

Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: NM-501 - New Mexico Balance of State CoC

1A-2. Collaborative Applicant Name: New Mexico Coalition to End Homelessness

1A-3. CoC Designation: CA

1A-4. HMIS Lead: New Mexico Coalition to End Homelessness

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

| Organization/Person Categories | Participates in CoC Meetings | Votes, including selecting CoC Board Members |
|--|------------------------------|--|
| Local Government Staff/Officials | Yes | Yes |
| CDBG/HOME/ESG Entitlement Jurisdiction | Yes | Yes |
| Law Enforcement | Yes | No |
| Local Jail(s) | No | No |
| Hospital(s) | Yes | No |
| EMS/Crisis Response Team(s) | Yes | No |
| Mental Health Service Organizations | Yes | Yes |
| Substance Abuse Service Organizations | Yes | Yes |
| Affordable Housing Developer(s) | Yes | Yes |
| Disability Service Organizations | Yes | No |
| Disability Advocates | Yes | Yes |
| Public Housing Authorities | Yes | Yes |
| CoC Funded Youth Homeless Organizations | Yes | Yes |
| Non-CoC Funded Youth Homeless Organizations | Yes | Yes |
| Youth Advocates | Yes | No |
| School Administrators/Homeless Liaisons | Yes | No |
| CoC Funded Victim Service Providers | Yes | Yes |
| Non-CoC Funded Victim Service Providers | Yes | No |
| Domestic Violence Advocates | Yes | No |
| 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 | Not Applicable | No |
| Homeless or Formerly Homeless Persons | Yes | Yes |
| Mental Illness Advocates | Yes | No |
| Substance Abuse Advocates | Yes | No |

| | | |
|------------------------------------|-----|-----|
| Other:(limit 50 characters) | | |
| State Government Agency Staff | Yes | No |
| Mortgage Finance Authority Staff | Yes | Yes |
| Local business representatives | Yes | Yes |

**1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness.
(limit 2,000 characters)**

1. The CoC has a diverse membership - including, for example, DV organizations, youth providers, formerly homeless individuals, disability organizations, and the NM Transgender Resource Center - and we hold member meetings every 2 months to solicit their opinions. The CoC also takes advantage of its geographic diversity by holding member meetings in rotating locations around the state. For these meetings, the CoC's local members invite additional partners (e.g. law enforcement, medical services, mental health, local government) from their community, thereby ensuring an even greater range of opinions. The CoC also ensures that its Board, along with the Board of the Collaborative Applicant, include diverse organizations and persons, including those with lived experience. The CoC also relies on various subcommittees and working groups - such as our Youth Action Board, and working groups consisting of PSH and RRH providers - to ensure wide input into the development of shared strategies, CoC-wide policies, etc. Finally, the CoC participates in collaborative community efforts to address housing needs, such as the Santa Fe Mayor's Task Force, which includes 33 organizations representing both government and non-government entities.
2. The CoC maintains year-round information on its website about public member meetings. We also maintain a list-serve of over 1000 people, who are notified in advance of our public member meetings. For those meetings, we work with agency partners in the community in which a given meeting will be held to ensure that a broad round of invitations go out to other interested organizations and persons.
3. Minutes are taken at all member meetings, and these help to structure the work of the collaborative applicant, the CoC Board, and the CoC's subcommittees and work-groups. Periodically the CoC Board will also create new work-groups to respond to issues or questions that are discussed at our public member meetings.

**1B-2.Open Invitation for New Members. Applicants must describe:
(1) the invitation process;
(2) how the CoC communicates the invitation process to solicit new members;
(3) how often the CoC solicits new members; and
(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)**

1. The process to join the CoC involves a basic form and a simple dues structure that includes a sliding scale for organizations based on their budget, and no dues requirement for individuals with lived experience of homelessness or organizations with very small budgets. New members may join the CoC at any time of the year.
2. An invitation to join the CoC is always posted on the CoC website, along with the membership form. At least annually, the CoC also sends out an invitation to our list serve of over 1000 people. Finally, at least annually, the CoC undertakes a special outreach process to solicit recommendations from our member agencies for new CoC, CoC Board, and Sub-Committee members who have lived experience of homelessness.
3. An invitation to join the CoC is always available on the CoC website. Outreach via our large list serve, and for new members with lived experience of homelessness, occurs at least annually.
4. At least annually, the CoC conducts special outreach to our member agencies and those on our email list to solicit recommendations of new members who have lived experience of homelessness. The CoC's lack of required dues for members with lived experience is specifically intended to encourage participation from persons experiencing homelessness or from formerly homeless persons.

1B-3.Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals. (limit 2,000 characters)

1. The CoC uses various methods to notify the public that it is accepting new project application proposals, including the method in which proposals should be submitted. The CoC made this notification and provided instructions about how to submit proposals via its list serve of over 1000 people, and on its website. The CoC also notified the public about the opportunity to apply for new projects via social media, a press release, and via advertisements in two regional newspapers (the Santa Fe New Mexican and the Albuquerque Journal). These announcements in social media and the press directed interested projects to the collaborative applicant's staff, who then provided detailed instructions about how to submit proposals.
2. All new and renewal project applications received by the CoC were included in our Impartial Review Committee's review, evaluation, and ranking process. In other words, no submitted proposal was screened out in advance for consideration by our Impartial Review Committee.
3. The CoC's public announcements that it was open to proposals occurred as follows: Facebook (May 16, 2018); press release (May 15, 2018); Albuquerque Journal advertisement (June 26, 2018); Santa Fe New Mexican advertisement (June 28, 2018); CoC list serve announcement to over 1000 people (July 3, 2018); public posting on CoC website (July 3, 2018).
4. The CoC does accept proposals from agencies that have not previously received CoC funding, and it publicly announced the CoC funding opportunity to reach all who might be interested in applying.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

| Entities or Organizations the CoC coordinates planning and operation of projects | Coordinates with Planning and Operation of Projects |
|---|---|
| Housing Opportunities for Persons with AIDS (HOPWA) | Yes |
| Temporary Assistance for Needy Families (TANF) | Yes |
| Runaway and Homeless Youth (RHY) | Yes |
| Head Start Program | Yes |
| Funding Collaboratives | No |
| Private Foundations | Yes |
| Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs | Yes |
| Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs | Yes |
| Housing and service programs funded through other Federal resources | No |
| Housing and services programs funded through State Government | Yes |
| Housing and services programs funded through Local Government | Yes |
| Housing and service programs funded through private entities, including foundations | Yes |
| Other:(limit 50 characters) | |
| | |
| | |

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:

- (1) consulted with ESG Program recipients in planning and allocating ESG funds; and**
 - (2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.**
- (limit 2,000 characters)**

1. The CoC has monthly meetings with the NM Mortgage Finance Authority, which is the ESG Recipient in our CoC, and these meetings include consultation about the distribution of ESG funds to sub-recipients. For instance, the CoC and our ESG Recipient are in the midst of a project to map out the

distribution of ESG funds and project types across the Balance of State region, to ensure an equitable and targeted distribution of funds. Our ESG Recipient is also in the midst of preparing a new round of RFPs for ESG funding, which have been influenced by discussions with the CoC around the use of coordinated entry, the importance of data quality and timeliness, successful exit destinations, and cost effectiveness.

2. The CoC took the lead in evaluating and reporting performance of ESG sub-recipients, which are included in an evaluation tool produced by the CoC. This evaluation tool breaks down projects by component (e.g. Homeless Prevention, Rapid Rehousing, Emergency Shelter), and also by sub-population (e.g. DV). The tool allows an analysis of performance in the following areas: exit destinations, income maintenance and increases, utilization, recidivism, data timeliness, data quality, coordinated entry participation, and numbers served; the tool also includes funding amounts and a cost effectiveness measure. The evaluation tool has been a significant driver of conversation and collaboration between the CoC and our ESG Recipient. For instance, this year the tool has sparked a major effort to improve the data quality and system integration of ESG sub-recipients that serve victims of domestic violence.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area? Yes to both

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)? Yes

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe:

(1) the CoC's protocols, including the existence of the CoC's emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and
(2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

1. The CoC has adopted a VAWA emergency transfer plan as part of its CoC-wide Common Standards. Our plan is based on a model published by HUD, and it establishes a participant's eligibility for transfer if the participant reasonably believes that there is a threat of imminent harm from further violence if the participant remains within the same unit. The plan's protocols for executing a transfer emphasize client confidentiality, safety, and choice. For instance, the plan takes advantage of the CoC's status as a Balance of State by allowing clients to move out of their local area if they need and want to do that to ensure

their safety. The CoC has also confirmed with Taos Community Against Violence, a CoC member that receives DOJ VOCA and OVW funds for transitional housing, that they operate these programs in a manner consistent with the CoC's VAWA emergency transfer plan.

2. As noted in part 1 of this response, our VAWA emergency transfer plan advances client choice and safety by providing multiple ways to secure safer housing if their current housing becomes unsafe. The CoC has also created the conditions for client choice and safety through an emphasis on scattered site rapid rehousing: all DV agencies that receive CoC or ESG rental assistance funds offer scattered site rapid rehousing vouchers, which give clients an active role in selecting their housing location. Finally, the CoC has created a coordinated entry system that allows clients to access coordinated entry resources safely. All CoC DV agencies are trained to administer our common assessment tool and to maintain their own internal prioritized list for rapid rehousing and/or transitional housing operated by the DV agency. If clients so choose, our coordinated entry process also allows them to enter anonymously into the statewide coordinated entry system. This system promotes client choice while ensuring that the process remains confidential, victim-centered, and trauma-informed.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

1. The CoC provides training at least annually to CoC area project staff on best practices for working with survivors of domestic violence, dating violence, sexual assault, and stalking. This year, the CoC sponsored a day-long training on 'Engaging Special Populations' that included a dedicated session on working with domestic violence survivors. That training was led by a DV agency partner, and it included instruction on the wide range of victim experiences, critical warning signs for providers to be aware of, effects of abuse and violence on adult and child survivors, how to work with survivors to create a safety plan that addresses their specific situation and takes into account their expertise about their needs, and important implications and requirements embedded in VAWA.

2. This year the CoC began sponsoring an annual training for the CoC's coordinated entry staff. The training was led by a DV agency partner on best practices in serving survivors of domestic violence. The training covered the wide range of victim experiences, critical warning signs, effects of abuse and violence on adults and children, safety planning, VAWA provisions, and the relationship between DV providers and the coordinated entry system.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)

The CoC's DV agencies with CoC and/or ESG funding use a desktop comparable database in order to ensure compliance with VAWA privacy requirements. The CoC therefore uses CAPER ESG data to develop an aggregated picture of community needs related to domestic violence, and we

have to this point focused on CAPER data from shelters, because they are the primary front door component for domestic violence survivors. Looking ahead, the CoC is involved in two efforts to improve our ability to aggregate meaningful data on DV survivors in ways that respect the data-sharing restrictions imposed by VAWA. First, in August 2018, our HMIS team notified all CoC-agencies about our upcoming participation in HUD's Longitudinal Systems Analysis, and agencies were specifically notified that HMIS questions about DV status should in practice be treated as Universal Data Elements. We expect that these efforts will lead to more robust data within HMIS itself that we can aggregate to better understand the needs of DV survivors. Second, the CoC is reviewing methods to aggregate data files submitted by our DV agencies on a monthly or quarterly basis. We have started moving in this direction by working with our ESG Recipient to require that ESG-funded shelters submit a subset of the CAPER on a monthly basis, and we are now turning to consider how to automate parts of this process to allow an aggregated analysis of significantly more data points.

1C-4. DV Bonus Projects. Is your CoC Yes
applying for DV Bonus Projects?

1C-4a. From the list, applicants must indicate the type(s) of DV Bonus project(s) that project applicants are applying for which the CoC is including in its Priority Listing.

| | |
|-----------------------|-------------------------------------|
| SSO Coordinated Entry | <input checked="" type="checkbox"/> |
| RRH | <input checked="" type="checkbox"/> |
| Joint TH/RRH | <input type="checkbox"/> |

1C-4b. Applicants must describe:

- (1) how many domestic violence survivors the CoC is currently serving in the CoC's geographic area;
(2) the data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

1. The CoC is currently serving approximately 167 persons in who are fleeing domestic violence.
2. This number was calculated by considering data from both HMIS, and from the comparable database used by DV agencies in our CoC. For HMIS participating projects, we ran a count of the number of persons in HMIS on June 30, 2018 who were fleeing DV, and who were being served in projects other than an emergency shelter (82 persons). For our CoC-funded DV projects, all of which use a comparable database, we calculated the average of their 4 PIT counts, as reported in an APR report covering CY2017 (84.75 person/night).
3. The data was originally collected and entered by all non-emergency shelter projects participating in HMIS, and by the CoC's transitional housing and rapid rehousing projects dedicated to serving domestic violence survivors. The HMIS data was compiled by running an APR covering a single day (June 30, 2018). The DV data was compiled by adding the average of the four PIT counts for each DV project, as reported in an APR covering CY2017.

1C-4c. Applicants must describe:

- (1) how many domestic violence survivors need housing or services in the CoC's geographic area;**
 - (2) data source the CoC used for the calculations; and**
 - (3) how the CoC collected the data.**
- (limit 2,000 characters)**

1. We estimate that at least 287-307 persons fleeing DV need permanent housing and supports (e.g. RRH) in the CoC's geographic area, and that at least 399 need services and emergency shelter (ES).
2. The 287-307 estimate includes the 167 persons the CoC is currently serving, calculated using PIT counts from CY17 APRS for CoC-funded DV projects, and 6/30/18 data from HMIS for all non-ES, non-DV projects. Our estimate relies on additional data from HMIS, the comparable database used by DV agencies, and census data. For HMIS participating projects, we counted the persons in HMIS on 6/30/18 who were fleeing DV and in a non-DV ES (7 persons). For ESG-funded DV projects, which use a comparable database, we calculated the average of their 4 PIT counts for households, as reported in the CY17 CAPER reports (146.75 households/night). Because the CAPER does not include persons in its PIT numbers, we scaled the 146.75 households by a factor of 2.67, which is the US Census figure for persons/household in New Mexico from 2012-2016 (yielding 391.8 persons). Adding 7 to 391.8, we found that there were approximately 399 in need of services and ES. The NM Coalition Against DV and several CoC-member DV providers then estimated that 30-35% of persons in DV ES need permanent housing support (including RRH). This suggests that 120-140 (i.e. 30-35% of 399) DV survivors in ES need RRH support. Adding the 167 currently served to 120-140 yields 287-307 as an estimate of need.
3. The data on persons currently served was collected by non-ES projects participating in HMIS, and by the CoC's transitional housing and rapid rehousing projects dedicated to serving DV survivors. The data on persons in ES was collected by ES projects participating in HMIS, and by the ESG-funded DV shelters. The average number of persons/household is from census data. An estimate of the percentage of persons in DV ES who need RRH came from the NM Coalition Against DV and several of our CoC's DV agencies.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:

- (1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;**
 - (2) quantify the unmet need for housing and services for DV survivors;**
 - (3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and**
 - (4) describe how the CoC determined the unmet need for housing and services for DV survivors.**
- (limit 3,000 characters)**

1. There is currently an unmet need for permanent housing support (e.g. RRH) for households fleeing DV. There is also an unmet need rooted in the fact that our current coordinated entry system is inadequate to fully address the needs of

DV survivors. While we have a system in place for anonymous entry into the coordinated entry system, and for DV agencies to do their own coordinated entry, we know that many households are not being assessed. Thus part of our CoC's unmet need focuses on the ability of our coordinated entry team to develop deeper connections with our DV agencies in ways that respect VAWA privacy restrictions and ensure that all DV survivors are able to get assessed and prioritized. Finally, on a geographic level, we have only 4 DV agencies providing CoC-funded RRH across a large Balance of State region. We see a gap in our ability to serve DV survivors if they happen to reside in an area of the state that lacks a CoC agency able to provide RRH support.

2. We estimate that there is currently an unmet need of at least 120-140 persons fleeing DV who are need of permanent housing and supports (e.g. RRH).

3. The CoC's estimate of currently unmet need for housing and services for DV survivors relies on data that was originally collected and entered by all emergency shelter projects participating in HMIS, and by the DV shelters in NM that receive ESG funding. The HMIS data was compiled by running an APR covering a single day (June 30, 2018). The DV data was compiled by adding the average of the four household PIT counts for each DV project, as reported in a CAPER covering CY2017. The average number of persons per household was collected from publicly available census data for 2012-2016. Our estimate of the percentage of clients in DV shelter who need RRH came from the NM Coalition Against DV and several CoC members that run a DV shelter.

4. For HMIS participating projects, we counted the number of persons in HMIS on June 30, 2018 who were fleeing DV and in an emergency shelter (7 persons). For our ESG-funded DV projects, all of which use a comparable database, we calculated the average of their 4 PIT counts for households, as reported in a CAPER report covering CY2017 (146.75 households/night). Because the CAPER does not include persons in its PIT reporting, we scaled the 146.75 households by a factor of 2.67, which is the US Census reported average of persons/household in New Mexico from 2012-2016 (yielding 391.8 persons). Adding 7 to 391.8, we found that there were approximately 399 in need of services and shelter housing. Finally, we consulted with the NM Coalition Against DV and several of our CoC member agencies who are victim service providers. They estimated that 30-35% of persons in DV emergency shelter need permanent housing support (including RRH), while the remaining 65-70% are able to return to permanent housing without voucher support. The 120-140 estimated above represents 30-35% of 399.

1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors. (limit 2,000 characters)

Our DV Bonus projects will address the unmet need of DV survivors in part by increasing the number of available RRH units in the CoC. As indicated in our reply to 1C-4d, there is an unmet need of at least 120-140 RRH beds in our CoC for housing aimed at DV survivors. Valencia Shelter Service's proposed DV Bonus RRH project will increase the number of beds available in our CoC by at least 40. However, our DV Bonus projects will address the unmet need of DV survivors through more than a simple increase in the number of units available to them. In part, that is because Valencia Shelter Services' DV Bonus project will accept referrals from and house clients around the CoC. At this point, we have 4 CoC-funded agencies providing RRH, but 16 DV agencies

offering emergency shelter. We expect that our DV Bonus project will make CoC-funded RRH more available to DV survivors across the CoC. Likewise, our DV Bonus coordinated entry project will expand the capacity for referrals and prioritization for DV survivors across the CoC. We expect that the coordinated entry staff member hired as a result of the DV Bonus grant will be trained as a DV confidential advocate, and that they will significantly strengthen the ability of our DV agencies - including our DV Bonus project - to accept prioritized referrals both from each other and from non victim-centered agencies.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:

- (1) rate of housing placement of DV survivors;**
 - (2) rate of housing retention of DV survivors;**
 - (3) improvements in safety of DV survivors; and**
 - (4) how the project applicant addresses multiple barriers faced by DV survivors.**
- (limit 4,000 characters)**

1a. Valencia Shelter Services (VSS): In CY2017, the agency's CoC-funded RRH project had 100% of leavers exit to a permanent destination.

1b. New Mexico Coalition to End Homelessness (NMCEH): In CY2017, our CoC-funded DV projects had 75.9% of leavers exit to a permanent destination.

2a. VSS: In CY2017, the agency's CoC-funded RRH project had 92% of persons stay in the project. 100% of persons served in the project retained permanent housing, either as a stayer or as a leaver.

2b. NMCEH: In CY2017, our CoC-funded DV projects had 41.1% of clients stay. 85.8% of persons served retained permanent housing, either as a stayer or as a leaver.

3a. VSS: The agency is a statewide leader in improving the safety of DV survivors. The agency's strategy on safety falls into two main areas. First, the agency works with clients to create trauma-informed, victim-centered safety plans. These are updated at least every 3 months, and more frequently if needed, given the agency's survivor-centered focus. Second, the agency's supportive services are based in research from DOJ's Office on Violence Against Women that client hopefulness translates into greater safety, given its links to self-determination. VSS maintains a wide range of supportive services for clients - including for employment, housing, education, and childcare - to promote client self-determination, hope, and safety.

3b. NMCEH: The agency has improved the safety of DV survivors in several key ways. First, we were early creators of CoC-funded projects run by victim-service agencies. Second, we have created meaningful input from DV agencies by having them as CoC-member agencies, and by having representation on both the CoC board and the NMCEH governing board from DV providers. Third, the CoC has adopted a VAWA emergency transfer plan to ensure that DV victims who become unsafe in their existing unit have an opportunity to transfer to a safer unit within the CoC. The plan is based on a model from HUD and incorporates a victim-centered, trauma-informed approach. Finally, the CoC's coordinated entry policies and procedures reflect VAWA's guidance about access for DV survivors. All CoC-funded DV agencies are trained to administer the VI-SPDAT and to run an internal prioritization process. The CoC's policies also create an option for survivors to enter the state-wide coordinated entry

system on an anonymous basis, thereby increasing their choices while protecting their agency and safety.

4a. VSS: The agency provides a continuum of comprehensive, trauma informed services. This process begins with a housing- and safety-centered approach with the agency's shelter clients, and it continues through the agency's work with clients in its current CoC-funded RRH project. VSS creates this continuum by maintaining strong relationships with community partners including landlords, the local Children, Youth, and Families Division, the local housing authority, and the school system. The agency supports clients with a wide range of barriers, including employment, housing, education, and childcare.

4b. NMCEH: The agency has a strong focus on reducing barriers to housing for clients with multiple barriers. This includes using Housing First status as one of the evaluation criteria for new and renewal projects in the annual CoC competition, and providing regular training on Equal Access principles to our CoC-funded partners. NMCEH's coordinated entry team is also increasing the number and type of access points to the coordinated entry system. This raises the chances that DV survivors with multiple barriers will access the system, since it raises the chances that the system will be connected to at least one of the service providers they might reach out to for assistance.

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's geographic areas:

- (1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;**
- (2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and**
- (3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.**

| Public Housing Agency Name | % New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry | PHA has General or Limited Homeless Preference | PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on? |
|---|--|--|--|
| El Camino Real Housing Authority | 0.00% | Yes-HCV | No |
| Eastern Regional Housing Authority | 10.00% | No | No |
| Santa Fe County Housing Authority | 6.00% | No | No |
| Mesilla Valley Public Housing Authority | 5.00% | No | No |
| Western Regional Housing Authority | 0.00% | No | No |

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

**1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 2,000 characters)**

Eastern Regional, Santa Fe County, Mesilla Valley, and Western Regional: The CoC has inquired with these PHAs about their interest in adopting a homeless preference, and the CoC has educated these PHAs about the Move On preference option, given that this form of preference might align better with the desire for households with a recent experience of housing stability. For Santa Fe County, the CoC has also made plans with the PHA to follow up in Fall of 2018, given their interest in exploring further the possibility of adopting a Move On Strategy. For Mesilla Valley, the CoC has coordinated with a CoC-funded agency that the PHA is supporting to develop a new PSH project, with the idea that a coordinated approach might increase the PHA's openness to adopting a preference. Eastern Regional has offered project based vouchers for a project that would house only chronically homeless people. Western Regional Housing Authority is very small and does not feel it is in a position to adopt a homeless preference.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)? Yes

**Move On strategy description.
(limit 2,000 characters)**

The CoC treats it as a best practice for PSH projects to sign up willing households when a Section 8 or public housing waiting list opens, to be proactive in assisting clients check in about the status of their public housing, and to assist them when their voucher or housing comes up. The CoC also has an active PSH Working Group subcommittee to readdress the Common Standards, and that group may build these best practices explicitly into the Common Standards for PSH. In Santa Fe, our largest CoC-funded agency also works with all clients to encourage them to apply for all forms of public housing and low income tax credit developments for which they may be eligible. The other PSH projects in the CoC also encourage their clients to sign up for other forms of permanent housing for which they are eligible.

**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)**

The CoC has taken several important steps to address the needs of LGBT individuals and their families experiencing homelessness. First, the CoC has adopted a CoC-wide Anti-discrimination and Equal Access Policy that prohibits discrimination on the basis of gender identity and sexual orientation, along with other protected categories. The policy also protects families as defined in the McKinney-Vento Act, as amended by the HEARTH Act. The result is a policy that ensures CoC-wide protections for LGBT individuals and their families so

that they will have full equal access to services within the CoC. Second, the CoC runs training at least annually to ensure that project staff understand and are able to apply the requirements of the Equal Access Rule. Third, the CoC has taken steps to ensure that individual project documents and forms are properly aligned with the needs and identities of transgender individuals. For instance, in 2018 the CoC consulted with the NM Transgender Resource Center to design a template project application form that our CoC agencies can use as a model to use in redesigning their materials. The CoC's monitoring visits to CoC projects also include a review of the appropriateness of project materials from the perspective of gender identity categories and the protections provided by the Equal Access rule. Finally, it is worth noting that the NM Transgender Resource Center is a CoC member.

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? | Yes |
| 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)? | Yes |
| 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)? | Yes |

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

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

1C-8. Centralized or Coordinated Assessment System. Applicants must:
(1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
(3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC's standard assessment tool.
(limit 2,000 characters)

1. The CoC's coordinated entry (CE) system covers the geographic area by dividing the CoC into six sub-regions, each with a point person on the CE team. This effort, part of our 'Rural Expansion Plan,' builds connections between CE staff and community partners located in each of the sub-regions. Staff at CoC agencies throughout the CoC are already trained to administer the VI-SPDAT and other CE processes. Coordinated entry staff are currently working to increase the number of CE access points across the CoC. Ultimately the Plan will expand case conferencing beyond its present use in Santa Fe and Las Cruces, the CoC's two largest cities.

2. Coordinated entry reaches people who are least likely to apply for assistance by connecting with providers that are not historically focused on homelessness. In Santa Fe, for instance, the CE system has relationships with the High Utilizer Group Services program and the Mobile Integrated Health Office for high users of the emergency response and healthcare system. In Las Cruces, coordinated entry is led by Mesilla Valley Community of Hope, which emphasizes community services and partnerships (e.g. St. Luke's Healthcare Clinic, the Casa de Peregrinos Food Pantry) to ensure that households will access CE even if they do not apply directly for homeless assistance.

3. Our system uses the all three versions of the VI-SPDAT (individual, family, and youth). To prioritize those most in need of assistance, the CoC's Common Standards specify for each project type how the VI-SPDAT score and other vulnerability factors (e.g. chronic homelessness for PSH) are used to ensure that the households most in need of help are served, and that households are matched with a project type appropriate to their needs. Our team continually updates our prioritization list to ensure that the most vulnerable households are served first.

4. See attached: standard tools for individuals, families, and youth.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

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

1D-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 checked="" type="checkbox"/> |
| Health Care: | <input checked="" type="checkbox"/> |
| Mental Health Care: | <input checked="" type="checkbox"/> |
| Correctional Facilities: | <input checked="" type="checkbox"/> |
| None: | <input type="checkbox"/> |

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

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:

- (1) objective criteria;**
- (2) at least one factor related to achieving positive housing outcomes;**
- (3) a specific method for evaluating projects submitted by victim services providers; and**
- (4) attach evidence that supports the process selected.**

| | |
|--|-----|
| Used Objective Criteria for Review, Rating, Ranking and Section | Yes |
| Included at least one factor related to achieving positive housing outcomes | Yes |
| Included a specific method for evaluating projects submitted by victim service providers | Yes |

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.
(limit 2,000 characters)

1. Vulnerabilities considered in reviewing and ranking projects: (a) chronic homelessness, (b) vulnerability as measured by VI-SPDAT score (which includes health and mental health conditions), (c) substance use, (d) criminal history, (e) low or no income, (f) current victimization, and (g) status as a homeless youth.
2. The CoC uses an Impartial Review Committee (IRC) to review, rate, and rank projects. The IRC took the severity of needs and vulnerabilities into account as follows:
 - (a) Chronic homelessness: When evaluating PSH projects, the IRC considered the percentage of clients in chronically homeless households. The IRC also awarded ranking points for new PSH projects creating single-site projects with on-site intensive services for chronically homeless people with the highest service needs.
 - (b) VI-SPDAT score and coordinated entry prioritization: For PSH projects, the IRC considered the percentage of clients accepted from the most vulnerable 35% of the relevant coordinated entry prioritization list.
 - (c, d, and e) Substance use, criminal history, low or no income: For new and

renewal projects, the IRC considered whether the project was Housing First, so that the CoC can maximize the number of projects ready to serve clients with these vulnerabilities.

(f) Current DV survivors: The IRC used a tailored set of ranking criteria for DV projects to factor in the specific challenges of DV providers. The IRC also examined the overall distribution of DV projects in the full project ranking list to ensure that DV projects would not be disadvantaged or unfairly excluded by Tier 1 and Tier 2 cutoffs.

(g) Homeless youth: The IRC used a tailored set of ranking criteria for youth projects so as to factor in the particular challenges of youth providers. The IRC also examined the overall distribution of youth projects in the full project rankings to ensure that youth projects would not be disadvantaged or unfairly excluded by Tier 1 and Tier 2 cutoffs.

1E-3. Public Postings. Applicants must indicate how the CoC made public:

- (1) objective ranking and selection process the CoC used for all projects (new and renewal);**
- (2) CoC Consolidated Application—including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and**
- (3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.**

| Public Posting of Objective Ranking and Selection Process | | Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings | |
|---|--------------------------|--|--------------------------|
| CoC or other Website | <input type="checkbox"/> | CoC or other Website | <input type="checkbox"/> |
| Email | <input type="checkbox"/> | Email | <input type="checkbox"/> |
| Mail | <input type="checkbox"/> | Mail | <input type="checkbox"/> |
| Advertising in Local Newspaper(s) | <input type="checkbox"/> | Advertising in Local Newspaper(s) | <input type="checkbox"/> |
| Advertising on Radio or Television | <input type="checkbox"/> | Advertising on Radio or Television | <input type="checkbox"/> |
| Social Media (Twitter, Facebook, etc.) | <input type="checkbox"/> | Social Media (Twitter, Facebook, etc.) | <input type="checkbox"/> |

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: Yes

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:

- (1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline—attachment required;**
(2) rejected or reduced project application(s)—attachment required; and
(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline—attachment required. :

| | |
|---|-----|
| (1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required. | Yes |
| (2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required. | Yes |
| (3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline? | Yes |

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

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

2A-1a. Applicants must: MOU pp 1-3; CoC Governance Charter pp 4-5; HMIS Governance Charter pp 1-2
(1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and
(2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).

2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required. Yes

2A-3. HMIS Vender. What is the name of the HMIS software vendor? Bowman ServicePoint (Mediware)

2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area. Statewide HMIS (multiple CoC)

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type:
(1) total number of beds in 2018 HIC;
(2) total beds dedicated for DV in the 2018 HIC; and

(3) total number of beds in HMIS.

| Project Type | Total Beds in 2018 HIC | Total Beds in HIC Dedicated for DV | Total Beds in HMIS | HMIS Bed Coverage Rate |
|---|------------------------|------------------------------------|--------------------|------------------------|
| Emergency Shelter (ES) beds | 900 | 396 | 256 | 50.79% |
| Safe Haven (SH) beds | 0 | 0 | 0 | |
| Transitional Housing (TH) beds | 155 | 71 | 55 | 65.48% |
| Rapid Re-Housing (RRH) beds | 363 | 57 | 306 | 100.00% |
| Permanent Supportive Housing (PSH) beds | 983 | 6 | 625 | 63.97% |
| Other Permanent Housing (OPH) beds | 0 | 0 | 0 | |

**2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months.
 (limit 2,000 characters)**

1. For emergency shelters with beds not covered in HMIS, the CoC will encourage these projects to access ESG funds through our region's ESG recipient, in order to provide an incentive for HMIS participation. For transitional housing projects with beds not covered in HMIS, the CoC will encourage them to apply for a CoC-funded Joint TH-RRH project, or to convert their efforts to a CoC-funded RRH project so that they will then have the resources to participate in HMIS. For PSH projects with beds not covered in HMIS, the CoC will work with the NM State Human Services Department and the NM Mortgage Finance Authority to require HMIS participation for PSH projects in the state's Linkages PSH program. The CoC will also continue outreach that has been ongoing for the last several years with the VA office to encourage the participation of VASH beds in HMIS. The CoC is prepared to integrate VASH beds into HMIS as soon as this step is approved by the VASH program.
2. For ES and TH projects, the CoC will implement the steps described in section 1 of this response by initiating a meeting with the relevant agencies, and by asking for assistance from local partners who are sympathetic to increasing HMIS participation. For PSH projects, the CoC has already met with the NM Mortgage Finance Authority and has secured their initial buy-in. We will next meet with NM State Human Services Department and collect input from local providers of Linkages PSH vouchers before returning to HSD to complete the transition to HMIS participation. For VASH beds, the CoC will continue to regularly provide pressure about the need for VASH participation in HMIS. We will also continue to emphasize that HMIS is ready to accommodate VASH beds as soon as they are ready to join.

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept? 10

2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count 04/27/2018

**(HIC) data into the Homelessness Data
Exchange (HDX).
(mm/dd/yyyy)**

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

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy). 01/22/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy). 04/27/2018

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

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC's sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC's sheltered PIT count results.
(limit 2,000 characters)**

The CoC's 2018 PIT count implementation did not change as compared to the 2017 implementation.

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count? Yes

2C-2a. If "Yes" was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

| | |
|---------------|-----|
| Beds Added: | 24 |
| Beds Removed: | 104 |
| Total: | -80 |

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC's 2018 sheltered PIT count? No

2C-3a. If "Yes" was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

| | |
|---------------|---|
| Beds Added: | 0 |
| Beds Removed: | 0 |
| Total: | 0 |

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable. Not Applicable

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count? Yes

2C-5a. If “Yes” was selected for question 2C-5., applicants must describe:
(1) how stakeholders serving youth experiencing homelessness were engaged during the planning process;
(2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and
(3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count.
(limit 2,000 characters)

1. The CoC ran a youth PIT count to identify homeless youth and assess the scope of need in the Northern New Mexico region that was planning to apply for Round 2 YHDP funding. The planning process involved collaboration between the CoC's collaborative applicant, the two-CoC funded youth agencies in the region, the New Mexico State McKinney-Vento coordinator, representatives from the New Mexico Children, Youth, and Families Department, and a youth-serving agency in Farmington, which is the second-largest city in our YHDP region. The Santa Fe Homeless Youth and Children Task Force was also engaged in the process, and the Santa Fe High School was recruited as a key partner.

2. Planning efforts for the PIT count were carried out via weekly calls leading up to the count. Locations were selected by coordinating with the Street Outreach teams of our two CoC-participating agencies, by recruiting the assistance of McKinney-Vento homeless liaisons from across the region, and with assistance from Santa Fe High School.

3. One homeless youth client at Youth Shelters and Family Services was engaged and compensated via gift cards to administer the survey, and one formerly homeless staff member at DreamTree Project in Taos was also involved in our 2018 youth PIT count.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count:
(1) individuals and families experiencing chronic homelessness;
(2) families with children experiencing homelessness; and
(3) Veterans experiencing homelessness.
(limit 2,000 characters)

1. The CoC provided training materials before the count to help our partners better understand the definition of chronic homelessness, so that counts would be more accurate.
 2. The CoC sent out multiple save the date reminders to our partners about their participation in the PIT count, in part to improve our count of families with children experiencing homelessness.
 3. The CoC provided training materials to our partners to help them better understand the category of veteran homelessness, in order to improve counts.
- 1,2,3. For all three subpopulations, the CoC's HMIS' team also provided regular directives to monitor data quality, and the CoC reinforced these directives with attention to data quality during monitoring visits and the annual evaluation and ranking process. Because the PIT is pulled from HMIS, we believe that these efforts improved our count of the relevant subpopulations.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

| | |
|---|-------|
| Number of First Time Homeless as Reported in HDX. | 1,422 |
|---|-------|

3A-1a. Applicants must:

(1) describe how the CoC determined which risk factors the CoC uses to identify persons becoming homeless for the first time;
(2) describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time.
(limit 2,000 characters)

1. The CoC uses coordinated entry data to aggregate information on persons becoming homeless for the first time and compares this data to overall data for the general population of New Mexico, and to data for persons becoming homeless for a second or more time. This allows the CoC to identify factors that are associated with a higher risk of becoming homeless for the first time, and factors that may be associated with a lower risk of becoming homeless again.
2. The CoC's strategy to address individuals and families at risk of becoming homeless focuses on improving our ability to identify and divert those at risk. In 2018 the CoC sponsored a major training with CoC and ESG providers from around the state to learn about diversion and progressive engagement. Follow up training for the fall of 2018 is already scheduled. The CoC has also developed a 'Rural Expansion Plan' for coordinated entry to increase the presence of these resources around the state. By increasing coordination among providers in communities across the state, and by increasing the strength of local referral networks, we expect that fewer households will enter homelessness in the first place. It is also worth noting that one risk factor for first time homelessness identified by our data analysis is veteran status. Our coordinated entry team already collaborates actively with veteran service providers, and this collaboration is expected to increase going forward as part of our Rural Expansion Plan. Finally, the CoC meets regularly with the ESG Recipient in our CoC, and we are currently working with them on an RFP for subrecipient funding that will go out in the next six months. This collaboration is focused in part on the distribution of homeless prevention dollars around the CoC to ensure maximally effective support for those at risk of homelessness.
3. The New Mexico Coalition to End Homelessness is responsible for overseeing the CoC's strategy to those experiencing first time homelessness.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

1. Average length of time homeless: 302 bed nights.
2. The CoC's strategy to reduce the length of time that households remain homeless consists of four parts. First, we are working to increase the rate at which homeless households can be housed by increasing the number of units available for homeless and formerly homeless households. For instance, we are in the midst a multi-year Toolkit Process, which is creating a pipeline of new, single site PSH projects around the state. The second part of our strategy is an increased emphasis on training in diversion, progressive engagement, and other housing-centered practices. These efforts are meant to ensure that households do not see their length of time homeless increase because resources were unwittingly given to others who could have succeeded without that level of assistance. Third, the CoC convened monthly working groups in May 2018 for PSH and RRH providers, with the intention to update our Common Standards. We expect these groups will recommend prioritizing more heavily for length of time homeless. Finally, we have developed a 'Rural Expansion Plan' for coordinated entry to dedicate significantly more resources to our Balance of State CoC. Our coordinated entry team has divided the CoC into regions and has begun developing deeper contacts in each area, along with planned regular travel to those areas. We expect that the plan will spread the practice of regular case conferencing – already used successfully in Santa Fe and Las Cruces – to other communities around the CoC. These efforts are expected to decrease the amount of time that households remain homeless in our CoC before being connected to appropriate services and housing.
3. The CoC's standard prioritization survey includes a length of time homeless measure, and our Common Standards ensure that this is built into the prioritization process.
4. The New Mexico Coalition to End Homelessness is responsible for overseeing these strategies.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:
(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

| |
|------------|
| Percentage |
|------------|

| | |
|--|-----|
| Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX. | 35% |
| Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX. | 94% |

3A-3a. Applicants must:

(1) describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
(2) describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

1. Our strategy for non-PSH projects consists of several parts. First, we are providing regular training on progressive engagement and other housing-centered practices that increase the rate of exits to permanent housing (PH). Second, the CoC has been aligning project incentives with the goal of increasing exits to PH. For emergency shelters and ESG-RRH projects, this has involved collaboration with our ESG Recipient: starting this year, our ESG Recipient will place new emphasis on exits to PH when setting evaluation criteria for sub-recipients. For CoC-RRH projects, the CoC's ranking competition awards significant points for high rates of exits to PH. Finally, the CoC's coordinated entry team has embarked this year on a 'Rural Expansion Plan' to increase coordinated entry staffing resources dedicated around the state. We expect this to increase the rate of exits to PH from shelters by establishing closer connections between shelters and permanent housing resources.

2. Our CoC's PSH projects already have a high rate of stayers or exits to other permanent destinations (94%). To increase this rate further, we will in part continue to use the methods that have driven our progress to this point. For instance, we have found that an emphasis on Housing First principles in CoC-sponsored case management training, during CoC monitoring visits, and in the projects' evaluation during the CoC competition, has helped more households remained housed. We will also continue our emphasis on exits to permanent housing in our annual evaluation and ranking of PSH projects. One newer part of our strategy is our Toolkit project, which is creating a pipeline of new, single site PSH projects around the state. These projects will provide a significant range of supportive services on site, which we anticipate will allow higher rates of PSH retention for households with high service needs.

3, 4. The New Mexico Coalition to End Homelessness is responsible for overseeing these strategies.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

| | Percentage |
|---|------------|
| Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX | 11% |

3A-4a. Applicants must:

- (1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;**
 - (2) describe the CoC's strategy to reduce the rate of additional returns to homelessness; and**
 - (3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families returns to homelessness.**
- (limit 2,000 characters)**

1. The CoC uses coordinated entry data to aggregate information on persons returning to homelessness, and it compares this data to overall numbers for the general population of NM, and to data for persons becoming homeless for the first time. This allows the CoC to identify factors that are associated with a higher risk of returning to homelessness.
2. The CoC's strategy to reduce the rate of additional returns to homelessness consists of three main parts. First, the CoC is developing a significant new focus on diversion efforts. For example, in 2018 the CoC sponsored a major training with CoC and ESG providers from around the state to learn about diversion and other housing-centered practices, and follow up training for the fall of 2018 is already scheduled. The CoC has also developed a 'Rural Expansion Plan' for coordinated entry to strengthen our capacity for diversion by increasing quality of local referral networks and awareness of resources across the state. Second, the CoC is in the midst of a Toolkit project to develop a pipeline of single-site PSH projects around the state that will be well equipped to serve chronically homeless clients with high service needs. Because our data suggest that disabling conditions are even more common among those returning to homelessness than among those experiencing it for the first time, we believe that increasing our capacity to serve those with significant service needs will reduce the number of households that return to homelessness. Finally, for the first time ever this year, the evaluation process for ESG and CoC projects introduced a project-specific recidivism measure to help our projects begin better understanding and taking ownership of their role in the functioning of the system as a whole with respect to returns to homelessness.
3. The New Mexico Coalition to End Homelessness is responsible for overseeing the CoC's strategy to those experiencing first time homelessness.

3A-5. Job and Income Growth. Applicants must:

- (1) describe the CoC's strategy to increase access to employment and non-employment cash sources;**
 - (2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and**
 - (3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.**
- (limit 2,000 characters)**

1. The CoC's strategy on cash income involves several components. First, the CoC's collaborative applicant is the state lead for SOAR, which has increased the number of SOAR representatives at member agencies. Second, the CoC works with projects on best practices for raising client income. At its annual 'Case Management 101' training, the CoC covers strategies for increasing income, and the CoC continues this work during on-site monitoring visits. Third,

the CoC uses data to focus attention and drive progress on income: the CoC looks at project's ability to increase client income in advance of monitoring visits, and it ranks on income success during the annual CoC project competition to align project incentives. The CoC is also working with its HMIS team to develop new measures that focus on the average number of dollars income is increasing. This more detailed measure will be introduced to projects over the next 6 months, and we expect that it will drive progress towards more meaningful increases in client income. Finally, the CoC's coordinated entry team is expanding connections to employment, education, and training resources as part of its 'Rural Expansion Plan,' all of which we expect to increase client income.

2. The NM Department of Workforce Solutions operates Workforce Connections Centers in 21 communities statewide, where clients receive help with resumes and skills assessment, along with connections to employers and job fairs. The CoC is connected via its member agencies to most of the Centers near our CoC-funded projects, allowing our clients to access mainstream employment resources in their community. Our agencies are also connected to other employment organizations in their local communities, including Goodwill, Job Corps, and Rocky Mountain Youth Corps.

3. The New Mexico Coalition to End Homelessness oversees the CoC's strategy to increase job and income growth from employment.

3A-6. System Performance Measures Data 05/24/2018
Submission in HDX. Applicants must enter
the date the CoC submitted the System
Performance Measures data in HDX, which
included the data quality section for FY 2017
(mm/dd/yyyy)

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

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

- 3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:**
- (1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and**
 - (2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.**

| | |
|--|-----|
| Total number of beds dedicated as DedicatedPLUS | 258 |
| Total number of beds dedicated to individuals and families experiencing chronic homelessness | 132 |
| Total | 390 |

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required. Yes

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

| | |
|--|-------------------------------------|
| History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse) | <input checked="" type="checkbox"/> |
| Number of previous homeless episodes | <input checked="" type="checkbox"/> |
| Unsheltered homelessness | <input checked="" type="checkbox"/> |
| Criminal History | <input checked="" type="checkbox"/> |
| Bad credit or rental history | <input checked="" type="checkbox"/> |
| Head of Household with Mental/Physical Disability | <input checked="" type="checkbox"/> |

3B-2.2. Applicants must:

- (1) describe the CoC's current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 2,000 characters)

1. The CoC's strategy to rapidly rehouse families with children within 30 days of becoming homeless consists of three main parts. First, the CoC is leading a working group of RRH providers and our coordinated entry team to reevaluate the CoC's Common Standards for RRH. The group was formed in part out of the desire to improve our prioritization of certain vulnerable groups, and we expect that it will lead to more attention in the prioritization process for homeless families with children. Second, the CoC has undertaken a 'Rural Expansion Plan' to improve coordinated entry (CE) in communities across our large Balance of State region. This plan is building stronger connections between CE staff, CoC and ESG project staff, and other critical partners, and we expect that it will help us identify eligible families with children more quickly, and better connect them to needed services. Finally, the CoC has expanded its advocacy at the state level and locally in Santa Fe to increase the supply of RRH vouchers.

2. Our projects are expected to work with RRH households on a voluntary "Housing Stability Plan," which advances goals that promote success after assistance ends. The CoC confirms the existence of a meaningful plan at monitoring visits, and it uses these visits as an opportunity to provide TA if needed. The CoC's emphasis on increased cash income, access to mainstream benefits, and connection to community resources also allows us to set up families for success once assistance ends, as does the practice of some of our RRH agencies of providing follow up support for several months after RRH support ends. Finally, our Impartial Review Committee considers recidivism rates for individual projects, and we are using this measure to help projects take more ownership of their capacity to lay the groundwork for successful outcomes even after official program participation ends.

3. The New Mexico Coalition to End Homelessness is responsible for these strategies.

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 AAQs or requesting TA to resolve non-compliance of service providers. ☐

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 |

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

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

3B-2.6. Applicants must describe the CoC's strategy to increase:
(1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
(2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.
(limit 3,000 characters)

1. We learned in July 2018 that Northern New Mexico was selected for a Youth Homelessness Demonstration Program (YHDP) award of \$3.37 million over two years. We plan to use these funds to create projects that will be eligible for renewal as part of our CoC's annual renewal demand once the YHDP funding ends, and to use the extensive TA and systems building that will come along with our YHDP participation to identify lessons and strategies that we can extend across the rest of our CoC. We will also use our YHDP award to leverage additional resources, such as asking the State of New Mexico to provide the 25% match funds needed for our YHDP projects, and asking local communities to contribute to YHDP efforts to increase the effectiveness of the projects.

The CoC also has several strategies to make more effective use of existing

resources. First, within the past year, the CoC's coordinated entry team developed a coordinated entry process specifically for youth. This system will be expanded with our YHDP participation, and already provides a better way to identify homeless youth and house homeless youth, thereby allowing our CoC to serve youth more effectively with our current resources. Second, we have developed a data-driven method for evaluating the success and contributions to system performance of individual youth project success. Third, the CoC is convinced by national evidence that youth-centered homeless systems are more successful when they meaningfully incorporate youth voices. To that end, the CoC's Board created an official, paid Youth Action Board that includes young people with lived experience. These strategies are designed to lower the length of time that youth remain homeless, to lower recidivism of youth in our system, to improve housing stability, and to lower the number of unsheltered youth in our CoC.

2. Everything identified above in part 1 of this response will also improve the availability of housing and services for youth experiencing unsheltered homelessness: Our YHDP participation will increase the housing and services available for unsheltered youth. Our coordinated entry team's development and planned expansion of a youth-specific process will allow us to better locate and serve unsheltered youth. Our data-driven method for project evaluation ensures that the system is well calibrated to serve unsheltered youth. And our Youth Action Board will make our system more responsive to their needs. One additional strategy specific to serving unsheltered youth was the decision to conduct an unsheltered PIT count in our YHDP region in January 2018. That count provided a clearer picture of unsheltered youth homelessness in our YHDP region, allowing us to make better informed decisions about the allocation of new and existing resources.

3B-2.6a. Applicants must:

(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;

(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and

(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC's strategies.

(limit 3,000 characters)

1.

Capacity: The CoC uses the annual Housing Inventory County (HIC) to measure beds dedicated for youth as a gauge of our system's capacity. (2018 HIC: 22 beds.)

Length of time homeless: Our HMIS team reports to the CoC on the average length of time (LOT) homeless that youth spend by project type. (CY17: Average LOT homeless was 137.9 days for ES, 639.1 days for youth in PSH, 223.8 days for youth in RRH, and 274.6 days for TH. For youth entering from a place not meant for human habitation, the average was 142.5 days for ES, 581.0 days for PSH, 318.5 days for RRH, and 319.6 days for TH.)

Recidivism: The CoC includes a recidivism measure in its project evaluation process. (0% of exits to permanent housing from youth projects in CY15 returned to ES within 12 months, and 6.25% returned to ES within 24 months.)

Housing Stability: The CoC includes a housing stability measure in its annual project evaluation process. (Youth projects in CY17: 85% exited to PH or stayed

in CoC housing.)

Number of homeless youth, including unsheltered youth: In addition to our annual sheltered PIT count and bi-annual unsheltered count (2018 PIT: 47 unaccompanied homeless youth; 23 persons in parenting youth households), the CoC conducted an unsheltered youth PIT count in our YHDP region in 2018 (14 youth in a place not meant for human habitation).

2.

Capacity: Our measure of youth beds reflects the overall number of beds dedicated to youth, as reported in our annual HIC.

Length of time homeless: Our HMIS team runs a custom, CoC-wide report. For ES and TH, the report shows the length in days of the current episode of homelessness. For RRH and PSH clients, the report shows the number of days from the start of the most recent episode of homelessness to the move-in date.

Recidivism: For youth projects, the CoC measures the percent of youth discharged to a permanent destination who do not reappear in an HMIS-participating emergency shelter within two years.

Housing stability: The CoC looks at both the percentage of discharges to permanent housing, and the percentage of stayers in permanent housing.

Number of homeless youth, including unsheltered youth: We measure the number of unsheltered youth who are identified in our PIT counts.

3. The measures listed in parts 1 and 2 of this response are an appropriate way to determine the effectiveness of our strategies to serve homeless youth, including unsheltered youth, because they provide a way to track our success along several key dimensions: Our attention to our sheltered and unsheltered PIT data gives us a sense of the need, and our attention to our bed capacity by project type gives us a sense of our capacity. The length of time homeless measure gives insight into our success in moving youth out of homelessness as quickly as possible, and our housing stability and recidivism measures reflect our success in creating and maintaining long-term stability for homeless youth we serve via a housing intervention.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:

- (1) youth education providers;**
 - (2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);**
 - (3) school districts; and**
 - (4) the formal partnerships with (1) through (3) above.**
- (limit 2,000 characters)**

1. As noted below in sections 2-4 of this response, the CoC collaborates with school districts and school homeless liaisons to better serve homeless youth. Beyond these collaborations, the CoC is connected via its youth-focused member agencies to a broader range of youth education providers. For instance, Youth Shelters in Santa Fe has a close working relationship with YouthWorks, an innovative education and employment agency for at risk youth, and DreamTree Project in Taos works with New Mexico Challenge Academy to create less conventional education opportunities for youth. The CoC believes that this range of education providers is essential to meeting youth where they are in advancing their educational achievement.

2. The CoC works closely with the NM Public Education Department McKinney-Vento Coordinator. The person in this position regularly attends CoC Member Meetings and has input into the CoC's process. She was also a key member of

the planning team for the CoC's 2018 Youth PIT Count in Northern New Mexico, and for the CoC's 2018 YHDP application. With our inclusion in Round 2 of YHDP, she remains a key member of the team as we prepare our Coordinated Community Plan, and she is expected to be integrally involved throughout the YHDP process.

3. The Santa Fe Public Schools Adelante Program is one of the CoC's organizational members. The Adelante Program provides services for homeless children, teens, and their families, and Adelante collaborated with the CoC in the YHDP application process. We expect continued collaboration on our YHDP planning and implementation.

4. The CoC has a formal partnership with the Santa Fe Public Schools Adelante Program in the form of Adelante's status as an official CoC member. The CoC's collaboration with the NM Public Education Department McKinney-Vento Coordinator is moving towards a formal partnership as part of the YHDP planning and implementation process.

**3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(limit 2,000 characters)**

The CoC has adopted two policies and procedures to ensure that homeless individuals and families are informed of their eligibility for education services. First, the CoC requires that all agencies with CoC-funded projects submit with their renewal application materials a signed policy statement that commits to: ensuring that school aged children are enrolled in school and, to the maximum extent practicable, placed as close as possible to the children's school of origin; informing all homeless families and youth of their eligibility for McKinney-Vento education services; making a best faith effort to ensure that all children are connected to appropriate services, including Head Start, Part C of Individuals and Disabilities Education Act, and McKinney-Vento education services; designating a staff person to ensure that all children are connected to appropriate community services; and working in the best interest of all children, including those with disabilities, to help them access all McKinney-Vento services for which they are eligible.

Second, the CoC's standard project monitoring materials ensure that CoC staff and project staff discuss the need to inform homeless households of their eligibility for education services, and that the CoC looks for appropriate documentation of those efforts in client files.

3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No". Applicants must select "Yes" or "No", from the list below, if the CoC has written formal agreements, MOU/MOA's or partnerships with providers of early childhood services and support.

| | MOU/MOA | Other Formal Agreement |
|---------------------------------|---------|------------------------|
| Early Childhood Providers | Yes | No |
| Head Start | Yes | No |
| Early Head Start | Yes | No |
| Child Care and Development Fund | No | No |
| Federal Home Visiting Program | Yes | No |

| | | |
|-------------------------------------|-----|----|
| Healthy Start | No | No |
| Public Pre-K | Yes | No |
| Birth to 3 years | No | No |
| Tribal Home Visting Program | No | No |
| Other: (limit 50 characters) | | |
| New Mexico Family Nutrition Program | Yes | No |
| | | |

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 2,000 characters)

1. The CoC's coordinated entry team keeps a separate by name list for homeless veterans that we continually work to reduce. This list forms the basis of case conferencing meetings in both Santa Fe and Las Cruces, which are the two largest cities in our CoC. The CoC's success to date is captured by the fact that we successfully met the goals of the Mayor's Challenge in both Santa Fe and Las Cruces. The CoC is currently working with its coordinated entry team on a 'Rural Expansion Plan' to better serve our geographically large CoC, and we anticipate that case conferencing will be extended to other communities in the CoC as part of that process.
2. Homeless Veterans are assessed formally using our standard coordinated entry tool, the VI-SPDAT. Case conferencing meetings in Santa Fe and Las Cruces provide an additional opportunity for community providers and Veterans' representatives to assess the needs of individual homeless Veterans in need of housing.
3. The CoC's current case conferencing meetings provide the backbone of the CoC's referral process to appropriate Veteran resources. The Santa Fe case conferencing meeting is regularly attended by representatives from both VASH and SSVF programs. In Las Cruces, a CoC member agency (Mesilla Valley Community of Hope) maintains the list for HUD-VASH, and works with two HUD VASH staff who are housed in the Mesilla Valley Housing Authority. Mesilla Valley Community of Hope also employs an SSVF worker via a grant to ensure that veterans access any benefits they are entitled to, ranging from SOAR, to VASH, to VA-disability or pension funds, to help with enrollment in health care or for SNAP benefits. Finally, in 2018 the CoC brought onto its Board a new member who runs an SSVF program for Goodwill. This new Board Member has connections and case managers around the state, and he has already facilitated increased connections between local agencies and our coordinated entry staff in Socorro and Valencia Counties.

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

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

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach? No

3B-5. Racial Disparity. Applicants must: Yes
 (1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance;
 (2) if the CoC conducted an assessment, attach a copy of the summary.

3B-5a. Applicants must select from the options below the results of the CoC's assessment.

| | |
|--|-------------------------------------|
| People of different races or ethnicities are more or less likely to receive homeless assistance. | <input type="checkbox"/> |
| People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance. | <input type="checkbox"/> |
| There are no racial disparities in the provision or outcome of homeless assistance. | <input checked="" type="checkbox"/> |
| The results are inconclusive for racial disparities in the provision or outcome of homeless assistance. | <input type="checkbox"/> |

3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.

| | |
|---|--------------------------|
| The CoC's board and decisionmaking bodies are representative of the population served in the CoC. | <input type="checkbox"/> |
| The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC. | <input type="checkbox"/> |
| The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups. | <input type="checkbox"/> |
| The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups | <input type="checkbox"/> |
| The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness. | <input type="checkbox"/> |
| The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector. | <input type="checkbox"/> |
| The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness. | <input type="checkbox"/> |
| The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity. | <input type="checkbox"/> |

| | |
|---|--------------------------|
| The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness. | <input type="checkbox"/> |
| The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system. | <input type="checkbox"/> |
| The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness. | <input type="checkbox"/> |
| Other: | <input type="checkbox"/> |

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

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

- 4A-1. Healthcare.** Applicants must indicate, for each type of healthcare listed below, whether the CoC:
- (1) assists persons experiencing homelessness with enrolling in health insurance; and**
 - (2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.**

| Type of Health Care | Assist with Enrollment | Assist with Utilization of Benefits? |
|--|------------------------|--------------------------------------|
| Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services) | Yes | Yes |
| Private Insurers: | Yes | Yes |
| Non-Profit, Philanthropic: | Yes | Yes |
| Other: (limit 50 characters) | | |
| | | |

4A-1a. Mainstream Benefits. Applicants must:

- (1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;**
- (2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and**
- (3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits. (limit 2,000 characters)**

1. The CoC's collaborative applicant is the state lead for SOAR, which has increased the number of SOAR representatives at member agencies, and has helped households access the Social Security benefits for which they are eligible. The CoC also works via its member agencies with mainstream programs to connect clients to benefits, including Medicaid, Social Security, SNAP, General Assistance, WIC, TANF, and childcare assistance through the NM Children, Youth & Families Department.

2. The CoC keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness via our annual "Case Management 101" training. This training ensures that projects remain aware of their role in helping clients access mainstream benefits including Medicaid,

SNAP, TANF, WIC, and General Assistance.
3. The New Mexico Coalition to End Homelessness is responsible for overseeing the CoC's strategy for mainstream benefits.

4A-2.Housing First: Applicants must report:

- (1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and**
- (2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.**

| | |
|--|-----|
| Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition. | 35 |
| Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements. | 33 |
| Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First. | 94% |

4A-3. Street Outreach. Applicants must:

- (1) describe the CoC's outreach;**
- (2) state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;**
- (3) describe how often the CoC conducts street outreach; and**
- (4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)**

1. Our street outreach efforts consist of five projects that focus coverage on high need areas. The projects emphasize a combination of client-centered, trauma-informed relationship building and significant access to resources and referrals in the community. In this way, we are able to connect clients interested in significant services and housing while building trust with those not yet interested.

2. We are a Balance of State CoC in a state of more than 121,000 square miles. Our outreach covers the following counties: Colfax, Mora, Rio Arriba, Taos, Union, and Dona Ana. We also have coverage for 100% of the City of Santa Fe.

3. The frequency of outreach varies according to the density of the region being covered. In the CoC's two largest cities (Santa Fe and Las Cruces), street outreach occurs Monday-Friday, with some weekend coverage in Santa Fe as well. In Rio Arriba and Taos counties, street outreach is conducted weekly on set days and times, to support word-of-mouth referrals within the community. The City of Espanola also has at least 28 hours of outreach spread across the week. In Colfax, Mora, and Union counties, street outreach is conducted at least three times annually, and includes extensive provider and community outreach.

4. Our outreach emphasizes low-barrier relationship building with clients, recognizing that some clients who are unlikely to request assistance may do so after trust has been built, and that positive word of mouth among homeless

persons can reach those who are less likely to request assistance. Our projects have also built a wide range of relationships with other organizations in their communities - including clinics, peer agencies, libraries - and often have a presence on social media as well. The combination of these strategies ensures that there is a large number of access points for street outreach and a culture in which homeless persons are reassured about the experience of receiving assistance.

4A-4. Affirmative Outreach. Applicants must describe:

(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and

**(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.
(limit 2,000 characters)**

1. The CoC's strategy to ensure fair marketing of housing and services consists of two related parts. First, the CoC's coordinated entry system works to ensure that access points for services and housing are available widely in our communities, that prioritization for housing is transparent and equitable, and that 'side doors' to housing are closed. We have found that informal, side door entry points create a lack of transparency and accountability in admissions, and we have therefore focused on ensuring that access is widely and uniformly available for households across the various protected categories. Our current Rural Expansion Plan, which is increasing the presence of coordinated entry resources across our large Balance of State CoC, aims to implement these ideas even more comprehensively. Second, we complement the emphasis of our coordinated entry system by running a training at least annually for providers on Equal Access principles, and by considering fair housing and Equal Access compliance in our monitoring visits for CoC-funded agencies. This allows us to identify and address on an individual project basis any barriers to fair housing compliance.

2. Our CoC's coordinated entry staff and CoC-funded projects employ staff who are bi-lingual in English and Spanish. In areas bordering the Navajo Nation, we have a staff member at a CoC agency with conversational ability in Najavo; when needed, the agency gets assistance from fully fluent staff at a partner organization. Our agencies also employ simple communication devices like pen and paper to communicate with hearing impaired clients, and the CoC is connected via a member agency to the San Juan Center for Independence, which has, for instance, assisted with the application process when a client was unable to navigate it independently due to cognitive impairments.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

| | 2017 | 2018 | Difference |
|--|------|------|------------|
| RRH beds available to serve all populations in the HIC | 286 | 363 | 77 |

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4A-7. Homeless under Other Federal Statutes. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other Federal statutes? No

4B. Attachments

Instructions:

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

| Document Type | Required? | Document Description | Date Attached |
|--|-----------|----------------------|---------------|
| 1C-5. PHA Administration Plan–Homeless Preference | No | PHA Administratio... | 09/14/2018 |
| 1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference | No | | |
| 1C-8. Centralized or Coordinated Assessment Tool | Yes | Centralized or Co... | 09/14/2018 |
| 1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix) | Yes | Objective Criteri... | 09/11/2018 |
| 1E-3. Public Posting CoC-Approved Consolidated Application | Yes | Public Posting Co... | 09/14/2018 |
| 1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP) | Yes | Public Posting–Lo... | 09/12/2018 |
| 1E-4. CoC's Reallocation Process | Yes | CoC's Reallocatio... | 09/11/2018 |
| 1E-5. Notifications Outside e-snaps–Projects Accepted | Yes | Notifications Out... | 09/07/2018 |
| 1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced | Yes | Notifications Out... | 09/11/2018 |
| 1E-5. Public Posting–Local Competition Deadline | Yes | Public Posting–Lo... | 09/10/2018 |
| 2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA) | Yes | CoC and HMIS Lead... | 09/11/2018 |
| 2A-2. HMIS–Policies and Procedures Manual | Yes | HMIS–Policies and... | 09/07/2018 |
| 3A-6. HDX–2018 Competition Report | Yes | HDX–2018 Competit... | 09/07/2018 |
| 3B-2. Order of Priority–Written Standards | No | Order of Priority... | 09/11/2018 |

| | | | |
|---|----|----------------------|------------|
| 3B-5. Racial Disparities Summary | No | Racial Disparitie... | 09/07/2018 |
| 4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable) | No | | |
| Other | No | 1E-3 - Additional... | 09/13/2018 |
| Other | No | | |
| Other | No | | |

Attachment Details

Document Description: PHA Administration Plan–Homeless Preference

Attachment Details

Document Description:

Attachment Details

Document Description: Centralized or Coordinated Assessment Tool

Attachment Details

Document Description: Objective Criteria–Rate, Rank, Review, and Selection Criteria

Attachment Details

Document Description: Public Posting CoC-Approved Consolidated Application

Attachment Details

Document Description: Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria

Attachment Details

Document Description: CoC's Reallocation Process

Attachment Details

Document Description: Notifications Outside e-snaps–Projects Accepted

Attachment Details

Document Description: Notifications Outside e-snaps–Projects Rejected or Reduced

Attachment Details

Document Description: Public Posting–Local Competition Deadline

Attachment Details

Document Description: CoC and HMIS Lead Governance

Attachment Details

Document Description: HMIS–Policies and Procedures Manual

Attachment Details

Document Description: HDX–2018 Competition Report

Attachment Details

Document Description: Order of Priority–Written Standards

Attachment Details

Document Description: Racial Disparities Summary

Attachment Details

Document Description:

Attachment Details

Document Description: 1E-3 - Additional Evidence - CoC rating and

Ranking Procedure - Renewal Projects

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

| Page | Last Updated |
|---|--------------|
| 1A. Identification | 09/11/2018 |
| 1B. Engagement | 09/12/2018 |
| 1C. Coordination | 09/12/2018 |
| 1D. Discharge Planning | 09/11/2018 |
| 1E. Project Review | 09/12/2018 |
| 2A. HMIS Implementation | 09/12/2018 |
| 2B. PIT Count | 09/12/2018 |
| 2C. Sheltered Data - Methods | 09/11/2018 |
| 3A. System Performance | 09/12/2018 |
| 3B. Performance and Strategic Planning | 09/14/2018 |
| 4A. Mainstream Benefits and Additional Policies | 09/12/2018 |
| 4B. Attachments | 09/14/2018 |

| | | |
|------------------------|---------|------------|
| FY2018 CoC Application | Page 52 | 12/06/2021 |
|------------------------|---------|------------|

Submission Summary

No Input Required

ADMINISTRATIVE PLAN

FOR THE

HOUSING CHOICE VOUCHER PROGRAM
(El Camino Real Housing Authority)

Approved by the HA Board of Commissioners:

Submitted to HUD:

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4-III.C. SELECTION METHOD

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

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

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

El Camino Real Housing Authority Policy

1. (4 Point Preference) Involuntary Displacement

- a. Involuntary Displacement is an applicant who is or will be involuntarily displaced due to a natural disaster or displaced by government action such as a home that has been condemned.

2. (5 Point Preference) Chronic Homelessness

- a. Chronically homeless families are defined as either (1) an unaccompanied homeless individual or family with a disabling condition and is considered disabled and who has been continuously homeless for a year or more, OR (2) an individual or family with a disabling condition and considered disabled who has had at least four episodes of homelessness in the past three years

3. (7 Point Preference) Elderly, Disabled, Employed FT, Veterans, Resident, Victim of Domestic Violence

- a. Elderly category: Must be 62 years old or older
- b. Disabled category: Award letter or current printout from Social Security or the VA or any other documentation that proves 100% disability.
- c. Full time employment category: Families with at least one adult who is employed at least 30 hours per week. Once this preference is declared, it must be met the entire time the applicant is on the waiting list.
- d. Veteran category: Applicant must be honorably discharged veteran or surviving spouse of an honorably discharged veteran. Required documentation is the DD214 Discharge Record.
- e. Must be a resident of the county they are applying in for the past year and be able to show a utility bill or other document to prove residency.
- f. Victim of Domestic Violence category: People who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain permanent housing. Incidence of domestic violence must be verifiable either through police reports, social service organizations, or

El Camino Real Housing Authority

The El Camino Real Housing Authority has adopted Local Preferences. These preferences are listed below. Please read through and if you feel you qualify for one of the 8 preferences, please mark the space with an "x" on the appropriated preference(s) and please submit the information needed for the preference.

LOCAL PREFERENCES

1. (4 Point Preference) Involuntary Displacement

- a. Involuntary Displacement is an applicant who is or will be involuntarily displaced due to a natural disaster or displaced by government action such as a home that has been condemned.

2. (5 Point Preference) Chronic Homelessness

- a. Chronically homeless families are defined as either (1) an unaccompanied homeless individual or family with a disabling condition and is considered disabled and who has been continuously homeless for a year or more, OR (2) an individual or family with a disabling condition and considered disabled who has had at least four episodes of homelessness in the past three years

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- d. Veteran category: Applicant must be honorably discharged veteran or surviving spouse of an honorably discharged veteran. Required documentation is the DD214 Discharge Record.
- e. Must be a resident of the county they are applying in for the past year and be able to show a utility bill or other document to prove residency.
- f. Victim of Domestic Violence category: People who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain permanent housing. Incidence of domestic violence must be verifiable either through police reports, social service organizations, or some other source that the ECRHA deems as reliable. The HA will require evidence that the family has been displaced as a result of fleeing violence in the home. Families are also eligible for this preference if there is proof that the family is currently living in a situation where they are being subjected to or victimized by violence in the home.

REMEMBER YOU MUST SUBMIT THE INFORMATION FOR YOUR LOCAL PREFERENCE WITH WRITTEN VERIFICATION

Signature

Date



New Mexico Coordinated Entry System Consent Form

Authorization to complete the *VI-SPDAT* survey and participate in the Coordinated Entry System

Individual Survey

Date:

| | | | |
|---------------------|------|--------------------------|--|
| Interviewer's Name: | | Agency/Location: | |
| First Name: | | Last Name: | |
| DOB: | SSN: | HMIS ID: (if applicable) | |

We want to help match you to the most appropriate housing we can but we do understand that it is a hard discussion to have your personal information entered into a shared database HMIS (Homeless Management Information System). Regardless of gender, if you're actively fleeing a domestic violence situation (including sexual assault, stalking, or dating violence) or are in fear for your safety because of a prior domestic violence situation, your information is protected under the Violence Against Women Act (VAWA) and will be de-identified in the secured shared data base.

By checking the box ☐, you wish to have your information de-identified

By signing this consent form, I agree to and understand the following:

- I agree to allow my responses to this survey to be disclosed and received by all agencies that participate in the NMCES, via HMIS, to aid in determining if I may be eligible for available housing and related programs. The full list of participating agencies will be provided and/or read to me upon request.
- I understand that information I provide can be shared with participating agencies and funding sources in New Mexico for the purpose of finding appropriate housing, supportive service and reporting. Information includes but is not limited to;
 - All information contained within the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT) pre-screen survey; History of Housing and Homelessness, Risks, Socialization and Daily Functioning, Wellness, Health & Additional information.
- I agree to allow a case manager, direct service provider or NMCEH staff to enter all the information provided through this survey into HMIS.
- I understand that participating in the NMCES does not guarantee that I will be accepted into a housing and/or supportive services program.
- I understand that this survey is not an application for housing but a process to match me to the most appropriate housing once resources become available
- I understand that additional information and documentation may be required by an agency that is offering housing or supportive services before entering the housing or supportive services program.
- I understand that I, or my outreach worker/case manager, can be contacted about my survey and current living situation.
- I understand that at any point I can request that my information be de-identified or made anonymous in HMIS.
- This authorization will expire two (2) years after the date it is signed.
- I understand that I have a right to request a copy of this consent form after I have signed it.

Sign below if you consent to participating the NMCES

Your signature below indicates that you have read (or been read) the information provided above, have received answers to your questions, and have freely chosen to participate in NMCES. By agreeing to participate, you are not giving up any of your legal rights.

Printed Name of Participant

Signature of Participant

Date

Please contact Coordinated Entry staff to request a copy of this authorization, get more information on NMCES or to request that your information be de-identified in HMIS. Coordinated Entry staff can be reached at:
Phone: 505.217.9570 Text: 505.226.3848 or Email: cap@nmceh.org.



New Mexico Coordinated Entry System: Individuals Only

I'll be honest; some questions are personal in nature. If you feel uncomfortable or upset during the interview, you may ask to take a break, skip any of the questions, or stop the survey. No one will be upset or angry if you decide to. If you do not understand a question, let me know and I will be happy to clarify. There are no right or wrong answers and there are no answers that will prevent you from receiving services, so please answer as honestly as you feel comfortable doing.

| Questions | | |
|--|-----|----|
| 1. Where do you sleep most frequently? (check one) <input type="checkbox"/> Shelters <input type="checkbox"/> Transitional Housing <input type="checkbox"/> Safe Haven <input type="checkbox"/> Outdoors <input type="checkbox"/> Other (specify): | | |
| | | |
| 2. How long has it been since you lived in permanent stable housing? | | |
| 3. In the last three years, how many times have you been homeless? | | |
| 4. In the past six months, how many times have you... | | |
| a) Received health care at an emergency department/room? | | |
| b) Taken an ambulance to the hospital? | | |
| c) Been hospitalized as an inpatient? | | |
| d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? | | |
| e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? | | |
| f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? | | |
| | Yes | No |
| 5. Have you been attacked or beaten up since you've become homeless? | | |
| 6. Have you threatened to or tried to harm yourself or anyone else in the last year? | | |
| 7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? | | |
| 8. Does anybody force or trick you to do things that you do not want to do? | | |
| 9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? | | |
| 10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? | | |
| 11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? | | |
| 12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? | | |
| 13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? | | |
| 14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted? | | |
| 15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? | | |
| 16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? | | |
| 17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? | | |
| 18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? | | |
| 19. When you are sick or not feeling well, do you avoid getting help? | | |
| (Female respondents only) 20. Are you currently pregnant? | | |



New Mexico Coordinated Entry System: Individuals Only

| Questions | Yes | No |
|---|-----|----|
| 21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? | | |
| 22. Will drinking or drug use make it difficult for you to stay housed or afford your housing? | | |
| 23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of: | | |
| a) A mental health issue or concern? | | |
| b) A past head injury? | | |
| c) A learning disability, developmental disability, or other impairment? | | |
| 24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? | | |
| 25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? | | |
| 26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? | | |
| (Yes or No) 27. Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced? | | |

| Additional Questions | |
|--|---|
| Is this the first time you have experienced homelessness? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Where did you sleep last night? | |
| How long have been sleeping there? | ____ Years ____ Months |
| About how long have you been staying on the streets and/or in shelters this time? | ____ Years ____ Months |
| If I added up ever month you were homeless over the last three years, how many months would that be? | ____ Months |
| Do you have, or been told you have a disabling condition by a professional such as: (check all that apply) <input type="checkbox"/> Developmental <input type="checkbox"/> Mental Health <input type="checkbox"/> Physical <input type="checkbox"/> Chronic Health Condition Substance Abuse: <input type="checkbox"/> Drug <input type="checkbox"/> Alcohol | |
| Do you have health insurance? <input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input type="checkbox"/> VA <input type="checkbox"/> Private Insurance <input type="checkbox"/> IHSP <input type="checkbox"/> None <input type="checkbox"/> Other | |
| Do you have a regular monthly income? | Amount: \$ Source: |
| Do you have any non-cash benefits such as food stamps? | Amount: \$ Source: |
| Have you ever served at least one day active duty in the US Military? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you ever been a victim of Domestic Violence? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| How long have you lived here? | |
| What was the last city & state you resided in before coming to here? | |
| Do you have any past evictions or felonies that might make it hard for you the rent apartment? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you currently working with anybody such as a case manager or service provider for support? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Personal Contact: <i>cell phone, message number</i> | Other Contact: <i>Friend or Family, case manager or advocate</i> |
| Demographics | |
| What gender do you identify as? <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Other | |
| What race do you most identify with? <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American (Select all that apply) <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Refused | |
| If yes to American Indian or Alaska Native, Tribal affiliation: | |
| Would you say that you are? | <input type="checkbox"/> Non-Hispanic/Non-Latino <input type="checkbox"/> Hispanic/Latino |



New Mexico Coordinated Entry System Consent Form

Authorization to complete the VI-SPDAT survey and participate in the Coordinated Entry System
Family Survey

| | | |
|---|-------|--------------------------------|
| Interviewer's Name: | | Agency/Location: |
| HH First Name: | | HH Last Name: |
| Date: | Time: | SSN: |
| Age: | DOB: | HMIS ClientID: (if applicable) |
| Partner's information that is with or will be joining the household (if applicable) | | |
| First Name: | | Last Name: |
| Age: | DOB: | SSN: |

We want to help match you to the most appropriate housing we can but we do understand that it is a hard discussion to have your personal information entered into a shared database HMIS (Homeless Management Information System). Regardless of your gender, if you're actively fleeing a domestic violence situation (including sexual assault, stalking, or dating violence) or are in fear for your safety because of a prior domestic violence situation, your information is protected under the Violence Against Women Act (VAWA) and will be de-identified in the shared data base.

By checking the box ☐, you wish to have your information de-identified

By signing this consent form, we agree to and understand the following:

- I/we agree to allow my/our responses to this survey to be disclosed and received by all agencies that participate in the NMCES, via HMIS, to aid in determining if I/we may be eligible for available housing and related programs. The full list of participating agencies will be provided and/or read to me upon request.
- I/we understand that information I/we provide can be shared with participating agencies and funding sources in New Mexico for the purpose of finding appropriate housing, supportive service and reporting. Information includes but is not limited to; • All information contained within the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT) pre-screen survey; History of Housing and Homelessness, Risks, Socialization and Daily Functioning, Wellness, Health & Additional information.
- I/we agree to allow a case manager, direct service provider or NMCEH staff to enter all the information provided through this survey into HMIS.
- I/we understand that participating in the NMCES does not guarantee that I/we will be accepted into a housing and/or supportive services program.
- I/we understand that this survey is not an application for housing but a process to match me/us to the most appropriate housing once resources become available
- I/we understand that additional information and documentation may be required by an agency that is offering housing or supportive services before entering the housing or supportive services program.
- I/we understand that I/we, or my outreach worker/case manager, can be contacted about my survey and my current living situation.
- I/we understand that at any point I/we can request that my information be de-identified or made anonymous in HMIS.
- This authorization will expire two (2) years after the date it is signed.

Sign below if you consent to participating the NMCES

Your signature/s below indicates that you have read (or been read) the information provided above, have received answers to your questions, and have freely chosen to participate in NMCES. By agreeing to be participating, you are not giving up any of your legal rights.

Head of Household Printed Name

Head of Household Signature

Date

Partner Printed Name

Partner Signature

Date

Please contact Coordinated Entry staff to request a copy of this authorization, get more information on NMCES or to request that your information be de-identified in HMIS. Coordinated Entry staff can be reached at the New Mexico Coalition to End Homelessness at (505) 217-9570 or cap@nmceh.org.



New Mexico Coordinated Entry System

Families Only

I'll be honest; some questions are personal in nature. If you feel uncomfortable or upset during the interview, you may ask to take a break, skip any of the questions, or stop the survey. No one will be upset or angry if you decide to. If you do not understand a question, let me know and I will be happy to clarify. There are no right or wrong answers and there are no answers that will prevent you from receiving services, so please answer as honestly as you feel comfortable doing.

| Questions | | | | Response |
|--|---------------|--|--|--|
| 1. How many children under the age of 18 are currently with you? | | | | |
| 2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed? | | | | |
| (If household includes a female) 3. Is any member of the family currently pregnant? | | | | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 4. Please provide a list of children's ages... | | | | |
| How old | Date of birth | Currently with you | Believe they will be joining you once housed | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 5. Where do you and your family sleep most frequently? (check one) <input type="checkbox"/> Shelters <input type="checkbox"/> Transitional Housing <input type="checkbox"/> Safe Haven <input type="checkbox"/> Outdoors <input type="checkbox"/> Other (specify): | | | | |
| | | | | Response |
| 6. How long has it been since you and your family lived in permanent stable housing? | | | | |
| 7. In the last three years, how many times have you and your family been homeless? | | | | |
| 8. In the past six months, how many times have you or anyone in your family... | | | | |
| a) Received health care at an emergency department/room? | | | | |
| b) Taken an ambulance to the hospital? | | | | |
| c) Been hospitalized as an inpatient? | | | | |
| d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? | | | | |
| e) Talked to police because they a witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they must move along? | | | | |
| f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? | | | | |
| | | | | Yes No |
| 9. Have you or anyone in your family been attacked or beaten up since they've become homeless? | | | | |
| 10. Have you or anyone in your family threatened to or tried to harm them self or anyone else in the last year? | | | | |
| 11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live? | | | | |
| 12. Does anybody force or trick you or anyone in your family to do things that you do not want to do? | | | | |
| 13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that? | | | | |
| 14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money? | | | | |
| 15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? | | | | |
| 16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled? | | | | |



New Mexico Coordinated Entry System

Families Only

| Questions | Yes | No |
|---|-----|----|
| 17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? | | |
| 18. Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted? | | |
| 19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family? | | |
| 20. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart? | | |
| 21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family? | | |
| 22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? | | |
| 23. When someone in your family is sick or not feeling well, does your family avoid getting medical help? | | |
| 24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past? | | |
| 25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing? | | |
| 26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of: | Yes | No |
| a) A mental health issue or concern? | | |
| b) A past head injury? | | |
| c) A learning disability, developmental disability, or other impairment? | | |
| 27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed? | | |
| 28. Does any single member of your household have a medical condition, mental health concerns, and experience with problematic substance use? | | |
| 29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking? | | |
| 30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication? | | |
| (Yes or No) 31. Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced? | | |
| 32. Are there any children that have been removed from the family by a child protection service within the last 180 days? | | |
| 33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing? | | |
| 34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation? | | |
| 35. Has any child in the family experienced abuse or trauma in the last 180 days? | | |
| (If there are school-aged children) 36. Do your children attend school more often than not each week? | | |
| 37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that? | | |
| 38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed? | | |
| 39. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that? | | |



New Mexico Coordinated Entry System

Families Only

Questions

40. After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...

Yes No

a) 3 or more hours per day for children aged 13 or older?

b) 2 or more hours per day for children aged 12 or younger?

(If there are children both 12 and under & 13 and over) 41. Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?

Additional Family Information

Head of Household information

How long have you lived in New Mexico this time?

What was the last city you resided in before coming to New Mexico?

What gender do you identify with? ☐ Male ☐ Female ☐ Transgender Male to Female ☐ Transgender Female to Male ☐ Other

What race do you most identify with? ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American
(Select all that apply) ☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Refused

If **yes** to American Indian or Alaska Native, Tribal affiliation:

Would you say that you are? ☐ Non-Hispanic/Non-Latino ☐ Hispanic/Latino

Have you ever served at least one day active duty in the US Military? ☐ Yes ☐ No

What kind of health insurance do you have? ☐ Medicaid ☐ Medicare ☐ VA ☐ Private Insurance ☐ IHSP ☐ None ☐ Other

Do you have, or been told you have a disabling condition by a professional such as: **(check all that apply)**
☐ Developmental ☐ Mental Health ☐ Physical ☐ Chronic Health Condition Substance Abuse: ☐ Drug ☐ Alcohol

Have you ever been a victim of Domestic Violence? ☐ Yes ☐ No

Is this the first time you have experienced homelessness? ☐ Yes ☐ No

Where did you sleep last night?

How long have been sleeping there? _____ Years _____ Months

About how long have you lived on the streets and/or in shelters this time? _____ Years _____ Months

Looking at the last 3 years, what is the total number of months you have stayed on the street or in shelters? _____ Months

What was your monthly income, if any, last month? Amount: \$ Source:

What were your monthly non-cash benefits? Amount: \$ Source:

Have you ever been in jail or prison? ☐ Jail ☐ Prison ☐ No **(If yes)** # of times? _____ and when last released? _____

Would you be able, willing and want to relocate to another part of the state if housing was to become available? ☐ Yes ☐ No

Personal Contact: cell phone, message number Other Contact: Friend or Family, case manager or advocate

If you don't have any contact information: where and when is the best place or avenue to reach you?

Partner's information (if applicable)

What gender do you identify with? ☐ Male ☐ Female ☐ Transgender Male to Female ☐ Transgender Female to Male ☐ Other

What race do they most identify with? ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American
(Select all that apply) ☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Refused

If **yes** to American Indian or Alaska Native, Tribal affiliation:

Would they say that they are? ☐ Non-Hispanic/Non-Latino ☐ Hispanic/Latino

Have they ever served at least one day active duty in the US Military? ☐ Yes ☐ No

Do they have, or been told they have a disabling condition by a professional such as: **(check all that apply)**
☐ Developmental ☐ Mental Health ☐ Physical ☐ Chronic Health Condition Substance Abuse: ☐ Drug ☐ Alcohol

Have you ever been a victim of Domestic Violence? ☐ Yes ☐ No



New Mexico Coordinated Entry System Consent Form

Authorization to complete the VI-SPDAT survey and participate in the Coordinated Entry System

Youth Individual Survey

| | | |
|---------------------|-------|---------------------------------------|
| Interviewer's Name: | | Agency/Location: |
| First Name: | | Last Name: |
| Date: | Time: | SSN: |
| Age: | DOB: | HMIS ClientID: <i>(if applicable)</i> |

We want to help match you to the most appropriate housing we can but we do understand that it is a hard decision to have your personal information entered into a shared database HMIS (Homeless Management Information System). Regardless of gender, if you're actively fleeing a domestic violence situation (including sexual assault, stalking, or dating violence) or are in fear for your safety because of a prior domestic violence situation, your information is protected under the Violence Against Women Act (VAWA) and will be de-identified in the secured shared data base.

By checking the box ☐, you wish to have your information de-identified

By signing this consent form, I agree to and understand the following:

- I agree to allow my responses to this survey to be disclosed and received by all agencies that participate in the NMCES, via HMIS, to aid in determining if I am eligible for available housing and related programs. The full list of participating agencies will be provided and/or read to me upon request.
- I understand that information I provide can be shared with participating agencies and funding sources in New Mexico for the purpose of finding appropriate housing, supportive service and reporting. Information includes but is not limited to;
 - All information contained within the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT) pre-screen survey; History of Housing and Homelessness, Risks, Socialization and Daily Functioning, Wellness, Health & Additional information.
- I agree to allow a case manager, direct service provider or NMCEH staff to enter all the information provided through this survey into HMIS.
- I understand that participating in the NMCES does not guarantee that I will be accepted into a housing and/or supportive services program.
- I understand that this survey is not an application for housing but a process to match me to the most appropriate housing once resources become available
- I understand that additional information and documentation may be required by an agency that is offering housing or supportive services before entering the housing or supportive services program.
- I understand that I, or my outreach worker/case manager, can be contacted about my survey.
- I understand that at any point I can request that my information be de-identified or made anonymous in HMIS.
- This authorization will expire two (2) years after the date it is signed.
- I understand that I have a right to request a copy of this consent form after I have signed it.

Sign below if you consent to participating the NMCES

Your signature below indicates that you have read (or been read) the information provided above, have received answers to your questions, and have freely chosen to participate in NMCES. By agreeing to participate, you are not giving up any of your legal rights.

Printed Name of Participant

Signature of Participant

Date

Please contact Coordinated Entry staff to request a copy of this authorization, get more information on NMCES or to request that your information be de-identified in HMIS. Coordinated Entry staff can be reached at the New Mexico Coalition to End Homelessness at (505) 217-9570 or cap@nmceh.org.



New Mexico Coordinated Entry System: Youth Individuals Only

I'll be honest; some questions are personal in nature. If you feel uncomfortable or upset during the interview, you may ask to take a break, skip any of the questions, or stop the survey. No one will be upset or angry if you decide to. If you do not understand a question, let me know and I will be happy to clarify. There are no right or wrong answers and there are no answers that will prevent you from receiving services, so please answer as honestly as you feel comfortable doing.

| Questions | | |
|---|----------|----|
| 2. Where do you sleep most frequently? (check one) <input type="checkbox"/> Shelters <input type="checkbox"/> Transitional Housing <input type="checkbox"/> Safe Haven <input type="checkbox"/> Couch Surfing <input type="checkbox"/> Outdoors <input type="checkbox"/> Other: | | |
| | Response | |
| 2. How long has it been since you lived in permanent stable housing? | | |
| 3. In the last three years, how many times have you been homeless? | | |
| 4. In the past six months, how many times have you... | | |
| a) Received health care at an emergency department/room? | | |
| b) Taken an ambulance to the hospital? | | |
| c) Been hospitalized as an inpatient? | | |
| d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? | | |
| e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? | | |
| f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? | | |
| | Yes | No |
| 5. Have you been attacked or beaten up since you've become homeless? | | |
| 6. Have you threatened to or tried to harm yourself or anyone else in the last year? | | |
| 7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? | | |
| 8. Were you ever incarcerated when younger than age 18? | | |
| 9. Does anybody force or trick you to do things that you do not want to do? | | |
| 10. Do you ever do things that may be considered to be risky like exchange sex for money, food, drugs, or a place to stay, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? | | |
| 11. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? | | |
| 12. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? | | |
| 13. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? | | |
| 14. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? | | |
| 15. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted? | | |
| | Yes | No |
| a) Because you ran away from your family home, a group home or a foster home? | | |
| b) Because of a difference in religious or cultural beliefs from your parents, guardians or caregivers? | | |
| c) Because your family or friends caused you to become homeless? | | |
| d) Because of conflicts around gender identity or sexual orientation? | | |
| e) Because of violence at home between family members? | | |
| f) Because of an unhealthy or abusive relationship, either at home or elsewhere? | | |
| 16. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? | | |
| 17. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? | | |



New Mexico Coordinated Entry System: Youth Individuals Only

| Questions | Yes | No |
|---|---|----|
| 18. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? | | |
| 19. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? | | |
| 20. When you are sick or not feeling well, do you avoid getting help? | | |
| 21. Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant? | | |
| 22. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? | | |
| 23. Will drinking or drug use make it difficult for you to stay housed or afford your housing? | | |
| 24. If you've ever used marijuana, did you ever try it at age 12 or younger? | | |
| 25. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of: | Yes | No |
| a) A mental health issue or concern? | | |
| b) A past head injury? | | |
| c) A learning disability, developmental disability, or other impairment? | | |
| 26. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? | | |
| 27. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? | | |
| 28. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? | | |
| Additional Information | | |
| How long have you lived in New Mexico this time? | | |
| What was the last city you resided in before coming to New Mexico? | | |
| What gender do you identify as? <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Other | | |
| What race do you most identify with? <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American (Select all that apply) <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Refused | | |
| If yes to American Indian or Alaska Native, Tribal affiliation: | | |
| Would you say that you are? <input type="checkbox"/> Non-Hispanic/Non-Latino <input type="checkbox"/> Hispanic/Latino | | |
| Have you served at least one day active duty in the US Military? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| What kind of health insurance do you have? <input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input type="checkbox"/> VA <input type="checkbox"/> Private Insurance <input type="checkbox"/> IHSP <input type="checkbox"/> None <input type="checkbox"/> Other | | |
| Do you have, or been told you have a disabling condition by a professional such as: (Check all that apply) <input type="checkbox"/> Developmental <input type="checkbox"/> Mental Health <input type="checkbox"/> Physical <input type="checkbox"/> Chronic Health Condition Substance Abuse: <input type="checkbox"/> Drug <input type="checkbox"/> Alcohol | | |
| Have you ever been a victim of Domestic Violence? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Is this the first time you have experienced homelessness? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Where did you sleep last night? | | |
| How long have been sleeping there? _____ Years _____ Months | | |
| About how long have you lived on the streets and/or in shelters this time? _____ Years _____ Months | | |
| Looking at the last 3 years, what is the total number of months you have stayed on the street or in shelters? _____ Months | | |
| What was your monthly income, if any, last month? Amount: \$ Source: | | |
| What were your monthly non-cash benefits? Amount: \$ Source: | | |
| Have you ever been in jail or prison? <input type="checkbox"/> Jail <input type="checkbox"/> Prison <input type="checkbox"/> No (If yes) # of times? _____ and when last released? _____ | | |
| Would you be able, willing and want to relocate to another part of the state if housing was to become available? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Personal Contact: cell phone, message number | Other Contact: Friend or Family, case manager or advocate | |

New Mexico Balance of State Continuum of Care (CoC)
Criteria for NEW Projects
-2018-

System for Ranking New Projects:

Projects are reviewed to determine if they meet threshold requirements listed below and then scored on a point system to assist with the ranking process. The Impartial Review Committee (IRC) may review various additional considerations including geographic need and target/sub-populations.

Threshold requirements:

- Applicant agency must submit a resolution from its Board of Directors expressing support for the proposed project.
- Proposal must serve homeless people that meet HUD's definition of homelessness and in all other ways meet the HUD criteria for a bonus project or reallocation project as stated in the most current Notice of Funding Availability (NOFA).
- The applicant agency must have an audit that shows they are viable and capable of taking on a new project.
- The applicant agency must use HMIS (except DV agencies) and/or agree to use HMIS, the data management system.
- The applicant agency must agree to use the Coordinated Entry System.
- Projects that rely on a site must show evidence of site control, a budget prepared by an architect or contractor, and a viable plan to get the necessary money, as well as a backup plan to fund vouchers in case the construction falls through.
- The applicant agency must have a proven and successful track record of managing a CoC grant or equivalent federal grant, or partner with an agency that has successful experience with federal grants.
- Proposed projects must be one of the following types: Permanent Supportive Housing, Rapid Rehousing, Supportive Services Only—Coordinated Entry, or the new, Joint Transitional Housing and Rapid Rehousing project type outlined in the FY18 NOFA.
- If a project is applying for funding via the DV Bonus outlined in the FY18 NOFA, the project must indicate this clearly with its application materials.

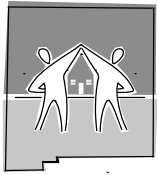
| Evaluation Component | Specific Criteria | Points Awarded |
|--|--|----------------|
| Projects that create supportive housing in underserved communities are prioritized and ranked by county according to need: High and Medium | Projects in High need/priority counties. | 2 |
| Projects that create supportive housing in underserved communities are prioritized ranked by county according to need: High and Medium | Project is Medium need/priority counties. | 1 |

| | | |
|---|--|---|
| New projects that apply for the second or third time are prioritized provided that the application met the threshold requirements <u>each</u> time. | Project is applying for the Third year in a row. | 2 |
| New projects that apply for the second or third time are prioritized provided that the application met the threshold requirements <u>each</u> time. | Project is applying for the Second year in a row. | 1 |
| Projects that obtain funding from another source and are combining it in a creative way with the CoC funding are prioritized. | Proposed project that has committed, leveraged or matched funding that is at least equal to 50% of the amount that is being requested in CoC funds. | 2 |
| Projects that obtain funding from another source and are combining it in a creative way with the CoC funding are prioritized. | Proposed project that has committed, leveraged or matched funding that is at least 25% of the amount that is being requested in CoC funds. | 1 |
| Projects that use a Housing First model and are low barrier. | Proposed projects will take people in priority order from the Coordinated Entry by-name list with no other criteria for admission. | 2 |
| Projects that have sufficient supportive services for a viable Housing First model. | If project has declared Housing First, it can show its ability to offer sufficient supportive services for a viable Housing First model, including assisting clients with multiple problems and active substance abuse problems. | 2 |
| Projects that have a correct and completed project application in HUD's e-snaps submission system will be prioritized. | Proposed project has a completed application in e-snaps and the application is logically consistent as presented. | 2 |
| The Supportive Housing Toolkit sponsored by NMCEH helped communities develop realistic new projects for permanent supportive housing for the hardest to help homeless people. These projects should receive priority over others. | Project participated in the Supportive Housing Toolkit and has a complete development team lined up to do the project, including a housing developer and service provider. | 3 |

Explanation of Evaluation Measures – Renewal Projects
New Mexico Balance of State Impartial Review Committee Meeting
(April 13, 2018)

- **HOUSING SUCCESS**
 - Of exits, what % were to PH?
 - $(\text{Exits to permanent housing destinations}) / (\text{Total number of exits})$
 - Data sources: Tables 23a and 23b of the APR
 - % Exits to PH or Stayers (i.e. Housing Stability)
 - $((\text{Exits to permanent housing destinations}) + (\text{Stayers})) / (\text{Total Served})$
 - Data sources: Tables 5a, 23a, and 23b of the APR
- **COST EFFECTIVENESS**
 - Average Cost per Success for Most Cost Effective Project in Category / Average Cost per Success for Project
 - Average Cost per Success for Project:
 - $((\text{Total Exits to PH}) + (\text{Stayers})) / (\text{Average of FY15 and FY16 CoC awards})$
 - Data sources: Tables 5a, 23a, and 23b of the APR; HUD CoC funding announcements for FY15 and FY16.
 - Note: If projects did not have an FY15 award, their FY16 award is used.
 - Average Cost per Success for Most Cost Effective Project in Category:
 - Projects are divided into four groups: PSH, RRH/TH, DV, and Youth. For each group, the project with the lowest Average Cost per Success is selected as a benchmark.
- **HMIS**
 - Data Quality Score Inverse: % of Clients with no errors in Personally Identifiable Information
 - $100\% \text{ minus } (\% \text{ of clients with an error in Personally Identifiable Information})$
 - Data source: Table 6a of the APR
 - % Entry and Exit Records entered in <=3 days
 - $(\text{Entry and Exit Records entered in } \leq 3 \text{ days}) / (\text{Total Entry and Exit Records})$
 - Data source: Table 6e of the APR
 - Note: Osnium cannot currently report this measure accurately, so all DV project will appear to have perfect compliance.
 - % Completed Annual Assessments
 - $100\% \text{ minus } ((\text{Number of Adult Stayers without Required Annual Assessment}) / ((\text{Total Adults}) - (\text{Number of Adults Stayers not yet Required to have an Annual Assessment})))$
 - Data source: Table 16 of the APR
- **RECIDIVISM**
 - Percentage not returning to Homelessness within 2 years
 - $100\% \text{ minus } ((\text{Number who reappear in Emergency Shelter within 2 years of discharge}) / (\text{Number discharged to a permanent housing destination}))$
 - Data source: System Performance Report for Recidivism run with the project and all Emergency Shelters in HMIS.
- **UTILIZATION**
 - Percent Utilized – Persons

- (Average of the 4 point in time counts listed in the APR) / (Approximate number of beds project can serve at any given time)
 - Data sources: Table 7b of the APR; number of beds listed in the FY16 application
 - Note: while the 'Evaluation' worksheet lists actual utilization percentage, the 'Ranking' worksheets bring any value over full utilization down to 100%.
- **INCOME**
 - Percent who increased – Earned Income
 - $(\text{Adults who increased earned income}) / ((\text{Adults for whom there is complete income}) + (\text{Adults for whom there is income data missing at Annual Assessment}) + (\text{Adults for whom there is income data missing at Exit}))$
 - Data sources: Tables 6c and 19a3 of the APR
 - Percent who increased – Any Income
 - $(\text{Adults who increased any income}) / ((\text{Adults for whom there is complete income}) + (\text{Adults for whom there is income data missing at Annual Assessment}) + (\text{Adults for whom there is income data missing at Exit}))$
 - Data sources: Tables 6c and 19a3 of the APR
- **CES**
 - % of New Enrollments with CES Survey
 - $(\text{Newly enrolled households with a CES survey}) / (\text{All newly enrolled households})$
 - Data source: APR detail report with CES modifications
 - % of total enrollments that met evaluation measure for project type
 - $(\text{Newly enrolled households meeting the evaluation measure}) / (\text{All newly enrolled households})$
 - Evaluation measure for PSH: Household was within the top 35% of the relevant CES priority list when enrolled.
 - Evaluation measure for RRH and TH: Household scored 7-17 for individuals or 8-23 for families.
 - Data source: APR detail report with CES modifications
- **CHRONIC HOMELESSNESS**
 - % of Total Served Listed as Chronically Homeless
 - $(\text{Number listed as chronically homeless in HMIS}) / (\text{Total served})$
 - Data source: Table 5a of the APR
- **PLACEMENT TIME**
 - Average Length of Time from Project Entry to Move in (Days)
 - Average of: $((\text{Date of move in}) - (\text{Date of project entry}))$ for all households
 - Data source: System Performance Report for Length of Time Homeless
 - Note: while the 'Evaluation' worksheet lists the length of time in days, the 'Ranking' worksheets give full points to projects where the length of time is within 14 days, and zero points to projects where the length of time is over 14 days.



**Minutes – Balance of State Impartial Review Committee
Friday, April 13, 2018**

1. Introductions and Agenda

Hank Hughes called the meeting to order at 11:05am. The following Impartial Review Committee (IRC) members were physically present: Anita Dunmar, Greg Morris, Lisa Howley, Stacey McGuire, and Tristin Maroney. IRC member Eva Nevarez St. John was present via conference call. Kelly Patterson of the Mortgage Finance Authority was also present in order to take notes for IRC member Natalie Michelback, who could not attend the meeting. NMCEH staff members Hank Hughes and Michael Nitsch were present as well. All participants in the meeting introduced themselves to the group.

Hank Hughes explained that the main goals for the meeting would be to establish criteria for ranking both new and renewal projects in the Balance of State Continuum of Care. About \$5 million are expected, with most of the money going to renewal projects, and some to new projects.

2. Ranking Criteria for New Projects

Hank Hughes suggested working through an initial draft document of the new project ranking criteria, and the IRC members agreed.

The IRC began by reviewing the Threshold Requirements on the draft document for new Projects, and the following changes from last year's requirements emerged:

- Adding a requirement that the applicant agency submit a resolution from its Board of Directors expressing support for the proposed project.
- Eliminating the requirement that 50% of the total funding for the project be committed, and replacing it with a requirement that the project have a viable plan to get the necessary money, and a backup plan to fund vouchers in case the construction falls through.
- Adding a new, hybrid Rapid Rehousing / Transitional Housing project type for Youth to the list of acceptable proposed project types.

The IRC continued with a review of the possible ranking criteria for new projects, and the following changes from last year's categories emerged:

- Awarding a project 2 points if it 'has committed, leveraged or matched funding that is at least' 50% (as opposed to 100% in 2017) of the amount being requested in CoC funds.
- Awarding a project 1 point if it 'has committed, leveraged or matched funding that is at least' 25% (as opposed to 50% in 2017) of the amount being requested in CoC funds.

- Changing the Housing First and low barrier point structure to:
 - 2 points for projects that will be Housing First
 - An additional 2 points if the project shows that it will be able to offer sufficient supportive services for a viable Housing First project
- Adding a 3-point category for projects that have participated in NMCEH's Supportive Housing Toolkit and have a complete development team lined up to do the project, including a housing developer and service provider.

After these proposed changes to the new project threshold and ranking criteria were reviewed, Stacey McGuire motioned to accept them, and Tristin Maroney seconded. In a vote, all were in favor with none opposed.

3. Ranking Criteria for Renewal Projects

Michael Nitsch began the discussion of ranking criteria for renewal projects by explaining the structure of the initial spreadsheet that had been created to assist in this process. He then also walked the IRC through a document ('Explanation of Ranking and Evaluation Measures', attached) explaining the data sources and calculations that contributed to the potential ranking measures that had been included in the spreadsheet. The IRC decided to organize its discussion of ranking criteria around the following project groupings: PSH, RRH and TH (excluding DV and Youth projects), DV, and Youth. The IRC also decided that if the four groups emerged with different numbers of possible points, then the scores would be scaled to even the playing field across project types.

The IRC's discussion of **PSH projects** led to the following ranking measures and weights, for a total of 50 possible points:

- **Housing Success (10 points):** ((Exits to permanent housing destinations) + (Stayers)) / (Total Served)
- **Cost Effectiveness (10 points):** (Average Cost per Success for Most Cost Effective PSH Project) / (Average Cost per Success for Project)
- **HMIS – Data Timeliness (5 points):** (Entry and Exit Records entered in <=3 days) / (Total Entry and Exit Records)
- **HMIS – Annual Assessments (5 points):** 100% minus ((Number of Adult Stayers without Required Annual Assessment) / ((Total Adults) - (Number of Adults Stayers not yet Required to have an Annual Assessment)))
- **Increased Income – Any Source (10 points):** (Adults who increased any income) / ((Adults for whom there is complete income) + (Adults for whom there is income data missing at Annual Assessment) + (Adults for whom there is income data missing at Exit))
- **CES Participation (10 points):** (Newly enrolled households with a CES survey) / (All newly enrolled households)

Anita Dunmar motioned to accept these ranking measures for PSH projects, and Stacey McGuire seconded the motion. In a vote, all were in favor, with none opposed.

The IRC's discussion of **RRH and TH projects** led to the following ranking measures and weights, for a total of 50 possible points:

- **Housing Success (10 points):** (Exits to permanent housing destinations) / (Total number of exits)
- **Cost Effectiveness (10 points):** (Average Cost per Success for Most Cost Effective RRH or TH Project) / (Average Cost per Success for Project)
- **HMIS – Data Timeliness (5 points):** (Entry and Exit Records entered in ≤ 3 days) / (Total Entry and Exit Records)
- **HMIS – Annual Assessments (5 points):** $100\% \text{ minus } ((\text{Number of Adult Stayers without Required Annual Assessment}) / ((\text{Total Adults}) - (\text{Number of Adults Stayers not yet Required to have an Annual Assessment})))$
- **Increased Income – Any Source (10 points):** $((\text{Adults who increased any income}) / ((\text{Adults for whom there is complete income}) + (\text{Adults for whom there is income data missing at Annual Assessment}) + (\text{Adults for whom there is income data missing at Exit})))$
- **CES Participation (10 points):** (Newly enrolled households with a CES survey) / (All newly enrolled households)

Stacey McGuire motioned to accept these ranking measures for RRH and TH projects, and Greg Morris seconded the motion. In a vote, all were in favor, with none opposed.

The IRC's discussion of **DV projects** led to the following ranking measures and weights, for a total of 30 possible points:

- **Housing Success (10 points):** (Exits to permanent housing destinations) / (Total number of exits)
- **Cost Effectiveness (10 points):** (Average Cost per Success for Most Cost Effective DV Project) / (Average Cost per Success for Project)
- **Increased Income – Any Source (10 points):** $((\text{Adults who increased any income}) / ((\text{Adults for whom there is complete income}) + (\text{Adults for whom there is income data missing at Annual Assessment}) + (\text{Adults for whom there is income data missing at Exit})))$

Greg Morris motioned to accept these ranking measures for DV projects, and Lisa Howley seconded the motion. In a vote, all were in favor, with none opposed.

The IRC's discussion of **Youth projects** led to the following ranking measures and weights, for a total of 40 possible points:

- **Housing Success (10 points):** (Exits to permanent housing destinations) / (Total number of exits)
- **Cost Effectiveness (10 points):** (Average Cost per Success for Most Cost Effective Youth Project) / (Average Cost per Success for Project)
- **HMIS – Data Timeliness (5 points):** (Entry and Exit Records entered in ≤ 3 days) / (Total Entry and Exit Records)

- HMIS – Annual Assessments (5 points): $100\% \text{ minus } ((\text{Number of Adult Stayers without Required Annual Assessment}) / ((\text{Total Adults}) - (\text{Number of Adults Stayers not yet Required to have an Annual Assessment})))$
- Increased Income – Any Source (10 points): $(\text{Adults who increased any income}) / ((\text{Adults for whom there is complete income}) + (\text{Adults for whom there is income data missing at Annual Assessment}) + (\text{Adults for whom there is income data missing at Exit}))$

Tristin Maroney motioned to accept these ranking measures for Youth projects, and Gregg Morris seconded the motion. In a vote, all were in favor, with none opposed.

4. Closing Remarks and Adjournment

Hank Hughes updated the IRC that NMCEH was informed by the Life Link that its “Eastern NM PSH” project will not be reapplying for CoC funds. Hank Hughes also noted that the next IRC meeting would be scheduled once the 2018 Notice of Funding Availability has been released.

Stacey McGuire stated that she would like to see a firm deadline for project applications, and Greg Morris expressed support for this idea. The IRC discussed the importance of creating a firm deadline for projects while also accounting for extenuating circumstances.

The meeting adjourned at 12:58pm.

-Minutes taken by Michael Nitsch, NMCEH Project Manager for the Balance of State CoC

| Highest Possible Score: | BASIC PROJECT INFORMATION | | | | | HOUSING SUCCESS | COST EFFECTIVENESS | INCOME | Highest Possible Score: |
|-------------------------|--|--|--------------|-------------------|--------------|------------------------------|---|------------------------------------|-------------------------|
| 30 | Highest Possible Score in Column: | | | | | 10 | 10 | 10 | 30 |
| Total Score | Project Name (HMIS) | Applicant Name (2016 Application) | Project Type | Target Population | New Projects | Of exits, what % were to PH? | Average Cost per Success for Most Cost Effective Project in Category / Average Cost per Success for Project | Percent who increased - Any Source | Total Score |
| 26.40 | Transitional Housing Project 2016 - El Refugio, Inc. | El Refugio, Inc. | TH | DV | - | 9.73 | 10.00 | 6.67 | 26.40 |
| 23.69 | La Vida Nueva - Valencia Shelter Services for Victims of Domestic Violence | Valencia Shelter Services for Victims of Domestic Violence | RRH | DV | - | 10.00 | 3.69 | 10.00 | 23.69 |
| 23.02 | La Casa Rapid Rehousing - La Casa, Inc. | La Casa, Inc. | RRH | DV | - | 5.85 | 8.42 | 8.75 | 23.02 |
| 16.90 | Community Against Violence DV/SA Housing Project 2016 - Community Against Violence, Inc. | Community Against Violence, Inc. | TH | DV | - | 10.00 | 3.90 | 3.00 | 16.90 |
| 1.41 | Rapid Re-housing 2016 - El Refugio, Inc. | El Refugio, Inc. | RRH | DV | New Project | No exits | 1.41 | None eligible | 1.41 |

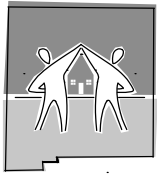
DV RENEWAL PROJECT RANKING MEASURES -- based on data from Osinium (comparable database)

NEW PROJECT EVALUATION AND RANKING TOOL

| Project Name | Agency | Budget Amount | DV Bonus | Board Resolution | Meets homeless definition | Viable audit | Will use HMIS | Will use CES | Site control | Track record w/ CoC or Federal grant | Project Type |
|--|--|---------------|----------|------------------|---------------------------|---------------------------------------|---------------|--------------|--------------|--------------------------------------|--------------|
| Community Housing Connection I Expansion | Mesilla Valley Community of Hope | \$139,404 | - | Can provide | DedicatedPLUS | Yes | Yes | Yes | n/a | Yes | PSH |
| Freedom Springs Gallup PSH | Rehoboth McKinley Christian Health Care Services | \$199,870 | - | Yes | DedicatedPLUS | Yes | Yes | Yes | No, n/a | Yes | PSH |
| Cornerstone Apartments | Southwest New Mexico Council of Governments | \$269,740 | - | Yes | DedicatedPLUS | Findings related to accounting system | Yes | Yes | No, n/a | Yes | PSH |
| FR-6200-N-25_NMVIC BoS | New Mexico Veterans Integration Centers | \$194,185 | - | Yes | Yes | Yes | Yes | Yes | n/a | Yes | RRH |
| Deming Silver Linings RRH 2018 | Mesilla Valley Community of Hope | \$129,228 | - | Can provide | Yes | Yes | Yes | Yes | n/a | Yes | RRH |
| Taos Housing First | DreamTree Project, Inc. | \$199,600 | - | Yes | DedicatedPLUS | Yes | Yes | Yes | n/a | Yes | PSH |
| Casa Cerrillos 2018 Expansion | St. Elizabeth Shelter | \$21,278 | - | Yes | DedicatedPLUS | Yes | Yes | Yes | Yes | Yes | PSH |
| Safe at Home | Valencia Shelter Services for Victims of Domestic Violence | \$316,317 | DV Bonus | Can provide | Yes | Yes | Yes | Yes | n/a | Yes | RRH |
| BoS Coordinated Entry DV 2018 | New Mexico Coalition to End Homelessness | \$68,731 | DV Bonus | Can provide | Yes | Yes | Yes | Yes | n/a | Yes | SSO-CE |

NEW PROJECT EVALUATION AND RANKING TOOL

| Point Total | Project Name | Agency | Budget Amount | DV Bonus | County need | Repeat application | Matching funds | Housing First | Sufficient supportive services | eSNAPs submission | Toolkit participation | Notes |
|-------------|--|--|---------------|----------|-------------|--------------------|----------------|---------------|--------------------------------|-------------------|-----------------------|--|
| 13 | Community Housing Connection I Expansion | Mesilla Valley Community of Hope | \$139,404 | - | 2 | 1 | 1 | 2 | 2 | 2 | 3 | |
| 13 | Freedom Springs Gallup PSH | Rehoboth McKinley Christian Health Care Services | \$199,870 | - | 2 | 0 | 2 | 2 | 2 | 2 | 3 | Project expects to be built within 1 year |
| 13 | Cornerstone Apartments | Southwest New Mexico Council of Governments | \$269,740 | - | 1 | 1 | 2 | 2 | 2 | 2 | 3 | Project not expected to be completed until 2020. |
| 9 | FR-6200-N-25_NMVIC BoS | New Mexico Veterans Integration Centers | \$194,185 | - | 2 | 0 | 1 | 2 | 2 | 2 | 0 | |
| 8 | Deming Silver Linings RRH 2018 | Mesilla Valley Community of Hope | \$129,228 | - | 1 | 0 | 1 | 2 | 2 | 2 | 0 | |
| 8 | Taos Housing First | DreamTree Project, Inc. | \$199,600 | - | 1 | 1 | 0 | 2 | 2 | 2 | 0 | DreamTree may be busy with the YHDP grant. |
| 8 | Casa Cerrillos 2018 Expansion | St. Elizabeth Shelter | \$21,278 | - | 0 | 1 | 1 | 2 | 2 | 2 | 0 | Willing to fill in if money is available. |
| 9 | Safe at Home | Valencia Shelter Services for Victims of Domestic Violence | \$316,317 | DV Bonus | 2 | 0 | 1 | 2 | 2 | 2 | 0 | |
| 9 | BoS Coordinated Entry DV 2018 | New Mexico Coalition to End Homelessness | \$68,731 | DV Bonus | 2 | 0 | 1 | 2 | 2 | 2 | 0 | Will apply for difference between VSS' application and the DV Bonus. |



**Minutes – Balance of State Impartial Review Committee
Friday, August 3, 2018**

1. Introductions and Agenda

The meeting was called to order at 11:02am. The following Impartial Review Committee (IRC) members were present: Natalie Michelback, Eva Nevarez St. John, Henrietta Correa, Anita Dunmar, Lisa Howley, and Trisstine Maroney. NMCEH staff members Hank Hughes and Michael Nitsch were also present. All participants introduced themselves to the group. (IRC member Stacey McGuire joined the meeting by phone at 11:56am, as noted below.)

Hank Hughes explained that the main goals for the meeting would be to review and rank renewal projects, new projects, and DV Bonus projects, and to establish which projects would be placed in Tier 1 vs. Tier 2. Hank Hughes explained that, according to HUD guidelines, Tier 1 covers 94% of the CoC's annual renewal demand, and that projects in Tier 1 are fairly safe. Projects in Tier 2 (6% of the annual renewal demand plus the CoC's bonus amount) are very competitive, and that higher ranked projects in Tier 2 have a better chance of being funded than lower ranked projects. Hank Hughes also explained that each CoC is allowed one or more bonus or reallocation project that can be permanent supportive housing, rapid rehousing, or the new joint transitional housing / rapid rehousing component. He noted that, this year, HUD had created a special DV Bonus, and that the IRC would also review two projects that are eligible for that bonus money.

2. Review and reallocation of renewal projects

Michael Nitsch explained that the ranking spreadsheet for renewal projects was largely the same as the version the IRC had decided on at its last meeting. Several changes had been made following corrections from projects, and these were recorded in a separate document for the IRC's review. He said that some substantive feedback about the ranking approach itself had been registered by the DreamTree Project, which expressed concern that the scaling method would disadvantage DV and Youth projects.

Michael Nitsch introduced other material regarding renewal projects, including an overview of the renewal documents that each agency submitted, feedback from MFA and HUD about renewal agencies, and a snapshot of each project's spending. Hank Hughes discussed the concerns expressed by MFA and HUD, and Michael Nitsch walked through those projects that were either returning funds or behind in their spending.

The IRC expressed concern about PATH's PSH project, focusing on the fact that the project had spent only several thousand dollars on its grant, which began in late 2017. The IRC decided that the project's lack of spending meant that the project should not be recommended for renewal.

The IRC reviewed the spending patterns of all renewals and noted that most projects were doing a much better job of spending all their grant money. No other projects were recommended for reductions.

The IRC then reviewed other renewal projects that fell relatively low in the renewal rankings, noting that both youth projects and congregate living projects tended to appear towards the bottom. It also noted that several projects that were new as of the FY17 competition appeared at the very bottom of the renewal rankings. The IRC decided to delay further ranking decisions until it had reviewed new projects and projects considered by the Special HMIS Coordinated Entry Review Committee.

3. Review of Special Review Committee recommendations

The IRC discussed the minutes of the Special Review Committee (SRC), which had reviewed NMCEH's HMIS project, along with the coordinated entry projects of NMCEH and the Mesilla Valley Community of Hope (MVCH). The IRC noted that the SRC had recommended funding all three projects at their full requested amount, with an encouragement to MVCH to expand the reach of its coordinated entry efforts. The IRC decided to recommend all three projects for their full funding request, and to endorse the SRC's input for MVCH's project.

Stacey McGuire joined the meeting by telephone at 11:56, and Hank Hughes updated her about the discussion and decisions so far.

4. Review and ranking of new projects

Hank Hughes reviewed notes and ranking points for all new project applications. The IRC expressed some concern about the audit findings for the Southwest New Mexico Council of Governments, which applied for the Cornerstone Apartments project. The IRC also discussed the fact that the Cornerstone project was still relatively far from construction, and less far along than the Freedom Springs Gallup permanent supportive housing project. Given these considerations, it decided not to recommend Cornerstone Apartments but to encourage the project to reapply next year.

The IRC noted HUD's concerns about DreamTree, and it discussed the implications of its upcoming participation in the Youth Homelessness Demonstration Project (YHDP). Given these considerations, the IRC decided that this was not the right time for the agency to take on an additional new project. The IRC also decided that it did not want to double up with two new projects focused on Gallup, and that it would support the higher scoring Freedom Springs project over that proposed by the NM VIC. The IRC encouraged the VIC to reapply next year.

The IRC also decided to support Casa Cerrillos' request for a small expansion towards the bottom of the new projects, so that it would not displace the other projects but still have a chance to be funded. The IRC decided to support Deming Silver Linings RRH project, noting the benefits of

having a CoC project in Deming, which has never had a CoC grant, and MVCH's strong record of grant management. It also discussed the fact that the project's points ranking did not reflect its recent participation in the Toolkit Process. Giving it partial credit would make it score a 9 or a 10.

The IRC considered the two applications for the DV Bonus and noticed that, with a reduction, the NMCEH SSO-CE proposal could be included at the very bottom of Tier 2. The IRC decided to reduce the NMCEH SSO-CE to occupy the bottom of Tier 2, and to increase the Valencia Shelter Services funding amount to cover the remainder of the DV Bonus.

5. Final review of all project rankings

The IRC considered the combined list for renewal and new projects. It decided to move MVCH's Rapid Rehousing II project, along with El Refugio's Rapid Rehousing project into Tier 1, since these were both new as of the FY2017 competition, and their score as first year projects would not reflect their actual performance. The IRC also decided on the ranking of the three projects reviewed by the SRC, placing them near but not at the bottom of Tier 1. The IRC also finalized its ranking of MVCH's Community Housing Connections I project as the first new project, given that it was not subject to the same questions about site control as Freedom Springs Gallup. It ranked Freedom Springs Gallup above the Deming Silver Linings project, given its strong performance in the rankings and the importance of funding a new project in northwestern NM.

6. Recommendations to all projects, YHDP plans, and adjournment of meeting

The IRC noted that, relative to last year, most projects had improved in spending down their grant funds. The IRC strongly encouraged all projects to remain attentive to this feature of their grant management going into next year.

Hank Hughes asked the IRC members if they would be willing to serve on a special Impartial Review Committee that would be needed for the upcoming YHDP grant competition. All members present said that they would like to serve in that capacity, though Trisstin Maroney noted that she would need to confirm her ability to do so without a conflict of interest.

The meeting adjourned at 1:52pm.

-Minutes taken by Michael Nitsch, NMCEH Project Manager for the Balance of State CoC

Apply for Federal Funding through the Continuum of Care Process



The New Mexico Coalition to End Homelessness coordinates the Continuum of Care grant application process in New Mexico. The application process is open to any nonprofit or local government that wants to provide housing and related services to people experiencing homelessness. Organizations and individuals that are interested in ending homelessness are welcome to [join](#) the Albuquerque and/or Balance of State CoC. For more information about the Albuquerque CoC, contact Lisa Maury at (505) 433-5175. For more information about the

Balance of State CoC, contact Michael Nitsch at (505) 982-9000.

Fiscal Year 2018 Continuum of Care Application Process

Here is the information you need to apply for a CoC project and to follow the process. Each year, the Albuquerque CoC and the Balance of State CoC must evaluate, rank and decide on funding amounts for all current CoC projects that are up for renewal and select new permanent housing bonus and reallocated projects. Posted below are the documents that the Albuquerque CoC and the Balance of State CoC will use during the FY18 CoC Competition to evaluate, rank, reallocate and select renewal and new projects for each CoC. The deadline to apply for a new project or submit all materials for a renewal in the Balance of State is July 27, 2018. The deadline to apply in Albuquerque is July 17, 2018.

Albuquerque

Minutes of Albuquerque Independent Review Committee 3-15-18
Minutes of Albuquerque Independent Review Committee 5-15-18
Special Coordinated Entry & HMIS Review Committee Minutes 6-27-18
CoC Review and Appeals Process
Request for Proposals for New Projects
Evaluation Criteria for Renewal Projects
Minutes of Independent Review Committee 8-1-18
Minutes of Independent Review Committee 7-19-18
Priority Listing of Projects for 2018 CoC Application
Minutes of Appeals Meeting August 23, 2018

Balance of State (everything outside Albuquerque)

Request for Proposals for New Projects in the Balance of State
Criteria for New Projects in the Balance of State
Renewal Instructions for the Balance of State
Evaluation Criteria for Renewal Projects in the Balance of State
Minutes of Balance of State Impartial Review Committee 4-13-18
Special Coordinated Entry & HMIS Review Committee Minutes 6-27-18
Appeals Process
Need for Supportive Housing by County (corrected)
Ranking of Projects for Funding 2018 CoC Application (Corrected)
Minutes of Appeals Meeting August 23, 2018

- > Project Priority Listing - NM-501 Balance of State CoC FY2018
- > Consolidated Application - NM-501 Balance of State CoC FY2018
- > All Project Applications - New, Renewal, and Planning - NM-501 Balance of State CoC FY2018

Fiscal Year 2017 (FY17) Continuum of Care (CoC) Application Process



Michael Nitsch <michael.nmceh@gmail.com>

Balance of State CoC Applications Posted

NMCEH Hank Hughes <hank-h@nmceh.org>

Fri, Sep 14, 2018 at 4:12 PM

Reply-To: hank-h@nmceh.org

To: michael-n@nmceh.org

Having trouble viewing this email? [Click here](#)

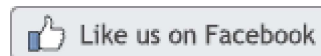
New Mexico Coalition to
End Homelessness

Continuum of Care Applications Posted on NMCEH Website

The annual Balance of State Continuum of Care application is now complete and will be submitted to the U.S. Department of Housing and Urban Development shortly. The application includes applications for 39 projects throughout the balance of state region, which is all of New Mexico except Albuquerque. These projects provide much needed housing and services to people experiencing homelessness.

Most of the projects are already in operation and we are applying for renewal funding to keep them going. The application also includes 6 new projects that, if funded, would expand housing and services in Las Cruces, Santa Fe, Deming, Los Lunas, and Gallup.

To view the final consolidated application and the project applications visit our website at: NMCEH.ORG.



NMCEH, PO Box 865, Santa Fe, NM 87504

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Sent by hank-h@nmceh.org in collaboration with



Try it free today

New Mexico Coalition to

www.nmceh.org/pages/continuumCare.html



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New Mexico Coalition to End Homelessness

Apply for Federal Funding

Apply for Federal Funding through the Continuum of Care Process



The New Mexico Coalition to End Homelessness coordinates the Continuum of Care grant application process in New Mexico. The application process is open to any nonprofit or local government that wants to provide housing and related services to people experiencing homelessness. Organizations and individuals that are interested in ending homelessness are welcome to [join](#) the Albuquerque and/or Balance of State CoC. For more information about the Albuquerque CoC, contact Lisa Maury at (505) 433-5175. For more information about the Balance of State CoC, contact Michael Nitsch at (505) 982-9000.

Fiscal Year 2018 Continuum of Care Application Process

Here is the information you need to apply for a CoC project and to follow the process. Each year, the Albuquerque CoC and the Balance of State CoC must evaluate, rank and decide on funding amounts for all current CoC projects that are up for renewal and select new permanent housing bonus and reallocated projects. Posted below are the documents that the Albuquerque CoC and the Balance of State CoC will use during the FY18 CoC Competition to evaluate, rank, reallocate and select renewal and new projects for each CoC. The deadline to apply for a new project or submit all materials for a renewal in the Balance of State is July 27, 2018. The deadline to apply in Albuquerque is July 17, 2018.

Albuquerque

Request for Proposals for New Projects in Albuquerque

Evaluation Criteria for Renewal Projects in Albuquerque

Minutes of Albuquerque Independent Review Committee 3-15-18

Minutes of Albuquerque Independent Review Committee 5-15-18

Balance of State (everything outside of Albuquerque)

Request for Proposals for New Projects in the Balance of State

Criteria for New Projects in the Balance of State

Renewal Instructions for the Balance of State

Evaluation Criteria for Renewal Projects in the Balance of State

Minutes of Balance of State Impartial Review Committee 4-13-18

Fiscal Year 2017 (FY17) Continuum of Care (CoC) Application Process

Each year, the Albuquerque CoC and the Balance of State CoC must evaluate, rank and decide on funding

Waiting for v.lkqd.net...

Type here to search





9:07 AM
7/3/2018



Michael Nitsch <michael.nmceh@gmail.com>

Funding Available to House Homeless People (CoC)

NMCEH Hank Hughes <hank-h@nmceh.org>

Tue, Jul 3, 2018 at 9:47 AM

Reply-To: hank-h@nmceh.org

To: michael-n@nmceh.org

Having trouble viewing this email? [Click here](#)

New Mexico Coalition to
End Homelessness

Federal Funding Available Applications Due in July Continuum of Care Grants

The New Mexico Coalition to End Homelessness coordinates the Continuum of Care grant application process in New Mexico. The application process is open to any nonprofit or local government that wants to provide housing and related services to people experiencing homelessness. Organizations and individuals that are interested in ending homelessness are welcome to join the Albuquerque and/or Balance of State CoC. For more information about the Albuquerque CoC, contact Lisa Maury at (505) 433-5175. For more information about the Balance of State CoC, contact Michael Nitsch at (505) 982-9000.

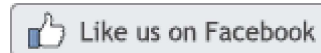
Both Albuquerque and the Balance of State CoC regions are now accepting applications for new projects. It is also time for all renewal projects to apply. The deadline to apply for a new project or submit all materials for a renewal in the Balance of State is July 27, 2018. The deadline to apply in Albuquerque is July 17, 2018.

The application materials are now available on our website:

[Click here to go to the CoC Application Materials](#)

Information about the Continuum of Care grants can be found on the U.S. Department of Housing and Urban Development website:

[Click here to go to the HUD CoC Notice of Funding Availability](#)



NMCEH, PO Box 865, Santa Fe, NM 87504



Michael Nitsch <michael.nmceh@gmail.com>

New Project Applications -- process and deadlines (*very* important email)**Michael Nitsch** <michael-n@nmceh.org>

Tue, Jun 26, 2018 at 4:42 PM

To: Hank Hughes <hank-h@nmceh.org>

Cc: mark-o@nmceh.org

Bcc: Cassandra Calway <ccalway999@gmail.com>, Nicole Martinez <hope@zianet.com>, Desiree Bernard <dlb.casamilagro@gmail.com>, James Walker <walkerj@ccasfnm.org>, Alexandra Ladd <agladd@ci.santa-fe.nm.us>, Celeste Trujillo <celestet@taoscav.org>, Malinda Williams <malindaw@taoscav.org>, Rachel Cox <rachelc@taoscav.org>, Diane Irwin <dirwin@sandovalcountynm.gov>, "Doreen S. Holmes" <dholmes@sandovalcountynm.gov>, Catherine Hummel <catherine@dreamtreeproject.org>, ShayAnn Golden <shay@dreamtreeproject.org>, Geraldine Maldonado <geraldine@socorrohousing.org>, Mary Ann Chavez-Lopez <maryann@socorrohousing.org>, Rachel Sierra <shvadirector@eridv.org>, ShelterDirector@eridv.org, Selah Lee <fiscaldirector@eridv.org>, rrh@eridv.org, Ann Sanchez <asanchez@lacasainc.org>, Henry Brutus <hbrutus@lacasainc.org>, Lisa Calderon <lcalderon@lacasainc.org>, Tonya Banasiak <tbanasiak@lacasainc.org>, Christina Gallardo <cwerner5907@gmail.com>, Erin Boyd <erinboyd999@gmail.com>, Laura McElroy <lmcclroy999@gmail.com>, Jonna Sharp <jsharpe@pathnm.org>, Rebekah Treat <esthersoftoday@gmail.com>, Ursula Begay <ubegay@pathnm.org>, George Lyon <samaritanhouse.inc@hotmail.com>, Angelina Martin <martina@sjcpartnership.org>, Lynn Love <lovel@sjcpartnership.org>, Pamela Drake <drakep@sjcpartnership.org>, Joyce Arellano <jarellano@housingtrustonline.org>, Sharron Welsh <swelsh@housingtrustonline.org>, Deborah Tang <director@steshelter.org>, Jim Podesta <development@steshelter.org>, Neal Windham <sonrisa@steshelter.org>, Sam Chavez <schavez99@hotmail.com>, Eric Lopez <data@steshelter.org>, Joscelyn Huffmaster <jhuffmaster@shcnm.org>, Steve Ross <sross@shcnm.org>, Vera Cardy <vcardy@shcnm.org>, Carol Luna-Anderson <carol@thelifelink.org>, Lara Yoder <lyoder@thelifelink.org>, Alexandria Taylor <alexandriat@valenciashelterservices.org>, Rosemary Nowak <rnowak@youthshelters.org>, Shelly Felt <sfelt@youthshelters.org>, Jordan Barela <jbarela@youthshelters.org>, Sebastian Adamczyk <sadamczyk@youthshelters.org>, c.wolford.keekidsinneed@gmail.com, kim@bluelinedevelopment.com, Ina Burmeister <iburmeister@rmchcs.org>, joselyn@vecinogroup.com, heather@vecinogroup.com, Mary Ann Chavez-Lopez <MaryAnn@socorrohousing.org>, Kay Gomolak <kay.gomolak@copedv.org>, Chris Tokarski <ctokarski@mhrnewmexico.com>, Carol Felsing <cfelsing@gmail.com>, margaret@readerscovenm.com, zoe@lebeaudevelopment.com, Jennifer Lopez <jennnglaulopez@gmail.com>, Katie Symons <katie.symons@gmail.com>

Dear all,

The FY18 NOFA for the Continuum of Care program was released last week, and I'm following up now with ***essential*** information about the New Project application process for the Balance of State CoC.

Attached to this email are the following documents:

- Letter outlining application process for New Projects
- Threshold and ranking criteria for New Projects

As you will see in the letter, the CoC is establishing **two hard deadlines for New Project submissions**:

- **Friday, July 20 @ 5:00pm:** Last day to receive technical assistance from NMCEH in preparation for the Impartial Review Committee (IRC) ranking process for any part of your application, including eSNAPS completion, the narrative response, and required attachments. (After the IRC meets, NMCEH will resume TA to help with any additional improvements in preparation for final submission to HUD.)
- **Friday, July 27 @ 11:59pm:** Last day to submit your completed application in eSNAPS, as well as your narrative response and any required attachments to NMCEH. (After the IRC meets, NMCEH will resume TA to help with any additional improvements in preparation for final submission to HUD.)

Please read the attached documents carefully and let me know of any questions.

We look forward to working with you!

Michael

--

Michael Nitsch
Project Manager, Balance of State CoC
New Mexico Coalition to End Homelessness

9/7/2018

Gmail - New Project Applications -- process and deadlines (*very* important email)

505.982.9000 (office)

617.686.4270 (cell)

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2 attachments



BoS CoC - FY18 New Project Letter - 6-26-18.doc

53K



2018 Balance of State CoC New Process Criteria - 6-26-18.docx

25K



Michael Nitsch <michael.nmceh@gmail.com>

Renewal Project Applications -- updates and deadlines (*very* important email)**Michael Nitsch** <michael-n@nmceh.org>

Tue, Jun 26, 2018 at 3:56 PM

To: Hank Hughes <hank-h@nmceh.org>

Cc: mark-o@nmceh.org

Bcc: Cassandra Calway <ccalway999@gmail.com>, Nicole Martinez <hope@zianet.com>, Desiree Bernard <dlb.casamilagro@gmail.com>, James Walker <walkerj@ccasfnnm.org>, Alexandra Ladd <agladd@ci.santa-fe.nm.us>, Celeste Trujillo <celestet@taoscav.org>, Malinda Williams <malindaw@taoscav.org>, Rachel Cox <rachelc@taoscav.org>, Diane Irwin <dirwin@sandovalcountynm.gov>, "Doreen S. Holmes" <dholmes@sandovalcountynm.gov>, Catherine Hummel <catherine@dreamtreeproject.org>, ShayAnn Golden <shay@dreamtreeproject.org>, Geraldine Maldonado <geraldine@socorrohousing.org>, Mary Ann Chavez-Lopez <maryann@socorrohousing.org>, Rachel Sierra <shvadirector@eridv.org>, ShelterDirector@eridv.org, Selah Lee <fiscaldirector@eridv.org>, rrh@eridv.org, Ann Sanchez <asanchez@lacasainc.org>, Henry Brutus <hbrutus@lacasainc.org>, Lisa Calderon <lcalderon@lacasainc.org>, Tonya Banasiak <tbanasiak@lacasainc.org>, Christina Gallardo <cwerner5907@gmail.com>, Erin Boyd <erinboyd999@gmail.com>, Laura McElroy <lmcclroy999@gmail.com>, Jonna Sharp <jsharpe@pathnm.org>, Rebekah Treat <esthersoftoday@gmail.com>, Ursula Begay <ubegay@pathnm.org>, George Lyon <samaritanhouse.inc@hotmail.com>, Angelina Martin <martina@sjcpartnership.org>, Lynn Love <lovel@sjcpartnership.org>, Pamela Drake <drakep@sjcpartnership.org>, Joyce Arellano <jarellano@housingtrustonline.org>, Sharron Welsh <swelsh@housingtrustonline.org>, Deborah Tang <director@steshelter.org>, Jim Podesta <development@steshelter.org>, Neal Windham <sonrisa@steshelter.org>, Sam Chavez <schavez99@hotmail.com>, Eric Lopez <data@steshelter.org>, Joscelyn Huffmaster <jhuffmaster@shcnm.org>, Steve Ross <sross@shcnm.org>, Vera Cardy <vcardy@shcnm.org>, Carol Luna-Anderson <carol@thelifelink.org>, Lara Yoder <lyoder@thelifelink.org>, Alexandria Taylor <alexandriat@valenciashelterservices.org>, Rosemary Nowak <rnowak@youthshelters.org>, Shelly Felt <sfelt@youthshelters.org>, Jordan Barela <jbarela@youthshelters.org>, Sebastian Adamczyk <sadamczyk@youthshelters.org>

Dear all,

The FY18 NOFA for the Continuum of Care program was released last week, and I'm following up now with ***essential*** information about the Renewal Project application process for the Balance of State CoC.

Attached to this email is a letter outlining the application process for Renewal Projects. As you will see in the letter, the CoC is establishing **two hard deadlines for Renewal Project submissions**:

- **Friday, July 20 @ 5:00pm:** Last day to receive technical assistance from NMCEH for your renewal application in eSNAPS, in preparation for the Impartial Review Committee (IRC) ranking process. (After the IRC meets, NMCEH will resume TA to help with any additional improvements in preparation for final submission to HUD.)
- **Friday, July 27 @ 11:59pm:** Last day to submit completed Renewal Project applications in eSNAPS. (After the IRC meets, NMCEH will resume TA to help with any additional improvements in preparation for final submission to HUD.)

Please read the attached letter carefully, and let me know of any questions.

With best wishes,
Michael

--

Michael Nitsch
Project Manager, Balance of State CoC
New Mexico Coalition to End Homelessness
505.982.9000 (office)
617.686.4270 (cell)
www.nmceh.org

**BoS CoC - FY18 Renewal Letter Part II - 6-26-18.doc**

53K



Michael Nitsch <michael.nmceh@gmail.com>

Funding Will be Available for New Homeless Programs

Hank Hughes <hank-h@nmceh.org>

Tue, May 15, 2018 at 4:33 PM

To: editor@sfreporter.com, rnathanson@abqjournal.com, phaywood@sfnewmexican.com, cmiller@sfnewmexican.com, moswald@abqjournal.com, edwilliams@kunm.org, news@ksfr.org, news@kunm.org, aseverson@lcsun-news.com, barryheifner@yahoo.com, optic@lasvegasoptic.com, admin@rdrnews.com, ben@scdailypress.com

Bcc: michael-n@nmceh.org

FOR IMMEDIATE RELEASE: May 15, 2018

CONTACTS:

Hank Hughes, Executive Director, New Mexico Coalition to End Homelessness,
hank-h@nmceh.org, 505-982-9000 or 505-660-8845

Michael Nitsch, Balance of State Continuum of Care Project Manager, New Mexico Coalition to End Homelessness, **michael-n@nmceh.org**, 505-982-9000

Lisa Maury, Albuquerque Continuum of Care Program Director, New Mexico Coalition to End Homelessness, **lisa-m@nmceh.org**, 505-433-5175

Applicants Sought for New Projects to House Homeless People in New Mexico

The New Mexico Coalition to End Homelessness is seeking applicants for about \$500,000 in federal funding expected to be available through the Continuum of Care Homeless Assistance grants. The grants can be used to fund new projects that provide housing for people experiencing homelessness in New Mexico. NMCEH is looking for new projects that would use \$100,000 to \$200,000 annually for housing homeless households.

The Coalition coordinates the annual federal applications for homeless assistance that bring approximately \$10 million to New Mexico. New applications are sought that will provide permanent supportive housing for homeless people with disabilities or rapid rehousing rental assistance for homeless people who are able to work and eventually pay their own rent.

The bulk of the annual funding goes to fund existing projects in the communities of Albuquerque, Santa Fe, Farmington, Las Cruces, Las Vegas, Clovis and Silver City. State and local funding supplement the federal funding in most communities. The current New Mexico projects provide permanent supportive housing for 2,500 formerly homeless people with disabilities, and temporary housing for 1,300 homeless people who are working to get back on their feet.

The Continuum of Care application process in New Mexico is divided into two geographic regions: the City of Albuquerque, and everything outside of Albuquerque, referred to as the Balance of State. Applications will be accepted in both regions.

Any nonprofit agency or local government seeking to be a new applicant is requested to register its interest with the New Mexico Coalition to End Homelessness so that Coalition staff can assist with the application process. Applicants interested in an Albuquerque project should contact Lisa Maury at **lisa-m@nmceh.org** and those interested in Balance of State projects should contact Michael Nitsch at **michael-n@nmceh.org**.

Applicants will go through a two stage application process. The first stage is a local review to decide which projects will be submitted to the federal government, and the second stage is consideration of new proposals

by the U.S. Department of Housing and Urban Development.

- END -

Hank Hughes
Executive Director
New Mexico Coalition to End Homelessness
505-982-9000 (office)
505-660-8845 (cell)



CoC Funds Press Release.docx

71K

Participants were more focused on my emotions

Fewer teens drinking milk, smoking

From PAGE B5

versity of North Carolina researcher who studies how diets change.

"This is not a healthy trend for our long-term health," he said.

For teens, the government recommends 3 cups daily of dairy products — milk, yogurt or cheese.

The survey by the Centers for Disease Control and Prevention is conducted every two years. About 15,000 students at 144 high schools were surveyed last year. The surveys are anonymous and voluntary, and there's no check of medical records or other documents to verify answers.

Some of the findings:

■ Not as many teen are

having sex, although there wasn't much change from the 2015 survey results. Last year, about 40 percent said they'd ever had sex, down from 48 percent a decade ago.

■ There was no substantial recent change for cigarette smoking, either. About 9 percent are current smokers, down from more than 27 percent when the survey started in 1991. Ditto alcohol, with 30 percent saying they currently use alcohol, down from 51 percent in 1991.

■ Marijuana use seems to be hovering, with about 36 percent of students saying they had ever tried it. But overall, illegal drug use seems to be falling, including for synthetic marijuana, ecstasy, heroin, inhal-

ants, and LSD and other hallucinogenic drugs. For the first time, the survey asked if they had ever abused prescription opioid medications. About 14 percent did.

■ Another first-time question: Have you had a concussion from a sport or physical activity at least

once in the previous year? Nationally, 15 percent said they had. The finding may sound high but it's not far off from what's been reported by some other researchers, said Michael Collins, who runs a University of Pittsburgh-affiliated sports concussion program.



New Mexico Coalition to
End Homelessness

Human Services Agencies Take Note

The New Mexico Coalition to End Homelessness is seeking non-profit agencies or local governments to be part of the Continuum of Care Process to house homeless people.

About \$1 million for new projects is available to apply for in July.

info@nmceh.org or 505-982-9000

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Human Services Agencies Take Note



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By Andrew Oxford aoxford@sfnewmexican.com

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New Mexico Coalition to End Homelessness

Published by Hana Gossett · 17 · May 16 ·

Applicants Sought for New Projects to House Homeless People in New Mexico

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Applicants will go through a two stage application process. The first stage is a local review to decide which projects will be submitted to the federal government, and the second stage is consideration of new proposals by the U.S. Department of Housing and Urban Development.

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New Mexico Coalition to End Homelessness

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New Mexico Balance of State Continuum of Care Governance Charter (Revised July 27, 2018)

Purpose of Charter

This Governance Charter is to be approved at a regular meeting of the New Mexico Coalition to End Homelessness ('the Coalition') where all members residing in the Balance of State (BoS) region have been invited and encouraged to be present. Approval of the Charter requires a vote in which a majority of BoS members present at the meeting express their support. The Charter sets up a Continuum of Care (CoC) Board that will oversee the CoC process for the New Mexico BoS region. The document will be reviewed at least annually by the membership of the Coalition for amendment as necessary, and the document will be distributed electronically no later than 14 days prior to the Coalition's annual meeting in September.

New Mexico Coalition to End Homelessness

The Coalition is a non-profit agency that has been designated the collaborative applicant for CoC funds for the New Mexico BoS region. The Coalition meets five times a year to conduct business, with published agendas that are emailed ahead of time. Membership in the Coalition is open to non-profit agencies that serve homeless people, homeless and formerly homeless people, governmental agencies, and other interested individuals. The Coalition has a dues structure that allows low-income individuals to join without paying dues. New members can join at any time of the year, and the Coalition will make an invitation for new members to join publicly available within the BoS region at least annually.

Balance of State Continuum of Care Board

The New Mexico BoS CoC will be governed by a board called the New Mexico Balance of State Continuum of Care Board (BoS Board). This Board replaces the former Balance of State Continuum of Care Steering Committee. The Board will be elected by the members of Coalition who reside in the BoS region at the Coalition's annual meeting in September.

The BoS Board is the decision making body for the New Mexico Balance of State CoC Process. The BoS Board oversees the CoC process in order to make sure the process is fair and balanced in meeting the needs of people who are homeless in New Mexico.

The process for selecting CoC Board members will be reviewed, updated, and approved by the CoC at least once every 5 years.

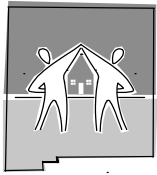
Board Purpose

The CoC Board will coordinate the CoC process for the region known as the New Mexico Balance of State (BoS) region, which includes all of New Mexico except for the City of Albuquerque.

The CoC Board works with the Coalition to work toward the goal of ending homelessness in New Mexico.

The work of the CoC Board will include:

- Providing for an open and inclusive process in the application for federal CoC funding.
- Encouraging applicants in underserved areas of the state to apply for new CoC funding.
- Encouraging CoC funded agencies to adopt housing first practices and other best practices.
- Appointing an Impartial Review Committee to evaluate renewals and new project applications and to make decisions about renewal and new project funding amounts for inclusion in the annual Continuum of Care application. This includes making determinations about reallocation, which refers to the process whereby the IRC reviews the performance and expenditures of all projects and determines that a project, or projects, must involuntarily reduce the amount of funds that they are permitted to apply for, or must involuntarily give up all funds. The reallocation process ensures that projects submitted through the CoC Collaborative Application best align with HUD CoC Program funding priorities and contribute to a competitive application that secures HUD CoC Program funding to address and end homelessness in the BoS CoC.
- Appointing a Special Review Committee (SRC) comprised of representatives from agencies that use or fund Coordinated Entry System (CES) and/or Homeless Management Information System (HMIS) projects. The SRC provides feedback to the Impartial Review Committee.
- Establishing and operating a grievance procedure for agencies that wish to contest the decisions of the Impartial Review Committee. Any renewal applicant who wishes to file an appeal based on their project's final ranking within the CoC Renewal Project Priority Listing, or because their project was not selected to be part of the application, or because they do not agree with the amount of funding designated for their project, must use the appeals process outlined in the BoS Review, Appeals, and Grievance Process for Selection of New and Renewal Projects.
- Appoint other subcommittees as necessary.
- Create Working Groups tasked with developing possible solutions to challenges or important questions facing the CoC.
- Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and through the Impartial Review Committee, take action against poor performers;
- Evaluate outcomes of projects funded under the Emergency Solutions Grants (ESG) program and the CoC program, and report to HUD;



**Minutes – Balance of State Impartial Review Committee
Friday, August 3, 2018**

1. Introductions and Agenda

The meeting was called to order at 11:02am. The following Impartial Review Committee (IRC) members were present: Natalie Michelback, Eva Nevarez St. John, Henrietta Correa, Anita Dunmar, Lisa Howley, and Tristin Maroney. NMCEH staff members Hank Hughes and Michael Nitsch were also present. All participants introduced themselves to the group. (IRC member Stacey McGuire joined the meeting by phone at 11:56am, as noted below.)

Hank Hughes explained that the main goals for the meeting would be to review and rank renewal projects, new projects, and DV Bonus projects, and to establish which projects would be placed in Tier 1 vs. Tier 2. Hank Hughes explained that, according to HUD guidelines, Tier 1 covers 94% of the CoC's annual renewal demand, and that projects in Tier 1 are fairly safe. Projects in Tier 2 (6% of the annual renewal demand plus the CoC's bonus amount) are very competitive, and that higher ranked projects in Tier 2 have a better chance of being funded than lower ranked projects. Hank Hughes also explained that each CoC is allowed one or more bonus or reallocation project that can be permanent supportive housing, rapid rehousing, or the new joint transitional housing / rapid rehousing component. He noted that, this year, HUD had created a special DV Bonus, and that the IRC would also review two projects that are eligible for that bonus money.

2. Review and reallocation of renewal projects

Michael Nitsch explained that the ranking spreadsheet for renewal projects was largely the same as the version the IRC had decided on at its last meeting. Several changes had been made following corrections from projects, and these were recorded in a separate document for the IRC's review. He said that some substantive feedback about the ranking approach itself had been registered by the DreamTree Project, which expressed concern that the scaling method would disadvantage DV and Youth projects.

Michael Nitsch introduced other material regarding renewal projects, including an overview of the renewal documents that each agency submitted, feedback from MFA and HUD about renewal agencies, and a snapshot of each project's spending. Hank Hughes discussed the concerns expressed by MFA and HUD, and Michael Nitsch walked through those projects that were either returning funds or behind in their spending.

The IRC expressed concern about PATH's PSH project, focusing on the fact that the project had spent only several thousand dollars on its grant, which began in late 2017. The IRC decided that the project's lack of spending meant that the project should not be recommend for renewal.

The IRC reviewed the spending patterns of all renewals and noted that most projects were doing a much better job of spending all their grant money. No other projects were recommended for reductions.

The IRC then reviewed other renewal projects that fell relatively low in the renewal rankings, noting that both youth projects and congregate living projects tended to appear towards the bottom. It also noted that several projects that were new as of the FY17 competition appeared at the very bottom of the renewal rankings. The IRC decided to delay further ranking decisions until it had reviewed new projects and projects considered by the Special HMIS Coordinated Entry Review Committee.

3. Review of Special Review Committee recommendations

The IRC discussed the minutes of the Special Review Committee (SRC), which had reviewed NMCEH's HMIS project, along with the coordinated entry projects of NMCEH and the Mesilla Valley Community of Hope (MVCH). The IRC noted that the SRC had recommended funding all three projects at their full requested amount, with an encouragement to MVCH to expand the reach of its coordinated entry efforts. The IRC decided to recommend all three projects for their full funding request, and to endorse the SRC's input for MVCH's project.

Stacey McGuire joined the meeting by telephone at 11:56, and Hank Hughes updated her about the discussion and decisions so far.

4. Review and ranking of new projects

Hank Hughes reviewed notes and ranking points for all new project applications. The IRC expressed some concern about the audit findings for the Southwest New Mexico Council of Governments, which applied for the Cornerstone Apartments project. The IRC also discussed the fact that the Cornerstone project was still relatively far from construction, and less far along than the Freedom Springs Gallup permanent supportive housing project. Given these considerations, it decided not to recommend Cornerstone Apartments but to encourage the project to reapply next year.

The IRC noted HUD's concerns about DreamTree, and it discussed the implications of its upcoming participation in the Youth Homelessness Demonstration Project (YHDP). Given these considerations, the IRC decided that this was not the right time for the agency to take on an additional new project. The IRC also decided that it did not want to double up with two new projects focused on Gallup, and that it would support the higher scoring Freedom Springs project over that proposed by the NM VIC. The IRC encouraged the VIC to reapply next year.

The IRC also decided to support Casa Cerrillos' request for a small expansion towards the bottom of the new projects, so that it would not displace the other projects but still have a chance to be funded. The IRC decided to support Deming Silver Linings RRH project, noting the benefits of



Michael Nitsch <michael.nmceh@gmail.com>

Notice of Final Project Rankings in the Balance of State CoC Application

Michael Nitsch <michael-n@nmceh.org>

Fri, Aug 31, 2018 at 3:47 PM

To: Alexandria Taylor <alexandriat@valenciashelterservices.org>, James Walker <walkerj@ccasfnnm.org>, Nicole Martinez <hope@zianet.com>, Diane Irwin <dirwin@sandovalcountynm.gov>, Edward Archuleta <director@steshelter.org>, Pamela Drake <drakep@sjcpartnership.org>, Rachel Sierra <shvadirector@eridv.org>, Henry Brutus <hbrutus@lacasainc.org>, Kevin Kellogg <kkellogg@housingtrustonline.org>, Carol Luna-Anderson <carol@thelifelink.org>, Catherine Hummel <catherine@dreamtreeproject.org>, Steve Ross <sross@shcnm.org>, George Lyon <samaritanhouse.inc@hotmail.com>, Mary Ann Chavez-Lopez <maryann@socorrohousing.org>, Desiree Bernard <dlb.casamilagro@gmail.com>, Shelly Felt <sfelt@youthshelters.org>, Ina Burmeister <iburmeister@rmchcs.org>, Carol Felsing <cfelsing@gmail.com>, Alexandra Ladd <agladd@ci.santa-fe.nm.us>, Malinda Williams <malindaw@taoscav.org>, Mark Oldknow <mark-o@nmceh.org>, Roman Seaburgh <roman-s@nmceh.org>, Jonna Sharp <jsharpe@pathnm.org>, Christie Wolford <c.wolford.keekidsinneed@gmail.com>, Priscilla Lucero <priscillalucero@gilanet.com>, Bobby Ehrig <bobby.ehrig@nmvic.org>

Cc: Hank Hughes <hank-h@nmceh.org>

To: Alexandria Taylor, Valencia Shelter Services
 James Walker, Catholic Charities
 Nicole Martinez, Mesilla Valley Community of Hope and Abode
 Diane Irwin, Sandoval County
 Edward Archuleta, St. Elizabeth Shelters and Supportive Housing
 Pamela Drake, San Juan County Partnership
 Rachel Sierra, El Refugio
 Henry Brutus, La Casa
 Kevin Kellogg, Santa Fe Community Housing Trust
 Carol Luna Anderson, The Life Link
 Catherine Hummel, DreamTree Project
 Steve Ross, Supportive Housing Coalition of New Mexico
 George Lyon, Samaritan House
 Mary Ann Chavez Lopez, El Camino Real Housing Authority
 Desiree Bernard, Casa Milagro
 Shelly Felt, Youth Shelters and Family Services
 Ina Burmeister, Rehobeth Hospital
 Carol Felsing, Deming Silver Linings
 Alexandra Ladd, City of Santa Fe
 Mallinda Williams, Community Against Violence
 Mark Oldknow, New Mexico Coalition to End Homelessness
 Roman Seaburgh, New Mexico Coalition to End Homelessness
 Jonna Sharp, PATH
 Christie Wolford, SPIN (Cornerstones Apartments and SPIN)
 Priscilla Lucero, Southwest New Mexico Council of Governments
 Bobby Ehrig, NM Veterans Integration Center

Dear Friends,

Following the meeting of the Special Appeals Committee last week, we are writing to inform you officially about final funding and ranking decisions for the NM Balance of State CoC.

The following link includes information for all projects that have been accepted for inclusion in the CoC's application to HUD, and all that have not been accepted. It includes ranks for the consolidating projects and corrects an error connected to the funding amount for Valencia Shelter Services' RRH renewal project:

http://www.nmceh.org/admin/docs/2018/Corrected_-_IRC_Overall_Rankings_and_Tiers_-_8-29-18.pdf

Thank you so much for your participation in the process this year, and of course please let me know if you have any questions,

Michael

--

9/6/2018

Gmail - Notice of Final Project Rankings in the Balance of State CoC Application

Michael Nitsch
Project Manager, Balance of State CoC
New Mexico Coalition to End Homelessness
505.982.9000 (office)
617.686.4270 (cell)
www.nmceh.org

2018 Balance of State CoC - Impartial Review Committee Project Rankings - August 3, 2018 (corrected 8/29/18)

| Overall Rank | New / Renewal | Project Name | Agency | Project Type | Target Population | New as of FY17 | Funding Requested | Funding awarded | Total as of | |
|--------------|---------------|---|--|--------------|-------------------|----------------|-------------------|-----------------|--------------|-----------------------------|
| 1 | Renewal | Transitional Housing Project 2018 - St. Refuge, Inc. | St. Refuge, Inc. | TH | DV | - | \$ 65,725 | \$ 65,725 | \$ 65,725 | Begin Tier 1 |
| 2 | Renewal | Sandwich PHA - Catholic Charities | Catholic Charities | BMH | - | - | \$ 207,223 | \$ 207,223 | \$ 273,948 | |
| 3 | Renewal | La Vida Nueva - Valencia Shelter Services for Victims of Domestic Violence | Valencia Shelter Services for Victims of Domestic Violence | BMH | DV | - | \$ 243,613 | \$ 243,613 | \$ 516,161 | |
| 4 | Renewal | Alameda Permanent Housing Project - Alameda Valley Community of Hope | Alameda Inc. | PSH | - | - | \$ 53,953 | \$ 53,953 | \$ 576,476 | |
| 5 | Renewal | La Casa Rapid Rehousing - La Casa, Inc. | La Casa, Inc. | BMH | DV | - | \$ 121,273 | \$ 121,273 | \$ 680,749 | |
| 6 | Renewal | Shelter Plus Care (S) - County Of Sandoval | County of Sandoval | PSH | - | - | \$ 181,151 | \$ 181,151 | \$ 886,899 | |
| 7 | Renewal | HUD Rapid Rehousing (RRH) - Mesilla Valley Community of Hope (for Consolidated Application) | Mesilla Valley Community of Hope | BMH | - | - | \$ 121,702 | \$ 121,702 | \$ 998,602 | |
| 8 | Renewal | PSH - San Juan County Partnership (for Consolidated Application) | San Juan County Partnership | PSH | - | - | \$ 121,859 | \$ 121,859 | \$ 1,120,460 | |
| 9 | Renewal | Shelter plus care - The Housing Trust | Santa Fe Community Housing Trust | PSH | - | - | \$ 155,477 | \$ 155,477 | \$ 1,275,937 | |
| 10 | Renewal | Village Safe/HopCoach S-C - The Housing Trust | City of Santa Fe/Santa Fe Community Housing Trust | PSH | - | - | \$ 144,592 | \$ 144,592 | \$ 1,420,529 | |
| 11 | Renewal | Shelter Plus Care (S) - County Of Sandoval | County of Sandoval | PSH | - | - | \$ 100,389 | \$ 100,389 | \$ 1,520,918 | |
| 12 | Renewal | Community Housing Connection I - Mesilla Valley Community of Hope | Mesilla Valley Community of Hope | PSH | - | - | \$ 294,328 | \$ 294,328 | \$ 1,815,246 | |
| 13 | Renewal | PSH 2 - San Juan County Partnership | San Juan County Partnership | PSH | - | - | \$ 122,389 | \$ 122,389 | \$ 1,937,635 | |
| 14 | Renewal | Shelter Plus Care (S) (Project Based) - The Life Link | The Life Link | PSH | - | - | \$ 231,815 | \$ 231,815 | \$ 2,169,450 | |
| 15 | Renewal | Service Family Transitional Living Program - St. Elizabeth Shelter | St. Elizabeth Shelter | TH | - | - | \$ 64,403 | \$ 64,403 | \$ 2,233,853 | |
| 16 | Renewal | Shelter Plus Care (S) - The Life Link | The Life Link | PSH | - | - | \$ 702,571 | \$ 702,571 | \$ 2,936,424 | |
| 17 | Renewal | Casa Carrillos Supportive Housing - St. Elizabeth Shelter | St. Elizabeth Shelter | PSH | - | - | \$ 167,850 | \$ 167,850 | \$ 3,104,274 | |
| 18 | Renewal | Casitas TLP - DreamTree Project, The | DreamTree Project, Inc. | TH | Youth | - | \$ 108,425 | \$ 108,425 | \$ 3,212,699 | |
| 19 | Renewal | Chuckle Permanent Supportive Housing - Supportive Housing Coalition of New Mexico, Inc. | Supportive Housing Coalition of New Mexico | PSH | - | New in FY17 | \$ 64,062 | \$ 64,062 | \$ 3,277,761 | |
| 20 | Renewal | Permanent Supportive Housing Program - Samaritan House Inc. | Samaritan House Inc. | PSH | - | - | \$ 123,094 | \$ 123,094 | \$ 3,400,855 | |
| 21 | Renewal | Shelter Plus Care - St. Elizabeth Shelter | City of Santa Fe | PSH | - | - | \$ 44,772 | \$ 44,772 | \$ 3,445,527 | |
| 22 | Renewal | Shelter Plus Care - St. Carmine Real Housing Authority | St. Carmine Real Housing Authority | PSH | - | - | \$ 181,096 | \$ 181,096 | \$ 3,626,623 | |
| 23 | Renewal | Community Against Violence (CAV) Housing Project 2018 - Community Against Violence, Inc. | Community Against Violence, Inc. | TH | DV | - | \$ 189,702 | \$ 189,702 | \$ 3,816,325 | |
| 24 | Renewal | Shelter Plus Care V - St. Carmine Real Housing Authority | St. Carmine Real Housing Authority | PSH | - | - | \$ 93,116 | \$ 93,116 | \$ 3,909,441 | |
| 25 | Renewal | Supportive Housing Program - Casa Milagro | Casa Milagro | PSH | - | - | \$ 101,810 | \$ 101,810 | \$ 4,011,251 | |
| 26 | Renewal | BMH for Homeless Youth in Santa Fe - Youth Shelters | Youth Shelters and Family Services | BMH | Youth | - | \$ 148,828 | \$ 148,828 | \$ 4,160,079 | |
| 27 | Renewal | Mesilla Valley Community of Hope - CDS | Mesilla Valley Community of Hope | SDO-CE | - | - | \$ 81,080 | \$ 81,080 | \$ 4,241,159 | |
| 28 | Renewal | NMCEH - HHS | New Mexico Coalition to End Homelessness | HHS | - | - | \$ 163,714 | \$ 163,714 | \$ 4,404,873 | |
| 29 | Renewal | NMCEH - CDS | New Mexico Coalition to End Homelessness | SDO-CE | - | - | \$ 55,786 | \$ 55,786 | \$ 4,460,659 | |
| 30 | Renewal | HUD Rapid Rehousing (RRH) - Mesilla Valley Community of Hope | Mesilla Valley Community of Hope | BMH | - | New in FY17 | \$ 124,380 | \$ 124,380 | \$ 4,585,039 | |
| 31 | Renewal | Rapid Re-Housing 2018 - St. Refuge, Inc. | St. Refuge, Inc. | BMH | DV | New in FY17 | \$ 58,852 | \$ 58,852 | \$ 4,643,891 | |
| 32 | Renewal | Sun's House - Mesilla Valley Community of Hope | Mesilla Valley Community of Hope | PSH | - | - | \$ 51,765 | \$ 51,765 | \$ 4,695,656 | End Tier 1 at \$4,696,005 |
| 33 | Renewal | Taco Rehousing BMH General - DreamTree Project, The | DreamTree Project, Inc. | BMH | - | - | \$ 115,856 | \$ 115,856 | \$ 4,811,512 | Begin Tier 2 |
| 34 | New | Community Housing Connection I Expansion | Mesilla Valley Community of Hope | PSH | - | - | \$ 138,404 | \$ 138,404 | \$ 4,950,222 | |
| 35 | New | Frederick Springs Gallop PSH | Rehabilitation/Medical Christian Health Care Services | PSH | - | - | \$ 189,870 | \$ 189,870 | \$ 5,139,892 | |
| 36 | New | Dorming Silver Linking BMH 2018 | Mesilla Valley Community of Hope | BMH | - | - | \$ 129,238 | \$ 129,238 | \$ 5,269,130 | |
| 37 | New | Casa Carrillos 2018 Expansion | St. Elizabeth Shelter | PSH | - | - | \$ 21,278 | \$ 21,278 | \$ 5,290,408 | |
| 38 | New | Self Coordinated Entry DV 2018 | New Mexico Coalition to End Homelessness | SDO-CE | DV Bonus | - | \$ 68,714 | \$ 68,714 | \$ 5,359,122 | End Tier 2 at \$5,360,335 |
| 39 | New | Safe at Home | Valencia Shelter Services for Victims of Domestic Violence | BMH | DV Bonus | - | \$ 101,317 | \$ 101,317 | \$ 5,460,439 | End DV Bonus |
| | New | Communities Apartments | Southwest New Mexico Council of Governments | PSH | - | - | \$ 269,740 | \$ 269,740 | \$ 5,730,179 | Begin unfunded new projects |
| | New | FE-4205 N-25, NMHC-BUS | New Mexico Veterans Integration Centers | PSH | - | - | \$ 194,185 | \$ 194,185 | \$ 5,924,364 | |
| | New | Taco Housing First | DreamTree Project, Inc. | PSH | - | - | \$ 199,600 | \$ 199,600 | \$ 6,123,964 | End unfunded new projects |
| | Renewal | Eastern NM PSH - The Life Link | The Life Link | PSH | - | - | \$ 179,802 | \$ - | \$ 6,303,766 | Begin reallocated projects |
| | Renewal | PATCH PSH - People Avoiding the Homeless (PATCH) | People Avoiding the Homeless | PSH | - | New in FY17 | \$ 64,640 | \$ - | \$ 6,368,406 | End reallocated projects |

| Legend | |
|----------------------------|--|
| Green = Tier 1 | |
| Yellow = Tier 2 | |
| Blue = Tier 3 Bonus | |
| Orange = Reallocation pool | |
| Grey = Reallocated | |



Hank Hughes <hank.nmceh@gmail.com>

Notice of Project Not Being Included in CoC Application

Hank Hughes <hank-h@nmceh.org>

Mon, Aug 6, 2018 at 1:45 PM

To: Carol Luna-Anderson <carol@thelifelink.org>, Jonna Sharp <jsharpe@pathnm.org>, Christina Wolford <c.wolford.keekidsinneed@gmail.com>, "Priscilla C. Lucero" <priscillalucero@gilanet.com>, bobby.ehrig@nmvic.org, Catherine Hummel <catherine@dreamtreeproject.org>

To: Carol Luna Anderson, The Life Link
Jonna Sharp, PATH
Christie Wolford, SPIN (Cornerstones Apartments and SPIN)
Priscilla Lucero, Southwest New Mexico Council of Governments
Bobby Ehrig, NM Veterans Integration Center
Catherine Hummel, DreamTree Project

Dear Friends:

As you know the New Mexico Balance of State Impartial Review Committee met on Friday to review and rank all of the renewal and new project applications for the Continuum of Care Application that will be submitted to HUD in September. There was not enough funding to include every project.

I am writing to let you know that a project you applied for was not included in the ranking to be funded this year.

Here are the projects that applied but will not be included in this year's CoC application:

Eastern NM PSH by the Life Link
PATH Permanent Supportive Housing by PATH
Cornerstone Apartments by SW New Mexico Council of Governments
FR-6200-N-25 NMVIC BoS by Veterans Integration Center
Taos Housing First by DreamTree Project

You can see the complete ranking list and the minutes of the meeting of the Impartial Review Committee on our website at: <http://www.nmceh.org/pages/continuumCare.php>

We want to thank all of you for applying, and for your dedication to helping homeless people. We are hopeful that we will be able to fund most of these projects in future CoC applications, if that is what you want to do.

Please contact me if you have any questions that are not answered by the minutes.

As we stated on Friday, **you may appeal this decision by submitting an appeal to me by email by 11:59 PM this Friday August 10.**

Hank

Hank Hughes
Executive Director
New Mexico Coalition to End Homelessness
505-982-9000 (office)
505-660-8845 (cell)



Michael Nitsch <michael.nmceh@gmail.com>

Notice of Final Project Rankings in the Balance of State CoC Application

Michael Nitsch <michael-n@nmceh.org>

Fri, Aug 31, 2018 at 3:47 PM

To: Alexandria Taylor <alexandriat@valenciashelterservices.org>, James Walker <walkerj@ccasfnnm.org>, Nicole Martinez <hope@zianet.com>, Diane Irwin <dirwin@sandovalcountynm.gov>, Edward Archuleta <director@steshelter.org>, Pamela Drake <drakep@sjcpartnership.org>, Rachel Sierra <shvadirector@eridv.org>, Henry Brutus <hbrutus@lacasainc.org>, Kevin Kellogg <kkellogg@housingtrustonline.org>, Carol Luna-Anderson <carol@thelifelink.org>, Catherine Hummel <catherine@dreamtreeproject.org>, Steve Ross <sross@shcnm.org>, George Lyon <samaritanhouse.inc@hotmail.com>, Mary Ann Chavez-Lopez <maryann@socorrohousing.org>, Desiree Bernard <dlb.casamilagro@gmail.com>, Shelly Felt <sfelt@youthshelters.org>, Ina Burmeister <iburmeister@rmchcs.org>, Carol Felsing <cfelsing@gmail.com>, Alexandra Ladd <agladd@ci.santa-fe.nm.us>, Malinda Williams <malindaw@taoscav.org>, Mark Oldknow <mark-o@nmceh.org>, Roman Seaburgh <roman-s@nmceh.org>, Jonna Sharp <jsharpe@pathnm.org>, Christie Wolford <c.wolford.keekidsinneed@gmail.com>, Priscilla Lucero <priscillalucero@gilanet.com>, Bobby Ehrig <bobby.ehrig@nmvic.org>

Cc: Hank Hughes <hank-h@nmceh.org>

To: Alexandria Taylor, Valencia Shelter Services
 James Walker, Catholic Charities
 Nicole Martinez, Mesilla Valley Community of Hope and Abode
 Diane Irwin, Sandoval County
 Edward Archuleta, St. Elizabeth Shelters and Supportive Housing
 Pamela Drake, San Juan County Partnership
 Rachel Sierra, El Refugio
 Henry Brutus, La Casa
 Kevin Kellogg, Santa Fe Community Housing Trust
 Carol Luna Anderson, The Life Link
 Catherine Hummel, DreamTree Project
 Steve Ross, Supportive Housing Coalition of New Mexico
 George Lyon, Samaritan House
 Mary Ann Chavez Lopez, El Camino Real Housing Authority
 Desiree Bernard, Casa Milagro
 Shelly Felt, Youth Shelters and Family Services
 Ina Burmeister, Rehobeth Hospital
 Carol Felsing, Deming Silver Linings
 Alexandra Ladd, City of Santa Fe
 Mallinda Williams, Community Against Violence
 Mark Oldknow, New Mexico Coalition to End Homelessness
 Roman Seaburgh, New Mexico Coalition to End Homelessness
 Jonna Sharp, PATH
 Christie Wolford, SPIN (Cornerstones Apartments and SPIN)
 Priscilla Lucero, Southwest New Mexico Council of Governments
 Bobby Ehrig, NM Veterans Integration Center

Dear Friends,

Following the meeting of the Special Appeals Committee last week, we are writing to inform you officially about final funding and ranking decisions for the NM Balance of State CoC.

The following link includes information for all projects that have been accepted for inclusion in the CoC's application to HUD, and all that have not been accepted. It includes ranks for the consolidating projects and corrects an error connected to the funding amount for Valencia Shelter Services' RRH renewal project:

http://www.nmceh.org/admin/docs/2018/Corrected_-_IRC_Overall_Rankings_and_Tiers_-_8-29-18.pdf

Thank you so much for your participation in the process this year, and of course please let me know if you have any questions,

Michael

--

9/6/2018

Gmail - Notice of Final Project Rankings in the Balance of State CoC Application

Michael Nitsch
Project Manager, Balance of State CoC
New Mexico Coalition to End Homelessness
505.982.9000 (office)
617.686.4270 (cell)
www.nmceh.org

2018 Balance of State CoC - Impartial Review Committee Project Rankings - August 3, 2018 (corrected 8/29/18)

| Overall Rank | New / Renewal | Project Name | Agency | Project Type | Target Population | New as of FY17 | Funding Requested | Funding awarded | Total as of | |
|--------------|---------------|---|--|--------------|-------------------|----------------|-------------------|-----------------|--------------|-----------------------------|
| 1 | Renewal | Transitional Housing Project 2018 - St. Refuge, Inc. | St. Refuge, Inc. | TH | DV | - | \$ 65,725 | \$ 65,725 | \$ 65,725 | Begin Tier 1 |
| 2 | Renewal | Sandwich PH 4001 - Catholic Charities | Catholic Charities | BMH | - | - | \$ 207,223 | \$ 207,223 | \$ 273,948 | |
| 3 | Renewal | La Vida Nueva - Valencia Shelter Services for Victims of Domestic Violence | Valencia Shelter Services for Victims of Domestic Violence | BMH | DV | - | \$ 243,613 | \$ 243,613 | \$ 516,161 | |
| 4 | Renewal | Alameda Permanent Housing Project - Alameda Valley Community of Hope | Alameda Inc. | PSH | - | - | \$ 53,953 | \$ 53,953 | \$ 576,476 | |
| 5 | Renewal | La Casa Rapid Rehousing - La Casa, Inc. | La Casa, Inc. | BMH | DV | - | \$ 121,273 | \$ 121,273 | \$ 680,749 | |
| 6 | Renewal | Shelter Plus Care (S) - County Of Sandoval | County of Sandoval | PSH | - | - | \$ 181,151 | \$ 181,151 | \$ 886,900 | |
| 7 | Renewal | HUD Rapid Rehousing (RRH) - Mesilla Valley Community of Hope (for Consolidated Application) | Mesilla Valley Community of Hope | BMH | - | - | \$ 121,702 | \$ 121,702 | \$ 998,602 | |
| 8 | Renewal | PSH - San Juan County Partnership (for Consolidated Application) | San Juan County Partnership | PSH | - | - | \$ 121,859 | \$ 121,859 | \$ 1,120,460 | |
| 9 | Renewal | Shelter plus care - The Housing Trust | Santa Fe Community Housing Trust | PSH | - | - | \$ 155,477 | \$ 155,477 | \$ 1,275,937 | |
| 10 | Renewal | Village Safe/HopCoach S-C - The Housing Trust | City of Santa Fe/Santa Fe Community Housing Trust | PSH | - | - | \$ 144,502 | \$ 144,502 | \$ 1,420,939 | |
| 11 | Renewal | Shelter Plus Care (S) - County Of Sandoval | County of Sandoval | PSH | - | - | \$ 100,389 | \$ 100,389 | \$ 1,520,918 | |
| 12 | Renewal | Community Housing Connection I - Mesilla Valley Community of Hope | Mesilla Valley Community of Hope | PSH | - | - | \$ 294,328 | \$ 294,328 | \$ 1,815,246 | |
| 13 | Renewal | PSH 2 - San Juan County Partnership | San Juan County Partnership | PSH | - | - | \$ 122,389 | \$ 122,389 | \$ 1,937,635 | |
| 14 | Renewal | Shelter Plus Care (S) (Project Based) - The Life Link | The Life Link | PSH | - | - | \$ 231,815 | \$ 231,815 | \$ 2,169,450 | |
| 15 | Renewal | Service Family Transitional Living Program - St. Elizabeth Shelter | St. Elizabeth Shelter | TH | - | - | \$ 64,403 | \$ 64,403 | \$ 2,233,853 | |
| 16 | Renewal | Shelter Plus Care (S) - The Life Link | The Life Link | PSH | - | - | \$ 702,571 | \$ 702,571 | \$ 2,936,424 | |
| 17 | Renewal | Casa Carrillos Supportive Housing - St. Elizabeth Shelter | St. Elizabeth Shelter | PSH | - | - | \$ 167,850 | \$ 167,850 | \$ 3,104,274 | |
| 18 | Renewal | Casitas TLP - DreamTree Project, The | DreamTree Project, Inc. | TH | Youth | - | \$ 108,425 | \$ 108,425 | \$ 3,212,699 | |
| 19 | Renewal | Chuckle Permanent Supportive Housing - Supportive Housing Coalition of New Mexico, Inc. | Supportive Housing Coalition of New Mexico | PSH | - | New in FY17 | \$ 64,062 | \$ 64,062 | \$ 3,277,761 | |
| 20 | Renewal | Permanent Supportive Housing Program - Samaritan House Inc. | Samaritan House Inc. | PSH | - | - | \$ 123,094 | \$ 123,094 | \$ 3,400,855 | |
| 21 | Renewal | Shelter Plus Care - St. Elizabeth Shelter | City of Santa Fe | PSH | - | - | \$ 44,772 | \$ 44,772 | \$ 3,445,527 | |
| 22 | Renewal | Shelter Plus Care - St. Carmine Real Housing Authority | St. Carmine Real Housing Authority | PSH | - | - | \$ 181,096 | \$ 181,096 | \$ 3,626,623 | |
| 23 | Renewal | Community Against Violence (CAV) Housing Project 2018 - Community Against Violence, Inc. | Community Against Violence, Inc. | TH | DV | - | \$ 189,702 | \$ 189,702 | \$ 3,816,325 | |
| 24 | Renewal | Shelter Plus Care V - St. Carmine Real Housing Authority | St. Carmine Real Housing Authority | PSH | - | - | \$ 93,116 | \$ 93,116 | \$ 3,909,441 | |
| 25 | Renewal | Supportive Housing Program - Casa Milagro | Casa Milagro | PSH | - | - | \$ 101,810 | \$ 101,810 | \$ 4,011,251 | |
| 26 | Renewal | BMH for Homeless Youth in Santa Fe - Youth Shelters | Youth Shelters and Family Services | BMH | Youth | - | \$ 148,828 | \$ 148,828 | \$ 4,160,080 | |
| 27 | Renewal | Mesilla Valley Community of Hope - CDS | Mesilla Valley Community of Hope | SDO-CE | - | - | \$ 81,080 | \$ 81,080 | \$ 4,241,160 | |
| 28 | Renewal | NMCEH - HHS | New Mexico Coalition to End Homelessness | HHS | - | - | \$ 163,714 | \$ 163,714 | \$ 4,404,874 | |
| 29 | Renewal | NMCEH - CDS | New Mexico Coalition to End Homelessness | SDO-CE | - | - | \$ 55,786 | \$ 55,786 | \$ 4,460,660 | |
| 30 | Renewal | HUD Rapid Rehousing (RRH) - Mesilla Valley Community of Hope | Mesilla Valley Community of Hope | BMH | - | New in FY17 | \$ 124,380 | \$ 124,380 | \$ 4,585,040 | |
| 31 | Renewal | Rapid Re-Housing 2018 - St. Refuge, Inc. | St. Refuge, Inc. | BMH | DV | New in FY17 | \$ 58,852 | \$ 58,852 | \$ 4,643,892 | |
| 32 | Renewal | Sun's House - Mesilla Valley Community of Hope | Mesilla Valley Community of Hope | PSH | - | - | \$ 51,705 | \$ 51,705 | \$ 4,695,597 | End Tier 1 at \$4,696,095 |
| 33 | Renewal | Taco Rehousing BMH General - DreamTree Project, The | DreamTree Project, Inc. | BMH | - | - | \$ 115,856 | \$ 115,856 | \$ 4,811,453 | Begin Tier 2 |
| 34 | New | Community Housing Connection I Expansion | Mesilla Valley Community of Hope | PSH | - | - | \$ 138,404 | \$ 138,404 | \$ 4,949,857 | |
| 35 | New | Frederick Springs Gallop PSH | Rehabilitation/Maintenance Christian Health Care Services | PSH | - | - | \$ 189,870 | \$ 189,870 | \$ 5,139,727 | |
| 36 | New | Dorming Silver Linking BMH 2018 | Mesilla Valley Community of Hope | BMH | - | - | \$ 129,238 | \$ 129,238 | \$ 5,268,965 | |
| 37 | New | Casa Carrillos 2018 Expansion | St. Elizabeth Shelter | PSH | - | - | \$ 21,278 | \$ 21,278 | \$ 5,290,243 | |
| 38 | New | Self Coordinated Entry DV 2018 | New Mexico Coalition to End Homelessness | SDO-CE | DV Bonus | - | \$ 68,714 | \$ 68,714 | \$ 5,358,957 | End Tier 2 at \$5,359,315 |
| 39 | New | Safe at Home | Valencia Shelter Services for Victims of Domestic Violence | BMH | DV Bonus | - | \$ 101,317 | \$ 101,317 | \$ 5,460,274 | End DV Bonus |
| 40 | New | Communities Apartments | Southwest New Mexico Council of Governments | PSH | - | - | \$ 269,740 | \$ 269,740 | \$ 5,730,014 | Begin unfunded new projects |
| 41 | New | FE-4205-N-25, NMHC-BUS | New Mexico Veterans Integration Centers | PSH | - | - | \$ 194,185 | \$ 194,185 | \$ 5,924,200 | |
| 42 | New | Taco Housing First | DreamTree Project, Inc. | PSH | - | - | \$ 199,600 | \$ 199,600 | \$ 6,123,800 | End unfunded new projects |
| 43 | Renewal | Eastern NM PSH - The Life Link | The Life Link | PSH | - | - | \$ 170,802 | \$ - | \$ 6,294,602 | Begin multifaceted projects |
| 44 | Renewal | PATCH PSH - People Avoiding the Homeless (PATCH) | People Avoiding the Homeless | PSH | - | New in FY17 | \$ 44,640 | \$ - | \$ 6,339,242 | End multifaceted projects |

| Legend | |
|------------------------------|--|
| Green = Tier 1 | |
| Yellow = Tier 2 | |
| Blue = Tier 3 Bonus | |
| Orange = Regularly need poor | |
| Grey = Multifaceted | |

New Mexico Coalition toEnd Homelessness

www.nmceh.org/pages/continuumCare.html



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New Mexico Coalition toEnd Homelessness

Apply for Federal Funding

Apply for Federal Funding through the Continuum of Care Process



The New Mexico Coalition to End Homelessness coordinates the Continuum of Care grant application process in New Mexico. The application process is open to any nonprofit or local government that wants to provide housing and related services to people experiencing homelessness. Organizations and individuals that are interested in ending homelessness are welcome to [join](#) the Albuquerque and/or Balance of State CoC. For more information about the Albuquerque CoC, contact Lisa Maury at (505) 433-5175. For more information about the Balance of State CoC, contact Michael Nitsch at (505) 982-9000.

Fiscal Year 2018 Continuum of Care Application Process

Here is the information you need to apply for a CoC project and to follow the process. Each year, the Albuquerque CoC and the Balance of State CoC must evaluate, rank and decide on funding amounts for all current CoC projects that are up for renewal and select new permanent housing bonus and reallocated projects. Posted below are the documents that the Albuquerque CoC and the Balance of State CoC will use during the FY18 CoC Competition to evaluate, rank, reallocate and select renewal and new projects for each CoC. The deadline to apply for a new project or submit all materials for a renewal in the Balance of State is July 27, 2018. The deadline to apply in Albuquerque is July 17, 2018.

Albuquerque

Request for Proposals for New Projects in Albuquerque

Evaluation Criteria for Renewal Projects in Albuquerque

Minutes of Albuquerque Independent Review Committee 3-15-18

Minutes of Albuquerque Independent Review Committee 5-15-18

Balance of State (everything outside of Albuquerque)

Request for Proposals for New Projects in the Balance of State

Criteria for New Projects in the Balance of State

Renewal Instructions for the Balance of State

Evaluation Criteria for Renewal Projects in the Balance of State

Minutes of Balance of State Impartial Review Committee 4-13-18

Fiscal Year 2017 (FY17) Continuum of Care (CoC) Application Process

Each year, the Albuquerque CoC and the Balance of State CoC must evaluate, rank and decide on funding

Waiting for v.lkqd.net...

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9:07 AM7/3/2018



Michael Nitsch <michael.nmceh@gmail.com>

Funding Available to House Homeless People (CoC)

NMCEH Hank Hughes <hank-h@nmceh.org>

Tue, Jul 3, 2018 at 9:47 AM

Reply-To: hank-h@nmceh.org

To: michael-n@nmceh.org

Having trouble viewing this email? [Click here](#)

New Mexico Coalition to
End Homelessness

Federal Funding Available Applications Due in July Continuum of Care Grants

The New Mexico Coalition to End Homelessness coordinates the Continuum of Care grant application process in New Mexico. The application process is open to any nonprofit or local government that wants to provide housing and related services to people experiencing homelessness. Organizations and individuals that are interested in ending homelessness are welcome to join the Albuquerque and/or Balance of State CoC. For more information about the Albuquerque CoC, contact Lisa Maury at (505) 433-5175. For more information about the Balance of State CoC, contact Michael Nitsch at (505) 982-9000.

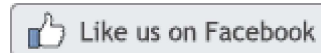
Both Albuquerque and the Balance of State CoC regions are now accepting applications for new projects. It is also time for all renewal projects to apply. The deadline to apply for a new project or submit all materials for a renewal in the Balance of State is July 27, 2018. The deadline to apply in Albuquerque is July 17, 2018.

The application materials are now available on our website:

[Click here to go to the CoC Application Materials](#)

Information about the Continuum of Care grants can be found on the U.S. Department of Housing and Urban Development website:

[Click here to go to the HUD CoC Notice of Funding Availability](#)



NMCEH, PO Box 865, Santa Fe, NM 87504



Michael Nitsch <michael.nmceh@gmail.com>

New Project Applications -- process and deadlines (*very* important email)

Michael Nitsch <michael-n@nmceh.org>

Tue, Jun 26, 2018 at 4:42 PM

To: Hank Hughes <hank-h@nmceh.org>

Cc: mark-o@nmceh.org

Bcc: Cassandra Calway <ccalway999@gmail.com>, Nicole Martinez <hope@zianet.com>, Desiree Bernard <dlb.casamilagro@gmail.com>, James Walker <walkerj@ccasfnm.org>, Alexandra Ladd <agladd@ci.santa-fe.nm.us>, Celeste Trujillo <celestet@taoscav.org>, Malinda Williams <malindaw@taoscav.org>, Rachel Cox <rachelc@taoscav.org>, Diane Irwin <dirwin@sandovalcountynm.gov>, "Doreen S. Holmes" <dholmes@sandovalcountynm.gov>, Catherine Hummel <catherine@dreamtreeproject.org>, ShayAnn Golden <shay@dreamtreeproject.org>, Geraldine Maldonado <geraldine@socorrohousing.org>, Mary Ann Chavez-Lopez <maryann@socorrohousing.org>, Rachel Sierra <shvadirector@eridv.org>, ShelterDirector@eridv.org, Selah Lee <fiscaldirector@eridv.org>, rrh@eridv.org, Ann Sanchez <asanchez@lacasainc.org>, Henry Brutus <hbrutus@lacasainc.org>, Lisa Calderon <lcalderon@lacasainc.org>, Tonya Banasiak <tbanasiak@lacasainc.org>, Christina Gallardo <cwerner5907@gmail.com>, Erin Boyd <erinboyd999@gmail.com>, Laura McElroy <lmcclroy999@gmail.com>, Jonna Sharp <jsharpe@pathnm.org>, Rebekah Treat <esthersoftoday@gmail.com>, Ursula Begay <ubegay@pathnm.org>, George Lyon <samaritanhouse.inc@hotmail.com>, Angelina Martin <martina@sjcpartnership.org>, Lynn Love <lovel@sjcpartnership.org>, Pamela Drake <drakep@sjcpartnership.org>, Joyce Arellano <jarellano@housingtrustonline.org>, Sharron Welsh <swelsh@housingtrustonline.org>, Deborah Tang <director@steshelter.org>, Jim Podesta <development@steshelter.org>, Neal Windham <sonrisa@steshelter.org>, Sam Chavez <schavez99@hotmail.com>, Eric Lopez <data@steshelter.org>, Joscelyn Huffmaster <jhuffmaster@shcnm.org>, Steve Ross <ross@shcnm.org>, Vera Cardy <vcardy@shcnm.org>, Carol Luna-Anderson <carol@thelifelink.org>, Lara Yoder <lyoder@thelifelink.org>, Alexandria Taylor <alexandriat@valenciashelterservices.org>, Rosemary Nowak <rnowak@youthshelters.org>, Shelly Felt <sfelt@youthshelters.org>, Jordan Barela <jbarela@youthshelters.org>, Sebastian Adamczyk <sadamczyk@youthshelters.org>, c.wolford.keekidsinneed@gmail.com, kim@bluelinedevelopment.com, Ina Burmeister <iburmeister@rmchcs.org>, joselyn@vecinogroup.com, heather@vecinogroup.com, Mary Ann Chavez-Lopez <MaryAnn@socorrohousing.org>, Kay Gomolak <kay.gomolak@copedv.org>, Chris Tokarski <ctokarski@mhrnewmexico.com>, Carol Felsing <cfelsing@gmail.com>, margaret@readerscovenm.com, zoe@lebeaudevelopment.com, Jennifer Lopez <jennlgaulopez@gmail.com>, Katie Symons <katie.symons@gmail.com>

Dear all,

The FY18 NOFA for the Continuum of Care program was released last week, and I'm following up now with *essential* information about the New Project application process for the Balance of State CoC.

Attached to this email are the following documents:

- Letter outlining application process for New Projects
- Threshold and ranking criteria for New Projects

As you will see in the letter, the CoC is establishing two hard deadlines for New Project submissions:

- **Friday, July 20 @ 5:00pm:** Last day to receive technical assistance from NMCEH in preparation for the Impartial Review Committee (IRC) ranking process for any part of your application, including eSNAPS completion, the narrative response, and required attachments. (After the IRC meets, NMCEH will resume TA to help with any additional improvements in preparation for final submission to HUD.)
- **Friday, July 27 @ 11:59pm:** Last day to submit your completed application in eSNAPS, as well as your narrative response and any required attachments to NMCEH. (After the IRC meets, NMCEH will resume TA to help with any additional improvements in preparation for final submission to HUD.)

Please read the attached documents carefully and let me know of any questions.

We look forward to working with you!

Michael

--

Michael Nitsch
Project Manager, Balance of State CoC
New Mexico Coalition to End Homelessness

9/7/2018

Gmail - New Project Applications -- process and deadlines (*very* important email)

505.982.9000 (office)

617.686.4270 (cell)

www.nmceh.org

2 attachments



BoS CoC - FY18 New Project Letter - 6-26-18.doc

53K



2018 Balance of State CoC New Process Criteria - 6-26-18.docx

25K



Michael Nitsch <michael.nmceh@gmail.com>

Renewal Project Applications -- updates and deadlines (*very* important email)**Michael Nitsch** <michael-n@nmceh.org>

Tue, Jun 26, 2018 at 3:56 PM

To: Hank Hughes <hank-h@nmceh.org>

Cc: mark-o@nmceh.org

Bcc: Cassandra Calway <ccalway999@gmail.com>, Nicole Martinez <hope@zianet.com>, Desiree Bernard <dlb.casamilagro@gmail.com>, James Walker <walkerj@ccasfnm.org>, Alexandra Ladd <agladd@ci.santa-fe.nm.us>, Celeste Trujillo <celestet@taoscav.org>, Malinda Williams <malindaw@taoscav.org>, Rachel Cox <rachelc@taoscav.org>, Diane Irwin <dirwin@sandovalcountynm.gov>, "Doreen S. Holmes" <dholmes@sandovalcountynm.gov>, Catherine Hummel <catherine@dreamtreeproject.org>, ShayAnn Golden <shay@dreamtreeproject.org>, Geraldine Maldonado <geraldine@socorrohousing.org>, Mary Ann Chavez-Lopez <maryann@socorrohousing.org>, Rachel Sierra <shvadirector@eridv.org>, ShelterDirector@eridv.org, Selah Lee <fiscaldirector@eridv.org>, rrh@eridv.org, Ann Sanchez <asanchez@lacasainc.org>, Henry Brutus <hbrutus@lacasainc.org>, Lisa Calderon <lcalderon@lacasainc.org>, Tonya Banasiak <tbanasiak@lacasainc.org>, Christina Gallardo <cwerner5907@gmail.com>, Erin Boyd <erinboyd999@gmail.com>, Laura McElroy <lmcclroy999@gmail.com>, Jonna Sharp <jsharpe@pathnm.org>, Rebekah Treat <esthersoftoday@gmail.com>, Ursula Begay <ubegay@pathnm.org>, George Lyon <samaritanhouse.inc@hotmail.com>, Angelina Martin <martina@sjcpartnership.org>, Lynn Love <lovel@sjcpartnership.org>, Pamela Drake <drakep@sjcpartnership.org>, Joyce Arellano <jarellano@housingtrustonline.org>, Sharron Welsh <swelsh@housingtrustonline.org>, Deborah Tang <director@steshelter.org>, Jim Podesta <development@steshelter.org>, Neal Windham <sonrisa@steshelter.org>, Sam Chavez <schavez99@hotmail.com>, Eric Lopez <data@steshelter.org>, Joscelyn Huffmaster <jhuffmaster@shcnm.org>, Steve Ross <sross@shcnm.org>, Vera Cardy <vcardy@shcnm.org>, Carol Luna-Anderson <carol@thelifelink.org>, Lara Yoder <lyoder@thelifelink.org>, Alexandria Taylor <alexandriat@valenciashelterservices.org>, Rosemary Nowak <rnowak@youthshelters.org>, Shelly Felt <sfelt@youthshelters.org>, Jordan Barela <jbarela@youthshelters.org>, Sebastian Adamczyk <sadamczyk@youthshelters.org>

Dear all,

The FY18 NOFA for the Continuum of Care program was released last week, and I'm following up now with ***essential*** information about the Renewal Project application process for the Balance of State CoC.

Attached to this email is a letter outlining the application process for Renewal Projects. As you will see in the letter, the CoC is establishing **two hard deadlines for Renewal Project submissions**:

- **Friday, July 20 @ 5:00pm**: Last day to receive technical assistance from NMCEH for your renewal application in eSNAPS, in preparation for the Impartial Review Committee (IRC) ranking process. (After the IRC meets, NMCEH will resume TA to help with any additional improvements in preparation for final submission to HUD.)
- **Friday, July 27 @ 11:59pm**: Last day to submit completed Renewal Project applications in eSNAPS. (After the IRC meets, NMCEH will resume TA to help with any additional improvements in preparation for final submission to HUD.)

Please read the attached letter carefully, and let me know of any questions.

With best wishes,
Michael

--

Michael Nitsch
Project Manager, Balance of State CoC
New Mexico Coalition to End Homelessness
505.982.9000 (office)
617.686.4270 (cell)
www.nmceh.org

**BoS CoC - FY18 Renewal Letter Part II - 6-26-18.doc**

53K

2017-2018
MEMORANDUM OF UNDERSTANDING
FOR THE ADMINISTRATION AND MANAGEMENT OF A
NEW MEXICO HOMELESS MANAGEMENT INFORMATION SYSTEM
(NM-HMIS)

This Memorandum of Understanding is entered into this 1st day of **October, 2017** by and between the New Mexico Coalition to End Homelessness (NMCEH), Mortgage Finance Authority (MFA), and the City of Albuquerque (COA).

Common Objectives: This Memorandum of Understanding (MOU) is designed to reflect the understandings between the NMCEH, MFA, and the COA; the parties to this MOU have the common overall objectives of providing an effective and efficient management information system that meets all federal and state-level requirements to collect, store, analyze and report data for homeless clients and client services statewide. Targeted agencies are those serving people who are either currently homeless or at risk of homelessness.

Term: The term of this Agreement is effective as of **October 1, 2017**, and will terminate on **September 30, 2018**, unless amended or terminated earlier pursuant to its terms.

Review: Review of this MOU shall be made on or before **October 1, 2018** at which time this Agreement may be extended, modified or terminated.

Communications: NMCEH will schedule regular Governance Committee meetings to include representatives from each party to this MOU to be held at least quarterly to review implementation of this MOU and to address issues of mutual concern and policy issues.

NMCEH, MFA, and COA agree to the following allocation of responsibilities under this MOU.

I. NMCEH shall perform as follows:

A. Project Management:

- provide comprehensive project management and daily administration, including procurement for software, reports and consultants as needed, and retention of system license;
- develop and maintain adequate HMIS staffing, including consultants, to assure project success, including writing the timeline for the specific hiring window as well as writing job descriptions, qualifications and conducting interviews. Provide MFA and COA with a list of names and updates when changes occur;
- develop and maintain, in coordination with MFA and the COA, adequate financing to ensure project success, as outlined below in Financial Resources;
- provide appropriate agency setup, user training and technical assistance on an as needed basis;
- comply with all required standards, data collection, and reporting responsibilities, including QPR, COC APR, HUD AHAR, bi-annual point in time counts, and reports for COC, ESG and any other reports as scheduled; verify NM HMIS compliance, in coordination with MFA and COA, as part of regular monitoring reviews; provide MFA and COA with reports upon request;

- provide monitoring results reports to MFA and COA to identify agencies in need of technical assistance and to improve participation and data quality; these will be submitted with monthly invoice as part of the ESG Performance Agreement between MFA and NMCEH, included with **Schedule D, Monthly Report**;
- monitor and manage application vendor issues;
- maintain documentation of financials, performance, technical assistance and training;
- provide data management reports to:

MFA: submitted with monthly invoice as part of the ESG Performance Agreement between MFA and NMCEH, included with **Schedule D, Monthly Report**

COA: submitted quarterly as part of the Agreement between COA and NMCEH

- assist domestic violence agencies with the ongoing implementation of Osnum for monthly client data reports;
 - collect agency user fees;
- B. System Development:
- develop statewide strategy and governance structure, in coordination with MFA and COA, to include long-term planning;
 - support participation and data quality of funded targeted agencies, in coordination with MFA and COA, through incentives, contract requirements and monitoring;
 - develop and implement a strategy to increase participation in NM HMIS by non-funded targeted agencies, e.g., marketing, demonstrations and other such action items as are identified within the strategy.

II. MFA and COA shall perform as follows:

- assist NMCEH to develop and maintain adequate financing to ensure project success;
- assist NMCEH to develop and implement a strategy to increase participation in NM HMIS by non-funded targeted agencies;
- assist NMCEH to verify NM HMIS compliance as part of regular MFA monitoring reviews;
- communicate results of EHAP and COC monitorings to all other parties to this MOU, to identify agencies in need of technical assistance and to improve participation and data quality; these reports will be sent as they are completed;
- assist NMCEH to develop statewide strategy and governance structure, including long-term planning;
- assist NMCEH to develop strategy to increase participation in NM HMIS and data quality of funded targeted agencies through incentives, contract requirements and monitoring;

III. Financial Resources. MFA and COA have already provided initial financial resources for HMIS management. These funds will be provided annually, by both MFA and COA, to sufficiently match the federal COC funding that NMCEH receives this year.

- COA will commit fifty-seven thousand six hundred forty dollars (\$57,640) for operations.
- MFA will provide ESG funds, in the amount of seventy-six thousand six hundred forty three dollars and fifty cents, (\$76,643.50), as well as resources from the MFA General Fund, in the amount of forty thousand dollars, (\$40,000), subject to funding availability and applicable regulations.

IV. Agency User Fees. All provider agencies must pay a user fee in order to access NM HMIS. NMCEH will collect \$50 per year from each individual user and \$50 per year from each user with an ART report writing license.

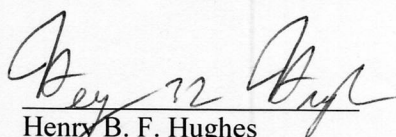
V. Termination. This MOU may be terminated only upon the failure of any party to perform as required, and only after that party has received a written notice of the breach and thirty (30) days opportunity from receipt of that notice to cure the breach.

VI. Amendment. This MOU shall not be amended except by written instrument signed and executed by all parties.

VII. Governing Law. This MOU shall be construed and governed by the laws of the State of New Mexico.

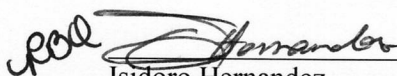
VIII. Liability. Each party shall be solely responsible for its own liability under this MOU, subject to the immunities and limitations of the New Mexico Tort Claims Act, §§41-4-1 NMSA 1978 et seq.

IN WITNESS WHEREOF, the parties execute this Agreement as set forth below:



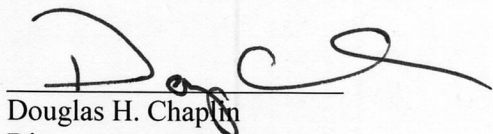
Henry B. F. Hughes
Executive Director
New Mexico Coalition to End Homelessness

11/3/17
Date



Isidoro Hernandez
Deputy Director of Programs
Mortgage Finance Authority

11/9/17
Date



Douglas H. Chaplin
Director
Department of Family and Community Services, City of Albuquerque

11/8/17
Date

New Mexico Balance of State Continuum of Care Governance Charter (Revised July 27, 2018)

Purpose of Charter

This Governance Charter is to be approved at a regular meeting of the New Mexico Coalition to End Homelessness ('the Coalition') where all members residing in the Balance of State (BoS) region have been invited and encouraged to be present. Approval of the Charter requires a vote in which a majority of BoS members present at the meeting express their support. The Charter sets up a Continuum of Care (CoC) Board that will oversee the CoC process for the New Mexico BoS region. The document will be reviewed at least annually by the membership of the Coalition for amendment as necessary, and the document will be distributed electronically no later than 14 days prior to the Coalition's annual meeting in September.

New Mexico Coalition to End Homelessness

The Coalition is a non-profit agency that has been designated the collaborative applicant for CoC funds for the New Mexico BoS region. The Coalition meets five times a year to conduct business, with published agendas that are emailed ahead of time. Membership in the Coalition is open to non-profit agencies that serve homeless people, homeless and formerly homeless people, governmental agencies, and other interested individuals. The Coalition has a dues structure that allows low-income individuals to join without paying dues. New members can join at any time of the year, and the Coalition will make an invitation for new members to join publicly available within the BoS region at least annually.

Balance of State Continuum of Care Board

The New Mexico BoS CoC will be governed by a board called the New Mexico Balance of State Continuum of Care Board (BoS Board). This Board replaces the former Balance of State Continuum of Care Steering Committee. The Board will be elected by the members of Coalition who reside in the BoS region at the Coalition's annual meeting in September.

The BoS Board is the decision making body for the New Mexico Balance of State CoC Process. The BoS Board oversees the CoC process in order to make sure the process is fair and balanced in meeting the needs of people who are homeless in New Mexico.

The process for selecting CoC Board members will be reviewed, updated, and approved by the CoC at least once every 5 years.

- Universities
- Affordable housing developers
- Private Foundations
- Law enforcement

One person could represent more than one group in the above lists.

Every effort will be made to elect a Board that is diverse according to geographic area and gender identity, and reflective of the racial and ethnic diversity of the State of New Mexico.

If a Board member has two unexcused absences within a one-year period, the chair may declare his or her seat vacant and remove him or her from the board.

Board Leadership

The BoS Board will elect a chair, a vice chair and a secretary at its first meeting after election of board members each year. The chair will preside over board meetings. The vice chair will preside over meetings when the chair is absent. The secretary will ensure that minutes are taken at each meeting and made available for public review. The officers will serve for one year terms and may be re-elected twice.

Board Meetings and Quorum

The BoS CoC Board will meet quarterly at a minimum, and more frequently during the part of the year when the CoC is most active . A quorum of the Board shall be 50% of the Board membership plus 1. Meetings may be in person, by conference call, or by webinar. Notices of meetings will be sent by email at least one week in advance of meetings.

New Mexico Homeless Management Information System

The New Mexico Homeless Management Information System (HMIS) is governed by a Governing Committee that consists of representatives from the Coalition, the City of Albuquerque, the New Mexico Mortgage Finance Authority, both CoCs in New Mexico and a formerly homeless representative. The NM HMIS Governing committee sets policies for the NM HMIS and works with the Coalition's Executive Director and HMIS Project Director to develop annual strategic plans for the HMIS project. Financial decisions affecting the Coalition, Mortgage Finance Authority, or the City of Albuquerque are subject to approval by the appropriate administrators or governing bodies of those organizations.

The Coalition is the HMIS lead agency for both the New Mexico BoS CoC and the Albuquerque CoC, and Coalition staff operate the HMIS. The Coalition was chosen as the lead agency by the government bodies responsible for administering homeless funding in the two CoC regions, which are the New Mexico Mortgage Finance Authority (MFA) and the City of Albuquerque (COA). The Coalition, MFA, and COA sign an MOU each year that sets forth the responsibilities of each party for ensuring that the HMIS is managed successfully.

The BoS Board will work with the HMIS Governing Committee to

1. Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS;
2. Ensure consistent participation of recipients and sub-recipients in the HMIS;
3. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

The NM HMIS Governing Committee meets at least quarterly, with a call-in option for members. The NM HMIS Governing Committee is staffed by the HMIS Project Director, who is a staff person member of the Coalition.

New Mexico Coordinated Entry System (NMCES) Governing Committee

The NMCES Project is managed by the NMCES Governing Committee, with membership that includes representation from the CoC's state and local governments, and formerly homeless individuals.

The NMCES Governing Committee sets policies for the NMCES and works with the Coalition's Executive Director and the CES Project Director to develop annual strategic plans for the CES project. Financial decisions affecting the Coalition, MFA, or the City of Albuquerque are subject to approval by the appropriate administrators or governing bodies of these organizations.

The NMCES Governing Committee meets bimonthly, with a call-in option for members. The NMCES Governing Committee is staffed by the CES Project Director, who is a staff person of the Coalition.

Continuum of Care Planning

The CoC Board with the staff of the Coalition will develop and regularly update a plan that includes:

- 1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system will encompass the following:
 - a) Outreach, engagement, and assessment;
 - b) Shelter, housing, and supportive services;
 - c) Prevention strategies.
- 2) Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:
 - a) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
 - b) Persons living in emergency shelters and Transitional Housing projects must be counted as sheltered homeless persons.
 - c) Other requirements established by HUD by Notice.

New Mexico Homeless Management Information System Charter 2018

This charter establishes a structure for the governance, management and operation of the New Mexico Homeless Management Information System. It replaces the governance structure documents of 2010 and 2014, and supplements the MOU concerning HMIS between the NM Mortgage Finance Authority, the City of Albuquerque and the New Mexico Coalition to End Homelessness.

One HMIS System for New Mexico's Two CoCs

New Mexico has one HMIS system for both the Albuquerque Continuum of Care and the New Mexico Balance of State Continuum of Care. These two continuums cover the entire state of New Mexico. The system will be known as the New Mexico Homeless Management Information System or New Mexico HMIS.

HMIS Lead Agency

The New Mexico Coalition to End Homelessness is designated as the HMIS Lead agency for the Balance of State Continuum of Care and the Albuquerque Continuum of Care. As the HMIS Lead, the New Mexico Coalition to End Homelessness is responsible for managing the New Mexico HMIS and is designated as the agency that will apply for funding to operate the New Mexico HMIS.

A separate companion MOU defines the responsibilities of the New Mexico Coalition to End Homelessness, the City of Albuquerque and the New Mexico Mortgage Finance Authority for ensuring the successful operation of the New Mexico HMIS. This MOU is updated annually.

Relationship of HMIS and the Continuums of Care

New Mexico has two Continuum of Care regions CoCs, the City of Albuquerque and the Balance of State. Both CoCs use the New Mexico HMIS and both CoCs have representatives on the HMIS Governing Committee to ensure that HMIS is meeting the needs of both CoCs. The Collaborative Applicant for the Balance of State CoC is the New Mexico Coalition to End Homelessness under a contract with the New Mexico Mortgage Finance Authority. The Collaborative Applicant for the Albuquerque CoC is the City of Albuquerque which contracts for assistance from the New Mexico Coalition to End Homelessness. Thus the HMIS Lead Agency is also involved in staffing both CoCs.

HMIS Governing Committee

The HMIS Governing Committee is the decision making body for the NM HMIS project. The HMIS Governing Committee makes decisions about budget, software vendors, and any other major actions needed for the project. Members of the Governing Committee will serve two year terms and may be re-elected at the end of their term. There are no term limits. Members of the NM HMIS Governing Committee will be:

- 1 representative from the New Mexico Mortgage Finance Authority,
- 1 representative from the City of Albuquerque,
- 1 representative from the New Mexico Coalition to End Homelessness,
- 1 HMIS user representative from the New Mexico Balance of State Continuum of Care,
- 1 HMIS user representative from the Albuquerque Continuum of Care,
- 1 homeless or formerly homeless representative.

The initial members of the Governing Committee will be the appointed representatives from MFA, NMCEH and the City of Albuquerque. The initial members will elect the other members. Future members representing the three partners will be appointed by MFA, COA, and NMCEH and the other members will be elected by the sitting members of the Committee. The NM HMIS Governing Committee will meet once a quarter or more often if needed with a call in option for people living outside of Albuquerque.

If a Governing Committee member has two or more unexcused absences within a one year period, the member's position will be considered vacant and the other committee members will seek a replacement.

The NM HMIS Governing Committee will be staffed by the HMIS Project Director who is a staff person of NMCEH. The NM HMIS Governing Committee will review and approve policies for the NM HMIS. The NM HMIS Governing Committee will work with the HMIS Lead to plan for the strategic expansion of the HMIS project.

Financial decisions that affect NMCEH, MFA or the COA would be subject to approval by the appropriate administrators or governing bodies of these organizations.

Privacy, Security and Data Quality

The HMIS Lead is responsible for developing a privacy plan, security plan and a data quality plan for the New Mexico HMIS. These plans are subject to review and approval by the HMIS Governing Committee. The HMIS Lead will submit the plans to the Albuquerque Continuum of Care Board and the NM Balance of State Continuum of Care board for review and suggestions.

Consistent Participation of Recipients and Sub-recipients



New Mexico Coalition to
End Homelessness

New Mexico Homeless Management Information System (HMIS)

Policies and Procedures

Version 3.2

(Update Approved by NM HMIS Governing Committee: 10 March 2015)



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8. NM HMIS Client Consent Form

**New Mexico Homeless Management Information System (NM HMIS)
Standard Operating Procedures**

The guidelines set forth in this document are subject to change.

This is version 3.1 effective 15 January 2014.

This document details the Policies and Standard Operating Procedures (SOP) that govern the operations of the New Mexico Homeless Management Information System (NM HMIS) and have been developed to establish standards for the collection, storage and dissemination of private and confidential information by the users of the NM HMIS. It outlines the roles and responsibilities of all agencies and persons with access to NM HMIS data – from data collection through data entry and reporting - and it contains important and useful information about the ways in which NM HMIS data is secured and protected. All agencies using the NM HMIS should read this document in full and assure that each of its users understands and are held responsible to comply with its contents.

U.S. Dept. of Housing and Urban Development (HUD) HMIS Requirement

A Homeless Management Information System (HMIS) is a computerized data collection tool used by communities to collect, to manage, and to report ongoing data on people who are homeless and receive assistance from the community. HUD requires NM HMIS to provide unduplicated statistical demographic reports on the numbers and characteristics of clients served as well as on program outcomes, but does not require report of any client-specific information from the NM HMIS for the programs it funds. Only de-identified and/or aggregate-level data is reported to HUD. This data can be used to calculate the size and needs of these populations, and to describe service utilization patterns. In July 2003, the U.S. Department of Housing and Urban Development (HUD) published a draft notice for HMIS. This notice required all recipients of HUD McKinney-Vento Act program funds to participate in HMIS. In July 2004, HUD finalized the requirements for HMIS. The notice specified what data to collect as well as establishing minimum baseline policies and procedures for communities to follow. Updates to the HUD HMIS data standards were approved in March, 2010, and draft updates for 2013 are pending to align the standards with requirements under the Hearth Act. All HUD updates to the HMIS standards are incorporated by reference in this document.

NM-HMIS program and client data will be used to compile the Annual Homeless Assessment Report (AHAR), as well as the Annual Performance Report (APR) and/or Consolidated Annual Performance and Evaluation Report (CAPER) required of HUD funded programs, the annual Housing Inventory Chart (HIC) and Point in Time (PIT) count of sheltered persons. Also, the Super Notice of Funding Availability (SuperNOFA) stipulates that the annual competitive grant application process will rate each Continuum of Care's progress in its HMIS implementation.

All agencies that receive certain HUD grants, including the Supportive Housing Program, Permanent Housing/Rental Assistance, Rapid Re-housing, Emergency Solutions Grants (ESG) and Housing Opportunities for People with AIDS (HOPWA), certain Veterans Administration

programs (e.g., Grant per Diem, Supportive Services for Veterans Families), and including funds distributed through the New Mexico Mortgage Finance Authority (MFA) or City of Albuquerque (CABQ), are required to participate in the NM HMIS. Under the proposed 2013 update to the HMIS data standards, additional federal programs will be required to participate in HMIS including Projects for Assistance in Transition from Homelessness (PATH), Runaway and Homeless Youth (RHY) and HUD VASH. Some privately funded providers participate on a voluntary basis.

NM HMIS Organizational Structure

It is the goal of the NM HMIS project to support homeless service agencies to meet their information needs and reporting requirements by providing the capability and technical assistance to collect and manage their client level data, providing a confidential and secure data environment, automatically generating standard reports, and improving service delivery.

The NM HMIS provides statewide coverage, specifically encompassing New Mexico's two HUD defined Continuums of Care regions (CoCs): metro Albuquerque and the Balance of State. The New Mexico Coalition to End Homelessness (NMCEH), a non-profit agency with offices in Santa Fe, Albuquerque, and Las Cruces, New Mexico, is the administrative agency that manages all aspects of the New Mexico HMIS project. The NM HMIS project has a Governing Committee that includes representatives of the New Mexico Mortgage Finance Authority (MFA), the City of Albuquerque (CABQ), and participating agencies and consumers, and provides independent guidance and feedback to NMCEH on the development of the project. The NMCEH is the lead agency for HMIS and assigns staff to manage the HMIS project, train users, and conduct data analysis. The MFA, the CABQ Department of Family and Community Services, and HUD provide financial support for the NM HMIS project. Effective July 2011, Bowman Systems LLC and their HMIS software application known as ServicePoint, was selected by NMCEH in consultation with MFA, CABQ, and local service providers in 2010 through a competitive demonstration process. The NM HMIS database and web application server is housed in Shreveport, Louisiana, at the headquarters of Bowman Services in order to provide 24-hour security and support for system hardware and software. Bowman employs a full time technical staff dedicated to system maintenance and performance. ServicePoint is updated periodically to maintain scheduled compliance with changes to HUD data collection and reporting requirements.

A. Organization and Management of the NM HMIS

A.1. Project Management

- **Policy:** The New Mexico Coalition to End Homelessness (NMCEH) is responsible for project management and coordination of the NM HMIS through an HMIS Governing Committee, by defining and assigning HMIS staff positions and duties, and by serving as the contract holder and administrator with the NM HMIS vendor Bowman Systems LLC.
- **Procedure:** All concerns relating to the policies and procedures of the HMIS should be

addressed with the NM HMIS Project Director, however, the NM HMIS Governing Committee is the final authority for policies and procedures of the NM HMIS.

A.2. NM HMIS Governing Committee

- **Policy:** The New Mexico HMIS Project is managed by the New Mexico HMIS Governing Committee with membership comprised of 1 representative from the New Mexico Mortgage Finance Authority (MFA), 1 representative from the City of Albuquerque, 1 representative from the New Mexico Coalition to End Homelessness, 1 HMIS user representative from the Balance of State Continuum of Care, 1 HMIS user representative from the Albuquerque Continuum of Care, and 1 consumer representative. The NM HMIS Governing Committee sets policies for the NM HMIS and works with the NMCEH Executive Director and the HMIS Project Director to develop annual strategic plans for the HMIS project. Financial decisions that affect NMCEH, MFA or the City of Albuquerque would be subject to approval by the appropriate administrators or governing bodies of these organizations.

Procedure: The NM HMIS Governing Committee meets bimonthly, with a call in option for members living outside of Albuquerque. The NM HMIS Governing Committee is staffed by the HMIS Project Director who is a staff person of NMCEH and a non-voting member of the Governing Committee.

A.3. NM HMIS Staff Roles and Responsibilities

- **Policy:** NMCEH develops and maintains staffing level adequate to manage all aspects of the NM HMIS project, including a Project Director, Project Manager, and Data Quality Coordinators. These positions collectively manage day-to-day operations of the NM HMIS and are, therefore, provided access to all client level data through a User Agreement that binds them to the same confidentiality and privacy requirements as any other HMIS user, and so is available for public review upon request. The NM HMIS Governing Committee is ultimately responsible for all final decisions regarding planning and implementation of the NM HMIS.
- **Procedure:**

The NM HMIS *Project Director* manages the statewide development and implementation of the New Mexico Homeless Management Information System. Specific roles and responsibilities include, but are not limited to:

- Coordinating with the NM HMIS Governing Committee to maintain and update effective HMIS policies and procedures;
- Managing the contract with the software vendor, and coordinating system development and implementation with the vendor;
- Lead responsibility for development, review, and issuance of system level reporting

- (e.g., APR, AHAR, PIT, HIC) and data quality management;
- Lead responsibility for planning and general management of all system-wide HMIS issues and troubleshooting of system level problems;
- Development of annual HMIS CoC applications;
- Summary contract reporting to HUD, CABQ;
- Supervision of NM HMIS staff.

The NM HMIS *Project Managers (North and South)* oversee the statewide administration of the New Mexico Homeless Management Information System. Specific roles and responsibilities include, but are not limited to:

- Manage agency and user accounts, including software license administration and monitoring compliance with user standards;
- Lead responsibility for development and provision of effective and efficient HMIS Agency Administrator and User Training;
- Arrange and provide regular NM HMIS trainings in southern New Mexico;
- Arrange and provide regular NM HMIS trainings in northern New Mexico;
- Work with the local agency administrators to set up and finalize the NM HMIS taxonomy and agency/program(s) profile(s) ;
- Technical assistance with programming and query development in HMIS.

The NM HMIS *Data Quality Coordinator(s)* oversees the functional operation of the New Mexico Homeless Management Information System. Specific roles and responsibilities include, but are not limited to:

- Tracking general data quality indicators – especially accuracy and completeness of universal data elements- at the agency and system levels, and providing support to continuously improve client level data quality and reporting;
- Conduct regular/ongoing data de-duplication review, and contact agencies with duplicate records to assist them in resolving and aligning;
- Provide support for report generation and analysis;
- Lead responsibility for managing NM HMIS Help Desk, including prioritization and timely processing of work requests.

A.4. Agency Administrators

Policy: Each Authorized Agency (see section B.2 below) must designate a staff member to be the local HMIS Agency Administrator who is responsible on a day-to-day basis for enforcing the data and office security requirements under these Policies and Standard Operating Procedures. Only one person per Authorized Agency may be designated as the Agency Administrator, and each Authorized Agency must have an acting Agency Administrator for any time the agency has an active authorized HMIS account.

Procedure: The Executive Director of an Authorized Agency must identify an appropriate Agency Administrator and provide that person's name and contact information to the NM HMIS Program Manager. Changes to that information must be reported immediately to the NM

HMIS Program Manager. The NM HMIS Program Manager is responsible for maintaining a current list of Agency Administrators. Agency Administrators must be licensed authorized NM HMIS users and have successfully completed HMIS training. Agency Administrators are responsible for the following:

- Serves as the primary contact between the Authorized Agency and NM HMIS;
- Arranges for new prospective users in their agency to attend HMIS training;
- Immediately communicates changes in the status of all NM HMIS users associated with the Authorized Agency, assures that all agency staff terminated from active HMIS user status have their user accounts immediately inactivated, and provides a quarterly list of all current HMIS users in their agency, including user names, to the Agency Administrator for tracking and verification;
- Serves as a preliminary contact for problem solving at their agency and, as needed, serves as the sole point of contact for scheduling technical assistance for their HMIS account or staff;
- Communicates any needed changes to the agency HMIS account (e.g., additional or new reporting requirements);
- Communicates software update information and related news as needed to agency HMIS users;
- Monitor the accuracy and completeness of all data entered in HMIS, and assures that it meets the reporting requirement(s) of their contract(s) and Grant agreement(s);
- Monitor and enforces compliance with NM HMIS policies and procedures, and standards of client confidentiality and ethical data collection, entry, and retrieval at the agency level;
- Ensure that agency set up and use of HMIS complies with all security standards in order to protect client privacy and confidentiality;
- Holds primary agency license and access to report generation tools in ServicePoint HMIS, and is thereby responsible for executing and reviewing summary reports (e.g., APR).

A.5. User Access Security Levels and Account Management

Policy: NM HMIS assumes a “need to know” basis for providing access to client data. All NM HMIS Users will be authorized a level of access to HMIS data that is appropriate to the duties of their position. All users should have the level of access that allows efficient job performance without compromising the security of the NM HMIS or the integrity of client information. The NM HMIS username and password should be stored in a secured manner. User passwords must be reset every 45 days to maintain access security.

Procedure: *ServicePoint* allows multiple levels of user access to client data, although NM HMIS provides user access for data entry to all authorized users. Access is assigned when new users are added to the system and can be altered as needs change. Only NM HMIS staff at NMCEH is allowed to create or change user accounts in any manner, including assignment of user names and passwords, or assignment of user licenses. The username and password assigned to each NM HMIS user is unique and should not be shared, disseminated, be made viewable, or in any

manner be communicated – intentionally or unintentionally – between anyone other than authorized users or administrators. NM HMIS will prompt users to reset account passwords every 45 days. If a user forgets a password, they may request the NM HMIS Program Manager to reset a temporary password, although Agency Administrators must confirm the authenticity of the request. Other user account types may be arranged through the HMIS Project Manager (e.g., a volunteer may be limited to view only client nominal information while being restricted from client assessment records).

A.6. NM HMIS Communication with Authorized Agencies

Policy: The NM HMIS Project Director will maintain a high level of availability to authorized agencies. The Project Director is responsible for relevant and timely communication with each agency regarding general management of the NM HMIS, and will communicate system-wide changes and other relevant information to Agencies as required. All communications with Bowman Systems regarding NM HMIS ServicePoint application must be addressed through the Project Director.

Procedure: General communications from the NM HMIS Project Director will be sent to the Agency Administrator. The NM HMIS Project Director will use the ServicePoint “news” function to announce regular and ongoing information regarding changes in the administration and use of the NM HMIS application. Critical (important and/or time-sensitive) news will also be communicated via email listserv to facilitate agency administrators who will be required to sign up for the listserv. Agency Administrators are responsible for disseminating that information promptly and appropriately to others at their agency. Authorized Agencies are responsible for communicating needs and questions regarding the NM HMIS directly to the Project Director. Although specific problems and resolutions may take longer, the NM HMIS Project Director will respond to Authorized Agency questions and issues within three business days of receipt. In the event of planned unavailability, the NM HMIS Project Director will notify Authorized Agencies in advance and designate a backup contact.

A.7. NM HMIS HelpDesk and Technical Assistance

Policy: The NM HMIS project will maintain a HelpDesk function available to Agency Administrators and Users for the purpose of managing and addressing technical assistance needs for data entry, reporting, and general system use.

Procedure: Users at Authorized Agencies will communicate needs, issues and questions to the Agency Administrator. If the Agency Administrator is unable to resolve the issue, the Agency Administrator will contact the NM HMIS Program Manager. The NM HMIS Program Manager will maintain a phone and an email contact to address technical questions and issues regarding day-to-day use of the NM HMIS ServicePoint application and general data management. Hardware and connectivity issues not related to the HMIS software should be addressed by the Authorized Agency’s internal IT staff. Whenever possible, the Project Manager will attempt to resolve the issue at the time of contact, either by directly addressing the question, providing

immediate technical assistance, or referring to another HMIS staff as appropriate. For more complex issues or technical assistance needs, or when competing requests require prioritization, the Project Manager may direct the agency to submit a work order request. Upon receipt of a work order request, the Project Manager will prioritize the request, assign it to appropriate NM HMIS staff, and communicate an estimated turnaround time to the requesting agency. NM HMIS commits to resolve all requests as quickly as possible in light of workload and complexity. The NM HMIS Program Manager will attempt to respond to Authorized Agency needs within three business days of the first contact. Should an HMIS issue remain unresolved, the issue may be directed to the NM HMIS Project Director who, as appropriate, may consult with Bowman Systems, the NM HMIS Governing Committee or the NMCEH Executive Director as needed.

A.8. NM HMIS Project Monitoring and Evaluation

Policy: NM HMIS will conduct an annual survey of Agency Administrators and Users to monitor and evaluate the effectiveness of the project and, based on the information received, may review and modify Policies and Standard Operating Procedures as necessary.

Procedure: A comprehensive survey of NM HMIS satisfaction, including opportunity for open-ended feedback, will be distributed to all NM HMIS users and administrators around December of each calendar year. Survey findings will be compiled, analyzed, summarized, and distributed to all respondents. The survey will be designed to be comparable from year to year so as to monitor progress and growth of the project. Modifications may be made to the NM HMIS Policies and SOP as appropriate based on survey feedback.

A.9. Authorized Agency Grievances

Policy: The NM HMIS and all data stored therein is the property of NMCEH which has authority over the operation, maintenance and security of the NM HMIS. Violations of the HMIS Agency Data Sharing Agreement, the Standard Operating Procedures, privacy policies developed at the agency level, or other applicable laws may subject the Authorized Agency to discipline and/or termination of access to the NM HMIS. Authorized Agencies will contact the NM HMIS Project Director to address HMIS problems including but not limited to operation or policy issues. If an issue cannot be resolved, Authorized Agencies may contact the NM HMIS Governing Committee which will have final decision-making authority over all grievances that arise pertaining to the use, administration and operation of the NM HMIS.

Procedure: Authorized Agencies will bring HMIS problems or concerns to the attention of the NM HMIS Project Director who may ask for these issues to be stated in writing. If problems, concerns or grievances cannot be resolved by the NM HMIS Project Director, or if it is not appropriate to raise the issue with the NM HMIS Project Director, the issue will be directly communicated to NM HMIS Governing Committee through the NMCEH Executive Director via phone, email or mail. The NM HMIS Governing Committee shall have final decision-making authority in all matters regarding the NM HMIS.

B. Agency and User Participation

B.1. Access to Core Database

Policy: The NM HMIS ServicePoint database must not be accessed from any location outside an Authorized Agency. Under no circumstances will a user log on to NM HMIS from a home or public computer.

Procedure: To prevent unauthorized access and to protect client privacy and confidentiality, users are required to access the NM HMIS ServicePoint application only through a computer or network physically located within the Authorized Agency that user is associated with. Accessing NM HMIS from any other location is cause for user suspension or termination, and repeated violations within an agency is cause for agency termination.

B.2. NM HMIS Agency Data Sharing Agreements and User Licenses

Policy: Any agency that serves the homeless or funds homeless programs/services in New Mexico may participate in the NM HMIS. To be authorized to participate, an agency must:

- complete an Interagency Data Sharing Agreement;
- assign an Agency System Administrator;
- complete and update the required HMIS agency and program(s) HMIS setup profile(s), referred to as HUD Program Descriptor Data Elements;
- send prospective users to HMIS training;
- pay to NMCEH \$50.00 per year in annual license fee per HMIS user at the agency;
- pay to NMCEH \$50.00 per year in annual license fee per ART user at the agency (each participating agency is required to hold an ART license);
- agree to abide by the policies and standard operating procedures outlined in this document.

The New Mexico Interagency Data Sharing Agreement is a contract between the agency and the New Mexico Coalition to End Homelessness regarding compliance with confidentiality, data entry, responsibilities, security, reporting, and other items required for basic HMIS operation and administration. On behalf of their respective agency and its participating HMIS users, the Executive Director (or other empowered officer) must agree to comply with basic data sharing and security standards as reflected in the New Mexico Interagency Data Sharing Agreement. Before agency HMIS accounts may be activated, the Executive Director (or other empowered officer) must sign, date, and return the original signature copy to:

New Mexico Coalition to End Homelessness
Attn: HMIS Project Manager
P.O. Box 865
Santa Fe, NM 87504

Phone: (505) 982-9000

Questions regarding the terms of the New Mexico Interagency Data Sharing Agreement should be directed to the HMIS Project Manager. Only users associated with and approved by Authorized Agencies will be granted licenses to access the NM HMIS system.

Procedure: The NM HMIS shall make the sole determination as to agency and/or user authorization status. An Agency is qualified to participate in HMIS if it currently serves a homeless population in New Mexico. An Agency becomes authorized upon completion and approval of a NM HMIS Interagency Data Sharing Agreement, binding their organization to the NM HMIS Policies and Standard Operating Procedures and all applicable laws and regulations regarding the handling of client data before access is granted, and including attachment of an \$50 annual license fee per proposed user at that agency. Authorized Agencies will determine which of their employees will be NM HMIS users. In order to obtain a user license, a user must successfully complete NM HMIS Training, including passing a post-training competency test, and must complete a NM HMIS User Agreement. Sharing of licenses, User IDs or passwords is strictly prohibited and can result in program sanctions. As needed, authorized Agencies may purchase additional User Licenses by contacting the NM HMIS Project Director. The Agency Administrator will assure that all current User Agreements have been filed with the NM HMIS Project Manager, and that a copy is maintained in the employee's personnel file.

B.3. Data Entry Profile Information

Policy: AGENCY/PROGRAM PROFILES: In order to properly relate client data fields in HMIS so that complete and accurate reports can be generated, a profile of each agency and the programs for which it will enter and report client data must be completed in HMIS. This profile is comprised in part of the HUD required Program Descriptor data elements. Due to the criticality of this information and its structure, only NMCEH project staff is authorized to enter or modify HMIS profiles. Agencies are required to notify the NM HMIS whenever there is a change in its descriptive information (e.g., funder, capacity) or reporting requirements in HMIS. CLIENT DATA VISIBILITY: Users will designate client record data visibility information as "CLOSED." No user will open or modify the visibility section of a client record. Violation is cause for suspension of user license.

Procedures:

AGENCY/PROGRAM PROFILES: NMCEH HMIS staff will coordinate with the Agency Administrator to complete Agency and Program(s) HMIS profiles. Upon agreement by both parties that the draft profile is current, accurate, and complete, HMIS staff will enter the profile information in HMIS thereby establishing that agency and program(s) account. Only NMCEH HMIS staff is authorized to create, revise, or submit Agency and Program profiles in HMIS. CLIENT DATA VISIBILITY: Bowman Systems ServicePoint design allows users to modify whether information in client records is "open," "closed," or "read-only" to users from other Agencies. It is a violation of these Standard Operating Procedures to open a client record to visibility to other agencies unless a written agreement and specific protocol has been established between

the agencies and approved by NM HMIS. Generally data sharing will be set up at the agency level and should not require modification to security settings for individual client records. The NM HMIS Data Quality Coordinator will report any OPEN profiles and will immediately require the Agency Administrator to close these records. Violation of this policy may lead to personnel action and or action against the Authorized Agency, including but not limited to immediate termination of user and/or agency access.

B.4. System Availability

Policy: NM HMIS in partnership with Bowman Systems LLC will provide a highly available database server and will inform users in advance of any planned interruption in service.

Procedure: NM HMIS system downtime may be experienced for routine maintenance, in the event of a disaster or due to systems failures beyond the control of Bowman Systems or NM HMIS. In the event of disaster or routine planned server downtime, the NM HMIS staff will contact Agency Administrators and inform them of the cause and expected duration of the interruption in service. The NM HMIS Program Manager will log all downtime for purposes of system evaluation. In the event that it is needed, Bowman Systems is required to activate a redundant backup system.

B.5. Authorized Agency Hardware/Software Requirements

Policy: NM HMIS will utilize a database platform that does not require exceptional hardware or system administration by participating agencies.

Procedure: Bowman Systems ServicePoint is web-based software. All that is required to use the database is a computer, a valid username and password, and the ability to connect to the Internet. There is no unusual hardware or additional software installation required. As of March 2011, Bowman recommends the following minimal workstation PC specifications:

- Computer: Windows PC with XP, Vista, or Windows 7 operating system; 4 Gig RAM recommended (2 Gig RAM minimum); dual core processor recommended.
- XGA monitor with 1024 x 768 resolution setting.
- Internet: Broadband connection required (dial-up broadband connection is not recommended) with a minimum 8.0 KB/s connection rate PER USER. Non-standard (e.g., AOL) or dial-up modem connections will not work with NM HMIS.
- Required browser is Firefox 7.1, a widely available open source freeware program, and must be capable of 128-bit encryption. Browser version updates are periodically required to maintain functionality with updates to the HMIS software.
- All costs and administration associated with the internet account reside solely with the user agency.
- Security: A computer-based or network-based firewall must be activated on all workstation PCs used to access NM HMIS. Current virus protection software must be

activated, with a regularly scheduled update process for maintaining current virus definitions and software standards. A screensaver must be activated and set for no greater than a 5 minute delay that requires a password to clear. File encryption is required for all HMIS generated information transmitted via email or as an email attachment.

B.6. Required Training

Policy: The NM HMIS project is responsible for defining training needs and standards, and organizing and providing required training sessions for Authorized Agencies. Individuals who need to enter data in the HMIS software or are assigned to serve as Agency Administrator are required to complete a full day HMIS User Training and to pass a post-test of comprehension and data entry quality before being granted access to the software and “live” database. When new HMIS software functionality is available, or when HUD HMIS data standards are revised, additional trainings regarding the upgrade may be required.

Procedure: NM HMIS will provide user training on a monthly scheduled basis. Day-long sessions will be scheduled alternately in both the northern and southern regions of the State to facilitate availability and access to agencies. Training schedules and locations will be announced by list serve and through the HMIS “news” announcement feature. Special interim trainings may be requested, but will be provided at the discretion of the HMIS Project Manager. NM HMIS will also develop and provide optional “advanced” or “specialized” user trainings on an interim or as-requested basis, and will provide various training options, to the extent possible, based on the needs of HMIS users. All NM HMIS trainings will provide either a User’s Manual or a Powerpoint presentation of the training materials in hardcopy for future reference by trainees, and updated versions of materials will be announced and posted for distribution on the NMCEH website. Data entry workflow checklist aids are available through the NM HMIS ServicePoint “News” tab. A user is considered trained upon having successfully passed a test of training comprehension and data entry quality. Administrators and users who demonstrate repeated problems in complying with NM HMIS policy and procedures or in maintaining data quality standards may be suspended from NM HMIS access and required to attend remedial training at the sole discretion of NM HMIS.

The HMIS User Training will cover several topics related to the HMIS programs operations. Topics will include:

- HMIS Account Policy and Procedures Overview
- Service Point (HMIS) Orientation
- HMIS Policies and Procedures
- Client Privacy and Confidentiality
- Data Entry and Data Quality Management
- Basic report generation
- Account Administration
- Technical Assistance
- Service Point Data Entry and Quality
- Test of Trainee Comprehension and Data Entry Quality

There are several prerequisites for attending HMIS User training:

1. The agency must have signed and returned the New Mexico Interagency Data Sharing Agreement before the individual can attend HMIS User training.
2. The agency must have designated an Agency Administrator.
3. The agency's HMIS profile(s) must be completed.

Upon successful completion of the End User Training, as demonstrated by passing a test of training comprehension and data entry quality, the new user will be provided access to HMIS appropriate to their assigned security level. If a user is identified as failing to meet or maintain basic data quality standards (accuracy and completeness of client record), the user will be notified of the problem(s) and provided technical assistance by HMIS staff. If the problem continues, or new problems with data quality arise, the user account will be locked and the user will be required to attend HMIS training as remediation. HMIS will not schedule special trainings solely to accommodate suspended users.

B.7. NM HMIS Agreement Suspension/Termination and Data Ownership

Policy: A participating agency may terminate its participation in NM HMIS by notifying the Project Director. Likewise, NM HMIS may terminate a participating agency and its users with 30 days notice upon failure to resolve critical compliance issues. NM HMIS may suspend an agency or user from system access with 24 hour notice for critical performance issues.

Procedure: Upon suspension or termination, the agency is not entitled to reimbursement of current user license fees. Upon termination, an agency may request a spreadsheet copy of their NM HMIS data records or purchase special customized export options from Bowman LLC. Upon termination, all agency data previously entered in HMIS must be retained in the system but will be closed to prevent future changes.

C. Data Collection, Quality Assurance and Reporting

C.1. Ethical Data Use

Policy: Data contained in the NM HMIS will only be used to support or report on the delivery of homeless and housing services in New Mexico. Each HMIS User will affirm the principles of ethical data use and client confidentiality contained in the NM HMIS Policies and Standard Operating Procedures Manual and the HMIS User Agreement. Each Authorized Agency must have a written privacy policy that includes policies related to employee misconduct or violation of client confidentiality. All HMIS Users must understand their Agency's privacy and consent policy, and a signed policy statement must become a permanent part of the employee's personnel file.

Procedure: All NM HMIS users will sign an HMIS User Agreement before being provided access to the NM HMIS. Any individual or Authorized Agency misusing, or attempting to misuse HMIS data will be suspended or terminated from access to the database.

C.2 Data Access Computer Requirements

Policy: NM HMIS prohibits users from accessing client data at any level from any home, public, or shared computer outside the Authorized Agency with which the user and user license is associated. Within the agency, workstations used to access NM HMIS should be set up to assure the security, confidentiality, and privacy of all client data. Questions about security of the NM HMIS should be referred to the Project Director.

Procedure: Bowman ServicePoint has password protection, including 45-day automatic reset of password, as well as an automatic time-out feature if the active application has been idle for more than five minutes. Each Authorized Agency shall take appropriate steps to ensure that authorized users only gain access to confidential information on a “need-to-know” basis.

Each Authorized Agency and Agency Administrator is responsible for:

- a) Physical Space. Authorized Agencies must take reasonable steps to insure client confidentiality when licensed users are accessing the NM HMIS. Licensed users are required to conduct data entry in a protected physical space to prevent unauthorized access to the computer monitor while confidential client information is accessible. The monitor should be positioned so that non-authorized persons are unable to view the screen inadvertently, especially when accessing client data through NM HMIS.
- b) As stated in the NM HMIS User Agreement, *UNDER NO CIRCUMSTANCES IS NM HMIS TO BE ACCESSED FROM A WORK STATION LOCATED PHYSICALLY OUTSIDE OF A LICENSED USER AGENCY, INCLUDING ANY HOME OR PUBLIC-ACCESS* (e.g., internet café, public library) *COMPUTER OR CONNECTION SITE OR SHARED PC*. HMIS must be accessed through a computer either dedicated to HMIS use or limited to access only by authorized HMIS users and administrators. Failure to comply with this requirement can result in user and/or agency account termination.
- c) Time-Out Routines: Whenever a user is out of direct line of sight of their active HMIS workstation, the user is required to log out of HMIS until such time as they physically return to the workstation.
- d) A computer-based or network-based firewall must be activated on all workstation PCs used to access NM HMIS. Current virus protection software must be activated, with a regularly scheduled update process for maintaining current virus definitions and software standards. A screensaver must be activated and set for no greater than a 5 minute delay that requires a password to clear. File encryption is required for all HMIS generated identifying information transmitted via email or as an email attachment.
- e) If the HMIS is accessed over a network, the network must be protected by a hardware or software firewall at the server. A stand-alone machine that accesses HMIS must also have a hardware or software firewall installed and active. This may be the firewall protection included as part of the operating system or the virus protection software installed on the computer.

- f) File encryption and decryption capability if the agency is to transmit identifying data to any other party through online resources.

C.3. Required Data Collection

Policy: Providers funded by HUD through the Continuum of Care (CoC) HOPWA, or ESG programs are required to participate in HMIS by HUD (likewise other federal agencies may mandate HMIS participation by their funded programs). Providers may also be funded through MFA or CABQ with similar data collection and reporting requirements. This includes the collection of the program-specific and client-specific universal data elements as defined by HUD for all clients served through HUD funding (Homeless Management Information System Data Standards, Revised Notice: March 2010, U.S. Department of Housing and Urban Development, Office of Community Planning and Development). All Authorized Agencies that participate in HMIS are considered “Covered Homeless Organizations” (CHO) and are required to comply with HUD’s HMIS Data and Technical Standards unless those standards are in conflict with other federal or local laws. Authorized agencies are responsible for knowing and meeting their own contract and/or grant requirements and schedules; NM HMIS does not track this information. Domestic Violence Shelters (per the Violence Against Women Act of 1994 (VAWA): Public Law 103-322, reauthorized December 2005) and Legal Aid Services are exempted from entering client data in HMIS, but are required to utilize a “comparable database” that segregates data separately from HMIS. NM HMIS is currently working with the NM Coalition Against Domestic Violence to develop such a comparable database solution. DV agencies meanwhile must continue to utilize hardcopy files and alternative methods of tracking and aggregating client data to meet reporting requirements.

Procedure: Data must be collected separately for and specific to each family member in a household, including all children and household members, rather than collecting data for the family as a whole or only for the Head of Household. Likewise, all program enrollment and funded service provision detail must be included in each client record. If a client refuses or is unable to provide basic information, providers shall, at a minimum, enter each client as an Anonymous Entry into the NM HMIS. Authorized Agencies may choose to collect more client information for their own case management and planning purposes.

C.4. Non-Duplication of Records and Inter-Agency Data Sharing

Policy: NM HMIS will establish agency and program profiles such that client information may be shared among users of that agency. For purposes of de-duplication, NM HMIS requires that all agencies/programs share client demographic information (First and Last Name, DOB, SSN, race/ethnicity, gender) sufficient to determine if an individual currently exists within the database archive. NM HMIS will also establish customized levels of service data sharing between agencies as needed upon their mutual request and agreement, and upon approving policy and procedure for their shared use .

Procedure: Prior to entering a new client or service record in NM HMIS, users are required to perform a client record search to determine if the client has an existing record in the system. To prevent client duplication in HMIS, if a client record search indicates that the client has an existing record in NM HMIS, the user will maintain the existing client ID reference number. NM HMIS will conduct regular and ongoing full system reviews to identify any possible instances of client duplication or record duplication in HMIS. If a suspected duplicate is identified, the Data Quality Coordinator will contact the agencies involved to assist them to confirm if duplication has actually occurred, and to align any identified duplicates (including removal of redundant records). In case of duplication, data entry correction will be primarily the charge of the agency/user that created the duplication.

C.5. Extracted Data

Policy: NM HMIS users will maintain the security of any and all client data extracted from the database and stored locally, including all data used in custom reporting. NM HMIS users will not electronically transmit any unencrypted client data across a public network or the internet. Unencrypted data may not be sent via email attachment. HMIS users should apply the same standards of security for local files containing client data as within the HMIS database itself. NM HMIS will only publicly report aggregate and/or de-identified data, unless acting in response to a duly issued court order or subpoena, or to supply HUD required client lists for program audit purposes.

Procedure: Data extracted from the database and stored locally will be stored in a secure location (not on floppy disks/CDs or other temporary storage mechanisms like flash drives or on unprotected laptop computers, for example) and identifying information will not be transmitted outside of the private local area network unless it is properly protected via encryption or by adding a file-level password. The NM HMIS staff can provide help in determining the appropriate handling of electronic files. All security questions will be addressed to the NM HMIS Project Director. Breach of this security policy will be considered a violation of the user agreement, which may result in user suspension or account termination. Public data reports and presentations derived from NM HMIS must be aggregated and de-identified.

C.6. Client Rights and Confidentiality of Records

Policy: Clients have the right of refusal to provide personal identifying information to the HMIS, except in cases where such information is required to determine program eligibility or is otherwise required by the program's funders. For the purposes of NM HMIS, identifying information unique to an individual that may be used uniquely or in combination to identify a specific person comprises the following data fields: first and last name, date of birth, address, and social security number. Such refusal or inability to produce the information shall not be a reason to deny eligibility or services to a client. When a client exercises his/her right of refusal, de-identified demographic (anonymous) information should still be collected and entered into the HMIS. The NM HMIS System allows each Authorized Agency to determine whether it operates under a protocol of *implied consent* or *informed consent* to include personally

identifying client data in the HMIS. Depending on the Authorized Agency protocol, minimal standards must be met. An Authorized Agency must adopt one protocol and apply it universally to all clients whose data is entered, stored, or reported through NM HMIS. Refusal to allow personal identifying information in NM HMIS does not preclude the responsibility to collect and report required client information and to maintain records in the agency's client hardcopy file. At any time, clients may request that their personally-identifying information be removed from the NM HMIS. Any client may request to view, or obtain a printed copy of, his or her own records contained in the NM HMIS. The client will also have access to a logged audit trail of changes to those records. No client shall have access to another client's records in the NM HMIS. Participating agencies may require their NM HMIS users to sign a confidentiality agreement binding them to additional or more stringent privacy standards and policies (e.g., HIPAA).

Procedure: Each Authorized Agency is required to post a notice about their privacy policy in a place where clients may easily view it (e.g., at the point of intake, on a clipboard for outreach providers, in a case management office). The privacy posting must specifically include a statement about the uses and disclosures of client data in NM HMIS. Each workstation, desk, or area that is involved with HMIS data collection must visibly post the Privacy Policy Notice in the immediate vicinity. If an agency serves Spanish-speaking clients, the agency should attempt to provide a translated Spanish version of the Privacy Policy Notice. If an agency has a website, the Privacy Policy Notice must be posted on that website.

- *Implied Consent:* Written authorization for inclusion of a client's personally identifying data in HMIS is not required, but is inferred when a client accepts the services offered by the program and when the privacy posting is displayed for client review. NM HMIS requires that agencies document that all adult clients (and head of household for families with children) have been referred to the posted privacy rights notice and have understood it.
- *Informed Consent:* Written authorization for inclusion of a client's personally identifying data in HMIS is required, specifically stating that the client has been provided their NM HMIS data privacy rights, understands them, and has either provided or restricted use of the data in NM HMIS.

Upon the client's request for data removal or change from the NM HMIS, the Agency Administrator will delete all personal identifiers of client data within 72 hours. A record of these transactions will be kept by the Agency Administrator. The agency should follow applicable law regarding whether to change information based on the client's request. A log of all such requests and their outcomes should be kept on file in the client's record. Agencies cannot deny services to an individual solely on the basis of the individual deciding not to participate in HMIS.

C.7. Client Grievance

Policy: Clients must contact the Authorized Agency with which they have a grievance for resolution of HMIS problems. Authorized Agencies will report all HMIS-related client grievances

to the NM HMIS Project Director. If the Authorized Agency's grievance process has been followed without resolution, the Authorized Agency may elevate the grievance to the NM HMIS Governing Committee as outlined in Section A.9. No detrimental action or punishment will be taken against a client if they choose to file a grievance.

Procedure: Each Authorized Agency is responsible for answering questions, complaints, and issues from their own clients regarding the NM HMIS. Authorized Agencies will provide a copy of their privacy policy and/or of the NM HMIS Policies and Standard Operating Procedures Manual upon client request. Client complaints should be handled in accordance with the Authorized Agency's internal grievance procedure, and then escalated to the NM HMIS Project Director in writing if no internal resolution is reached. NM HMIS is responsible for the overall use of the HMIS, and will respond if users or Authorized Agencies fail to follow the terms of the HMIS agency agreements, breach client confidentiality, or misuse client data. Authorized Agencies are obligated to report all HMIS-related client problems and complaints to the NM HMIS Project Director, which will determine the need for further action and respond accordingly within 30 calendar days. Resulting actions might include further investigation of incidents, clarification or review of policies, or sanctioning of users and Agencies if users or Agencies are found to have violated standards set forth in HMIS Agency Data Sharing Agreements or the Policies and Standard Operating Procedures Manual.

C.8. Data Quality Assurance

Policy: NM HMIS Authorized Agencies and their Users are responsible for the accuracy of their data entry. Authorized Agency leadership will be responsible for ensuring that data entry by users is being conducted in a timely manner and will also ensure the accuracy of the data entered. Users or agencies that do not maintain basic HMIS data quality standards as set by HUD may be suspended from NM HMIS until a remediation plan has been established.

Procedure: Intake staff at participating HMIS agencies must assure that all required information is collected accurately and completely from clients and maintained in their hardcopy files. HMIS users must assure that data is entered into HMIS accurately and completely. Agency Administrators are responsible for monitoring and assuring the quality of data for their own program(s). In order to test the integrity of the data contained in the NM HMIS, the NM Data Quality Coordinator will perform regular data integrity checks, including draft Annual Performance Reports (APR). Comprehensive and detailed data quality memos will be provided on a semi-annual basis for all participating programs to identify data quality issues that affect program reporting or basic data integrity. Data quality memos may also be requested by participating agencies as needed from the Project Director. Any patterns of error will be reported to the Agency Administrator. When patterns of error have been discovered, users will be required to make corrections and/or attend remedial training, and will be monitored for compliance. NM HMIS staff is available upon a work order request to assist Agency Administrators to run data quality reports that identify specific data records with data quality issues, as well as to recommend best fixes and remedial strategies.

C.9. Data Timeliness Guideline

Policy: NM HMIS has adopted these guidelines in preparation toward a sustainable data timeliness standard. In order to minimize duplication of services and use of funds, facilitate coordinated assessment and referral, and to promote consistency and constancy of the information managed, NM HMIS recommends that changes or updates to a client record, including but not limited to changes in program enrollment and instances of service provision, household composition, income and benefits, and any other required data element, be entered in the database within five working days. Identified duplicate records should be managed by the agency responsible for the duplicated record within three working days of notification by NM HMIS.

Procedure: At this time NM HMIS does not monitor for data timeliness, although performance summary is provided in the context of data quality memos. However, client records with missing time-sensitive elements (e.g., client exit, service entry/exit) that spuriously affect reported indicators such as client length of stay or that result in apparent instances of “double dipping” will be required to immediately remedy the missing information. NM HMIS may be required by specific funding sources to report instances of apparent client duplication of services, and agencies so involved will need to resolve as required by the funder, including but not limited to financial reimbursement.

C.10. Public Data Retrieval and Support

Policy: NM HMIS will entertain all requests for data from entities other than Authorized Agencies or clients. No individual client data will be provided to any group or individual that is neither the Authorized Agency that entered the data or the client her- or himself. NM HMIS will only publish aggregate reports to the public. Authorized Agency Administrators are trained to create custom reports on their agency data. De-identified data sets may be provided to public entities, including HMIS funders, based on specific requests and for specific purposes.

Procedure: In order to advance planning and advocacy efforts appropriately, NM HMIS is charged to analyze and report supporting information on homelessness and housing in New Mexico. All requests for data from anyone other than an Authorized Agency or a client will be directed to the NM HMIS Project Director for approval. No individually identifiable client data will be reported in any of these documents. Authorized Agency Administrators will be trained in the use of reporting tools, and the NM HMIS will provide advanced training on basic data and statistical analysis, as well as a “tool box” of query and templates for reports for use by Agency Administrators.

Definitions

Some of the terms used in this Policies and Standard Operating Procedures Manual may be new to many users.

Agency: Shall mean any organization that provides outreach, shelter, housing, employment and/or social services to homeless people. An agency operates through Program(s) that target specific groups or needs and administer and provide various types of direct service(s).

Agency Administrator: The person responsible for system administration at the agency level. This person is local organizational contact for NM HMIS administration, provides basic first-level assistance to users in their agency, and tracks user accounts and licenses at their agency.

Authorized Agency: Any agency, organization or group who has an HMIS Interagency Data Sharing Agreement and/or User Agreement with NM HMIS, and an active account to access the NM HMIS database.

Client: Any recipient of services provided by an Authorized Agency.

Client-level Data: Data collected or maintained about a specific person.

Continuum of Care (CoC): The State of New Mexico is organized into two Continuums of Care (CoC). Each CoC is responsible for working with the homeless service providers in their geographic area to develop capacity and policy for the delivery of housing and services to homeless families, individuals, youth, and persons with disabilities. The two CoCs in New Mexico are:

- City of Albuquerque (COA) – Homeless Service Providers within the city limits of Albuquerque; HUD CODE NM-500
- Balance of State (BOS) – homeless service providers throughout the remainder of New Mexico; HUD CODE NM 501

Database: An electronic system for organizing data so it can easily be searched and retrieved; usually organized by fields and records.

De-identified Data: Data that has been stripped of personally identifying information.

De-Duplication: Data that has been filtered to remove redundant and duplicative client information records.

Encryption: Translation of data from plain text to a coded format. Only those with the “key” have the ability to correctly read the data. Encryption is used to protect data as it moves over the internet and at the database level through the use of special software.

Firewall: A method of controlling access to a private network, to provide security of data. Firewalls can use software, hardware, or a combination of both to control access.

HMIS: Homeless Management Information System. This is a generic term for any system used to manage data about homelessness and housing.

HUD HMIS Data and Technical Standards (the Standards): The March, 2010 revision of the Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice (69 FR 146, July 30, 2004) that adds a new set of Program Description Data Elements, and

revises the Data Standards for Universal Data Elements and Program-Specific Data Elements as published in the July 30, 2004 Federal Register, Vol. 69, No. 146, pp. 45888 through 45934. All other sections of the 2004 notice remain in effect at this time. HUD is currently finalizing the proposed 2013 HMIS Data Standards (Notice CPD-13-017) to revise the Revised Notice of March 2010. The Notice includes changes in data elements necessary to support data collection and reporting for projects funded under Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360 *et seq.*) (McKinney-Vento Act), as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.

Identifying Information: Information that is unique to an individual and that may be used uniquely or in combination to identify a specific person: first and last name, date of birth, address, and social security number.

User: An individual who uses a particular software package; in the case of the NM HMIS, the *Bowman ServicePoint* database software.

User License: An agreement with a software company that allows an individual to use the product. In the case of ServicePoint, user licenses are agreements between NMCEH and Bowman Systems LLC that govern individual connections to the NM HMIS. User licenses cannot be shared.

| Summary of NM HMIS Standard Operating Procedures (SOP) For Users | |
|---|--|
| NM HMIS SOP | Section Reference |
| User Agreements and Training Requirements: All prospective users must sign and submit a license agreement, and successfully complete HMIS training, before being provided access to the NM HMIS. | <ul style="list-style-type: none"> • A.5. User Access Security Levels and Account Management • B.1. Access to Core Database • B.2. NM HMIS Agency Data Sharing Agreements and User Licenses • B.6. Required Training |
| Agency Administrator: All agencies utilizing NM HMIS must assign a staff person to serve as the Agency Administrator for NM HMIS. | <ul style="list-style-type: none"> • A.4. Agency Administrators |
| Communication and HelpDesk Work Requests: Users are responsible for communicating any and all problems or concerns about the NM HMIS through his/her Agency Administrator. NM HMIS will maintain a HelpDesk function with regularly scheduled hours, but reserves the right to prioritize requests depending on workload, time sensitivity, and complexity. In such cases, the NM HMIS Program Manager will attempt to respond to Authorized Agency needs within three business days of the first contact with an estimated completion time. | <ul style="list-style-type: none"> • A.6. NM HMIS Communication with Authorized Agencies • A.7. NM HMIS HelpDesk and Technical Assistance |
| Data Sharing: Agencies utilizing NM HMIS are required to share client demographic information in order to perform a required client search prior to record creation in NM HMIS in order to minimize client duplication in the system. Other levels of data sharing may be customized between agencies upon agreement and request. | <ul style="list-style-type: none"> • B.2. NM HMIS Agency Data Sharing Agreements and User Licenses • C.3. Required Data Collection • C.4. Inter-Agency Data Sharing |
| Client Rights, Consent, and Ethical Use of Data: Each agency and user must abide by the terms of their respective agency privacy policy, the NM HMIS SOPs and the Terms and Conditions of Bowman Systems ServicePoint. Agencies must establish either an informed or implied consent process. Clients may refuse to allow identifying information to be entered into NM HMIS and may not be penalized or refused services for this reason. | <ul style="list-style-type: none"> • C.1. Ethical Data Use • C.6. Client Rights and Confidentiality of Records |
| Data Removal, Review and Grievances: A consumer may request to see their HMIS data or may request that personally identifying information be removed from the HMIS. | <ul style="list-style-type: none"> • C.6. Client Rights and Confidentiality of Records • C.7. Client Grievance |
| Security and User Access: Each user is provided with a unique user name and password. Passwords must be | <ul style="list-style-type: none"> • A.5. User Access Security Levels and Account Management |

| | |
|---|---|
| reset every 45 days. | <ul style="list-style-type: none"> • B.7. NM HMIS Agreement Suspension/Termination and Data Ownership |
| Security and Data Retrieval: Agencies must adhere to all the NM HMIS SOP provisions regarding protection of client data that is retrieved from the HMIS or transmitted to any other source by electronic medium.. | <ul style="list-style-type: none"> • C.2 Data Access Computer Requirements • C.4. Inter-Agency Data Sharing • C.5. Extracted Data • C.10. Public Data Retrieval and Support |
| Data Collection and Data Quality: Each agency/program is required to collect a series of data elements depending on the type of program it operates. NM HMIS Authorized Agencies and their Users are responsible for the accuracy of their data entry. Authorized Agency leadership will be responsible for ensuring that data entry by users is being conducted in a timely manner and will also ensure the accuracy of the data entered. | <ul style="list-style-type: none"> • C.3. Required Data Collection • C.8. Data Quality Assurance • C.9. Data Timeliness |

HUD Universal Data Elements: SUMMARY

Revised March 2010

| Exhibit 1-1: Summary of Program Descriptor Data Elements | | | | |
|--|-------------------------------|----------------|----------------------------------|---|
| Data Standards | Program Applicability | When collected | | |
| | | Assigned once | Assigned once; reviewed annually | At least annually or more frequently if inventory or coverage changes |
| 1 Organization Identifier | All CoC Programs | X | | |
| 2 Organization Name | All CoC Programs | | X | |
| 3 Program Identifier | All CoC Programs | X | | |
| 4 Program Name | All CoC Programs | | X | |
| 5 Direct Service Code | All CoC Programs | X | | |
| 6 Site Information | All CoC Programs | | X | |
| 7 Continuum of Care Number | All CoC Programs | | X | |
| 8 Program Type Code | All CoC Programs | | X | |
| 9 Bed and Unit Inventory Information | Residential CoC Programs Only | | | X |
| 10 Target Population A (Optional for all programs) | All CoC Programs | | X | |
| 11 Target Population B | Residential CoC Programs Only | | X | |
| 12 Method for Tracking Residential Program Occupancy | Residential CoC Programs Only | | X | |
| 13 Grantee Identifier | HPRP Programs Only | | X | |

| Exhibit 1-2: Summary of Universal Data Elements | | | | | | | |
|---|-----------------------|-------------|------------|----------------------------------|----------------------------|---------------------|-------------------------------------|
| Data Standards | Program Applicability | Subjects | | | When Collected | | |
| | | All Clients | All Adults | All Adults & Unaccompanied Youth | Initial Program Entry Only | Every Program Entry | Every Program Exit |
| 1 Name¹ | All CoC Programs | X | | | X | | |
| 2 Social Security Number¹ | All CoC Programs | X | | | X | | |
| 3 Date of Birth¹ | All CoC Programs | X | | | X | | |
| 4 Race¹ | All CoC Programs | X | | | X | | |
| 5 Ethnicity¹ | All CoC Programs | X | | | X | | |
| 6 Gender¹ | All CoC Programs | X | | | X | | |
| 7 Veteran Status | All CoC Programs | | X | | | X | |
| 8 Disabling Condition | All CoC Programs | X | | | | X | |
| 9 Residence Prior to Program Entry | All CoC Programs | | | X | | X | |
| 10 Zip Code of Last Permanent Address | All CoC Programs | | | X | | X | |
| 11 Housing Status | All CoC Programs | X | | | | X | X (optional for Emergency Shelters) |
| 12 Program Entry Date | All CoC Programs | X | | | | X | |
| 13 Program Exit Date | All CoC Programs | X | | | | | X |
| 14 Personal Identification Number | All CoC Programs | X | | | X | | |
| 15 Household Identification Number | All CoC Programs | X | | | | X | |

¹ Note that one or more of these personal identifiers may need to be asked on subsequent visits to find and retrieve the client's record. However, this information only needs to be recorded in HMIS on an initial program entry.

| Exhibit 1-3: Summary of Program-Specific Data Elements | | | | | | | | |
|---|---|--------------------------------|-------------------------------------|---|---|------------|---------------|---------------------------------------|
| Data Standards | Program Applicability | Subjects | When Collected | | | | | |
| | | | During Client Assessment Near Entry | At Least Once Every Three Months During Program Enrollment ² | At Least Once Annually During Program Enrollment ³ | Every Exit | Every Contact | Each Instance of Financial Assistance |
| 1 Income and Sources | CoC/HUD Competitive Programs ¹ HPRP Programs HOPWA Homeless Programs | All Clients | X | | X | X | | |
| 2 Non-Cash Benefits | CoC/HUD Competitive Programs HPRP Programs HOPWA Homeless Programs | All Clients | X | | X | X | | |
| 3 Physical Disability | CoC/HUD Competitive Programs HOPWA Homeless Programs | All Clients | X | | X | X | | |
| 4 Developmental Disability | CoC/HUD Competitive Programs HOPWA Homeless Programs | All Clients | X | | X | X | | |
| 5 Chronic Health Condition | CoC/HUD Competitive Programs HOPWA Homeless Programs | All Clients | X | | X | X | | |
| 6 HIV/AIDS | CoC/HUD Competitive Programs HOPWA Homeless Programs | All Clients | X | | X | X | | |
| 7 Mental Health | CoC/HUD Competitive Programs HOPWA Homeless Programs | All Clients | X | | X | X | | |
| 8 Substance Abuse | CoC/HUD Competitive Programs HOPWA Homeless Programs | All Clients | X | | X | X | | |
| 9 Domestic Violence | CoC/HUD Competitive Programs HOPWA Homeless Programs | Adults and Unaccompanied Youth | X | | | | | |
| 10 Destination | CoC/HUD Competitive Programs ¹ | All Clients | | | | X | | |
| | HPRP Programs HOPWA Homeless Programs | | | | | | | |
| 11 Date of Contact | CoC/HUD Street Outreach Programs | All Clients | | | | | X | |
| 12 Date of Engagement | CoC/HUD Street Outreach Programs | All Clients | X | | | | | |
| 13 Financial Assistance Provided | HPRP Programs | All Clients | | X | | | | X |
| 14 Housing Relocation and Stabilization Services Provided | HPRP Programs | All Clients | | X | | X | | |
| ¹ CoC/HUD Competitive Programs include the Supportive Housing Program (SHP), Shelter Plus Care, and the Section 8 Moderate Rehabilitation for Single Room Occupancy Dwellings (SRO) Program. ² Only collected at least once every three months if the period between program entry and exit exceeds three months. ³ Only collected at least once annually if the period between program entry and exit exceeds one year. | | | | | | | | |

| Exhibit 1-4: Additional Program-Specific Data Elements: Optional Data Elements | | | | | | | | | | |
|---|-------------------------------|-------------|---|----------------------------------|--------------|--------------|----------------|---|------------------------|------------|
| Data Standards | Program Applicability | Subjects | | | | | When Collected | | | |
| | Optional for All CoC Programs | All Clients | All Clients or All Adults and Unaccompanied Youth | All Females of Child-bearing Age | All Veterans | All Children | Every Entry | At Least Once Annually during Program Enrollment ¹ | When Services Provided | Every Exit |
| 15A Employment | X | | X | | | | X | X | | X |
| 15B Education | X | | X | | | | X | X | | X |
| 15C General Health Status | X | | X | | | | X | X | | X |
| 15D Pregnancy Status | X | | | X | | | X | | | |
| 15E Veteran's Information | X | | | | X | | X | | | |
| 15F Children's Education | X | | | | | X | X | X | | X |
| 15G Reasons for Leaving | X | X | | | | | | | | X |
| 15H Services Provided | X | | | | | | | | X | |
| ¹ Only collected at least once annually if the period between program entry and exit exceeds one year. | | | | | | | | | | |



New Mexico Coalition to
End Homelessness

Agency HMIS Setup Form

(Add additional sheets as needed)

| | |
|-------------------------|------------------------------------|
| Agency | Name: |
| _____ | |
| Physical Address: _____ | |
| Mailing _____ | Address: _____ |
| Phone: _____ Fax: _____ | Agency Email: _____ Website: _____ |

| | |
|--------------------------|--------------|
| Primary Contact | |
| Name: _____ | Title: _____ |
| Phone: _____ | Email: _____ |
| Secondary Contact | |
| Name: _____ | Title: _____ |
| Phone: _____ | Email: _____ |

Operational Information

| | | |
|---|----------------------|------------------|
| Hours _____ | of _____ | operation: _____ |
| Languages _____ | Spoken: _____ | |
| Volunteer _____ | Opportunities: _____ | |
| Which of the following does your agency have? (Pick all that apply) | | |
| <input type="checkbox"/> Handicap Access <input type="checkbox"/> Brochures <input type="checkbox"/> Printed Directory | | |
| Would you like your operational information to be provided to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

Technical Agency Information

| | |
|---|--------------------|
| Federal Employer ID Number: _____ | DUNS Number: _____ |
| Legal Status (Non-Profit, Religious...): _____ Year of Incorporation: _____ | |
| Agencies in HMIS whose client program enrollment data you wish to be able to view for clients that you serve _____ in _____ common _____ (Please List): _____ | |

Which of the following outcomes tracking modules would you like to include? (Pick all that apply)

- ☒ Shelter/Housing ☒ Income ☐ Employment ☐ Mental Health ☐ Substance Abuse ☐ Life Skills
☐ Disabilities ☐ Food/Nutrition ☐ Safety ☐ Legal ☐ Credit ☐ Health Care Coverage ☐ Mobility
☐ Adult Education ☐ Children's Education ☐ Child Care ☐ Parenting Skills ☐ Family Relations
☐ Community Involvement

Programs Administered by your Agency

(Add additional sheets as needed)

Technical Program Information

Grant Number: _____ **Program Name:** _____

What is the funding source for this program? (Pick one)

- ☐ HUD ☐ City of ABQ ☐ MFA ☐ Other (Please Specify) _____

Which New Mexico continuum of care is this program under? (Pick one)

- ☐ ABQ (NM500) ☐ Balance of State (NM501)

What reports are you required to produce for this program (Pick all that apply; please be complete.)

- ☐ APR ☐ AHAR ☐ HIC ☐ PIT ☐ Others (Please List) _____

Program Type (Pick one)

- ☐ Emergency Shelter ☐ Transitional Housing ☐ Permanent Supportive Housing
☐ Permanent Housing ☐ Other: _____ ☐ Services Only (Fill out capacity question below)

Services Only Program Capacity:

Households with Children _____ Households without Children _____ Households with only Children _____

Program Site Configuration Type (Pick one)

- ☐ Single Site Single Building ☐ Single Site Multiple Buildings ☐ Multiple Site ☐ N/A

Site Type (Pick one)

- ☐ Residential ☐ Residential-Special Needs Only ☐ Non-Residential

Housing Type (Pick One)

- ☐ Mass Shelter/Barracks ☐ Dormitory Hotel/Motel ☐ Shared Housing ☐ SRO ☐ Single Apartment
☐ Home/Townhouse/Duplex ☐ Non Residential ☐ N/A

Program Eligibility Information

Program Eligibility Requirements: _____

Does this program serve any clients who are NOT homeless? ☐ Yes ☐ No

Program Intake Procedure: _____ Program Fees (If any): _____

Shelter Requirements (If applicable): _____

Cities and Counties Served by this program (Please List): _____

Target Populations (Pick all that apply)* ☐ SM ☐ SF ☐ SMHC ☐ SFHC ☐ MFHC ☐ YM ☐ YF

Secondary Target Population (Pick One): ☐ N/A ☐ DV ☐ Veterans ☐ HIV/AIDS

*SM-Single Males SF-Single Females SMHC-Single Males with children SFHC-Single Females with children
MFHC-Male and Female adults with children YM-Unaccompanied Males under 18 YF-Unaccompanied Females under 18

Services provided through this program (Please be complete)

| | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

Residential Units in this program*

| |
|--|
| Number of Units for Households with children _____ |
| Number of Units for Households without children _____ |

Year Round Beds in this program**

| |
|---|
| Number of Beds for Households with children _____ |
| Number of Beds for Households without children _____ |
| Number of Beds for chronically homeless*** _____ |

Seasonal/Overflow/Voucher Beds in this program

| | |
|---|---------------------------------------|
| Number of Seasonal Beds _____ | Start Date __/__/__ End Date __/__/__ |
| Number of Overflow Beds _____ | Start Date __/__/__ End Date __/__/__ |
| Number of Voucher based Beds _____ | |

**Definition of a unit: A self contained area with its own separate entrance intended or used for residence.*

***Definition of a year-round bed: A permanently sited space strictly dedicated to accommodate the residential needs of one individual. A unit may contain more than one bed. (Overflow or winter-only beds are counted separately below.)*

****Chronically homeless person: An unaccompanied homeless individual (age 18 or older) with a disabling condition who has either been continuously homeless for a year or more OR has had a least four episodes of homelessness in the past three years.*



New Mexico Coalition to
End Homelessness

New Mexico Homeless Management Information System Agency Participation and Interagency Data Sharing Agreement

Agency: _____

The New Mexico Coalition to End Homelessness ("NMCEH"), the New Mexico Mortgage Finance Authority ("MFA") and the City of Albuquerque ("City") jointly administer the State of New Mexico Homeless Management Information System ("HMIS"). Agencies throughout the state ("Agencies") are required to use the HMIS to report information to MFA, the City, and to the U.S. Department of Housing and Urban Development ("HUD"), unless prohibited from doing so by VAWA. Other Agencies may participate voluntarily. In order to provide accurate and unduplicated data to HUD, HMIS captures information about people at risk of homelessness or experiencing homelessness ("Clients") and allows participating programs to share certain information electronically about those Clients. Minimally, the required data for all participating entities consists of the most current definition of HUD universal data elements, but can include additional data collection and reporting elements per the requirements of agency-specific contract or grant agreements. Agencies are responsible for maintaining the accuracy, completeness, and timeliness of data entered in HMIS necessary to meet their grant or contract requirements.

NMCEH is the Project Management Agency for HMIS. The Lead Contact Person for HMIS is:

Mark Z. Oldknow, HMIS Project Director
New Mexico Coalition to End Homelessness
P.O. Box 865
Santa Fe, NM 87504
Phone: (505) 982-9000
Email: Mark-O@nmceh.org

All Agencies are required to inform clients that some of their information will be shared and are required to have all clients sign acknowledgement that they have been informed. Agencies may further elect to obtain specific written consent as to any of the client's identifying information that will be entered into HMIS. Hardcopy of the acknowledgement and/or consent must be maintained in the client file at the agency.

All Agencies must agree to follow the New Mexico HMIS Policies and Procedures and must further agree to adhere to the standards listed in this Agency Agreement ("Agreement"). Furthermore, all Users of HMIS ("Users") must enter into the NM HMIS User Agreement ("User Agreement") and abide by the User Agreement. By establishing this Agreement, all Agencies agree to the following as they pertain to HMIS:

1. In order to assure that data-sharing can serve to identify and minimize potential redundant access to services (i.e., "double dipping"), all new client data, or changes to client data, including all Universal Data Elements and program and service enrollment detail, must meet a data timeliness standard and be entered in HMIS within 3 business days.
2. Only the information specified in the New Mexico HMIS Policies and Procedures will be shared between Agencies.

3. Information that is shared will not be used to harm any Client or their relatives. Denial of services based on regulatory eligibility requirements (e.g., double-dipping) shall not constitute harm.

4. All identifying information and all information related to a Client's healthcare, substance abuse needs and services and family violence protection will be safeguarded and kept confidential according to the laws governing the protection of such information.

5. As required for all HMIS records, users will conduct a client duplication search in HMIS to determine whether a prospective client already exists within the system. If a prospective client is identified as currently existing in the system, the user will determine whether the client is currently/actively enrolled in a homeless services program included in this data sharing agreement. If the prospective client is currently enrolled with another agency as indicated in HMIS, the user will immediately contact that agency to confirm whether the client is receiving services which are redundant with those they are seeking from the user's agency. No agency or program will provide services to any client if it is established that the client is currently receiving the same or like services elsewhere.

6. A user will never alter in any way an existing record made by another agency or program without first consulting with the originating agency of that program to confirm accuracy and agreement of the proposed change. This includes entering any intake or discharge assessment data that conflicts with existing data for a current/active program enrollment made by another agency. Upon agreement, the originating agency of the data in question will make the identified change to the client HMIS record. Any user violating this provision on multiple occasions will be suspended from HMIS access and participation.

7. A violation of this Agreement by the staff Users of any Agency will result in direct disciplinary action by the Agency.

8. Identifying information will be deleted from the HMIS upon Client written request.

9. Clients have the right to request a document containing information on their universal and program specific data of his/her HMIS record.

10. The Agency will provide the original signed User Agreements to the NMCEH and is further responsible for immediately notifying NMCEH of any and all staffing changes in its organization. The Agency identifies the following individual as the HMIS Contact Person and Agency System Administrator:

Name: _____
Title: _____
Agency: _____
Mailing address: _____
City: _____ State: NM Zip: _____

11. The Agency will maintain sole ownership of all data that it reports to HMIS and is responsible for maintaining and communicating up-to-date information regarding all of its current users of the HMIS.

All Agencies are establishing this Agreement so that they will have the ability to enter and share certain Client information electronically using HMIS. This Agreement does not pertain to information that is not entered into HMIS.

As authorized representative of the Agency listed below, I am authorizing NMCEH to allow my Agency access to HMIS, and I further agree to follow all of the above policies and minimally to share basic client information from my Agency with other HMIS-participating Agencies as needed to prevent client duplication in HMIS.

and Title of Agency's Authorized Representative **Printed Name**

Agency Name

Signature

____/____/_____
Date

HMIS Visibility Groups (Data Sharing Pools) covered under this Agreement:

1. Client Profile & Demographics Shared By: All Agencies in HMIS



New Mexico Coalition to
End Homelessness

New Mexico Homeless Management Information System User Agreement

Agency: _____

This User Agreement is being made between the New Mexico Coalition to End Homelessness ("NMCEH") the Agency above, and _____ (Staff Name). By signing this User Agreement, I am acknowledging the following:

General

- 1) I understand that I will have access to the State of New Mexico HMIS and that HMIS contains sensitive, personal and private information about Clients who participate in HMIS and that this information is protected by law.
- 2) I understand and agree to adhere to the New Mexico HMIS Policies and Procedures.

Information & Database Access

- 3) I understand that I will only access the data that is part of HMIS through authorized access granted by my agency's System Administrator. I will not attempt to gain access to areas of HMIS or other systems for which I have not been granted authority to access.
- 4) I understand that I will have a User name and password, and I will not allow any other person(s) to have access to HMIS by using my User name and password, and I will not share this User name and password with any other staff or other persons.
- 5) I understand that I will only access HMIS from a location that has been approved by my Agency's System Administrator in accordance with the New Mexico HMIS Policies and Procedures; I will not access HMIS from home or any public computer.
- 6) As a staff member with a participating Agency, I am obligated to hold all information that I learn about the Clients in HMIS as confidential.

Dissemination of Data

- 7) I understand that only my Agency Administrator has authority to disseminate data from HMIS, and that any unauthorized copying or unauthorized dissemination of all or a portion of the data contained in HMIS is punishable by termination of employment; and may result in severe civil and criminal penalties and will be punishable to the maximum extent possible under the law. I understand that nothing in this section affects the handling of data generated by my agency and within my agency, which is subject solely to my agency's policies and procedures
- 8) I will report to my Agency Administrator any data handling practices of any staff, which appear to fail short of this standard.

End User Ethics

- 9) With regards to information contained in HMIS, I understand that any deliberate action by me that adversely affects the resources of any Client, participating Agency or its employees is prohibited.

By signing this document, I agree to the terms of this User Agreement and I certify that I have read and will adhere to the *New Mexico HMIS Policies and Procedures*.

Staff Name and Title

Signature

/ /
Date

Agency System Administrator Name and Title

Signature

/ /
Date

SAMPLE

NM HMIS Staff Confidentiality Agreement

I understand that **AGENCY NAME** and staff have a legal responsibility to protect client privacy. To do that, it must keep client information confidential and safeguard the privacy of client information. In addition, I understand that during the course of my employment or other work with **AGENCY NAME**, I may see or hear other confidential information including operational and financial information, pertaining to the **AGENCY NAME** clients that must be maintained as confidential. Regardless of the capacity in which I work, I understand that I must sign and comply with this agreement in order to be hired or continue to work for **AGENCY NAME**.

By signing this agreement, I understand and agree that:

I will keep client information confidential, and that I will disclose client information only under the conditions described in the NM HMIS SOP Manual. I will not disclose client identifying information without specific written consent the client and agency supervisor. I will keep such information confidential and will only disclose such information if it is required for the performance of my job and after receiving the permission of my supervisor. I will not discuss any client-related information in public areas. I will keep all security codes and passwords used to access NM HMIS confidential at all times. I will only access or view client information for that which is required to do my job. If I have any questions about whether access to certain information is required for me to do my job, I will immediately ask my supervisor. I will not disclose, copy, transmit, inquire, modify, or destroy client information or other confidential information without permission from my supervisor. Upon termination of my job or position, I agree to continue to meet my obligations under this agreement. I understand that violation of this agreement may result in disciplinary action, up to and including termination of my employment, and this may include civil and criminal legal penalties as a result of the HIPAA Privacy Rule issued by the federal government.

Signature: _____ Title: _____

Print Your Name: _____ Date: _____



New Mexico Coalition to
End Homelessness

NMHMIS Program-Specific Intake Form

Please answer all questions. Fill out one form for each family member at program entry.

Program Entry Date: ____/____/____ Exit Date: ____/____/____ Program Name/Grant: _____

GENERAL INFORMATION

First Name: _____ Middle Name: _____

Last Name: _____ Suffix: ____-

Are You the Head of Household? ☐ Yes ☐ No

If No, Name of Head of Household _____ Relationship _____

Alias Name (if applicable): _____

Ever Received Services Under Different Name: ☐ Yes ☐ No ☐ Don't Know ☐ Refused

If Yes, then provide: First Name: _____ Middle Name: _____

Last Name: _____ Suffix: _____

Date of Birth (mm/dd/yyyy): ____/____/____ or: ☐ Full ☐ Approximate or Partial ☐ Don't Know ☐ Refused

Social Security #: ____ - ____ - ____ ☐ Full ☐ Partial ☐ Don't Know/Don't Have ☐ Refused

Gender: ☐ Male ☐ Female ☐ Transgender Male to Female ☐ Transgender Female to Male ☐ Other ☐ Don't Know ☐ Refused

Ethnicity: ☐ Non-Hispanic/Non-Latino ☐ Hispanic/Latino ☐ Don't Know ☐ Refused

Race (choose all that apply):

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Don't Know ☐ Refused

For Adults (Age 18+) and Unaccompanied Minors

Current Marital Status (choose one):

☐ Married ☐ Domestic Partner ☐ Divorced ☐ Separated ☐ Widowed
☐ Single ☐ Common Law ☐ Don't Know ☐ Refused

For Adults (Age 18+)

Military Background:

Served/Serving U.S. Military (veteran): ☐ Yes ☐ No ☐ Don't Know ☐ Refused

For All Individuals and All Family Members

Disabling Condition:

Do you have a disabling condition ? (to be answered by adults only after program entry, unless disabling condition is a requirement for program entry): ☐ Yes ☐ No ☐ Don't Know ☐ Refused

HOMELESS INTAKE

Are You Homeless? (Housing Status): ☐ Literally Homeless ☐ Housed & at imminent risk of losing housing
☐ Housed and at risk of losing housing ☐ Stably housed ☐ Don't know

☐ Refused

Where Did You Stay Last Night? (choose one):

| | |
|--|---|
| <input type="checkbox"/> Emergency Shelter, including Hotel or Motel Paid for with an Emergency Shelter Voucher. Migrant Shelter | <input type="checkbox"/> Rental by Client, No Housing Subsidy |
| <input type="checkbox"/> Foster Care Home or Foster Care Group Home | <input type="checkbox"/> Rental by Client with VASH Housing Subsidy |
| <input type="checkbox"/> Hospital (Non-Psychiatric) | <input type="checkbox"/> Rental by Client with Other Housing Subsidy (Non-VASH) |
| <input type="checkbox"/> Hotel or Motel Paid for without an Emergency Shelter Voucher | <input type="checkbox"/> Safe Haven |
| <input type="checkbox"/> Jail or Prison | <input type="checkbox"/> Staying or Living in a Family Member's Room, Apartment or House |
| <input type="checkbox"/> Juvenile Detention | <input type="checkbox"/> Staying or Living in a Friend's Room, Apartment, or House |
| <input type="checkbox"/> Owned by Client, No Housing Subsidy | <input type="checkbox"/> Substance Abuse Treatment Facility or Detox Center |
| <input type="checkbox"/> Owned by Client, With Housing Subsidy | <input type="checkbox"/> Transitional Housing for Homeless Persons |
| <input type="checkbox"/> Permanent Housing for Formerly Homeless Persons | <input type="checkbox"/> Don't Know |
| <input type="checkbox"/> Place Not Meant for Habitation (Car or Other Vehicle, Abandoned Building, Bus/Train/Subway Station/ Airport, Outside Anywhere, Camping) | <input type="checkbox"/> Refused |
| <input type="checkbox"/> Psychiatric Hospital or Other Psychiatric Facility | <input type="checkbox"/> Other _____ |

If You Are Currently Housed, Are You Losing Your Housing Within 14 days? ☐ Yes ☐ No ☐ Don't Know
☐ Refused

How Long Have You Stayed at the Place You Spent Last Night? (choose one):

☐ 1 week or less ☐ More than 3 months, but less than 1 year ☐ Don't Know
☐ More than 1 week, less than 1 month ☐ 1 year or longer ☐ Refused
☐ 1 month to 3 months

Total Number of Times Homeless (INCLUDING THIS TIME - choose one):

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 to 7 ☐ 8 to 10 ☐ 11 or More ☐ Don't Know
☐ Refused

Number of Times Homeless Within the Past Three Years (INCLUDING THIS TIME - choose one):

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 to 7 ☐ 8 to 10 ☐ 11 or More ☐ Don't Know
☐ Refused

How Long Have You Been Homeless This Time? (choose one):

☐ Less than 1 month ☐ 7 to 11 months ☐ 6 to 10 years ☐ Don't Know
☐ 1 to 3 months ☐ 12 months to 2 years ☐ More than 10 years ☐ Refused
☐ 4 to 6 months ☐ 3 to 5 years ☐ Not Applicable

Tell Us about Your Last Permanent Address (where you last lived for 90 days or more)

Last Permanent City: _____ State/Province _____

Last Permanent Zip Code _____

☐ Full or Partial ☐ Don't Know ☐ Refused

DOMESTIC ABUSE (For All Individuals and All Family Members)

Domestic Violence Victim/Survivor: ☐ Yes ☐ No ☐ Don't Know ☐ Refused

If yes, When Experience Occurred?:

- | | |
|---|---|
| <input type="checkbox"/> Within the past 3 months | <input type="checkbox"/> More than 1 year ago |
| <input type="checkbox"/> 3 to 6 months ago | <input type="checkbox"/> Don't Know |
| <input type="checkbox"/> 6 to 12 months ago | <input type="checkbox"/> Refused |

INCOME & BENEFITS (For All Individuals and All Family Members)

| | | |
|--|---|--------------------------|
| Income From Work & Other Sources: | | |
| Income Received From Any Source in the Past 30 Days: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Refused | | |
| Source of Income | Receiving Source of Income? | Amount Received |
| Income in dollars (i.e. employment income) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Refused | \$ _____ |
| Unemployment Insurance: | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| Supplemental Security Income (SSI): | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| Social Security Disability Income (SSDI): | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| Veteran's Disability Payment: | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| Private Disability Insurance: | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| Worker's Compensation: | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| Temporary Assistance for Needy Families (TANF): | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| General Assistance (GA): | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| Retirement from Social Security: | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| Veteran's Pension: | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| Pension from Former Job: | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| Child Support: | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| Alimony/Other Spousal Support: | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| Aid to the Needy and Disabled (AND): | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| Old Age Pension (OAP) | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| Other Sources: If Other: Describe _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ _____ |
| TOTAL MONTHLY INCOME | Monthly Income From all Sources | \$ _____ |
| Non-Cash Benefits (All Individuals and Family Members) | | |
| Non-Cash Benefit Received from any source in the last 30 days: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Refused | | |
| | Yes | No |
| Food Stamps or Money Benefits Card (Supplemental Nutrition Assistance Program (SNAP): | <input type="checkbox"/> | <input type="checkbox"/> |
| Food Stamps (or SNAP) Amount: \$ _____ | | |
| MEDICAID Health Insurance Program: | <input type="checkbox"/> | <input type="checkbox"/> |
| MEDICARE Health Insurance Program: | <input type="checkbox"/> | <input type="checkbox"/> |
| State Children's Health Insurance Program: | <input type="checkbox"/> | <input type="checkbox"/> |
| Women, Infants and Children (WIC): | <input type="checkbox"/> | <input type="checkbox"/> |
| Veteran's - VA Medical Services: | <input type="checkbox"/> | <input type="checkbox"/> |
| TANF Child Care Services: | <input type="checkbox"/> | <input type="checkbox"/> |
| TANF Transportation Services: | <input type="checkbox"/> | <input type="checkbox"/> |
| TANF (Other TANF-funded Services): | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 8, Public Housing, or Other Rental Assistance or Housing Vouchers: (Through _____ What _____ Agency?) | <input type="checkbox"/> | <input type="checkbox"/> |
| Other Benefit Sources: (Through What Agency?) | <input type="checkbox"/> | <input type="checkbox"/> |

EDUCATION

Education - For Adults (Age 18+) and Unaccompanied Minors

Currently In School or Working on Any Degree or Certificate?:

☐ Yes ☐ No ☐ Don't Know ☐ Refused

Level of Completed Education:

Received Vocational Training or Apprenticeship Certificate?: ☐ Yes ☐ No ☐ Don't Know ☐ Refused

Highest Level of Education Completed (choose one):

☐ Nursery School to 4th Grade ☐ 10th Grade ☐ GED ☐ Don't Know
☐ 5th or 6th Grade ☐ 11th Grade ☐ Post Secondary ☐ Refused
☐ 7th or 8th Grade ☐ 12th Grade, No Diploma ☐ No schooling
☐ 9th Grade ☐ High School Diploma

If you have received a high school diploma, GED or enrolled in post-secondary education, what degrees have you received?
(check all that apply):

☐ None ☐ Doctorate Degree ☐ Don't Know
☐ Associate's Degree ☐ Other Graduate/Professional Degree ☐ Refused
☐ Bachelor's Degree ☐ Certificate of Advanced Training or Skilled Artisan
☐ Master's Degree

Children's Education (for All Children between ages 5 and 17 only)

Is your child In school now - or if you are completing this form during summer vacation - was your child enrolled during the past school year?: ☐ Yes ☐ No ☐ Don't Know ☐ Refused

If Yes, Current School Name: _____

Current School District: _____

If Yes, was/is the child connected to the McKinney-Vento Homeless Assistance Act school liaison?

☐ Yes ☐ No ☐ Don't Know ☐ Refused

If Yes, Type of School: ☐ Public ☐ Parochial or Other Private School ☐ Don't Know ☐ Refused

If Not Currently In School (Enrolled in School):

If Not In School, last date of enrollment: ____/____/____ (Month/Year)

If Not in School, Why Not? (may check more than one):

☐ None ☐ Transportation ☐ Don't Know
☐ Residency requirements ☐ Lack of available preschool programs ☐ Refused
☐ Availability of school records ☐ Immunization requirements
☐ Birth certificates not available ☐ Physical Examination requirements
☐ Legal guardianship requirements ☐ Other (e.g. Graduation from H.S.)

EMPLOYMENT (for Adults (Age 18+) and Unaccompanied Minors)

Employed: ☐ Yes ☐ No ☐ Don't Know ☐ Refused ☐ Child is a Minor

If Currently Working, How Many Hours Worked in the Past Week: _____

Type of Work: ☐ Permanent ☐ Temporary ☐ Seasonal ☐ Contract-Based ☐ Don't Know ☐ Refused

If unemployed, are you looking for work? If employed, Are you looking for additional employment or increased hours at current job?

☐ Yes ☐ No ☐ Don't Know ☐ Refused

Means of Transportation:

- ☐ Bicycle
 ☐ Owns Car
 ☐ Uses Bus
☐ Family/ Friends
 ☐ Taxi
☐ Handicap Transportation
 ☐ Walks

MILITARY & VETERANS

Served in the U.S. Military (from General Information Tab - Information automatically populated):

If Yes, Answer the following questions:

Client Serving or Has Served: ☐ Yes ☐ No ☐ Don't Know ☐ Refused

If Veteran, Type of Discharge: ☐ Honorable ☐ General ☐ Medical ☐ Bad Conduct ☐ Dishonorable ☐ Other
☐ Don't Know ☐ Refused

What Branch Did You Serve, or Are Currently Serving?:

- ☐ Navy ☐ Army ☐ Marines ☐ Coast Guard ☐ National Reserves ☐ Air Force
☐ Don't Know ☐ Refused ☐ Other (Explain): _____

If Currently Serving, Anticipated Discharge Date (mm/dd/yyyy): ____/____/____

Military Service (Check all that apply):

| | |
|--|---|
| <input type="checkbox"/> Persian Gulf Era to Present: (Aug 1991 – Present) | <input type="checkbox"/> Between WWII and Korean War: (Aug 1947 – May 1950) |
| <input type="checkbox"/> Post Vietnam Era: (May 1975 – Jul 1991) | <input type="checkbox"/> WW II: (Sep 1940 – Jul 1947) |
| <input type="checkbox"/> Vietnam Era: (Aug 1964 – Apr 1975) | <input type="checkbox"/> Don't Know |
| <input type="checkbox"/> Between Korean War & Vietnam: (Feb 1955 – Jul 1964) | <input type="checkbox"/> Refused |
| <input type="checkbox"/> Korean War: (Jun 1950 – Jan 1955) | |

How Many Months of Service/Active Duty in Total (Duration of Active Service)? _____

War Zone Service:

Served in a War Zone?: ☐ Yes ☐ No ☐ Don't Know ☐ Refused

If Yes, How Many Months of Service in War Zone: _____

If Yes, Received Hostile or Friendly Fire in War Zone? : ☐ Yes ☐ No ☐ Don't Know ☐ Refused

If Served In War Zone, Which Ones? (Check all that apply):

| | | |
|---|---|--|
| <input type="checkbox"/> Europe: | <input type="checkbox"/> South China Sea: | <input type="checkbox"/> Persian Gulf: |
| <input type="checkbox"/> North Africa: | <input type="checkbox"/> China, Burma, India: | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Vietnam: | <input type="checkbox"/> Korea: | <input type="checkbox"/> Don't Know |
| <input type="checkbox"/> Laos and Cambodia: | <input type="checkbox"/> South Pacific: | <input type="checkbox"/> Refused |

HEALTH - For All Individuals and All Family Members)

General Health Information (For All Individuals and All Family Members)

| | | | | |
|---|--|-------------------------------------|--|-------------------------------------|
| General Health Rating (<i>choose one</i>): <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Don't Know <input type="checkbox"/> Refused | | | | |
| Currently Pregnant?: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Refused | | | | |
| If Yes, What Is The Due Date ? : (mm/dd/yyyy): ____/____/____ | | | | |
| Health Information (For All Individuals and All Family Members) | | | | |
| Disabling Condition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| Disability Determination? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| Diagnosed HIV/AIDS: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| (If Yes) Currently Receiving Service or Treatment for this Condition or Received Services/Treatment Prior to Exiting the Program? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| Disability Determination? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| Substance Abuse Problem: Type of Substance Abuse Problem | <input type="checkbox"/> Alcohol Abuse | <input type="checkbox"/> Drug Abuse | <input type="checkbox"/> Both Alcohol and Drug Abuse | <input type="checkbox"/> No |
| Disability Determination? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> No |
| (If Yes) Expected To Be of Long-Continued and Indefinite duration and Substantially Impairs Ability to Live Independently? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| (If Yes) Currently Receiving Service or Treatment for this Condition or Received Services/Treatment Prior to Exiting the Program? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| Mental Health Problems: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| (If Yes) Expected To Be of Long-Continued and Indefinite duration and Substantially Impairs Ability to Live Independently? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| Disability Determination? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| (If Yes) Currently Receiving Service or Treatment for this Condition or Received Services/Treatment Prior to Exiting the Program? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| Physical/Medical Disability: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| (If Yes) Currently Receiving Service or Treatment for this Condition or Received Services/Treatment Prior to Exiting the Program? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| Disability Determination? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Don't Know |
| Developmental Disability: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |

| | | | | |
|---|------------------------------|-----------------------------|-------------------------------------|----------------------------------|
| (If Yes) Currently Receiving Service or Treatment for this Condition or Received Services/Treatment Prior to Exiting the Program? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| Disability Determination? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| Chronic Health Condition: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| (If Yes) Currently Receiving Service or Treatment for this Condition or Received Services/Treatment Prior to Exiting the Program? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |
| Disability Determination? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Refused |

Self Sufficiency Matrix- Summary

Housing Domain:

- ☐ Homeless or threatened with eviction
- ☐ In transitional, temporary or substandard housing; and/or current rent or mortgage payment is unaffordable
- ☐ In stable housing that is safe but only marginally adequate
- ☐ Housing is safe, adequate, subsidized
- ☐ Housing is safe, affordable, adequate, unsubsidized
- ☐ Don't Know
- ☐ Refused

Income Domain:

- ☐ No Income.
- ☐ Inadequate income and/or spontaneous or inappropriate spending.
- ☐ Can meet basic needs with subsidy; appropriate spending.
- ☐ Can meet basic needs and manage debt without assistance.
- ☐ Income is sufficient, well managed; has discretionary income and is able to save.
- ☐ Don't Know
- ☐ Refused

FOR AGENCY USE ONLY:

Go to Household Tab to Add Additional Family Members

(FOR AGENCY USE ONLY)

If enrolling in // exiting out of housing program:

If providing service(s):

| | | | | | | | | | | | | | |
|--|---|---|--------------------------------|--|--|---|--|--|--|---|--|--|---|
| <p>1. Program Name: _____</p> <p>Entry Date: ____/____/____ (if enrolling)</p> <p>Exit Date: ____/____/____ (if exiting. Leave blank if client not exiting out of program)</p> | <p>Service Name # 1: _____</p> <p>_____</p> <p>Entry Date: ____/____/____</p> <p>Exit Date: ____/____/____</p> <p>Status: Closed, Identified, or in Progress (check one)</p> <p>#Units: _____</p> | | | | | | | | | | | | |
| <p><u>If exiting from program:</u></p> <p>Reason for leaving (choose one):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> Completed Program</td> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> Criminal Activity / Violence</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Death</td> <td style="padding: 2px;"><input type="checkbox"/> Disagreement with rules/persons</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Left for housing opp. Before completing program</td> <td style="padding: 2px;"><input type="checkbox"/> Needs could not be met</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Non-compliance with program</td> <td style="padding: 2px;"><input type="checkbox"/> Non-payment of rent</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Other (Please specify) _____</td> <td style="padding: 2px;"><input type="checkbox"/> Reached maximum time allowed</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Unknown / Disappeared</td> <td></td> </tr> </table> | <input type="checkbox"/> Completed Program | <input type="checkbox"/> Criminal Activity / Violence | <input type="checkbox"/> Death | <input type="checkbox"/> Disagreement with rules/persons | <input type="checkbox"/> Left for housing opp. Before completing program | <input type="checkbox"/> Needs could not be met | <input type="checkbox"/> Non-compliance with program | <input type="checkbox"/> Non-payment of rent | <input type="checkbox"/> Other (Please specify) _____ | <input type="checkbox"/> Reached maximum time allowed | <input type="checkbox"/> Unknown / Disappeared | | <p><u>If providing service(s):</u></p> <p>Service Name # 2: _____</p> <p>_____</p> <p>Entry Date: ____/____/____</p> <p>Exit Date: ____/____/____</p> <p>Status: Closed, Identified, or in Progress (check one)</p> <p>#Units: _____</p> |
| <input type="checkbox"/> Completed Program | <input type="checkbox"/> Criminal Activity / Violence | | | | | | | | | | | | |
| <input type="checkbox"/> Death | <input type="checkbox"/> Disagreement with rules/persons | | | | | | | | | | | | |
| <input type="checkbox"/> Left for housing opp. Before completing program | <input type="checkbox"/> Needs could not be met | | | | | | | | | | | | |
| <input type="checkbox"/> Non-compliance with program | <input type="checkbox"/> Non-payment of rent | | | | | | | | | | | | |
| <input type="checkbox"/> Other (Please specify) _____ | <input type="checkbox"/> Reached maximum time allowed | | | | | | | | | | | | |
| <input type="checkbox"/> Unknown / Disappeared | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-------------------------------------|--|---|---|--|--|--|--|--|--|--|---|----------------------------------|---|---|---|-------------------------------------|--|--|---|---|---|---|--|
| <p><u>If exiting from program:</u></p> <p style="text-align: center;">Destination (choose one):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> Deceased</td> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> Don't Know</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Emergency shelter, including hotel or motel paid for with Emergency Shelter voucher</td> <td style="padding: 2px;"><input type="checkbox"/> Foster care home or foster care group home</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Hospital (non-psychiatric)</td> <td style="padding: 2px;"><input type="checkbox"/> Hotel or motel paid for without emergency shelter voucher</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Jail, prison or juvenile detention facility</td> <td style="padding: 2px;"><input type="checkbox"/> Other (Please specify) _____</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Owned by client, no housing subsidy</td> <td style="padding: 2px;"><input type="checkbox"/> Owned by client, with housing subsidy</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Permanent supportive housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab)</td> <td style="padding: 2px;"><input type="checkbox"/> Place not meant for habitation (e.g. , a vehicle or anywhere outside)</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Psychiatric hospital or other psychiatric facility</td> <td style="padding: 2px;"><input type="checkbox"/> Refused</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Rental by client, no housing subsidy</td> <td style="padding: 2px;"><input type="checkbox"/> Rental by client, other (non-VASH) housing subsidy</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Rental by client, VASH Subsidy</td> <td style="padding: 2px;"><input type="checkbox"/> Safe Haven</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Staying or living with family, permanent tenure</td> <td style="padding: 2px;"><input type="checkbox"/> Staying or living with family, temporary tenure</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Staying or living with friends, permanent tenure</td> <td style="padding: 2px;"><input type="checkbox"/> Staying or living with friends, temporary tenure</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Substance abuse treatment facility or detox center</td> <td style="padding: 2px;"><input type="checkbox"/> Transitional housing for homeless persons (including homeless youth)</td> </tr> </table> | <input type="checkbox"/> Deceased | <input type="checkbox"/> Don't Know | <input type="checkbox"/> Emergency shelter, including hotel or motel paid for with Emergency Shelter voucher | <input type="checkbox"/> Foster care home or foster care group home | <input type="checkbox"/> Hospital (non-psychiatric) | <input type="checkbox"/> Hotel or motel paid for without emergency shelter voucher | <input type="checkbox"/> Jail, prison or juvenile detention facility | <input type="checkbox"/> Other (Please specify) _____ | <input type="checkbox"/> Owned by client, no housing subsidy | <input type="checkbox"/> Owned by client, with housing subsidy | <input type="checkbox"/> Permanent supportive housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab) | <input type="checkbox"/> Place not meant for habitation (e.g. , a vehicle or anywhere outside) | <input type="checkbox"/> Psychiatric hospital or other psychiatric facility | <input type="checkbox"/> Refused | <input type="checkbox"/> Rental by client, no housing subsidy | <input type="checkbox"/> Rental by client, other (non-VASH) housing subsidy | <input type="checkbox"/> Rental by client, VASH Subsidy | <input type="checkbox"/> Safe Haven | <input type="checkbox"/> Staying or living with family, permanent tenure | <input type="checkbox"/> Staying or living with family, temporary tenure | <input type="checkbox"/> Staying or living with friends, permanent tenure | <input type="checkbox"/> Staying or living with friends, temporary tenure | <input type="checkbox"/> Substance abuse treatment facility or detox center | <input type="checkbox"/> Transitional housing for homeless persons (including homeless youth) | <p><u>If providing service(s):</u></p> <p>Service Name # 3: _____</p> <p>_____</p> <p>Entry Date: ___/___/___</p> <p>Exit Date: ___/___/___</p> <p>Status: Closed, Identified, or in Progress (check one)</p> <p>#Units: _____</p> <p><u>If providing service(s):</u></p> <p>Service Name # 4: _____</p> <p>_____</p> <p>Entry Date: ___/___/___</p> <p>Exit Date: ___/___/___</p> <p>Status: Closed, Identified, or in Progress (check one)</p> <p>#Units: _____</p> |
| <input type="checkbox"/> Deceased | <input type="checkbox"/> Don't Know | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Emergency shelter, including hotel or motel paid for with Emergency Shelter voucher | <input type="checkbox"/> Foster care home or foster care group home | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Hospital (non-psychiatric) | <input type="checkbox"/> Hotel or motel paid for without emergency shelter voucher | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Jail, prison or juvenile detention facility | <input type="checkbox"/> Other (Please specify) _____ | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Owned by client, no housing subsidy | <input type="checkbox"/> Owned by client, with housing subsidy | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Permanent supportive housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab) | <input type="checkbox"/> Place not meant for habitation (e.g. , a vehicle or anywhere outside) | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Psychiatric hospital or other psychiatric facility | <input type="checkbox"/> Refused | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Rental by client, no housing subsidy | <input type="checkbox"/> Rental by client, other (non-VASH) housing subsidy | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Rental by client, VASH Subsidy | <input type="checkbox"/> Safe Haven | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Staying or living with family, permanent tenure | <input type="checkbox"/> Staying or living with family, temporary tenure | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Staying or living with friends, permanent tenure | <input type="checkbox"/> Staying or living with friends, temporary tenure | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Substance abuse treatment facility or detox center | <input type="checkbox"/> Transitional housing for homeless persons (including homeless youth) | | | | | | | | | | | | | | | | | | | | | | | | |

Please copy additional pages as required.



NM HMIS Client Consent Form

[Agency Name]

The New Mexico Coalition to End Homelessness, on behalf of the New Mexico Continuums of Care, the New Mexico Mortgage Finance Authority and the City of Albuquerque, administers a computerized record keeping system, NM HMIS, which captures information about people experiencing homelessness, including their service needs. Many New Mexico agencies have decided to use NM HMIS as their data management tool to collect information on the clients they serve and the services they provide.

How this process can benefit you is that basic information that you provided in your intake interview can be shared, with your written consent, from this service program to the other collaborating agencies that agree to adhere to privacy protection and confidentiality rules. The direct benefit to you is that this may speed up any future intake interviews at other agencies.

If you consent, you are providing permission to enter and securely store your information, as well as that of your household members in NM HMIS, as well for **Error! Reference source not found.** to share your intake information with the other collaborating agencies to be used for an initial intake assessment. This information includes basic demographic information, residential, employment skills/ income, military/ legal. This will not take place unless you provide written consent. Medical, mental health or substance use history will be shared only with the New Mexico Coalition to End Homelessness for the purpose of compiling data summaries, but will not be shared with any other agency.

You can choose to have any information that you have shared deleted from the system at any time. The information that you provide will also be used for reporting requirements and advocacy (without any identifying information).

Your consent is helpful to our agency because it makes record keeping for our agency more efficient, **but your consent is not required for you to receive services from our agency.**

I, _____
(Participant Name Printed)

☐ DO CONSENT

☐ DO NOT CONSENT

to have information (demographic, residential, date of birth, social security number and veteran status) that I provided in intake interviews to staff at the agency named below to be shared electronically with the other collaborating agencies using NM HMIS, and to have other personal information (medical, mental health, substance use history, income, housing, goals and outcomes) that I provided in intake and exit interviews to staff at the agency named below to be shared electronically with the New Mexico Coalition to End Homelessness for the purpose of compiling data summaries.

I understand that I may ask to have this information removed from NM HMIS at any time in the future

Participant Signature

Date

Agency Signature

Date

2018 HDX Competition Report

PIT Count Data for NM-501 - New Mexico Balance of State CoC

Total Population PIT Count Data

| | 2016 PIT | 2017 PIT | 2018 PIT |
|---------------------------------------|----------|----------|----------|
| Total Sheltered and Unsheltered Count | 1041 | 1164 | 1211 |
| Emergency Shelter Total | 567 | 548 | 657 |
| Safe Haven Total | 0 | 0 | 0 |
| Transitional Housing Total | 203 | 204 | 142 |
| Total Sheltered Count | 770 | 752 | 799 |
| Total Unsheltered Count | 271 | 412 | 412 |

Chronically Homeless PIT Counts

| | 2016 PIT | 2017 PIT | 2018 PIT |
|---|----------|----------|----------|
| Total Sheltered and Unsheltered Count of Chronically Homeless Persons | 394 | 435 | 470 |
| Sheltered Count of Chronically Homeless Persons | 213 | 254 | 289 |
| Unsheltered Count of Chronically Homeless Persons | 181 | 181 | 181 |

2018 HDX Competition Report

PIT Count Data for NM-501 - New Mexico Balance of State CoC

Homeless Households with Children PIT Counts

| | 2016 PIT | 2017 PIT | 2018 PIT |
|--|----------|----------|----------|
| Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children | 121 | 130 | 132 |
| Sheltered Count of Homeless Households with Children | 117 | 108 | 110 |
| Unsheltered Count of Homeless Households with Children | 4 | 22 | 22 |

Homeless Veteran PIT Counts

| | 2011 | 2016 | 2017 | 2018 |
|--|------|------|------|------|
| Total Sheltered and Unsheltered Count of the Number of Homeless Veterans | 166 | 75 | 85 | 121 |
| Sheltered Count of Homeless Veterans | 94 | 27 | 13 | 49 |
| Unsheltered Count of Homeless Veterans | 72 | 48 | 72 | 72 |

2018 HDX Competition Report

HIC Data for NM-501 - New Mexico Balance of State CoC

| HMIS Bed Coverage Rate | | | | |
|---|------------------------|---|--------------------|------------------------|
| Project Type | Total Beds in 2018 HIC | Total Beds in 2018 HIC Dedicated for DV | Total Beds in HMIS | HMIS Bed Coverage Rate |
| Emergency Shelter (ES) Beds | 727 | 372 | 160 | 45.07% |
| Safe Haven (SH) Beds | 0 | 0 | 0 | NA |
| Transitional Housing (TH) Beds | 155 | 71 | 55 | 65.48% |
| Rapid Re-Housing (RRH) Beds | 363 | 57 | 306 | 100.00% |
| Permanent Supportive Housing (PSH) Beds | 983 | 6 | 625 | 63.97% |
| Other Permanent Housing (OPH) Beds | 8 | 0 | 8 | 100.00% |
| Total Beds | 2,236 | 506 | 1154 | 66.71% |

2018 HDX Competition Report

HIC Data for NM-501 - New Mexico Balance of State CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

| Chronically Homeless Bed Counts | 2016 HIC | 2017 HIC | 2018 HIC |
|---|----------|----------|----------|
| Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC | 156 | 343 | 414 |

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

| Households with Children | 2016 HIC | 2017 HIC | 2018 HIC |
|--|----------|----------|----------|
| RRH units available to serve families on the HIC | 62 | 51 | 74 |

Rapid Rehousing Beds Dedicated to All Persons

| All Household Types | 2016 HIC | 2017 HIC | 2018 HIC |
|--|----------|----------|----------|
| RRH beds available to serve all populations on the HIC | 275 | 286 | 363 |

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for NM-501 - New Mexico Balance of State CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more "metrics" used to measure the system performance. Click through each tab above to enter FY2017 data for each measure and associated metrics.

RESUBMITTING FY2017 DATA: If you provided revised FY2017 data, the original FY2017 submissions will be displayed for reference on each of the following screens, but will not be retained for analysis or review by HUD.

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

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

Measure 1: Length of Time Persons Remain Homeless

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

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

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

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

2018 HDX Competition Report

| | Universe (Persons) | | | Average LOT Homeless (bed nights) | | | | Median LOT Homeless (bed nights) | | | |
|-------------------------------|--------------------|-----------------|---------|-----------------------------------|-----------------|---------|------------|----------------------------------|-----------------|---------|------------|
| | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference |
| 1.1 Persons in ES and SH | 1553 | | 1670 | 39 | | 40 | 1 | 23 | | 18 | -5 |
| 1.2 Persons in ES, SH, and TH | 1704 | | 1804 | 73 | | 68 | -5 | 27 | | 22 | -5 |

b. This measure is based on data element 3.17:

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

| | Universe (Persons) | | | Average LOT Homeless (bed nights) | | | | Median LOT Homeless (bed nights) | | | |
|--|--------------------|-----------------|---------|-----------------------------------|-----------------|---------|------------|----------------------------------|-----------------|---------|------------|
| | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference |
| 1.1 Persons in ES, SH, and PH (prior to "housing move in") | 1560 | | 1682 | 135 | | 340 | 205 | 30 | | 74 | 44 |
| 1.2 Persons in ES, SH, TH, and PH (prior to "housing move in") | 1738 | | 1834 | 183 | | 360 | 177 | 38 | | 91 | 53 |

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

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

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

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

| | Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior) | | Returns to Homelessness in Less than 6 Months | | Returns to Homelessness from 6 to 12 Months | | Returns to Homelessness from 13 to 24 Months | | Number of Returns in 2 Years | | |
|-------------------------------|--|---------|---|---------|---|-----------------|--|--------------|------------------------------|---------|--------------|
| | Revised FY 2016 | FY 2017 | Revised FY 2016 | FY 2017 | % of Returns | Revised FY 2016 | FY 2017 | % of Returns | Revised FY 2016 | FY 2017 | % of Returns |
| Exit was from SO | | 0 | | 0 | | | 0 | | | 0 | |
| Exit was from ES | | 421 | | 55 | 13% | | 17 | 4% | | 20 | 5% |
| Exit was from TH | | 177 | | 9 | 5% | | 4 | 2% | | 4 | 2% |
| Exit was from SH | | 0 | | 0 | | | 0 | | | 0 | |
| Exit was from PH | | 383 | | 14 | 4% | | 13 | 3% | | 18 | 5% |
| TOTAL Returns to Homelessness | | 981 | | 78 | 8% | | 34 | 3% | | 42 | 4% |
| | | | | | | | | | | 154 | 16% |

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

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2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

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

| | January 2016 PIT Count | January 2017 PIT Count | Difference |
|--|---------------------------|---------------------------|------------|
| Universe: Total PIT Count of sheltered and unsheltered persons | 1041 | 1164 | 123 |
| Emergency Shelter Total | 567 | 548 | -19 |
| Safe Haven Total | 0 | 0 | 0 |
| Transitional Housing Total | 203 | 204 | 1 |
| Total Sheltered Count | 770 | 752 | -18 |
| Unsheltered Count | 271 | 412 | 141 |

Metric 3.2 – Change in Annual Counts

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

| | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference |
|---|----------------------|--------------------|---------|------------|
| Universe: Unduplicated Total sheltered homeless persons | 1751 | | 1837 | 86 |
| Emergency Shelter Total | 1572 | | 1685 | 113 |
| Safe Haven Total | 0 | | 0 | 0 |
| Transitional Housing Total | 237 | | 192 | -45 |

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

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

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

| | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference |
|--|----------------------|--------------------|---------|------------|
| Universe: Number of adults (system stayers) | 331 | | 258 | -73 |
| Number of adults with increased earned income | 19 | | 21 | 2 |
| Percentage of adults who increased earned income | 6% | | 8% | 2% |

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

| | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference |
|---|----------------------|--------------------|---------|------------|
| Universe: Number of adults (system stayers) | 331 | | 258 | -73 |
| Number of adults with increased non-employment cash income | 86 | | 93 | 7 |
| Percentage of adults who increased non-employment cash income | 26% | | 36% | 10% |

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

| | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference |
|---|----------------------|--------------------|---------|------------|
| Universe: Number of adults (system stayers) | 331 | | 258 | -73 |
| Number of adults with increased total income | 98 | | 103 | 5 |
| Percentage of adults who increased total income | 30% | | 40% | 10% |

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

| | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference |
|--|----------------------|--------------------|---------|------------|
| Universe: Number of adults who exited (system leavers) | 228 | | 264 | 36 |
| Number of adults who exited with increased earned income | 40 | | 36 | -4 |
| Percentage of adults who increased earned income | 18% | | 14% | -4% |

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

| | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference |
|---|----------------------|--------------------|---------|------------|
| Universe: Number of adults who exited (system leavers) | 228 | | 264 | 36 |
| Number of adults who exited with increased non-employment cash income | 75 | | 81 | 6 |
| Percentage of adults who increased non-employment cash income | 33% | | 31% | -2% |

Metric 4.6 – Change in total income for adult system leavers

| | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference |
|---|----------------------|--------------------|---------|------------|
| Universe: Number of adults who exited (system leavers) | 228 | | 264 | 36 |
| Number of adults who exited with increased total income | 105 | | 109 | 4 |
| Percentage of adults who increased total income | 46% | | 41% | -5% |

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

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

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

| | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference |
|---|----------------------|--------------------|---------|------------|
| Universe: Person with entries into ES, SH or TH during the reporting period. | 1570 | | 1753 | 183 |
| Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year. | 276 | | 331 | 55 |
| Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time) | 1294 | | 1422 | 128 |

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

| | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference |
|--|----------------------|--------------------|---------|------------|
| Universe: Person with entries into ES, SH, TH or PH during the reporting period. | 2011 | | 2438 | 427 |
| Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year. | 327 | | 428 | 101 |
| Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.) | 1684 | | 2010 | 326 |

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

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

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

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

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

| | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference |
|---|----------------------|--------------------|---------|------------|
| Universe: Persons who exit Street Outreach | 29 | | 144 | 115 |
| Of persons above, those who exited to temporary & some institutional destinations | 17 | | 5 | -12 |
| Of the persons above, those who exited to permanent housing destinations | 1 | | 4 | 3 |
| % Successful exits | 62% | | 6% | -56% |

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

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

| | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference |
|---|----------------------|--------------------|---------|------------|
| Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing | 1734 | | 1831 | 97 |
| Of the persons above, those who exited to permanent housing destinations | 746 | | 638 | -108 |
| % Successful exits | 43% | | 35% | -8% |

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

| | Submitted FY 2016 | Revised FY 2016 | FY 2017 | Difference |
|---|----------------------|--------------------|---------|------------|
| Universe: Persons in all PH projects except PH-RRH | 851 | | 1023 | 172 |
| Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations | 803 | | 961 | 158 |
| % Successful exits/retention | 94% | | 94% | 0% |

2018 HDX Competition Report

FY2017 - SysPM Data Quality

NM-501 - New Mexico Balance of State CoC

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

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

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

2018 HDX Competition Report

FY2017 - SysPM Data Quality

| | All ES, SH | | | | All TH | | | | All PSH, OPH | | | | All RRH | | | | All Street Outreach | | | |
|--|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------------------|-----------|-----------|-----------|
| | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 |
| 1. Number of non-DV Beds on HIC | 611 | 445 | 346 | 346 | 269 | 312 | 210 | 193 | 684 | 815 | 929 | 971 | 87 | 192 | 201 | 239 | | | | |
| 2. Number of HMIS Beds | 137 | 177 | 180 | 163 | 207 | 232 | 171 | 136 | 467 | 631 | 596 | 642 | 79 | 173 | 180 | 239 | | | | |
| 3. HMIS Participation Rate from HIC (%) | 22.42 | 39.78 | 52.02 | 47.11 | 76.95 | 74.36 | 81.43 | 70.47 | 68.27 | 77.42 | 64.16 | 66.12 | 90.80 | 90.10 | 89.55 | 100.00 | | | | |
| 4. Unduplicated Persons Served (HMIS) | 1560 | 1519 | 1572 | 1671 | 452 | 377 | 237 | 192 | 716 | 754 | 696 | 882 | 674 | 942 | 416 | 457 | 0 | 0 | 22 | 56 |
| 5. Total Leavers (HMIS) | 1435 | 1413 | 1437 | 1523 | 234 | 269 | 137 | 126 | 157 | 246 | 215 | 208 | 420 | 631 | 141 | 273 | 0 | 0 | 5 | 40 |
| 6. Destination of Don't Know, Refused, or Missing (HMIS) | 164 | 246 | 235 | 304 | 13 | 18 | 11 | 2 | 10 | 13 | 4 | 4 | 5 | 1 | 5 | 1 | 0 | 0 | 0 | 23 |
| 7. Destination Error Rate (%) | 11.43 | 17.41 | 16.35 | 19.96 | 5.56 | 6.69 | 8.03 | 1.59 | 6.37 | 5.28 | 1.86 | 1.92 | 1.19 | 0.16 | 3.55 | 0.37 | | 0.00 | | 57.50 |

2018 HDX Competition Report

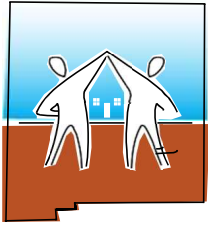
Submission and Count Dates for NM-501 - New Mexico Balance of State CoC

Date of PIT Count

| | Date | Received HUD Waiver |
|-----------------------------------|-----------|---------------------|
| Date CoC Conducted 2018 PIT Count | 1/22/2018 | |

Report Submission Date in HDX

| | Submitted On | Met Deadline |
|-------------------------------|--------------|--------------|
| 2018 PIT Count Submittal Date | 4/27/2018 | Yes |
| 2018 HIC Count Submittal Date | 4/27/2018 | Yes |
| 2017 System PM Submittal Date | 5/24/2018 | Yes |



New Mexico Coalition to End Homelessness

Common Standards for Administering Albuquerque and New Mexico Balance of State Continuum of Care (CoC) Permanent Supportive Housing Assistance

Updated July 2018

The New Mexico Coalition to End Homelessness (NMCEH) is required to establish policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance. Permanent Supportive Housing (PSH) is targeted to households who need services in order to maintain housing with prioritization given to households who have been homeless for long periods of time or have experienced repeat episodes of homelessness. At a minimum, candidates for PSH must meet the Eligibility Requirements.

Use of the Common Standards and the Coordinated Entry System are requirements under the Continuum of Care (CoC) program. The CoC Impartial and Independent Review Committees will evaluate whether CoC programs have adhered to the standards and fully utilized the Coordinated Entry System, along with other evaluation criteria, when making annual renewal determinations.

1. Eligibility Requirements:

1. Must meet HUD's definition of homeless as defined in the HEARTH Homeless Definition Final Rule;¹
2. Must meet any additional criteria stipulated in the CoC Notice of Funding Availability for the grant year under which the program is operating;
3. Must have a member of the household with a severe or significant disabling condition.

2. Defining Level of "Service Needs"

The VI-SPDAT score should be used to determine the level of "service need." The higher the VI-SPDAT score, the higher the service need. When identifying which households have the most severe service needs, PSH projects should look for households with the highest VI-SPDAT scores who meet their program requirements. PSH projects should serve families that have at least a VI-SPDAT score of 9 and individuals that have at least a VI-SPDAT score of 8. In some cases, as described below, a PSH project may serve a household with a lower score than 9 (for families) or 8 (for individuals) if the household has a severe service need that is not captured by the VI-SPDAT. In this case, the process for an exception is that the staff of the agency making the exception will write a letter explaining the reason for the exception and the agency must keep a copy of the letter in their file.

¹ <https://www.hudexchange.info/resource/1928/earth-defining-homeless-final-rule/>

3. Participation in Coordinated Entry System

Albuquerque and Balance of State CoC PSH programs must use the statewide Coordinated Entry System (CES) to identify which individual or family they will house when they have an opening. The CES uses the VI-SPDAT (Vulnerability Index – Service Prioritization Decision Assistance Tool) as its common assessment tool. The VI-SPDAT helps determine the vulnerability of a homeless household and which type of supportive housing would best meet their needs. Based on a household's answers to the VI-SPDAT, the household receives a vulnerability score between 0-17 for individuals and 0-23 for families. The score includes duration of homelessness, physical health, behavioral health, and other factors to come up with an overall assessment of vulnerability. Each household's VI-SPDAT is entered in the Homeless Management Information System (HMIS), which calculates the score. All agencies that participate in the CES are able to view in HMIS the homeless households that have completed the VI-SPDAT and are part of the CES.

All programs that receive CoC funding are required to participate in the CES. In addition to filling housing openings through the CES, all CoC agencies are also required to conduct VI-SPDATs with household individuals and families that are seeking supportive housing. The overall share of VI-SPDATs that each CoC program is expected to conduct will be worked out at the local level.

4. Prioritization:

A. Dedicated and Prioritized Beds:

PSH projects, with dedicated chronic homeless beds, must follow the prioritization system listed below when filling an open bed. PSH projects that have beds that are **not** dedicated to chronically homeless people must prioritize at least 85% of open beds for households who meet HUD's definition of chronic homelessness, using the prioritization system listed below. This prioritization system is from HUD's Notice CPD-16- 11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.²

When filling an opening for a dedicated or prioritized bed(s), PSH programs must:

- 1) First identify the chronically homeless households in the CES with the highest VI-SPDAT score;
- 2) Of the households with the highest VI-SPDAT score, identify the household with the longest history of living in a place not meant for human habitation, a safe haven or in an emergency shelter (either continuously or the cumulative total length of at least 4 episodes over the last 3 years);
- 3) In the event that there are two households with the same VI-SPDAT score and same length of homelessness, the PSH should offer the housing opening to the household that first presented for assistance.

PSH programs will be able to use the CES to identify potential applicants in the priority order listed above.

B. Non Dedicated and Non Prioritized Beds:

² <https://www.hudexchange.info/resource/5108/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh/>

A PSH project with non-dedicated beds may fill up to 15% of their openings in their operating year with non-chronically homeless households. In this case, agency staff must write a letter explaining the reason that the household has been given priority and the agency must maintain written documentation on file. The PSH project must use the following prioritization system when filling openings with a non-chronically homeless household. This prioritization system is from Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

First Priority: Homeless Individuals and Families with a Disability with Long Periods of Homelessness and Severe Service Needs

- The individual has a VI-SPDAT score of 13 to 17 or the family has a VI-SDPAT score of 16 to 23, or the PSH program can document a severe service need in absence of a high VI-SDPAT score
- Within households that score as listed above, priority should be given to the household with the longest history of living or residing in a place not meant for human habitation, a safe haven or in an emergency shelter (either continuously or the cumulative total length of all episodes over the last 3 years)

Second Priority: Homeless Individuals and Families with Disability Coming from Places Not Meant for Human Habitation, Safe Havens or Emergency Shelters with Less Severe Service Needs

- The individual has a VI-SPDAT score of 8 to 12 or the family has a VI-SDPAT score of 9 to 15, or the PSH program can document a high service need in absence of a high VI-SDPAT score

Third priority: Homeless Individuals and Families with a Disability Coming from Transitional Housing

- An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven
- This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing

PSH programs will be able to use the CES to identify potential applicants in the priority order listed above.

5. Due Diligence

When a PSH program has an upcoming opening for a dedicated or prioritized chronic homeless bed(s), the program must use due diligence to find and house a chronically homeless household using the process described below.

In order to expedite this process, the CES staff will work with the people on the CES list who appear to be chronically homeless and have the appropriate VI-SPDAT score to gather the required documentation ahead of time. In this way there may be chronically homeless people with full documentation ready to house when an opening occurs.

Summary

Using CY2017 data, the CoC analyzed clients served and client destination outcomes to determine whether there are racial disparities in the provision or outcome of homeless services. For clients served, we compared the CoC's general population figures on race and ethnicity to data in our CoC's HMIS. The analysis revealed that, for both race and ethnicity, the percentage of clients served by the CoC closely tracks the CoC's overall population figures. For client destination outcomes, we examined the percentage of exits to permanent destinations along lines of race and ethnicity. We found that racial and ethnic minorities do not appear disadvantaged in their rate of exits to permanent housing. Therefore, our analysis suggests that there are not significant racial disparities in the provision or outcome of homeless services in our CoC. Going forward, the CoC has plans to build on this analysis by looking more closely at our chronic homeless population, and in particular at whether there are racial disparities for any key risk factors, such as disability, length of time homeless, or coming from a place unfit for human habitation. We will also continue tracking the slight differences that showed up in our analysis to determine if there is a trend.

Clients Served

| RACE | NM Balance of State Pop. 2017 | | NM-501 HMIS CY2017 ACTUALS | | RATE DIFF | |
|---|-------------------------------|--------|----------------------------|--------|-----------|--|
| American Indian or Alaska Native | 204405 | 14.1% | 1098 | 16.7% | 2.6% | |
| Asian | 24283 | 1.7% | 18 | 0.3% | -1.4% | |
| Black or African-American | 38904 | 2.7% | 379 | 5.8% | 3.1% | |
| Native Hawaiian or Other Pacific Islander | 3956 | 0.3% | 18 | 0.3% | 0.0% | |
| White | 1173876 | 81.2% | 5048 | 76.9% | -4.3% | |
| Total | 1445424 | 100.0% | 6561 | 100.0% | | |

| ETHNICITY | NM Balance of State Pop. 2017 | | NM-501 HMIS CY2017 ACTUALS | | RATE DIFF | |
|--------------|-------------------------------|--------|----------------------------|--------|-----------|--|
| Hispanic | 693245 | 48.5% | 3627 | 52.1% | 3.7% | |
| Non-Hispanic | 736826 | 51.5% | 3329 | 47.9% | -3.7% | |
| Total | 1430071 | 100.0% | 6956 | 100.0% | | |

Data Notes:

- Does not include DKR, Null or Multiple Race in Counts due to inavailability of comparable Gen Pop baseline
- Gen Pop pulled from U.S. Census 2017 projections from UNM BBER (run date 27 June 2018)

Client Destination Outcomes

| RACE | No. Permanent Destinations | No. Exits | Permanent Destination Percent |
|---|----------------------------|-------------|-------------------------------|
| American Indian or Alaska Native | 237 | 455 | 52.1% |
| Asian | 3 | 4 | 75.0% |
| Black or African-American | 68 | 122 | 55.7% |
| Native Hawaiian or Other Pacific Islander | 0 | 2 | 0.0% |
| White | 896 | 1626 | 55.1% |
| Total | 1204 | 2209 | 54.5% |

| ETHNICITY | No. Permanent Destinations | No. Exits | Permanent Destination Percent |
|--------------|----------------------------|-------------|-------------------------------|
| Hispanic | 626 | 1069 | 58.6% |
| Non-Hispanic | 578 | 1144 | 50.5% |
| Total | 1204 | 2213 | 54.4% |

Data Notes:

- Counts include only clients with specified exit destination in reporting period of CY2017
- Counts include only clients in projects with housing services (i.e., not PATH outreach, HP, etc.)