

---

**2006 Continuum of Care Application: Exhibit 1**

**Part I: CoC Organizational Structure**

<b>HUD-defined CoC Name:*</b>	<b>CoC Number*</b>
Washington County CoC	MN-512

**A: CoC Lead Organization Chart**

CoC Lead Organization: <b>Washington County Community Services Department</b>		
CoC Contact Person: <b>Tina O'Malley Bayonet</b>		
Contact Person's Organization Name: <b>Washington County Community Services</b>		
Street Address: <b>14949 62<sup>nd</sup> Street North, Box 30</b>		
City: <b>Stillwater</b>	State: <b>MN</b>	Zip: <b>55082</b>
Phone Number: <b>651 430 6529</b>	Fax Number: <b>651 430 6639</b>	
Email Address: <b>tina.bayonet@co.washington.mn.us</b>		

CoC-A

---

**B: CoC Geography Chart**

<b>Geographic Area Name</b>	<b>6-digit Code</b>
<b>Washington County</b>	<b>279163</b>

CoC-B

**CoC Structure and Decision-Making Processes**

**C: CoC Groups and Meetings Chart**

CoC-Related Planning Groups		Meeting Frequency (check only one column)				Enter the number of organizations/entities that are members of each CoC planning group listed on this chart.
		Monthly or More	Quarterly	Biannual	Annually	
<b>COC Primary Decision-Making Group (list only one group)</b>						
<b>Name:</b>	<b>Washington County Housing Collaborative</b>	<b>X</b>				<b>23</b>
<b>Role:</b>	This group meets to address current issues regarding all housing needs in the community, sets agendas for CoC meetings and other sub-committees, develops gap analysis, determines project priorities, and advises the County Commissioners on policy decisions.					
<b>Other CoC Committees, Sub-Committees, Workgroups, etc.</b>						
<b>Name:</b>	<b>Continuum of Care Sub-Committee</b>	<b>X</b>				<b>23</b>
<b>Role:</b>	Provides oversight of all activities of the CoC. Ranking, project priorities and auditing of projects, Goal work and CoC activities are conducted through this group and then brought to the Collaborative.					
<b>Name:</b>	<b>Office of Ending Long-Term Homelessness</b>	<b>X</b>				<b>61</b>
<b>Role:</b>	Directs and coordinates implementation of state plan to end long-term homelessness.					
<b>Name:</b>	<b>Policy Academy to Prevent and End Homelessness for Children and their Families in Minnesota</b>	<b>X</b>				<b>12</b>
<b>Role:</b>	Improves access to mainstream services for families with children experiencing homelessness					
<b>Name:</b>	<b>Minnesota Comprehensive Offender Re-entry Program</b>		<b>X</b>			<b>16</b>
<b>Role:</b>	Envisions a state in which offenders live purposeful, productive, law-abiding, healthy lives; and there are safe communities					
<b>Name:</b>	<b>Minnesota Interagency Task Force on Homelessness</b>	<b>X</b>				<b>21</b>
<b>Role:</b>	Works to effectively use state resources to prevent and end homelessness					
<b>Name:</b>	<b>Metro-wide Engagement on Shelter and Housing</b>	<b>X</b>				<b>40</b>
<b>Role:</b>	Develop partnerships to build metro-wide solutions to ending homelessness and increasing affordable housing options.					
<b>Name:</b>	<b>Regional Metro Committee</b>	<b>X</b>				<b>10</b>
<b>Role:</b>	Regional multi-county collaborative that oversees initiatives to end chronic homelessness in accordance with the state's 10 year plan.					
<b>Name:</b>	<b>CDBG Citizen Advisory Council of Washington County</b>		<b>X</b>			<b>16</b>
<b>Role:</b>	Established to provide public input and increase the accountability of the CDBG and HOME programs to the citizens of Washington County.					

CoC-C

**D: CoC Planning Process Organizations Chart**

	<b>Specific Names of All CoC Organizations</b>	<b>Geographic Area Represented</b>	<b>Subpopulations Represented, if any* (no more than 2)</b>	
<b>PUBLIC SECTOR</b>	<b>STATE GOVERNMENT AGENCIES</b>			
	Minnesota Housing Finance Agency	279163	HIV	SA
	<b>LOCAL GOVERNMENT AGENCIES</b>			
	Washington County Housing Unit	279163	SA	Y
	Washington County Commissioners	279163	SMI	VET
	Stillwater City Council	279163	SA	SMI
	<b>PUBLIC HOUSING AGENCIES</b>			
	Washington County Housing and Redevelopment Authority	279163	SMI	SA
	<b>SCHOOL SYSTEMS / UNIVERSITIES</b>			
	Family Literacy Council	279163	Y	
	New Heights Charter School	279163	Y	
	Stillwater District 836	279163	Y	
	<b>LAW ENFORCEMENT / CORRECTIONS</b>			
	Washington County Sheriff's Department	279163	SA	DV
	<b>LOCAL WORKFORCE INVESTMENT ACT (WIA) BOARDS</b>			
	Washington County WIA	279163	SMI	Y
<b>OTHER</b>				
Washington County Workforce Center	279163	Y	SMI	
<b>PRIVATE SECTOR</b>	<b>NON-PROFIT ORGANIZATIONS</b>			
	Human Services Incorporated	279163	SMI	SA
	East Metro Women's Council	279163	DV	Y
	The Salvation Army	279163	SMI	Y
	Valley Outreach	279163	SMI	SA
	Family Means	279163	DV	Y
	Southern Metro Regional Legal Services	279163	SA	
	Crisis Nursery	279163	Y	
	South Washington County Housing Coalition	279163	SMI	
	<b>FAITH-BASED ORGANIZATIONS</b>			
	Catholic Worker's Group	279163	DV	Y
	Episcopal Services	279163	DV	Y
	<b>FUNDERS / ADVOCACY GROUPS</b>			
	Corporation for Supportive Housing	279163	SMI	SA
	North East MICAH	279163	SMI	SA
	Senior Federation	279163	SA	
	League of Women Voters	279163	SA	
	Metro-wide Engagement for Shelter and Housing	279163	SMI	Y
	Tubman Family Alliance	279163	DV	SMI
	St. Paul Foundation	279163	SMI	Y

	Specific Names of All CoC Organizations	Geographic Area Represented	Subpopulations Represented, if any* (no more than 2)	
	Hugh J. Andersen Foundation	279163	SMI	
	Minnesota Coalition for the Homeless	279163	Y	SMI
	<b>BUSINESSES (BANKS, DEVELOPERS, BUSINESS ASSOCIATIONS, ETC.)</b>			
	HBS Consulting	279163	HIV	
	Forest Lake Chamber of Commerce	279163	DV	VET
	WHY USA Metro Brokers	279163	DV	Y
	Westport Properties	279163	SA	Y
	Financial Rehabilitation Incorporated	279163	SMI	SA
	Two Rivers Community Land Trust	279163	HIV	
	<b>HOSPITALS / MEDICAL REPRESENTATIVES</b>			
	Fairview Lakes	279163	SA	
	Lakeview Hospital	279163	SMI	
	<b>HOMELESS PERSONS</b>			
	Sharon B.	279163	HIV	VET
	Denise K.	279163	DV	Y
	Kim K.	279163	SMI	SA
	<b>OTHER</b>			
	Veteran's Service Organization	279163	VET	
	Children's Mental Health	279163	Y	

\*Subpopulations Key: Seriously Mentally Ill (SMI), Substance Abuse (SA), Veterans (VET), CoC-D HIV/AIDS (HIV), Domestic Violence (DV), and Youth (Y).

**E: CoC Governing Process Chart**

	<b>Yes</b>	<b>No</b>
1. Does the CoC have a separate planning and decision-making body/entity that is broadly representative of the public and private homeless service sectors, including homeless client/consumer interests? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Is the primary decision-making entity composed of at least 65 percent representation by the private sector (including consumer interests)? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Is the primary decision-making entity membership selected in an open and democratic process by the CoC membership? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Is there a Chair and Co-Chair representing both the private and public sector at the same time, with staggered 2-year terms and the Chair position rotating between the private and public sectors? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Has the CoC developed a Code of Conduct for the CoC decision-making entity and its Chair and Co-chair? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. The Chair and Co-Chair and all members of the CoC decision-making entity may not participate in decisions concerning awards of grants or provision of financial benefits to such member or the organization that such member represents. Have they recused themselves from considering projects in which they have an interest? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Does the CoC have a fiscal agent designated to receive funds from HUD?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CoC-E

**F: CoC Project Review and Selection Chart**

<b>1. Open Solicitation</b>			
a. Newspapers	<input checked="" type="checkbox"/>	e. Outreach to Faith-Based Groups	<input checked="" type="checkbox"/>
b. Letters to CoC Membership	<input checked="" type="checkbox"/>	f. Announcements at CoC Meetings	<input checked="" type="checkbox"/>
c. Responsive to Public Inquiries	<input checked="" type="checkbox"/>	g. Announcements at Other Meetings	<input checked="" type="checkbox"/>
d. Email CoC Membership/Listserv	<input checked="" type="checkbox"/>		
<b>2. Objective Rating Measures and Performance Assessment</b>			
a. CoC Rating & Review Committee Exists	<input checked="" type="checkbox"/>	j. Assess Spending (fast or slow)	<input checked="" type="checkbox"/>
b. Review CoC Monitoring Findings	<input checked="" type="checkbox"/>	k. Assess Cost Effectiveness	<input checked="" type="checkbox"/>
c. Review HUD Monitoring Findings	<input checked="" type="checkbox"/>	l. Assess Provider Organization Experience	<input checked="" type="checkbox"/>
d. Review Independent Audit	<input checked="" type="checkbox"/>	m. Assess Provider Organization Capacity	<input checked="" type="checkbox"/>
e. Review HUD APR	<input checked="" type="checkbox"/>	n. Evaluate Project Presentation	<input checked="" type="checkbox"/>
f. Review Unexecuted Grants	<input checked="" type="checkbox"/>	o. Review CoC Membership Involvement	<input type="checkbox"/>
g. Site Visit(s)	<input checked="" type="checkbox"/>	p. Review Match	<input checked="" type="checkbox"/>
h. Survey Clients	<input checked="" type="checkbox"/>	q. Review Leveraging	<input checked="" type="checkbox"/>
i. Evaluate Project Readiness	<input checked="" type="checkbox"/>		
<b>3. Voting/Decision System</b>			
a. Unbiased Panel / Review Committee	<input checked="" type="checkbox"/>	e. All CoC Present Can Vote	<input type="checkbox"/>
b. Consumer Representative Has a Vote	<input checked="" type="checkbox"/>	f. Consensus	<input type="checkbox"/>
c. CoC Membership Required to Vote	<input type="checkbox"/>	g. Abstain if conflict of interest	<input checked="" type="checkbox"/>
d. One Vote per Organization	<input checked="" type="checkbox"/>		

CoC-F

**G: CoC Written Complaints Chart**

<b>Were there any written complaints received by the CoC regarding any CoC matter in the last 12 months?</b>	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> No
<b>If Yes, briefly describe the complaints and how they were resolved.</b>	
Not applicable	

CoC-G

Part II: CoC Housing and Service Needs  
**H: CoC Services Inventory Chart**

(1)  <b>Provider Organizations</b>	(2) <b>Prevention</b>					(3) <b>Outreach</b>			(4) <b>Supportive Services</b>									
	Mortgage Assistance	Rental Assistance	Utilities Assistance	Counseling/Advocacy	Legal Assistance	Street Outreach	Mobile Clinic	Law Enforcement	Case Management	Life Skills	Alcohol & Drug Abuse	Mental Health Counseling	Healthcare	HIV/AIDS	Education	Employment	Child Care	Transportation
Anoka County Community Action Program	X			X											X		X	
East Metro Women’s Council		X		X		X			X	X					X	X	X	X
Catholic Worker’s Group		X		X					X	X			X		X		X	X
Chrysalis Center for Women					X										X			
Community Volunteer Service																		X
Crisis Nursery																	X	
Episcopal Services		X		X					X	X					X		X	X
Family Means		X	X	X							X	X			X			
Financial Rehabilitation Incorporated	X			X											X			
Hearth Connection		X	X	X		X			X		X	X			X	X		X
HomeLine				X	X										X			
Hope House														X				X
Human Services, Incorporated				X					X	X	X	X			X	X		X
Ramsey Action Program of Washington County	X	X	X	X					X						X		X	
Southern Metro Regional Legal Services					X										X			
The Salvation Army	X	X	X	X					X							X		X
Two Rivers Community Land Trust	X			X											X			
Tubman Family Alliance		X	X	X	X		X	X	X	X		X	X		X	X	X	X
U-Care Dental Clinic							X											
Valley Outreach	X	X	X	X		X			X									
Veteran’s Service Organization	X	X	X	X	X						X	X	X	X	X	X		X
Washington County Workforce Center										X					X	X		
Washington County Community Services & Housing Unit	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
Washington County Housing & Redevelopment Authority	X	X	X	X					X						X			
Washington County Sheriff’s Department						X		X										
Jurisdictions of Law Enforcement throughout Washington County						X		X										

CoC-H

**CoC Housing Inventory and Unmet Needs**

**I: CoC Housing Inventory Charts**

<b>Emergency Shelter: Fundamental Components in CoC System – Housing Inventory Chart</b>															
Provider Name	Facility Name	HMIS Part. Code	Number of Year-Round Beds in HMIS		Geo Code <input checked="" type="checkbox"/>	Target Pop		Year-Round			Total Year-Round Beds	Other Beds			
			Ind.	Fam.		A	B	Fam. Units	Fam. Beds	Indiv. Beds		Seasonal	Overflow & Voucher		
<b>Current Inventory</b>			Ind.	Fam.											
East Metro Women’s Council	Home Again Shelter Apartment	5		7	279163	FC		1	7		7				
Washington County Community Services	Housing Unit Motel/Hotel Vouchers	1				FC							28		
Tubman Family Alliance	Anne Pierce Rodgers Home	N				DV		7	29	5	34				
<b>SUBTOTALS:</b>				7	<b>SUBTOTAL CURRENT INVENTORY:</b>			8	36	5	41		28		
<b>New Inventory in Place in 2005 (Feb. 1, 2005 – Jan. 31, 2006)</b>			Ind.	Fam.											
<b>Not applicable</b>															
<b>SUBTOTALS:</b>					<b>SUBTOTAL NEW INVENTORY:</b>										
<b>Inventory Under Development</b>		Anticipated Occupancy Date													
<b>Not applicable</b>															
<b>SUBTOTAL INVENTORY UNDER DEVELOPMENT:</b>															
<b>Unmet Need</b>								<b>UNMET NEED TOTALS:</b>		6	24	16	40	0	0
1. Total Year-Round Individual ES Beds: (5-DV shelter beds)				0	4. Total Year-Round Family Beds: (29-DV shelter beds)				7						
2. Year-Round Individual ES Beds in HMIS: (DV not in HMIS)				0	5. Year-Round Family ES Beds in HMIS:				7						
3. HMIS Coverage Individual ES Beds:				0%	6. HMIS Coverage Family ES Beds:				100%						

**CoC Housing Inventory and Unmet Needs**

**I: CoC Housing Inventory Charts**

<b>Transitional Housing: Fundamental Components in CoC System – Housing Inventory Chart</b>											
Provider Name	Facility Name	HMIS Part. Code	Number of Year-Round Beds in HMIS		Geo Code <input checked="" type="checkbox"/>	Target Pop		Year-Round			Total Year-Round Beds
						A	B	Family Units	Family Beds	Individual Beds	
<b>Current Inventory</b>			Ind.	Fam.							
Human Services Incorporated	Men’s TH	1	2		279163	SM				2	2
Human Services Incorporated	Women’s TH	1	3			SF				3	3
Human Services Incorporated	Family TH	1		3		FC		1	3		3
East Metro Women’s Council	Home Again TH	5		22		FC		6	22		22
<b>SUBTOTALS:</b>			5	25	<b>SUBTOT. CURRENT INVENTORY:</b>			7	25	5	30
<b>New Inventory in Place in 2005 (Feb. 1, 2005 – Jan. 31, 2006)</b>			Ind.	Fam.							
Not applicable											
<b>SUBTOTALS:</b>					<b>SUBTOTAL NEW INVENTORY:</b>						
<b>Inventory Under Development</b>		Anticipated Occupancy Date									
Not applicable											
<b>SUBTOTAL INVENTORY UNDER DEVELOPMENT:</b>											
<b>Unmet Need</b>					<b>UNMET NEED TOTALS:</b>			4	16	10	26
1. Total Year-Round Individual TH Beds:			5	4. Total Year-Round Family Beds:						30	
2. Year-Round Individual TH Beds in HMIS:			5	5. Year-Round Family TH Beds in HMIS:						30	
3. HMIS Coverage Individual TH Beds:			100%	6. HMIS Coverage Family TH Beds:						30	

## CoC Housing Inventory and Unmet Needs

### I: CoC Housing Inventory Charts

<b>Permanent Supportive Housing*: Fundamental Components in CoC System – Housing Inventory Chart</b>													
Provider Name	Facility Name	HMIS Part. Code	Number of Year-Round Beds in HMIS		Geo Code <input checked="" type="checkbox"/>	Target Pop		Year-Round			Total Year-Round Beds		
						A	B	Family Units	Family Beds	Individual/CH Beds			
<b>Current Inventory</b>			Ind.	Fam.									
Human Services Incorporated	Mosaic Homes	5	8		279163	M				8/0	8		
<b>SUBTOTALS:</b>					<b>SUBTOTAL CURRENT INVENTORY:</b>					8/0	8		
<b>New Inventory in Place in 2005 (Feb. 1, 2005 – Jan. 31, 2006)</b>			Ind.	Fam.									
Human Services Incorporated	Home Free	5	5		279163	M				5	5		
<b>SUBTOTALS:</b>					<b>SUBTOTAL NEW INVENTORY:</b>					5	5		
<b>Inventory Under Development</b>		Anticipated Occupancy Date											
Human Services Incorporated	Share	August 1, 2007		279163	FC		7	18	5	18			
Hearth Connection	Supportive Housing Program	January 1, 2007		279163	M				3	3			
<b>SUBTOTAL INVENTORY UNDER DEVELOPMENT:</b>								7	18	8	21		
<b>Unmet Need</b>							<b>UNMET NEED TOTALS:</b>			5	20	16	36
1. Total Year-Round Individual PH Beds:			8	4. Total Year-Round Family Beds:						13			
2. Year-Round Individual PH Beds in HMIS:			8	5. Year-Round Family PH Beds in HMIS:						13			
3. HMIS Coverage Individual PH Beds:			100%	6. HMIS Coverage Family PH Beds:						100%			

\*Permanent Supportive Housing is: S+C, Section 8 SRO and SHP-Permanent Housing component. It also includes any permanent housing projects, such as public housing units, that have been dedicated exclusively to serving homeless persons.

**CoC Housing Inventory and Unmet Needs**

**J: CoC Housing Inventory Data Sources and Methods Chart**

<b>(1) Indicate date on which Housing Inventory count was completed: <u>  01/26/2006  </u></b>	
<b>(2) Identify the <i>primary</i> method used to complete the Housing Inventory Chart (check one):</b>	
<input checked="" type="checkbox"/>	<b>Housing inventory survey to providers</b> – CoC distributed a housing inventory survey (via mail, fax, or e-mail) to homeless programs/providers to update current bed inventories, target populations for programs, beds under development, etc.
<input type="checkbox"/>	<b>On-site or telephone housing inventory survey</b> – CoC conducted a housing inventory survey (via phone or in-person) of homeless programs/providers to update current bed inventories, target populations for programs, beds under development, etc.
<input type="checkbox"/>	<b>HMIS</b> – Used HMIS data to complete the Housing Inventory Chart
<b>(3) Indicate the percentage of providers completing the housing inventory survey:</b>	
<u>  100%  </u>	Emergency shelter providers
<u>  100%  </u>	Transitional housing providers
<u>  100%  </u>	Permanent Supportive Housing providers
<b>(4) Indicate steps to ensure data accuracy for 2006 Housing Inventory Chart (check all that apply):</b>	
<input checked="" type="checkbox"/>	<b>Instructions</b> – Provided written instructions for completing the housing inventory survey.
<input checked="" type="checkbox"/>	<b>Training</b> – Trained providers on completing the housing inventory survey.
<input checked="" type="checkbox"/>	<b>Updated prior housing inventory information</b> – Providers submitted updated 2005 housing inventory to reflect 2006 inventory.
<input checked="" type="checkbox"/>	<b>Follow-up</b> – CoC followed-up with providers to ensure the maximum possible response rate and accuracy of the housing inventory survey.
<input checked="" type="checkbox"/>	<b>Confirmation</b> – Providers or other independent entity reviewed and confirmed information in 2006 Housing Inventory Chart after it was completed.
<input checked="" type="checkbox"/>	<b>HMIS</b> – Used HMIS to verify data collected from providers for Housing Inventory Chart.
<input type="checkbox"/>	<b>Other</b> – specify:
<b>Unmet Need:</b>	
<b>(5) Indicate type of data that was used to determine unmet need (check all that apply):</b>	
<input checked="" type="checkbox"/>	Sheltered count (point-in-time)
<input checked="" type="checkbox"/>	Unsheltered count (point-in-time)
<input checked="" type="checkbox"/>	Housing inventory (number of beds available)
<input checked="" type="checkbox"/>	Local studies or data sources – specify: Wilder Research Center Data and Minnesota Quarterly Shelter Survey of Providers
<input type="checkbox"/>	National studies or data sources – specify:
<input checked="" type="checkbox"/>	Provider opinion through discussions or survey forms
<input type="checkbox"/>	Other – specify:
<b>(6) Indicate the <i>primary</i> method used to calculate or determine unmet need (check one):</b>	
<input checked="" type="checkbox"/>	<b>Stakeholder Discussion</b> – CoC stakeholders met and reviewed data to determine CoC’s unmet need
<input type="checkbox"/>	<b>Calculation</b> – Used local point-in-time (PIT) count data and housing inv. to calculate unmet need
<input type="checkbox"/>	<b>Applied statistics</b> – Used local PIT enumeration data and applied national or other local statistics
<input type="checkbox"/>	<b>HUD unmet need formula</b> – Used HUD’s unmet need formula*
<input type="checkbox"/>	<b>Other</b> – specify:
<b>(7) If your CoC made adjustments to calculated unmet need, please explain how and why.</b>	
Not applicable	

# CoC Homeless Population and Subpopulations

## K: CoC Point-in-Time Homeless Population and Subpopulations Chart

Indicate date of last point-in-time count: 01/26/2006 (mm/dd/yyyy)

Part 1: Homeless Population	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Number of Families with Children (Family Households):	18 (5 vouchered)	7	1	26
1. Number of Persons in Families with Children:	64	25	5	94
2. Number of Single Individuals and Persons in Households without Children:	8	5	8	21
<b>(Add Lines Numbered 1 &amp; 2) Total Persons:</b>	72	30	13	115
<b>Part 2: Homeless Subpopulations</b>				
	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
a. Chronically Homeless (For sheltered, list persons in emergency shelter only)	13		5	18
b. Severely Mentally Ill	30		*	30
c. Chronic Substance Abuse	13		* 7	20
d. Veterans			* 1	1
e. Persons with HIV/AIDS			*	
f. Victims of Domestic Violence	5		*	5
g. Unaccompanied Youth (Under 18)			* 2	2

If applicable, complete the following section to the extent that the information is available. Be sure to indicate the source of the information by checking the appropriate box:

**Data Source:**  Point-in-time count **OR**  Estimate

Part 3: Hurricane Katrina Evacuees	Sheltered	Unsheltered	Total
Total number of Katrina evacuees	32		32
Of this total, enter the number of evacuees homeless prior to Katrina	2		2

CoC-K

# CoC Homeless Population and Subpopulations

## L: CoC Homeless Population and Subpopulations Data Sources & Methods Chart

### L-1: Sheltered Homeless Population and Subpopulations

<b>(1) Check the <u>primary</u> method used to enumerate sheltered homeless persons in the CoC (check one):</b>	
<input checked="" type="checkbox"/>	<b>Point-in-Time (PIT) <u>no interview</u></b> – Providers did not interview sheltered clients during the point-in-time count
<input type="checkbox"/>	<b>PIT <u>with interviews</u></b> – Providers interviewed each sheltered individual or household during the point-in-time count
<input type="checkbox"/>	<b>PIT <u>plus sample of interviews</u></b> – Providers conducted a point-in-time count <b>and</b> interviewed a random sample of sheltered persons or households (for example, every 5th or 10th person)
<input type="checkbox"/>	<b>PIT <u>plus extrapolation</u></b> – Information gathered from a sample of interviews with sheltered persons or households is extrapolated to the total sheltered population
<input type="checkbox"/>	<b>Administrative Data</b> – Providers used administrative data (case files, staff expertise) to complete client population and subpopulation data for sheltered homeless persons
<input type="checkbox"/>	<b>HMIS</b> – CoC used HMIS to complete the point-in-time sheltered count and subpopulation information
<input type="checkbox"/>	<b>Other</b> – please specify:
<b>(2) Indicate steps taken to ensure data quality of the sheltered homeless enumeration (check all that apply):</b>	
<input checked="" type="checkbox"/>	<b>Instructions</b> – Provided written instructions to providers for completing the sheltered point-in-time count
<input checked="" type="checkbox"/>	<b>Training</b> – Trained providers on completing the sheltered point-in-time count
<input checked="" type="checkbox"/>	<b>Remind and Follow-up</b> – Reminded providers about the count and followed up with providers to ensure the maximum possible response rate and accuracy
<input checked="" type="checkbox"/>	<b>HMIS</b> – Used HMIS to verify data collected from providers for the sheltered point-in-time count
<input type="checkbox"/>	<b>Other</b> – please specify:
<b>(3) How often will sheltered counts of sheltered homeless people take place in the future?</b>	
<input type="checkbox"/>	Biennial (every two years)
<input checked="" type="checkbox"/>	Annual
<input type="checkbox"/>	Semi-annual
<input type="checkbox"/>	Other – please specify:
<b>(4) Month and Year when next count of sheltered homeless persons will occur: 01/2007</b>	
<b>(5) Indicate the percentage of providers completing the populations and subpopulations survey:</b>	
100%	Emergency shelter providers
100%	Transitional housing providers
100%	Permanent Supportive Housing providers

CoC-L-1

# CoC Homeless Population and Subpopulations

## L-2: Unsheltered Homeless Population and Subpopulations\*

<b>(1) Check the primary method used to enumerate unsheltered homeless persons in the CoC:</b>	
<input checked="" type="checkbox"/>	<b>Public places count</b> – CoC conducted a point-in-time count <u>without</u> client interviews
<input type="checkbox"/>	<b>Public places count with interviews</b> – CoC conducted a point-in-time count and interviewed every unsheltered homeless person encountered during the public places count
<input type="checkbox"/>	<b>Sample of interviews</b> – CoC conducted a point-in-time count and interviewed a random sample of unsheltered persons
<input type="checkbox"/>	<b>Extrapolation</b> – CoC conducted a point-in-time count and the information gathered from a sample of interviews was extrapolated to total population of unsheltered homeless people counted
<input type="checkbox"/>	<b>Public places count using probability sampling</b> – High and low probabilities assigned to designated geographic areas based on the number of homeless people expected to be found in each area. The CoC selected a statistically valid sample of each type of area to enumerate on the night of the count and extrapolated results to estimate the entire homeless population.
<input type="checkbox"/>	<b>Service-based count</b> – Interviewed people using non-shelter services, such as soup kitchens and drop-in centers, and counted those that self-identified as unsheltered homeless persons
<input type="checkbox"/>	<b>HMIS</b> – Used HMIS to complete the enumeration of unsheltered homeless people
<input type="checkbox"/>	<b>Other</b> – please specify:
<b>(2) Indicate the level of coverage of the point-in-time count of unsheltered homeless people:</b>	
<input type="checkbox"/>	<b>Complete coverage</b> – The CoC counted every block of the jurisdiction
<input checked="" type="checkbox"/>	<b>Known locations</b> – The CoC counted areas where unsheltered homeless people are known to congregate or live
<input type="checkbox"/>	<b>Combination</b> – CoC counted central areas using complete coverage and also visited known locations
<input type="checkbox"/>	<b>Used service-based or probability sampling</b> (coverage is not applicable)
<b>(3) Indicate community partners involved in point-in-time unsheltered count (check all that apply):</b>	
<input checked="" type="checkbox"/>	<b>Outreach teams</b>
<input checked="" type="checkbox"/>	<b>Law Enforcement</b>
<input checked="" type="checkbox"/>	<b>Service Providers</b>
<input type="checkbox"/>	<b>Community volunteers</b>
<input type="checkbox"/>	<b>Other</b> – please specify:
<b>(4) Indicate steps taken to ensure the data quality of the unsheltered homeless count (check all that apply):</b>	
<input checked="" type="checkbox"/>	<b>Training</b> – Conducted a training for point-in-time enumerators
<input checked="" type="checkbox"/>	<b>HMIS</b> – Used HMIS to check for duplicate information
<input type="checkbox"/>	<b>Other</b> – specify:
<b>(5) How often will counts of unsheltered homeless people take place in the future?</b>	
<input type="checkbox"/>	Biennial (every two years)
<input checked="" type="checkbox"/>	Annual
<input type="checkbox"/>	Semi-annual
<input type="checkbox"/>	Quarterly
<input type="checkbox"/>	Other – please specify:
<b>(6) Month and Year when next count of unsheltered homeless persons will occur: 01/2007</b>	

CoC-L-2

# CoC Homeless Management Information System (HMIS)

## M: CoC HMIS Charts

### M-1: HMIS Lead Organization Information

Organization Name: Amherst H. Wilder Foundation, Wilder Research & Washington County Community Services	Contact Person: Craig Helmstetter and Tina O'Malley Bayonet
Phone: 651 647-4616 or 651 430-6521	Email: <a href="mailto:cdh@wilder.org">cdh@wilder.org</a> or <a href="mailto:tina.bayonet@co.washington.mn.us">tina.bayonet@co.washington.mn.us</a>
Organization Type: State/local government <input checked="" type="checkbox"/> Non-profit/homeless provider <input checked="" type="checkbox"/> Other <input type="checkbox"/>	

CoC-M-1

### M-2: List HUD-defined CoC Name(s) and Number(s) for every CoC included in HMIS Implementation:

HUD-Defined CoC Name*	CoC #	HUD-Defined CoC Name*
Minneapolis/Hennepin County CoC	MN-500	Coon Rapids/Anoka County CoC
Saint Paul/Ramsey County CoC	MN-501	Moorehead/West Central Minnesota CoC
Rochester/Southeast Minnesota CoC	MN-502	Duluth/Saint Louis County CoC
Dakota County CoC	MN-503	Scott, Carver Counties CoC
Northeast Minnesota CoC	MN-504	Southwest Minnesota CoC
St. Cloud/Central Minnesota CoC	MN-505	Washington County CoC
Northwest Minnesota CoC	MN-506	

### M-3: HMIS Implementation Status

HMIS Data Entry Start Date for your CoC (mm/yyyy)	<b>AND/or</b>	Anticipated Data Entry Start Date for your CoC (mm/yyyy)	If no current or anticipated data entry date, indicate reason: <input type="checkbox"/> New CoC in 2006 <input type="checkbox"/> Still in planning/software selection process <input type="checkbox"/> Still in initial implementation process
<b>Bowman ServicePoint Statewide System since 4/12/2005 County ACCESS data based system 01/1999 to present</b>			

CoC-M-3

### M-4: Client Records\*\*

Calendar Year	Total Client Records Entered in HMIS / Analytical Database (Duplicated)	Total Unduplicated Client Records Entered in HMIS / Analytical Database
2004	<b>289</b>	<b>271</b>
2005	96 (ServicePoint) 333 (ACCESS) <b>429 Total</b>	90 (ServicePoint) 313 (ACCESS) <b>403 Total</b>

CoC-M-4

## CoC Homeless Management Information System (HMIS)

### M-5: HMIS Participation\*\*

a) HMIS participation by program type and funding source			
Program Type	Total number of agencies	Number of agencies participating in HMIS <u>receiving</u> HUD McKinney-Vento funds	Number of agencies participating in HMIS <u>not</u> receiving HUD McKinney-Vento funds
Street Outreach	1	1	0
Emergency Shelter	2	1	1
Transitional Housing	2	2	0
Permanent Supportive Housing	1	1	0
	<b>TOTALS:</b>	6	5
			1

  

b) Definition of bed coverage in HMIS	
Program Type	Date achieved or anticipate achieving 75% bed coverage (mm/yyyy)
Emergency Shelter (all beds)	10/2004
Transitional Housing (all beds)	10/2004
Permanent Supportive Housing (McKinney-Vento funded beds only)	

**Challenges and Barriers:**

\*\* Washington County has had a HMIS system in place since 1999 using an ACCESS Data System which has case management capability and ease of use. However, as a team player as well as mandates by State funders, Washington County also became a partner with HMIS ServicePoint. All motel/hotel vouchers for emergency shelter as well as daily contact and case management is input into ACCESS Data System. HUD mandated participants input into ServicePoint with an annual merge of data.

- HMIS implementation:**
  - Many agencies see participation in HMIS as a significant additional burden to their existing workload, with some claiming that HMIS is causing them to divert resources from services to clients.
  - Most agencies are participating in HMIS by entering data directly into ServicePoint and are concerned with various aspects of the software, including: (i) the complexity of the screens, (ii) the slowness of the screens, and (iii) limitations in the reporting functionality (there is sometimes a lack of understanding with how the APR works or a disagreement over the way that ServicePoint has programmed the APR, and there is frustration over the lack of more general reports that would be useful to the agency's operations – ServicePoint's new reporting tool has not been broadly useful to date).
  - So far HMIS has not been attractive to agencies that are not mandated by either their state or federal funding, including private and religiously-based emergency shelters and domestic violence shelters. Recent VAWA legislation has resulted in a stand-still in terms of getting broader participation from domestic violence providers. However, in the ACCESS Data System also being used, Washington County has agreed to input data from non-mandated providers.

---

## CoC Homeless Management Information System (HMIS)

- (d) Several of Minnesota's state level funders are mandating HMIS participation. This greatly increases participation, but has also resulted in greater complexity – many programs need to pay attention to HUD screens as well as one or more state-required screens. This creates additional burdens and, so far, agencies have been frustrated by their lack of ability to pull their own state-level reports. The ACCESS Data System does have the capability of running simple query and reports.
- (e) Funding for HMIS is difficult. Our HMIS is part of a state-wide system and while the system receives SHP funds from some regions, does not from others. Some regions find it difficult to favorably rank HMIS projects, either because their pro rata need is “locked up” with renewals or because they are reluctant to allocate the HMIS funds that would otherwise be used to more directly serve those experiencing homelessness. Developing a stable federal funding stream for HMIS that is not in competition with service and housing dollars would greatly enhance our ability to meet HUD's HMIS goals. The state of Minnesota provides some funding to the HMIS, but those funds are neither stable nor guaranteed year to year. The philanthropic community is very reluctant to fund what they see as a government mandate. We currently need to charge mandated agencies \$250 per license, so few agencies purchase more than 1 or 2 licenses.
- (f) Based on the above information, Washington County CoC, although part of ServicePoint, has also consistently input data into the county's ACCESS Data System since 1999. Washington County Housing Unit, which does the majority of emergency shelter through hotel/motel vouchers, is also not in receipt of HUD McKinney-Vento funding and is therefore un-mandated. However, Washington County CoC mandated participants are expected to comply not only with the ACCESS Data System but with ServicePoint as well. The Housing Coordinator/CoC Chair is part of the Implementation and Governing Groups of Minnesota HMIS ServicePoint.

### **2. HMIS Data and Technical Standards Final Notice requirements**

- (a) The PKI requirements have not yet been met in our HMIS and there is concern that the need to manage certificates (or other means of authenticating terminals) will add substantial burdens on both the provider and administrator side, with only minimal gains in actual data security.
- (b) Technical standards requirements to record certain information on all members of a household, or all adults, as opposed to head of household, slows data entry.
- (c) “Disabling condition” (a universal requirement) is not likely to be collected by non-mandated participants.
- (d) The way our software is configured, collecting school information on children will be burdensome if and when that information becomes required. (Our interpretation has been that since those elements are not currently reported on the APR, they are not required.)
- (e) Washington County CoC enters data through the ACCESS Data System complete with all security measures in place.

CoC-M-5

# CoC Homeless Management Information System (HMIS)

## M-6: Training, Data Quality and Implementation of HMIS Data & Technical Standards

<b>1. Training Provided (check all that apply)</b>	<b>YES</b>	<b>NO</b>
Basic computer training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HMIS software training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Privacy / Ethics training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Security Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
System Administrator training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2. CoC Process/Role</b>		
Is there a plan for aggregating all data to a central location, at least annually?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a plan to monitor compliance with HMIS Data & Technical Standards Final Notice?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3. Data Collection Entered into the HMIS</b>		
Do all participating agencies submit universal data elements for <b>all</b> homeless persons served?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do all agencies required to complete a HUD APR, except agencies meeting the definition of domestic violence provider, submit program level data elements to HMIS?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4. Security: Participating agencies have:</b>		
Unique username and password access?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secure location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Locking screen savers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Virus protection with auto update?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Individual or network firewalls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Restricted access for HMIS accessed via public forums (e.g. PKI digital certificates or IP filtering)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5. Security: Agency responsible for centralized HMIS data collection and storage has:</b>		
Procedures for off-site storage of HMIS data?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disaster recovery plan that has been <u>tested</u> ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6. Privacy Requirements</b>		
Have additional State confidentiality provisions been implemented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a "Purpose for data collection" sign at each intake desk for all participating agencies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does each participating agency have a written privacy policy, including the uses and disclosures of information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does each participating agency have a privacy policy posted on its website (if applicable)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7. Data Quality: CoC has protocols for:</b>		
Client level data quality (i.e. missing birth dates etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Program level data quality (i.e. data not entered by agency in over 14 days)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assessing CoC bed coverage (i.e. % of beds)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>8. Unduplication of Client Records: CoC process:</b>		
Uses data in the HMIS exclusively to generate unduplicated count?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uses data integration or data warehouse to generate unduplicated count?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CoC-M-6

**Part III: CoC Strategic Planning**

**N: CoC 10-Year Plan, Objectives, and Action Steps Chart**

<b>Objectives to End Chronic Homelessness and Move Families and Individuals to Permanent Housing</b>	<b>Local Action Steps</b>  (How are you going to do it? List action steps to be completed within the next 12 months.)	<b>Measurable Achievement in 12 months</b>	<b>Measurable Achievement in 5 years</b>	<b>Measurable Achievement in 10 years</b>	<b>Lead Person</b>  (Who is responsible for accomplishing CoC Objectives?)
1. Create new PH beds for chronically homeless persons.	1. Create Share Project with one unit with S+C subsidy for a chronically homeless person.	1 unit	5 units	10 units	John Savereide, Human Services Inc.
2. Increase percentage of homeless persons staying in PH over 6 months to 71%.	2. Use DHS Supportive Services Funding to provide intensive services to persons in PSH to increase the retention rate	73% retention	75% retention	78% retention	Kristine Swenson, Hearth Connection
3. Increase percentage of homeless persons moving from TH to PH to 61%.	3. Coordinate discharge from TH with providers of PH to ensure that people leaving TH are not homeless	63% moving from TH to PH	65% moving from TH to PH	68% moving from TH to PH	Tina O'Malley Bayonet, Housing Coordinator
4. Increase percentage of homeless persons becoming employed by 11%.	4. TH programs will have a percentage of 11% of persons experiencing homelessness becoming employed at the time of exit (following the national average).	15% employed at time of exit	20% employed at time of exit	25% employed at time of exit	HC, EMWC and HSI
5. Ensure that the CoC has a functional HMIS system.	5. Washington County CoC will monitor the two systems used for HMIS to maintain functionality	Continue to remain functional	Continue to remain functional	Continue to remain functional	Tina O'Malley Bayonet, Housing Coordinator
<b>Other CoC Objectives in 2006</b>					
1. Continue to expand affordable housing options to those experiencing homelessness in Washington County	1. Share Project is expected to open in the Fall, 2006 and will house 5 homeless families and provide support services.	Increase the number of affordable housing options to 5 units	5 new units	5 new units	Washington County Housing Collaborative

CoC-N

**Part III: CoC Strategic Planning**

**O: CoC Discharge Planning Policy Chart**

Publicly Funded Institution(s) or System(s) of Care in CoC Geographic Area	Initial Discussion	Protocol in Development	Formal Protocol Finalized*	Formal Protocol Implemented*
Foster Care	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Health Care	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Mental Health	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Corrections	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Foster Care:</b> Minnesota Department of Human Services, through state legislation, has directed counties to develop discharge plans with all youth beginning at age 16. Discharge plans must include housing and employment options and the assigned county case manager is to work closely with the youth and foster provider to implement all discharge plans. Foster care youth may petition to stay in foster care until age 21. The State of Minnesota is primarily responsible for the care of individuals within publicly funded institutions and does not use McKinney-Vento funds to assist such persons in lieu of State and local resources. Washington County has a number of processes in place to assure that the State’s mandates are enforced. All foster care participants undergo assessment for independent living skills and discharge planning with their case managers. Involuntary discharges need at least 30-day notification to the county in order to facilitate proper transition to the community. Voluntary discharges have a 3-day notification to the service agency and protocol around vulnerability is assessed.</p>				
<p><b>Health Care:</b> Local hospitals in the Washington County CoC region can contact the Housing Unit, Financial Intake Line, and/or Emergency Social Services Line in the event of a patient needing housing and support services. Washington County Community Services offers a contracted 24/7 emergency social services response team for any emergency social services need in order to best serve the patient.</p>				
<p><b>Mental Health:</b> No person committed to a state regional treatment center is discharged homeless. All persons committed to any of the state regional treatment facilities are assigned a mental health case manager through the county. Discharge planning begins while the commitment process is still occurring. Housing after discharge is part of the treatment plan. Housing financed by HUD McKinney-Vento dollars is not used for people leaving state regional treatment facilities. Washington County has a team approach for all case management and enforces the State mandates. The State of Minnesota is primarily responsible for the care of individuals within publicly funded institutions and does not use McKinney-Vento funds to assist such persons in lieu of State and local resources.</p>				
<p><b>Corrections:</b> In order to prevent offenders from being released homeless, the State begins the process of discharge planning shortly after the offender begins serving his sentence in the institution. It is done with enough time to adequately prepare for the coordination of all risk and need areas critical to that offender’s successful community reentry. This ensures that all services needed and all available entitlements are secured prior to release and that all stakeholders are included in the discharge planning process. At each correctional facility, a release plan is created for every offender released to supervision. The plan includes case management services, assistance in finding housing, employment, adequate medical and psychiatric treatment and aid in his/her readjustment to the community. Minnesota’s Comprehensive Offender Reentry Plan (MCORP) is a strategic initiative between invested state agencies, the courts and the community to plan for offender reentry from the time of court sentencing through offender reentry into the community as productive, law-abiding citizens. The State of Minnesota is primarily responsible</p>				

---

### **Part III: CoC Strategic Planning**

for the care of individuals within publicly funded institutions and does not use McKinney-Vento funds to assist such persons in lieu of State and local resources. On a local level, a group had been meeting to discuss smooth transition for the Washington County Jail inmates back into the community. In coordination with Minnesota Coalition for the Homeless as well as the Housing Unit, a resource guide was developed and is now used as a tool to plan for discharge. The Housing Coordinator is available for consultation and Housing 101 training within the jail population in order to facilitate appropriate discharge planning.

CoC-O

## Part III: CoC Strategic Planning

### P: CoC Coordination Chart

<b>Consolidated Plan Coordination</b>	<b>YES</b>	<b>NO</b>
a. Do Con Plan planners, authors and other Con Plan stakeholders participate in CoC general planning meetings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Do CoC members participate in Con Plan planning meetings, focus groups, or public forums?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Were CoC strategic plan goals addressing homelessness and chronic homelessness used in the development of the Con Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Jurisdictional 10-year Plan Coordination</b>		
a. Are there separate formal jurisdictional 10-year Plan(s) being developed and/or being implemented within your CoC geography? (If No, you may skip to the next section of this chart.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Do 10-year Plan conveners, authors and other stakeholders participate in CoC general planning meetings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Have 10-year Plan participants taken steps to align their planning process with the local CoC plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Were CoC strategic plan goals used in the development of the 10-year Plan(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Provide the number of jurisdictions within your CoC geography that have formally implemented a 10-year plan(s).		
<b>Policy Academy* Coordination</b>	<b>YES</b>	<b>NO</b>
a. Do CoC members participate in State Policy Academy meetings, focus groups, public forums, or listservs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Were CoC strategic plan goals adopted by the CoC as a result of communication/coordination with the State Policy Academy Team?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Has the CoC or any of its projects received state funding as a result of its coordination with the State Policy Academy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Public Housing Agency Coordination</b>		
a. Do CoC members meet with CoC area PHAs to improve coordination with and access to mainstream housing resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Coordination with State Education Agencies</b>		
a. Did the CoC provide the state education agency with a list of emergency and transitional housing facilities located within the CoC boundaries that serve families with school-age children or school-age unaccompanied youth under the age of 18?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CoC-P

**CoC 2006 Funding Priorities**

**Q: CoC Project Priorities Chart**

HUD-defined CoC Name:*						CoC #:			
(1) SF-424 Applicant Name  (Please Remove Examples)	(2) Project Sponsor Name	(3) Project Name	(4) Priority	(5) Requested Project Amount ***	(6) Term	(7) Program and Component Type**			
						SHP New	SHP Renewal	S+C New	SRO New
Hearth Connection	SHP Leasing	SHP Leasing	1	\$53,298	2	PH			
Human Services Incorporated		Mosaic Homes	2	\$41,874	1		PH		
Wilder		Wilder – HMIS	3	\$18,588	1		HMIS		
Wilder		Wilder- HMIS	4	\$4,754	1	HMI S			
<b>(8) Subtotal: Requested Amount for CoC Competitive Projects:***</b>				<b>\$118,514</b>					
<b>(9) Shelter Plus Care Renewals:****</b>						<b>S+C Component Type**</b>			
<b>(10) Subtotal: Requested Amount for S+C Renewal Projects:</b>				<b>\$ Not applicable</b>					
<b>(11) Total CoC Requested Amount:</b>				<b>\$118,514</b>					

CoC-Q

**R: CoC Pro Rata Need (PRN) Reallocation Chart**

1. Will your CoC be using the PRN reallocation process? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---

CoC-R

**S: CoC Project Leveraging Summary Chart**

Name of Continuum	Total Value of Written Commitment
Washington County CoC	\$116,110.00

CoC-S

**CoC 2006 Funding Priorities**

**T: CoC Current Funding and Renewal Projections**

<b>Supportive Housing Program (SHP) Projects:</b>													
<b>Type of Housing</b>		<b>All SHP Funds Requested (Current Year)</b>		<b>Renewal Projections</b>									
		<b>2006</b>		<b>2007</b>		<b>2008</b>		<b>2009</b>		<b>2010</b>		<b>2011</b>	
Transitional Housing (TH)													
Safe Havens-TH													
Permanent Housing (PH)		\$95,172		\$95,172		\$95,172		\$95,172		\$95,172		\$95,172	
Safe Havens-PH													
SSO													
HMIS		\$23,342		\$23,342		\$23,342		\$23,342		\$23,342		\$23,342	
<b>Totals</b>													
<b>Shelter Plus Care (S+C) Projects:</b>													
<b>Number of Bedrooms</b>		<b>All S+C Funds Requested (Current Year)</b>		<b>Renewal Projections</b>									
		<b>2006</b>		<b>2007</b>		<b>2008</b>		<b>2009</b>		<b>2010</b>		<b>2011</b>	
		<b>Units</b>	<b>\$</b>	<b>Units</b>	<b>\$</b>	<b>Units</b>	<b>\$</b>	<b>Units</b>	<b>\$</b>	<b>Units</b>	<b>\$</b>	<b>Units</b>	<b>\$</b>
0													
1								5	\$43,000	5	\$43,000	5	\$43,000
2										3	\$31,752	3	\$31,752
<b>Totals</b>								5	\$43,000	8	\$74,752	8	\$74,752

**Part IV: CoC Performance**

**U: CoC Achievements Chart**

Goals	Action Steps	Measurable Achievements
<b>Chronic Homelessness Goals</b>		
1.75% of service needs for PH and TH will be funded through mainstream resources	1. Persons experiencing homelessness will be made aware of eligibility to resources 2. CoC will network funding resources to appropriate housing providers 3. Mainstream resources will be available to assist housing providers as eligible	<ul style="list-style-type: none"> <li>• Resource and networking fair was provided</li> <li>• All applicants to PH and TH are assisted in accessing mainstream resources either by county staff or housing providers</li> <li>• Education and resource information is shared via a number of forums (web, listserv, meetings, focus groups, cable access, and interviews)</li> </ul>
2. Anyone experiencing homelessness who come into contact with county staff or community provider will have access to housing resources	1. Service providers and county staff will participate in training regarding housing resources that are available. 2. Referrals to the Housing Unit for persons experiencing homelessness by county staff/community providers	<ul style="list-style-type: none"> <li>• Ongoing training of local community providers on a quarterly basis.</li> <li>• Ongoing training of county staff on a quarterly basis</li> <li>• Increased exposure on the county website, local access cable and news reports</li> </ul>
3.The Housing Collaborative will work to collect the most comprehensive data available within the Continuum on those experiencing chronic homelessness	1. Increase participation in HMIS by non-HUD funded agencies by use of incentives	<ul style="list-style-type: none"> <li>• Have all non-funded HMIS agencies participating in HMIS ACCESS Data System through the Washington County Housing Unit</li> <li>• Have used Washington County CoC pro-rata share to fund HMIS statewide</li> </ul>
<b>Other Homelessness Goals</b>		
1.Persons experiencing homelessness will have prompt access to mainstream resources and assistance for which they are eligible	1. Housing services and resources will be made available to the community through a variety of activities 2. Eligibility criteria for economic assistance programs will be made available to housing service providers	<ul style="list-style-type: none"> <li>• Ongoing training and updates through CoC meetings</li> <li>• Access to information on county website, ongoing training opportunities through the Collaborative and other venues</li> </ul>

**Part IV: CoC Performance**

<b>Goals</b>	<b>Action Steps</b>	<b>Measurable Achievements</b>
2. Persons experiencing homelessness will have access to employment resources to enhance their housing affordability	1. Those consumers who access housing and economic assistance services will be referred to the Workforce Center and other related employment opportunities for assessment and assistance	<ul style="list-style-type: none"> <li>• Resource fair was held with Workforce participation</li> <li>• Referral to Merrick One Stop Shop for employment opportunities for disabled individuals</li> <li>• Assessment tool for all those seeking emergency shelter to address employment needs was implemented</li> <li>• All housing clientele was assessed for employment and further educational opportunities</li> </ul>

CoC-U

**V: CoC Chronic Homeless (CH) Progress Chart**

Year	(1) Number of CH Persons	(2) Number of PH beds for the CH	(3) New PH beds for the CH between Feb. 1, 2005 – Jan. 31, 2006	(4) Identify the cost of the <u>new</u> CH beds from each funding source			
				Public			Private
				Federal	State	Local	
2004	9	0					
2005	9	0					
2006	18	0	4	\$0	\$17,000	\$0	\$0

(5) Briefly describe the reason(s) for any changes in the total number of the chronically homeless between 2005 and 2006 (use less than one-half page).

Changes occurred in the accuracy and depth of point-in-time surveys. The distribution of the survey was more encompassing in 2006 in that it included probation/corrections staff as well as case management and economic assistance staff. Emphasis was also on service providers in the community as well as law enforcement being strongly encouraged to provide unduplicated data. The instructions were modified and training focused on definitions as well as accuracy in count. More emphasis was placed on persons experiencing homelessness that was appropriate to the definition of chronic homelessness. To be noted: affordability is an increasingly problematic issue in this region. More families and individuals seeking assistance with foreclosures, evictions and inevitably finding themselves homeless if even for a brief time until more suitable housing is found that is affordable. Oftentimes, this is episodic and relates to families as well as singles that are experiencing chronic homelessness.

CoC-V

**Part IV: CoC Performance**

**W: CoC Housing Performance Chart**

<b>1. Participants in Permanent Housing</b>		
<input type="checkbox"/>	No applicable PH renewals are on the CoC Project Priorities Chart	APR Data
<input checked="" type="checkbox"/>	All PH renewal projects with APRs submitted are included in calculating the responses below	
a.	Number of participants who <b>exited</b> PH project(s)—APR Question 12(a)	0
b.	Number of participants who did <b>not leave</b> the project(s)—APR Question 12(b)	8
c.	Number who <b>exited</b> after staying 7 months or longer in PH—APR Question 12(a)	0
d.	Number who did <b>not leave</b> after staying 7 months or longer in PH—APR question 12(b)	8
e.	Percentage of all participants in PH projects staying 7 months or longer (c. + d. divided by a. + b. multiplied by 100 = e.)	100%
<b>2. Participants in Transitional Housing (TH)</b>		
<input checked="" type="checkbox"/>	No applicable TH renewals are on the CoC Project Priorities Chart	APR Data
<input type="checkbox"/>	All TH renewal projects with APRs submitted are included in calculating the responses below	
a.	Number of participants who exited TH project(s)—including unknown destination	
b.	Number of participants who moved to PH	
c.	Percent of participants in TH projects who moved to PH (b. divided by a. multiplied by 100 = c.)	%

CoC-W

**X: Mainstream Programs and Employment Project Performance Chart**

<input type="checkbox"/>	No applicable renewal projects for the Mainstream Programs and Employment Chart included in the CoC Priorities Chart.
<input checked="" type="checkbox"/>	All non-HMIS renewal projects on the CoC Priorities Chart that submitted an APR are included in calculating the responses below

(1) Number of Adults Who Left (Use same number in each cell)	(2) Income Source	(3) Number of Exiting Adults with Each Source of Income	(4) Percent with Income at Exit (Col 3 ÷ Col 1 x 100)
0 – N/A	a. SSI	0 – N/A	0 – N/A
0 – N/A	b. SSDI	0 – N/A	0 – N/A
0 – N/A	c. Social Security	0 – N/A	0 – N/A
0 – N/A	d. General Public Assistance	0 – N/A	0 – N/A
0 – N/A	e. TANF	0 – N/A	0 – N/A
0 – N/A	f. SCHIP	0 – N/A	0 – N/A
0 – N/A	g. Veterans Benefits	0 – N/A	0 – N/A
0 – N/A	h. Employment Income	0 – N/A	0 – N/A
0 – N/A	i. Unemployment Benefits	0 – N/A	0 – N/A
0 – N/A	j. Veterans Health Care	0 – N/A	0 – N/A

**Part IV: CoC Performance**

(1) Number of Adults Who Left (Use same number in each cell)	(2) Income Source	(3) Number of Exiting Adults with Each Source of Income	(4) Percent with Income at Exit (Col 3 ÷ Col 1 x 100)
0 – N/A	k. Medicaid	0 – N/A	0 – N/A
0 – N/A	l. Food Stamps	0 – N/A	0 – N/A
0 – N/A	m. Other (please specify)	0 – N/A	0 – N/A
0 – N/A	n. No Financial Resources	0 – N/A	0 – N/A

CoC-X

Narrative for Mainstream Programs and Employment Project Performance:  
Based on project’s APR, there were no exits. Adults exiting were non-applicable.

**Y: Enrollment and Participation in Mainstream Programs Chart**

<input checked="" type="checkbox"/>	A majority of homeless assistance providers have case managers systematically assist clients in completing applications for mainstream benefit programs.
<input checked="" type="checkbox"/>	The CoC systematically analyzes its projects’ APRs to assess and improve access to mainstream programs.
<input checked="" type="checkbox"/>	The CoC contains a specific planning committee to improve CoC-wide participation in mainstream programs.
<input checked="" type="checkbox"/>	A majority of homeless assistance providers use a single application form for four or more of the above mainstream programs.
<input checked="" type="checkbox"/>	The CoC systematically provides outreach and intake staff specific, ongoing training on how to identify eligibility and program changes for mainstream programs.
<input checked="" type="checkbox"/>	The CoC has specialized staff whose only responsibility is to identify, enroll, and follow-up with homeless persons on participation in mainstream programs.
<input checked="" type="checkbox"/>	A majority of homeless assistance providers supply transportation assistance to clients to attend mainstream benefit appointments.
<input checked="" type="checkbox"/>	A majority of homeless assistance providers have staff systematically follow-up to ensure that mainstream benefits are received.
<input checked="" type="checkbox"/>	The CoC coordinates with the State Interagency Council(s) on Homelessness to reduce or remove barriers to accessing mainstream services.

CoC-Y

**Z: Unexecuted Grants Awarded Prior to the 2005 CoC Competition Chart**

Project Number	Applicant Name	Project Name	Grant Amount
		<b>Total:</b>	\$0

CoC-Z

**Part IV: CoC Performance**

**AA: CoC Participation in Energy Star Chart**

Have you notified CoC members of the Energy Star initiative? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Percentage of CoC projects on CoC Priority Chart using Energy Star appliances: 100%

CoC-AA

**AB: Section 3 Employment Policy Chart**

	YES	NO
1. Is any project in your CoC requesting HUD funds for housing rehabilitation or new construction?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. <b>If you answered yes to Question 1:</b> Is the project requesting \$200,000 or more?	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>If you answered yes to Question 2:</b> What activities will the project undertake to ensure that employment and other economic opportunities are directed to low- and very low-income persons, per the Housing and Urban Development Act of 1968 (known as “Section 3”)? <b>Check all that apply:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> The project will have a preference policy for hiring low- and very low-income persons residing in the service area or neighborhood where the project is located, and for hiring Youthbuild participants/graduates.</li> <li><input type="checkbox"/> The project will advertise at social service agencies, employment and training centers, community centers, or other organizations that have frequent contact with low- and very low-income individuals, as well as local newspapers, shopping centers, radio, etc.</li> <li><input type="checkbox"/> The project will notify any area Youthbuild programs of job opportunities.</li> <li><input type="checkbox"/> If the project will be awarding competitive contracts of more than \$100,000, it will establish a preference policy for “Section 3 business concerns”* that provide economic opportunities and will include the “Section 3 clause”** in all solicitations and contracts.</li> </ul>		

CoC-AB