



Recommended Actions for OR-501 Portland/Gresham/Multnomah County Continuum of Care (CoC)

On April 13, HUD released its notice for the 2018 CoC Program Registration, the first step in the 2018 CoC Program Competition process. The Joint Office of Homeless Services (JOHS), the entity originally designated as the CoC Collaborative Applicant by the AHFE Coordinating Board in 2016, is in the process of registering for the 2018 CoC Program Competition on behalf of the CoC. The timing of the release of HUD’s registration notice gives us a good indication that the 2018 CoC NOFA may be released as soon as early June (based on past years’ timelines).

In preparation for the 2018 CoC Program Competition, the following three recommended actions will be discussed and voted on at the 5/2/2018 Coordinating Board meeting.

1. Reauthorize the AHFE Resource Advisory Committee to conduct certain tasks related to the annual CoC Program Competition

BACKGROUND:

- In April 2015, the Coordinating Board approved the formation of the Resource Advisory Committee to advise the Board on funding and resources, including our CoC funds and also broader AHFE efforts.
- Any Coordinating Board member who does not have a conflict of interest with our CoC funding can participate in the committee, and 10 individuals are currently participating.

RECOMMENDED ACTION:

- Under continued direction of the Coordinating Board and with strong support from AHFE staff, reauthorize the Resource Advisory Committee to:
 - Collect feedback from CoC grantees regarding annual rating and ranking criteria and procedures for all CoC projects
 - Finalize rating and ranking criteria
 - Conduct annual rating and ranking
 - Guide decisions regarding reallocation of existing projects
 - Develop solicitation processes for new bonus projects and new projects funded through reallocation
 - Select project applicants for new bonus projects and new projects funded through reallocation

2. Reauthorize Multnomah County, through the Joint Office of Homeless Services, to serve as the Collaborative Applicant for the 2018 CoC Application

BACKGROUND:

- HUD regulations (24 CFR 578.9) require each CoC to determine how it will annually apply for CoC program funds. CoCs may apply as a:
 - Unified Funding Agency (UFA): A single entity applies for, receives, administers, and subgrants all CoC funds on behalf of the CoC.

- Collaborative Applicant: A single entity compiles multiple individual project applications and submits them to HUD. HUD, in turn, directly administers and grants funds to each project.
- For multiple reasons, it is not feasible for our CoC to apply as a UFA at this time.
- Since 2016, Multnomah County, through the JOHS, has acted as our CoC's Collaborative Applicant.

RECOMMENDED ACTION:

- Reauthorize Multnomah County, through the JOHS, to serve as the Collaborative Applicant for OR-501 (the Portland/ Gresham/ Multnomah County CoC), and
- Authorize JOHS staff to compile and submit the CoC application for HUD's 2018 application process, including making any required certifications therein, on or before the due date.

3. Reauthorize the Portland Housing Bureau to designate the single Homeless Management Information System (HMIS) for the CoC and to continue acting as the HMIS Lead Agency for the CoC

BACKGROUND:

- HUD regulations require each CoC to designate a single HMIS provider, and to designate an HMIS Lead to apply for CoC HMIS funding and to operate the HMIS on behalf of the CoC.
- For over a decade, ServicePoint software (Mediware Information Systems, Inc.) has been the designated HMIS and the City of Portland, through the Portland Housing Bureau, has acted as the designated HMIS Lead.

RECOMMENDED ACTION:

- Authorize the JOHS, acting on behalf of the local CoC as its lead agency, to enter into a Memorandum of Understanding (MOU) with the Portland Housing Bureau to designate the single HMIS for the CoC and to continue acting as the HMIS Lead Agency for the CoC. The MOU will be substantially to the form of the 2017 MOU, provided to the Coordinating Board for reference.



**Memorandum of Understanding
A Home for Everyone Coordinating Board (CoC for
Portland/Gresham/Multnomah County) and Portland Housing Bureau
(HMIS Lead)**

This Memorandum of Understanding (MOU) is entered into by A Home for Everyone Coordinating Board (AHFE) and the City of Portland's Portland Housing Bureau (PHB) effective the 03 of May, 2017.

Purpose and Background

HUD regulations require each Continuum of Care (CoC) to designate a single HMIS provider to collect a wide range of community, program and client level data for reporting. The CoC must also designate an HMIS Lead to apply for CoC HMIS funding and to operate the HMIS on behalf of the CoC. For the past decade Service Point software (Bowman Systems, LLC) is the designated HMIS and the City of Portland, through PHB, has acted as the designated HMIS Lead. In the past several years, every CoC in Oregon has adopted Service Point and PHB coordinates the statewide implementation. AHFE is the governing body for the CoC and it voted unanimously to renew the current implementation of Service Point and the role of PHB as the HMIS Lead at its August 2014 board meeting.

Duration

This MOU will remain in-force until revoked by either party. The parties will annually review, revise and affirmatively agree in writing to the terms of this MOU. This review is intended to ensure the continued relevance of the terms to the parties and to ensure continued consistency and compliance with HUD regulations.

GOVERNANCE AND PARTICIPATION

AHFE

- Per HUD policy, the CoC is responsible for HMIS oversight and implementation, which encompasses planning, administration, software selection, compliance with HMIS Standards, and reviewing and approving of all policies, procedures, and data management. AHFE's oversight and governance responsibilities are carried out in part by its approved and endorsed Data Management and Data Outcomes & Evaluation Committees.

Data Management and Data Outcomes & Evaluation Committees

- The purpose of these committees is to provide support and recommendations to the HMIS Lead and AHFE related to the HMIS regulations and standards as set forth by HUD.

PHB

- As the designated HMIS Lead Agency, PHB will manage the HMIS on behalf of the CoC and provide HMIS Project administrative functions at the direction of the CoC, through its Coordinating Board and Data Management and Data Outcomes & Evaluation Committees.

SPECIFIC RESPONSIBILITIES OF THE PARTIES

AHFE Responsibilities

AHFE serves as the lead HMIS Project governance body, providing oversight, project direction, policy setting, and guidance for the HMIS Project. AHFE exercises all its responsibilities for HMIS governance through its Coordinating Board and, as appropriate, the Board's Data Management and Data Outcomes & Evaluation Committees. These responsibilities include:

- Ensuring and monitoring compliance with relevant HUD regulations and standards;
- Recording in official meeting minutes all approvals, resolutions, and other key decisions of AHFE that may be required by HUD rules related to the HMIS governing body;
- Designating the HMIS Lead Agency and the software to be used for HMIS, and approving any changes to the HMIS Lead Agency or software;
- Reviewing and approving all HMIS Project operational agreements, policies, and procedures;
- Reviewing data quality standards and plans, and establishing protocols for addressing contributing and partner agencies compliance with those standards;
- Promoting the effective use of HMIS data, including measuring the extent and nature of homelessness, the utilization of services and homeless programs over time, and the effectiveness of homeless programs;
- Using HMIS data to inform CoC program and system design, and measuring progress toward implementation of the CoC Strategic Plan and other CoC-established goals;
- Provide and support all local information as necessary for compilation of the annual Housing Inventory Count (HIC), the HMIS elements of the annual Point-in-Time (PIT) Count, Annual Homeless Assessment Report (AHAR), and HUD System Performance Measures
- Coordinating participation in the HMIS (and broader Continuum of Care) by all homeless prevention and assistance programs and other mainstream programs serving homeless people or working to prevent homelessness.

Data Management and Data Outcomes & Evaluation Committees

AHFE authorizes the Data Management and Data Outcomes & Evaluation Committees to oversee and address the AHFE Responsibilities and make recommendations to the HMIS Lead and Coordinating Board as appropriate.

PHB Responsibilities

PHB serves as the Lead Agency for the HMIS Project, managing and administering all HMIS operations and activities. PHB exercises these responsibilities at the direction of the AHFE Coordinating Board and its Data Management and Data Outcomes & Evaluation Committees. These responsibilities are contingent on continued receipt of the appropriate HUD grant funding, and are as follows:

- Provide staffing for operation of the HMIS Project;
- Serve as the primary contact with the Service Point vendor (Bowman Systems, LLC)
- Prepare these data reports and analyses for review by AHFE and submission to HUD:
 - At least annually, a point-in-time unduplicated count of clients served in the HMIS (for sheltered PIT Count, AHAR, and as required);
 - Annually, an unduplicated count of clients served in the HMIS over the course of one year (for AHAR);
 - At least annually, an accounting of lodging units in the HMIS (for HIC, AHAR, and as required);
 - Provide information from HMIS for the HUD COC NOFA.
- Provide ongoing training and technical support on the use of Service Point;
- Oversee system administration, especially as it relates to external security protocols;
- Oversee and coordinate the activities of the Local System Administrators;

- Provide ongoing support, training, technical assistance to and function as a resource to the Local Systems Administrators and the Site Technical Coordinators.
- Ensure the consistent contribution of data that meets all HUD-established data standards;
- Work with AHFE to facilitate participation by all homeless prevention and assistance programs and other programs serving homeless people to participate in the HMIS;
- Attend Data Management and Data Outcomes & Evaluation Committee meetings;
- Determine length of time that records must be maintained for inspection and monitoring purposes per HUD standards and ensure compliance with these standards;
- Respond to AHFE Steering and Data Management and Data Outcomes & Evaluation Committees directives
- Provide HMIS grant administration for the CoC's HUD HMIS grant
 - Prepare annual renewal grant
 - Prepare and submit the HUD Annual Performance Report
 - Participate in filed office monitoring

Signing on Behalf of A Home for Everyone (CoC for Portland/Gresham/Multnomah County):

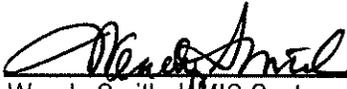


Marc Jolin, Director

May 4, 2017

Date

Signing on Behalf of Portland Housing Bureau (HMIS Lead)



Wendy Smith, HMIS System Administrator

05 16 2017

Date