posted below for community review.

Contact Angie.walker@rockfordil.gov at the City of Rockford with any questions or comments.

[Consolidated Application](#)

[Planning Grant](#)

Project applications:

1. [Rosecrance Permanent Supportive Housing 2011](#)
2. [Homeless Management Information System](#)
3. [Shelter Care Ministries Rapid Rehousing PH 1](#)
4. [Rosecrance Permanent Supportive Housing 2013](#)
5. [MELD Transitional Housing](#)
6. [Rosecrance Permanent Supportive Housing 1998](#)
7. [YSN Rapid Rehousing](#)
8. [Shelter Care Ministries PSH Chronic](#)
9. [Shelter Care Ministries Veteran PSH](#)
10. [Carpenter's Place PSH One](#)
11. [Carpenter's Place PSH Two](#)
12. [Rosecrance Permanent Supportive Housing 2007](#)
13. [Rosecrance PSH 2003](#)
14. [Shelter Care Ministries PSH Disabilities](#)
15. [Shelter Care Ministries RR2](#)
16. [Rosecrance Permanent Supportive Housing 2017](#)

9/13/17-RRHC Announces Project Rankings for upcoming HUD-NOFA competition

1. Rosecrance Permanent Supportive Housing 2011	\$29,961
2. Homeless Management Information System	\$83,670
3. Shelter Care Ministries Rapid Rehousing PH 1	\$41,752
4. Rosecrance Permanent Supportive Housing 2013	\$29,630
5. MELD Transitional Housing	\$52,861
6. Rosecrance Permanent Supportive Housing 1998	\$622,248
7. YSN Rapid Rehousing	\$91,871
8. Shelter Care Ministries PSH Chronic	\$33,690



your energy companies for you, or directly to eligible renters if all energy costs are included in your rent. You may also have the option of signing up for PIPP at your LIHEAP appointment – PIPP is a monthly budget plan where if you make your payments on time, it will forgive apportion of your past due balances. Click here for application information!

[2017-2018 LIHEAP site information](#)



The **Continuum of Care** program promotes a community-wide commitment to the goal of ending homelessness; provides funding for efforts by nonprofit providers and State and local governments to quickly re-house homeless individuals and families to minimize trauma and displacement; promotes access to and effective utilization of mainstream programs; and optimizes self-sufficiency among individuals and families experiencing homelessness.

Continuing their community-wide commitment to the goal of ending homelessness, on September 8, 2017, a committee of the **Rock River Homeless Coalition** ranked and reviewed projects submitted for the IL 501 Rockford/Winnebago/Boone Counties Continuum of Care application to HUD. This year's ranking was performed using the HUD ranking tool which has two parts: Part 1 has a threshold requirement – if projects do not meet the threshold requirements, they either cannot be ranked or must be ranked at the bottom. Part 2 is a scoring template that is populated from APRs. The HUD tool then assigns a score for ranking. The Committee analyzed the scoring information and developed the following list of projects with their ranking and requested funding to be included in the 2017 Continuum of Care application to be submitted to HUD by September 28, 2017. Click here for rankings list:

[COC 2017 Ranking](#)

NEW! The Continuum of Care 2017 completed application is now available to review at www.rockriverhomelesscoalition.com



Rock River Homeless Coalition



Jennifer

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Posts



Rock River Homeless Coalition

The final 2017 Consolidated HUD NOFA application including all project applications have been posted on the Rock River Homeless Coalition's webpage. To review, please go to the coalition's webpage: <https://www.rockriverhomelesscoalition.com/announcements-an...>



Announcements and schedules

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Rock River Homeless Coalition

September 22 at 9:13am

National Alliance to End Homelessness

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2017 Notice of Funding Availability (NOFA) IL 501 CoC New Project Application

This year HUD has made available \$107,742 in new competitive funding for projects serving the literally homeless in Boone and Winnebago Counties. If renewing projects choose to reduce their allocation, then additional funding may become available. If it does, this will be posted at www.rockriverhomelesscoalition.org or www.rockfordil.gov on the community services page. New applicants are strongly encouraged to apply. There will be two opportunities for comment on this application as well as an opportunity for training on this NOFA. They will be held August 2nd at 2 PM and August 4th at 9 AM. These meetings will be held at 555 N Court Street, room 115. The full NOFA from HUD may be found at <https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>. The NOFA includes all of the program regulations as well as definitions and descriptors.

Eligible applicants are limited to 501c(3)s. Applicants must also have or obtain before 9/20/17 a DUNS number and a SAMS number. If selected to be included in the HUD applications, project applicants are required to have their projects completed in Esnap by September 12, 2017.

The types of projects that are eligible and that we are interested in funding are listed below in order of desirability;

- Rapid Rehousing projects for families and/or youth and/or the new TH/PHRR projects for families and youth.
- Expansion projects
- PSH Dedicated Plus

Projects will be ranked and reviewed utilizing the HUD developed Project Ranking Tool. A link to this tool may be found here: <https://www.hudexchange.info/resource/5292/project-rating-and-ranking-tool/>

The Continuum of Care has also established a policy that states that ranking may be revised by vote to ensure that projects serving high risk/special populations including the mentally ill, disabled veterans, persons with a long history of homelessness, and youth are not placed at risk of losing their permanent housing.

All awarded sub-recipients must become a member of the Rock River Homeless Coalition. In addition, all sub-recipients must follow the policies of the Coordinated Entry System which prioritizes those most at risk for housing first.

All awarded sub recipients will be required to utilize the CoC Homeless Management Information System. Domestic Violence and Legal Services providers are allowed to use a comparable system for privacy purposes.

THIS APPLICATION IS DUE TO OUR OFFICE EITHER VIA EMAIL TO Mary.Runestad@rockfordil.gov or to 555 N Court #301, Rockford NO LATER THAN 5 PM ON AUGUST 28, 2017.

2017 IL 501 CoC Competitive Application for New or Expansion Projects

Applicant Name: _____

Applicant Address: _____ City: _____

Applicant Contact Person: _____

Contact Phone: _____ Email: _____

Project Type:

- Rapid Rehousing projects for families and/or youth and/or the new TH/PHRR projects for families and youth.
- Expansion projects
- PSH Dedicated Plus

Please describe the proposed project (limit 5 pages). Include how many households you propose serving, the type of project (leasing/rental), the number of units in the project, what special populations, if any, you plan to serve and how the project will address the following priorities;

- Homeless youth (unaccompanied or parenting youth aged 17 ½ to 24,
- Homeless families
- The need to expand services to an existing housed population (expansion proposals).

In addition, please describe how your project will address the following;

- You must state whether the project is a housing first project.
- You must state if you are a low/no barrier project.
- You must state whether the project has any participation requirements other than case management.

- You must list the total number of beds in the project as well as the number of beds dedicated to the chronically homeless. Remember, chronic beds can be filled by other persons who are homeless if the SPOE certifies there are no chronic on the wait list.

These items will be a factor in ranking/scoring. Other factors in ranking/scoring include cost effectiveness, priority populations and agency capacity.

Your project description should also address the financial and management capacity of your agency, how your project will assist literally homeless persons obtain/retain permanent housing, how your project will link participants to mainstream services and assist them in obtaining income, a description of your supportive services plan and your agency's experience in working with the homeless.

Project description:

(Expandable)

Project Proposed Budget:

Administrative costs are limited to 5% of the total budget. All budgets should be calculated for 1 year. Grants that perform well are eligible for annual renewals provided funding is available. Please use whole numbers only for the budget.

Matching Funds

Every applicant must commit to a 25% match for the project. Match funds must be used to pay eligible costs within the approved final budget. You are allowed to use match in any area of your budget as long as the total equals 25% of the entire budget. Sources of match documentation will be required if your project is included in the HUD application.

Type of Matching funds:

- Cash
- In-kind

Please list all sources of matching funds that will be used:

Budget line items for which funding is being requested:

- Leased units
- Rental Assistance
- Supportive Services

- Operations
- HMIS
- Administration
-

Leasing/rental unit budget

Total units requested:

0 bedroom ___ x \$515 (FMR) = ___ x 12 months = ___
 1 bedroom ___ x \$578 (FMR) = ___ x 12 months = ___
 2 bedroom ___ x \$768 (FMR) = ___ x 12 months = ___
 3 bedroom ___ x \$1018 (FMR) = ___ x 12 months = ___

Total Leasing/rental budget for 1 year: _____

Supportive Services Budget

Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive services activity. A quantity AND description must be entered for each requested cost. Enter the quantity in detail (e.g. 1 FTE Case Manager Salary + benefits, or child care for 15 children) for each supportive service activity for which funding is being requested. Please note that simply stating "1FTE" is NOT providing "Quantity AND Detail" and limits understanding of what is being requested.

Eligible Costs	Quantity and Detail	Amount Requested	Match Amount	Total
Assessment of Service Needs		\$	\$	\$
Assistance with Moving Costs		\$	\$	\$
Case Management		\$	\$	\$
Child Care		\$	\$	\$
Education Services		\$	\$	\$
Employment Assistance		\$	\$	\$
Food		\$	\$	\$
Housing/Counseling Services		\$	\$	\$
Legal Services		\$	\$	\$
Life Skills		\$	\$	\$
Mental Health Services		\$	\$	\$
Outpatient Health Services		\$	\$	\$
Outreach Services		\$	\$	\$
Substance Abuse Treatment Services		\$	\$	\$
Transportation		\$	\$	\$
Utility Deposits		\$	\$	\$
Total Supportive Services		\$	\$	\$

Operating Budget

Enter the quantity and total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operations activity.

A quantity AND description must be entered for each requested cost. Enter the quantity in detail (e.g. 1 FTE Case Manager Salary + benefits, or child care for 15 children) for each supportive service activity for which funding is being requested. Please note that simply stating "1FTE" is NOT providing "Quantity AND Detail" and limits understanding of what is being requested.

Eligible Costs	Quantity and Detail	Amount	Match Amount	Total
Maintenance/Repair		\$	\$	\$
Insurance		\$	\$	\$
Building Security		\$	\$	\$
Electricity, Gas and Water (leased building only)		\$	\$	\$
Furniture		\$	\$	\$
Equipment		\$	\$	\$
Total		\$	\$	\$

HMIS Budget

A quantity AND description must be entered for each requested cost. Enter the quantity in detail (e.g. 1 FTE Case Manager Salary + benefits, or child care for 15 children) for each supportive service activity for which funding is being requested. Please note that simply stating "1FTE" is NOT providing "Quantity AND Detail" and limits understanding of what is being requested.

Eligible Costs	Quantity and Detail	Amount	Match Amount	Total
Equipment		\$	\$	\$
Software (HMIS User Fees)		\$	\$	\$
Personnel (data entry/reporting)		\$	\$	\$
Space and Operations		\$	\$	\$
Total		\$	\$	\$

Summary Budget

Eligible Costs	Amount	Match Amount	Total
Leasing/Rental	\$	\$	\$
Supportive Services	\$	\$	\$
Operating	\$	\$	\$
HMIS	\$	\$	\$
Administration (5%)	\$	\$	\$
Total	\$	\$	\$



- Home
- About the Coalition
- Announcements and schedules
- Built for Zero Reports
- Reso

The Rock River Homeless Coalition meets monthly:

Please feel free to attend one of our meetings that are open to the public. The Coalition meets monthly on the third Thursday of each month at 3:00 PM.

Next Meeting is scheduled for: September 21, 2017

LOCATION CHANGE- 555 N Court #115, Rockford, IL



- 9/21/17 Meeting Agenda Coming Soon
- 8/17/17 Meeting Minutes Coming Soon

9/13/17-RRHC Announces Project Rankines for upcoming HUD-NOFA

9/13/17-RRHC Announces Project Rankings for upcoming HUD-NOFA competition

- | | |
|--|-----------|
| 1. Rosecrance Permanent Supportive Housing 2011 | \$29,961 |
| 2. Homeless Management Information System | \$83,670 |
| 3. Shelter Care Ministries Rapid Rehousing PH 1 | \$41,752 |
| 4. Rosecrance Permanent Supportive Housing 2013 | \$29,630 |
| 5. MELD Transitional Housing | \$52,861 |
| 6. Rosecrance Permanent Supportive Housing 1998 | \$622,248 |
| 7. YSN Rapid Rehousing | \$91,871 |
| 8. Shelter Care Ministries PSH Chronic | \$33,690 |
| 9. Shelter Care Ministries Veteran PSH | \$60,312 |
| 10. Carpenter's Place PSH One | \$108,705 |
| 11. Carpenter's Place PSH Two | \$31,972 |
| 12. Rosecrance Permanent Supportive Housing 2007 | \$29,631 |
| 13. Rosecrance PSH 2003 | \$133,339 |
| 14. Shelter Care Ministries PSH Disabilities | \$50,608 |
| 15. Shelter Care Ministries RR2 | \$56,786 |
| 16. Rosecrance Permanent Supportive Housing 2017 | \$122,720 |



Upcoming Funding Opportunity:

The city has received notice of available funds for the 2017 Emergency Submittance



Rock River Homeless Coalition

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Rock River Homeless Coalition 2 hrs

Liked Following Share

The RRHG held their ranking and scoring meeting for the upcoming NOFA competition on 9/8/17. The approved ranking is listed below.

1. Rosecrance Permanent Supportive Housing 2011 \$29,961
2. Shelter Care Ministries Rapid Rehousing PH 1 \$41,752
3. Shelter Care Permanent Supportive Housing 2013 \$29,630
4. Rosecrance Permanent Supportive Housing 1998 \$622,248
5. MELD Transitional Housing \$52,861
6. Rosecrance Permanent Supportive Housing 1998 \$622,248
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9. Shelter Care Ministries Veteran PSH \$60,312
10. Carpenter's Place PSH One \$108,705
11. Carpenter's Place PSH Two \$31,972
12. Rosecrance Permanent Supportive Housing 2007 \$29,631
13. Rosecrance PSH 2003 \$133,339
14. Shelter Care Ministries PSH Disabilities \$50,608
15. Shelter Care Ministries RR2 \$56,786
16. Rosecrance Permanent Supportive Housing 2017 \$122,720

15 people reached

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Arel Haugabook

Top Comments

Write a comment...

Rock River Homeless Coalition There were a couple errors on funding amounts, they have been corrected.

Like · Reply · Just now

Rock River Homeless Coalition added 8 new photos

— at Embassy Suites Chicago Downtown Magnificent Mile.

September 7 at 3:54pm · Chicago ·

Our local team attending the Built for Zero Training Sessions in Chicago. Much work has been done! #readyforzero #endhomelessness



A More Engaging Look for Your Page Profile

Starting in August, the shape of your Page profile picture will change from square to circular in News Feed and on timeline. The larger profile picture on your Page cover area will remain square. We created a preview to help you see how the change will look and decide whether you want to make any updates.

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Shakima Smith

CONTACTS

21 Likes · 4 Comments

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Sharna Luvinye Sta

September 26, 2016 at

I NEED HELP. I JUST MOVED FROM CLEVELAND OHIO. I HA

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YOUR PAGES

2

Rock River Homeless

We will be opening our Winter at 2907 S 4th St. We will be open March 31.

December 15, 2016 at

Dave Fredrick

YOUR GAMES

RECOMMENDED GAMES

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April 3 Bullseye

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The Rock River Homeless Coalition meets monthly:

Please feel free to attend one of our meetings that are open to the public. The Coalition meets monthly on the third Thursday of each month at 3:00 PM.

Next Meeting is scheduled for: September 21, 2017

LOCATION CHANGE- 555 N Court #115, Rockford, IL

9/21/17 Meeting Agenda Coming Soon

8/17/17 Meeting Minutes Coming Soon

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15. Shelter Care Ministries RR2	\$56,786
16. Rosecrance Permanent Supportive Housing 2017	\$122,720

Upcoming Funding Opportunity:

The city has received notice of available funds for the 2017 Emergency Solutions Grant. Please check back shortly for the RFP.

2017 COC Application Announcement

The City of Rockford Human Services Department in conjunction with the Rock River Homeless Coalition is anticipating approximately \$107,742.00 in funding from the U.S. Dept. of Housing and Urban Development for the Continuum of Care (CoC) competitive grant program. The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide



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 - Administration
- **Community Services Division**
 - Housing Programs
 - Community Health & Prevention
 - Community Action Programs
 - Energy Programs
 - Community Services FAQ
 - Community Action Agency Board
 - Head Start
 - Fiscal Reports

Community Services Division
Jennifer Jaeger
Division Director

Contact Us
844-710-6919 (toll free)
555 N Court Street
Rockford, IL 61103
FAX 815-987-8046
csbg.administration@rockfordil.gov

Quick Links
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Community Services Division

WELCOME TO **COMMUNITY ACTION** !

The Human Services Department serves as the **Community Action Agency** for Winnebago and Boone Counties - one of the nearly 1,000 Community Action Agencies throughout the country working to create opportunities for people facing the challenges related to the effects of poverty. As the **Community Services Division**, we work to improve the conditions in which people live, support self-sufficiency, and help to form strong and healthy

Information Technology Search the web and Windows

1:57 PM 9/13/2017



The **Continuum of Care** program promotes a community-wide commitment to the goal of ending homelessness; provides funding for efforts by nonprofit providers and State and local governments to quickly re-house homeless individuals and families to minimize trauma and dislocation; promotes access to and effective utilization of mainstream programs; and optimizes self-sufficiency among individuals and families experiencing homelessness.



Continuing their community-wide commitment to the goal of ending homelessness, on September 8, 2017, a committee of the **Rock River Homeless Coalition** ranked and reviewed projects submitted for the IL501 Rockford/Winnebago/Boone Counties Continuum of Care application to HUD. This year's ranking was performed using the HUD ranking tool which has two parts: Part 1 has a threshold requirement – if projects do not meet the threshold requirements, they either cannot be ranked or must be ranked at the bottom. Part 2 is a scoring template that is populated from APRs. The HUD tool then assigns a score for ranking. The Committee analyzed the scoring information and developed the following list of projects with their ranking and requested funding to be included in the 2017 Continuum of Care application to be submitted to HUD by September 28, 2017. Click here for rankings list: [CoC 2017 Ranking](#)



From: Mary Runestad
Sent: Wednesday, September 13, 2017 12:04 PM
To: Dlynde@rosencrance.org; Sarah Parker; 'Sue Rader'; Kay Larrick; 'mecommare@xta.com'; 'vnoe-elvtvedt@rockfordmeld.org'; Jennifer Jaeger; Todd Kisner; Angie Walker
Cc: Jennifer Jaeger; Todd Kisner; Angie Walker
Subject: Rankings for CoC Project Applications (revised)

(Revised) As you are aware, on September 8, 2017, a committee of the Rock River Homeless Coalition ranked and reviewed projects submitted for the IL501 Rockford/Winnebago/Boone Counties Continuum of Care application to HUD. This year's ranking was performed using the HUD ranking tool which has two parts: Part 1 has a threshold requirement – if projects do not meet the threshold requirements, they either cannot be ranked or must be ranked at the bottom. Part 2 is a scoring template that is populated from APRs. The HUD tool then assigns a score for ranking. The Committee discussed and analyzed the scoring information and developed the following list of projects with their ranking and requested funding to be included in the 2017 Continuum of Care application to be submitted to HUD by September 28, 2017. Congratulations to your agency and thank you for your continued commitment to HUD supported programming.

Ranking	Project	Funding
1	Rosecrance Permanent Supportive Housing 2011	\$29,961
2	Homeless Management Information System	\$83,670
3	Shelter Care Ministries Rapid Rehousing 1	\$41,752
4	Rosecrance Permanent Supportive Housing 2013	\$29,630
5	Youth Services Network/MELD Transitional Housing	\$52,861
6	Rosecrance Permanent Supportive Housing 1998	\$622,248
7	Youth Services Network Rapid Rehousing	\$91,871
8	Shelter Care Ministries Permanent Supportive Housing Chronic	\$33,690
9	Shelter Care Ministries Permanent Supportive Housing Veterans	\$60,312
10	Carpenter's Place Permanent Supportive Housing 1	\$108,705
11	Carpenter's Place Permanent Supportive Housing 2	\$31,972
12	Rosecrance Permanent Supportive Housing 2007	\$29,631
13	Rosecrance Permanent Supportive Housing 2003	\$133,339
14	Shelter Care Ministries Permanent Supportive Housing Disabilities	\$50,608
15	Shelter Care Ministries Rapid Rehousing 2	\$56,786
16	Rosecrance Permanent Supportive Housing 2017	\$122,720

No applicants denied

Mary Runestad
 Administrative Assistant
 Community Services Division
 City of Rockford Human Services Dept.
A Community Action Agency
 555 N. Court St. Suite 301
 Rockford, IL 61103
 Phone 779-348-7578
 FAX 815-987-8046
 Main phone 844-710-6919

IL 501 Ranking and Review

Project ranking decisions for HUD NOFA

Presented 9/8/17

1:45 pm

Room 115 - 555 N. Court St.

Below is the list of renewals and requested funding,
 also listed is the 1 new project

New	2017 Rosecrance PSH	Rosecrance	PSH	\$
IL0615L5T011601 Renewal	HMIS 2015	ICA	PSH	\$122,720
IL450L5T011602 Renewal	S+C 2011	Rosecrance	PSH	\$83,670
IL0574L5T011603 Renewal	Rosecrance Chronic Reallocate	Rosecrance	PSH	\$29,691
IL009L5T011609 Renewal	S+C 1998	Rosecrance	PSH	\$29,630
IL0562L5T011603 Renewal	SCM Chronic Reallocated	Shelter Care Ministries	PSH	\$622,248
IL0485L5T011603 Renewal	SCM Veterans	Shelter Care Ministries	PSH	\$33,690
IL0017L5T011609 Renewal	CP PH 1	Carpenters Place	PSH	\$60,312
IL0575L5T011603 Renewal	CP PH Reallocated	Carpenter's Place	PSH	\$108,705
IL479L5T011606 Renewal	S+C 2007	Rosecrance	PSH	\$31,972
IL0012L5T011609 Renewal	S+C 2003	Rosecrance	PSH	\$29,631
IL0449L5T011604 Renewal	SCM PSH Disability	Shelter Care Ministries	PSH	\$133,339
IL0016L5T011609 Renewal	SCM RR1	Shelter Care Ministries	RRH	\$50,608
IL0613L5T011601 Renewal	SCM RR2	Shelter Care Ministries	RRH	\$41,752
IL0648L5T011600 Renewal	YSN RR1	Shelter Care Ministries	RRH	\$56,786
IL0019L5T011609 Renewal	MELD TH	YSN	TH	\$91,871
		YSN		\$52,861

This year's ranking was done utilizing the HUD ranking tool which has two parts:

Part one is a threshold requirement. If projects do not meet the threshold requirements they either cannot be ranked or must be ranked at the bottom

Part two is a scoring template that is populated from APRs.

The HUD tool then assigns a score for ranking.

Collaborative applicants can change the ranking but must explain their actions.

The rankings as scored:

Rank	Project	Score
1	S+C 2011	95
2	SCM RR1	95
3	SCM RR2	94
4	Rosecrance Reall	94
5	MELD TH	93
6	S+C 1998	93
7	YSN RR	92
8	SCM Reall	91
9	SCM Vet	89
10	CP PH 1	88
11	CP PH 2	88
12	S+C 2007	87
13	RC 2017 NEW	87
14	S+C 2013	84
15	SCM Dis	81



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ROCK RIVER
Homeless Coalition

Working Together to End Homelessness

Reallocations of Continuum of Care Funds

The Rock River Homeless Coalition and the Collaborative Applicant will review all CoC Projects for performance. If those projects are shown to be poor performers, they could be subject to reallocation of funds. Types of programs looked at for reallocation will be Supportive Service only (SSO) grants and Transitional Housing (TH) per HUD guidance. Agencies may also volunteer to reallocate grants to repurpose them into permanent housing projects.

Effective: 8/20/2015

BY-LAWS OF Rock River Homeless Coalition

Article 1. Name

The name of this organization is the Rock River Homeless Coalition (RRHC).

In the event that this organization opts to become a legal corporate entity, the following shall apply:

The name of this Not-for-Profit Corporation is the Rock River Homeless Coalition.

Article 2. Mission, Vision and Purpose

The mission of the Rock River Homeless Coalition is to develop, sustain and coordinate a comprehensive Continuum of Care for Winnebago/Boone Counties in order to move the homeless population toward self-sufficiency and ultimately to eliminate homelessness.

The vision of the Rock River Homeless Coalition is that individuals and families facing homelessness in Winnebago/Boone Counties should have access to safe, decent, affordable housing and the resources and supports needed to sustain it.

The purpose and scope of the Rock River Homeless Coalition is to break the cycle of homelessness in Winnebago/Boone Counties by assisting homeless individuals and families to move into permanent housing and become self-sufficient.

To achieve this purpose the Rock River Homeless Coalition will seek to:

- A. Provide knowledge to and engage the general population of Winnebago/Boone Counties to understand the at-risk population facing homelessness and to promote community-wide commitment to the goal of ending homelessness.
- B. End homelessness in Winnebago/Boone Counties and optimize self-sufficiency among individuals and families experiencing homelessness.
- C. Enhance the knowledge of the service providers to address the housing needs.
- D. Identify housing needs of homeless and low-income persons in Winnebago/Boone Counties on an ongoing basis.
- E. Support planning and development of services to meet prioritized needs within Winnebago/Boone Counties and promote access to and effective use of mainstream programs by homeless individuals and families.
- F. Obtain and sustain permanent housing solutions.
- G. Be a united coalition of community systems and individuals representing a wide array of community constituents, including, but not limited to, current/formerly homeless individuals.
- H. Assist the homeless and those who are at risk of homelessness to obtain housing, economic stability, and an enhanced quality of life through comprehensive and collaborative services.

- I. Provide substantive input into the Annual Action Plan for Winnebago/Boone Counties.
- J. To participate in a Homeless Management Information System to effectively identify needs and outcomes, streamline services, and avoid duplication of efforts.
- K. Secure funding for efforts by nonprofit providers, States, and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to individuals, families, and communities as a consequence of homelessness.

The Rock River Homeless Coalition coordinates a broad array of services and include but is not limited to:

- | | |
|------------------------------|----------------------|
| • Prevention of Homelessness | Transitional Housing |
| • Emergency Shelter/Services | Support Services |
| • Day Services | Permanent Housing |
| • Point In Time Count | Outreach |
| • Coordinated Entry | Gaps Analysis |

Article 3. Membership

Section 1.

Membership must be comprised of individuals and agencies concerned with the development and coordination of homeless assistance programs.

Membership is open and will not be limited to, but must include persons representing the following populations:

- Chronically homeless
- Families with children
- HIV/AIDS
- Mental illness
- Person(s) who is homeless or formerly homeless
- Substance use disorders
- Unaccompanied youth
- Veterans
- Victims of domestic violence, dating violence, sexual assault, and stalking

Persons representing the following categories will enrich the work of the RRHC. Therefore, their membership is encouraged:

- Housing developers and landlord organizations
- Neighborhood groups
- Migrant worker groups
- Non-profit organizations representing individuals with disabilities
- Business and financial institutions
- Organized labor
- Private foundations and funding organizations
- Social service providers
- State and local government agencies
- Faith-based organizations
- Volunteer Individuals
- Current or former clients of program services of member agencies

Section 2.

Voting members or alternate members are entitled to:

- Have voting rights (One vote per agency unless individual member)
- Receive letters of support for grants indicating length of membership and level of participation
- Receive information and updates via mailing list
- Serve on committees

Non-voting members are entitled to:

- Receive letters of support for grants indicating length of membership and level of participation
- Receive information and updates via mailing list
- Serve on committees

Section 3.

Membership shall be updated monthly. Memorandums of Understanding shall be signed and updated annually. The Secretary will record attendance of voting and alternate voting members. The secretary will note a member as “present” when a non-voting member is sent in place of the voting member and alternate voting member. An “Inactive member” shall be defined as an individual or organization where the voting member, alternate voting member and non-voting member have missed three consecutive regular CoC meetings or have attended fewer than 75% of the regular CoC meetings that occurred within the last 12 months. Inactive members will not be allowed to vote. Inactive members may be removed from the membership through a CoC simple majority vote at any time after the member has been determined to be an inactive member. The CoC members may opt through a simple majority vote to waive these provisions and to reinstate membership and voting privileges for inactive members who have missed meetings due to illness, crisis situations, or other compelling and unavoidable circumstances.

Funded agencies will also be held to the standard in Article 13, Section 5.

Section 4.

Upon ratification of these bylaws, the existing membership shall be “grandfathered” into existence under the terms of these bylaws. New membership and retention of membership shall occur as follows:

Rock River Homeless Coalition

Memorandum of Understanding for Continuum Membership

Guidelines:

Prospective members shall complete an application for membership. This application shall be called a Memorandum of Understanding. The Memorandum of Understanding is effective for a period of the time of application to the following January, when it can be renewed. Entities or individuals that wish to renew membership may do so annually at the December meeting. Applications shall be submitted to the Vice-Chair of the Rock River Homeless Coalition.

The Memorandum of Understanding for Membership will identify requirements of admission standard for Continuum membership. When submitting the Memorandum of Understanding, applicants are required to complete all the portions of the application pages for processing to occur.

Article 4 Dues

Any corporation, organization or individual who is interested in membership and meets the requirements defined in Article 3 shall pay membership dues by January 31st of each calendar year. Scholarships will be made available for corporations, organizations, or individuals who lack the financial resources to pay the dues with scholarship awards being determined by the Rock River Homeless Coalition Board/Executive Committee. Failure to pay annual dues will result in suspension. Membership dues and renewals will be set by the Board in July each year for the following year.

Article 5 Voting

Section 1.

Each member shall have **one** vote upon any motion. A member is defined as follows:

1. Member agency, faith-based group or organization: Each agency, faith-based group or organization shall have one designated individual as a member and one designated individual as an alternate member as defined in the application for membership mentioned in Article 3, Section 4. The “member” is the individual who is entitled to vote; the alternate member will vote in the alternate when the designated member is not present. Voting member must be identified at the time of the vote.
2. Each individual member who is not representative of a designated organization shall be considered a voting member.
3. An organization or individual may have up to one voting member and one alternate voting member with voting privileges. Additional individuals will be non-voting members who shall be counted as “present” during a vote occurring when the voting member or alternate voting member is not available.

Section 2.

No member shall vote on any issue where there could be a conflict of interest. (Refer to Article 10 for definition of “conflict of interest.”)

Article 6 Officers

Section 1.

The Officers of the Continuum (defined as the Executive Committee Members) shall be the following:

- Chairperson of the Board
- Vice-Chair
- Secretary
- Treasurer

The Executive Committee Members shall meet at least once monthly with the Rock River Homeless Coalition Board and full continuum.

These individuals shall perform the duties that usually pertain to their respective offices including:

- A. **Chairperson of the Board:** The Chair shall call, preside over all meetings, and set agendas for all Continuum meetings. The chair can call special meetings of the Continuum. The chair may appoint a Nominating Committee of no fewer than three members.

- B. **Vice-Chair:** The Vice-Chair shall assume all duties of the Chair in the event of his/her absence. The Vice Chair (s) will be responsible for membership and such other duties as assigned by the Chair.
- C. **Secretary:** The Secretary shall be responsible for all correspondence and prepare reports as required. The Secretary shall be responsible for the minutes of the meetings of the Continuum and for their mailing or e-mailing distribution. The secretary is responsible for tracking Continuum meeting attendance through sign-in sheets.
- D. **Treasurer:** The Treasurer shall be responsible for all monies received and disbursed. Any financial transaction shall require the authorization of any two officers of the Continuum. The Treasurer shall also review the Budget for the yearly HUD Application.

Section 2.

The officers shall be nominated by the Nominations Committee or CoC Membership at the August Meeting and elected to a two-year term in the following manner beginning with the 2016 election:

- a. In EVEN-numbered years, the CoC will elect the positions of Chair and Treasurer.
- b. In ODD-numbered years, the CoC will elect the positions of Secretary and Vice-Chair.

Section 3.

Officers may serve two consecutive terms in their respective offices and may be subject to removal at any time by a two-thirds affirmative vote of the total membership.

Section 4.

Any vacancy of officers occurring during the year shall be filled upon the recommendation of the Executive Committee and shall be ratified by 60% of the members present at the Continuum meeting.

Section 5.

Of the Chair and Vice-Chair positions, only one can be represented by an organization which solicits approval of the CoC for funding beginning with the August 2016 vote.

Article 7 Rock River Homeless Coalition Board

Section 1.

The Rock River Homeless Coalition Board will be nominated by the Nominations Committee or CoC Membership and elected to a two-year term by the full Rock River Homeless Coalition continuum at the July meeting.

The Rock River Homeless Coalition Board shall include 10 -12 elected members representing the following categories:

- 1) At least one homeless or formerly homeless individual
- 2) Represent the relevant organizations and projects serving homeless subpopulations, such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; persons with mental illness; and victims of domestic violence, dating violence, sexual assault, and stalking.
- 3) A representative from the collaborative applicant, the lead HMIS agency, and any Continuum of Care direct grantee are deemed members of the Rock River Homeless Coalition Board. They do not need to be nominated or elected; their position fulfills a HUD requirement.

One board member may represent the interests of more than one homeless subpopulation, and the board must represent all subpopulations within the Rock River Homeless Coalition to the extent that someone is available and willing to represent that subpopulation on the board.

Section 2.

The terms of the Rock River Homeless Coalition Board member will be two years with ½ of the board elected each year.

Section 3.

Rock River Homeless Coalition Board member responsibilities include, but are not limited to, attendance to at least four Rock River Homeless Coalition Board meetings per calendar year and participation in a minimum of one Rock River Homeless Coalition committee. Member responsibilities include, but are not limited to:

Board

- Leadership team responsible for Rock River Homeless Coalition’s Continuum of Care in Operating; Planning; Designating & Operating an HMIS; and Preparing an Application for Rock River Homeless Coalition funds for the Rock River Homeless Coalition’s Continuum of Care

Rock River Homeless Coalition Board

- Required to monitor performance of the RRHC and ESG recipients.
- Evaluate outcomes of projects funded under ESG and RRHC programs.
- Take action against RRHC projects that perform poorly
- Report the outcomes of ESG and RRHC projects to HUD annually
- Establish written standards
- Establish performance targets

Rock River Homeless Coalition Members

- Participate and attend all Continuum Meetings
- Active participation in a minimum of one committee

Section 4.

A) The Rock River Homeless Coalition Board may propose the removal of a Rock River Homeless Coalition Board member whenever a member has failed to attend more than four of the regularly scheduled meetings in any calendar year. The RRHC Board will notify the member of that fact via mail/email service; removal shall occur only at a properly called meeting of the RRHC Board, after at least thirty days' notice to the member to be removed, and a vote by the RRHC Continuum Board.

Section 5.

A Rock River Homeless Coalition member in good standing nominated by the Chair and approved by the RRHC Board will fill any vacancies created by resignation or removal from the RRHC Board.

Section 6.

A) The Rock River Homeless Coalition Board and Executive Committee shall meet as defined in Article 6. The dates of the regular meetings shall be determined at the beginning of each fiscal year and a written schedule shall be provided to each RRHC Board member. The Chair may call for a special meeting of the RRHC Board by providing an agenda to all the members of the RRHC Board prior to any such meeting via mail/email service at least five working days prior to the meeting.

B) A quorum of the RRHC Board shall exist if two thirds or more of the total number of members are present; unless two (2) are from the same agency. However a quorum shall be assumed to be present provided no member objects. A present member may request a quorum call at which time the presiding officer must determine if quorum is present.

C) Meetings of the RRHC Board shall be governed by these bylaws and where not in conflict with the same the RRHC Board shall be bound by the provisions of Robert's Rules of Order, newly revised (2000).

D) All meetings of the RRHC Board are subject to the Open Meetings Act and all provisions thereof.

Article 8 Nominating Committee

Section 1.

A Nominating Committee of at least three members of the Continuum shall be appointed by the Board Chairperson.

Section 2.

The Nominating Committee shall present nominations for the Board members as needed during the **July meeting of the full Continuum for discussion**, or at any other time necessary. Once the nominating committee presents their slate, nominations from the floor will be accepted followed by a vote of the RRHC members present. Those nominated from the floor must be eligible and agree to serve if elected.

After the July Board elections, the nominating committee will accept nominations for officers from the floor, provided the person nominated is an elected Board member of the Continuum and has agreed to serve if elected. The Nominating Committee will also solicit nominations through a process made public. From those duly elected to the Board, the Nominating Committee shall present nominations for the Officers as needed during the August meeting of the full Continuum for discussion and vote, or at any other time necessary. The board and officers shall assume their duties and responsibilities at the conclusion of the August meeting.

Article 9 Committees

Section 1.

An Executive Committee comprised of the officers of the Continuum and shall be established to serve as the administrative arm of the Rock River Homeless Coalition. The Committee provides planning for the Continuum, ensures the cooperation of members, preparation of reports, evaluation of systems and the development of necessary procedures to implement policies ratified by the Continuum. The Executive Committee evaluates and updates the Plan to End Homelessness and coordinates efforts to ensure that the Plan to End Homelessness action steps are implemented. The Executive Committee shall meet monthly, quarterly, by phone or electronically and minimally semi-annually in person. The Executive Committee may appoint members of committees as needed.

Section 2.

A Strategic Planning Committee comprised of:

A representative assigned by each funded agency of the Continuum.

1. One person from an organization that either funds or carries out activities on behalf of the homeless in Winnebago/Boone Counties.
2. At least one homeless or formerly homeless person, if available.

shall be established to take such action as well as facilitate service delivery through formal or informal collaboration and the creation of linkages between members. The Strategic Planning

Committee shall meet monthly. The Strategic Planning Committee shall foster the development of outside funding and can name a sub-committee to complete this task (i.e. grant writing).

Section 3.

The Evaluation and Project Ranking Committee shall be responsible for creation of a template to be utilized for annual project ranking. This committee will evaluate HUD guidelines and foster an appropriate ranking tool that is timely and consistent with planning and development of the Continuum. The responsibilities of the Evaluation Committee shall be to review proposals and organizations, as appropriate, and prioritize proposals according to funding and other guidelines and/or plans of the Continuum; as well as evaluate existing programs endorsed by the Continuum. The Evaluation and Project Ranking Committee will also determine the procedure for any appeals of its decisions. The Evaluation and Project Ranking Committee shall arrange for impartial volunteers to review projects and create final ranking scores for each funded program.

The Evaluation and Ranking Committee shall remain aware of “Emergency Solutions Grant” (ESG) funding, if available, which is directed by the Illinois Department of Human Services. The Ranking Committee will apply a procedure to manage the competition process for ESG as it relates to funding for community shelters.

The Ranking Committee shall remain aware of additional resources that require a CoC decision and implement strategies to review projects according to funding guidelines set forth.

The Committee shall review each project and evaluate it following current funding criteria and local needs.

Section 4.

The NOFA Committee shall plan for and review the Exhibit 1 application information; this group shall ultimately complete the Exhibit 1 application in addition to the following:

1. Review final recommendations for funding (based on feedback from the Evaluation and Project Ranking Committee).
2. Review Point-In-Time survey instruments and provide feedback to HMIS committee.
3. Plans for annual or bi-annual homeless count in the community.
4. Any additional assignments, such as interpretation of ESG funding guidelines that may be presented to the Continuum for decision-making purposes.
5. Support and encourage the ongoing development of all services related to the homeless through advocacy and public education.
6. Facilitate joint discussions with the Evaluation and Project Ranking Committee to ensure accord with proposed HUD strategic plans, goals and outcomes.

Section 5.

The HMIS Advisory Committee provides input (provider, community stakeholders, and homeless consumer) on an ongoing basis and guides the planning and implementation of the HMIS. The Advisory Committee provides policy, technical, and organizational assistance to the HMIS and oversees implementation and ongoing operations by addressing the key issues that follow. The responsibilities of the HMIS Advisory Committee shall include, but not be limited to, conducting surveys, needs assessments, the gathering of facts, participating in the Point-In-Time Count in January (or as designated) and such other activities as to identify needed new services or the expansion of existing services and for implementation of the HMIS Project. The committee reports to the Executive Committee and the full Continuum and may, from time to time, propose policies and other actions to the Continuum for its consideration.

The Strategic Planning Committee shall monitor the reports of the PCN and provide input as to effective means by which to ensure accurate results are effectively conveyed.

A Member of each funded agency will serve on the HMIS Committee, in addition to any other volunteers, with 75 % attendance requirement.

Section 6.

The Membership, Education and Public Relations Committee

- Education
 - Survey RRHC membership for training needs
 - Plan, hold and evaluate training
 - Coordinate with relevant statewide training opportunities
- Public Relations and Communications
 - Create unified PR and communication plan
 - Maintain relationships and share communication with area legislators and elected officials.
 - Establish media contacts
 - Organize and host events to promote RRHC in the community, as needed
- Membership
 - Publicize recruitment of RRHC members in accordance with HUD guidelines;
 - Target HUD-identified sub-populations

Section 7.

Other Ad Hoc Committees as needed

Article 10. Conflicts of Interest

Section 1.

All individuals and representatives of organizations who have, are seeking, or considering to seek funds under the endorsement of the Continuum shall adhere to the following:

- A. He or she shall disclose to the Continuum any conflict or appearance of conflict of interest which may or could be reasonably known to exist.
- B. He or she shall not vote on any item that would create a conflict of interest or appearance of conflict of interest.
- C. He or she shall not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.
- D. He or she shall not lobby or seek information from any other member of the Continuum if such action would create a conflict of interest or the appearance of a conflict of interest.

Article 11. Appeals Process

Section 1.

Unresolved differences, such as attendance, removal from the Continuum, concerns or matters arising from Ranking, or other matters requiring resolution should be addressed through the appeals process. A member (or former member after having been removed), may appeal the decision or offending matter within seven calendar days of occurrence, in writing, to the Executive Committee of the Rock River Homeless Coalition. Within seven calendar days from the date of the written request, the Executive Committee will devise a written response, with its decision being final.

Article 12. Quorum

Section 1.

For general business, a quorum of the Rock River Homeless Coalition shall constitute those members who are present and at least one week's notice has been given. For matters concerning projects, funding recommendations, government or other grants, a quorum shall constitute at least seven voting members. A motion shall carry with a vote of the majority of the voting members present at a meeting. The exception to this is the decision to hire an Executive Director as outlined in Article 9, Section 2.

Article 13. Meetings and Attendance

Section 1.

The full Continuum shall meet monthly, and in compliance with the Open Meetings

Act. Section 2.

Any materials or articles for review by the full Continuum, especially those that may be brought to the attention of the full Continuum for a vote, shall be provided no later than 48 hours prior to the scheduled meeting time.

Section 3.

Each member is privileged to invite guests to all meetings except for closed meetings, and consistent with the Open Meetings Act.

Section 4.

A majority of Officers may call a special meeting at any time. A minimum of 48 hours of notice to the community shall be provided.

Section 5.

Attendance will be recorded by the Secretary at all Continuum of Care meetings. Funded agencies are expected to have at least a 75% attendance rate at all meetings, determined on an annual basis at the July meeting and measuring attendance from preceding July to preceding June. Each member of the HMIS Committee must meet the 75% attendance requirement.

Section 6.

Upon a request, in writing, by at least five members of the Continuum, a special meeting can be called by the Chair at any time. A minimum of 48 hours of notice to the community shall be provided.

Article 14. Amendments to Bylaws

Section 1.

These Bylaws may be amended by a majority vote at a meeting of the Continuum provided that the proposed amendment(s) shall have been submitted in writing to each member at least 14 calendar days before action is taken by the Continuum.

Article 15. Non-Discrimination

Section 1.

The members, officers, and persons served by the Continuum shall be selected entirely on a non-discriminatory basis with respect to age, sex, race, ethnicity, religion, sexual orientation, disability, and national origin in accordance with all state and federal regulations.

Article 16. Homeless Management Information System

Section 1.

Recognizing that a Homeless Management Information System (HMIS) is the information system designated by the CoC to comply with the requirements of the CoC Program interim rule at 24 CFR 578, other requirements established by HUD, including the 2014 HMIS Data Standards, and any local requirements, the Winnebago/Boone Counties CoC will designate an eligible applicant, to be known as the HMIS Lead, to manage its HMIS. The HMIS Lead, in consultation with the CoC, Collaborative Applicant and HMIS Advisory Committee, will also be responsible for developing all the policies and procedures necessary for compliance with the CoC Program interim rule, the 2014 HMIS Data Standards, and any local requirements. The Rock River Homeless Coalition will follow all HUD subsequent revisions to the data standards. These policies and procedures will be incorporated into the Winnebago/Boone Counties CoC governance charter by reference, will be available upon request, and will include the following provisions:

- is updated annually;
- includes all policies and procedures necessary to comply with the HMIS requirements in the CoC Program interim rule, the 2014 HMIS Data Standards, and any local HMIS requirements;
- clearly outlines the roles and responsibilities of the CoC and HMIS Lead, and;
- includes the following plans:
 - o Privacy Plan: A plan that at the minimum includes data collection limitations; purpose and use limitations; allowable uses and disclosures; access and correction standards; and protections for victims of domestic violence, dating violence, sexual assault, and stalking
 - o Security Plan: A plan that ensures the confidentiality, integrity, and availability of all HMIS information; protects against any reasonably anticipated threats or hazards to security, and ensure compliance by end users.
 - o Data Quality Plan: A plan that ensures completeness, accuracy, and consistency of the data in the HMIS.

Article 17. Coordinated Assessment Plan

Section 1.

Recognizing that the development of written standards of prioritizing services to homeless individuals and families is paramount, the Continuum of Care shall develop and follow a system of care that defines:

- * Program access points;
- * Prioritization of services to the client(s) who need them;
- * The use of best practices and standards of service and steps to implement them;
- * The means by which stakeholders in the Continuum of Care can work to codify and effectively coordinate services.

Section 2.

The Coordinated Assessment Plan shall be reviewed annually by the Strategic Planning Committee to determine:

- * What community populations should be targeted for upcoming funding opportunities;
- * Which practices are working and which could be reviewed for greater efficiency;
- * If there are any new standards that needed to be implemented in the Coordinated Assessment Plan.

Article 18. Organizational Responsibility for Receipt of CoC-Oriented Funding

Section 1.

Each agency receiving funding from CoC-oriented programs, including but not limited

to: HUD Continuum of Care Funding,
The Emergency Solutions Grant Program
The Illinois Department of Human Services-Prevention Program Funding,

Shall have on file written standards and guidelines for providing assistance to clients pursuant to the current directives and guidance of the funding originator (i.e. but not limited to HUD or DHS).

Section 2.

From time to time, such opportunities shall change names, funding schemes or initiatives and that said organizations shall comply with documented guidelines in effect at the time of granting or contracting of services with said incumbent.

Rock River Homeless Coalition HMIS Policies and Procedures

Rock River Homeless Coalition
And
Institute for Community Alliances
2016

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1. Introduction

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

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

Guidance for the implementation of Rock River Homeless Coalition's HMIS is provided by the coalition's HMIS governance board that is committed to understanding the gaps in services to consumers of the human service delivery system in an attempt to end homelessness.

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

1.1 HMIS BENEFITS

Use of HMIS provides numerous benefits for service providers, homeless persons, and the Rock River Homeless Coalition.

Benefits for service providers

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

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

Benefits for homeless persons

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

2. Requirements for Participation

2.1 RESPONSIBILITIES OF HMIS USERS

Agency Administrators

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

Users

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

2.2 PARTNER AGENCY REQUIREMENTS

Participation Agreement Documents

Partner Agencies must complete the following documents:

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

User Access to the System

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

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

User Requirements

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

Users who are also Clients Listed in HMIS

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

Passwords

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

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

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

Inputting Data

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

Tracking of Unauthorized Access

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

Agency Administrator

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

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

Client Consent Forms

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

Data Protocols

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

2.4 USER TRAINING REQUIREMENTS

New User Training Requirements

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

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

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

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

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

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

Ongoing User Training Requirements

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

2.5 HMIS USER LEVELS

HMIS user roles are listed on the ICA website.

Resource Specialist I

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

Resource Specialist II

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

Resource Specialist III

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

Volunteer

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

Agency Staff

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

Case Manager I

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

Case Manager II

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

Case Manager III

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

Agency Administrator

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

Executive Director

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

System Operator

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

System Administrator I

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

System Administrator II

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

2.6 HMIS VENDOR REQUIREMENTS

Physical Security

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

Firewall Protection

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

User Authentication

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

Application Security

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

Database Security

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

Technical Support

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

Technical Performance

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

Hardware Disposal

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

2.7 MINIMUM TECHNICAL STANDARDS

Minimum Computer Requirements

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

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

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

Additional Recommendations

Memory

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

Monitor

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

Processor

- A Dual-Core processor is recommended

2.8 HMIS LICENSE FEES

Annual Rock River HMIS License Fees

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

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

Reporting Licenses

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

2.9 HMIS OPERATING POLICIES VIOLATION

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

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

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

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

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

Notifying the HMIS Lead Agency of a Violation

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

Violations of Local, State or Federal Law

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

Multiple Violations within a 12-Month Timeframe

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

3. Privacy and Security

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

3.1 DATA ASSESSMENT AND ACCESS

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

Shared Data

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

Closed Data

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

Procedures for transmission and storage of data

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

Whenever confidential data is accessed:

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

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

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

Aggregated Public Data

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

Unpublished Restricted Access Data

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

Procedures for Transmission and Storage of Data

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

3.2 DATA REPORTING PARAMETERS AND GUIDELINES

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

Principles for Release of Data

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

3.3 RELEASE OF DATA FOR GRANT FUNDERS

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

3.4 BASELINE PRIVACY POLICY

Collection of Personal Information

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

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

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

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

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

Personal information may also be collected from:

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

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

Use and Disclosure of Personal Information

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

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

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

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

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

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

Inspection and Correction of Personal Information

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

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

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

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

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

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

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

Limits on Collection of Personal Information

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

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

Limits on Partner Agency Use of HMIS Client Information

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

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

Complaints and Accountability

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

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

3.5 USE OF A COMPARABLE DATABASE BY VICTIM SERVICE PROVIDERS

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

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

3.6 USER CONFLICT OF INTEREST

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

3.7 SECURITY PROCEDURE TRAINING FOR USERS

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

3.8 VIOLATION OF SECURITY PROCEDURES

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

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

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

3.9 PROCEDURE FOR REPORTING SECURITY INCIDENTS

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

3.10 DISASTER RECOVERY PLAN

Bowman Systems Disaster Recovery Plan

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

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

Standard Data Recovery

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

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

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

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

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

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

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

Rock River HMIS Disaster Recovery Plan

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

4. Data Requirements

4.1 MINIMUM DATA COLLECTION STANDARD

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

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

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

4.2 PROVIDER NAMING CONVENTION

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

4.3 DATA QUALITY PLAN

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

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

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

4.4 XML IMPORTS

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

4.5 HMIS DATA PROTECTION

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

5. Glossary

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

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

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

Confidential Data – contains personal identifying information.

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

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

HMIS Governance board – the group of HMIS users who are responsible for approving and implementing the HMIS Policies and Procedures, and for working to make improvements to Rock River Homeless Coalition's HMIS.

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

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

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

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

Open Data – does not contain personal identifying information.

Partner Agencies – the homeless service organizations that use HMIS.

System Administrators – staff at ICA who are responsible for overseeing HMIS users and use in Rock River Homeless Coalition. The System Administrators allow users HMIS access and provide training; ensure user compliance with HMIS policies and procedures; and make policy recommendations to the Steering Committee.

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

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

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

6. Appendices

6.1 DATA DICTIONARY AND DATA MANUAL

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

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

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

Agency Partnership Agreement

For the Rock River Homeless Coalition Homeless Management Information System (HMIS)

The Rock River Homeless Coalition Homeless Management Information System (HMIS/Product name Bowman Systems ServicePoint) is an internet-based database that is used by homeless service organizations within Winnebago and Boone County Illinois to record and store client-level information about the numbers, characteristics, and needs of homeless persons and those at-risk of homelessness.

The implementation of the Rock River HMIS is administered by the Institute for Community Alliances (ICA) and Bowman Internet Systems (Bowman). Bowman administers the central server and ICA administers user and agency licensing, training, and compliance. In this Agreement, ICA is the "System Administrator," "Partner Agency" is an Agency Participating in HMIS, "Client" is a consumer of services, and "Agency" is the Agency named in this Agreement.

The signature of the Executive Director of the Partner Agency indicates agreement with the terms set forth before a HMIS account can be established for the Agency.

I. Confidentiality

A. The Agency shall uphold relevant federal and state confidentiality regulations and laws that protect Client records, and the Agency shall only release client records in accordance with this Agreement and the Rock River Homeless Coalition HMIS Policies and Procedures.

1. The Agency shall abide specifically by federal confidentiality regulations as contained in the Code of Federal Regulations, 42 CFR Part 2 regarding disclosure of alcohol and/or drug abuse records. In general terms, the federal rules prohibit the disclosure of alcohol and/or drug abuse records unless disclosure is expressly permitted by written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information **is not** sufficient for this purpose. The Agency understands that federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patients.
2. The Agency shall abide specifically, when applicable, with the provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and corresponding regulations passed by the Federal Department of Health and Human Services.

B. The Agency **shall not** solicit or input information from Clients into the HMIS database unless it is essential to provide services, to develop reports and provide data, or to conduct evaluation or research. Furthermore,

1. The Agency shall provide its Clients a verbal explanation of the HMIS database and the terms of consent, and shall arrange for a qualified interpreter or translator in the event that an individual is not literate in English or has difficulty understanding the consent form.
2. The Agency shall maintain appropriate documentation of Client consent to participate in the HMIS database, as required by the Rock River Homeless Coalition HMIS Policies and Procedures.
3. The Agency agrees not to release any confidential information received from the HMIS database to any organization or individual without proper Client consent.
4. If a Client withdraws consent for release of information, the Agency remains responsible to ensure that the Client's information is made unavailable to all other Partner Agencies.

5. ICA does not require or imply that services must be contingent upon a Client's participation in the HMIS database. Services should be provided to Clients regardless of HMIS participation, provided the Clients would otherwise be eligible for the services.

C. The Agency is responsible for ensuring that its users comply with the requirement for informed consent and client confidentiality.

1. The Agency shall ensure that all staff and volunteers issued a User ID and password for HMIS will comply with the following:
 - a. Read and abide by this Partnership Agreement
 - b. Read and abide by the Rock River Homeless Coalition HMIS Policies and Procedures
 - c. Read and sign the Rock River Homeless Coalition HMIS User Agreement form
 - d. Participate in new user privacy and security training or on-going security training on an annual basis
 - e. Participate in additional trainings as required by the Rock River Homeless Coalition HMIS Policies and Procedures
 - f. Create a unique User ID and password, and will not share or reveal that information to anyone by written or verbal means
 - g. Read all communications related to the Rock River HMIS in a timely manner.

D. The Agency may conduct criminal background checks on all staff and volunteers before requiring potential users to attend New User Training led by ICA. No individuals with a history of fraud or identity theft shall be permitted a user license.

E. The Agency understands that the file server will contain all Client information. The agency understands that all client information will be encrypted on a file server physically located in a locked office with controlled access, at the office of Bowman Systems, LLC located at 333 Texas Street, Suite 300, Shreveport, Louisiana 71101.

1. The Agency shall not be denied access to Client data entered by the Agency. Partner Agencies are bound by all restrictions placed upon the data by the client of any Partner Agency. The Agency shall diligently record in the HMIS all restrictions requested. The Agency shall not knowingly enter false or misleading data under any circumstances.

F. Display of Notice: Pursuant to the notice published by the Department of Housing and Urban Development ("HUD") on July 30, 2004, the Agency will prominently display at each intake desk (or comparable location) the HMIS Baseline Privacy Policy provided by ICA that explains generally the reasons for collecting identified information in the HMIS and the Client rights associated with providing Agency staff with identified data. Agency will ensure Clients' understanding of their rights. Additionally, if Agency maintains a public webpage, the current version of the HMIS Baseline Privacy Policy must be posted on the webpage. The current form of HMIS Baseline Privacy Policy, which may be modified from time to time at the HMIS Advisory Board's discretion, is available from ICA on its website, www.icalliances.org.

G. If this Agreement is terminated, ICA and remaining Partner Agencies shall maintain their right to the use of all Client data previously entered by the terminating Partner Agency; this use is subject to any restrictions requested by the Client.

II. HMIS Use and Data Entry

A. The Agency shall follow, comply with, and enforce the Rock River Homeless Coalition User Agreement and the Rock River Homeless Coalition HMIS Policies and Procedures (located at www.icalliances.org).

Modifications to the User Agreement and Policies and Procedures needed for the purpose of smooth and efficient operation of the HMIS, and to meet U.S Department of Housing and Urban Development requirements, shall be established in consultation with the HMIS Advisory Board. ICA will announce approved modifications in a timely manner via Rock River HMIS email communications.

1. The Agency shall only enter individuals in the HMIS database that exist as Clients under the Agency's jurisdiction. The Agency shall not misrepresent its Client base in the HMIS database by knowingly entering inaccurate information.
2. The Agency shall use Client information in the HMIS database, as provided to the Agency or Partner Agencies, to assist the Agency in providing adequate and appropriate services to the Client.

B. The Agency shall consistently enter information into the HMIS database and will strive for real-time, or close to real-time data entry. Real-time or close to real-time is defined by either immediate data entry upon seeing a Client or data entry into the HMIS database within five business days.

C. The Agency will not alter information in the HMIS database that is entered by another Agency with inaccurate information (i.e. Agency will not purposefully enter inaccurate information to over-ride information entered by another Agency).

D. The Agency shall not include profanity or offensive language in the HMIS database. This does not apply to the input of direct quotes by the Client if the Agency believes that it is essential to enter these comments for assessment, service, and treatment purposes.

E. The Agency shall utilize the HMIS database for business purposes only.

F. ICA will provide initial training and periodic updates to that training to Agency Staff on the use of the HMIS software.

G. The ICA HelpDesk (RRHMIS@icalliances.org) should be utilized for technical assistance within reason.

H. The transmission of material in violation of any federal or state regulations is prohibited. This includes, but is not limited to, copyright material, material legally judged to be threatening or obscene, and material considered protected by trade secrets.

I. The Agency shall not use the HMIS database with intent to defraud federal, state or local governments, individuals or entities, or to conduct any illegal activity.

J. The Agency must be an active participant in their local Continuum of Care.

K. An Agency may establish a Coordinated Services Agreement with another Partner Agency so that a licensed user at that Partner Agency may enter data on its behalf. The Agreement must be approved by the HMIS Lead Agency and signed by the Executive Directors or the immediate supervisors of the employees responsible for HMIS activities at both agencies, and the licensed user who will have privileges to access the Partner Agency's data. An Agency may not establish an Agreement with an individual contracting with their agency.

L. Agencies with users who do not access their HMIS account at least once every 90 days will be assessed a Non-Use Fee. For each user who does not meet the access requirement, the agency will be charged \$250 at the time of annual license renewal. Participating Agencies are responsible for monitoring staff use of the HMIS to ensure that their agency is not charged a Non-Use Fee.

III. Reports

- A. The Agency shall retain access to identifying and statistical data on the Clients it serves.
- B. The Agency's access to reports containing data on Clients it does not serve shall be limited to non-identifying and statistical data.
- C. The Agency may make aggregate data available to other entities for funding or planning purposes pertaining to providing services to homeless persons. The aggregate data shall not directly identify individual Clients.
- D. ICA and/or the CoC will use only unidentified, aggregate HMIS data for homeless policy and planning decisions, in preparing federal, state or local applications for homeless funding, to demonstrate the need for and effectiveness of programs, and to obtain a system-wide view of program utilization in the locality.
- E. Once a report containing confidential client information is downloaded from HMIS, it is the responsibility of the Agency to protect all confidential information.
- F. An agency may distribute a report containing personally identifying information for the express purpose of referring its own clients to a community housing program or other service intended to benefit its clients.
- G. An Agency may establish a Memorandum of Understanding with another Partner Agency so that a licensed user at that Partner Agency may enter data on its behalf. The MOU must be approved by the HMIS Lead Agency and signed by the Executive Directors or the immediate supervisors of the employees responsible for HMIS activities at both agencies, and the licensed user who will have privileges to access the Partner Agency's data. An Agency may not establish an MOU with an individual contracting with their agency.

IV. Proprietary Rights

- A. The Agency shall not give or share assigned usernames and passwords of the HMIS database with any other Agency, business or individual.
- B. The Agency shall not cause in any manner, or way, corruption of the HMIS database.

V. Terms and Conditions

- A. Neither ICA nor the CoC shall transfer or assign any rights or obligations without the written consent of the other party.
- B. This Agreement shall be in force until revoked in writing by either party, provided funding is available.
- C. This Agreement may be terminated with 30 days of written notice.

VI. Partner Agency Signature

By signing this Agreement, I understand and agree with the terms within. Failure of any or all users to comply may result in suspension or termination of access to the HMIS database.

Governance Charter for the Rock River Coalition Homeless Management Information System

A. Purpose and Scope

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

B. Background

The HMIS is a collaborative project of the Rock River Homeless Coalition, the HMIS Lead Agency, and participating Partner Agencies. HMIS is an internet-based data collection application designed to capture information about the numbers, characteristics and needs of homeless persons and those at risk of homelessness over time. Use of HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD) for all communities and agencies receiving HUD Continuum of Care, Emergency Solutions Grant, and by the U.S. Department of Veterans Affairs for agencies receiving Grant and Per Diem funds.

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

C. General Understandings

1. Continuum of Care Governance

The Rock River Homeless Coalition (CoC) is responsible for governance of the HMIS. The CoC is the lead-planning groups for efforts to end homelessness and for implementing and operating homeless service delivery systems in Winnebago and Boone Counties, Illinois. As such and under HUD policy (24 CFR part

580), the CoC is responsible for HMIS oversight and implementation, including planning, software selection, HMIS Lead Agency designation and setting up and managing the HMIS in compliance with HUD's national HMIS Standards. The CoC's oversight and governance responsibilities are carried out by the HMIS Governance Board (described below), which reviews and approves all HMIS policies and procedures.

2. HMIS Lead Agency Designation

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

3. Homeless Management Information System Governance Board

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

3.1 Governance Board Requirements

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

4. Funding

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

5. Software and Hosting

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

6. Compliance with Homeless Management Information System Standards

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

7. Operational Policies and Agreements

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

8. Data Ownership

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

D. Specific Responsibilities of the Parties

1. Rock River Homeless Coalition Continuum of Care

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

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

2. HMIS Governance Board

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

- a. Implement and continuously improve the HMIS.
- b. Ensure the HMIS scope aligns with the requirements of agencies, HUD and other federal partners, and other stakeholder groups.
- c. Address any issue that has major implications for the HMIS, such as HMIS Data Standards revisions released by HUD, or HMIS Vendor performance problems.
- d. Review, revise and approve all HMIS operational policies developed by the HMIS Lead Agency and submit all approved operational documents to each CoC Board of Directors or equivalent CoC governing body.
- e. Ensure agency and user compliance with the federal HMIS Standards, and all HMIS operational agreements, policies and procedures.
- f. Provide guidance and oversight of HMIS related user and agency compliance monitoring undertaken by the HMIS Lead Agency.
- g. Approve HMIS Lead Agency recommendations to terminate a user license or restrict the HMIS participation of a Partner Agency.

3. HMIS Lead Agency

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

1. General

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

- i. Comply with federal HMIS Standards (including anticipated changes to the HMIS Standards) and all other applicable laws.
- m. Apply as the project applicant for all HUD CoC Program HMIS Projects within the CoC.
- n. Serve as the liaison with HUD regarding HUD HMIS grants.

II. Administer the software, including:

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

III. Administer HMIS end users, including:

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

IV. Ensure Data Quality

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

- h. Develop HMIS data entry workflow and requirements for HMIS data and reporting to meet Partner Agency reporting requirements.

V. Reporting

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

VI. Satisfactory Assurances Regarding Confidentiality and Security:

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

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

4. Software Vendor

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

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

E. Period of Agreement and Modification/Termination

1. Period of Operation and Termination

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

2. Amendments

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

Rock River Homeless Coalition HMIS User Agreement

The Rock River Homeless Coalition Homeless Management Information System (HMIS) is a collaborative project of the participating homeless service organizations in Winnebago and Boone Counties. HMIS is an internet-based data collection application designed to capture information about the numbers, characteristics and needs of homeless persons and those at risk of homelessness over time.

USER RESPONSIBILITIES

The specific responsibilities of Rock River Homeless Coalition HMIS users are listed in Section 2.1 of the HMIS Policies and Procedures Manual. Additionally, users must abide by all other provisions of the HMIS Policies and Procedures Manual. This manual and its attachments document HMIS privacy, security and data standards, and requirements for data entry. If a user has a client account in the HMIS, the user is prohibited from editing their own file. Users are prohibited from editing the HMIS accounts of their immediate family members.

USER CODE OF ETHICS

Users must ensure that their clients are made aware that their personally identifying information will be entered into the Rock River Homeless Coalition HMIS. Partner Agencies may require clients to provide explicit or implicit client consent. Users must follow the consent requirements of their Partner Agency. Users must allow their clients to decide what personally identifying information, if any, can be entered into the HMIS and shared with Partner Agencies. Client consent may be revoked by that client at any time by a written notice.

- No client may be denied services for failure to provide consent to share HMIS data.
- Clients have a right to inspect, copy and request changes in their HMIS records.

HMIS USER RESOURCES

- Institute for Community Alliances HMIS website - <http://www.icalliances.org/>
- Rock River Homeless Coalition HMIS HelpDesk – rrhmis@icalliances.org
- HUD OneCPD Resource Exchange <https://www.hudexchange.info/hmis/>

AFFIRM THE FOLLOWING

1. I have read and will abide by all policies and procedures in Rock River Homeless Coalition HMIS Policies and Procedures Manual.
2. I have received training from the HMIS Lead Agency on how to use the HMIS.
3. I agree to the training requirements listed in the HMIS Policies and Procedures Manual.
4. I will only collect, enter and extract data in the HMIS relevant to the delivery of services for the clients with whom I work.
5. I agree to use the data within HMIS only for the purposes of service delivery
6. I understand that my User ID and Password are for my use only and must not be shared with anyone.
7. I agree to keep my HMIS user log-in and password secure.
8. I agree to refrain from leaving my computer unattended while logged into the system and further agree to log out of the system before leaving my work area.
9. I agree not to use the HMIS at a publicly accessible workstation.
10. I agree to properly protect and store in a secure location client-specific hardcopy information printed from HMIS.
11. I agree to notify my Agency Administrator, or HMIS System Administrator if my agency does not have an Agency Administrator, in the event I suspect that HMIS security has been compromised.

12. I agree to notify my Agency Administrator, or HMIS System Administrator if my agency does not have an Agency Administrator, if I leave my current position.
13. I agree to enter and maintain accurate information into the HMIS.

Typing your information below is your electronic signature. This means by typing in the following information and clicking on the subscribe button, you acknowledge you have read and understand the above information.

WCHA ACOP

PHA Policy The PHA will use the following local preference:

1 Point – The PHA will offer a preference to an applicant who lives in Winnebago County for the immediate and consecutive past ninety calendar days

10 Points – The PHA will offer a preference to an applicant whose head or spouse is age 62 or older, or an applicant whose head or spouse meet the HUD/Social Security definitions of disabled

1 Point – The PHA will offer a preference to an applicant for being a veteran or surviving spouse of a veteran

1 Point – The PHA will offer a preference to an applicant for “working”, where the head, spouse, co-head, or sole member is employed at least 20 hours per week. as required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)]. This included applicants who are graduates of or participants in education and training programs designed to prepare the individual for the job market

1 Point – The PHA will offer a preference to an applicant for victims of the Violence Against Women’s Act of 2013, as defined within this policy (See Chapter 3-III.F.)

1 Point – The PHA will offer a preference to an applicant who was in the custody of the child welfare system on or before his/her 18th birthday who has not yet reached the age of 24

1 Point – The PHA will offer a preference for homeless individuals/families who are actively involved in assistance services and programs. (There will be a limited number (5) of set aside units for individuals/families involved in assistance services and programs. Persons with this preference will take precedence for these said set aside units until fully utilized)

1 Point – The PHA will offer a preference to Nursing Home Residents who have resided in a state-licensed nursing home for the immediate and consecutive past ninety calendar days and have been determined by the state-licensed nursing home as eligible for discharge.

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1 Point – The PHA will offer a preference to an applicant if they were involuntarily displaced for the following reason: Federally Declared Disaster (e.g. flood, fire, and earthquake)

Income Targeting Requirement [24 CFR 960.202(b)] HUD requires that extremely low-income (ELI) families make up at least 40 percent of the families

RHA Admin Plan (HCV) Adminplan 11/1/14

RHA Policy The PHA will offer a preference to:

Families whose head of household is working at 10 hours a week

- Families whose head of household is enrolled in licensed or certified education or training
- Families whose head of household is enrolled in Economic Self Sufficiency (definition from law)
- Families whose head, spouse or co-head is Elderly/Disabled
- Families whose head, spouse or co-head is a veteran and was discharged from the military under any circumstances other than dishonorable
- Families who have been displaced by local, state or federal declared disaster
- Families whose head, spouse or co-head is near elderly
- Families who meet HUDs definition of homeless
- Families whose head, spouse, or co-head is a resident of the city of Rockford Each preference will be given one point.

Applicants will be placed in order by preference points and date and time of the application. In order to bring higher income families into

RHA ACOP 1.1.2016

PHA Policy The PHA will use the following local preferences:

Families whose head of household is working at least 10 hours a week Families whose head of household is enrolled in licensed or certified education or training Families whose head of household is enrolled in Economic Self Sufficiency (definition from law)

Families whose head, spouse or co-head is Elderly/Disabled Families whose head, spouse or co-head is a veteran and was discharged from the military under any circumstances other than dishonorable

Families who have been displaced by local, state or federal declared disaster

Families whose head, spouse or co-head is near elderly

Families who meet HUDs definition of homeless

Families whose head spouse or co-head is a resident of or works within the City of Rockford

Families whose head, spouse, or co-head is participating in the Rock River Homeless Coalition

The PHA will offer a preference to an applicant who was in the custody of the child welfare system on or before his/her 18th birthday who has not yet reached the age of 24

State Operated Development Class (SODC) members may be referred to the waiting list through the State of Illinois Statewide Referral Network (SRN) with the terms of the Olmstead consent decrees or referrals for class members from: WILLIAMS v. QUINN, LIGAS v. HAMOS, and/or COLBERT v. QUINN, etc.

Each preference will be given one point. Applicants will be placed in order by preference points and date and time of the application. In order to bring higher income families into public housing, the PHA will establish a preference for "working" families, where the head, spouse, cohead, or sole member is ©

Unlimited copies may be made for internal use. Page 4-15 employed at least 10 hours per week. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].

4-III.C. SELECTION METHOD

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

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

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

PHA Policy

1 Point – The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding. The applicant must provide documentation that the loss of assistance has taken place within the past 5 years.

1 Point – The PHA will offer a preference for families who live in Winnebago County, for the HCV funding assigned to Winnebago County. The families must have lived continuously in Winnebago County for the immediate and consecutive past ninety calendar days. This preference is not used or available for families applying to the Stephenson County HCV waiting list. Residency will be verified by the following methods:

- Three current/consecutive utility bills (including gas, electric, water, sewer or garbage)
- An executive, legally binding lease
- Three current consecutive bank statements
- Other verifications accepted at the PHA's discretion

1 Point – The PHA will offer a preference for families who live in Stephenson County, for the HCV funding assigned to Stephenson County. The families must have lived continuously in Stephenson County for the immediate and consecutive past ninety calendar days. This preference is not used or available for families applying to the Winnebago County HCV waiting list. Residency will be verified by the following methods:

- Three current/consecutive utility bills (including gas, electric, water, sewer or garbage)
- An executive, legally binding lease
- Three current consecutive bank statements
- Other verifications accepted at the PHA's discretion

1 Point – The PHA will offer a preference for veterans or surviving spouses of veterans.

1 Point – The PHA will offer a working preference [24 CFR 5.414] for families where the head, spouse of sole member is employed for at least 20 hours per week at the time that they are selected from the HCV waiting list. This preference is extended equally to an applicant whose head or spouse are age 62 or older, or an applicant whose head or spouse meet the HUD/Social Security definition of disability.

1 Point – The PHA will offer a preference to victims of the Violence Against Women’s Act of 2013, as defined within this Administration Plan, which states that the applicant must provide documentation that the incident(s) have taken place within the past 90 calendar days (see Chapter 3-III.G.)

1 Point – The PHA will offer a preference to applicants involuntarily displaced, if they have vacated or must vacate their unit for any of the following reasons:

- Federal Declared Disasters (e.g. flood, fire, earthquake)

Applicants must provide documentation to which the displacement has taken place within the past 90 days to earn preference

1 Point – The PHA will offer a preference to families that are referred to the PHA by the Department of Children & Family Services for the Family Unification Program (FUP)

1 Point – The PHA will offer a preference for families who live in Winnebago County, for the HCV funding assigned to Winnebago County. The families must have lived continuously in Winnebago County for the immediate and consecutive past ninety calendar days. This preference is not used or available for families applying to the Stephenson County HCV waiting list. Residency will be verified by the following methods:

- Three current/consecutive utility bills (including gas, electric, water, sewer or garbage)
- An executive, legally binding lease
- Three current consecutive bank statements
- Other verifications accepted at the PHA’s discretion

1 Point – The PHA will offer a preference to an applicant who has in the custody of the child welfare system on or before his/her 18th birthday who has not yet reached the age of 24

1 Point – The PHA will offer a preference to Nursing Home Residents who have resided in a state-licensed nursing home for the immediate and consecutive past ninety calendar days and have been determined by the state-licensed nursing home as eligible for discharge

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

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

Rock River Homeless Coalition – Policy on Chronic Homelessness


The Rock River Homeless Coalition policy on chronic homelessness is to adopt the orders of priority for all CoC funded PSH as described in Notice CPD 14-012.

First Priority—Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs.

Second Priority—Chronically Homeless Individuals and Families with the Longest History of Homelessness.

Third Priority—Chronically Homeless Individuals and Families with the Most Severe Service Needs.

Fourth Priority—All Other Chronically Homeless Individuals and Families.

A handwritten signature in cursive script that reads "Shelton Kay". The signature is written in black ink and is positioned above a horizontal line.

Chair Signature

Rock River Homeless Coalition

Coordinated Intake & Assessment Procedure

The Rock River Homeless Coalition (formerly known as the Mayors' Task Force on Homelessness & the Continuum of Care) will implement a Coordinated Intake & Assessment (CI/A) system effective January 2, 2015. This system will be utilized for persons/families that are homeless and in need of housing in Winnebago & Boone Counties.

This system will be comprised of a Single Point of Entry (SPOE) location. This location will be at the office of the Community Action Agency located at 555 N. Court Street #301 in Rockford, IL. This location will be open from 8:00 am until 4:00 pm on Monday-Friday, excluding recognized holidays. An after-hours "Hotline" will be available for 24 hour contact. For those clients in Boone County, contact can be made through the "Hotline". **The number to contact (24/7) is 844-710-6919 Extension 5 for assistance.**

The SPOE will conduct initial screening and assessments which will allow for service matching and referral to appropriate housing options. The SPOE will also be responsible for maintaining a Centralized Waiting list. Immediate placements into permanent housing are not likely but temporary placements will be offered based on a case by case basis.

All Rock River Homeless Coalition (RRHC) member agencies that operate any housing programs including Permanent/Permanent Supportive Housing (PH), Transitional Housing (TH), Emergency Shelters (ES), Rapid-Rehousing, or Homeless Prevention for the homeless will be asked to operate by this procedure in order to better serve the homeless population. This does include both CoC/ESG funded agencies and those funded through other means. The RRHC will also be seeking collaborations with other key stakeholders in order to make this a community-wide effort to end homelessness in Winnebago and Boone Counties.

Intake:

The SPOE will conduct an initial assessment with a client to determine his/her homeless status. These statuses include:

1) Literally Homeless: individual or family who lacks a fixed, regular, and adequate nighttime residence which includes a primary nighttime residence of:

*Place not meant for human habitation such as cars, abandoned buildings, bus/trains, camping, etc.

*Publicly operated shelters or transitional housing (when appropriate), including hotel/motel paid for by an agency

*A person that is being discharged from an institution where he or she has been a resident for 90 days or less and the person resided in a shelter or place not meant for human habitation immediately prior to entering the institution.

2) Imminently at-risk of Homelessness: Individual or family is being evicted within 14 days from their primary nighttime residence (including exits from transitional housing programs) and:

*No subsequent residence has been identified

*The household lacks (and can verify) the resources or support networks (i.e. family, friends, faith-based or other social networks) needed to obtain other permanent housing

3) Fleeing/Attempting to Flee Domestic Violence: Any individual or family who:

*Is fleeing, or is attempting to flee, DV,

*Has no other residence;

*Lacks the resources or support networks to obtain other permanent housing.

*The SPOE cannot require person to have a police report or order of protection. A self-declaration can be accepted as proof.

An intake and assessment will be conducted on each literally homeless individual or family (including those that are fleeing domestic violence) who enter the facility. Initial intakes will collect data required by HUD (required HMIS data element), enter the client into the HMIS system, and conduct a Vulnerability Index-Service Prioritization Decision Assessment Tool (VI-SPDAT) assessment to ensure they meet the definition of homeless and to prioritize, and make referrals to appropriate programs.

For after-hours/weekend calls and other special circumstances, phone intakes can be done on an as needed basis. On the following business day, a referral will be sent to the receiving agency.

If a client presents in person at an agency that is not the SPOE, they should inform the client of the site location. Again, entry into the system through a "side-door" will not be allowed, everyone must go through the SPOE. However, you may enter the Emergency

Updated: 8/9/16

Shelters without a referral but you must inform the client of the SPOE and make sure they get there within 3 days.

In the event of a Domestic Violence (DV), the DV agency will have the ability to keep a client's name and address anonymous if they feel it is necessary for safety reasons. However, in the case of clients who do need housing, they should still be sent to the SPOE as soon as possible, not when they are approaching their out date.

Clients that present as "Imminently at-risk of Homelessness" will be sent to "Shelter Diversion" programs if they are available which will stop them from becoming literally homeless.

Those living with friends/family will not have an intake done but can be referred for shelter services if eligible (for example, pregnant or parenting girls under 21 would be referred to MELD) even if they are with friends/family.

Prioritization:

Based on HUD recommendations, the RRHC will prioritize clients based on lowest income, longest/chronically homeless and greatest barriers. These items will be assessed using an initial questionnaire and VI-SPDAT. The client with the highest priority score will get the first available spot for housing.

In addition to the score that is received from the VI-SPDAT, clients will also earn 5 points for a "Local Preference" for those who can prove prior residency in Boone or Winnebago County. Chronically homeless and veterans will also receive 5 extra points. Domestic violence victims and youth (under age 24) will also each receive an extra 4 points.

In accordance with the Housing First Model, those with the highest score will be directed to Permanent Housing options first (including supportive and non-supportive housing options) followed by Transitional Housing and Emergency Shelters. By conducting the above assessment, a score will be assigned which will assist in determining which program type the client should be referred to.

In accordance with RRHC policy on chronic homelessness priorities for CoC PSH funded projects, prioritization is as follows:

- 1) Chronically homeless individuals & families with the longest history of homelessness and with the most severe service needs
- 2) Chronically homeless individuals & families with the longest history of homelessness.

- 3) Chronically homeless individuals & families with the most severe service needs
- 4) All other chronically homeless individuals & families.

Referrals:

After the intake is complete and the assessment has been conducted, the SPOE will send a referral to the most appropriate place with beds available. A completed standardized referral form will be sent with the client to provide to the receiving agencies or faxed/emailed to the agency. The receiving agency will send the referral form back to the SPOE to inform them of the outcome of the referral for tracking purposes. Clients will have a maximum of 7 days to report to the receiving agency. After 7 days, the referral will be considered void. This referral does include a basic release of information statement which allows the SPOE to give and receive housing related information to the referral agency.

All persons that are eligible for shelter stays will be referred to the appropriate shelter for temporary stays. If the clients leave the shelter and are no longer literally homeless, they do risk being removed from the waiting list.

This policy does acknowledge that households fleeing or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, may have different needs than non-victims. Providers will be trained on sensitivity in regards to victims' assistance, and referrals will ONLY be made to domestic violence providers (when possible). In addition, the HMIS data of victims will continue to be treated with the highest level of confidentiality, and victims' data is not shared with other providers. In the case that the DV provider does not have available beds, the SPOE will look for other options that would provide a safe place for the clients.

Waiting Lists:

One Centralized Waiting List will be kept by the SPOE. Clients should be placed on the list according to their prioritization score and the date and time that they applied for services. When a housing option becomes available, the person at the top of the list will be contacted. As long as they meet any special population requirements for the specific agency/program, the said housing agency should proceed with housing them.

Each client that is assessed and placed onto a waiting list will have the responsibility to contact the SPOE at least weekly to keep his or her application active. Clients can update their file in person at the SPOE office or by phone at 844-710-6919. If they are part of a program, their case manager can also do the check in for them. A written policy will be provided to each client that signs up for services. If the SPOE has not

Updated: 8/9/16

heard from the client for more than 4 weeks, the client will become inactive, as it will be assumed that they have found other housing.

Any clients that have not been heard from or have not had any documented contact with the SPOE (or partner agencies), they will be considered inactive. If they re-appear or make contact with the SPOE or partners, they will be re-activated. The score should be updated as needed and the entry date will be revised to the date in which they returned. If it has been more than 30 days since their removal from the waiting list (or since their closure in HMIS), they will need to do a new entry into the HMIS system.

Clients who have been assessed will be referred for Emergency Shelter (ES) when no other permanent housing options are available. In the event of no ES beds available, clients may be sent to a motel if funding is available. Because staying in an ES or motel still qualifies someone as Literally Homeless, a client in ES/motel will not be removed from the waiting list. The client will be able to keep his/her place on the waiting list and will still be offered a more permanent option when it comes available.

In the event that we have knowledge of a homeless individual or family who is unwilling to apply for the SPOE services, they can still be added to the list using their basic information. It is recommended that outreach be conducted to collect as much information as possible (even to complete a mobile version of the VI-SPDAT, if the client will comply).

Program vacancies:

A bed tracker function may be available in HMIS for those agencies that use HMIS. Agencies will be responsible for updating this function as available units come open. In trying to fill all vacancies as soon as possible, agencies must contact the SPOE as soon as they know a unit is going to be vacated. A Vacancy Notice form will be used which each agency can complete and fax to the SPOE at 888-433-6927. The SPOE will then look at the waiting list and ensure that an eligible person will be ready to be sent to that program.

Once the SPOE has been notified of an opening, they will have 48 hours to send referrals for the opening. The referrals will be for the person/family who is highest on the waiting list and qualified for the unit. If possible, the SPOE will send at least two eligible households for each opening to ensure that the receiving agency can reach someone. The SPOE will not always notify the client ahead of time, so it is assumed that the receiving agency will make contact with them. The receiving agency is responsible for verifying all information such as chronic status.

Each evening by 8 pm, each Emergency Shelter will contact the SPOE (Phone/text: 779-208-0710, email: csbgadministration@rockfordil.gov, or fax: 888-433-6927) to report their availability for the night in case of any after-hours emergencies. These “emergencies” will usually be brought to the attention of the SPOE by the hospitals, Police or Fire Departments.

Acceptance of clients:

Programs will accept all clients provided that they meet the Special Population requirements for the specific programs. They will take those persons that have the highest prioritization score. According to the Housing First Model, clients will be taken as they are and not required to be involved in services in order to obtain housing.

If a referral is made on behalf of a client and the receiving agency is not able to contact them within 5 days, a different referral will be made.

Programs shall not discriminate against any individuals or families including against those that are part of the LGBTQ community. In the event of a transgendered individual enters, HUD requires that an agency houses the individual based on whatever gender the person identify him/herself as. It is also the policy of the SPOE to keep all families intact and refer them to places where they may stay together.

Clients who are Registered Lifetime Sexual Offenders will not be denied for services; however, placement in housing programs will be determined based on the safety of other people in the said program and any other legalities. Other services may be offered in the event that there is not an appropriate housing placement.

Termination from Housing Programs:

For Shelter Programs:

If a shelter is discharging someone from their program, they should notify the SPOE as to the discharge date and reason for discharge to allow SPOE to better follow up with services. If the discharge is for a specified amount of time, please indicate that also. The referral form that the SPOE send to the agencies initially does contain a release of information for housing information. Each situation will be assessed individually and the SPOE will assist based on the circumstances.

For Transitional/Permanent Program:

An agency may terminate assistance to a program participant who violates their lease agreement or occupancy agreement. Termination under this section does not prohibit

the agency from providing further assistance at a later date to the same individual or family.

For the Hard to House Population and those agencies that are providing Permanent Supportive Housing, the agencies will be required to exercise judgment and examine all extenuating circumstances in determining when violations are serious enough to warrant termination so that the program participant's assistance is terminated only in the most severe cases.

If a client is being terminated from a program, the terminating agency should ensure that the client is referred back to the SPOE if they have not identified another housing option.

All clients should be given the termination policy to read and sign upon their acceptance to a program.

Due Process:

In terminating assistance to a program participant, the agency must provide a formal process that recognizes the rights of individuals receiving assistance under the due process of law. This process, at a minimum, must consist of:

*Providing the program participant with a written copy of the lease or occupancy agreement and the termination process before the participant begins to receive assistance

*Written notice to the program participant containing a clear statement of the reasons for termination

*A client has the right to request a review of the decision in writing within 30 days to the terminating agency. The program participant will have the opportunity to present written or oral objections to the termination.

*Prompt written notice of the final decision to the program participant.

FY2016 - Performance Measurement Module (Sys PM)

Summary Report for IL-501 - Rockford/Winnebago, Boone Counties CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more “metrics” used to measure the system performance. Click through each tab above to enter FY2016 data for each measure and associated metrics.

RESUBMITTING FY2015 DATA: If you provided revised FY 2015 data, the original FY2015 submissions will be displayed for reference on each of the following screens, but will not be retained for analysis or review by HUD.

ERRORS AND WARNINGS: If data are uploaded that creates selected fatal errors, the HDX will prevent the CoC from submitting the System Performance Measures report. The CoC will need to review and correct the original HMIS data and generate a new HMIS report for submission.

Some validation checks will result in warnings that require explanation, but will not prevent submission. Users should enter a note of explanation for each validation warning received. To enter a note of explanation, move the cursor over the data entry field and click on the note box. Enter a note of explanation and “save” before closing.

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client’s entry, exit, and bed night dates strictly as entered in the HMIS system.

FY2016 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY2015	Revised FY2015	Current FY	Submitted FY2015	Revised FY2015	Current FY	Difference	Submitted FY2015	Revised FY2015	Current FY	Difference
1.1 Persons in ES and SH	177	177	966	119	119	42	-77	93	93	13	-80
1.2 Persons in ES, SH, and TH	440	440	1120	213	213	82	-131	166	166	22	-144

b.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	966	-	48		-	13	
1.2 Persons in ES, SH, and TH	-	1120	-	96		-	23	

FY2016 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)		Returns to Homelessness in Less than 6 Months			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY2015	# of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	8	0	1	13%	0	0	0%	0	0	0%	1	13%
Exit was from ES	10	77	1	1	1%	2	7	9%	0	2	3%	10	13%
Exit was from TH	17	83	0	0	0%	2	1	1%	0	6	7%	7	8%
Exit was from SH	0	0	0	0		0	0		0	0		0	
Exit was from PH	31	59	1	4	7%	4	1	2%	0	2	3%	7	12%
TOTAL Returns to Homelessness	58	227	2	6	3%	8	9	4%	0	10	4%	25	11%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

FY2016 - Performance Measurement Module (Sys PM)

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

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	327	255	-72
Emergency Shelter Total	146	131	-15
Safe Haven Total	0	0	0
Transitional Housing Total	152	76	-76
Total Sheltered Count	298	207	-91
Unsheltered Count	29	48	19

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	448	448	1125	677
Emergency Shelter Total	179	179	965	786
Safe Haven Total	0	0	0	0
Transitional Housing Total	289	289	201	-88

FY2016 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	131	131	141	10
Number of adults with increased earned income	9	9	7	-2
Percentage of adults who increased earned income	7%	7%	5%	-2%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	131	131	141	10
Number of adults with increased non-employment cash income	17	17	27	10
Percentage of adults who increased non-employment cash income	13%	13%	19%	6%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	131	131	141	10
Number of adults with increased total income	26	26	32	6
Percentage of adults who increased total income	20%	20%	23%	3%

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	110	110	97	-13
Number of adults who exited with increased earned income	25	25	35	10
Percentage of adults who increased earned income	23%	23%	36%	13%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	110	110	97	-13
Number of adults who exited with increased non-employment cash income	15	15	15	0
Percentage of adults who increased non-employment cash income	14%	14%	15%	1%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	110	110	97	-13
Number of adults who exited with increased total income	38	38	49	11
Percentage of adults who increased total income	35%	35%	51%	16%

FY2016 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	278277	278	1019	741
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	23	23	45	22
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	278254	255	974	719

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	407	407	1077	670
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	44	44	50	6
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	363	363	1027	664

FY2016 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in the FY2016 Resubmission reporting period.

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

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons who exit Street Outreach	635	635	616	-19
Of persons above, those who exited to temporary & some institutional destinations	245	245	276	31
Of the persons above, those who exited to permanent housing destinations	158	158	191	33
% Successful exits	63%	63%	76%	13%

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

FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	312	312	228	-84
Of the persons above, those who exited to permanent housing destinations	189	189	180	-9
% Successful exits	61%	61%	79%	18%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	315	315	330	15
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	291	291	309	18
% Successful exits/retention	92%	92%	94%	2%

FY2016 - SysPM Data Quality

IL-501 - Rockford/Winnebago, Boone Counties CoC

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

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

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	199	210	199	175	332	212	155	96	367	372	386	324				8				
2. Number of HMIS Beds	179	190	57	32	305	212	155	96	367	372	288	223				8				
3. HMIS Participation Rate from HIC (%)	89.95	90.48	28.64	18.29	91.87	100.00	100.00	100.00	100.00	100.00	74.61	68.83				100.00				
4. Unduplicated Persons Served (HMIS)	33	133	122	123	101	173	186	187	257	311	312	296	0	0	17	32	1	2	1	37
5. Total Leavers (HMIS)	10	87	88	88	23	85	100	121	13	83	58	48	0	0	2	5	0	0	0	10
6. Destination of Don't Know, Refused, or Missing (HMIS)	3	10	17	2	6	8	14	11	4	9	6	2	0	0	0	0	0	0	0	5
7. Destination Error Rate (%)	30.00	11.49	19.32	2.27	26.09	9.41	14.00	9.09	30.77	10.84	10.34	4.17			0.00	0.00				50.00

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 Rockford

Project Name: IL 501 Continuum of Care Housing Assistance for Homeless
Persons

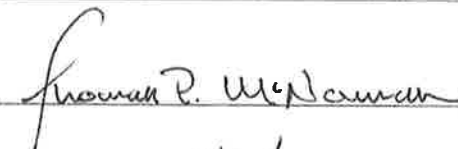
Location of the Project: City of Rockford/Boone and Winnebago Counties

Name of the Federal
Program to which the
applicant is applying: FY2017 Continuum of Care Competition FR 6100-N-25

Name of
Certifying Jurisdiction: City of Rockford, Illinois

Certifying Official
of the Jurisdiction
Name: Thomas P. McNamara

Title: Mayor

Signature: 

Date: 9/22/17