



NOTICE OF MEETING AND AGENDA **SOUTHERN NEVADA HOMELESSNESS** **CONTINUUM OF CARE BOARD**

NOTICE IS HEREBY GIVEN that a meeting of the Southern Nevada Homelessness Continuum of Care Board has been called and will be held at **2:00 p.m. on Thursday, February 14, 2019** in the **Board Room** at the **United Way of Southern Nevada, 5830 W. Flamingo Road, Las Vegas, Nevada 89103** to consider the following:

1. Call to Order; notice of agenda compliance with the Nevada Open Meeting Law.
2. Public Comment — *No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Comments will be limited to three minutes.*
3. Approval of the Agenda for February 14, 2019; for possible action.
4. Approval of the Minutes from the January 10, 2019 meeting; for possible action.
5. Update by co-chairs on recent activities of the Steering Committee; for possible action.
6. Presentation by the collaborative applicant on the 2018 Continuum of Care awards and deficiencies in the submitted consolidated application; for possible action.
7. Presentation by the Governance Ad-Hoc Group on the Continuum of Care organizational flow chart and working group reporting structure; for possible action.
8. Approval of the policies and procedures for the Monitoring Working Group; for possible action.
9. Questions and answers regarding reports from the Board working groups (Community Engagement, Coordinated Entry, Data & Systems Improvement, Evaluation, Monitoring, Planning, Youth)—*Continuum of Care and Board members may ask questions related to Working Group Reports posted with the agenda. Comments made cannot be acted upon, but may be placed on a future agenda for consideration by the Board.*
10. Receive an update from each board member regarding relevant activities within their respective organizations relating to homelessness—*Board members may speak on any item under this section of the agenda. Members may comment on matters including, without limitation, future agenda items, upcoming meeting dates, and meeting procedures. Comments made cannot be acted upon or discussed at this meeting, but may be placed on a future agenda for consideration by the Board.*
11. Public Comment — *No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Comments will be limited to three minutes.*

Please be aware of the following: items on the agenda may be taken out of order; the Board may combine two or more agenda items for consideration; the Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time; and the Board may impose a time limit for speaking on an item on the agenda where public comment or testimony is allowed.

The United Way of Southern Nevada is accessible to individuals with disabilities. With 24-hour advance request, a sign language interpreter may be made available (TDD (702) 385-7486) or Relay Nevada toll free (800) 326-6868, TT/TDD.

Dated: February 7, 2019

Agenda materials are available upon request by contacting Catherine Huang Hara at c3h@clarkcountynv.gov or (702) 455-5623

This meeting has been properly noticed and posted at the following locations:
Clark County Government Center, 500 S. Grand Central Parkway, Las Vegas, NV
City of North Las Vegas, 2250 Las Vegas Boulevard North, North Las Vegas, NV
City of Boulder City, 401 California Street, Boulder City, NV
City of Henderson, 240 S. Water Street, Henderson, NV
City of Las Vegas, 495 S. Main Street, Las Vegas, NV
www.HelpHopeHome.org

**SOUTHERN NEVADA HOMELESSNESS CONTINUUM OF CARE BOARD
MEETING MINUTES
January 10, 2019**

In attendance: Alletha Muzorewa, Workforce Investment, Workforce Connections
Annie Wilson, Law Enforcement, Las Vegas Metro Police Department
Arash Ghafoori, Social Service Provider, Nevada Partnership for Homeless Youth
Carlton Craig, University, UNLV
Erin Kinard, Health Care Provider
Genese Jones-Torrence, Social Service Provider, S.A.F.E. Nest
Hassan Chaudhry, Affordable Housing, Nevada HAND
Jon Stevenson, Alternate, Emergency Medical Services, Las Vegas Fire and Rescue
Joycelyn Jackson, Alternate, Homeless or Formerly Homeless
Julie Calloway, Government, City of Boulder City
Kate Royer, Alternate, Advocate, Nevada Homeless Alliance
Kathi Thomas-Gibson, Government, City of Las Vegas
Kena Adams, Advocate, Indian Voices
Laure Raposa, Alternate, Public Housing Authority, Southern Nevada Regional Housing Authority
Lavonne Atkins, Mental Health Provider, Southern Nevada Adult Mental Health Services
Leone Lettsome, Alternate, Government, City of North Las Vegas
Lora Picini, Business, Caesars Entertainment
Meg Pike, School District, Clark County School District
Michele Fuller-Hallauer, Alternate, Government, Clark County Social Service
Peter McCoy, Veteran Service Provider, Veterans Administration
Phil Washington, Faith-Based
Robert Dawson, Social Service Provider, Catholic Charities of Southern Nevada
Shalimar Cabrera, Veteran Service Provider, U.S. Vets-Las Vegas
Stacy DiNicola, Government, City of Henderson
Stavan Corbett, United Way of Southern Nevada
Taylor Hough, Alternate, Healthcare Provider, Touro University Nevada
Troy Oglesbee, Faith-Based, Save A Life

Absent: Mike Vanozzi, Business, Downtown Vegas Alliance

Agenda Item 1. Call to order, notice of agenda compliance with the Nevada Open Meeting Law.

The meeting of the Southern Nevada Homelessness Continuum of Care Board was called to order at 2:06 p.m., on Thursday, January 10, 2019, at United Way of Southern Nevada, 5830 W. Flamingo Road, Las Vegas, Nevada, 89103.

Agenda Item 2. Public Comment.

Joshua Gray, Video Producer for Veterans Administration Southern Nevada Healthcare System, shared that he is working with Peter McCoy in the pre-production planning stages of creating a half hour documentary on Veteran homelessness.

Ariana Saunders, Clark County Social Service announced that Clark County Social Service is hiring several part-time hourly employees for Case Management, Housing Navigators and Management Assistants. If you have anybody within your network agencies that are looking for part-time hourly work which is 20 hours a week they can send their resume to CCSS.STAR@ClarkCountyNV.gov.

Agenda Item 3. Approval of the Agenda for January 10, 2019; for possible action.

A motion was made to approve the agenda with moving agenda item 10 to before agenda item 5. The motion was approved.

Agenda Item 4. Approval of the Minutes from the December 13, 2018; meeting; for possible action.

A motion was made to approve the minutes. The motion was approved.

Agenda Item 5. Update by co-chairs on recent activities of the Steering Committee; for possible action.

Kathi Thomas-Gibson, City of Las Vegas, reported that questions were asked about how we vet our board members that sit on this board. We agreed that the membership committee will meet sooner in this calendar year to look at some of those questions.

Agenda Item 6. A. Discussion and approval of recommendations of new and reappointed members to the Board, for possible action. B. Discussion and acceptance of recommendations of new and reappointed members to the Board by the Continuum of Care, for possible action.

- A. A motion was made to approve the recommendations of Stacy DiNicola (primary) - City of Henderson; Rick Damien (primary) and Jim Haye (alternate) - City of North Las Vegas; Vivek Sah (alternate) - Universities; Chad Williams (primary) and Laure Raposa (alternate) - Housing Authority; Alletha Muzorewa (primary) and Jeremy Pickett (alternate) for Workforce Investments; Janet Quintero (alternate) for EFSP Board; Phil Washington (primary) - Faith Based; TBD for Downtown Vegas Alliance - Business; Lora Picini (primary) and Mandy Martin (alternate) - Business; Hassan Chaudhry (primary) - Affordable housing Developer; Genese Jones-Torrence (primary) and Sylvia Davis (alternate) - Social Service provider; Lavonne Atkins (primary) and Jennifer Huse (alternate) - Mental Health; Lisa Hewitt (alternative) – Veterans; Amie Duford (primary) and Taylor Hough (alternate) - Health Care Provider; Kate Royer (alternate) – Advocates. The motion was approved.
- B. A motion was made to accept the recommendations of new and reappointed members. The motion was approved.

Agenda Item 7. Discussion and nomination of new Co-Chairs and Co-Vice Chair from the Board rotation, and nomination and selection of new Community Stakeholder Co-Vice Chair; for possible action.

A motion was made to accept the nomination of Las Vegas as Chair, North Las Vegas as Vice Chair, Emily Paulsen as Co-Chair and Arash Ghafoori as the Community Stakeholder Co-Vice Chair. The nominations were approved.

Agenda Item 8. A. Discussion and approval of recommended amendments to the Governance Charter and Structure by the Board to the Continuum of Care, for possible action. B. Discussion and acceptance of proposed amendments to the Governance Charter and Structure by the Continuum of Care, for possible action.

Kathi Thomas-Gibson, City of Las Vegas, reported the recommended changes to the Governance Structure. Page 5, added the Data and System Improvement Working Group; the HMIS Working Group will be a task group under this group. Page 6, added the Youth Working Group as a primary working group. Page 9 section 2.4.1, corrected typo of the word “formerly”. Page 10 section 2.4.1.6, updated the statement to delete “SNRPC” and add the “Southern Nevada Homeless Continuum of Care (SNH CoC) Board”. Page 11, is the revised CoC Organizational Flow Chart that indicates the new working groups and their titles; delete Census Planning, we need to continue discussions around where does the Census Planning task group belong and which working group should it report to. Page 13 section 2.6.4.3, is the description of the work that the Data and System Improvement Working Group is charged to complete. Page 14 section 2.6.4.7, is an outline of what the Youth Working Group is charged with. Page 17, 3 bullets have been added to sub-population representation; LGBTQ, Child Welfare and Jail/Corrections. Page 25 section 5.8.1, the word “per” was stricken. Page 26 section 6.4.1, Homeless Trust Fund was stricken and section 6.4.3 was added.

- A. A motion was made to accept the recommended changes to the Governance Structure as proposed by the AD HOC working group and to direct that same working group to define the use of the populations and clarify where the Census Planning group belongs in the Governance Structure and to fix any simple edits that were presented today like the mention of Homeless changed to Homelessness. The motion was approved.
- B. A motion was made to accept the proposed amendments to the Governance Charter by the Continuum of Care. The motion was approved.

Agenda Item 9. Approval of the authority of the Board to act on behalf of the Continuum of Care; for possible action.

A motion was made to give authority of the Board to act on behalf of the Continuum of Care. The motion was approved.

Agenda Item 10. Presentation by HomeBase on current technical assistance projects in Southern Nevada; for possible action.

George Martin, HomeBase, reported that HomeBase is a nonprofit law firm and HUD technical assistance provider and has been engaged with the Southern Nevada Continuum of Care for a number of years in several different capacities. The main ways that they work with the Continuum of Care are through direct contracts and through technical assistance that is paid for by the US Department of Housing and Urban Development. There are five different projects that they have worked on in the area; CoC Competition Facilitation Consulting, Coordinated Entry Evaluation, Priority Communities TA, 100 Day Challenge on Youth Homelessness and the HUD Region 9 TA. CoC Competition Facilitation Consulting and Coordinated Entry Evaluation are projects that we contract directly with the Continuum. Priority Communities TA, 100 Day Challenge on Youth Homelessness, and the HUD Region 9 TA are all paid for by HUD. HUD is officially phasing out the regional TA system (expected in early 2019). They are working on the coordinated entry evaluation, which is an annual evaluation that HUD now requires of CoCs to go through to look at their coordinated entry system and see where they can possibly improve of that system. They are currently collecting data and will deliver a report in late January or early February to the CoC with some recommendations on how the coordinated entry system might be improved.

Agenda Item 11. Presentation by Corporation for Supportive Housing (CSH) on unsheltered technical assistance in Southern Nevada, for possible action.

Michele Fuller-Hallauer, Alternate, Clark County Social Service, reported Southern Nevada CoC receives technical assistance from HUD, USICH and National Alliance to End Homelessness to specifically address the needs of the unsheltered homeless in our community. We were chosen to receive technical assistance because of the high unsheltered numbers in our community. Corporation for Supportive Housing (CSH) and Cloudburst are the primary technical assistance providers that are working with our community. This technical assistance is being provided in several phases. Phase 1: The Environmental Scan - The first phase of the technical assistance was to conduct an environmental scan where several stakeholders in Southern Nevada CoC shared perspectives on those experiencing unsheltered homelessness and potential solutions. After the feedback from stakeholders was received by HUD, specific suggestions for technical assistance were formulated by HUD, NAEH, and USICH, and negotiated with leadership in Southern Nevada CoC. Phase 2: The Southern Nevada CoC Initial Technical Assistance Approach - The TA Team has been compiling information from multiple local and regional sources. The Team has joined in on community calls, gathered community specific data & reports, and had numerous conversations with stakeholders. A more robust TA Plan is in development for the initial priorities outlined above. These plans are a starting point for the TA and more will be added over time. Phase 3: Next Steps and Coordination - The initial efforts will evolve over the course of the technical assistance engagement. In addition to the areas outlined in Phase 2, the TA team will be in constant dialogue with both HUD and leadership in the Southern Nevada CoC to identify additional places that TA expertise can be utilized to support the crisis response system and decrease the number of people experiencing unsheltered homelessness. It is the intention of the TA Team to coordinate all our efforts with other activities happening in the Southern Nevada CoC (such as the National Alliance to End Homelessness Learning Collaborative) focused on emergency shelter operation) that have a direct impact on unsheltered homelessness. The TA Team welcomes any feedback or questions. Team member's contact information is as follows: Joan Domenech (CSH) joan.domenech@csh.org; Madeleine Nagy (Cloudburst) madeleine.nagy@cloudburstgroup.com; Susan Starrett (CSH) susan.starrett@csh.org; Derek Wentorf (CSH) derek.wentorf@csh.org; Melanie Zamora (Cloudburst) melanie.zamora@cloudburstgroup.com.

Agenda Item 12. Presentation by the United States Interagency Council on Homelessness (USICH) on Home, Together: The Federal Strategic Plan to Prevent and End Homelessness; for possible action.

Michele Fuller-Hallauer, Alternate, Clark County Social Service, reported that "Home, Together" is the new federal strategic plan to prevent and end homelessness. USICH drives action among the 19 federal member agencies and foster the efficient use of resources in support of best practices at every level of government and with the private sector. USICH is statutorily charged with developing and regularly updating a national strategic plan to prevent and end homelessness. "Home, Together" is the strategic plan adopted by USICH for fiscal years 2018-2022. USICH will work with its federal partners and the interagency working groups they manage to implement this Plan. USICH will lead and support federal activities aligned with the plan's objectives and strategies, partner with states and communities to implement the most effective practices, and assess the plan's impact to further strengthen our actions and outcomes.

Agenda Item 13. Questions and answers regarding reports from the Board working groups (Community Engagement, Coordinated Entry, Evaluation, HMIS, Planning, Monitoring)

No questions were asked

Agenda Item 14. Receive an update from each board member regarding relevant activities within their respective organizations relating to homelessness

Michele Fuller-Hallauer, Alternate, Clark County Social Service, shared that the board orientation is scheduled for January 28th from 1:30 – 5:00 pm at Clark County Social Service 1600 Pinto Lane.

Stavan Corbett, United Way of Southern Nevada, shared the United Way has been in a search for a new CEO and 3 candidates are being interviewed this weekend. The goal of the board is to have a CEO in place sometime in February, no later than March.

Troy Oglesbee, Save A Life, shared that he will be meeting with Judge Kerns to start creating a blueprint to get youth back into society when they find out through their case worker that an individual is homeless.

Agenda Item 15. Public Comment

No public comment

The meeting adjourned at 3:11 p.m.



2018 HUD Continuum of Care Program Awards

February 14, 2019



2018 Competition Overview

- Approximately \$2 billion available for CoC funding
- Consolidated Application submitted to HUD September 18, 2018
- Awards Announced by HUD on Feb. 6, 2019



Good News!

- All renewal projects funded, for a total of 101% of requested renewal budget amounts
- Awarded 2 new projects:
 - HopeLink of SN - HomeLink Expansion RRH
 - St. Jude's - Crossings Youth Joint TH-RRH
- Received 100% of CoC Planning



2018 Requests & Awards

| | Request | Award |
|---------------------------------------|---------------------|---------------------|
| Renewal Projects | \$12,859,658 | \$13,009,082 |
| New Projects (PH Bonus, Reallocation) | \$1,136,866 | \$830,922 |
| Domestic Violence Bonus | \$1,113,289 | \$0 |
| CoC Planning | \$396,128 | \$396,128 |
| Total Request | \$15,505,941 | \$14,236,132 |

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Bed Counts - ALL

ALL PROJECTS:

- Permanent Supportive Housing
 - 772 beds
- Rapid Rehousing
 - 349 beds (77 new)
- Transitional Housing
 - 182 beds
- Joint TH-RRH
 - 170 beds (20 new)
- Safe Haven
 - 25 beds
- HMIS Expansion
- Coordinated Entry

TOTAL BEDS:

- 1,448 beds

6

Tier 1 Awards

| | Agency and Project | Type | Request | Award Amount | % |
|---|--|--------|-----------|--------------|------|
| 1 | CCSS - HMIS Expansion 2018 | HMIS | \$860,154 | \$ 860,154 | 100% |
| 2 | WestCare - Safe Haven | SH | \$329,612 | \$329,612 | 100% |
| 3 | HELP of SN - SN CE-Coordinated Entry Matching | SSO-CE | \$202,502 | \$202,502 | 100% |
| 4 | US Veterans Initiative - Permanent Housing for Veterans with Disabilities* | PSH | \$783,714 | \$794,770 | 101% |
| 5 | NPHY - NPHY Independent Living Program | TH | \$226,210 | \$226,210 | 100% |
| 6 | Hopelink of SN - HomeLink 2017 | RRH | \$358,810 | \$363,010 | 101% |
| 7 | Hopelink of SN - HomeLink Expansion (New) | RRH | \$355,845 | \$360,129 | 101% |

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Tier 1 Awards

| | Agency and Project | Type | Request | Award Amount | % |
|----|--|------|-------------|--------------|------|
| 8 | Safe Nest - Operation Fresh Start | RRH | \$267,780 | \$271,572 | 101% |
| 9 | US Veterans Initiative - Veterans In Progress | TH | \$122,854 | \$122,854 | 100% |
| 10 | US Veterans Initiative - Chronically Homeless Aspiring for Maintenance (CH1)** | PSH | \$386,132 | \$391,024 | 101% |
| 11 | US Veterans Initiative - Permanent Housing for Veterans with Disabilities 2* | PSH | \$191,936 | \$193,616 | 101% |
| 12 | US Veterans Initiative - Chronically Homeless Aspiring for Maintenance 2 (CH2)** | PSH | \$1,361,248 | \$1,385,908 | 102% |
| 13 | SNCF - A Place Called Home | RRH | \$267,780 | \$271,572 | 101% |
| 14 | CCSS - New Beginnings | PSH | \$122,854 | \$122,854 | 100% |

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Tier 1 Awards

| | Agency and Project | Type | Request | Award Amount | % |
|----|--|--------|-------------|--------------|------|
| 15 | SNCF - Moving Forward | TH | \$175,107 | \$175,107 | 100% |
| 16 | SNAMHS - Stepping Stones | PSH | \$1,489,944 | \$1,516,860 | 102% |
| 17 | HELP of SN - HELP THEM HOME | PSH | \$725,078 | \$734,990 | 101% |
| 18 | HELP of SN - HELP THEM HOME Expansion | PSH | \$468,093 | \$470,793 | 101% |
| 19 | St. Jude's Ranch - Crossings Youth Joint TH-PH-RRH (New) | TH-RRH | \$578,045 | \$585,581 | 101% |
| 20 | HELP of SN - A New Start | PSH | \$560,908 | \$568,648 | 101% |
| 21 | CCSS - Healthy Living 2012 Bonus Project | PSH | \$175,107 | \$175,107 | 100% |

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Tier 1 Awards

| | Agency and Project | Type | Request | Award Amount | % |
|----|---|--------|-------------|--------------|------|
| 22 | St. Jude's Ranch - New Crossings | RRH | \$324,887 | \$328,319 | 101% |
| 23 | LSS - Welcome H.O.M.E. | RRH | \$282,604 | \$287,104 | 102% |
| 24 | CCSS - STAR TH-RRH*** | TH-RRH | \$1,564,260 | \$1,580,916 | 101% |
| 25 | CCSS - STAR TH-RRH (Bonus)*** | TH-RRH | \$210,282 | \$210,282 | 100% |
| 26 | HELP of SN - Shannon West Homeless Youth Center | TH | \$268,410 | \$272,370 | 101% |
| 27 | The Salvation Army - Housing the Homeless | RRH | \$1,589,181 | \$1,607,673 | 101% |
| 28 | CCSS - STAR PSH (Straddling Tiers) | PSH | \$324,887 | \$328,319 | 101% |

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Tier 2 Awards

| | Agency and Project | Type | Request | Award Amount | % |
|----|---|--------|-----------|--------------|----|
| 29 | Catholic Charities - Homeless to Home (New) | RRH | \$312,928 | \$- | 0% |
| 30 | HELP of SN - HELP- DV Community Matchers (New - DV) | SSO-CE | \$146,508 | \$- | 0% |
| 31 | CCSS - ACES- DV Bonus (New - DV) | RRH | \$966,781 | \$- | 0% |

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Questions?

FY18 CoC Competition Deficiencies

Danita Osborne-Morris
 Continuum of Care Grants Coordinator
danitao@clarkcountynv.gov
 February 14, 2019

How Would We Score?

PERFECT!
 8680
How High is your score?

| Topic | Possible Points | ANTICIPATED Points |
|-----------------------------------|-------------------|--------------------|
| Established Policies & Procedures | 64 points | 46 points |
| Data submitted | 76 points | 44 points |
| Narratives | 60 points | 60 points |
| Totals | 200 points | 150 points |

Who should be represented?

| Organization/Person Categories | Participates in CoC Meetings | Votes, including selecting CoC Board Members |
|--|------------------------------|--|
| Local Government Staff/Officials | Yes | Yes |
| COBG/HOME/ESG Entitlement Jurisdiction | Yes | Yes |
| Law Enforcement | Yes | Yes |
| Local Jail(s) | No | No |
| Hospital(s) | Yes | Yes |
| EMS/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 | No | No |
| Disability Advocates | No | No |
| 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 | Yes | Yes |
| Agencies that serve survivors of human trafficking | Yes | Yes |
| Other homeless subpopulation advocates | Yes | Yes |
| Homeless or Formerly Homeless Offices | Yes | Yes |
| Mental Illness Advocates | Yes | Yes |
| Substance Abuse Advocates | Yes | Yes |

Members and Board Composition

Organization and Person Categories where representation is needed:

- *Local Jails*
- *LGBT Service Organizations*
- *LGBT Advocates*
- *Disability Service Organizations*
- *Disability Advocates*
- *Child Welfare **
- *Formerly Homeless Youth/Young Adult**

Policies and Procedures

Areas of improvement:

- **LGBTQ**
 - *Annually conduct training about how to effectively implement Equal Access*
 - *Have implemented a CoC-wide anti-discrimination policy.*

✓ January we held our 1st Equal Access Training



LGBTQ in the 2018 Application

1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness. (limit 2,000 characters)

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

| | |
|---|----|
| 1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source? | No |
| 2. Did the CoC conduct annual 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 (Equal Access Final Rule)? | No |
| 3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)? | No |

2 points

Across Sectors

1D-1. Discharge Planning—State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

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



1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

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

2 points

Policies

- Discharge planning – Jails
- Exiting Care – Child Welfare

Other Application Questions



3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination 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.

| | |
|---|--------------------------|
| CoC conducts mandatory training for all CoC and ESG funded service providers on these topics. | <input type="checkbox"/> |
| CoC conducts optional training for all CoC and ESG funded service providers on these topics. | <input type="checkbox"/> |
| CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients. | <input type="checkbox"/> |
| CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance. | <input type="checkbox"/> |
| CoC has sought assistance from HUD through submitting AAGs or requesting TA to resolve non-compliance of service providers. | <input type="checkbox"/> |

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied homeless youth includes the following:

| | |
|---|-----|
| 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 |

2 points



What Needs to be done?

Policies

- Discharge planning
 - Jails
 - Child Welfare
- Disability Advocates/Organizations
- LGBTQ
- PHA (Public Housing Authorities 2.5 points)*

Data

- VASH bed in HMIS

Check List

- Annually conduct anti-discrimination training
- Implement a CoC-wide anti-discrimination policy
- Implement discharge policy to ensure those from systems of care are not discharged to the street.
- Strategy to address the unique needs of unaccompanied 24 or younger.
- Establish homeless admissions preference with SNRHA
- All beds in our community are captured in HMIS

**Southern Nevada Continuum of Care (NV-500)
FY 2018 CoC Program Competition Awards**

| Rank | Agency | Project | Type | Request | Award | % of Request |
|------|--|--|--------|--------------|--------------|--------------|
| 1 | Las Vegas/Clark County project applicant | HMIS Expansion 2018 | HMIS | \$ 860,154 | \$ 860,154 | 100% |
| 2 | Westcare | Safe Haven | SH | \$ 329,612 | \$ 329,612 | 100% |
| 3 | HELP of Southern Nevada | SN CE-Coordinated Entry Matching | SSO-CE | \$ 202,502 | \$ 202,502 | 100% |
| 4 | United States Veterans Initiative | PH-3 2018* | PSH | \$ 783,714 | \$ 794,770 | 101% |
| 5 | Nevada Partnership for Homeless Youth | NPHY Independent Living Program | TH | \$ 226,210 | \$ 226,210 | 100% |
| 6 | HopeLink of Southern Nevada | HomeLink 2019 | RRH | \$ 358,810 | \$ 363,010 | 101% |
| 7 | HopeLink of Southern Nevada | HomeLink Expansion (New) | RRH | \$ 355,845 | \$ 360,129 | 101% |
| 8 | Safe Nest: Temporary Assistance for Domestic Crisis, Inc | Operation Fresh Start | RRH | \$ 267,780 | \$ 271,572 | 101% |
| 9 | United States Veterans Initiative | Veterans In Progress | TH | \$ 122,854 | \$ 122,854 | 100% |
| 10 | United States Veterans Initiative | CHAMPS-3 2018** | PSH | \$ 386,132 | \$ 391,024 | 101% |
| 13 | Southern Nevada Children First | A Place Called Home | RRH | \$ 191,936 | \$ 193,616 | 101% |
| 14 | Las Vegas/Clark County project applicant | New Beginnings | PSH | \$ 1,361,248 | \$ 1,385,908 | 102% |
| 15 | Southern Nevada Children First | Moving Forward | TH | \$ 175,107 | \$ 175,107 | 100% |
| 16 | Southern Nevada Mental Health Services | Stepping Stones | PSH | \$ 1,489,944 | \$ 1,516,860 | 102% |
| 17 | HELP of Southern Nevada | HTH Combined*** | PSH | \$ 725,078 | \$ 734,990 | 101% |
| 19 | St. Jude's Ranch for Children | Crossings Youth Joint TH-PH-RRH (New) | TH-RRH | \$ 468,093 | \$ 470,793 | 101% |
| 20 | HELP of Southern Nevada | A New Start | PSH | \$ 578,045 | \$ 585,581 | 101% |
| 21 | Las Vegas/Clark County project applicant | Healthy Living 2012 Bonus Project | PSH | \$ 560,908 | \$ 568,648 | 101% |
| 22 | St. Jude's Ranch for Children | New Crossings | RRH | \$ 324,887 | \$ 328,319 | 101% |
| 23 | Lutheran Social Services of Nevada | Welcome H.O.M.E. | RRH | \$ 282,604 | \$ 287,104 | 102% |
| 24 | Las Vegas/Clark County project applicant | STAR TH-RRH Consolidated**** | TH-RRH | \$ 1,564,260 | \$ 1,580,916 | 101% |
| 26 | HELP of Southern Nevada | Shannon West Homeless Youth Center | TH | \$ 210,282 | \$ 210,282 | 100% |
| 27 | The Salvation Army Southern Nevada | Housing the Homeless | RRH | \$ 268,410 | \$ 272,370 | 101% |
| 28 | Las Vegas/Clark County project applicant | STAR PSH (Straddling Tiers) | PSH | \$ 1,589,181 | \$ 1,607,673 | 101% |
| 29 | Catholic Charities | Homeless to Home (New) | RRH | \$ 312,928 | \$ - | 0% |
| 30 | HELP of Southern Nevada | HELP- DV Community Matchers (New - DV) | SSO-CE | \$ 146,508 | \$ - | 0% |
| 31 | Las Vegas/Clark County project applicant | ACES- DV Bonus (New - DV) | RRH | \$ 966,781 | \$ - | 0% |

| | | | |
|---------------------------|----------------------|----------------------|------------|
| 2018 CoC Planning Project | \$ 396,128 | \$ 396,128 | 100% |
| Total Requested | \$ 15,505,941 | \$ 14,236,132 | 92% |

* Consolidated Permanent Housing for Veterans with Disabilities 1 (Rank 4) and PHVD 2 (Rank 11)

** Consolidated CH1 (Rank 10) and CH2 (Rank 12)

*** Consolidated HELP THEM HOME (Rank 17) and HELP THEM HOME Expansion (Rank 18)

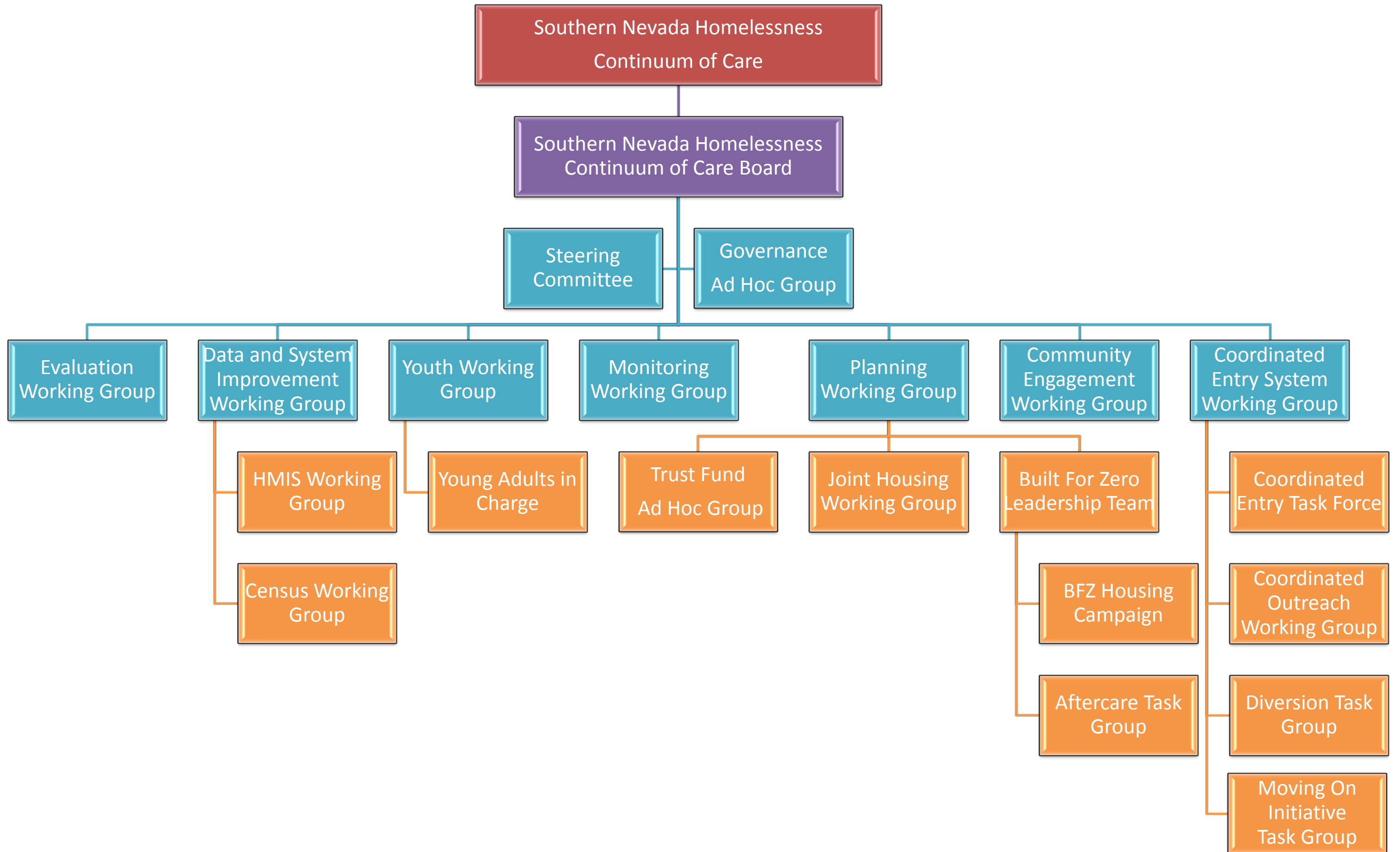
**** Consolidated STAR TH-RRH (Rank 24) and STAR TH-RRH (Bonus) (Rank 25)

RRH=Rapid Rehousing, PSH=Permanent Supportive

Blue Fill indicates beginning of Tier 2

Full Awards Announced by HUD February 6, 2019

Source: <https://www.hudexchange.info/onecpd/assets/File/2018-nevada-coc-grants.pdf>





Southern Nevada Homelessness Continuum of Care Monitoring Working Group Policies & Procedures

February 2019

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INTRODUCTION

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act. Among other changes, the HEARTH Act consolidated the three separate McKinney-Vento homeless assistance programs (Supportive Housing Program, Shelter Plus Care program, and Section 8 Moderate Rehabilitation SRO program) into the Continuum of Care (CoC) Program. The Emergency Solutions Grant, formerly known as the Emergency Shelter Grant will also be incorporated into the CoC system.

The CoC Program is designed to assist individuals, including unaccompanied youth, and families experiencing homelessness move into transitional, rapid rehousing, and permanent supportive housing, with the goal of long-term stability.

This policy manual reflects both the federal regulations of Title 24 Code of Federal Regulations Part 578 that governs the CoC, and the policies used SNHCoC Board in administration of this grant as directed by the U.S. Department of Housing and Urban Development (HUD). In addition, standards for financial management and internal controls reflect federal regulations 24 CFR part 200 entitled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (OMB Uniform Guidance). SNHCoC Board is also responsible for assuring the environmental regulations of 24 CFR Part 50 and 58 are met.

Changes may occur as statutory interpretations and clarifications become available from HUD or as SNHCoC Board rules or guidelines are revised. No part of this policy guide shall override the rules set forth by the federal oversight of HUD.

1. MONITORING WORKING GROUP

A. PURPOSE

The Continuum of Care Program (CoC) is authorized by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) enacted into law on May 20, 2009 which consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program. The HEARTH Act also codifies in law the Continuum of Care planning process.

Funding is awarded to CoCs through HUD's annual Notice of Funding Availability (NOFA). SNHCoC Board is the administrator of the COC and serves as the Collaborative Applicant to HUD in the funding process. The Monitoring Working Group (MWG) is a sub-committee of the SNHCoC and is charged with leading efforts as it relates to performance of the community's CoC including bed availability/capacity; monitoring the Community Queue in relation to coordinated intake; impact of outreach efforts; performance of HUD sub-grantees; creation/updating monitoring tools, and oversight of the external monitoring team.

B. Make-up of the Monitoring Working Group

The MWG consists of a member from the external monitoring team, collaborative applicant, each municipalities, and assorted non-profits. This is an open meeting and all members of the SNHCoC are encouraged to attend.

C. Meetings

Meetings of the MWG are held the second Wednesday of every month. Interested parties are able to attend meetings in person or by calling-in to a pre-designated number.

D. External Monitoring Group

CoC Planning Grant dollars support an External Monitoring Group, which expedites full monitoring of all HUD-funded CoC and ESG projects. This team administers a project performance tool, which is informed by performance reports from Clarity (Homeless Management Information System/Community Management Information System) HMIS/CMIS. Additional monitoring elements include compliance with verifying and documenting participant eligibility, not only in practice, but also reflected in program policies and procedures. Utilization rates (bed occupancy rates) and spending rates are also monitored.

The team conducts full on-site monitoring and complete appropriate monitoring tools accordingly. During the monitoring, the team reviews how the program is administered and provides technical assistance or direct recommendations to the project provider toward capacity building.

Upon completion of each project's monitoring, the team works with the project provider toward addressing observations and areas of improvement, provides technical assistance around course corrections, and performs secondary full monitoring if needed. The team then provides a full monitoring report containing a summary of their activities, findings, improvement efforts, and recommendations for overall improvements to the MWG.

E. Monitoring Timeline

CoC monitoring occurs from August through March, with the monitoring period encompassing the previous year July through June. ESG monitoring occurs from April through July and encompassed the previous year January through December.

F. How Are Organizations Selected for Monitoring (Risk Assessment)

For proposals received from organizations that have not had a prior CoC grant, a risk assessment will be completed by the external monitoring team for review by the Monitoring Working Group. The risk assessment will include an evaluation of the agency's financial position, operational activities, community participation, leadership, and governance. The results of the risk assessment will be forwarded to the Evaluation Working Group and the Scoring & Ranking Committee for consideration.

2. GENERAL REQUIREMENTS

A. Coordinated entry

Subrecipients of Continuum of Care funding must use the coordinated entry process designed by the Continuum of Care. Referrals to programs should be visible in all client history in HMIS. More information about the Coordinated Entry process can be found here: <http://helphopehome.org/wp-content/uploads/2019/01/Southern-NV-CES-PP-final-draft-1.2.18.pdf>

B. Data Collection and Evaluation

Subrecipients must enter data on all persons served and all activities assisted under CoC into the applicable community-wide Continuum of Care HMIS (Clarity) or comparable database. A comparable database is defined as a data collection/information system used by a victim service provider or legal service provider that collects client-level data over time and generates unduplicated aggregate reports based on the data in accordance with the requirements of 24 CFR 578. The comparable database must comply with all HMIS data information, security, and processing standards, as established by HUD in the notice.

Activities funded by CoC/HUD must comply with HUD's standards on participation, data collection and reporting under a local HMIS. See 578 for eligible activities. All client and program activity is expected to be entered into HMIS as close to real time as possible. Data entry timeliness is frequently monitored and is a scoring factor during project performance monitoring.

C. Recordkeeping and Reporting

Sufficient records must be established and maintained to demonstrate that CoC requirements are being met. There is an additional requirement to develop and implement written policies for recordkeeping that comply with the provisions established under CFR 24 Part 578.

Documentation of Participant eligibility and assistance provided must be retained for 5 years after the expenditure of all funds from the grant under which the program participant was served. Subrecipients must submit annual performance reports to SNHCoC Board. The program must maintain documentation on all households seeking assistance. If determined ineligible, documentation must reflect the reasons.

All recipients and subrecipients of CoC/HUD funding must comply with general and project specific recordkeeping requirements, per specific components of the Community Planning and Development (CPD) Monitoring Handbook 6509.2 REV-6 CHG-2 found here:

https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2.

D. Financial Management

Subrecipients should submit draws regularly; per the Interim Rule, drawdown of funds must occur at least quarterly. Subrecipients must provide matching funds equal to the amount specified in the Grant Agreement.

E. Conflicts of Interest

Assistance may not be conditioned on use of services or shelters owned by the subrecipient including a parent or subsidiary. A subrecipient cannot conduct the initial evaluation for individuals/families occupying housing owned by the subrecipient, including a parent or subsidiary.

For employees, agents, consultants, officers, or elected or appointed officials of the subrecipients there is a prohibition on obtaining a financial interest or benefit from an activity (including an interest in any contract/subcontract/agreement) either directly for him/herself or for familial/business ties during tenure or for one year after.

All recipients and subrecipients of CoC/HUD funding should have a current conflict of interest

policy. They also must comply with conflict of interest requirements, per general as well as specific recordkeeping and procurement components of the CPD Monitoring Handbook 6509.2 REV-6 CHG-2 found here:

https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2.

The MWG recognizes that members represent interests of organizations who ultimately receive benefits from the CoC program. To ensure that individuals and organizations that best serve the needs of the community will not be denied funds because of their active participation on the MWG, and to confirm that members serve the needs of the community and not the interests of any organization or entity, conflicts of interest are clearly stated by all members of the group, specifically at the beginning of each meeting with member introductions.

Further, the MWG avoids perceived conflicts of interests around monitoring activities by carefully considering each member's associated agency when assigning programs to project performance reviewers. Assignments are developed so as not to assign any member to monitor a program in which that member may have an interest. The MWG adds an extra layer of partiality by utilizing the services of an External Monitoring Team to conduct full monitoring of all programs.

F. Confidentiality

Data systems, such as Clarity, for required homeless tracking statistics include ample safety measures for confidentiality as well. Subrecipients must have a policy outlining confidentiality of Personal Protected Information for all participants in the program, not just victims of domestic violence. 42 U.S.C. 11375(c) (5) requires subrecipients assisting participants in domestic violence situations to ensure that their records are kept confidential. Locations of domestic violence shelter facilities receiving CoC funds will not be publicly disclosed except with the written authorization of the person responsible for shelter operations.

The Monitoring Working Group (as a whole or any members thereof) shall disclose any confidential information acquired during official duties. Members shall ensure that information is accessible to only those with authorized access and on a "need-to-know" basis. Each member during and subsequent to their time of service has an obligation to uphold confidentiality standards. Each MWG member signs a confidentiality agreement upon entry or as otherwise deemed necessary; agreement can be found here:

<http://helphopehome.org/wp-content/uploads/2019/02/MWG-Personal-Identifying-Information-Procedures.pdf>

G. Project Planning

The activities necessary for carrying out the project will be outlined in the original CoC application and should be maintained throughout the grant period. Any additional, unplanned or unexpected activities may not be added to the project budget without prior approval by SNHCoC Board. Major changes from the original scope of the application might trigger a monitoring visit.

H. HMIS

All subrecipients of funding under the CoC program are required to use an HMIS, or comparable database, to record client-level data on all persons served and all activities assisted

under CoC in accordance with HUD's standards for an HMIS. Information about the current HMIS Data Standards can be found here:

<https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>;

this manual provides information on data elements and reporting requirements in HMIS.

Real-time data entry in HMIS is the expectation of all programs. Data entry will be conducted in accordance with the Nevada Statewide HMIS Data Quality Plan. The plan can be found here:

<http://helphopehome.org/wp-content/uploads/2019/01/Nevada-Statewide-HMIS-Data-Quality-Plan.pdf>

I. Housing Quality Standards (HQS)

HQS is required for all CoC funded programs to ensure housing facilities are safe, sanitary, and adequately maintained. Subrecipients will be responsible for performing inspections, documenting and communicating failed items to landlords, and re-inspecting units. Annual HQS inspections and re-inspections must be submitted to SNHCoC Board for review. The long form copy for HQS can be found here:

<http://helphopehome.org/wp-content/uploads/2018/08/HQS-Inspection-Long-Form.pdf>

J. Environmental Review

Federally funded projects are subject to an environmental review process in 24 CFR Part 58. SNHCoC Board acts on behalf of HUD as the responsible entity to determine if the CoC activity complies with the requirements in 24 CFR Part 50 or 58. Any subrecipient requesting funds for activities under CoC may be subject to full or partial environmental review as applicable. SNHCoC Board will define the level of review required and complete and document all environmental requirements. The environmental review process must be complete before the project can be approved and funded. The environmental review instructions can be found here:

<http://helphopehome.org/wp-content/uploads/2018/08/CoC-ER-Request-Form-Instructions-updated-9-19-17.pdf>

K. Spending Deadline and Reallocation

A normal spending cycle for the CoC program is twelve (12) months, although new projects may sometimes have a multi-year budget. Subrecipients are expected to plan their budgets in a way that project goals are met by the end of the spending period with little or no budget adjustment. In the event that SNHCoC Board determines a subrecipient to be unable to spend all grant funds by the grant agreement deadline, funds may be reduced in subsequent funding rounds and allocated to a new project.

L. Financial Standards

Internal controls reflect the overall financial management of an organization. Standards for financial management systems of non-profit organizations may be found in 24 CFR 84. The following areas should be included:

- **Budget Controls:** Budget controls ensure the subrecipient will have a regular, on-going basis of comparison between actual expenditures and COC-budgeted amounts for the activities. The COC budget will cover intended project expenses with very little

necessity for adjustments during the grant period. Budget controls allow for timely adjustments should they be necessary and should show amounts paid in each budget category.

- **Accounting Controls:** If SNHCoC Board does not require full documentation to accompany draw requests, expenditures must be supported by invoices, contracts, purchase orders, etc. If minimal documentation is allowed with a draw, subrecipients must have detailed records onsite to provide a complete audit trail at any time.
- **Wages:** When supported by more than one funding source, wages must be documented by records that clearly show the time distribution and wage breakdowns between programs.
- **Financial records:** Subrecipients are required to maintain financial records relative to the CoC program for five (5) years after the end of the grant period.
- **Procurement Rules:** 24 CFR Part 84 provides regulations that govern the procurement of supplies, equipment, and services to ensure that they are obtained economically and competitively. Subrecipients may use their own procurement procedures as long as they conform to the regulations. Important elements for subrecipients to consider are a system to handle contract disputes; a code of conduct preventing conflicts of interest, some form of cost analysis to ensure economic purchases; positive efforts to use small and minority-owned businesses to the maximum extent possible.
- **Property Controls:** Federal regulations regarding property controls in 24 CFR 84.34(f) are for the purpose of tracking the assets purchased with grant funds to ensure that they are properly maintained, secure, and being used for authorized purposes. SNHCoC Board is required to do a periodic physical inventory on these items to verify their existence, current utilization and continued need. For this reason, agencies using CoC funds to purchase furnishings, vehicles, or equipment for a project should keep accurate records including the following: a complete description of the item purchased, a serial or other identification number, the source of funds and grant agreement number, the acquisition date, and the cost.
These items are federal property and cannot be disposed of without requesting permission and guidelines from HUD. If the subrecipient no longer needs the item for the grant project it may be used for other activities if the conditions of 24 CFR 84.34(g) are met.
- **Dates of Service:** Only expenses incurred during the grant period are allowable. This includes utility receipts that may have service dates beginning before this date, but ending within the grant period except in the case of homelessness prevention assistance. In this case, the date of service becomes the date the subrecipient issues a check for payment of delinquent bills. In most cases, however, when services begin before the date of award, receipts must be pro-rated to reimburse costs only for the eligible days within the service period.
- **Insufficient Documentation:** Insufficient documentation will delay the reimbursement process. Subrecipients will be contacted to provide clarification. If information is not received within two weeks, the questioned portion of the payment request will be denied.

M. Audits

OMB Circular A-133 requires organizations to comply with federal audit standards if they receive more than \$500,000 in federal funds during one year. If the subrecipient's organization does not fall under this requirement, an independent financial audit by a certified public accountant is required in lieu of the Single Audit as required in OMB Circular A-133. These audits must be kept current and submitted to the SNHCoC Board.

N. Records Maintenance

Subrecipients must also follow the guidelines for equipment/inventory record keeping and for program outcomes. CoC funding should be directly related to service delivery through transitional or permanent housing facilities and projects. Accurate results regarding these services to the homeless population should be systematically gathered and maintained in agency files for regular reporting purposes. HUD requires the SNHCoC Board to report consistently on not only the proper and timely expenditure of grant funds, but also on the types of program activities being funded and their evidence of measurable outcomes. Reliable agency data, demographic data, service data, and outcomes data will be gathered and verified through HMIS or a comparable database used for reporting.

O. Fair Housing and Equal Opportunity

Subrecipients are required to ensure that CoC-funded services are made available to all eligible persons on a nondiscriminatory basis, and to publicize this fact. This availability must reach persons of any particular disability, race, color, religion, sex, age, familial status, sexual orientation, gender identity, or national origin within the subrecipient's service area.

P. Documentation

Subrecipients must establish written policies specific to recordkeeping (documenting eligibility, assessments at intake and re-evaluation). Subrecipients must maintain documentation on all households seeking assistance. If determined ineligible, documentation must reflect the reasons.

Sufficient records must be established and maintained to demonstrate that CoC requirements are being met. Documentation of participant eligibility and assistance provided must be retained for five (5) years after the expenditure of all funds from the grant under which the program participant was served.

Chronic homeless documentation guidance can be found here:

<http://helphome.org/wp-content/uploads/2018/08/Chronic-Homelessness-Documentation-Form-Set-PDF.pdf>

Non-chronic homeless documentation forms can be found here:

<http://helphome.org/wp-content/uploads/2018/08/Non-Chronically-Homeless-Verification-Form-SAMPLE.docx>

Q. Participant Files

Participant files should not only document project eligibility but should include a detailed record of the services provided to each participant and the program funds that supported each service. Any information requested on the APR should be a regular part of recordkeeping

procedures for Subrecipients. Participant files should reflect dates, types, program costs, etc. of all services in order to document both efficient grant management and the success of the project. Records should be retained for at least five years after the end of the grant period.

Note: The Monitoring Working Group utilizes a case file review checklist to ensure a participant's eligibility has been verified and required documentation is present. The Case File Review Checklist can be found here:

<http://helphopehome.org/wp-content/uploads/2019/01/MWG-Case-File-Review-Checklist.pdf>

3. MONITORING

A. Definition of Homelessness

Under the CoC grant, there are four categories of homelessness and different documentation required for each type, as follows:

i. Category 1 – Literally Homeless

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- o An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- o An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

ii. Category 2 – Imminent Risk of Homelessness (Applies to High Performing Communities Only for CoC)

An individual or family who will imminently lose their primary nighttime residence, provided that:

- o Residence will be lost within 14 days of the date of application for homeless assistance;
- o No subsequent residence has been identified; and
- o The individual or family lacks the resources or support networks needed to obtain other permanent housing

iii. Category 3 – Homeless under other federal statutes

Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- o Are defined as homeless under the other listed federal statutes;
- o Have not had a lease, ownership interest, or occupancy agreement in permanent

- housing during the 60 days prior to the homeless assistance application;
- o Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and
- o Can be expected to continue in such status for an extended period of time due to special needs or barriers.

iv. Category 4 – Fleeing/Attempting to Flee Domestic Violence

Any individual or family who:

- o Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- o Has no other residence; and
- o Lacks the resources or support networks, e.g., family, friends, and faith based or other social networks, to obtain other permanent housing.

Every participant served by COC funds must qualify for assistance according to HUD standards. Subrecipients are responsible for determining this eligibility status for both homeless participants and those at risk of homelessness. This documentation may come from either the participant or a third party information source (the preferred source) and is typically obtained at intake, entry, or referral by another ESG service provider. A copy of the documentation must be kept in the participant file and made available to SNHCoC Board or HUD for monitoring or risk analysis purposes. Third party verification of homelessness status should be the primary method of documentation.

B. Documentation of Homelessness

i. Category 1 – Literally Homeless

1. Written observation by the outreach worker; or
2. Written referral by another housing or service provider; or
3. Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;
4. For individuals exiting an institution – one of the forms above or
5. Written record of intake worker’s due diligence to individual that they exited institution.

ii. Category 2 – Imminent Risk of Homelessness (Only allowed in High Performing Communities for CoC)

1. A court order resulting from an eviction action notifying the individual or family that they must leave; or
2. For individual and families leaving a hotel or motel – evidence that they lack the financial resources to stay; or
3. A documented and verified oral statement; and

4. Certification that no subsequent residence has been identified; and
5. Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing.

iii. Category 3 – Homeless under other Federal Statutes

1. Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and
2. Certification of no permanent housing in last 60 days; and
3. Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; and
4. Documentation of special needs or 2 or more barriers

iv. Category 4 – Fleeing/ Attempting to flee domestic violence

For victim service providers:

1. An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification by the intake worker.

For non-victim service providers:

2. Oral statements by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and
3. Certification by the individual or head of household that no subsequent residence has been identified; and
4. Self-certification, or written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

C. Definition of At-Risk Homeless Status

i. Category 1 Individuals and Families

An individual or family who:

1. Has an annual income below 30% of median family income for the area; AND
2. Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; AND meets one of the following conditions:
 - Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR
 - Is living in the home of another because of economic hardship; OR
 - Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR
 - Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR

- Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR
- Is exiting a publicly funded institution or system of care; OR
- Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan

ii. Category 2 Unaccompanied Children and Youth

A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute

iii. Category 3 Families with Children and Youth

An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

D. Documentation of At-Risk Status

i. Category 1 Individuals and Families

1. Written observation by the outreach worker; or
2. Written referral by another housing or service provider; or
3. Certification by the individual or head of household seeking assistance stating that (s)he is at imminent risk of homelessness; or
4. A documented and verified oral statement; and
5. Certification that no subsequent residence has been identified; and
6. Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing.

ii. Category 1 Individuals and Families

1. Certification by the nonprofit or state or local government that the individual or household seeking assistance met the criteria of homelessness under another federal statute; and
2. Certification of no permanent housing in last 60 days; and
3. Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; and
 - a. Documentation of special needs or 2 or more barriers

iii. Category 1 Individuals and Families

1. Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and
2. Certification of no permanent housing in last 60 days; and

3. Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; and
4. Documentation of special needs or 2 or more barriers.

E. Qualification for Assistance

§ 578.89 Limitation on use of grant funds to serve persons defined as homeless under other federal laws. (a) Application requirement. Applicants that intend to serve unaccompanied youth and families with children and youth defined as homeless under other federal laws in paragraph (3) of the homeless definition in § 576.2 must demonstrate, to HUD's satisfaction, that the use of grant funds to serve such persons is an equal or greater priority than serving persons defined as homeless under paragraphs (1), (2), and (4) of the definition of homeless in § 576.2. To demonstrate that it is of equal or greater priority, applicants must show that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth. Documentation of homelessness is necessary for participants to receive CoC service. CoC participants must use coordinated entry and the appropriate assessment tool based on the population. Qualification for assistance requires documentation on the person's living situation prior to becoming homeless.

F. Document Retention

§ 578.103 Recordkeeping requirements. (a) In general. The participant and its Subrecipients must establish and maintain standard operating procedures for ensuring that Continuum of Care program funds are used in accordance with the requirements of this part and must establish and maintain sufficient records to enable HUD to determine whether the recipient and its Subrecipients are meeting the requirements of this part, including: (1) Continuum of Care records. The collaborative applicant must keep the following documentation related to establishing and operating a Continuum of Care: 110 (i) Evidence that the Board selected by the Continuum of Care meets the requirements of § 578.5(b); (ii) Evidence that the Continuum has been established and operated as set forth in subpart B of this part, including published agendas and meeting minutes, an approved Governance Charter that is reviewed and updated annually, a written process for selecting a board that is reviewed and updated at least once every 5 years, evidence required for designating a single HMIS for the Continuum, and monitoring reports of recipients and subrecipients; (iii) Evidence that the Continuum has prepared the application for funds as set forth in § 578.9, including the designation of the eligible applicant to be the collaborative applicant. All documents used to qualify for assistance will be verified at the time of monitoring. This may come in the form of copied or original documents. Monitoring authorities must be able to easily verify documents at an onsite-monitoring visit. HMIS data quality standards must be followed.

All records pertaining to Continuum of Care funds must be retained for the greater of 5 years or the period specified below. Copies made by microfilming, photocopying, or similar methods may be substituted for the original records. Data entry will be conducted in accordance with CoC's HMIS data quality plan.

G. Performance Reporting

§ 578.107 (a) Performance reviews. (1) HUD or its designee will review the performance of each recipient in carrying out its responsibilities under this part, with or without prior notice to the recipient. In 115 conducting performance reviews, HUD will rely primarily on information obtained from the records and reports from the recipient and subrecipients, as well as information from on-site monitoring, audit reports, and information generated from HUD's financial and reporting systems and HMIS. Where applicable, HUD or its designee may also consider relevant information pertaining to the recipient's performance gained from other sources, including citizen comments, complaint determinations, and litigation. (2) If HUD or its designee determines preliminarily that the recipient or one of its subrecipients has not complied with a program requirement, HUD or its designee will give the recipient notice of this determination and an opportunity to demonstrate, within the time prescribed by HUD or its designee and on the basis of substantial facts and data that the recipient has complied with the requirements. HUD or its designee or its designee may change the method of payment to require the recipient to submit documentation before payment and obtain HUD's prior approval each time the recipient draws down funds. To obtain prior approval, the recipient may be required to manually submit its payment requests and supporting documentation to HUD or its designee in order to show that the funds to be drawn down will be expended on eligible activities in accordance with all program requirements. (3) If the participant fails to demonstrate to HUD or its designee's satisfaction that the activities were carried out in compliance with program requirements, HUD or its designee or its designee may take one or more of the remedial actions or sanctions. SNHCoC Board requires Subrecipients to submit necessary reports as requested. SNHCoC Board will notify Subrecipients when reports are due and provide parameters. The information reported must match the data entered by the Subrecipients in HMIS or a comparable database. All Subrecipients must follow the Nevada Statewide HMIS Data Quality Plan. The plan can be found here:

<http://helphopehome.org/wp-content/uploads/2019/01/Nevada-Statewide-HMIS-Data-Quality-Plan.pdf>

H. Risk Analysis and Monitoring

Using techniques, guidelines, and federal regulations at 24 CFR Part 578, SNHCoC Board has developed a process to ensure compliance with federal regulations, using the following:

- i. Failure to adhere to the grant agreement
- ii. Failure to draw funds in a timely manner
- iii. Failure to produce timely reporting
- iv. High staff turnover
- v. Has not had an on-site visit in two years

I. Non-Compliance

SNHCoC Board is responsible for ensuring compliance by Subrecipients found to be out of compliance with program requirements.

It is the hope of the SNHCoC that all sub-recipient agencies have all of the tools necessary to be in full compliance with HUD's regulations, the stipulations outlined in their funding agreement, and the requirements of the local CoC. It is the intent of the SNHCoC to support and provide

technical assistance to CoC sub-recipients in order to ensure that our homeless population receives the best care and services possible.

In the case that a sub-recipient is found to be noncompliant with any HUD regulations and/or requirements or those set forth by the SNHCoC, the local CoC will start the process of progressive consequences in an effort to help the sub-recipient back into compliance. The purpose of progressive consequence procedures is not to punish the sub-recipient, rather it is designed to help the sub-recipient come back into compliance as quickly as possible and to protect the effectiveness of services provided to our homeless population.

i. Level I:

If for any reason a sub-recipient is no longer in compliance with any of the HUD and/or local CoC regulations and requirements, the local CoC will provide technical assistance to the sub-recipient to help that agency return to full compliance.

ii. Level II

If for any reason a sub-recipient falls out of compliance a second time for the same or similar issue, the sub-recipient will receive an automatic 10-point deduction from the application submitted in the following funding year competition.

iii. Level III

If for any reason a sub-recipient falls out of compliance a third time for the same or similar issue, the local CoC will compose a letter to HUD outlining the sub-recipient's failure to comply with HUD and local CoC's regulations and requirements and request that a representative from HUD complete a full monitoring of the sub-recipient's program.

iv. Level IV

If for any reason a sub-recipient falls out of compliance for a fourth time on the same or similar issue, the sub-recipient will receive a one-year suspension, which will not allow the sub-recipient to apply for local CoC funding the following year.

It is with great hopes that the sub-recipient is able to work with the local CoC in a close partnership in order to provide quality services to our homeless community. The local CoC will do everything in its power to help the sub-recipient stay in compliance. The local CoC is available to answer questions, give guidance, and provide technical assistance if needed. It is the responsibility of the sub-recipient to reach out to the local CoC for assistance if the sub-recipient has any questions regarding regulations and requirements. It is the responsibility of the sub-recipient to know and understand all regulations and requirements set forth by HUD and the local CoC. Ignorance to regulations or requirements will not be accepted as a valid justification for noncompliance.

Coordinated Entry System Working Group Report to the CoC Board

Working Group: Coordinated Entry

Chairs: Michele Fuller-Hallauer and Kelly Robson

Held: **January 15, 2019** Clark County Social Service, 1600 Pinto Lane.

Attendance:

Linda Godoy, Julee King, Jennifer Varsallona, Peter McCoy, Catherine Huang Hara, Michele Fuller-Hallauer, Kelly Robson, Louis Hixon, Mindy Torres

Accomplishments-Action Items Completed:

- Looker Reports were handed out for review.
- Training Team—Assessor trainings are held quarterly. Next training scheduled for February 26th 1-4:40 at Clark County Social Service. The training team will provide a copy of the updated training at the next meeting.
- Evaluation Update—Homebase has been in town conducting focus groups for clients housed through CE, those on queue and not housed, assessors, matchers, CE Task Force and the CE Working Group. Report should be ready for CoC Board report in March.
- Matching Concerns
 - Access to the community Queue—discussion about whether the retired matchers need access to the queue. All retired matchers stated they were in favor to de-activate their access. Bitfocus will create a new access role to the new matchers. The group determined that the chairs of this group also need access to the queue. MFH needs access because of her work with DFS to determine the common clients, but as the champion for this group her access is covered.
 - There have been multiple instances where clients are contacting the matchers directly to find out there placement on the queue. This is inappropriate and against policies and procedures.
 - There are also staff from agencies that are contacting the matchers providing pressure for specific clients to be referred to their programs. Lou stated that his response is to state the CE P&P's and refers the most vulnerable.
 - There is also an increase of clients being re-assessed prior to the yearly re-assessment. This seems to happen the most from the Courtyard, the Community Impact Center and MORE.
 - Discussion that assessors need to participate in the CE Task Force meetings and/or other meetings that are relevant to their role in the COC.
 - Sub pop concerns—In one day a youth provider denied seven referrals because they had no contact with youth. Hopefully when the new Youth Outreach is implemented that team can be tasked be helping with the public alert list. In the past the BOLO list was sent out by the matchers. Additionally, MFH stating she had a youth provider express concern that they received a referral who is 24yrs 9 mths.
- Vacancies:
 - AWOC PSH: 0
 - AWOC RRH: 0
 - AWOC Safe Haven: 0
 - Families PSH: 0
 - Families RRH: 3 --referrals were made day of meeting
 - Youth RRH: 2 --referrals were made day of meeting
 - Youth TH: 5 --referrals were made day of meeting
 - Vets TH: 0
 - Vets SSVF: 0
 - DV RRH: 0

Coordinated Entry System Working Group Report to the CoC Board

- NEXT STEPS:
 - Retired Matchers access to queue will be deactivated.
 - Kelly and Michele were asked to compose a letter to all assessors reminding them of their responsibilities and the appropriate meetings for them to attend. (copy of letter attached).
 - Review P&P's
 - SNHD follow-up about their request to be an assessment site. With holidays, this task got dropped. Lou will reach out to them.

Sub-Groups:

Diversion Working Group

Chairs: Michele Fuller-Hallauer and Kelly Robson

Held: **February 5, 2019** Clark County Social Service, 1600 Pinto Lane.

Attendance: Mindy Torres, Kelly Robson, Michele Fuller-Hallauer, Tanya Sutton, Nick Lenderman, Alfredo Hernandez, Cherry Richardson, Maria Machusa, Najea Rodgers, John Heintzelman, Dana Cole, Mike Reed, Cynthia Nagendra, Sarah Portillo

Accomplishments-Action Items Completed:

PILOT DEVELOPMENT

- A. High level overview of what we have done thus far.
 - Last meeting in November. Re-visited what Diversion is and what it isn't. Made sense for our community to start a diversion pilot for families.
 - BFZ quarterly meeting-all of the task groups-everyone welcome to attend. Some push for the VA -SSVF to get a pilot developed. It makes sense to work together and develop the pilot.
 - SSVF providers were asked to provide the cost of how much the training would cost this group to train a broader group of people in our community. Also will have a train the trainer to do a rapid resolution. SSVF providers need to give VA an implementation plan by March 31st with a start date of October 1, 2019.
 - Need to secure a flexible funding tool. We need to determine what those services will be and the cost.
 - Ant to ensure that the standardized case management training that is in development includes Diversion/Rapid Resolution.
 - Developed a training team to review different training offerings and report back:
 - Kimi Schroeder, Mindy Torres, Nick Lenderman, Tiffany Evans, Ariana Sanders, Najea Rodgers and Dana Cole. Catherine will be brought in when a training is identified to work with SSVF providers if we need to ask for planning dollars to assist with the cost.
 - Also talked about tracking this through HMIS to identify what the pieces are and what needs to be collected.
- B. WHAT AGENCIES WILL PARTICIPATE IN THE PILOT?
 - Discussion whether the pilot will for family agencies or all families that receive assessment regardless of the front door they use?
 - Family providers are: LSS, Salvation Army, Family Promise, Hopelink, US Vets, HELP. For Youth families: SNCF, St Jude (Crossings).
 - All assessments sites for their F-CHATs

Coordinated Entry System Working Group Report to the CoC Board

- We need to do a targeted ask or joint letter from the Chairs of the CEWG/Diversion working groups. Both groups chaired by MFH/KR.
- C. WHERE WILL GET FLEXIBLE FUNDING FOR THE PILOT?
- Discussion about how to determine how much is needed. Cynthia from NAEH stated that many communities start with no flexible funding source. For those who have a flexible funding pool, Cynthia will check with them to see what they spend per household. Ask Chris Free from LA Family Housing for guidance.
 - Cynthia will send a list of eligible components that other communities use for this flexible funding pool.
- D. TIMELINE FOR PILOT?
- After much discussion will determine the start date of training once we know how long it will take to get the trainers here to do the training.
 - Discussed to run the family pilot between three to six months and then review the data. Hopefully the timing will be such that the family pilot is complete by the time SSVF needs to implement.
 - Another factor is how long it will take Bitfocus to develop the tracking in HMIS. Tanya will check and report back.

ACTION ITEMS

| # | Description | Owner | Due | Comments |
|---|--|----------------------|---------|--|
| 1 | Letter to assessment sites | MFH/KR | 2/25/19 | |
| 2 | Review trainings | Training review team | 3/5/19 | Kimi Schroeder, Mindy Torres, Nick Lenderman, Tiffany Evans, Ariana Sanders, Najea Rodgers and Dana Cole. Catherine will be brought in when a training is identified to work with SSVF providers if we need to ask for planning dollars to assist with the cost. |
| 3 | Set up One Drive | MFH | 2/11/19 | |
| 4 | Send One Drive Link to group | MFH | 2/15/19 | |
| 5 | Receive components other CoC's use for eligible components | Cynthia N. | 2/11/19 | |
| 6 | Send SSVF docs and resources | Nick and John | 2/15/19 | |

Coordinated Entry Task Force

Chairs: Mindy Torres and Marisa Cervantes

Held: **January 8, 2019** Clark County Social Service, 1600 Pinto Lane.

Attendance: Mindy Torres, Jennifer Varsallona, Lou Hixon, Linda Godoy, George Martin, Matt Olsen, Tanya Sutton, Kelly Robson

Coordinated Entry System Working Group Report to the CoC Board

Accomplishments-Action Items Completed:

- Homebase conducted a focus group with the Coordinated Entry Task Force.
- Debussed matching concerns and reviewed looker reports
 - Looker Report Review
 - Vacancy Update
- Discussed provider concerns
- Reviewed the hotlist and discussed the next ten client

TO DO LIST

1. Bring to CEWG to see if Bitfocus to do a report on who is getting repeated CHAT updates. (scores changing from 11 to 36)
2. Bring to CEWG to see if Bitfocus needs to take the access away to the Community Q with the old matchers. (St. Jude removed people that were pending referrals)

Moving On Initiative

Chairs: Ariana Saunders and Sashia Whitmire

Held: **February 4, 2019** Clark County Social Service, 1600 Pinto Lane.

Attendance:

Accomplishments-Action Items Completed:

- Revisited goals and “100 day challenge” progress.
- Reviewed materials gathered from other communities, summaries were given to the group.
 - The members were asked to review them in more detail and forward questions and comments.
- The sub-grouped assigned with streamlining the lessons learned from other communities will continue to engage more communities so we can use the information to inform our policies and processes.
- Another sub group was developed to focus on improving the assessment so it is fully functional as a tool for case planning (i.e. can replace the self-sufficiency matrix) as well as identifying candidates for the Moving On program.
- The group approved to have the Moving On Chair attend the Joint Housing Working Group to formally ask them to help in the search for affordable housing units.
- The next Moving On meeting will be Monday, March 4th at 1:30.

Coordinated Outreach

Chairs: Lou Lacey and Catherine Huang Hara

Held: No meeting due the Census

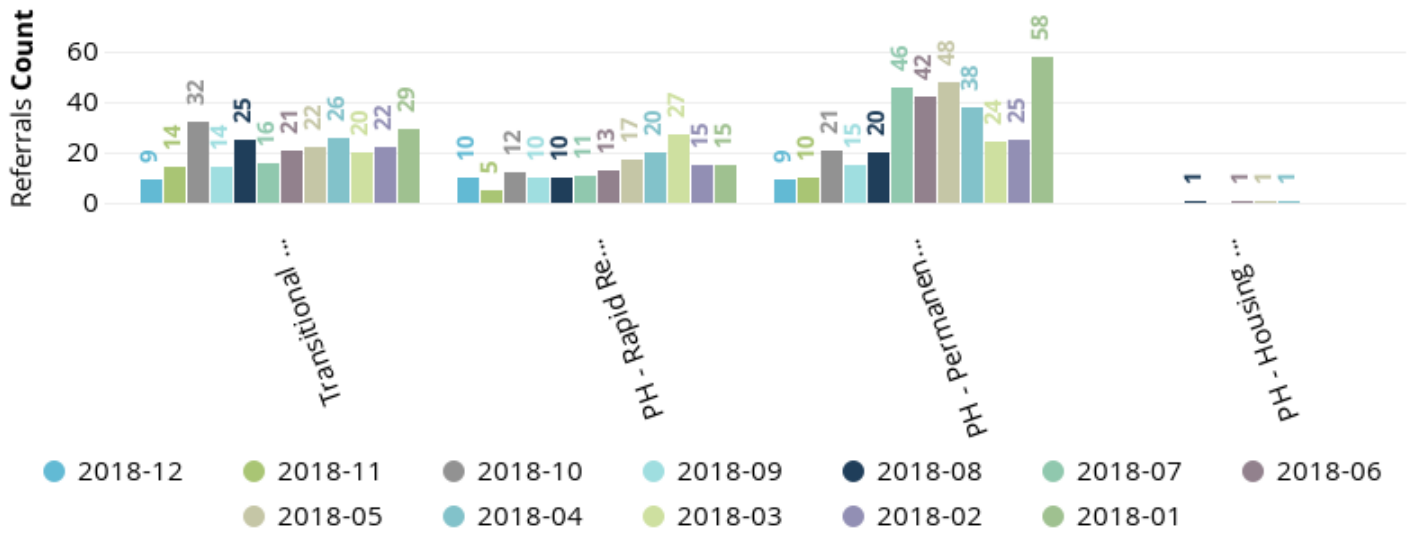
Accomplishments-Action Items Completed:

- MCIT spent most of their time during PHC doing transportation from the Courtyard rather than getting folks from the outlying areas. This was frustrating.
- Participated in the Homeless Census January 22-24
- Last few meetings have only been MCIT Staff. Exploring best ways to get the other outreach teams to participate.

SN CE Assessment Activity Dashboard

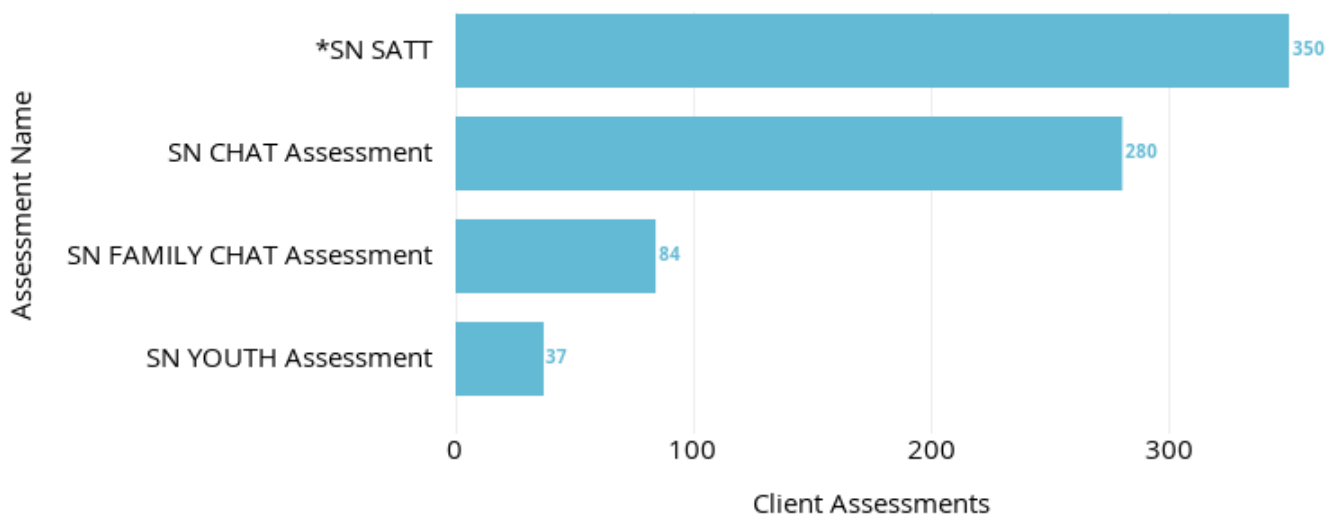
[Open in Looker]

2018 SN CE Monthly Referrals Accepted in Programs by Type

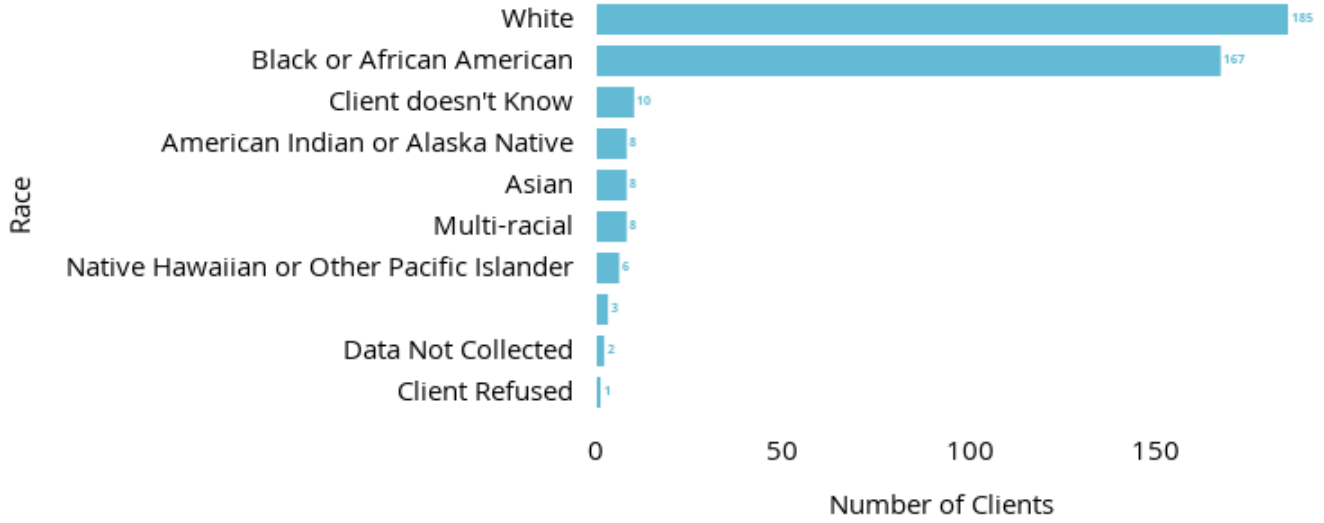


ASSESSMENT ACTIVITY FOR THE PAST 30 DAYS

Completed Assessments by Type (past 30 days).



Race of Clients Assessed (past 30 days)

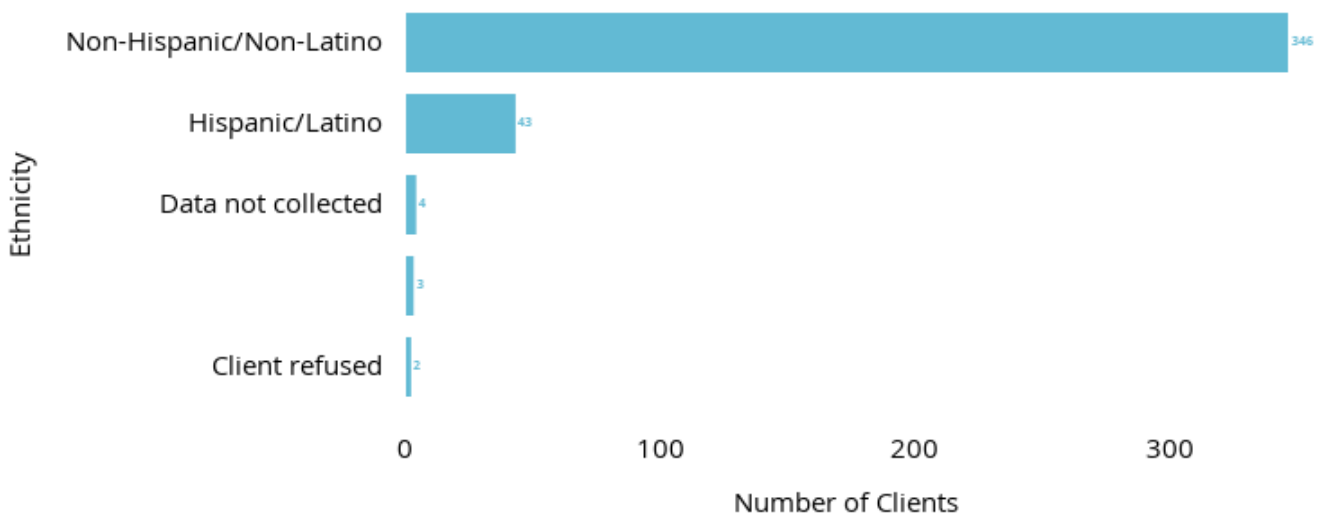


Total Assessments (past 30 days)

401

Total Assessments (past 30 days)

Ethnicity of Clients Assessed (past 30 days)

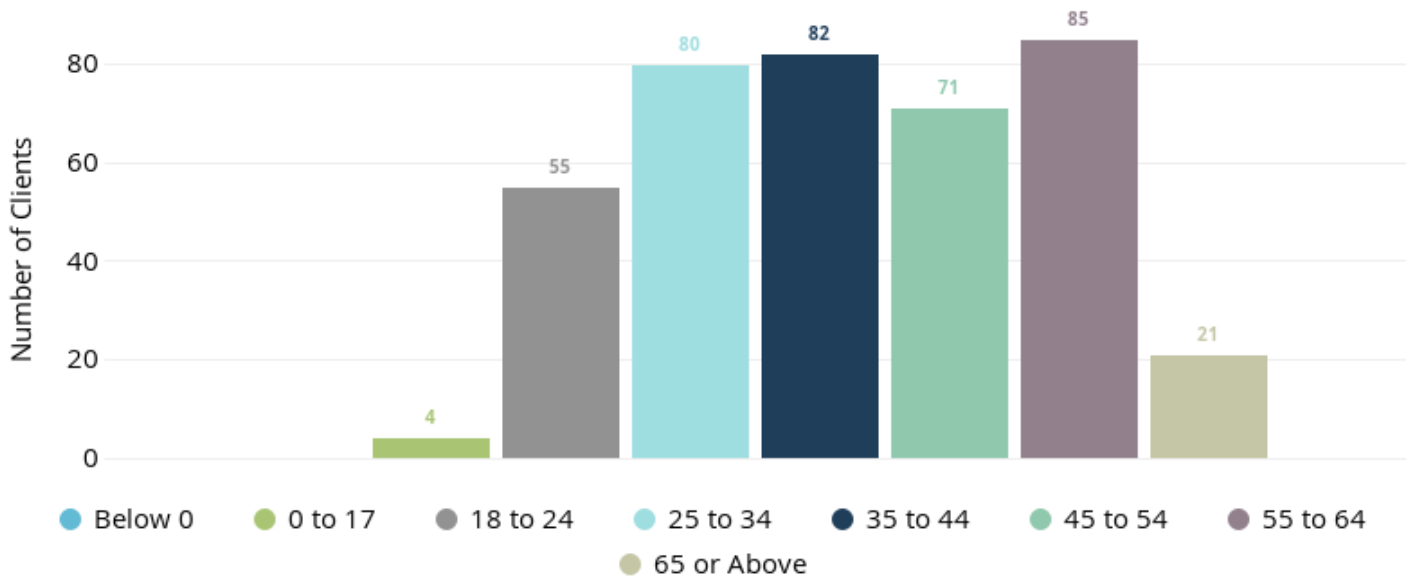


Veterans Assessed (past 30 days).

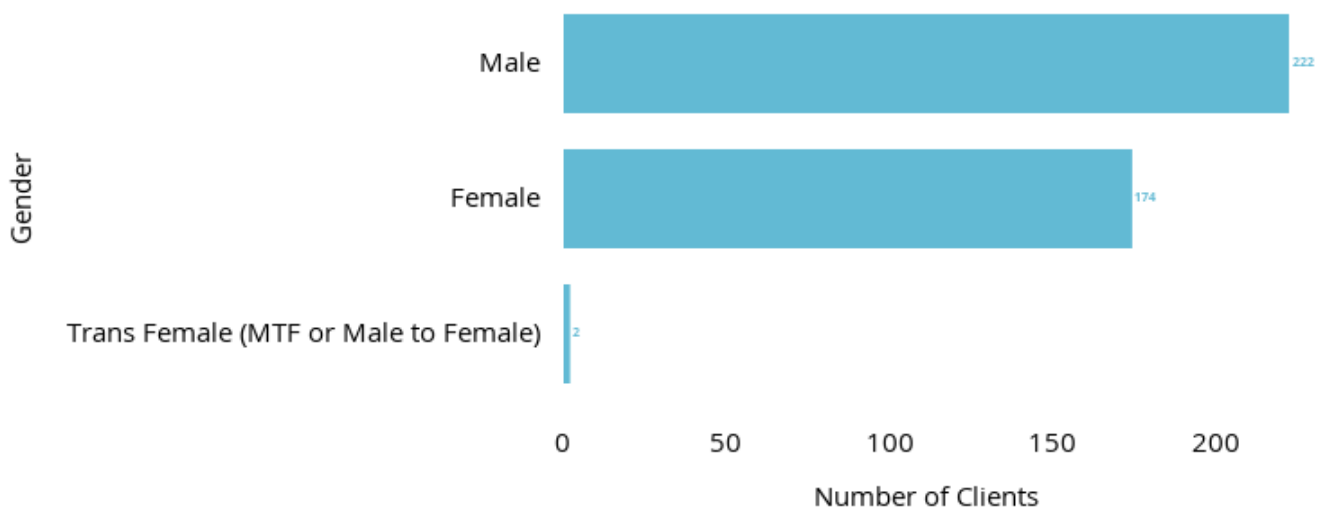
54

Veterans Assessed (past 30 days).

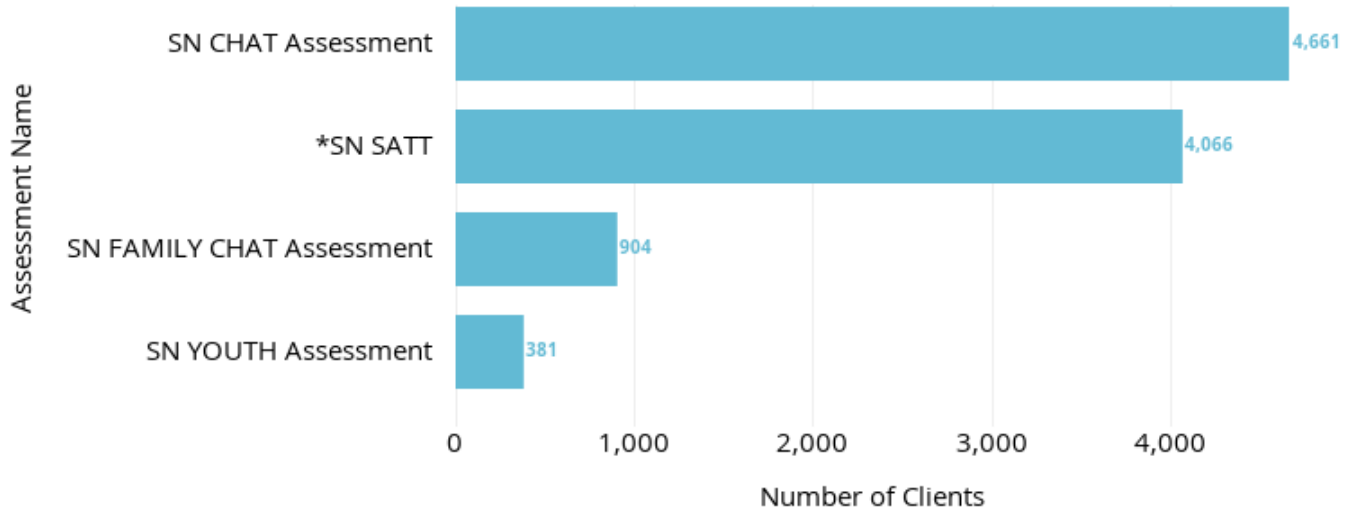
Age Tier of Clients Assessed (past 30 days).



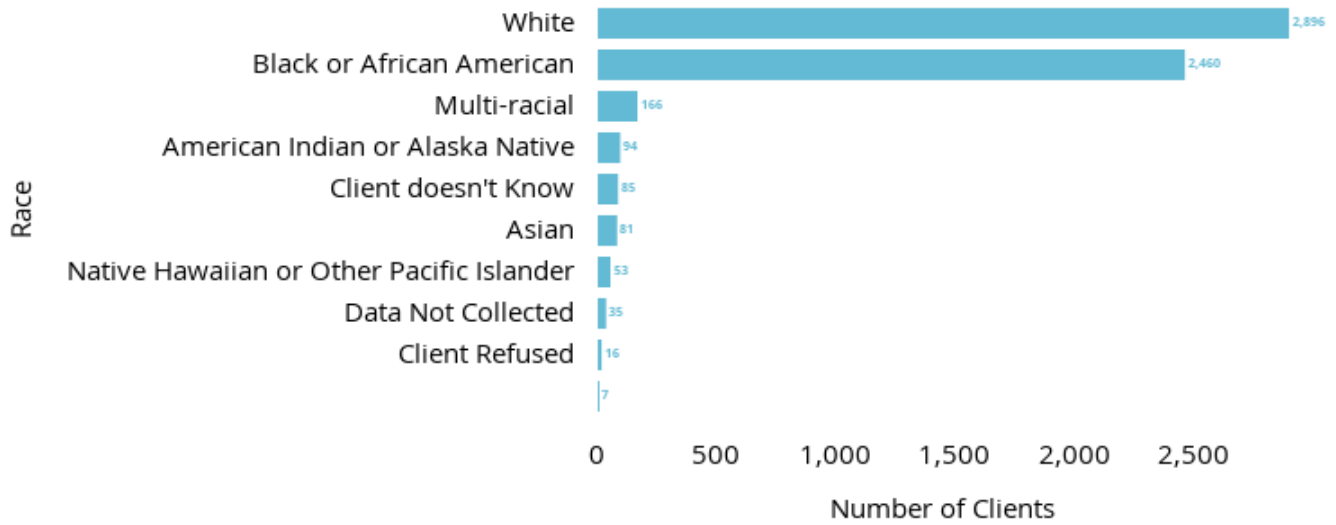
Gender of Clients Assessed (past 30 days)



2018 Completed Assessments by Type.



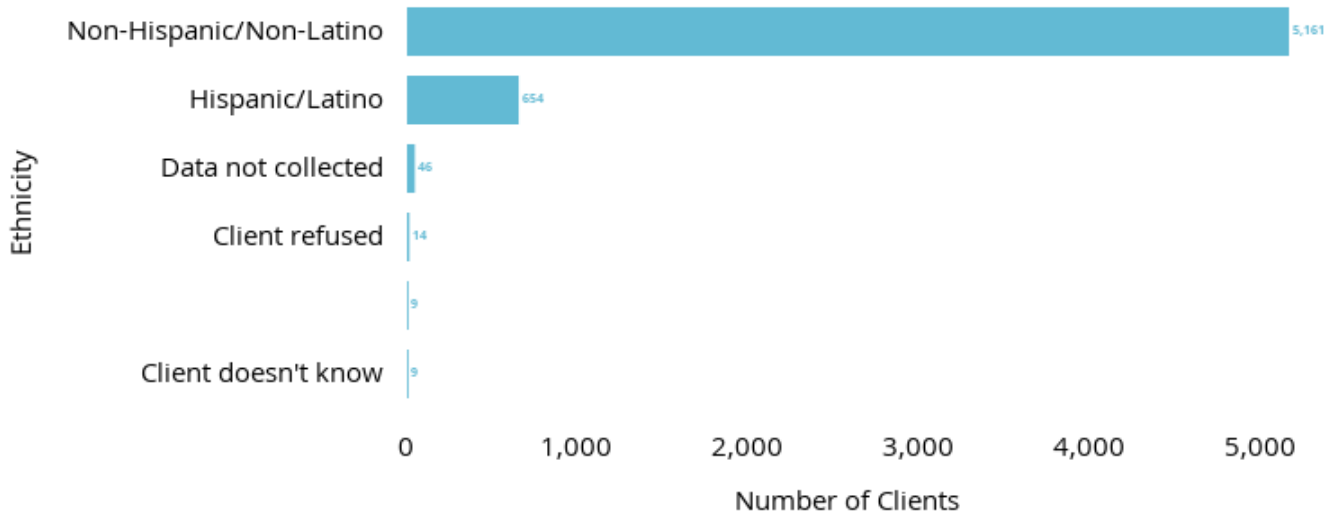
2018 Race of Clients Assessed



2018 Total Assessments.

6,163
2018 Total Assessments.

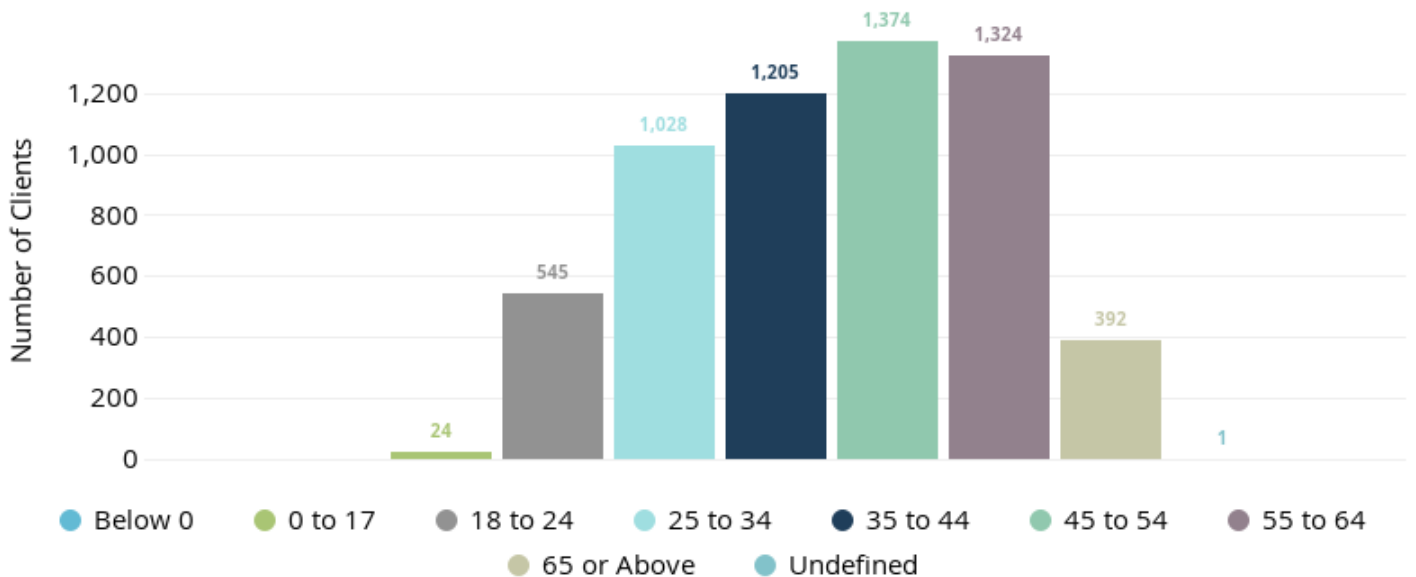
2018 Ethnicity of Clients Assessed



2018 Veterans Assessed.

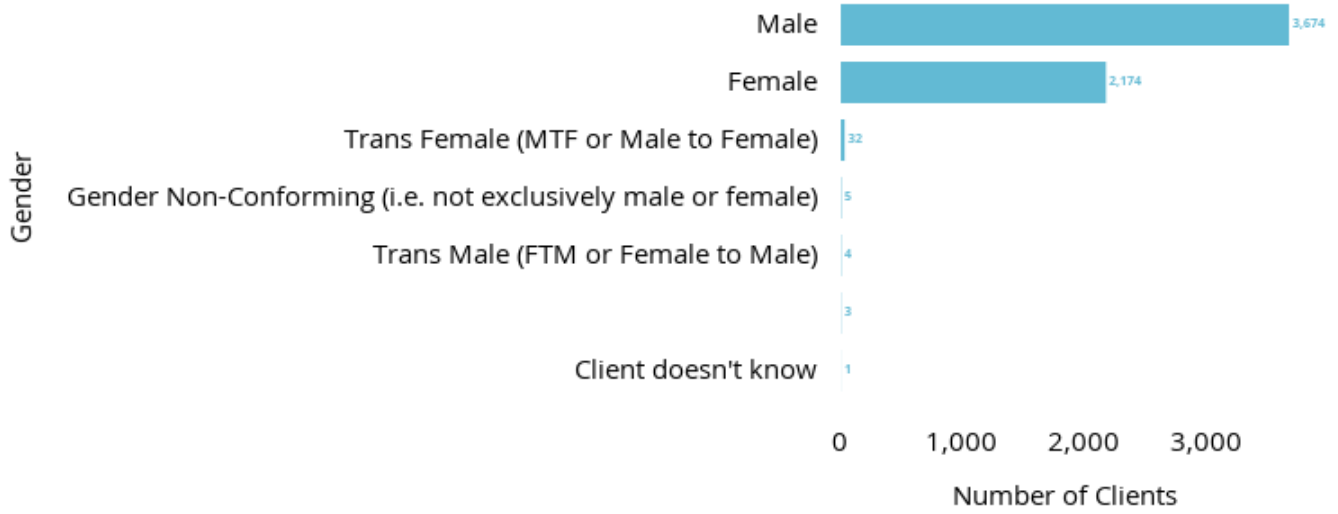
1,146
2018 Veterans Assessed.

2018 Age Tier of Clients Assessed.



ASSESSMENT ACTIVITY DURING CALENDAR YEAR 2018 (YTD)

2018 Gender of Clients Assessed



February 4, 2019

Dear Homeless Service Providers,

On behalf of the Coordinated Entry Working Group we are contacting you to remind you of some key components of the Coordinated Entry as it relates to you as an assessment agency.

- User agreement identifies that the client should not be told the score. Users who share the score or manipulate or change the score for purposes of advancing the client's priority will violate the user agreement and could be grounds for the assessor and the Agency to lose their ability to continue to administer housing assessments.
- Training materials include reference to housing assessments being good for 1 yr. New assessments should be avoided unless there are significant changes to client's situation that include drastic changes in sobriety, mental health treatment/compliance, and/or onset of new and severe physically disabling conditions. In ALL cases that a housing assessment is administered prior to the year expiration, the referral note must include reference by the assessor of the justification for completing the new assessment.
- Since there are ongoing changes and modifications made in the Coordinated Entry process, all access sites must send representation to the Coordinated Entry Task Force monthly meetings to be apprised of, and to be able to share with their team, any changes or modifications made in the process. The CE Task Force meets the second Tuesday of every month from 1pm-3pm at Clark County Social Service 1600 Pinto Lane 3rd Floor Training Room. For more information please contact Mindy Torres at mtorres@helpsonv.org or Marisa Cervantes at marisa@lssnv.org. Failure to participate in this group will result in teams losing the ability to administer housing assessments.
- Outreach teams who administer assessments must send representation to the monthly Coordinated Outreach working group. This group meets on the third Thursday of every month from 1pm-3pm at Clark County Social Service 1600 Pinto Lane 3rd Floor Training Room. For more information, please contact Lou Lacey at llacey@helpsonv.org or Catherine Huang Hara at c3h@clarkcountynv.gov. Failure to participate in this group will result in teams losing the ability to administer housing assessments.
- If your agency feels you need additional training, please attend the next quarterly assessors training on February 26th, 2018 from 1pm-4:30pm located at Clark County Social Service 1600 Pinto Lane 3rd Floor Training Room. The registration can be found at <https://goo.gl/forms/6FKyMynaL32dh2gs2>

We appreciate your dedication and commitment to ending homelessness in Southern Nevada. If you have any questions, please feel free to contact Michele Fuller-Hallauer at mhf@clarkcountynv.gov or Kelly Robson at krobson@helpsonv.org.

Kindest Regards,

Michele Fuller-Hallauer and Kelly Robson



**Southern Nevada
Homelessness
Continuum of Care
Board
(SNH CoC Board)
Coordinated Entry
Working Group**

Working Group Co-Chairs

Michele Fuller-Hallauer
Kelly Robson

1600 Pinto Lane
Las Vegas, Nevada 89106

702.455-5832
helphopehome@clarkcountynv.gov



Working Group Report to the Board January 2019

Working Group: Community Engagement Working Group (CEWG)

Champion: Emily Paulsen, Nevada Homeless Alliance

Meeting date, time, and location: January 14, 2019 from 1:30 – 3:00 pm at the Clark County Social Service 3rd Floor Training Room

Working Group Members: PRESENT – Catherine Huang Hara (CCSS & lead during Emily's leave), Dan Kulin (Clark County PIO-phone), Danita Osborne-Morris (CCSS), Joshua Gray (VA), Kate Royer (NHA), Kelly Swan (RENEW Therapeutic Enhancement Services), Shalimar Cabrera (U.S. VETS)

Accomplishments - Action Items Completed:

- Homeless Census Promotion
 - Catherine provided event information and informed the group volunteers were still needed, with a goal of 300.
 - Recruitment information on website, with link to registration and flyers
 - Messaging
 - Catherine and Dan discussed with the group that an initial press release went out sometime ago but a second press release will be going out this week. Press release to include information regarding volunteer recruitment as well as training opportunities that will be occurring this week.
 - Volunteer
 - Recruitment and Sign-Up: <http://helphopehome.org/volunteer/>
 - Over 200 registered so far, goal of 300
 - Training
 - Videos available at HHH website
 - In-person training on January 17th at 7:30 am & 9:30 am at Clark County Commission Chambers
 - Deployment captains also hosting on-site trainings
- Monthly HHH Newsletter- Kate informed the group that all content would need to be provided to her by February 4th to ensure she can get it together and get feedback from the group in order to get the newsletter out on time.
 - Finalize February Content
 - Project Homeless Connect Results, Homeless Census Feedback Survey, 2019 Mainstream Programs Basic Training, March 26th Homeless Awareness Day at Nevada Legislature, Speakers Bureau Promotion,
 - Ideas for future content
 - Youth Street Outreach: March/April
- HelpHopeHome.org
 - Working with vendors to update the hosting, then the website functionality. Catherine informed the group that currently they are working the update to calendar with current meeting dates on the HelpHopeHome website. They are also working to update the hosting and getting some addition functionality from the HHH website.
- HHH 101 Orientations
 - Quarterly schedule for 2019, 3:00-5:00pm at Clark County Social Service- It was determined that orientations would switch to quarterly to get a bigger audience.
 - February 25th, May 20th, August 26th, November 19th or 20th (TBD on time)
- Other- VA is currently working on a documentary, looking at Veteran homelessness in our community and what the community is doing to tackle the issue. The first 4-5 minutes of the video will consist of setting up the subject and the rest will follow 2-3 individuals or families through the process.

Next Meeting on February 11, 2019 at 1:30 pm

Data and System Improvement Working Group Report to the CoC Board

Working Group: Data and System Improvement

Chairs: Michele Fuller-Hallauer and Stacy DiNicola

Held: **January 28, 2019** Clark County Social Service, 1600 Pinto Lane.

Attendance:

Michele Fuller-Hallauer, Stacy DiNicola, Michelle Livings, Ariana Saunders, Tanya Sutton

Accomplishments-Action Items Completed:

1. This working group will join the Evaluation and Monitoring working groups for quarterly joint meetings moving forward.
2. Tested the unmet need formula with our CoC data. Discussed other data elements that should be considered and whether the data is really telling us what we need to know. Made a list of further data to be gathered. Tanya will pull the data for review for the next meeting.
3. Reviewed the Action plan for the group. The action plan includes:
 - a. Investigate Racial disparities
 - b. Test unmet need formula
 - c. Analyze census and all available data in relation to community trends/data
 - d. Review outcome data from relevant research/projects
 - e. Review/analyze system performance measures
 - f. Review/analyze cross-sectional data
4. Next meeting: February 25, 2019 8:30-11am at Clark County Social Service (meeting day moved back a week due to Presidents Day)

Sub-Groups:

Working Group: HMIS

Champion: Erin Kinard

Working Group Members (see below for roster of full membership and attendance)

Meeting Info: January 16, 2019 1:30pm-3pm – 3rd Wednesday of each month

Near term: Action Items In-progress/Pending:

- Revision of the HMIS End User Application – working group found the previous application was not requesting enough information to determine if the end user would be an appropriate addition to the HMIS system, therefore revisions to the main application were made. The edits are being completed and the final draft will be reviewed during January's meeting.

Goals not yet met/Issues:

- Identification of a tool to utilize for monitoring the HMIS lead.
- Updated Licensing Policy – the working group is still in the process of developing a licensing policy that outlines the number of licenses per agency, as well as the threshold determining funding source for each license.

Announcements:

Data and System Improvement Working Group Report to the CoC Board

Next Meeting: February 20, 2019 from 1:30pm – 3pm at Clark County Social Service

HMIS Working Group Attendance Roster – 2019

| Member Name | Agency | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
|-----------------------|-------------|-----|-----|-----|-----|-----|------|------|-----|-----|-----|-----|-----|
| Erin Kinard, Champion | Seven Hills | X | | | | | | | | | | | |
| Andrew Powell | COH | AB | | | | | | | | | | | |
| Julee King | Bitfocus | X | | | | | | | | | | | |
| Mindy Torres | HELP | X | | | | | | | | | | | |
| Catherine Huang Hara | CCSS | X | | | | | | | | | | | |
| Peter McCoy | VA-CRRC | AB | | | | | | | | | | | |
| Jennifer Huse | SNAMHS | X | | | | | | | | | | | |
| Tanya Sutton | Bitfocus | AB | | | | | | | | | | | |
| Ariana Saunders | CCSS | AB | | | | | | | | | | | |
| Danita Osborne-Morris | CCSS | X | | | | | | | | | | | |
| Sanaa Khan | CNLV | AB | | | | | | | | | | | |
| Michael Reed | Bitfocus | X | | | | | | | | | | | |

Working Group: Census

Champion: Karen Schneider

Meeting Info:

January 15—Last planning meeting prior to conducting the census. Each Team provided reports on progress.

- a. Training Team – update: Brenda reported that sites have started conducting their local trainings and have been talking with volunteers. Many volunteers have been watching the online videos. Discussed portal for participants to submit questions and for a quiz next year.
- b. Survey Team – update: Ariana reiterated that this is completed and has been tested. Julee indicated that feedback has been incorporated and it is good to go!
- c. Mobile App Team – update: Catherine reported that we not using mobile app; Julee reported that Surveys is ready for the count. Catherine talking with Lou Lacey about testing ARCGIS in tunnels; putting hold on trying it during the count and will try to test it during the year.
- d. Volunteer Recruitment Team – update: Heather reported that the MGM recruitment has not gone as well as we/they had hoped. Their recruitment will stay open a bit longer. Currently 177 volunteers compared to 75 this time last year. 2/3 of volunteers sign up within last 10 days of registration. Even got 13 volunteers in last 24 hours. Active recruitment is still going. Working on donations for each site and continuing to reach out to previous volunteers.

Data and System Improvement Working Group Report to the CoC Board

- e. Community Awareness Team – update: Catherine recommended that we ensure Dan Kulin knows of any public outreach efforts; Added to Community Engagement Group agenda for CoC; has pushed for volunteers through newsletter. Requested another press release this week. Dan is lead with coordinating media arriving at Catholic Charities and has talked with Leslie to make arrangements. The VA has hired someone to video record the census to put together a 30 minute video regarding homelessness and Veterans.
- f. Youth Team – update: Rico reported that NPHY is holding a training session on Thursday from 5 – 6 pm; encouraged to see the larger number of committed volunteers. Ready for training and deployment.
- g. Other – Catherine is meeting with outreach teams regarding their count components; she is also meeting with public office for rural count; will check in with Annie regarding their deployment; waiting to determine training needs for peer navigators.

January 22-24th Conducted the Homeless Census

January 29—Census Debrief—full debrief report forthcoming



Working Group Report to the Board January 2019

Working Group: Evaluation Working Group (EWG)

Champion: Mike Pawlak

Meeting date, time, and location: January 14, 2019 from 8:30 a.m. – 10:30 a.m. at the Clark County Social Service, 3rd Floor Training Room

Working Group Members: **PRESENT** – Catherine Huang Hara (CCSS), Alisha Barrett-phone (Ryan White), Bridget Claridy-phone (HELP of SNV), Christy Shannon-phone (Safe Nest), Danita Osborne-Morris (CCSS), Julee King-phone (Bitfocus), Stacy DiNicola (City of Henderson), Stephany Coaley-phone (City of Las Vegas). **ABSENT** –Angela Philips-phone (Habitat for Humanity), Annie Wilson (LVMPD), Elvira Ramirez (NV Health Centers), Norma Dorn (Dept. of Family Service), Sarah Reber (State Division of Welfare).

Accomplishments - Action Items Completed:

1. 2019 Local Application Process

- Approval of PRESTO – PRESTO is a platform that was created by HomeBase to integrate with the CoC Process and is useful for the scoring and ranking process. Data can also be imported and utilized through the system. CCSS will still have access to ZoomGrants and information can be saved for records. Danita will check that there is nothing in the policies and procedures that goes against using PRESTO and there will be a joint meeting of MWG and EWG to review those P&Ps. The EWG agreed to move forward with PRESTO.
- Timeline – The group is looking at the timeline for the 2019 application process. Monitoring will begin in February and hopefully this will go smoothly. The Joint MWG and EWG will start meeting quarterly to discuss these changes to the schedule. Looking at February or March for joint meetings. Data group will identify community priorities and will share with MWG and EWG to prepare for 2019 application process. There will be updates from the third-party vendor for monitoring. Application review will happen around mid-March or early April and have applications due by mid- to late April.

2. **Governance Structure Review** – The HMIS Working Group will report to the Data and System Improvement Working Group, which is its own main working group, and the Youth Working Group will elevate to be its own working group. There are now seven main working groups. There will be more discussion about where the Census Planning Working Group will go, under Data or under Planning. This structure was approved at the last CoC Board meeting with the exception of those changes. There will also be upcoming discussions about who will champion the Joint Housing Working Group and the Trust Fund Ad Hoc Group.

3. **100-Day Challenge for Homeless Youth Update** - There was a team from Southern Nevada that traveled to Miami in November to meet with other CoCs participating in the challenge. The group just reached their 50-day, or halfway point, and a rep from HomeBase was in Las Vegas last week. There will be a report out at the end of the 100 days and all outcomes will be reviewed. Youth Homelessness Demonstration Project is on hold due to the government shutdown.

4. **Government Shutdown Effects on Funding** - Collaborative applicant is asking partner agencies if they have had any difficulties due to the government shutdown. Representative Susie Lee reached out to Clark County and asked if there have been any problems. HELP of Southern Nevada said that they have not had any problem receiving payments. There have been emails regarding SNAP and that there might not be enough funding to continue food assistance in February. Housing and food assistance could be affected, as well as our CoC awards.

5. Update on Jurisdictional ESG Funding and Projects

City of Las Vegas: No updates.

City of North Las Vegas: No updates.

Clark County: ESG applications have closed and the review committee will make their recommendations for funding.

6. **Monitoring Working Group Update** - Policies and procedures have been finalized for the MWG and they will be shared with the Steering Committee, who will then determine if it goes to the CoC Board or gets approved by Steering Committee.



Working Group Report to the Board January 2019

Monitoring will begin in February and Julee at Bitfocus will begin testing V3. Leone will be leaving North Las Vegas so a new champion of the monitoring working group will be selected.

7. Data & System Performance Working Group Update – The group is looking at upcoming community priorities and will share that information. Their meetings will be rescheduled due to holidays in January and February. The Census Planning Working Group has their next meeting on January 15, 10:30-12:00 p.m., at the CCSS Training Room, 1600 Pinto Lane, Las Vegas.

8. Next steps/Action Items

- Next Evaluation Working Group Meeting on February 11, 2019 at 8:30 am
- Scheduling of Quarterly Joint Meetings between Evaluation Working Group, Monitoring Working Group and Performance Working Group

9. Upcoming Community Events

- Pop-up Homeless Connect on January 15 at 10:30 a.m. to 1:30 p.m.
 - Salvation Army, 35 W. Owens Ave., Las Vegas
- 2019 Homeless Census
 - Urban Count – January 22, 2019 at 10:00 p.m. to January 23, 2019 at 4:00 a.m.
 - Catholic Charities, Cambridge Rec Center, Mountain Crest Rec Center, Henderson Multigenerational Center, Rawson Neal Psychiatric Hospital, and Walnut Recreation Center
 - Youth Count – January 23, 2019 at 7:30 a.m. to 2:30 p.m.
 - NPHY, Olive Crest, Shannon West Homeless Youth Center, Step-Up
- Equal Access Training – January 30-31, 2019
- Southern Nevada Homelessness Continuum of Care Board Meeting on February 14 at 2:00 pm
 - United Way of Southern Nevada Boyd Board Room, 5830 W. Flamingo Rd
- Statewide CoC Meeting on March 12-13, 2019
 - Location TBD

Meeting adjourned at 9:20 a.m.

Next Meeting on February 11, 2019 at 8:30 am

Southern Nevada Homelessness Continuum of Care Board

Youth Working Group

Monday, January 28, 2019

*Attendees (*call-ins):*

Arash Ghafoori, NPHY; Melissa Jacobowitz, NPHY; Allison Steinzor, NPHY; Catherine Huang Hara, CCSS; Heather Shoop, CCSS; Brenda Herbstman, CCSS; Meg Pike, CCSD Title I HOPE; Kim Moore, HELP SWHYC; Ariel Racine, DFS; Denise Charles, St. Jude's Ranch; *Joe Taylor, CCSS Step UP Program; *Julee King, Bitfocus; *Mike Reed, Bitfocus; *Najea Rogers, City of LV

Meeting Agenda

I. Welcome & Introductions

- Arash explained that the CoC Board updated their governance structure. The Youth Working Group is no longer a subgroup of the Planning Working Group, but is now its own body that reports directly to the CoC Board.

II. Funding Opportunities

- HUD recently announced their first round of approvals for the CoC FY 2018 renewal and transition grant awards; NPHY's Independent Living Program, St. Jude's New Crossing Program, HELP's Shannon West Homeless Youth Center, and Southern Nevada Children First's A Place Called Home and Moving Forward have been chosen to receive funding.

III. 100-Day Challenge Update

- HomeBase recently hosted a mid-point review. Following the mid-point review, it was decided by the 100-Day Challenge Teams to amend the 100-Day Challenge goal from "In 100 days we will prevent 50 system-involved youth from entering homelessness and house 100 youth experiencing homelessness under age 25 with new and/or innovative housing solutions" to "in 100 days we will prevent 50 system-involved youth from entering homelessness and house 100 youth experiencing homelessness under age 25; 20% of those 100 youth will be housed with new and/or innovative housing solutions."

IV. 2019 Homeless Point in Time Count

- This year NPHY, HELP of Southern Nevada, Olive Crest, and Clark County Step UP were the four youth deployment sites for the youth count.

Overall, this year's Youth Census went well but it was suggested that the following changes take place next year:

- Volunteer trainings occur at the youth deployment sites to better familiarize volunteers
- Agencies have more flexibility in choosing their own deployment teams (such as using existing relationships with corporate volunteers)
- School engagement and participation in the PIT Count be strengthened.

V. Youth Action Board Update

The Southern Nevada Youth Action Board, Young Adults in Charge, meets every Tuesday from 4:00 p.m. to 5:30 p.m. at the NPHY Drop-In Center conference room and is open to all youth under the age of 25 who have experienced homelessness, system-involvement, or hardship. Recently, members have been busy with multiple projects including organizing a youth focus group to inform the Youth Census, providing feedback for the Youth Census volunteer training, reviewing policy issues that affect homeless youth, and offering youth voice into planning the 100-Day Challenge goals.

VI. Youth Coordinated Entry Update

HELP of Southern Nevada has hired Community Matchers to work under the CoC Coordinated Entry Systems. More discussion is needed on how the Youth Coordinated Entry System will operate under the new changes to align with previously established policies.

A couple of issues associated with the Youth CE System were mentioned, including: what to do when youth become pregnant while in transitional housing and need to be placed back onto the community queue for reassignment, how often and under what relevant circumstances should reassessment occur, and how long housing placement beds should be held for each potential client. YWG will continue to work with the CE Task Force and CE Working Group for troubleshooting.

VII. Agency Updates

No new agency updates were mentioned at this time.