CoCB Grant Committee
April 28th, 2017
1:00 AM – 2:30 PM
River Place Conference Room 3 - Polk County Health Services

Agenda
Welcome
5 Minutes Letter of Interest: May 9th drop and close on May 19th
  • Insert the dates and priority after May board meeting approval

70 Minutes CoC Grant Items: These will be reviewed in detail in our meeting
  • HMIS MOU: Review, adopt and sign by start of FY18
  • Review Updated CoC Project Grant Application: Attached and changes in red
  • Review CoC Grant Application Score Sheet: excel document attached
  • Review the HMIS Application Score Sheet: excel document attached
  • Review Ranking and Priority review: discuss and lift to CoCB
    o 2016 Priorities included in packet

Follow-up from March:
  • AAQ Submitted asking to find out why scored the way we did: No response
  • YESS: They still have not received final wording.
  • TA requested: Youth and CoC calls on Thursday

15 Minutes Additional questions or items
  • Next meeting: May 26th, 2017, day before Memorial Day weekend?

Adjourn: 2:30 PM

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Memorandum of Understanding
Between the
Polk County Continuum of Care
and
The Institute for Community Alliances

A. Purpose and Scope
The purpose of this Memorandum of Understanding (the “MOU”) is to confirm agreements
between the Polk County Continuum of Care Board (“CoCB”) and the Institute for
Community Alliances (“ICA”) in connection with the Homeless Management Information
System. As such, the MOU sets forth the general understandings, and specific
responsibilities, of each party relating to key aspects of the governance and operation of
the Polk County Continuum of Care’s Homeless Management Information System. This
agreement is effective on September 12, 2016 and through July 31, 2017.

B. Background
The Homeless Management Information System (“HMIS”) is a collaborative project of the
Polk County Continuum of Care, including the CoCB, ICA, and participating partner
agencies. HMIS is a computerized data collection application designed to capture
information about persons experiencing homelessness and homeless programs over time.
HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD) for all
communities and agencies receiving HUD Continuum of Care homeless assistance funds
and Emergency Solutions Grant (ESG) funds. HMIS is essential to efforts to streamline
client services and inform public policy. Through HMIS, people experiencing homelessness
benefit from improved coordination in and between agencies, informed advocacy efforts,
and policies that result in targeted services. Analysis of information gathered through HMIS
is critical to the preparation of a periodic accounting of homelessness in Polk County, which
may include measuring the extent and nature of homelessness, the utilization of services
and homeless programs over time, and the effectiveness of homeless programs. Such an
unduplicated accounting of homelessness is necessary to service and systems planning,
effective resource allocation, and advocacy. The parties to this MOU share a common
interest in collaborating to end homelessness and successfully implementing and operating
HMIS in Polk County.
The Polk County Continuum of Care (“Polk County CoC”) is a communitywide collaborative
that works to provide a range of homeless housing and services. The continuum of care
system components include prevention, emergency shelter, transitional housing,
permanent affordable/permanent supportive housing, supportive services, outreach
services for each homeless subpopulation, and integration with “mainstream” programs.
HMIS enables homeless service providers to collect uniform client information over time. Analysis of information gathered through HMIS is critical to accurately calculate the size, characteristics, and needs of the homeless population.

C. General Understandings
1. Polk County CoC Governance
The CoCB is the lead planning group for efforts to end homelessness and for implementing and operating a homeless continuum of care system in Polk County. As such and under HUD policy, the CoCB is responsible for oversight of the HMIS implementation and assurance that the HMIS is in compliance with HUD’s national HMIS Standards. The CoCB will carry out oversight and governance responsibilities and also review and approve all local HMIS policies and procedures.
2. Lead Agency Designation
The CoCB designates ICA as the HMIS Lead Agency to manage HMIS operations on its behalf and to provide all HMIS administrative functions.
3. Funding
3a. HUD Grant
HMIS activities are partially funded by a HUD continuum of care grant and HUD-required local match funds. ICA has been awarded this grant and subsequent renewals since 2004. The terms and uses of HUD funds are governed by the HUD continuum of care grant agreement and applicable rules.
3b. Local Jurisdiction and Partner Agency Cash Match
The HUD continuum of care grant comes with a 25% cash match requirement. Continuing match funding is subject to and contingent upon available annual financing from local jurisdictions and partner agencies. In the event there is a shortfall in the cash match ICA will consult with the CoCB to identify new funding options.
3c. ESG Program
The City of Des Moines allocates 3% of the total ESG funds for each program year to the Lead HMIS Agency (ICA) through a no-competition contract
4. Software and Hosting
The CoCB has selected ServicePoint™ to serve as the sole HMIS software application for the CoC. All partner agencies agree to use ServicePoint™ as configured for the Polk County HMIS network.
5. Compliance with Homeless Management Information System Standards
The HMIS will be operated in compliance with HUD HMIS Data and Technical Standards and other applicable laws. The parties agree to make changes to this MOU, other HMIS operational documents, and HMIS practices and procedures to comply with any and all revisions of these Data and Technical Standards within the HUD-specified timeframe for such changes.
6. Local Operational Policies and Agreements
The HMIS continues to operate within the framework of agreements, policies, and procedures that have been developed and approved over time by Polk County CoC, the State of Iowa's Iowa Council on Homelessness, and the Siouxland Continuum of Care. These agreements, policies, and procedures include but are not limited to the HMIS Policies and Procedures Manual, Privacy Policies and Notices, Client Release of Information (ROI) Forms and Procedures, Standardized Information Collection Forms (Intake and Exit), Partner Agency Agreements, and User Agreements. Changes to the policies and procedures may be made from time to time by the applicable parties to comply with the HMIS Standards or otherwise improve HMIS operations.

D. Specific Responsibilities of the Parties
1. CoCB Responsibilities
The CoCB serves as the lead HMIS governance body, providing oversight, project direction, policy setting, and guidance for the HMIS project. These responsibilities include:
a. Responsibility for ensuring and monitoring compliance with the HUD HMIS Standards.
b. Designating the HMIS Lead Agency and the software to be used for HMIS, and approving any changes to the HMIS Lead Agency or software.
c. Conducting outreach and encouraging participation by all homeless assistance programs and other mainstream programs serving homeless people.
d. Reviewing and approving all HMIS operational agreements, policies, and procedures.
e. Working to inform elected officials, government agencies, the nonprofit community, and the public about the role and importance of HMIS and HMIS data.
f. Guiding data quality and reporting.
g. Promoting the effective use of HMIS data, including measuring the extent and nature of homelessness, the utilization of services and homeless programs over time, and the effectiveness of homeless programs.
h. Provide all local information as necessary for compilation of the Continuum of Care Bed Inventory, Point in Time Street Count, and support ICA in preparing the Annual Homeless Assessment Report.
2. ICA Responsibilities
ICA serves as the lead agency for the HMIS project, managing and administering all HMIS operations and activities. These responsibilities are contingent on receipt of the appropriate HUD grant funding and local match dollars from participating jurisdictions and partner agencies and include:
a. General Responsibilities:
(1). Serving as the liaison with HUD regarding the HUD HMIS grant.
(2). Serving as the liaison with the software vendor.
(3). Attending all applicable Polk County CoC and CoCB meetings.
(4). Providing overall staffing for the project.
(5). Participating in the success of HMIS.
(6). Complying with HUD HMIS Standards (including any and all anticipated changes to the HMIS Standards) and all other applicable laws.
(7). Maintaining the HUD McKinney-Vento continuum of care project grant, applying for renewal funds each year, and administering the HUD HMIS grant.
(8). Securing all required cash or in kind match funding.
(9). Annually preparing the HUD McKinney-Vento continuum of care NOFA application sections related to HMIS and Point in Time activities, as well as the HMIS project application.

b. Support of the HUD ESG Grant:
(1). Provide area homelessness data as needed for the City’s Consolidated Plan and related documents.
(2). Provide a report template that can be submitted by ESG sub recipients for monthly or quarterly monitoring for ESG compliance.
(3). Provide ESG Annual Performance review reports to assist in ESG program evaluation and the ESG application process.
(4). Provide data for the U.S. Conference of Mayors Hunger and Homelessness Survey.

c. Administration and Support of the Technical Infrastructure of the Polk County Centralized Intake Network:
(1). Partner with community providers to create the design and implementation of the Centralized Intake Network into the HMIS system.
(2). Maintain and adjust the common assessment tools within the HMIS Network.
(3). Adjust system settings and reports as needed to meet current Continuum priority populations (Chronic, Veteran, Children)
(4). Assist with general reporting and prioritization lists from the HMIS for the purpose of Centralized Intake.

d. Project Management and System Administration:
(1). Selecting and procuring server hardware or server hosting arrangements.
(2). Arranging, hosting, and executing the hosting facility agreement, if necessary.
(3). Procuring server software and licenses.
(4). Providing and managing end user licenses (per terms of grant agreement with HUD).
(5). Creating project forms and documentation.
(6). Preparing/updating HMIS project policies and procedures and work with the CoCB to monitor and ensure compliance with these policies and procedures.
(7). Prepare and execute all software vendor contract and licensing, security arrangements, partner agency MOUs, and contractor agreements.
(8). Obtaining and maintaining signed partner agency MOU’s.

d. Administering HMIS end users, including:
(1). Add and remove partner agency end users
(2). Manage user licenses
e. Training:
(1). Provide all training and user guidance needed to ensure appropriate system use, data entry, data reporting, and data security and confidentiality, including:
(a). Training documentation;
(b). Confidentiality and Intake/Exit Forms training;
(c). Application training for agency administrators and end users;
(d). Outreach to users/end user support;
(e). Training timetable; and
(f). Helpdesk.

f. Data Quality:
(1). Ensuring all client and homeless program data are collected in adherence to the HUD HMIS Data Standards and local additional requirements thereto.
(2). Customizing the HMIS application to meet local data requirements.
(3). Monitoring data quality, generating agency exceptions reports,
(4). Ensuring data quality.
(5). Preparing and implementing a data quality plan.
(6). Carrying out aggregate data extraction and reporting (in coordination with the Polk County CoCB) including the HMIS data needed for an unduplicated accounting of homelessness, excluding the Point in Time and Street count.
(7). Assist partner agencies with agency-specific data collection and reporting needs, such as the annual progress report and program reports (within reason and within constraints of budget and other duties).

g. Satisfactory Assurances Regarding Confidentiality and Security:
(1). ICA will receive from client information that may be subject to the privacy, security protections, and requirements of HUD HMIS Standards, HIPAA Privacy Rule, other law, and local HMIS privacy and security policies and procedures. ICA agrees that it will use protected client information only for purposes permitted by partnership agreements and as permitted by the applicable law and HUD HMIS Standards. Further, ICA agrees it will make use of all safeguards required by HUD Privacy Standards, HIPAA Privacy Rule, where appropriate, other law, and local HMIS privacy and security policies and procedures to prevent any unauthorized disclosure of protected client information.

E. Period of Agreement and Modification/Termination
1. Period of Operation and Termination: This MOU will become effective upon signature of the parties and shall remain in effect until terminated by the parties. Each party shall have the right to terminate this MOU as to itself only upon 90 days prior written notice to the other party.
2. Amendments: Amendments, including additions, deletions, or modifications to this MOU must be agreed to by all parties to this MOU. The signatures of the parties indicate their agreement with the terms and conditions set forth in this document.
3. Annual Review: This MOU will be reviewed collaboratively by the CoCB, the collaborative applicant, alCA on an annual basis.

**HMIS MOU Signature Page**

POLK COUNTY CONTINUUM OF CARE BOARD

By ________________________________________________
Mark Phillips, Executive Director

Date: __________________________

INSTITUTE FOR COMMUNITY ALLIANCES

By ________________________________________________
David Eberbach, Executive Director

Date: __________________________
**Polk County Continuum of Care Board**  
**2016 CoC Program Competition**  
**Ranking Overview and Strategy**

**Project Review and Ranking**

The Polk County Continuum of Care Board’s (PCCoCB) strategic plan has focused on the priorities of serving chronically homeless persons with permanent supportive housing, advocate for Housing First practices and models, and rapid rehousing for families and individuals. The PCCoCB will continue to identify and capitalize on opportunities to demonstrate the effectiveness in applying these key strategies. The 2016 CoC Program competition provides one of these opportunities. Through this federal annual competition, the PCCoCB has an opportunity to invest $3,172,284* into community resources designed to effectively reduce homelessness. As part of this competition, the CoCB has structured a competitive process to ensure that the federal CoC Program funds and community resources will generate the desired outcome of ending homelessness.

Consistent with the HUD Notice of Funding Availability for the Continuum of Care (CoC) Program, the CoCB has developed a process and criteria for reviewing and ranking all project applications. To incorporate the PCCoCB strategic priorities into the 2016 competition, the PCCoCB has structured a ranking process, reflected in a competitive scoring review, that is based on project type, sub-populations to be served, consistency with Housing First practices, cost efficiency, project quality, participation in Centralized Intake, and achievement of performance measures consistent with system-wide performance goals.

**Eligible project types:**

- Permanent Housing (PSH & RRH)
- Transitional Housing serving exclusively homeless youth

**Prioritized sub-populations in this order:**

1. Adults, youth or families experiencing chronic homelessness (PSH)
2. Adults, youth or families who are unsheltered and those accessing emergency shelter (RRH, TH or SSO)
3. Adults, youth or families who are experiencing other forms of homelessness

**Ranking projects in Tier 1 and 2:**

- Renewal projects will be ranked first in Tier 1 based on total score highest to lowest.
- New projects will be ranked next in Tier 1 and/or 2 based on total score highest to lowest.
- Renewal projects with a performance measure score of 30 points or less may be subject to reallocation or moved to Tier 2 and ranked based on total score.

*Final amounts will be posted by HUD no earlier than August 5, 2016*