

## Before Starting the CoC Application

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

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.

- Using the CoC Application Detailed Instructions while completing the application in e-snaps.

- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.

- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.

- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.

- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.

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

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

## **1A. Continuum of Care (CoC) Identification**

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1A-1. CoC Name and Number:** TN-504 - Nashville-Davidson County CoC

**1A-2. Collaborative Applicant Name:** Metropolitan Development & Housing Agency

**1A-3. CoC Designation:** CA

**1A-4. HMIS Lead:** Metropolitan Development & Housing Agency

## 1B. Continuum of Care (CoC) Engagement

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1B-1. From the list below, select those organizations and persons that participate in CoC meetings.**

**Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board.**

**Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.**

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	No	No
Local Jail(s)	Yes	No	Yes
Hospital(s)	Yes	Yes	Yes
EMT/Crisis Response Team(s)	No	No	No
Mental Health Service Organizations	Yes	Yes	No
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	No
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes	No
Street Outreach Team(s)	Yes	Yes	No
Youth advocates	Yes	Yes	No
Agencies that serve survivors of human trafficking	No	No	No
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes

**1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.**

The composition of local planning bodies has been carefully thought out to ensure a broad array of voices in Nashville are represented. The perspective of homeless/formerly homeless persons is represented formally on the Homelessness Commission (Dayna Lovelady, Wendell Segroves & Steven Samra – now with SAMHSA's BRSS TACS) and CoC Governance (Clark Harrison, VA), & extended via public comment periods at the end of each Metro Homelessness Commission meeting.

City government officials are integrated into CoC-wide strategic planning processes. Key examples are Megan Barry, who served on the Homelessness Commission and is Nashville's newly-elected Mayor, and Erik Cole, former Council member and now Director of Financial Empowerment at the Mayor's Office. He has served as chair of the Homelessness Commission and still sits as chair of the CoC Governance Committee, where he has served for 6 years.

**1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.**

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
Oasis Center	Yes	Yes	No
Monroe Harding	No	No	No

**1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member**

**or sits on the CoC Board.**

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
YWCA Domestic Violence Program	Yes	Yes
Mary Parrish Center	Yes	No
Morning Star Sanctuary	No	No

**1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)**

Since 1992, the city has encouraged an open process that invites agencies new to the process to apply. The process typically includes an evaluation that gauges applicant capacity, alignment with HUD priorities, and addressing local need. A CoC committee reviews the applications & confirms which applicants go forward. The process is regularly communicated to the community at large. A new permanent housing application is being submitted by Catholic Charities, an agency that has not received funds in prior CoC competitions. Two other organizations expressed interest in applying in 2016, and are receiving emails related to the local competition- Vision Heirs & Golden Valley Transitional Housing. In past cycles, agencies new to this funding process have been welcomed to apply, offered technical assistance, and funded; Aphesis House, Oasis Center & Mending Hearts are examples.

**1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation?** Monthly

## 1C. Continuum of Care (CoC) Coordination

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.**

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

**1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.**

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	1
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	1
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	1
How many of the Con Plan jurisdictions are also ESG recipients?	1
How many ESG recipients did the CoC participate with to make ESG funding decisions?	1
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1

**1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)**

The CoC consults & collaborates with the Con Plan jurisdiction on a regular basis. As CoC Lead, MDHA coordinates the CoC planning process and is also responsible for completing the Consolidated Plan, CAPER and related annual Action Plans. Within this agency's Community Development division are staff that write the Consolidated Plan and administer the myriad activities funded by CDBG, HOME, ESG & HOPWA. Serving in this department are the Homeless Coordinator - who facilitates the CoC planning process - and the HMIS Administrator. The Homeless Coordinator & 2 other staff over CDBG and HOME activities serve as Team Leads, and meet monthly to collaborate & update one another on progress of activities. Interactions include planning meetings, work email or phone calls. ESG- & HOPWA-funded agencies are invited each year to a public meeting on the annual Action Plan, where stakeholders participate in a "dotmocracy" process to prioritize needs.

**1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)**

MDHA serves as CoC Lead and interacts with sub-recipients as it administers ESG funding for the city. Data is compiled by MDHA's Homeless Coordinator for ESG accomplishments as well as HOPWA achievements, & summarized in the Con Plan. To better integrate the 2 funding streams, MDHA has a CoC representative now sitting on the ESG Review Committee, & will work to further strengthen this tie by more closely aligning both groups. As the programs now have more similar activities including rehousing/ short-term rental assistance, overarching goals can be common for both CoC & ESG. Over 2017, MDHA will work with these CoC & ESG- funded sub-recipient agencies to hammer out ESG performance standards and design a process for evaluating related outcomes. To better evaluate & report on performance, staff view webinars on HUD's ECon Planning Suite, & consult regularly with THDA, the State ESG recipient, whose staff is represented on Nashville's ESG Review Committee.

**1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and**

**services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)**

Nashville's CoC coordinates with victim service providers in monthly CoC meetings. One provider has a seat on the CoC's Governance Committee. Any collaborative partnership that exists between DV providers and services not specific to DV victims adheres to VAWA guidelines. All client-level information is exchanged in a strictly confidential manner. Similar resources & access points exist for DV providers & victims, but the connection is made without compromising the safety or confidentiality of the individual or family. A specific clause on confidentiality regarding victims is included in ESG Memoranda of Understanding, & these protections are noted in the CoC Charter/Bylaws as well.

**1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
MDHA	33.00%	Yes-HCV
MDHA	30.00%	No

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

**1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)**

Urban Housing Solutions is a local nonprofit developer of rental housing units that are often offered to homeless persons referred by How's Nashville, who are ranked as extremely vulnerable by the VI-SPDAT screening tool. Buffalo Valley has recently opened a new Patriot Place complex. Utilizing project-based VASH subsidies, this project has expanding the Nashville inventory of affordable rental units to homeless veterans by 34 units (all but 2 supported by VASH). VASH

continues to be an abundant source of rental subsidies for homeless veterans. Private landlords, recruited the How's Nashville campaign, add to the inventory by offered units at below market rate. Units at Casa Blanca/Linda continue to be a low-rent option for many homeless who face mutiple barriers which bar them from housing elsewhere.

**1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply.**

Engaged/educated local policymakers:	<input checked="checked" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="checked" type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 1000 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## 1D. Continuum of Care (CoC) Discharge Planning

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.**

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

**1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.**

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

**1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons**

**discharged are not discharged into homelessness.  
(limit 1000 characters)**

Not Applicable

## **1E. Centralized or Coordinated Assessment (Coordinated Entry)**

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.**

**1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.  
(limit 1000 characters)**

The CoC currently has 4 CES "nodes" for chronic/vulnerable homeless persons, veterans, families, & unaccompanied youth. All 4 systems will use HMIS by January 2017. The VI-SPDAT screening tool is determines severity of need & prioritizes entry to housing for all 4 subpopulations. Families are triaged at Metro Social Services, whose staff match homeless families to appropriate interventions including rapid re-housing resources, & connect those who are not literally homeless to prevention services. The Metro Homelessness Commission leads these efforts and employs a CES Manager who is creating by-name lists for each subpopulation and staffs related bi-weekly Care Coordination meetings. Current CES Policies & Procedures are attached as item 4C#14. A new CES proposal is being submitted this year to expand the number and coordination of "open doors" for individuals and families experiencing homelessness to assure that they seamlessly access services and secure housing.

**1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list,**

**enter the information in the blank text box, click "Save" at the bottom of the screen, and then select the applicable checkboxes.**

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	16
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	0
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	16
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

### 1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

Performance outcomes from APR reports/HMIS:	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>

Monitoring criteria:	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input checked="" type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>

Need for specialized population services:

Youth	<input checked="checked" type="checkbox"/>
Victims of Domestic Violence	<input checked="checked" type="checkbox"/>
Families with Children	<input checked="checked" type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="checked" type="checkbox"/>
Veterans	<input checked="checked" type="checkbox"/>
None:	<input type="checkbox"/>

**1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)**

All projects are weighted heavily on how they prioritize vulnerable households & collaboration with local coordinated entry systems. First, applicants identify households served in the community's homeless priority 1 which includes those currently in emergency shelters & in places not meant for human habitation. Partial points are given to applicants who serve households in transitional programs or in institutional settings at project entry. Applicants are scored on priority populations they serve such as families, veterans, chronic households or unaccompanied youth, as well as disabling conditions, criminal histories or lack of resources. Programs with low barriers for entry and housing first approaches also reap a higher score. A project only achieves top ranking if it addresses priority populations, serves the most vulnerable homeless households & has a few barriers to entry.

**1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)**

All materials in FY2016 Nashville, Davidson County's competition are made publicly available via the CoC Lead's website. In addition to posting applications, timelines, the performance evaluation committee processes, governance committee processes, supplemental materials, meeting agendas and minutes, the CoC Lead emailed all relevant materials to applicant agencies, all committee members, stakeholders and interested parties. The following is a link to publicly posted materials, first posted on July 28, 2016 and updated several times since then:  
<http://www.nashville-mdha.org/community-development/about-the-continuum-of-care/>

**1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached).**

09/09/2016

**1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.)**

Yes

**1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.)**

08/30/2016

**1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW?**

No

## 1G. Continuum of Care (CoC) Addressing Project Capacity

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

Projects are monitored on-site each year for a year's worth of data from July to June. Projects are scored using HMIS data to evaluate quality and compliance across multiple CoC-Interim Rule factors. A standard APR, a Data Quality report and a timeliness report are verified using actual client files. Random files are reviewed for consistent documentation and participant eligibility. Data points are verified including populations served, performance indicators and cost analysis for successful and non-successful outcomes. These data points measure effective use of resources, cost effectiveness & measuring program administration that aligns with HUD priorities. Responses to this year's local applications compare high and low barrier programs & cost effectiveness. The site visit produces an HMIS score used in the CoC competition. Projects lacking in any area receive reviews with corrective action items, slated for quarterly review by the CoC Performance Evaluation Committee.

### 1G-2. Did the Collaborative Applicant include Yes accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing?

## **2A. Homeless Management Information System (HMIS) Implementation**

### **Intructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit.**

Yes

**2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA.**

2 & 4, of the Governance Charter

**2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.**

Yes

**2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)?**

No

**2A-4. What is the name of the HMIS software**

ServicePoint

**used by the CoC (e.g., ABC Software)?**

**2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)?** Bowman

## 2B. Homeless Management Information System (HMIS) Funding Sources

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 2B-1. Select the HMIS implementation coverage area: Single CoC

\* 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

#### 2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$53,508
ESG	\$12,000
CDBG	\$8,000
HOME	\$0
HOPWA	\$0
Federal - HUD - Total Amount	\$73,508

#### 2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
Other Federal - Total Amount	\$0

#### 2B-2.3 Funding Type: State and Local

Funding Source	Funding
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City	\$27,900
County	\$0
State	\$0
State and Local - Total Amount	\$27,900

### 2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	\$0
Organization	\$0
Private - Total Amount	\$0

### 2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	\$0
Other - Total Amount	\$0

2B-2.6 Total Budget for Operating Year	\$101,408
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## 2C. Homeless Management Information System (HMIS) Bed Coverage

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy):** 04/13/2016

**2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.**

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	1,596	24	94	5.98%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	614	22	491	82.94%
Rapid Re-Housing (RRH) beds	108	20	88	100.00%
Permanent Supportive Housing (PSH) beds	1,282	0	1,000	78.00%
Other Permanent Housing (OPH) beds	18	0	0	0.00%

**2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)**

Our continuum is implementing plans to increase coverage rates in HMIS to include the CoC's largest emergency bed & transitional bed provider, the Nashville Rescue Mission. Last year, our CoC applied for a reallocation HMIS project intended to cover importing costs to increase coverage. While it wasn't funded, we've moved ahead in generating leads for funding sources to cover such costs. Most recently, the TN State Department of Mental Health & Substance Abuse has chosen Nashville, Davidson County, TN as a pilot for sharing local HMIS data with our state level HMIS warehouse, increasing coverage both locally and across the state. We are working with HUD T.A. & anticipate funds to cover import costs from PATH funded projects, the Rescue Mission & outreach projects. Once successful, we would have complete data coverage and more accurate system level performance data.

**2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.**

VA Grant per diem (VA GPD):	<input type="checkbox"/>
VASH:	<input checked="" type="checkbox"/>
Faith-Based projects/Rescue mission:	<input checked="" type="checkbox"/>
Youth focused projects:	<input type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input checked="" type="checkbox"/>
Not Applicable:	<input type="checkbox"/>

**2C-4. How often does the CoC review or assess its HMIS bed coverage?** Monthly

## 2D. Homeless Management Information System (HMIS) Data Quality

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	1%	1%
3.3 Date of birth	0%	0%
3.4 Race	0%	1%
3.5 Ethnicity	1%	1%
3.6 Gender	0%	0%
3.7 Veteran status	5%	0%
3.8 Disabling condition	2%	1%
3.9 Residence prior to project entry	4%	1%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	8%
3.15 Relationship to Head of Household	12%	0%
3.16 Client Location	16%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	8%	0%

### 2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
System Level Performance Measures	<input type="checkbox"/>

None	<input type="checkbox"/>
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**2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?**

1

**2D-4. How frequently does the CoC review data quality in the HMIS?**

Bi-Monthly

**2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.**

Both Project and CoC

**2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.**

VA Supportive Services for Veteran Families (SSVF):	<input checked="" type="checkbox"/>
VA Grant and Per Diem (GPD):	<input checked="" type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input checked="" type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date.  
(limit 750 characters)**

N/A

## **2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count**

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.**

**2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count?** Yes

**2E-2. Indicate the date of the most recent sheltered PIT count:** 01/29/2016  
(mm/dd/yyyy)

**2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD?** Not Applicable

**2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX:** 04/13/2016  
(mm/dd/yyyy)

## 2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

### 2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input checked="" type="checkbox"/>
Interview of sheltered persons:	<input checked="" type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

### 2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)

For over 20 years, Nashville homeless service providers have conducted a survey on the night of the point-in-time count. Submitted results are compared to HMIS data by the CoC Lead to ensure accuracy in numbers and

subpopulation data. The Rescue Mission- the largest emergency bed provider- does not currently participate in HMIS. The Mission's data administrator completed the standard CoC PIT survey but also created a second survey to capture additional specific data points. This proved incredibly helpful in reducing duplication between encampments and emergency shelter beds. Lastly, data quality checks for most of the agencies confirmed that HUD's new chronic definition was understood by shelter staff responding to the survey. This year's survey added bar & pie charts to graphically display utilization rates, data quality & number of veterans served.

**2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)**

Not Applicable

**2F-5. Did your CoC change its provider coverage in the 2016 sheltered count?** No

**2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)**

Not Applicable

## 2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Training:	<input checked="" type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication techniques:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

### 2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)

Changes to the 2016 PIT count included workflow adjustments, targeted training and ensuring only familiar staff completed surveys and could provide mandatory follow-up questions. HMIS participating agencies have Agency Administrators participate in trainings & ensure up-to-date definitions apply to all intake paperwork and are documented. In addition, victim service providers designate Agency Administrators who follow the same protocols. Lastly, the largest emergency bed provider (Nashville Rescue Mission) increased data collection using an additional survey, enabling a cross reference that identified over 100 duplicated persons who were removed from final numbers and identifying voucher holders with active housing plans.

## 2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 01/29/2016

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD? Not Applicable

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 04/13/2016

## 2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

Night of the count - complete census:	<input checked="" type="checkbox"/>
Night of the count - known locations:	<input checked="" type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

### 2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)

Nashville's CoC uses an observation-based count to identify unsheltered homeless people on the night of the count, and has done so since 1983. Twenty teams of 4-5 volunteers each scan the city during pre-dawn hours; they do not wake homeless persons to survey or ask questions. However, all observations are verified with intense outreach months before the count, when outreach workers assess many individuals using the VI-SPDAT screening tool to gauge chronicity. All observations, while de-identified on Team Tally records, are cross referenced with outreach records to confirm individuals still unsheltered. The PIT planning committee considers possible changes to ensure data quality when conducting the unsheltered count, and solicits suggestions from volunteers for planning more effective efforts the following year.

**2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)**

Not Applicable

**2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count?** Yes

**2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)**

Not Applicable

## 2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input checked="" type="checkbox"/>
Unique identifier:	<input checked="" type="checkbox"/>
Survey questions:	<input checked="" type="checkbox"/>
Enumerator observation:	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

### 2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)

Nashville's 2016 outdoor count was the most extensive yet, with improvements cited below.

The approach and mapping was refined. Two of the most seasoned outreach workers collaborated with trained peers to redesign team borders. Each team was led by an experienced outreach worker who hand selected their team members based on familiarity with the area of town, & depth of experience with the people known to sleep there. The contingent of team members from Open Table Nashville was larger than ever, and enhanced by medical & psychiatric

outreach from Vanderbilt University Medical Center. Experienced count volunteers from the VA, Park Center, and the Mental Health Cooperative resulted in enhanced competency levels over any prior effort.

## 3A. Continuum of Care (CoC) System Performance

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

#### \* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	2,146	2,365	219
Emergency Shelter Total	1,116	1,230	114
Safe Haven Total	0	0	0
Transitional Housing Total	560	462	-98
Total Sheltered Count	1,676	1,692	16
Total Unsheltered Count	470	673	203

#### 3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	1,676
Emergency Shelter Total	767
Safe Haven Total	0
Transitional Housing Total	1,047

### 3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

**(limit 1000 characters)**

Nashville's Coordinated Entry System (CES) is implementing a system-wide approach that prioritizes individuals and families experiencing homelessness for the most appropriate housing intervention. In 2016-2017, the CES Subcommittee of the CoC will design and begin implementing a system that identifies those at-risk of homelessness & provide prevention/diversion options which identify skill sets that need strengthening. CoC members attended the most recent NAEH conference and brought back best practices in designing and implementing effective and timely prevention and diversion responses. Also, recommendations from Focus Strategies in the March 2016 "Nashville Homeless System Assessment Report & Recommendations" include ideas 1-3 days and who are likely living in unstable housing situations with family or friends or in motels. These recommendations will be vetted by CoC Governance in the coming months.

**3A-3. Performance Measure: Length of Time Homeless.**

**Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.**

**(limit 1000 characters)**

Depending on the subpopulation, Nashville's CES uses both "no wrong door" and centralized access approaches to assess and assist individuals and families experiencing literal homelessness. Data from assessments are used to populate various by-name lists. These by-name lists are used by service and housing providers in care coordination meetings to prioritize individuals and families with the highest acuity and lengths of time homeless. These biweekly care coordination meetings allow our growing system to quickly identify, screen, connect, house, and stabilize an individual, family, or youth using data that we know and trust.

**\* 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

**In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.**

**3A-4a. Exits to Permanent Housing Destinations:**

**Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.**

	Between October 1, 2014 and September 30, 2015
--	--

Universe: Persons in SSO, TH and PH-RRH who exited	343
Of the persons in the Universe above, how many of those exited to permanent destinations?	141
% Successful Exits	41.11%

**3A-4b. Exit To or Retention Of Permanent Housing:**  
**In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.**

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	900
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	791
% Successful Retentions/Exits	87.89%

**3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)**

Our CES process uses HMIS to monitor service utilization and/or program contacts made by households. Recently, a household was identified using the CES process for families; previously, the household was served as an individual with Veteran-focused resources. Because Nashville's HMIS has open data between CES paths, two agencies collaborated to connect with the individual to determine critical needs & deploy the right intervention. Case conferencing identified ESG prevention funds as the most effective resource & the household remained housed. First, we minimize the risk of losing valuable time with vulnerable households by sharing live data. Second, data sharing targets case management when & where it is needed most. The CoC's plan includes leveraging HMIS to study the courses taken & gathering qualitative data about our city's concurrent processes to ultimately make educated decisions to reduce recidivism.

**3A-6. Performance Measure: Job and Income Growth. Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources. (limit 1000 characters)**

The CoC worked remotely with Advocates for Human Potential to move forward on several employment-focused fronts including: 1) holding planning meetings

with family providers to develop and implement a social enterprise model; 2) working with a housing retention team to see how employment can assist in keeping people housed; and 3) working with the Nashville Employment Network to form a sub-committee of the group with the service providers who serve homeless individuals so there is a focus on improving employment supports and outcomes and to have a way to keep the CoC informed of employment efforts.

**3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.**

**(limit 1000 characters)**

The CoC interfaces regularly with organizations including Goodwill and the Middle Tennessee Workforce Development Board via the Nashville Workforce Network (NWN), a consortium of government, non-profit, and private partners. Safe Haven Family Shelter & The Next Door are members of NWN, as is Operation Stand Down Tennessee, long-time CoC agency, employing hundreds of homeless veterans each year via solid connections to employers. Mayor Megan Barry is promising an employment initiative designed to match young people with jobs in Metro government and private industry. Oasis Center, a new CoC applicant, is a critical partner in this effort. Technical assistance this fall by Advocates for Human Potential will focus on improving employment supports and outcomes. Tennessee is one of 10 states using the Individual Placement Support program to assist with employment & add Voc Rehab services.

**3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?**

**(limit 1000 characters)**

Not Applicable

**3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)?**

No

**3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)?**

**(limit 1000 characters)**

Not Applicable

**3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached. (mm/dd/yyyy)** 07/26/2016

**3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data. (limit 1500 characters)**

Not Applicable

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

### Objective 1: Ending Chronic Homelessness

#### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

**3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	661	978	317
Sheltered Count of chronically homeless persons	304	406	102
Unsheltered Count of chronically homeless persons	357	572	215

**3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.  
(limit 1000 characters)**

Chronic homelessness in shelter rose by 102 persons, or 34%. The majority of this increase was at the Nashville Rescue Mission, where the internal use of a detailed survey more accurately identified chronicity within their guest count. Nearly 68% of the overall total increase in chronic homelessness occurred in the unsheltered count, where we saw a huge spike in homeless people found in encampments. The more intensive employment of outreach expertise prior to, and during, the outdoor count is the primary reason for this rise.

**3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.**

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	38	123	85

**3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count.  
(limit 1000 characters)**

One of our largest PSH providers partners with the Homelessness Commission to prioritize 100% of its available HUD-funded inventory for households experiencing chronic homelessness and high vulnerability. Those accepted into the program are assisted with supportive services under a "Homeless Recovery Program" model which leverages case management & healthcare resources via SOAR acceptance to assist participants living in housing. In addition, our largest Shelter Plus Care program dedicates 75% of its turnover to households experiencing chronic homelessness & operates an additional S+C program that only serves prioritized chronic households. Both programs are regularly over-utilized. In addition, our community prioritizes chronic and highly vulnerable households in several projects that are privately, locally, state or federally funded.

Please note there is a data error on our 2016 Housing Inventory Count which identifies no inventory dedicated to chronic.

**3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status?**

No

**3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found.** N/A

**3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017?** No

This question will not be scored.

**3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017? (limit 1000 characters)**

The CoC will use technical assistance from HUD, Focus Strategies, Barb Poppe, Community Solutions, OrgCode, CSH and others to reach the goal of ending chronic homelessness. Specifically, our CoC will implement recommendations from Focus Strategies “Nashville Homeless System Assessment Report and Recommendations” (March 2016) to create a Housing Crisis Resolution System so that no one must experience homelessness for more than 30 days in Nashville. The CoC seeks new HUD funding for a CES and will be using city dollars to enhance HMIS bed coverage by importing data from the largest shelters in Nashville. With State ESG funds, assertive outreach will engage residents of encampments & stabilize them in housing. With all stakeholders rowing in the same direction towards a Housing Crisis Resolution System, the CoC can end chronic homelessness and reach functional zero.

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

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

#### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.**

#### 3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Number of previous homeless episodes:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Criminal History:	<input checked="" type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless.  
(limit 1000 characters)**

The CoC plans to more heavily rely on HMIS data, which offers a baseline for gauging future performance; the average length of time is 60-80 days before a family is stably housed. The CoC operates a Family CES with 4 non-profits & the city's social services agency. HMIS now allows real-time data referrals among agencies & expedited referrals to a CES phone line. Weekly case conferences analyze the HMIS & VI-FSPDAT data to prioritize the most vulnerable households, using VI-FSPDAT score, household size, length of time literally homeless, service accessibility and level of chronicity. Data show that households with children transition into literal homelessness after being evicted or losing housing in doubled-up situations. Prevention or diversion resources will be enhanced via a recent amendment to the Con Plan expanding local ESG resources to include prevention, and both ESG & CoC rapid re-housing resources will be maximized to attain the goal of no more than 30 days homeless.

**3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve families in the HIC:	54	74	20

**3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)**

CoC policies and procedures prohibit involuntary family separation:	<input type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input checked="" type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

**PIT Count of Homelessness Among Households With Children**

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	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	130	113	-17
Sheltered Count of homeless households with children:	130	113	-17
Unsheltered Count of homeless households with children:	0	0	0

**3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)**

Not Applicable. (Decrease)

**3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.**

Human trafficking and other forms of exploitation?	Yes
LGBTQ 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
Unaccompanied minors/youth below the age of 18?	Yes

**3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.**

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input checked="" type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input type="checkbox"/>
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input type="checkbox"/>
Community awareness training concerning youth trafficking:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

N/A:	<input type="checkbox"/>
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**3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)**

Vulnerability to victimization:	<input type="checkbox"/>
Length of time homeless:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).**

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2015)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	0	50	50

**3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why.  
(limit 1000 characters)**

There is a discrepancy with wording between the eSnaps application and the instructions application for this question. In a response provided to us by the HUD AAQ helpdesk, we are answering this question according to the detailed instructions which mirrors the response in the HUD AAQ question ID (85086).

The only reason for an increase in the number of youth in an unsheltered

situation prior to project entry is the increase in HMIS participation by our local RHY grantee. They officially started entering data for all funded RHY activities on October 1, 2014. The previous year had participation, but HMIS does not show any unsheltered youth at program entry for the October 1, 2013 to September 30, 2014 timeframe.

### 3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$444,240.00	\$480,260.00	\$36,020.00
CoC Program funding for youth homelessness dedicated projects:	\$29,650.00	\$29,650.00	\$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$414,590.00	\$450,610.00	\$36,020.00

### 3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	7
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	1
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	12

#### 3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts. (limit 1000 characters)

The CoC collaborates regularly with the local school district Liaison. MOUs (detailed in 3B-2.11) are in place between the school district and 12 shelter/community agencies; 7 of these agencies receive ESG funding & 5 are CoC grantees. The local Education Liaison is an active member of Nashville's CoC Governance Committee and the ESG Review Committee. Oasis Center, an RHY provider, is represented at nearly all of the monthly CoC General meetings. The Homeless Coordinator and the Local Education Liaison communicate via phone & email on issues regarding housing situations for homeless families. The HMIS Administrator connects regularly with the Education Liaison at meetings of the Siemer Homeless Families initiative. The Homeless Coordinator & the HMIS Administrator at MDHA (local CoC Lead) attend quarterly meetings of the State's Interagency Council on Homelessness; serving on this Council is the State educational coordinator.

**3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow.  
(limit 2000 characters)**

The McKinney-Vento HERO Program for Families in Transition is our CoC's critical link to public schools for homeless children. In addition to helping with school enrollment and educational rights issues, the staff trains all area family shelter staff. The program is co-sponsored by Metropolitan Nashville Public Schools and the Tennessee Department of Education to support the educational needs of homeless children and youth. The program's Master's level Program Supervisor sits on the CoC Governance Committee as well as on the ESG Review Committee. Services offered to children and families in transition include, but are not limited to: assistance with school enrollment process; housing & community resource information; obtaining birth certificates, immunization records and school records; parent education workshops; referrals for dental, medical and mental health services; school supplies and clothing; and transportation to school & school-related events/activities. The Metropolitan Nashville Public School network works with all area shelters and homeless service providers to ensure that homeless students are immediately enrolled in and attending school. Training is annually conducted prior to the start of the school year and providers can submit enrollment/referral forms to the district by fax and/or email. School Policy 6.100 (created 2004, updated Sept. 2011, & reviewed annually) states that in collaboration with community organizations, the liaison will identify children and youth both in and out of school and train school personnel on homeless indicators and procedures to forward information on homelessness; a Residency Questionnaire for new students identifies children who might otherwise be missed. A Documentation of Collaboration was signed by 17 shelter/community agency CEOs in April 2016 for a term through 2017, outlining supports that will be provided that include distribution of program information and tutoring space.

**3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others?  
(limit 1000 characters)**

The Salvation Army has a facility use agreement and MOU with McNeally Daycare and Early Head Start. Metro Nashville Public Schools will ensure that children in transition receive priority enrollment in preschool programs operated by the district, by exempting children in transition from waiting lists. Children and families in transition with disabilities will be referred for preschool services under the Individuals with Disabilities Education Act (IDEA). Children in transition under age three will be referred for at-risk services under Part C of IDEA and screened to determine if referrals for additional Part C services are appropriate.

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

### Objective 3: Ending Veterans Homelessness

#### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.**

#### **3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	131	105	-26
Sheltered count of homeless veterans:	84	44	-40
Unsheltered count of homeless veterans:	47	61	14

#### **3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)**

Not applicable. (Total Number Decreased.)

#### **3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF. (limit 1000 characters)**

Policies & Procedures for the local HCHV/VASH program were updated July 8, 2016. Veterans are identified via HCHV staff outreach, self-referred, referred by partner community organizations or by the Veterans Health Administration

(VHA) continuum of treatment resources. Assessment includes VISPDAT and VA HOMES tools to ensure tracking for care coordination. A daily HCHV walk-in clinic is available to Veterans for immediate assistance with VA services. The Metropolitan Homelessness Commission facilitates a Veteran Care Coordination team comprised of VA, SSVF, street outreach & other homeless providers. Meeting 2 times each month, the team tracks service coordination for homeless Veterans ensuring linkage to VA and SSVF services when appropriate and to other community services when Veterans are not eligible/appropriate. VA Homeless staff also responds daily to the National Homeless Veteran hotline which links all homeless Veteran callers to local VA Homeless program & SSVF resources.

**3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).**

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	264	105	-60.23%
Unsheltered Count of homeless veterans:	0	61	0.00%

**3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016.**

No

This question will not be scored.

**3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016? (limit 1000 characters)**

Highly coordinated, multi-agency initiatives are in place to reach out to, locate and serve/house veterans in our city. VASH vouchers, the SSVF effort, and VA Grant & Per Diem beds are proving a great resource, but those with vouchers are having difficulties finding housing due to the affordable housing crisis in the city. More safe, clean, affordable housing options are needed, particularly for those with criminal records. Nashville is currently experiencing a profound shortage of affordable housing, and more landlords must be recruited to house vets with vouchers. Emergency housing is needed for veterans and families, as is medical respite for the literally homeless, and supportive medical and other wraparound services in the home for veterans once they are housed. We are working on a sustainable by-name list and CES process, using HMIS as a platform, and need to further engage GPD providers.

## 4A. Accessing Mainstream Benefits

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients?** Yes

**4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?**

### FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	20
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	20
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

**4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)**

Tennessee has still not expanded its Medicaid program. The CoC collaborates with Neighborhood Health, a Federally Qualified Health Center and the city's Health Care for the Homeless grantee, whose 6 outreach & enrollment specialists explore options for homeless persons who qualify for participation in Tennessee's insurance marketplace; 189 persons were enrolled in insurance plans last year through the exchange. This small number reflects not the level of effort expended by Neighborhood Health but the irony that many single homeless adults are deemed by federal guidelines too poor to qualify for

enrollment in plans offered. Neighborhood Health's clinics refer Medicaid-eligible persons to the State's Bureau of TennCare, which operates the state's Medicaid program. In 2015, Park Center's SOAR program assisted 103 clients with applications for SSI/SSDI benefits; 97 were approved & linked to insurance- at an average wait of 46 days.

**4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?**

<b>Educational materials:</b>	<input checked="" type="checkbox"/>
<b>In-Person Trainings:</b>	<input checked="" type="checkbox"/>
<b>Transportation to medical appointments:</b>	<input checked="" type="checkbox"/>
Lunch & Learn Series "Informed, Enrolled, Covered: Increasing Healthcare Access" (TN Conference on Social Welfare)	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
<b>Not Applicable or None:</b>	<input type="checkbox"/>

## 4B. Additional Policies

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?

#### FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	20
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	12
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	60%

### 4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

#### FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	20
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	11
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	55%

### 4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	<input type="checkbox"/>
--------------------------------	--------------------------

Use of phone or internet-based services like 211:	<input checked="" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

**4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	54	74	20

**4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction?** No

**4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135? (limit 1000 characters)**

Not Applicable.

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

**4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons**

**defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)**

Not Applicable.

**4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition?**

No

**4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)**

Not Applicable.

**4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application.**

Yes

**4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.**

This response does not affect the scoring of this application.

CoC Governance:	<input checked="" type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>

Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input type="text"/>
Maximizing the use of mainstream resources:	<input type="text"/>
Retooling transitional housing:	<input type="text"/>
Rapid re-housing:	<input type="text"/>
Under-performing program recipient, subrecipient or project:	<input type="text"/>
	<input type="text"/>
Not applicable:	<input type="text"/>

**4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.**

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance
"Understanding HOPWA"	04/28/2016	5

## 4C. Attachments

### Instructions:

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

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	CoC 2016 TN-504 N...	09/12/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	TN504 CoC Applica...	09/09/2016
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	FY2016 TN504 Rati...	09/12/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	TN504 Ranking and...	09/09/2016
05. CoCs Process for Reallocating	Yes	TN504: FY2016 Rea...	09/09/2016
06. CoC's Governance Charter	Yes	TN504 Nashville D...	09/08/2016
07. HMIS Policy and Procedures Manual	Yes	TN504 HMIS Polici...	07/29/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	CoC 2016 TN-504 1C-4	09/11/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No		
11. CoC Written Standards for Order of Priority	No		
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	TN504 System Perf...	07/29/2016
14. Other	No	TN-504 CES Polici...	09/14/2016
15. Other	No	TN504 [1C-4 COC 2...	09/09/2016

## Attachment Details

**Document Description:** CoC 2016 TN-504 Notice to YWCA of Project Rejection

## Attachment Details

**Document Description:** TN504 CoC Application and Ranking Screenshot Posting

## Attachment Details

**Document Description:** FY2016 TN504 Rating and Review\_Objective Procedures

## Attachment Details

**Document Description:** TN504 Ranking and Review Process Screenshot\_Links to Materials

## Attachment Details

**Document Description:** TN504: FY2016 Reallocation and Process Brief

## Attachment Details

**Document Description:** TN504 Nashville Davidson County Governance Charter

## **Attachment Details**

**Document Description:** TN504 HMIS Policies and Procedures Manual

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** CoC 2016 TN-504 1C-4

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** TN504 System Performance Measures

## **Attachment Details**

**Document Description:** TN-504 CES Policies & Procedures

## **Attachment Details**

**Document Description:** TN504 [1C-4 COC 2016 HOMELESS  
PREFERENCE FOR PUBLIC HOUSING]

## Submission Summary

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

Page		Last Updated
1A. Identification		08/19/2016
1B. CoC Engagement		09/13/2016
1C. Coordination		09/13/2016
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<b>1D. CoC Discharge Planning</b>	08/19/2016
<b>1E. Coordinated Assessment</b>	09/14/2016
<b>1F. Project Review</b>	09/12/2016
<b>1G. Addressing Project Capacity</b>	09/12/2016
<b>2A. HMIS Implementation</b>	09/12/2016
<b>2B. HMIS Funding Sources</b>	08/19/2016
<b>2C. HMIS Beds</b>	09/12/2016
<b>2D. HMIS Data Quality</b>	08/19/2016
<b>2E. Sheltered PIT</b>	09/13/2016
<b>2F. Sheltered Data - Methods</b>	09/14/2016
<b>2G. Sheltered Data - Quality</b>	09/14/2016
<b>2H. Unsheltered PIT</b>	09/14/2016
<b>2I. Unsheltered Data - Methods</b>	09/14/2016
<b>2J. Unsheltered Data - Quality</b>	09/14/2016
<b>3A. System Performance</b>	09/13/2016
<b>3B. Objective 1</b>	09/13/2016
<b>3B. Objective 2</b>	09/10/2016
<b>3B. Objective 3</b>	09/13/2016
<b>4A. Benefits</b>	09/13/2016
<b>4B. Additional Policies</b>	09/13/2016
<b>4C. Attachments</b>	09/14/2016
<b>Submission Summary</b>	No Input Required



**For the best experience, open this PDF portfolio in  
Acrobat X or Adobe Reader X, or later.**

**Get Adobe Reader Now!**

\*All materials are posted online and made available to all community stakeholders.

[Renewal Application Link](#)

[New Application Link](#)

\*Renewal and New Applications were presented at the following meetings for explanation and open questions:

1. July 2016 General Membership meeting
2. July 2016 Pre-proposal meeting

For Objective Criteria Use: In addition to local data sources, the CoC Lead and the Performance Evaluation Committee used additional studies and resources to define HUD priorities with targeting CoC Funding for specific populations and effective use. These were made available on the resource pages for community stakeholders:

As an example screenshot, all involved voting bodies used objective analysis to make final determinations for this year's process. Used the following items:

- 2015 & 2016 PIT DATA
- Applicants 2016 Local Applications for Project Consideration
- eSnaps Submission Histories
- Nashville's Housing Inventory Count to gauge "portfolio needs"
- CoC Funding versus ESG funding (how to shift or supplement if projects defunded or funded)
- HUDs Resource Pages including briefs, information videos and our own CoC competition debriefs
- Past competition performances
- HMIS System Level Performance Reports-even with 50%, the data trends mirror HUDs effective targeting recommendations for PSH versus TH
- Domestic Violence providers, even if TH, this is an appropriate intervention and our local project has outstanding performance, is low barrier and cost effective
- Unexpended funds and strategizing new effective projects

# FY2016: TN-504 CoC Renewal Application Summary

[TN:504]

Project Name	Applicant Agency	Project Type	Units	Beds	Application Type	HUD Funding Amount Requested	Required Cash Match (25%)	Total Program Costs:	Total Cost Per Household (Renewal + Cash Match)	Non-expended Funds	Total Served (Total Person)	Total Households (Singles or Family)	New HH Entries in FY20	Remained or Exited Housing Stable	M
SPC Consolidated	MDHA	PSH	139	300	Renewal	\$1,576,380.00	\$394,095.00	\$1,970,475.00	\$6,216.01	\$20,415.00	617	317	88	535	
SPC 13 Unit	MDHA	PSH	13	13	Renewal	\$125,067.00	\$31,266.75	\$156,333.75	\$6,012.84	\$166,622.11	36	26	10	32	
Park Center SPC	MDHA	PSH	3	14	Renewal	\$47,434.00	\$11,859.00	\$59,293.00	\$3,705.81	\$15,566.90	16	16	3	12	
HMS	MDHA	HMS			Renewal	\$53,508.00	\$13,337.00	\$66,845.00							
Progressive Housing	Manthorpe 25	PSH	8	8	Renewal	\$26,085.00	\$14,392.00	\$41,077.00	\$2,161.95	\$0.00	19	19	11	16	
YVCA-RRH-1	YVCA	RRH	10	24	Renewal	\$174,912.00	\$43,728.00	\$218,640.00	\$21,864.00	\$25,315.00	24	10		48	
YVCA-RRH-2	YVCA	RRH	5	12	Renewal	\$53,018.00	\$13,255.00	\$66,273.00	\$22,091.00	\$37,078.00	3	3	3	3	
Safe Haven-Permanet	Safe Haven	RRH	10	45	Renewal	\$50,332.00	\$12,540.00	\$62,872.00	\$3,432.89	\$0.00	65	18	18	65	
Safe Haven-Transition	Safe Haven	RRH	10	50	Renewal	\$79,915.00	\$19,149.00	\$99,064.00	\$4,127.67	\$0.00	81	24	24	81	
Greenwood	Welcome Home	PSH	1	7	Renewal	\$37,411.00	\$11,771.00	\$49,182.00	\$9,883.14	\$0.00	7	7	2	6	
Stratton	Welcome Home	PSH	1	7	Renewal	\$40,403.00	\$11,624.00	\$52,027.00	\$10,253.38	\$0.00	8	8	3	6	
Granada	Welcome Home	TH	1	14	Renewal	\$15,862.00	\$4,147.00	\$19,338.00	\$2,233.52	\$0.00	25	25	17	9	
Transitional Housing	Mary Parrish Center	TH	11	20	Renewal	\$23,688.00	\$42,000.00	\$65,688.00	\$4,105.50	\$0.00	32	16	16	7	
Freedom Recovery	The Next Door	PSH	10	20	Renewal	\$33,585.00	\$23,397.00	\$116,982.00	\$7,799.00	\$44.17	39	15	1	34	
Transitional Housing	The Salvation Army	TH	21	53	Renewal	\$156,000.00	\$30,000.00	\$186,000.00	\$7,153.85	\$0.00	106	26	23	47	
Omega	Room In the Inn	PSH	20	20	Renewal	\$34,284.00	\$8,571.00	\$42,855.00	\$1,863.26	\$0.00	23	23	4	19	
Urban Housing	Urban Housing	PSH	133	143	Renewal	\$525,088.00	\$131,274.00	\$656,362.00	\$3,586.68	\$0.00	205	183	39	172	
CoC Planning	MDHA	CoC			New	\$100,587.00	\$25,147.00	\$125,734.00							
New Proposals	Agency Applying	Project Type	Total to be Served	Funding Source?	Total Requested	Cash Match	Total Project Budget	Reallocation Amount Currently Apart of APD (Agency is offering)	Agency Re-Allocating	Gain	Loss	Gap			
Operation Excel	Aphesis House	PSH		New-Real	\$42,358.00	\$11,000.00	\$53,358.00	42,358.00	Aphesis House	8 PH Units	8 TH Units	0			
6 Houses & Berry Hill	Safe Haven	RRH	24	New-Real	\$84,000.00	\$21,000.00	\$105,000.00	60,704.00	Safe Haven	24 RPH Units	24 TH Units	0			
Youth Bonus	Oasis Center	RRH	14	New Bonus	\$29,650.00	\$7,413.00	\$37,063.00	0.00	TBD	14	TBD	TBD			
Chronic Bonus	Aphesis House	PSH	8	New Bonus	\$113,420.00	\$32,000.00	\$145,420.00	0.00	TBD	8	TBD	TBD			
CC-RRH	Catholic Charities	RRH	10	New-Real	\$70,000.00	\$17,500.00	\$87,500.00	0.00	TBD	10	TBD	TBD			
CES	Safe Haven	CES	600	New-Real	\$171,200.00	\$42,800.00	\$214,000.00	34,500.00	OSDTN	4 Staff	1 Staff	3			
<b>Total Data</b>						<b>\$510,628.00</b>		<b>\$642,341.00</b>	<b>\$137,562.00</b>		<b>1306</b>	<b>736</b>	<b>265</b>	<b>1092</b>	

**Updated 07.28.2016: FY2016 PEC Nominations List**

**Appeals Process**

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***\*Additional Competition Resources\****

[Supportive Resources for the CoC Program Competition](#)

[FY15 Continuum of Care NOFA Broadcast](#)

- ♦ HUD has not released any webinars or recordings for the FY2016 competitive process. However, please see the link below for the FY2015 Broadcast, outlining much of the same concepts found in FY2016 NOFA.

[Unites States Interagency Council on Homelessness \(USICH\): Competition Highlights](#)

- ♦ USICH will also be hosting a webinar on Thursday June 21st, 2016 at 12:00 pm CST. **You can register here!**
- 

***\*Housing First and Coordinated Entry Systems Resources\****

[Housing First Checklist-USICH](#)

[Housing First Fact Sheet\\_NAEH](#)

[HUD: Coordinated Entry Policy Brief](#)

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***Nashville's Collaborative Application Highlights for FY2016 (updated as needed)***

[Nashville's Participation in Zero: 2016](#)


[Nashville's Participation in Mayor's Challenge to End Homelessness](#)

\*All community stakeholders could utilize a local helpdesk to publicly post questions for the CoC and HMIS lead.

[ABOUT](#) [HOUSING](#) [URBAN DEVELOPMENT](#) [COMMUNITY DEVELOPMENT](#) [CONSTRUCTIO](#)




● **Next Meeting: Regularly Scheduled Governance Meeting: September 14 2016 at 9:00 am**



**FY2016 CoC Competition Materials for Nashville, Davidson County, Tennessee**

**Public Postings of Agendas, Minutes and Process for FY2016 Competition**


**FY2016 CoC Competition Materials for Collaborative Application (Project Application Reviews)**



[Click for FY2016 Competitive Materials Page](#)

Materials on this page include:


- Renewal Applications for local submissions



[Click for FY2016 Public Postings](#)

Materials on this page include:

- Governance Agendas and Minutes



[Click for Post-Competition Materials](#)

Materials on this page include:

- Working Spreadsheets or graphs used in

4 Comments

Mandy Wood

Posted at 15:51h, 20 July

**Competition Helpdesk-Local Support:**

If you have a question about this year's competition process or would like to submit a question-please do so by adding a "comment" to this page. Answers will also be posted right here! Click "Post a Comment Below" and then hit "Submit!"

Anonymous

Posted at 16:49h, 20 July

1) Regarding Section 7: Have the CES referral procedures and CES processes been documented? Are those documents available for distribution?

2) Regarding Key Performance Indicators:

a) What does "housing stability" mean? Are you asking for destination?

b) Can you provide more details about what you are looking for in regards to "Earned Income" "Total INcome," etc. Is at entry? Increases? At Exit?

3) Is the statement below meant for the "length of stay"? If not, can you clarify what that statement is supposed to indicate? If it does, are you asking for the time the client was homeless before they moved into RRH?

RRH=Move-In dates for families not greater than 60 days after entry.-Up to 10 Points

The following outline is a summary of how and what should be included in the renewal and as adjusted, the NEW applications from applicant projects.

(Use the template of the renewal application as a guide.)

*Application Overview*

Outline of Application:

**Cover Page:** This is the basic information about the applicant's project and it identifies the point of contact that completed the application as well as who would be the point of contact should the PEC or Governance Committee has questions.

**Table of Contents:** This guides the applicant through the submission process and outlines specific attachments that (should it be applicable) the agency should submit along with the application itself.

**Third Page (Application Starting Point):**

**Section (1): PROPOSED PROJECT TYPE FOR FY2016**

**(Required Attachments: THRESHOLD OUTLINE)**

All projects are required to identify the project “type” it is submitting for renewal consideration. The types listed are HUD-approved eligible types. In addition, the “length of assistance” will vary among the different types of project types. Each applicant must identify who the project intends to serve and the total Program Budget.

**Section (2): PROPOSED BUDGET**

**(Required Attachments: THRESHOLD OUTLINE)**

Each applicant project must identify the eligible line items included in the total CoC award from HUD. HUD requires a 25% cash match for all program awards. The HUD award + the cash match are seen as the total program budget.

- Objective Criteria:
  - Cost Effectiveness: How many households are proposed when considering the total program budget (award + cash match=cost per household).

**Section (3): PROPOSED PROGRAM POPULATIONS**

**(Required Attachments: THRESHOLD OUTLINE)**

The applicant project has to detail what populations or population demographics will be served by the program budget. The first column should add up to no more than 100%. Columns 2 & 3 are not mutually exclusive. For example, “single women who are chronically homeless with mental health issues and substance abuse with infants and children”.

The bottom portion of this section **highlighted in red** recognized HUD’s priority populations as described in the FY2016 NOFA.

1. Chronic Homelessness (see chronic definition)
2. Household with children
3. Unaccompanied Youth
4. Veterans (see veteran definition)

**Section (4): PROPOSED LIVING SITUATIONS**

**(Required Attachments: Copy of Homeless Verification Forms)**

HUD's current homeless definition includes what we have identified in this application as the **Priority (I)** and **Priority (II) populations**. The FY2016 NOFA grants more points to those who prioritize street homeless and those coming from emergency shelters. While Transitional Housing and Imminent Homeless are still eligible categories, the limited availability of HUD funds should mean that all CoC's practice "strategic resource targeting" to serve the most vulnerable first, i.e. those living in places not meant for human habitation or those staying at emergency shelters. If any applicant agency completed the section below explaining why any potential persons served fell in priority II, this should be considered in evaluating the project's alignment with HUD priorities.

### **Section (5): FY2016 THRESHOLD REQUIREMENTS**

#### **(Required Attachments: See below)**

1. **Proof of Cash Match:** This could be a commitment letter or actual documentation from match source.
2. **Current Audit Reports & Findings:** Agencies should be audited by a third party to ensure fiscal responsibilities and documentation standards. *It should be conducted by a third party.* Even if the audit showed no findings, proof of a recent audit (within a 9 month timeframe of the agency's most current funding year which varies across projects).
3. **HUD Monitoring:** Not all projects were monitored by HUD within the last (2) years. However, if the project was monitored, appropriate correspondence needs to be submitted by the agency. This can be a monitoring letter notice or the final report.
4. **Board Participation or Policy-Making Body Representation:** Each agency receiving HUD funds for homeless specific projects must have a currently homeless or formerly homeless person represented on the board. Agencies should have submitted documentation of board representation as well as the last (3) agendas noting this member's presence.
5. **Program Participants: Informed of Rights-**Each project should have written standards provided to the client that outline program requirements, termination policies and appeals of terminations at the point of entry.
6. **Total Expenditure of Grant:** Must provide a report of a screenshot of funding withdrawals from HUD's financial accounting system, eLOCCS.
7. **APR Submissions:** In addition to competing locally, each project must report to HUD at the end of their grant year in an Annual Performance Report (APR). HUD allows a (90) day window from the last day of the grant year to submit this report along with required documentation. Agencies were required to submit screenshots showing they met this timeframe requirement.

8. HMIS Participation and Data Quality: No attachments. HMIS Lead will provide this information.

In addition, questions regarding non-compliance and barring entry into the project are seen as non-housing first policies. (See Housing First FACT sheet for more information as well as the FY2016 NOFA)

## **Section (6): FY2015 PROJECT PERFORMANCE**

### **(Required Attachments: None)**

All projects are required to participate in the local HMIS of their Continuum, with the exception of domestic violence providers. All data points are used to determine project effectiveness, project viability in the long-term, alignment with HUD priorities and an effective use of community funds.

- Objective Data Pulled from HMIS (excluding the two DV agencies)
  - Housing Stability
  - Income Stability
  - Earned Income Achievements
  - Access to Non-Cash Benefits
  - Access to Health Insurance
  - Length of Stay in Programs (TH should have shorter stays with positive exits and PSH should have longer stays with few exits, of which are also positive.)-Key note: Compare utilization rates to lengths of stay. If PSH shows a large number of households served beyond their funded capacity (high turnover), this should be reviewed in relation to Transitional Housing Projects.
  - Utilization Rates
  - Disabling Conditions
- Additional Questions Added for Long-term Review:
  - Number of clients denied entry into the program (not many programs capture this true number, but this should be somewhat approximate if the program is high-barrier as a project would have several stages during an application process where a client might be denied.)
  - Number of clients discharged during timeframe. This should be checked against housing-first responses. (For example, if a project is exiting households due to non-compliance, how does this affect a program that states it avoids discharging clients?)

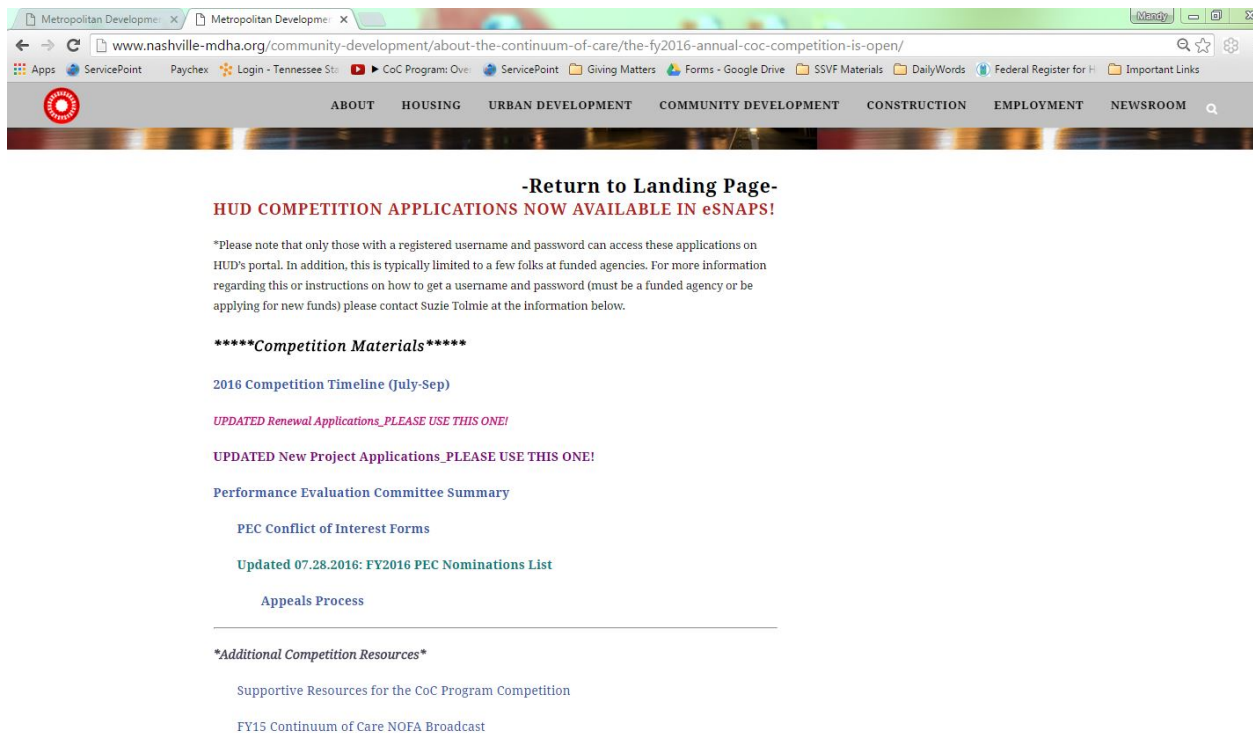
## **Section (7): CONSUMER FOCUS & COMMUNITY PLANNING for CES**

**(Required Attachments: Sample client showing evidence of housing first or low barrier alignment (reasonable attempts to avoid discharge for whatever reason) & proof of low-barrier/housing-first practices. If possible a letter from the Metropolitan Homelessness Commission confirming the project's current participation in pilot CES' in Nashville.)**

Coordinated Entry System (CES) is streamlined process where individuals or families experiencing homelessness can quickly move through the social services spectrum to gain access to permanent and stable housing. Every project receiving Continuum of Care funding is required to participate once the CES is officially formed. There are several CoC projects that are participating in the pilot processes. This section is intended to identify those currently participating who will continue to do so and those not currently participating who either intend or don't intend to participate.

### **Section (7a): HOUSING FIRST or LOW BARRIER DETERMINATION**

All checkboxes included in this section were directly copied from the FY2015 Renewal and New Project applications developed by HUD.



The screenshot shows a web browser window with the URL [www.nashville-mdha.org/community-development/about-the-continuum-of-care/the-fy2016-annual-coc-competition-is-open/](http://www.nashville-mdha.org/community-development/about-the-continuum-of-care/the-fy2016-annual-coc-competition-is-open/). The page features a navigation bar with links: ABOUT, HOUSING, URBAN DEVELOPMENT, COMMUNITY DEVELOPMENT, CONSTRUCTION, EMPLOYMENT, and NEWSROOM. The main content area is titled **-Return to Landing Page-** and **HUD COMPETITION APPLICATIONS NOW AVAILABLE IN eSNAPS!**. It includes a disclaimer about user access, a section for **\*\*\*\*\*Competition Materials\*\*\*\*\*** with links to the 2016 Competition Timeline, updated renewal and new project applications, performance evaluation committee summary, PEC conflict of interest forms, updated PEC nominations list, and appeals process. At the bottom, there is a section for **\*Additional Competition Resources\*** with links to supportive resources and a FY15 Continuum of Care NOFA Broadcast.



**WORKING DRAFT: CHAIR PERSON SIGNED OFF ON  
CURRENT DRAFT AS LANGUAGE IS ALSO INCLUDED IN  
CURRENT BY-LAWS REVIEW:**

  
X  
Erik Cole  
Coc Governance Board Chair Member

**NASHVILLE-DAVIDSON COUNTY CONTINUUM OF CARE  
GOVERNANCE CHARTER  
(Scope, Responsibilities and Mission)  
Primary Document of CoC By-Laws**

**REV 7 September 2016**

**These by-laws are part of the Nashville-Davidson County CoC  
Charter, which must be updated at least annually (HUD requires  
updates every 5 years). Revision dates will be posted on the last  
page.**

Our community is currently evaluating our Governance structure as it relates to a community-  
wide plan to end homelessness. HUD TA is anticipated to assist Nashville in the next few months  
in looking at the CoC's Governance Charter and By-laws.

**COC Interim Rule: § 578.7 Responsibilities of the Continuum of Care.**

“In consultation with the collaborative applicant and the HMIS Lead, develop,  
follow, and update annually a governance charter, which will include all procedures  
and policies needed to comply with subpart B of this part and with HMIS  
requirements as prescribed by HUD; and a code of conduct and recusal process for  
the board, its chair(s), and any person acting on behalf of the board;”

## ARTICLE I – ORGANIZATION, DESCRIPTION, SCOPE OF RESPONSIBILITY

**Section 1:** The Metropolitan Development and Housing Agency (MDHA) currently acts as the Continuum of Care Lead (CoC) and the Homelessness Management Information System (HMIS) for the Nashville, Davidson County, Tennessee CoC. This Governance Charter outlines the CoC Lead and HMIS Lead collaborating with other community partners to develop a community-wide plan to end homelessness.

**Section 2: Description; Scope of Responsibility** - The Nashville CoC is a voluntary CoC that by consensus provides the primary local oversight for the distribution of Continuum of Care funds from the United States Department of Housing and Urban Development to Nashville-Davidson County, Tennessee. The Nashville CoC's responsibilities include but are not limited to: determination of needs for homeless services; determination of local funding priorities for HUD-funded CoC programs; election of the local committee to review HUD Continuum of Care grant applications; leadership of the annual point-in-time homeless count; and advocacy to elected officials, community leaders, the faith community and civic organizations on issues regarding homelessness and the use of funding intended to serve people who are homeless. The Nashville CoC effectively collaborates with other agencies, local government, the faith community and other concerned organizations and individuals to expand homeless housing and services and provide responsible stewardship of Care funds allocated to Nashville-Davidson County.

**HMIS Lead Responsibilities for Program Monitoring:** The HMIS Systems Administrator will monitor each CoC program recipient to ensure data accuracy as well as monitor CoC participant documentation that verifies the following;

1. Homelessness Status at program entry
2. Chronic Homelessness status at program entry
3. Household demographics
4. Performance Indicators as outlined by HUD's 2014 HMIS Data Standards Manual
5. Coordinated Entry Process Participation (data workflows)

## ARTICLE II – MISSION

**Section 1: Mission** - The mission of the Nashville CoC is to provide solutions-focused and data-driven direction for distribution of Nashville-Davidson County's Continuum of Care funding from the United States Department of Housing and Urban Development. The By-laws committee is urging a stronger mission statement to the membership and to the Governance Committee. This could cast a wider net to include other funding than HUD. Perhaps set aside another meeting closer to the fall of 2016 to discuss, after HUD technical assistance is provided on the CoC process.

## ARTICLE III – MEMBERSHIP

**Section 1: Membership** - Members of the Nashville CoC represent and may include human services agencies, businesses, elected officials, faith organizations, homeless persons and public agency representatives. Meetings are open to the public. The Nashville CoC categorizes membership as described below. These categories may be amended as needed and provided for in these bylaws.

- A. Organizations:** human service agencies, businesses, faith organizations and public agencies are examples of organizations.
- B. Individuals:** any single person not related to an organization.

**Section 2: Representation and Voting** - Consensus of the group as a whole is considered by the CoC to be the most useful and healthy means of making a decision. However, in the event that a consensus is not forthcoming the following voting regulations will be called upon: [language from Memphis]

- A. Organizations:** Each organization (human service agency, business, faith organization and public agency) shall have at least one representative who attends meetings. Each agency/organization/unit of government has one vote, to be cast by the official representative of record for that agency. One designee of the official representative - appointed in writing by the representative of record of the represented agency, -may vote in the absence of the official representative.

- B. Individuals:** Persons who are not connected with, and have not been connected with, any agency within the past year may join as individuals. Each individual may have one vote.

- C. Absentee Voting:** Votes may occur through a proxy with written, electronic, or pre-selected representation.

### Section 3 – Attendance and Participation

- A. Continuum of Care Grantees:** All Continuum of Care funded agencies and entities, including ESG and HOPWA, shall provide ALL necessary data (HMIS and otherwise) to the Lead Agency which shows Full Disclosure and Transparency for statistical data on each program being funded by HUD - or otherwise - to ensure proper utilization of funds in the community in serving the homeless. All Continuum of Care grantees, Emergency Solutions Grants (ESG) Grantee and sub-recipients, and Housing Opportunities for Persons with AIDS (HOPWA) Grantee and Sponsor agencies, either Executive Directors, their senior management-level designees or program decision makers, are required to actively participate in the Nashville CoC, to have an additional representative actively participating on another working committee, and to attend 50% of the membership meetings in order to maintain funding. An orientation will be facilitated by MDHA staff for new members. Any agency wishing to apply for a new project must attend this orientation. Existing grantees will be expected to serve as mentors for agencies new to the process.

- B. Other Organizations:** In order to fairly distribute the work of the Nashville CoC, each organization is encouraged to have at least one official representative actively participating on at least one working committee.

- C. Individuals:** In order to fairly distribute the work of the Nashville CoC, all individual members are encouraged to actively participate on one working committee.

D. Organizations or individuals deemed to be inadequate in their meeting attendance and participation as defined in this Section may have their voting rights suspended by a majority vote of the Governance Committee.

**Section 4: Financial Benefit to Members** - No financial benefit (earnings) of the Nashville CoC may inure to any members, founders, or contributors. Members receive no compensation as a condition of their membership in the CoC.

**Coc LEAD Responsibilities** [ sample taken from Colorado Springs for working group consideration]

## ARTICLE IV – GOVERNANCE

**Section 1: Purpose** - The purpose of the Nashville CoC governance structure is to ensure orderly operations of the Nashville CoC. The Governance Committee functions as an Executive Committee for the Nashville CoC at large. The Nashville CoC membership functions as an advice and consent body to the Governance Committee and votes on issues requiring determination of a majority consensus.

## Section 2: Election of Officers and Filling Positions

- A.** Terms: Governance Committee Members shall be elected for terms of three years, staggered initially as the group begins operating, beginning with the regularly occurring Nashville CoC meeting in June, by a majority vote of the Nashville CoC. All members shall hold office until their successors have been duly elected and qualified. An individual may serve up to two consecutive terms in any one position on the Governance Committee. Elections will be held each year in a staggered manner according to the terms set herein, so that during no year will all positions be up for re-election.
- B.** Officers shall be elected by the full membership of the Governance Committee.
- C.** Vacancies on the Governance Committee: occur by the expiration of the normal term, resignation, death, or removal by the CoC or by failure to attend required meetings. Vacancies shall be filled by nomination CoC in the same manner as original appointments. Such appointment shall be for the remainder of the un-expired term and the member shall then be eligible for re-election to a full term on the Governing Council.
- D. Nominations:** will be presented, as requested to the CoC General body by the Nominating Committee, which consists of representatives from a minimum of 3 separate agencies, organizations or businesses. One member of the Nominating Committee should represent the Governance Committee. Members shall elect the officers at the Annual Meeting of the CoC. The Nominating Committee will present its recommended slate to the CoC at the annual meeting. Members of the CoC general body may submit recommendations to the Nominating Committee for consideration. The terms for these positions begin at the annual meeting in June. No person may nominate themselves to serve on the Governance Committee.

**Section 3: Governance Committee Membership:** The Governance Committee shall be comprised of no fewer than ten (10) persons representing the following constituencies that mirror the Nashville community, nine (9) of whom are regular voting members; the Chairperson has voting privileges restricted to tiebreaking. "(HUD)" after any items below notes that HUD suggests the persons or organizations in HUD regulations and/or guidance to be engaged in the CoC.

- 1) Veterans Administration (HUD)
- 2) Business/private sector
- 3) CoC-funded transitional housing agency
- 4) Homeless/formerly homeless individual (HUD)
- 5) Agencies that serve survivors of human trafficking (HUD)
- 6) CoC-funded shelter provider
- 7) Private funding agency/foundation
- 8) CoC-funded permanent housing agency
- 9) Metro Nashville Schools representative (HUD)
- 10) Public Housing Agencies (HUD)
- 11) CDBG/HOME/ESG Entitlement Jurisdiction (HUD)
- 12) Hospitals (HUD)
- 13) Universities/colleges
- 14) Faith Community
- 15) Law enforcement (HUD)
- 16) Local jail(s) (HUD)
- 17) Victim Service Providers (HUD)
- 18) Unaccompanied Youth (HUD)
- 19) Youth homeless organizations (HUD)
- 20) Youth advocates (HUD)
- 21) Street outreach teams (HUD)
- 22) Persons with HIV/AIDS (HUD)
- 23) Recovery Housing providers/ Substance Abuse Service Organizations (HUD)
- 24) Local government staff/officials (HUD)
- 25) EMT/Crisis Response Teams
- 26) Mental health agencies (HUD)
- 27) Nashville Coalition for the Homeless
- 28) Other constituencies as determined by HUD in the annual CoC Notice of Funding Availability (NOFA)
- 29) Other constituencies not limited to this list

Chairperson – This officer should have a seat on the Metropolitan Homelessness Commission, or relative experience, in order to assure coordination between the Nashville CoC and the Commission. This office has a 3 year term, and votes only as tiebreaker. [I do not think that this officer should have a seat in the MHC longer than one 3 year term. This allows the Chair to have too much control of the Nashville CoC, Governance Comm. and MHC. This seat should rotate like any other position and should be open to "vote-in" the right person with the experience needed to lead. Diane]

To avoid the appearance of any conflict when issues are voted upon, the officers of the Governance Committee (Chair, Vice-Chair and Secretary) should not represent the same type of constituencies. MPHA's Homeless Coordinator and HMIS Coordinator shall have a permanent position on the Governance Committee and serve as a non-voting staff to the Governance Committee.

#### Quorum:

**Regular Meetings:** The presence of 51% of the Governance Committee members shall constitute a quorum at any regularly scheduled meeting. A quorum must be present for the entirety of a meeting for a vote on any issue or handling any official business at a meeting. The act of a quorum of the qualified members present, or of those who have voted by timely written or electronic submission, shall be the act of the full committee membership except as may be otherwise specifically provided by statute or these Bylaws.

**Special meetings** not on the regular schedule require a 67% member attendance for the purpose of voting or handling any official business of the CoC Governance Committee. Special meetings may be called by the Governance committee chair with a minimum of one week prior notice in writing, fax, mail, or e-mail. Special meeting notices must detail the issue requiring an exceptional gathering of the Governance Committee as well as any potential vote that may occur at the meeting.

### Section 4 -- Governance Committee Duties

**A. Duties:** The Governance Committee shall have the power to act on behalf of, and in the best interest of, the Nashville CoC. The Governance Committee shall conduct the business of the Nashville CoC as well as set meeting agendas and timelines for regularly occurring activities of the Nashville CoC, including but not limited to funding processes, needs assessments, and the annual point-in-time homeless count. The Governance Committee is responsible for regular and systematic data-driven evaluation and monitoring of current grantees as well as overall CoC performance. A majority of voting members must participate in the decision-making process for the transaction of business and for the acts of the Committee to be considered valid. Conference calls or the use of other telecommunications equipment are acceptable means for communication regarding the business of the Governance Committee. The Governance Committee shall keep regular minutes of its proceedings and report such proceedings at the next regularly scheduled meeting of the Nashville CoC. The Governance Committee will have the power and authority to act on behalf of the Nashville CoC and will meet a minimum of 6 months per year or as called by the Chair or membership at-large as provided for in these bylaws.

Governance members should take an active role in representing the Nashville-Davidson County CoC, with 1-2 members attending each CoC General meeting. This should not include funded Governance members who regularly attend membership meetings due to representing CoC-funded agencies. Also, twice a year, a CoC General meeting should include a panel discussion with members of the Governance Committee to answer questions and/or give updates to the Nashville-Davidson County CoC membership.

**B. Meetings-** Initially, the Governance Committee shall meet monthly. Meeting frequency may decrease, as the Nashville CoC and its committees formalize. Special meetings of the Governance Committee may be called by the chair. All Governance Committee members are required to attend no less than 80% of the Governance Committee Meetings.

### Section 5: Duties of the Governance Committee Chair

A. The duties of the Governance Committee Chair include, but are not limited to:

1. Preside at all Governance Committee meetings;
2. Make all committee appointments deemed necessary for the operation of the Nashville CoC with the advice and consent of the Governance Committee and input from MDHA staff;
3. Serve as a member ex-officio of all committees;
4. Provide reports to the Nashville CoC as needed;
5. Execute all papers, documents, and instruments ordered to be executed by the Nashville CoC;
6. Perform all other such duties usually pertaining to the office of Chair and as determined by the Governance Committee;
7. Publicly represent the Nashville CoC,
8. Work to ensure effective collaboration between the Nashville CoC, Nashville Metropolitan Government and the Metropolitan Homelessness Commission;
9. Call meetings of the Governance Committee.

## Section 6: Duties of the Vice Chair:

- A. The duties of the Governance Committee Vice Chair include but are not limited to:

1. Preside at Gaps Governance Group scheduled meetings in the absence of the Chair;
2. Serve as otherwise needed in absence of the Chair;
3. With the advice and consent of the Governance Committee, assist the Chair in making committee appointments deemed necessary for the operation of the Nashville CoC;
4. Provide reports to the Nashville CoC as needed;
5. Perform all other such duties usually pertaining to the office of the Vice Chair as determined by the Governance Committee.

## Section 7: Secretary

- A. The Secretary shall record minutes and attendance at all meetings of the Nashville CoC membership and the Governance Committee and ensure that the original is archived. The Secretary shall maintain membership rolls and provide regular reports of members' status to the Governance Committee and the Nashville CoC.

**Section 8: Resignation and Removal - Any Gaps Governance Committee member, except the Chair, may resign by tendering a written notice to the Chair. The Chair may resign by tendering written notice to the Governance Committee. Any officer may be removed by the Governance Committee whenever, in the judgment of the Committee, the best interest of the organization will be served thereby. A 2/3 majority vote of the Governance Committee shall be required to remove a member. This action may only be taken at a regularly-scheduled meeting of the Governance Committee.**

## Section 9- Conflict of Interest:

A conflict of interest is a breach of an obligation that has the effect or intention of advancing one's own interest in a way detrimental to the organization. Potential conflicts of interest must be disclosed.

All applicants for CoC funding must provide a copy of their Code of Conduct prior to entering into an agreement with HUD. The Code of Conduct:

1. Must prohibit the solicitation and acceptance of gifts or gratuities by officers, employees, and agents for their personal benefit in excess of minimal value;
2. Outline administrative and disciplinary actions available to remedy violations of such standards,
3. Describe the method to be used to ensure that all officers, employees and agents of the organization are aware of the Code of Conduct, and
4. Must be written on company letterhead that provides a mailing address, authorized official name, and telephone number.

A list of organizations having a Code of Conduct on file with HUD may be found at:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/conduct](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct)

To avoid the appearance of any conflict when issues are voted upon, the officers of the Governance Committee (Chair, Vice-Chair and Secretary) should not represent the same type of constituencies.

### 1) Procurement

- a) For the procurement of property (goods, supplies, or equipment) and services, the recipient and its subrecipients must comply with the code of conduct and conflict of interest requirements under 2 CFR 200 §200.112.

### 2) Continuum of Care Governance Committee members

- a) No Continuum of Care Governance Committee member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents. Thus, Governance Committee members from agencies seeking funding from the CoC Program will recuse themselves from discussions and votes on the CoC NOFA priority list and submission of a rank order to HUD

- b) Governance Committee members must also adhere to the conflict-of-interest requirements defined by the State of Tennessee.<sup>[1]</sup>

### 3) Organizational conflict

- a) An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph (4)(a) of this section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member

represents. It would also arise when an employee of a recipient or subrecipient participates in making rent reasonableness determinations under § 578.49(b)(2) and § 578.51(g) and housing quality inspections of property under § 578.75(b) that the recipient, subrecipient, or related entity owns.

4) Other conflicts

For all other transactions and activities, the following restrictions apply:

- a) No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its subrecipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one year period following his or her tenure.

b) Exceptions

Upon the written request of the recipient, HUD may grant an exception to the provisions of this section on a case-by-case basis, taking into account the cumulative effects of the criteria in paragraph (4)(b)(ii) of this section, provided that the recipient has satisfactorily met the threshold requirements of paragraph (4)(b)(ii) of this section.

i) Threshold requirements

HUD will consider an exception only after the recipient has provided the following documentation:

- (1) Disclosure of the nature of the conflict, accompanied by a written assurance, if the recipient is a government, that there has been public disclosure of the conflict and a description of how the public disclosure was made; and if the recipient is a private nonprofit organization, that the conflict has been disclosed in accordance with their written code of conduct or other conflict-of-interest policy; and

- (2) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate Colorado law or the laws governing the City of Colorado Springs and/or El Paso County, or if the subrecipient is a private nonprofit organization, the exception would not violate the organization's internal policies.

- ii) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the threshold requirements under paragraph (b)(ii) of this section, HUD must conclude that the exception will serve to further the purposes of the Continuum of Care program and the effective and efficient administration of the recipient's or subrecipient's project, taking into account the cumulative effect of the following factors, as applicable:

- (a) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- (b) Whether an opportunity was provided for open competitive bidding or negotiation;
- (c) Whether the affected person has withdrawn from his or her functions, responsibilities, or the decision-making process with respect to the specific activity in question;
- (d) Whether the interest or benefit was present before the affected person was in the position described in paragraph (c)(1) of this section;
- (e) Whether undue hardship will result to the recipient, the subrecipient, or the person affected, when weighed against the public interest served by avoiding the prohibited conflict;
- (f) Whether the person affected is a member of a group or class of persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; and
- (g) Any other relevant consideration.

**Section 10: HMIS Memoranda of Agreement (MOA):** Each Contributing HMIS Organization (CHO) must sign a Memorandum of Agreement between the HMIS Lead, the Metropolitan Development and Housing Agency (HMIS) and said agency. The following items will be referenced and reviewed by the Governance Committee once MDHA’s legal counsel approves their final form:

1. Each agency will agree to a Security plan as outlined in the HMIS Interim Rule (Regulation § 580.35);
2. Each agency will agree to a Data Quality plan as outlined in the HMIS Interim Rule (Regulation § 580.37)
3. Each agency will agree to a Privacy Policy plan as outlined in the HMIS Interim Rule (Regulation § 580.31(g)).

The Governance Committee will approve the final plans and review annually to ensure they not only align with Federal Standards, but reflect Nashville’s strategic plan. The mandatory time frame is no more than (6) months of HUD’s release of the HMIS Final Rule.

The duties of the HMIS Lead as well as the HMIS-related obligations of the Emergency Solutions Grants (ESG) sub-recipients will be outlined in the official MOA.

Federal Reference:

## § 580.9 Duties of the HMIS Lead.

[https://www.hudexchange.info/resources/documents/HEARTH\\_HMISRequirementsProposedRule.pdf](https://www.hudexchange.info/resources/documents/HEARTH_HMISRequirementsProposedRule.pdf)

All agencies that are required to participate in HMIS must enter data in a timely manner into HMIS- whether it's federal, state, or locally funded. All those entering data are subject to the 2015 HMIS Data Requirements and the HMIS Policies and Procedures Manual. The HMIS lead is responsible for ensuring into HMIS participation must be made known to the HMIS Lead so that language may be provided by the HMIS lead at the initiation of the contract or any subsequent renewal to ensure it meets the required minimum standards, including site monitoring and data quality standards.

## ARTICLE V – COMMITTEES

**Section I: Standing Committees -** The Governance Committee may establish standing and ad hoc committees as the need arises. All standing and ad hoc committees shall consist of sufficient numbers to provide as broad representation of the Nashville CoC as appropriate. Unless otherwise specified, all Standing Committee members shall be appointed for a term of one year. The Governance Committee shall specify the duties of the specific Committees. Active service on at least one committee is an expectation of membership in the Nashville CoC. Members may volunteer for specific committees or be appointed by the Governance Committee. The ultimate authority for appointment to a committee lies with the Governance Committee; such decisions shall be determined by factors including but not limited to appropriate experience, background, subject matter expertise, diversity on the committee and an honest assessment of an individual's capacity to serve.

The following subpopulations should be considered and incorporated into the work of all committee work:

- veterans
- unaccompanied youth
- chronic homelessness
- chronic mental illness
- chronic substance abuse
- domestic violence
- HIV/AIDS

### A. Governance Committee: Duties defined in Article IV; Section (IV) (A)

**B. Nominating Committee:** To recruit and select qualified, willing members of the Nashville CoC to serve as Governance Committee members and present the slate to the membership as requested, filling the gaps in the Executive Committee as needed through the process described in Article IV, Section (IV) (B) of these bylaws.

**C. HMIS Committee:** Shall provide information and guidance to the Nashville CoC on issues related to the implementation and use of the Homeless Management Information System. The Committee also ensures that HMIS users meet the established Service Point User Policies and Responsibility Statement & Code of Ethics.

**D. Performance Evaluation Committee** - The Review Committee is appointed by the Governance Committee Chair to fulfill local HUD Performance Evaluation obligations, which include reviewing of funding proposals and making prioritized funding recommendations to the Nashville CoC based on community homeless service needs and the pro rata funding amount allocated to Nashville. Recommendations for potential committee members may be solicited from the CoC general membership, Governance Committee members, and other related bodies in the city. However, the final-determination of appointments must assure that members are best suited to fairly, thoroughly & strategically review and rank community projects to garner sufficient funding from HUD. The activities of the Performance Evaluation Committee are supervised and directed by the Governance Committee Co-Chair. The Performance Evaluation Committee members are nominated based on the following guidelines:

- May not be currently employed by or affiliated with agencies that currently receive Continuum of Care funding or intend to apply for CoC funding.
- Ability to use unbiased approach to review and rank local projects, and use a scoring tool that is customized to carry out this scoring activity.
- Experience reviewing proposals competing for federal funding
- Have knowledge of MHTA/HUD threshold requirements, the Nashville/Davidson County Consolidated Plan, the latest Continuum of Care Planning Document, the current Strategic Plan to End Chronic Homelessness, and historical and current trends in local and national homelessness; Ability to grasp federal HUD policy priorities in successfully addressing homelessness, and using these as evaluative tool in review process
- Experience with, or commitment to, analyzing performance data to strategically drive funding decisions
- Willingness to dedicate considerable time to process-- Time commitment is heaviest during 2-3-month CoC competition phase, but optimally should extend throughout the year

E. Appeals Committee - is appointed by the Governance Committee Chair. If an applicant organization feels that a decision made by the CoC Governance Committee regarding the ranking, rejection, or funding level of their project was prejudicial, or unsubstantiated by project performance, the applying agency may file an appeal to be considered by a 3-member CoC Appeals Panel. The appeal must be based on one of the following:

- Agency did not receive information made available to other agencies;
- Allegation of bias, fraud, or misuse of federal funds on the part of the Gaps Governance Committee;
- Allegation that Gaps Governance Committee did not receive accurate information for proper scoring; and/or
- Violation of federal guidelines.

The process for appeal will be updated each year and sent to all applicants.

**Section 2 – Ad Hoc Committees (Special Committees):** There shall be special committees as the Governance Committee may create, the membership and duties of which shall be as determined by the Governance Committee. A special committee shall limit its activities to the accomplishment of the task for which it is appointed and shall have no power to act except such as is specifically conferred by the Governance Committee. Upon completion of the task for which appointed, a special committee shall stand discharged. These ad hoc committees may include, but are not limited to:

- A. Coordinated Entry Committee: Shall coordinate the implementation of and adherence to the Coordinated Entry System and promote communication between all service providers.
- B. Families Committee: Advocates for homeless families while educating the Nashville community and the Nashville CoC on needs and available resources for homeless families.
- C. Youth HR/Communications
- D. Physical & Mental Health Shall advocate for the homeless population to receive access to health and mental health care while educating the Nashville community and the Nashville CoC on health and mental health care needs and available resources for homeless persons.
- E. Prevention/At-risk
- F. Income Support/Workforce Development – Shall work to develop strategies to help the homeless population gain and maintain employment while educating the Nashville community and the Nashville CoC on available employment resources and opportunities for homeless persons.
- H. Discharge Planning

**Section 3 -- Committee Activities:** Business conducted within established committees will follow the same rules established herein for the overall Nashville CoC activities.

**Section 4 -- Limitations on Committee Authority:** The Nashville CoC or the Governance Committee must approve all recommendations of the Standing and Ad Hoc Committees before action may be taken. No commitments on behalf of the Nashville CoC may be made by any committee chair or members of any committees without the approval of the Governance Committee.

## ARTICLE VI – GENERAL PROVISIONS

**Section 1 Operating Year:** The operating year of the Nashville CoC shall be from July 1 through June 30.

**Section 2 -- Parliamentary Authority:** The rules contained in the current edition of *Robert's Rules of Order* shall be the parliamentary authority for all matters of procedure not specifically covered by these By-Laws.

**Section 3 -- Dissolution of the Nashville CoC:** In the event the Nashville CoC is dissolved and the group owns any assets in excess of those needed to discharge fully its obligations, such assets shall be distributed exclusively to other non-profit human service organizations devoted to the health, welfare and well-being of citizens of Nashville.

## ARTICLE VII – ADOPTION AND AMENDMENT OF BYLAWS

These bylaws may be amended at a regular or special meeting of the Gaps Governance Committee by a two-thirds (2/3) affirmative vote. Members must be present to vote. [No proxy option here?] Proposals for amendments must be in written form stating the specific provision to be amended, rationale for the amendment, and proposed composition of the amendment. Such proposals must be submitted to the Chair

of the Governance Committee for consideration and approval at least four weeks prior to a regular meeting of the Nashville CoC. The Chair must distribute the proposal to the members of the Nashville CoC at least two (2) weeks prior to presentation and vote.

Initial By-laws drafted July 2011 – Heather Hoffman (MDHA), Brian Huskey (Urban Housing Solutions), Kirby Davis (First Management Services, member Gov Ctee)

Revision Dates:  
September 2012

May 2013

November 2015 - Mandy Wood (MDHA)  
HMIS compliance language added prior to FY2015 CoC deadline, approved by Gov Ctee via email

July 2016 – Suzie Tolmie (MDHA), Mandy Wood (MDHA), Kyle Duvall (Welcome Home Ministries), Erik Cole (Mayor's Office, Chair of CoC Gov Ctee), Will Connelly (Homelessness Commission), Diane Del Chiaro (Mending Hearts)

Added language expanding conflict of interest section, Code of Conduct  
Changed attendance requirements

**EXTENSION THREE OF  
MEMORANDUM OF UNDERSTANDING BETWEEN  
THE METROPOLITAN HOMELESSNESS COMMISSION  
AND  
THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY**

This third extension ("Extension Three") is hereby made and entered into this 10<sup>th</sup> day of May, 2016, by and between the Metropolitan Homelessness Commission ("MHC") and the Metropolitan Development and Housing Agency ("MDHA").

**WITNESSETH**

WHEREAS, MDHA and MHC ("the Parties") entered into a Memorandum of Understanding ("MOU") dated May 14, 2013, in which MDHA collaborated with the MHC on a Demonstration Program ("Program") by prioritizing a limited number of housing choice vouchers ("Vouchers") for Section 8 housing for the most vulnerable homeless individuals and families in Nashville through the 100,000 Homes Campaign (known locally as "How's Nashville"); and

WHEREAS, said MOU expires on June 30, 2016, and Section 4 of the MOU provides that it may be extended yearly for up to three (3) additional terms of twelve (12) months each term; and

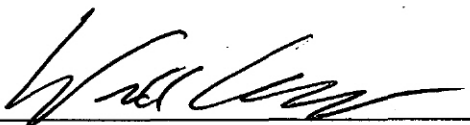
WHEREAS, the Parties desire to extend the MOU for an additional term, effective July 1, 2016, through June 30, 2017; and

THEREFORE, the Parties agree as follows:

1. Extension of Agreement: The term of Extension Three shall be from the 1<sup>st</sup> day of July, 2016, to the 30<sup>th</sup> day of June, 2017.
2. Assessment Tools: References to the Vulnerability Index ("VI") and Vulnerability Assessment Tool ("VAT") shall include the VI – Service Prioritization Decision Assistance Tool ("VI-SPDAT") and other assessment tools adopted by the MHC for use in identifying and prioritizing the most vulnerable Clients for housing placement.
3. Entire Agreement: This Extension Three, together with the Agreement, constitute the final, complete and exclusive statement of the agreement between the parties.
4. Agreement Continuance: All other terms and conditions of the Agreement shall remain unchanged and continue during the term of Extension Three as set forth herein.

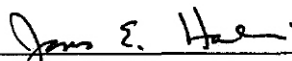
IN WITNESS WHEREOF, the undersigned have executed this Agreement.

METROPOLITAN HOMELESSNESS  
COMMISSION

  
Will Connelly, Director

Date: 6/14/16


METROPOLITAN DEVELOPMENT  
AND HOUSING AGENCY

  
James E. Harbison, Executive Director

Date: 06/20/2016

APPROVED AS TO FORM AND LEGALITY:

  
Attorney for MDHA

  
Attorney for MHC

# Performance Measurement Module (Sys PM)

## 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.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		1175		518			385	
1.2 Persons in ES, SH, and TH		1914		389			212	

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-

## Performance Measurement Module (Sys PM)

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	10	0	0%	0	0%	0	0%	0	0%
Exit was from ES	304	11	4%	2	1%	13	4%	26	9%
Exit was from TH	265	17	6%	4	2%	21	8%	42	16%
Exit was from SH	0	0		0		0		0	
Exit was from PH	734	16	2%	7	1%	23	3%	46	6%
TOTAL Returns to Homelessness	1313	44	3%	13	1%	57	4%	114	9%

## Performance Measurement Module (Sys PM)

### Measure 3: Number of Homeless Persons

#### Metric 3.1 – Change in PIT Counts

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

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	2234	2154	-80
Emergency Shelter Total	1593	1116	-477
Safe Haven Total	12	8	-4
Transitional Housing Total	422	560	138
Total Sheltered Count	2027	1684	-343
Unsheltered Count	207	470	263

#### Metric 3.2 – Change in Annual Counts

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

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		2432	
Emergency Shelter Total		1499	
Safe Haven Total		0	
Transitional Housing Total		1168	

### 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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		60	
Number of adults with increased earned income		7	
Percentage of adults who increased earned income		12%	

## Performance Measurement Module (Sys PM)

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		60	
Number of adults with increased non-employment cash income		23	
Percentage of adults who increased non-employment cash income		38%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		60	
Number of adults with increased total income		27	
Percentage of adults who increased total income		45%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		47	
Number of adults who exited with increased earned income		24	
Percentage of adults who increased earned income		51%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		47	
Number of adults who exited with increased non-employment cash income		7	
Percentage of adults who increased non-employment cash income		15%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		47	
Number of adults who exited with increased total income		30	
Percentage of adults who increased total income		64%	

## 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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		1537	
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.		176	
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)		1361	

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		2523	
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.		302	
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.)		2221	

### 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 2016.

## Performance Measurement Module (Sys PM)

### 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

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		111	
Of persons above, those who exited to temporary & some institutional destinations		7	
Of the persons above, those who exited to permanent housing destinations		9	
% Successful exits		14%	

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

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		1932	
Of the persons above, those who exited to permanent housing destinations		1169	
% Successful exits		61%	

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

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		483	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		430	
% Successful exits/retention		89%	

Not Applicable