

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:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
 2. Ensuring all questions are answered completely.
 3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
 4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
 5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
 6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.
- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.
 - 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 application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: AR-500 - Little Rock/Central Arkansas CoC

1A-2. Collaborative Applicant Name: City of Little Rock

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Little Rock Community Mental Health Center

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organization(s) and/or person(s) that participate in CoC meetings. Using the drop-down boxes, indicate if the organization(s) and/or person(s): (1) participate in CoC meetings; and (2) vote, including selection of CoC Board members. Responses should be for the period from 5/1/16 to 4/30/17.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	No	No
Local Jail(s)	Yes	Yes
Hospital(s)	Yes	Yes
EMT/Crisis Response Team(s)	No	No
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	No	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		

Youth day resource centers	Yes	Yes
Probation and parole officers	Yes	Yes
HIV Service providers	Yes	Yes

Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.

**1B-1a. Describe the specific strategy(s) the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness.
(limit 1000 characters)**

CATCH employs a Program Coordinator who is responsible for coordinating all CATCH activities and who works closely with our board to ensure a broad and inclusive membership. We also have a Membership Committee that supports those efforts and helps to grow CATCH membership. The Program Coordinator and Membership Committee's duties include conducting outreach to new agencies and those who may not yet be involved with CATCH. However, all CATCH members are empowered and encouraged to recruit new members and to spread the word about CATCH far and wide in our community. We have good relationships with the press, regularly fielding questions about homelessness in the state. These media appearances increase awareness of homelessness and increase community awareness of CATCH. We have regular meetings that are publically announced and open to anyone interested in preventing or ending homelessness in Central Arkansas. Our strategy can be summed up as "Every Member is Responsible."

**1B-2. Describe the CoC's open invitation process for soliciting new members, including any special outreach.
(limit 1000 characters)**

Last year, the CATCH Program Coordinator held meetings in all four counties included in the CoC: Saline, Pulaski, Prairie, and Lonoke counties. Notice of these meetings was advertised in the Arkansas Democrat as well as in several of the local papers in Lonoke County. These notices generated a great deal of interest in those communities, which allowed for productive meetings to discuss the unique challenges and issues they face. An overview of CoC activities and opportunities was provided at each meeting. Additionally, the CATCH meeting schedule is posted on our website and all meetings are open to the public. As noted above, all CATCH members are responsible for spreading the word about CATCH to new or unaware agencies or individuals who serve the homeless in Central Arkansas.

**1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to proposals.
(limit 1000 characters)**

CATCH maintains a website and active email list, both of which are used to spread the word about funding opportunities. We have gone further and pro-actively sought out applicants for new funding projects over the past two cycles. Board members have reached out to several agencies to encourage them to apply for new project funding. The president of our board of directors met personally with two potential new applicants and staff from CATCH member agencies offered to provide technical support to new applicants to help walk them through the application process. Information about the FY2017 funding competition was posted on the CATCH website on August 8th. Also on August 8th, an email about the competition was sent to all agencies on our email list. As noted above, the CATCH Program Coordinator conducted outreach in every county covered by our CoC's geographic area this year.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoCs coordination; planning and operation of projects.

Only select "Not Applicable" if the funding source(s) do not exist in the CoC's geographic area.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
	Not Applicable
	Not Applicable

1C-2. Describe how the CoC actively consults with Emergency Solutions Grant (ESG) recipient's in the planning and allocation of ESG funds. Include in the response: (1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds; (2) the CoCs participation in the local Consolidated Plan jurisdiction(s) process by providing Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions; and (3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates. (limit 1000 characters)

Arkansas Department of Human Services (DHS), Office of Community Services (OCS) is the grantee for the Emergency Solutions Grant (ESG) in the state of Arkansas. OCS is represented on the CATCH Board of Directors, ensuring

coordination between the two organizations. An application-based formula is used for allocation of funds, based upon funding available and the number of applicants and amount of funding requested by CATCH member agencies. DHS meets annually with CoC's and entitlement cities throughout the state to discuss planning, areas lacking service providers, and funding. This ensures excellent communication between the ESG Program and recipients of ESG funding, including CoC's. The statewide HMIS lead agency is represented on the CATCH Board. PIT and HIC Count planning occurs between the HMIS lead and the CATCH PIT Count Committee. Homelessness information is discussed at Con Plan public hearings held across the jurisdiction area.

**1C-3. CoCs must demonstrate the local efforts to address the unique needs of persons, and their families, fleeing domestic violence that includes access to housing and services that prioritizes safety and confidentiality of program participants.
(limit 1000 characters)**

Domestic violence providers are active members of CATCH. The largest domestic violence provider in Central Arkansas, Women & Children First, is an active member with a seat on the CATCH Board of directors. That agency has referral partnerships and MOUs to protect client confidentiality and safety with other CATCH agencies. Other victim service providers have similar policies and procedures regarding confidentiality and safety.

**1C-3a. CoCs must describe the following: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment.
(limit 1,000 characters)**

Through domestic violence agency providers on the CATCH Board and through presentations at CATCH membership meetings, education regarding data usage, treatment, and best practices are shared with all CATCH provider agencies. This data is also used in the assessment of community needs, and for planning purposes. Representatives from domestic violence service agencies work closely with the CATCH Board on needs of domestic violence survivors, homelessness issues face by dv survivors, and the best practices being used to ensure confidentiality and safety of dv survivors.

1C-4. Using the chart provided, for each of the Public Housing Agency's (PHA) in the CoC's geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA's that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.

Attachment Required: If the CoC selected, "Yes-Public Housing", "Yes-

HCV" or "Yes-Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
Metropolitan Housing Alliance	4.00%	Yes-HCV
Pulaski County Housing Agency	0.00%	No
North Little Rock Housing Authority	0.00%	No
Jacksonville Housing Authority	0.00%	No
Benton Housing Authority	0.00%	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-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 1000 characters)**

So far in 2017, homeless families make up 25% of new admission to the Metropolitan Housing Authority, which enacted a homeless preference in 2016 and is the largest housing authority in our CoC. By demonstrating that the newly adopted homeless preference is successful at MHA, the CoC and MHA will encourage other PHA's to adopt similar policies. The MHA has become very active in CATCH, including through administering two CoC program grants. MHA will provide training and resources to the other PHA's when they are ready to adopt such a policy.

**1C-5. Describe the actions the CoC has taken to: (1) address the needs of Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy.
(limit 1000 characters)**

Lucie's Place, a relatively new provider of services for LGBG homeless young people in our community, is an active member of CATCH. The CoC board has provided extensive technical assistance to Lucie's Place to help the organization build its administrative capacity so that it can eventually apply for a CoC project grant. Lucie's Place currently runs a drop-in center and has one non-HUD funded permanent housing facility. The CATCH PIT committee worked with Lucie's place to include questions regarding LGBTQ needs in the PIT count survey. The agency has provided valuable information and has contributed to the CATCH planning process. Additionally, all CATCH members who receive HUD funding attend mandatory trainings at the HUD field office to ensure the implementation of all HUD policies, including anti-discrimination policies.

1C-6. Criminalization: Select the specific strategies implemented by the CoC to prevent the criminalization of homelessness 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"/>
Engaged/educated local business leaders	<input checked="checked" type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 50 characters)	
Engaged/educated local re-entry agencies	<input checked="checked" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning-State and Local: Select from the list provided, the systems of care the CoC coordinates with and assists in state and local discharge planning efforts to ensure those who are discharged from that system of care are not released directly to the streets, emergency shelters, or other homeless assistance programs. 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-1a. If the applicant did not check all the boxes in 1D-1, provide: (1) an explanation of the reason(s) the CoC does not have a discharge policy in place for the system of care; and (2) provide the actions the CoC is taking or plans to take to coordinate with or assist the State and local discharge planning efforts to ensure persons are not discharged to the street, emergency shelters, or other homeless assistance programs. (limit 1000 characters)

1D-2. Discharge Planning: Select the system(s) of care within the CoC's geographic area the CoC actively coordinates with to ensure persons who have resided in any of the institutions listed below longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

Foster Care:	<input checked="checked" type="checkbox"/>
Health Care:	<input checked="checked" type="checkbox"/>

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

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

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Using the drop-down menu, select the appropriate response(s) that demonstrate the process the CoC used to rank and select project applications in the FY 2017 CoC Program Competition which included (1) the use of objective criteria; (2) at least one factor related to achieving positive housing outcomes; and (3) included a specific method for evaluating projects submitted by victim service providers.

Attachment Required: Public posting of documentation that supports the process the CoC used to rank and select project application.

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

1E-2. Severity of Needs and Vulnerabilities

CoCs must provide the extent the CoC considered the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Describe: (1) the specific vulnerabilities the CoC considered; and (2) how the CoC takes these vulnerabilities into account during the ranking and selection process. (See the CoC Application Detailed Instructions for examples of severity of needs and vulnerabilities.)
(limit 1000 characters)

The CATCH Rank & Review process reflects our COC-wide commitment to prioritizing the chronically homeless, homeless families with children, and homeless veterans. In the scoring tools used for both new and renewal projects, projects are scored on the vulnerable populations they serve. This year we did use the HUD-provided to to score our CoC project applicants. Those scores are then a factor in determining a project's overall score and ranking. CATCH is committed to meeting the needs of the most vulnerable and at-risk populations.

1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection

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process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.

Attachment Required: Documentation demonstrating the objective ranking and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available. Attachments must clearly show the date the documents were publicly posted.

Public Posting	
CoC or other Website	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

1E-4. Reallocation: Applicants must demonstrate the ability to reallocate lower performing projects to create new, higher performing projects. CoC's may choose from one of the following two options below to answer this question. You do not need to provide an answer for both.

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.

Attachment Required - Option 1: Documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between FY 2013 and FY 2017 CoC Program Competitions.

No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

Reallocation: Option 1

Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps. 09/13/2017

Attachment Required: Copies of the written notification to project applicant(s) that their project application(s) were rejected. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps. 09/13/2017

Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.

Reallocation Supporting Documentation

Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Document Type	Required?	Document Description	Date Attached
Reallocation Supporting Documentation	No	New Project Solic...	09/07/2017

Attachment Details

Document Description: New Project Solicitation Email from CoC

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

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

Attachment Required: If "Yes" is selected, a copy of the sections of the Governance Charter, or MOU/MOA addressing the roles and responsibilities of the CoC and HMIS Lead.

2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA. 2-3

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? Attachment Required: If the response was "Yes", attach a copy of the HMIS Policies and Procedures Manual. Yes

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

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

2A-5. Per the 2017 HIC use the following chart to indicate the number of beds in the 2017 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 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	471	101	218	58.92%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	203	40	107	65.64%
Rapid Re-Housing (RRH) beds	68	0	68	100.00%
Permanent Supportive Housing (PSH) beds	931	0	552	59.29%
Other Permanent Housing (OPH) beds	23	0	23	100.00%

2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months.

(limit 1000 characters)

CATCH will continue to recruit new projects in each area, with the goal of increasing coverage in each area to at least 85%.

2A-6. Annual Housing Assessment Report 12
(AHAR) Submission: How many Annual
Housing Assessment Report (AHAR) tables
were accepted and used in the 2016 AHAR?

2A-7. Enter the date the CoC submitted the 04/30/2017
2017 Housing Inventory Count (HIC) data into
the Homelessness Data Exchange (HDX).
(mm/dd/yyyy)

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

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception. 01/24/2017

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy) 04/30/2017

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

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Describe any change in the CoC's sheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specifically, how those changes impacted the CoCs sheltered PIT count results. (limit 1000 characters)

There were no changes from 2016 to 2017. All shelter sites were counted. Local college students participated in the process of surveying domestic violence programs and other providers which do not participate in HMIS.

2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? Yes

2C-2a. If "Yes" was selected in 2C-2, enter the change in provider coverage in the 2017 sheltered PIT count, including the number of beds added or removed due to the change.

Beds Added:	0
Beds Removed:	33
Total:	-33

2C-3. Did your CoC add or remove emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially declared disaster resulting in a change to the CoC's 2017 sheltered PIT count? No

2C-3a. If "Yes" was selected in 2C-3, enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Did the CoC change its unsheltered PIT No

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count implementation, including methodology and data quality changes from 2016 to 2017?

CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

2C-4a. Describe any change in the CoC's unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specify how those changes impacted the CoC's unsheltered PIT count results. See Detailed Instructions for more information. (limit 1000 characters)

The Van, a non-HUD funded agency dedicated to street and homeless-camp outreach, participated in the unsheltered count in 2017. The Van's involvement increased the number of sites where unsheltered homeless persons camp that we were able to include in our count. This year we also had more warming sites available, and thus more counting, than ever before. These efforts resulted in a much more thorough and accurate count than in past years. The result was an increased, but more accurate, count of the unsheltered population in Central Arkansas.

2C-5. Did the CoC implement specific measures to identify youth in their PIT count? Yes

2C-5a. If "Yes" was selected in 2C-5, describe the specific measures the CoC; (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified. (limit 1000 characters)

Data was obtained from each school district in the CATCH service area regarding homeless youth enrolled in schools. This data was obtained from the McKinney-Vento representative in each school district. The process of identifying homeless youth is an ongoing and key component of the CATCH planning process.

Additionally, Immerse Arkansas has become very active in CATCH. Immerse has a homeless and runaway youth project, a shelter for teen mothers, and also provides support for children aging out of foster care. Immerse's involvement with the CoC, which includes a formal MOU with CATCH, has improved our ability to both count and serve homeless youth. As a stakeholder, Immerse intends to stay extremely involved in CATCH, providing extra support and guidance to end youth homelessness in Central Arkansas.

2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness,

**families with children, and Veterans experiencing homelessness.
(limit 1000 characters)**

The VA assisted with the count. Also, CATCH has participated in the Mayor's Challenge to End Veteran Homelessness, which provides an ongoing list of homeless veterans, by name, enabling CATCH to work with these individuals to move them into housing. This has resulted in a reduction of homeless veterans since the last count.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. Performance Measure: Reduction in the Number of First-Time Homeless. Describe: (1) the numerical change the CoC experienced; (2) the process the CoC used to identify risk factors of becoming homeless for the first time; (3) the strategies in place to address individuals and families at risk of becoming homeless; and (4) the organization or position that is responsible for overseeing the CoC's strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.

(limit 1000 characters)

From 2016 to 2017, the CoC saw a decrease in the number of persons experiencing homelessness for the first time, as the number of first-time homeless entering emergency shelters and transitional housing decreased by 183 persons and the number of first-time homeless entering emergency shelters, transitional housing, and permanent housing decreased by 140. Our strategy is to train existing agencies and recruit new agencies to identify and serve those at risk of becoming homeless. One example is the Central Arkansas Family Stability Institute (CAFSI), a homeless-prevention program that is privately funded and run by Our House, a CoC agency. CAFSI provides 12 months of intensive case management and supportive services to families who are on the brink of becoming homeless. Last year, 90% of those they served avoided homelessness altogether. Our strategy is to utilize diverse funding streams and strong programs to continue reducing the number of homeless individuals in Central Arkansas.

3A-2. Performance Measure: Length-of-Time Homeless.

CoC 's must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC's strategy to reduce the length-of-time individuals and families remain homeless.

(limit 1000 characters)

From 2016 to 2017, the CoC saw a slight increase in both the average (4 days) and median (2 days) length of stay for persons in emergency shelters. Additionally, the CoC also saw a slight increase in the average (1 day) and median (1 day) length of stay for persons in emergency shelters and transitional

housing. Our strategy is to develop more homelessness-prevention and rapid rehousing programs in order to reduce the length of time any individual has to remain homeless. Last year CATCH worked with five new agencies who applied for ESG homelessness prevention or rapid re-housing funds. We hope to see the effects of those new agencies on this performance measure next year. The CoC board monitors all system-wide performance measures.

3A-3. Performance Measures: Successful Permanent Housing Placement and Retention

Describe: (1) the numerical change the CoC experienced; (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC's strategy for retention of, or placement in permanent housing. (limit 1000 characters)

The CoC saw a significant increase in the number and percentage of persons exiting to permanent housing from emergency shelter, transitional housing and rapid rehousing programs from 2016 to 2017. Specifically, there was an increase of 194 persons which is a 16% increase. The CoC also saw a slight increase in the number (14) and percentage (1%) of persons who remained in permanent housing programs or exited to permanent destinations. Our strategy is to continue to educate service providers and clients about available permanent housing options and to, when possible, increase the number of permanent housing options available. This year the Metropolitan Housing Authority, the largest PHA in our CoC, adopted a homelessness preference. We expect to see even stronger results on this performance measure next year as we see the impact of that policy change.

3A-4. Performance Measure: Returns to Homelessness.

Describe: (1) the numerical change the CoC experienced, (2) what strategies the CoC implemented to identify individuals and families who return to homelessness, (3) the strategies the CoC will use to reduce additional returns to homelessness, and (4) the organization or position responsible for overseeing the CoC's efforts to reduce the rate of individuals and families' returns to homelessness. (limit 1000 characters)

The CoC saw no change in the % of clients returning to homelessness from shelters (17%) and overall from all project types (18%) from 2015 to 2016, and a slight increase for transitional housing (from 14% to 17%). CATCH's strategy is to invest in and nurture effective homelessness-prevention programs that are available to those exiting homelessness. Our House's CAFSI program provides 12-months of intensive case management to families exiting shelter or transitional housing with the goal of helping their clients overcome homelessness permanently. Our House also has a reentry program that provides supportive services to reentering citizens who face barriers to housing stability. The CATCH CoC Coordinator helps to facilitate communication among agencies and to develop a CoC-wide strategy. It is CATCH's goal to help homeless individuals and families overcome homelessness permanently.

3A-5. Performance Measures: Job and Income Growth

Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC's strategy to increase job and income growth from employment, non-employment including mainstream benefits.
(limit 1000 characters)

The CoC saw a slight decrease in the % of stayers increasing total income (5% decrease), but saw a significant increase (22%) in leavers increasing total income. CoC agencies have made a great progress in developing new strategies and programs to increase job attainment and income growth. Our House made a \$1 million investment into their Career Center, transforming an old building into a hub of empowerment for homeless and near-homeless job seekers. A group of CoC agencies collaborated to secure a grant from the US Dept. of Labor that will create job training opportunities for formerly incarcerated citizens. Our House has also entered into a partnership with the AR Dept. of Workforce Services to create a "pipeline to employment" for the homeless and near-homeless in our CoC by creating a point person for corporate engagement who will engage the local business community to create more and better job opportunities for the homeless and near-homeless served by all agencies in the CoC.

3A-6. Did the CoC completely exclude a geographic area from the most recent PIT count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests). No

3A.6a. If the response to 3A-6 was "Yes", what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count?
(limit 1000 characters)

3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016. 06/04/2017
(mm/dd/yyyy)

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

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. Compare the total number of PSH beds, CoC program and non CoC-program funded, that were identified as dedicated for yes by chronically homeless persons in the 2017 HIC, as compared to those identified in the 2016 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	136	73	-63

3B-1.1. In the box below: (1) "total number of Dedicated PLUS Beds" provide the total number of beds in the Project Allocation(s) that are designated as Dedicated PLUS beds; and (2) in the box below "total number of beds dedicated to the chronically homeless; provide the total number of beds in the Project Application(s) that are designated for the chronically homeless. This does not include those that were identified in (1) above as Dedicated PLUS Beds.

Total number of beds dedicated as Dedicated Plus	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	0
Total	0

3B-1.2. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. Yes

3B-2.1. Using the following chart, check each box to indicate the factor(s) the CoC currently uses to prioritize households with children based on need during the FY 2017 Fiscal Year.

History of or 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 checked="" type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

**3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC's strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 1000 characters)**

*Please note that we have not lost 63 PSH beds! The response to 3B-1 is the result of an error in our HIC, which we are seeking to revise. The correct difference from 2016 to 2017 is -23.*Our CoC has shifted all ESG-funded rapid rehousing to one provider, River City Ministry (RCM). By centralizing Rapid Rehousing, the process for moving families with children out of homelessness quickly is streamlined and relatively uncomplicated. Our coordinated entry policy mandates that families with children be referred immediately to the Rapid Rehousing program. RCM is active in the CoC, and they partner closely with Our House. Our House provides all rapid rehousing clients with access to a privately-funded homelessness-prevention program that includes a host of adult education, job training, and childcare services. Families receive 12 months of intensive case management, which helps ensure the success of rapid rehousing families with children.

3B-2.3. Compare the number of RRH units available to serve families from the 2016 and 2017 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	6	6	0

**3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing.
(limit 1000 characters)**

CATCH works closely with our local HUD office to ensure all CoC member agencies are informed of any changes to HUD policy and are trained in applying HUD anti-discrimination policies.

3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.

Human trafficking and other forms of exploitation?	No
LGBT youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes

3B-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.

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

3B-2.7. Describe: (1) the strategies used by the CoC, including securing additional funding to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness; (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) the measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) why the CoC believes the measure(s) used is an appropriate way to determine the effectiveness of the CoC's efforts. (limit 1500 characters)

CATCH's strategy is to secure additional funding from multiple sources and to implement high-quality, high-performance programs. Immerse Arkansas' RHY-funded transitional housing project, which targets unaccompanied youth, is a key example. CATCH entered into a formal MOU with Immerse Arkansas this year to better coordinate with them in providing referrals both ways and aligning services. We believe that a sufficient number of youth beds coupled with effective homelessness-prevention programs for families with children and long-term supportive services will eradicate child homelessness in Central Arkansas. Our CoC is committed to tracking system performance measures and to letting data drive our decisions concerning the allocation of both HUD and non-HUD resources. We will continue to monitor the effectiveness of our strategy through performance measures and actual outcomes.

3B-2.8. Describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and

school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services.
(limit 1000 characters)

CATCH and its members collaborate with local districts, schools, and the state board of education through a variety of partnerships, formal MOUs, and grants. An administrator from the Little Rock School District (LRSD), the largest district in Central Arkansas, serves on the CATCH board of directors. Her leadership ensures that agencies are well informed and fosters close collaboration concerning McKinney Vento in CATCH. The LRSD's homeless liaison provides McKinney-Vento training from to CATCH members. All CATCH agencies are required not only to adhere to McKinney Vento standards but to proactively advocate for homeless children in their programs to get enrolled in school, remain in their school of origin if they so desire, engage with the school system to get transportation to the school of origin, engage with the school district to ensure the child has all the supplies need to be successful at school and to remain engaged, ensuring that these and other rights are respected.

3B-2.9. Does the CoC have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No".

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	No
Head Start	No	No
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		
Little Rock School District	No	Yes
n/a		

3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
(limit 1000 characters)

CATCH has been a leader in assembling a working group, along with the mayor of Little Rock, to develop a comprehensive plan to end veteran homelessness in central Arkansas, including a by-name list that is actively case-coordinated. CATCH has prioritized homeless veterans in our coordinated entry system, equipping stakeholders throughout the community with a single point of contact

for any homeless veteran to be referred, added to the by-name list, and engaged with housing and other services, including HUD-VASH, SSVF, and other programs. The two largest veteran-serving organizations in our community, the VA and St. Francis House, both serve on the CATCH board and help to ensure that CATCH is able to effectively coordinate programs to address veteran homelessness. The results of these efforts are already showing up in the PIT data as previously described.

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

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

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran is assisted to quickly move into permanent housing using a Housing First approach? Yes

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

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Select from the drop-down (1) each type of healthcare organization the CoC assists program participants with enrolling in health insurance, and (2) if the CoC provides assistance with the effective utilization of Medicaid and other benefits.

Type of Health Care	Yes/No	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, e.g. Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		
n/a		

4A-1a. Mainstream Benefits

CoC program funded projects must be able to demonstrate they supplement CoC Program funds from other public and private resources, including: (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits. (limit 1000 characters)

In CATCH, we seek to improve coordination and integration with mainstream resources in all of our member agencies. We support each program in tailoring their methods to the particular strengths, challenges, and needs of their clientele. Each agency provides the appropriate tools to their target populations to navigate the mainstream systems. Agencies with SOAR trained personnel provide outreach to every homeless population we serve. Immerse Arkansas addresses the specific needs of youth aging out of foster care and homeless youth, including the creation of pathways to mainstream benefits. Our House has entered into an agreement with DHS to become a SNAP E&T site, providing streamlined access to mainstream services with minimal barriers. Our membership meetings are used to share information and resources and most of our project applicants provide supportive services to one another's clients. The

CATCH coordinator is responsible for meeting the needs of member agencies.

4A-2. Low Barrier: Based on the CoCs FY 2017 new and renewal project applications, what percentage of Permanent Housing (PSH) and Rapid Rehousing (RRH), Transitional Housing (TH), Safe-Haven, and SSO (Supportive Services Only-non-coordinated entry) projects in the CoC are low-barrier?

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	11.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	11.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

4A-3. Housing First: What percentage of CoC Program Funded PSH, RRH, SSO (non-coordinated entry), safe-haven and Transitional Housing; FY 2017 projects have adopted the Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	11.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	10.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	90.91%

4A-4. Street Outreach: Describe (1) the CoC's outreach and if it covers 100 percent of the CoC's geographic area; (2) how often street outreach is conducted; and (3) how the CoC has tailored its street outreach to those that are least likely to request assistance. (limit 1000 characters)

A majority of CoC's geographic area receives outreach. Our strategy consists of mobilizing several programs, each of which serves different populations. The Van, a mobile resource center designed to meet the homeless where they are, provides services on-site at homeless camps and on the streets. By meeting people where they are, the Van reaches those who are least likely to request assistance or to seek shelter. The Van is in operation year round. LRCMHC provides outreach, assessment, and treatment for people living on the streets with a serious mental illness. Better Community Development provides an outreach worker to locate and provide supportive services to unsheltered women. Finally, the city-run agency Jericho Way is a no-barrier drop-in center that serves hundred of homeless individuals daily. CoC agencies collaborate with Jericho Way to ensure all clients have access to the full suite of services available in our CoC.

4A-5. Affirmative Outreach
Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin,

religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach.

Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)

Our strategy to implement and enforce fair housing policies is to work closely with experts. The Arkansas Fair Housing Commission hosts a quarterly meeting presenting information about their mission to enforce state and federal fair housing and lending law and to educate our memberships on fair housing laws rules and regulation. Our local HUD office has also provided fair housing training for all the CoC's in Arkansas. The COC provides education and outreach services to prevent discriminatory housing practices. For example, all CoC housing agencies received training in housing transgendered individuals from our HUD field office. As noted above, the street outreach and drop-in agencies in our CoC help to reach those who are least likely to seek services.

4A-6. Compare the number of RRH beds available to serve populations from the 2016 and 2017 HIC.

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	0	1	1

4A-7. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statutes who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). No

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Email to accepted...	09/14/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	Evidence of Publi...	09/15/2017
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	Project Rank and ...	09/28/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	Public Posting Ev...	09/14/2017
05. CoCs Process for Reallocating	Yes	Reallocation Process	09/15/2017
06. CoC's Governance Charter	Yes	CATCH Governance ...	09/14/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policy and P...	08/22/2017
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	Homeless preference	09/07/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No		
11. CoC Written Standards for Order of Priority	No	CATCH Coordinated...	09/14/2017
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	AR 500 HDX report	08/30/2017
14. Other	No	Statewide HMIS Go...	09/27/2017
15. Other	No		

Attachment Details

Document Description: Email to accepted applicants, we had no rejected applicants this year

Attachment Details

Document Description: Evidence of Public Posting of CoC Application

Attachment Details

Document Description: Project Rank and Review Process and Scoring Tools

Attachment Details

Document Description: Public Posting Evidence

Attachment Details

Document Description: Reallocation Process

Attachment Details

Document Description: CATCH Governance Documents

Attachment Details

Document Description: HMIS Policy and Procedure Manual

Attachment Details

Document Description:

Attachment Details

Document Description: Homeless preference

Attachment Details

Document Description:

Attachment Details

Document Description: CATCH Coordinated Entry Policy

Attachment Details

Document Description:

Attachment Details

Document Description: AR 500 HDX report

Attachment Details

Document Description: Statewide HMIS Governance

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	08/22/2017
1B. Engagement	09/28/2017
1C. Coordination	09/28/2017
1D. Discharge Planning	09/08/2017
1E. Project Review	09/28/2017
1F. Reallocation Supporting Documentation	09/07/2017
2A. HMIS Implementation	09/19/2017
2B. PIT Count	09/14/2017
2C. Sheltered Data - Methods	09/28/2017
3A. System Performance	09/28/2017
3B. Performance and Strategic Planning	09/28/2017

4A. Mainstream Benefits and Additional Policies

09/28/2017

4B. Attachments

09/28/2017

Submission Summary

No Input Required



Joy Ritchey Reynolds <joy@ourhouseshelter.org>

2017 COC Applications Due August 28

1 message

CATCH <catcharkansas@gmail.com>
Reply-To: catcharkansas@gmail.com
To: joy@ourhouseshelter.org

Tue, Aug 8, 2017 at 5:08 PM



Greetings everyone,

New and renewal COC project applications are due to the Rank & Review Committee by **August 28**. This means that your application has to be submitted in eSnaps prior to this date, with a pdf copy of the application and a copy of your most recent APR submitted to the Rank & Review committee by this date. Additional application materials may be required, and further information related to the Rank & Review process and scoring tools for new and renewal projects will be updated shortly.

Note that the August 28 deadline is a requirement in the NOFA. Specifically, COCs are required to set a local competition deadline that is 30 prior to the overall deadline, which this year is September 28.

We hope to receive applicants for the new project funding! Specifically, **there is \$189,449 available for new Permanent Housing or Rapid Rehousing projects under the Permanent Housing Bonus incentive offered by HUD**. Receipt of the funds is contingent upon our entire COC application receiving a high enough score.

If you intend to apply, please send a notice of intent to apply to catcharkansas@gmail.com, so that we can readily send you information related to the Rank & Review process and scoring tools when they become available.

9/7/2017

Our House Mail - 2017 COC Applications Due August 28

If you have any questions about this process, please contact Ben Goodwin, CATCH President, at **501-374-7383 ext 209** or ben@ourhouseshelter.org.

This email was sent to joy@ourhouseshelter.org

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Central Arkansas Team Care for the Homeless · 500 W. Markham, Room 120W · Little Rock, AR 72201 · USA

The MailChimp logo is displayed within a light gray rectangular box. The text "MailChimp" is written in a white, cursive script font.



Joy Ritchey Reynolds <joy@ourhouseshelter.org>

Fwd: FY 2017 CoC Application

Joy Ritchey Reynolds <joy@ourhouseshelter.org>
To: Daniel Durbin <daniel.durbin@ourhouseshelter.org>

Thu, Sep 14, 2017 at 11:13 AM

From: Turner, Doris Williams <DTurner@littlerock.gov>
Date: Wed, Sep 13, 2017 at 3:56 PM
Subject: FY 2017 CoC Application
To: Ben Goodwin <ben@ourhouseshelter.org>

This to inform you that the application submitted for Our House Homeless Assistance FY 2017 funding has been accepted by the Rank and Review Committee. Congratulations

Doris Turner

Community Development Administrator

Department of Housing & Neighborhood Programs

500 W. Markham, Suite 120 West

Little Rock, AR 72201

dturner@littlerock.gov

Phone (501) 244-5420

Fax (501) 399-3461

Please note new email: dturner@littlerock.gov

--

Ben Goodwin
Assistant Director



Our House, Inc.
P.O. Box 34155
Little Rock, Arkansas 72203
[501-374-7383](tel:501-374-7383) ext 209 (office)
[501-944-5110](tel:501-944-5110) (cell)



Joy Ritchey Reynolds <joy@ourhouseshelter.org>

Fwd: FY 2017 CoC Application

Joy Ritchey Reynolds <joy@ourhouseshelter.org>
To: Joy Ritchey <joy@ourhouseshelter.org>

Thu, Sep 14, 2017 at 1:37 PM

From: Turner, Doris Williams
Sent: Wednesday, September 13, 2017 4:11 PM
To: 'jowens@mhapha.org' <jowens@mhapha.org>
Subject: FY 2017 CoC Application

This is to inform you that the applications submitted for Metropolitan Housing Alliance Homeless Assistance FY 2017 funding has been accepted by the Rank and Review Committee. These projects are **Portage House and Jericho Coalition**.

Doris Turner

Community Development Administrator

Department of Housing & Neighborhood Programs

500 W. Markham, Suite 120 West

Little Rock, AR 72201

dturner@littlerock.gov

Phone (501) 244-5420

Fax (501) 399-3461

Please note new email: dturner@littlerock.gov



Joy Ritchey Reynolds <joy@ourhouseshelter.org>

Fwd: FY 2017 CoC Application

Joy Ritchey Reynolds <joy@ourhouseshelter.org>
To: Joy Ritchey <joy@ourhouseshelter.org>

Thu, Sep 14, 2017 at 1:44 PM

From: Turner, Doris Williams
Sent: Wednesday, September 13, 2017 3:50 PM
To: 'Ed Nilles' <Ed.Nilles@lrcmhc.com>
Subject: FY 2017 CoC Application

This to inform you that applications submitted on behalf of Little Rock Community Mental Health Center Homeless Assistance FY 2017 Funding have been accepted by the Rank and Review Committee. Each application is listed.

S + C #43

Joseph and Step

S + C # 44, #45, #42

Step 2

Outreach Assessment and Treatment

AR Management Information System

Doris Turner

Community Development Administrator

Department of Housing & Neighborhood Programs

500 W. Markham, Suite 120 West

Little Rock, AR 72201

dturner@littlerock.gov

Phone (501) 244-5420



Joy Ritchey Reynolds <joy@ourhouseshelter.org>

Fwd: FY 2017 CoC Application

Joy Ritchey Reynolds <joy@ourhouseshelter.org>
To: Joy Ritchey <joy@ourhouseshelter.org>

Thu, Sep 14, 2017 at 1:36 PM

From: Turner, Doris Williams
Sent: Wednesday, September 13, 2017 3:09 PM
To: 'bcdman@bcdinc.org' <bcdman@bcdinc.org>
Subject: FY 2017 CoC Application

This is to inform you that the application submitted for Better Community Development Homeless Assistance FY 2017 funding has been accepted by the Rank and Review Committee.

Doris Turner

Community Development Administrator

Department of Housing & Neighborhood Programs

500 W. Markham, Suite 120 West

Little Rock, AR 72201

dturner@littlerock.gov

Phone (501) 244-5420

Fax (501) 399-3461

Please note new email: dturner@littlerock.gov

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News & Publications

FY2017 COC Application & Project Ranking for Review

📁 News

The CATCH COC Application Committee has finalized the application for FY2017 COC Program funding, and the Rank & Review Committee has reviewed and ranked the 10 renewal projects that were submitted. The Application and the Ranking List is attached.

Our plan is to submit this application on Friday afternoon, September 22. So please get any comments or questions to Ben Goodwin, CATCH President, by Wednesday, September 20, at 2:00 p.m. Ben can be reached at ben@ourhouseshelter.org or 501-374-7383 ext. 209.

Click the links below to access the files for review:

[CATCH-FY2017-COC-Application](#)

[CATCH-FY2017-Project-Ranking](#)

< [2017 Review and Ranking Process and Scoring Tools](#)

About Us

Central Arkansas Team Care for the Homeless (CATCH) is a non-profit member organization with a mission to provide a community-based system for empowering the homeless and those at risk of homelessness to access housing and services that meet their needs. CATCH was founded in 1995 and has been active since that time.

Recent Posts

- > [FY2017 COC Application & Project Ranking for Review](#)

- > [2017 Review and Ranking Process and Scoring Tools](#)

- > [2017 COC Project Applications Due August 28](#)

- > [2017 Point In Time \(PIT\) Count](#)

- > [Point In Time Count Set for Tuesday, January 24](#)

Quick Contact

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Joy Ritchey Reynolds <joy@ourhouseshelter.org>

COC Application & Project Ranking for Review

CATCH <catcharkansas@gmail.com>
Reply-To: catcharkansas@gmail.com
To: joy@ourhouseshelter.org

Fri, Sep 15, 2017 at 3:13 PM



Hello CATCH members!

The CATCH COC Application Committee has finalized the application for FY2017 COC Program funding, and the Rank & Review Committee has reviewed and ranked the 10 renewal projects that were submitted. The Application and the Ranking List [can be reviewed on our website](#). Please take a look and let us know if you have questions, comments, or proposed changes.

Our plan is to submit this application on Friday afternoon, September 22. So please get any comments or questions to me by Wednesday, September 20, at 2:00 p.m.

Thanks!

Ben Goodwin

CATCH President

[501-374-7383 ext 209](tel:501-374-7383)

ben@ourhouseshelter.org

9/15/2017

Our House Mail - COC Application & Project Ranking for Review

This email was sent to joy@ourhouseshelter.org

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Central Arkansas Team Care for the Homeless · 500 W. Markham, Room 120W · Little Rock, AR 72201 · USA

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Review and Ranking Committee Process

August 24, 2017

1. The Proposal Review and Ranking Committee is a three member committee chaired by a Board member who is appointed by the President with the responsibility of carrying out the review and ranking of proposals associated with the annual COC Homeless Assistance Grant application to the Department of Housing and Urban Development.
2. Technical assistance is provided by the chairperson to committee members to insure familiarity with the process prior to ranking of applications.
3. A timeline for applications to be submitted to the Review and Ranking Committee is established by the Reviewing and Ranking Committee, the Collaborative Application Workgroup and guidance from the NOFA. The timelines shall be consistent with the established internal timelines to insure the required application deadline is met.
4. All **renewal** applicants are required to submit a copy of the most recent HUD approved Annual Performance Report (APR), their application and an abstract (narrative), not more than two (2) pages, responsive to the Renewal/Expansion Project Rating Tool. All **new** applicants are required to submit their application and abstract (narrative) of their program, not more than two (2) pages. No response is being requested for audit questions on new project scoring tool. All applications are due on or before August 28, 2017 by 11:59 p.m. CST. Please email your documents to twatson@cityofjacksonville.net , mervin@nlr.ar.gov , and mspencergardner@littlerock.gov .
5. The panel individually reviews and scores the applications using the approved rating tool provided, along with the project abstracts and most recent HUD approved annual performance reports. Any HUD de-obligation of funding will be taken into consideration during the scoring process.
6. The HMIS application will be reviewed for soundness, however it will not be scored. The committee has determined to rank it as number 10.
7. A location, date and time for the committee to meet to finalize the ranking of projects is established. When ranking projects, priority consideration will be given to: 1) New PH, PSH and RRH; 2) RRH renewals; 3) TH addressing family homelessness; and 4) renewals.
8. All applicant agencies will be notified in writing informing them if their application is accepted or rejected on September 13, 2017.
9. Information on final tabulations will be provided to the Collaborative Application workgroup. The ranking of projects and all scoring criteria will be publicized to the continuum of care



membership. The Review and Ranking Committee will provide feedback to applicant agencies as deemed necessary and/or if requested.

Time Line

- **August 28, 2017**-Proposals due to Rank & Review Committee by 11:59 pm, CST
- **September 11, 2017**-Rank & Review Committee meeting to score and rank applications
- **September 13, 2017**-Notifications will be sent regarding the acceptance and ranking of applications
- **September 28, 2017**-Final Deadline

NEW PROJECTS RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

New Projects
Rating Complete

0%

[Instructions on Awarding Points](#)

RATING FACTOR	POINTS AWARDED	MAX POINT VALUE
EXPERIENCE		
A. Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.	<input type="text"/>	out of 15
B. Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.	<input type="text"/>	out of 10
C. Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	<input type="text"/>	out of 5
Experience Subtotal	0	out of 30

DESIGN OF HOUSING & SUPPORTIVE SERVICES

A. Extent to which the applicant	<input type="text"/>	out of	15
1. Demonstrate understanding of the needs of the clients to be served.			
2. Demonstrate type, scale, and location of the housing fit the needs of the clients to be served			
3. Demonstrate type and scale of the all supportive services, regardless of funding source, meet the needs of the clients to be served.			
4. Demonstrate how clients will be assisted in obtaining and coordinating the provision of mainstream benefits			
5. Establish performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH or CoC benchmarks.			
B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	<input type="text"/>	out of	5
C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.	<input type="text"/>	out of	5
Design of Housing & Supportive Services Subtotal	0	out of	25

TIMELINESS

A. Describe plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.	<input type="text"/>	out of	10
Timeliness Subtotal	0	out of	10

FINANCIAL

A. Project is cost-effective - comparing projected cost per person served to CoC average within project type.	<input type="text"/>	out of	5
B. Audit			
1. Most recent audit found no exceptions to standard practices	<input type="text"/>	out of	3
2. Most recent audit identified agency as 'low risk'	<input type="text"/>	out of	3

NEW PROJECTS RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

New Projects
 Rating Complete

0%

[Instructions on Awarding Points](#)

RATING FACTOR	POINTS AWARDED		MAX POINT VALUE
3. Most recent audit indicates no findings	<input type="text"/>	out of	4
C. Documented match amount.	<input type="text"/>	out of	5
D. Budgeted costs are reasonable, allocable, and allowable.	<input type="text"/>	out of	20
Financial Subtotal	0	out of	40
PROJECT EFFECTIVENESS			
Coordinated Entry Participation- 95% of entries to project from CE referrals	<input type="text"/>	out of	5
Section V Subtotal	0	out of	5
OTHER AND LOCAL CRITERIA			
Section VI Subtotal	0	out of	0
TOTAL SCORE	0	out of	110
Weighted Rating Score	0	out of	100

PROJECT FINANCIAL INFORMATION

CoC funding requested	NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab	\$	-
Amount of other public funding (federal, state, county, city)		\$	-
Amount of private funding		\$	-
TOTAL PROJECT COST		\$	-

NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

if you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

New Projects
Threshold Complete

0%

THRESHOLD REQUIREMENTS

YES/NO

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

☐ Yes to all

HUD THRESHOLD REQUIREMENT

1. Applicant has active SAM registration with current information.
2. Applicant has valid DUNS number in application.
3. Applicant has no Outstanding Delinquent Federal Debts - It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
 - (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
 - (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.
6. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
7. Demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be subrecipients of grant funds.
8. Submitted the required certifications as specified in the NOFA.
9. Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
10. Demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year's NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:
 - (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;

NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

*if you would like to change the project type, please do so in the
 HIC and re-copy the data to the RAW HIC DATA tab, or do so in
 the LIST OF PROJECTS TO BE REVIEWED.*

New Projects
 Threshold Complete

0%

THRESHOLD REQUIREMENTS

YES/NO

(b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,

(c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

12. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement or has been given an exception from the CoC or will request a waiver from HUD. Otherwise select "No".)

Coordinated Entry Participation

Housing First and/or Low Barrier Implementation

Documented, secured minimum match

Project has reasonable costs

Project is financially feasible

Applicant is active participant in CoC

Application is complete and data are consistent

Bed/unit utilization rate will be at or above 95%

Acceptable organizational audit/financial review

Documented financial stability of applicant

RENEWAL/EXPANSION PROJECT RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

Renewal/Expansion Projects
 Rating Complete

0%

[Instructions on Awarding Points](#)

RATING FACTOR		PERFORMANCE GOAL	POINTS AWARDED	MAX POINT VALUE
PERFORMANCE MEASURES				
Length of Stay				
Rapid Re-housing	Participants are placed in housing less than 15 days after referral to RRH			20
Transitional housing	Participants are placed in housing less than 180 days after referral to TH			20
Exits to Permanent Housing				
Rapid Re-housing	≥ 90% move to PH			25
Permanent Supportive Housing	≥ 90% remain in or move to PH			25
Transitional housing	≥ 90% move to PH			25
Returns to Homelessness				
Within 12 months of exit to permanent housing	≤ 15% of participants return to homelessness			15
New or Increased Income and Earned Income				
Earned income for project stayers	8%+ increase			2.5
Non-employment income for project stayers	10%+ increase			2.5
Earned income for project leavers	8%+ increase			2.5
Non-employment income for project leavers	10%+ increase			2.5
Performance Measures Subtotal			0	120
SERVE HIGH NEED POPULATIONS				
Rapid Re-Housing	≥ 80% of participants with zero income at entry			10
Rapid Re-housing	≥ 75% of participants with more than one disability type			10
Rapid Re-housing	≥ 75% of participants entering project from place not meant for human habitation			10
Permanent Supportive Housing	≥ 50% of participants with zero income at entry			10
Permanent Supportive Housing	≥ 50% of participants with more than one disability type			10
Permanent Supportive Housing	≥ 50% of participants entering project from place not meant for human habitation			10
Transitional Housing	≥ 50% of participants with zero income at entry			10
Transitional Housing	≥ 50% of participants with more than one disability type			10
Transitional Housing	≥ 50% of participants entering project from place not meant for human habitation			10
Serve High Need Populations Subtotal			0	90
PROJECT EFFECTIVENESS				
Project has reasonable costs	Costs are within 5% of average cost per positive housing exit for project type (total project cost/number of exits to permanent housing)			20
Coordinated Entry Participation	≥ 95% of entries to project from CE referrals			10
Housing First and/or Low Barrier Implementation	Commits to applying Housing First model			10

RENEWAL/EXPANSION PROJECT RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

Renewal/Expansion Projects
 Rating Complete

0%

[Instructions on Awarding Points](#)

RATING FACTOR	PERFORMANCE GOAL	POINTS AWARDED		MAX POINT VALUE
	Project Effectiveness Subtotal	0	out of	40
OTHER AND LOCAL CRITERIA				
Applicant Narrative	Project is operating in conformance to CoC standards		out of	10
	Other and Local Criteria Subtotal	0	out of	10
	TOTAL SCORE	0	out of	260
	Weighted Rating Score	0	out of	100

PROJECT FINANCIAL INFORMATION

CoC funding requested	NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab	\$ -
Amount of other public funding (federal, state, county, city)		\$ -
Amount of private funding		\$ -
TOTAL PROJECT COST		\$ -
CoC Amount Awarded Last Operating Year	NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab	\$ -
CoC Amount Expended Last Operating Year	NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab	\$ -
Percent of CoC funding expended last operating year		0%

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

if you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects
Threshold Complete

0%

THRESHOLD REQUIREMENTS

YES/NO

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

☐ Yes to all

HUD THRESHOLD REQUIREMENTS

1. Applicant has Active SAM registration with current information.
2. Applicant has Valid DUNS number in application.
3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
 - (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
 - (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
6. Submitted the required certifications as specified in the NOFA.
7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.
8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants:
 - (a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;
 - (b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
 - (c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
 - (d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

if you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects
Threshold Complete

0%

THRESHOLD REQUIREMENTS

YES/NO

10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD's financial expectations. If any of the following have occurred, the project applicant would **NOT** meet this threshold criteria:

- (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- (b) Audit finding(s) for which a response is overdue or unsatisfactory;
- (c) History of inadequate financial management accounting practices;
- (d) Evidence of untimely expenditures on prior award;
- (e) History of other major capacity issues that have significantly affected the operation of the project and its performance;
- (f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
- (g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

11. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement or has been given an exception from the CoC or will request a waiver from HUD. Otherwise select "No".)

Coordinated Entry Participation

Housing First and/or Low Barrier Implementation

Documented, secured minimum match

Project has reasonable costs per permanent housing exit

Project is financially feasible

Applicant is active participant in CoC

Application is complete and data are consistent

Data quality at or above 95%

Bed/unit utilization rate at or above 95%

Acceptable organizational audit/financial review

Documented financial stability of applicant



Joy Ritchey Reynolds <joy@ourhouseshelter.org>

Review and Ranking Process and Scoring Tools

Review and Ranking Committee Chair <catcharkansas@gmail.com>

Fri, Aug 25, 2017 at 10:00 AM

Reply-To: catcharkansas@gmail.com

To: joy@ourhouseshelter.org



CATCH

Central Arkansas Team Care
for the Homeless

Hello,

On behalf of the Review and Ranking Committee Chair and Members: Below you will find the Review and Ranking Committee Process, Renewal/Expansion Project Rating tool and the New Project Rating tool. These will be used for the FY2017 Homeless Assistance Grant competition. You may direct any questions about this process, to Doris Turner, at [501-244-5420](tel:501-244-5420) or dturner@littlerock.gov.

https://gallery.mailchimp.com/79f21e418979cdeaafb387785/files/58760b4e-95c6-4bc1-9061-4e302bda644a/Rank_and_Review_Committee_Process_2017.pdf

https://gallery.mailchimp.com/79f21e418979cdeaafb387785/files/01891ecb-3fa2-43ee-893d-bbdb88f858e0/Renewal_Expansion_Threshold_Renewal_Expansion_Rating_Tool.pdf

https://gallery.mailchimp.com/79f21e418979cdeaafb387785/files/a9dc80b6-abca-4fcb-933b-38678f9de379/New_Project_Threshold_New_Project_Rating_Tool.pdf

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500 W. Markham, Room 120W

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COC Review and Ranking Process and Scoring Tool

2017 Review and Ranking Process and Scoring Tools

📁 News

Below you will find the Review and Ranking Committee Process, Renewal/Expansion Project Rating tool and the New Project Rating tool. These will be used for the FY2017 Homeless Assistance Grant competition. You may direct any questions about this process, to Doris Turner, at 501-244-5420 or dturner@littlerock.gov.

[http://catcharkansas.us10.list-manage2.com/track/click?
u=79f21e418979cdeaafb387785&id=7121c5fcfb&e=246a24bd87](http://catcharkansas.us10.list-manage2.com/track/click?u=79f21e418979cdeaafb387785&id=7121c5fcfb&e=246a24bd87)

[http://catcharkansas.us10.list-manage.com/track/click?
u=79f21e418979cdeaafb387785&id=58cb89c5f5&e=246a24bd87](http://catcharkansas.us10.list-manage.com/track/click?u=79f21e418979cdeaafb387785&id=58cb89c5f5&e=246a24bd87)

[http://catcharkansas.us10.list-manage.com/track/click?
u=79f21e418979cdeaafb387785&id=286cb7b6d1&e=246a24bd87](http://catcharkansas.us10.list-manage.com/track/click?u=79f21e418979cdeaafb387785&id=286cb7b6d1&e=246a24bd87)

< [2017 COC Project Applications Due August 28](#)

About Us

Central Arkansas Team Care for the Homeless (CATCH) is a non-profit member organization with a mission to provide a community-based system for empowering the homeless and those at risk of homelessness to access housing and services that meet their needs. CATCH was founded in 1995 and has been active since that time.

Recent Posts

- > [2017 Review and Ranking Process and Scoring Tools](#)

- > [2017 COC Project Applications Due August 28](#)

- > [2017 Point In Time \(PIT\) Count](#)

- > [Point In Time Count Set for Tuesday, January 24](#)

- > [COC Application Submitted!](#)

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Your Name (required)

Your Email (required)

Subject

Your Message

//

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Reallocation Process

September 15, 2017

CATCH's process for relocating funds is to invite all existing and new applicants to submit project applications to the CoC's Rank & Review Committee. All project applications are then scored by the committee using our scoring process. Projects are then ranked in order of score.

If the total applications exceed the total available funds, and renewal applications are ranked at the bottom, then funds are reallocated to new projects in the order in which they're ranked, until the total project requests equal the total available funds.



CATCH
Central Arkansas Team Care
for the Homeless

GOVERNANCE CHARTER

Approved by Membership Vote August 12, 2016

Purpose of the Charter

This Charter sets out the responsibilities of Central Arkansas Team Care for the Homeless (CATCH), which serves as the official Continuum of Care overseeing homeless programs and services in a four-county region of central Arkansas (Pulaski, Lonoke, Saline, and Prairie Counties). This Charter is meant to supplement and complement three other documents that, with the addition of this Charter, collectively comprise the Governance Documents of CATCH. The other documents are:

- The Articles of Incorporation, which establish CATCH as a nonprofit organization in the state of Arkansas.
- The By-Laws, which set out the definitions and procedures surrounding membership, committee structure, decision-making, etc.
- The HMIS Governance Agreement, which outlines CATCH's responsibilities for overseeing a continuum-wide Homeless Management Information System.

Operating Year

CATCH will operate on a 12-month basis, beginning on January 1 and ending on December 31.

Purpose of the Continuum of Care and Continuum of Care Board

CATCH is an inclusive, community-based group that plans for and manages homeless assistance resources and programs efficiently and effectively with the ultimate goal of ending homelessness in central Arkansas. CATCH is the planning body in central Arkansas that coordinates the community's policies, strategies and activities toward ending homelessness. Its work includes (1) gathering and analyzing information in order to determine the local needs of people experiencing homelessness, (2) implementing strategic responses, (3) educating the community on homeless issues, (4) providing advice and input on the operations of homeless services, and (5) measuring CoC performance. The CoC designates the Collaborative Applicant and the HMIS Lead Agency. The CoC delegates to the CoC Board the making of decisions regarding operating the CoC and planning for the CoC. The CoC Board establishes the local process for applying, reviewing and prioritizing project applications for funding in the annual HUD Homeless Assistance CoC Grants competition.

Responsibilities

The responsibilities of the CoC Board include:

Operating a Continuum of Care

- Develop, follow, and update as needed the Governance Documents, which will include all

procedures and policies needed to comply with HUD requirements and with HMIS requirements, including a code of conduct and recusal process for the CoC Board, its chair(s), and any person acting on behalf of the CoC Board.

- In consultation with recipients of ESG funds within central Arkansas, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- In consultation with recipients of ESG funds within central Arkansas, establish and consistently follow written standards for providing CoC assistance.
- Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type.
- Monitor performance of CoC and ESG recipients and sub-recipients.
- Evaluate the outcomes of projects funded under ESG and CoC programs.
- Take action against ESG and CoC projects that perform poorly.
- Report the outcomes of ESG and CoC projects to HUD annually.

Continuum of Care Planning

- Coordinate the implementation of a housing and service system within central Arkansas that meets the needs of homeless individuals and families. At a minimum, such a system encompasses the following:
 - Outreach, engagement, and assessment
 - Shelter, housing, and supportive services
 - Prevention strategies
- Plan for and conduct, at least biennially (i.e., every other year), a point-in-time count of homeless persons within central Arkansas that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires.
- Conduct an annual gaps analysis of the needs of homeless people, as compared to available housing and services within central Arkansas.
- Provide information required to complete the Consolidated Plan(s) within central Arkansas.
- Consult with State and local government ESG recipients within central Arkansas on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and sub-recipients.
- Determine whether to select the Collaborative Applicant to apply for Unified Funding Agency designation from HUD.

Collaborative Applicant Responsibilities

The CoC designates the City of Little Rock as the Collaborative Applicant for CATCH. Specific responsibilities of the Collaborative Applicant include but are not limited to:

- Participate in annual COC Application process and submit the collaborative application.
- Share communication from HUD with the CATCH Board of Directors.
- Prepare COC Planning Grant applications and administer awarded COC Planning Grant funds, including providing required matching funds.
- Maintain a “CATCH Coordinator” staff position, when funds are available including through COC Planning Grant funds, to provide staff support to CATCH.

Conflict of Interest

No member of the Board of Directors (including Officers) shall vote upon or participate in the discussion of any matter which shall have a direct financial bearing on the organization that the member represents. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions.

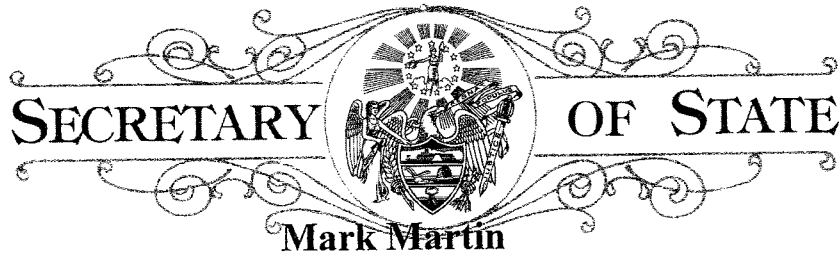
Directors of the Board and all employees and other agents of the Board must abide by the following rules in order to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. Failure to honor these rules will be grounds for removal from the Board or dismissal from the Board's service.

- No Board Director or agent may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
 - Any organization that he or a member of his immediate family represents; or
 - Any organization from which he or a member of his immediate family derives income or anything of value.
- Whenever a Board Director or agent or any immediate family member of a Director or agent has a financial interest or any other personal interest in a matter coming before the Board, the Director or agent must:
 - Fully disclose the nature of the interest; and
 - Withdraw from discussing, lobbying, and voting on the matter.
- Any matter in which a Director has an actual or potential conflict of interest will be decided only by a vote of the disinterested directors. In addition, the minutes of any meeting at which such a vote is conducted must reflect the disclosure of the interested Director's actual or potential conflict of interest and his abstention.

Review of Charter and Governance Documents

The ByLaws Committee of CATCH will review this charter and the other Governance Documents annually to ensure they remain consistent with the CoC's objectives and responsibilities. Changes or modifications will be addressed by a formal motion then brought before the statewide membership for approval.

STATE OF ARKANSAS



ARKANSAS SECRETARY OF STATE

To All to Whom These Presents Shall Come, Greetings:

I, Mark Martin, Arkansas Secretary of State of Arkansas, do hereby certify that the following and hereto attached instrument of writing is a true and perfect copy of

Articles of Incorporation

of

CENTRAL ARKANSAS TEAM CARE FOR THE HOMELESS (CATCH), INC.

filed in this office December 4, 2013 in compliance with the provisions of the law and are hereby declared a body politic and corporate, by the name and style aforesaid, with all the powers, privileges and immunities granted in the law thereunto appertaining.



In Testimony Whereof, I have hereunto set my hand and affixed my official Seal. Done at my office in the City of Little Rock, this 4th day of December, 2013.

Mark Martin

Arkansas Secretary of State



Arkansas Secretary of State

Mark Martin

State Capitol • Little Rock, Arkansas 72201-1094

501-682-3409 • www.sos.arkansas.gov

Business & Commercial Services, 250 Victory Building, 1401 W. Capitol, Little Rock

Articles of Incorporation – Domestic Nonprofit

501(c)(3) Compliant Language

(PLEASE TYPE OR PRINT CLEARLY IN INK)

We, the undersigned, acting as incorporators of a corporation under the Act 1147 of 1993 (the Arkansas Nonprofit Act), Adopt the following Articles of Incorporation of such corporation.

1. The name of the corporation: CENTRAL ARKANSAS TEAM CARE FOR THE HOMELESS (CATCH), INC.

2. This corporation is: (check one of the following)

☒ Public – Benefit Corporation

☐ Mutual – Benefit Corporation

☐ Religious Corporation

3. Will this corporation have members? ☒ Yes

☐ No

4. Power of the corporation: (select A or B)

☒ A. IRS (501)(c)(3) suggested language: 10/29/2007

No part of the net earnings of the corporation shall inure to the benefit, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in previous articles hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 51(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

☐ B. Other as described: _____

5. The purpose for which this corporation is organized: (select A or B)

☒ A. IRS (501)(c)(3) suggested language: 10/29/2007

Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under 501(c)(3) of the International Revenue Code, or the corresponding section of any future federal tax code.)

☐ B. Other as described: _____

6. Distribution of assets on dissolution: (select A or B)

☒ A. IRS (501)(c)(3) suggested language: 10/29/2007

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

☐ B. Other as described: _____

7. Corporation's initial registered agent: Ben Goodwin

Name

302 E. Roosevelt Rd.

Street Address

Little Rock, Arkansas 72206

City, State Zip

Street Address Line 2

8. Incorporator information: (Use additional pages if necessary)

Ben Goodwin

Name

Signature

12/03/2013

Date

302 E. Roosevelt Rd.

Address

Little Rock, Arkansas 72206

City, State Zip

Name

Signature

Date

Address

City, State Zip

Name

Signature

Date

Address

City, State Zip

Optional: You may attach any of the following if applicable to this corporation.

- The names and addresses of the initial directors
- Other provisions as deemed necessary

★ Notice ★

Section 501(c)(3) tax exempt status is determined by the Internal Revenue Service. The filing of articles of incorporation with the Arkansas Secretary of State does not confer or guarantee tax exempt status by the IRS.

CATCH BY-LAWS
Central Arkansas Team Care for the Homeless
A Non-Profit Organization
(Revised – November 2012)

ARTICLE I – NAME

The name of this Organization shall be the Central Arkansas Team Care for the Homeless, hereafter referred to as *CATCH*. *CATCH* is a non-profit member organization.

Upon dissolution of the organization, any remaining funds or assets are given to a homeless related entity within the State of Arkansas.

ARTICLE II – MISSION

The mission of CATCH is to provide a community-based system designed to empower the homeless or those at risk of homelessness to access housing and services that meet their needs.

ARTICLE III – MEMBERSHIP

SECTION I: MEMBERSHIP

Membership: CATCH will have a single class of members comprised of the following two categories:

- A. Individual Members: Persons who are homeless and/or concerned with the care and treatment of the poor and homeless.
- B. Organizational Members: Members may include organizations determined to be interested in, or concerned with the care and treatment of the poor and homeless.

SECTION II: RIGHTS OF MEMBERS

- A. Admission: Membership is open to all. Requests for membership may be directed to any Director.
- B. Members may attend the quarterly membership meetings of CATCH.
- C. To vote on issues brought before said membership.
- D. Members may serve on CATCH committees at the invitation of the Committee Chair.
- E. After one year of service, members are eligible for election to the CATCH Board of Directors.

SECTION III. DUTIES OF MEMBERS

- A. To support the goals and objectives of CATCH.
- B. To participate in the activities of CATCH.
- C. To pay annual membership dues as established by the Board of Directors.

- D. To be a member of good standing (good standing is defined as having attended at least 50% of the membership meetings in the past year and actively serving on at least one CATCH committee.)

SECTION IV: MEETINGS OF MEMBERS

- A. Members of CATCH shall meet at least quarterly.
- B. Special meetings of the Members may be called by the President or by written petition to the President signed by at least 5 (five) members.
- C. Members will be notified at least 24 (twenty-four) hours in advance on special called meetings.

SECTION V: MEMBERSHIP DUES

- A. The Board will set membership dues annually with recommendation and approval from the membership.
- B. Membership dues may be waived at the discretion of the Board.

ARTICLE IV

SECTION I: MEMBERSHIP

- A. All activities of CATCH shall be under the supervision of the Board of Directors, and must conform to the United States tax code, and rules and regulations of the Internal Revenue Service and the laws of the State of Arkansas concerning nonprofit organizations.
- B. Directors must be organizational or individual members of CATCH for a minimum of 1 (one) year.
- C. The CATCH Board will be comprised of at least 13 (thirteen) Directors and will be elected annually by the Board of Directors of CATCH. The CATCH Board of Directors will include two ex officio positions designated for the Chair of the Commission on Homelessness and the Ten Year Plan Homeless Coordinator. The two ex officio positions will exercise the same rights and responsibilities of any elected member of the CATCH Board of Directors including voting and serving as committee chair or other assigned responsibility.
- D. Directors may serve up to 5 (five) one-year consecutive terms. If it should become necessary for continuity, the CATCH membership may vote to extend a Board of Directors term of eligibility from 5 (five) to 6 (six) years.
- E. The CATCH Board of Directors will meet at least monthly except for months in which there is a General Membership meeting.
- F. Board of Directors nominations will take place during the Month of August CATCH membership meeting. Elections of the Board of Directors will be held during the November CATCH membership meeting, and will be for one-year terms, beginning on the convening of the next Board Meeting.
- G. The Board will make an active effort to seek diversity among its Directors, and shall not discriminate based on race, ethnicity, gender, age, religion, or sexual orientation.
- H. Each Director must serve on at least one committee, not including the Executive Committee.
- I. The Board will have the authority to remove any Director by a majority vote of those present at a duly constituted meeting of the Board.

- J. Directors must attend at least 50% of the regularly scheduled board meetings per year, unless excused by Board President.
- K. To assure community participation, coordination and networking, two ex officio positions will be designated for the Chair of the Commission on Homelessness and the Ten Year Plan Homeless Coordinator. These CATCH memberships are afforded all rights and privileges of CATCH individual or organizational affiliated membership with exception as serving as a CATCH Officer.
- L. Only one person from each organization may vote on any item that comes before CATCH.

SECTION II: OFFICERS

- A. The President shall be the principal Executive Officer of CATCH and will coordinate and facilitate all business and affairs of CATCH. The President will preside at all meetings of the Members and the Directors and will perform all other duties as may be assigned by the Directors.
- B. The Vice President will, in the absence of the President or in the event of an inability or refusal to act, perform these duties and will have the powers of and be subject to all the restrictions of the President. The Vice President will perform all other duties as may be assigned by the President or by the Directors.
- C. The Secretary will keep minutes of meetings; ensure that all notices are given in accordance with the provisions of the By-laws; maintain the corporate records, keep and update a register of the mailing addresses of all members and directors, and perform all duties incident to the office of Secretary and other duties assigned by the President or by the Directors.
- D. The Treasurer shall have the charge and custody of, and be responsible for, all the fund and securities of CATCH. The Treasurer shall receive, deposit, and provide receipts for all money due and payable to CATCH, keep a record of dues paid by each member of CATCH; submit regular financial reports to the Board and perform all other duties incident to the office of Treasurer and other duties as may be assigned by the President or its Directors.
- E. The Parliamentarian shall be familiar with *Robert's Rules of Order, Newly revised*, and see that they are appropriately followed. The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern CATCH in all cases to which they are applicable and in which they are not inconsistent with the bylaws of CATCH and any other special rules of order CATCH may adopt.
- F. The Past President shall be an ex officio member of CATCH and provide continuity to the Board and its officers.
- G. The Officers of CATCH will be elected annually by the Board of Directors at the January meeting of the Board.

SECTION III: NOMINATIONS AND ELECTIONS

- A. *Nominations for Directors can be submitted by any member of CATCH and shall be given to the Nominating Committee at least 30 (thirty) days prior to the election meeting. The Nominating Committee will accept for review the submitted nominees and prepare a ballot of nominees published 30 (thirty) days prior to the November general membership meeting. The Nominating Committee will present this ballot of nominees for voting by the membership during the November general membership meeting. (Approved November 9, 2012)*
- B. Candidates will be voted on at the quarterly meeting of members. Members who have not been a member for at least one year are ineligible to vote.

- C. Vacancies will be filled by the vote of a majority of the members present at the next quarterly meeting. All Directors elected to fill vacancies will serve until the next annual election. A candidate from the outgoing member's organization will be proposed to the general membership for election. If no candidate from the organization is available to fill the vacancy, vacancies will be filled by a vote of a majority of the members present at the next quarterly meeting.
- D. To vote in any election, members have to be in good standing.

SECTION IV: MEETINGS

- A. The Board will meet at least 6 (six) times a year at times and places to be determined by the President with the consent of the Directors.
- B. Special meetings of the Directors may be called by the President or by written petition to the President signed by at least 5 (five) Directors.
- C. Notice of all regularly scheduled Board meetings will be communicated to the Directors at least 7 (seven) days in advance of the meeting date.
- D. Directors should make every effort to attend all scheduled Board and quarterly CATCH membership meetings. Directors must inform the President of extenuating circumstances preventing their attendance and also inform the President of his/her designated representative.

ARTICLE V – COMMITTEES

SECTION I:

CATCH will have the following standing committees:

- A. **Executive Committee** – *CATCH Officers*
The Executive Committee acts on behalf of the board of directors when necessary. All actions taken by Executive Committee require Board of Directors ratification.
- B. **Nominations Committee** – *One Board Member and Two General Members all to be appointed by the President.*
Accept nominations for Directors from the general membership and prepare a ballot for voting on new directors. Prepare a slate of officers for the Board to vote on each year
- C. **Bylaws Committee** – *Parliamentarian, Secretary, and one Member from the General Membership, all to be appointed by the President.*
Reviews by-laws periodically for relevance, drafts needed additions to by-laws for review/approval by membership.
- D. **Financial Committee** – *Treasurer and Two Board Members to be appointed by the President*
(Assume financial responsibilities under envisioned broader role of CATCH in the future as grantee and broker of services and resources)

- E. Public Policy and Community Awareness** – Five Members from either the Board or General Membership with Chairman from Board all to be appointed by President
- Prepare and disseminate general information on homelessness to the broader community and information concerning CATCH and its activities
 - Review and dissemination of federal, state and local legislative and Public Policy affecting homelessness and CATCH
 - Prepare Public Policy Position Papers, Articles and/or other materials on behalf of CATCH and its membership
- F. Plan Committee (McKinney-Vento Homeless Program)** – Five Members composed of Chairman and Four Subcommittee Chairs all to be appointed by President
- Prepare and Oversee Annual CATCH Work Plan
 - **Exhibit One Subcommittee** – Five Members chaired by Board Member appointed by President with remaining subcommittee membership selected from Board and General Membership. Other Catch members and interested parties will be invited to participate in the work of the subcommittee.
 - **HIMIS and Data Management Subcommittee** – Five Member committee chaired by Board Member appointed by President with remaining membership selected from Board and General Membership. HIMIS users will constitute a users advisory group and network for communication, training and technical assistance purposes.
 - **Need Assessment and Annual Count Subcommittee** - Five Member committee chaired by Board Member appointed by President with remaining membership selected from Board and General Membership. Other CATCH Members and interested parties will be invited to participate in the work of the subcommittee including the community wide homeless count and other needs assessment activities and tasks.
 - **Proposal Review and Ranking Subcommittee** – Three Member committee chaired by Board Member appointed by the President with remaining membership selected from Board membership. The subcommittee will select a review and ranking workgroup to carry out the review and ranking of proposals associated with the annual CATCH application to HUD
- G. Monitoring and Evaluation Committee** - Five Members from either the Board or General Membership with the Chairman from Board and all appointed by President. Committee Chairman and Majority of Committee Membership will be recruited from non-applicant HUD SHP CATCH participants.
- Grantee Monitoring and Oversight
 - In concert with the local HUD office, establish procedure for grantee monitoring with HUD
 - Evaluate and report accomplishment of CATCH annual goals and anticipated outcomes
 - Receive and consider Annual Progress Reports and HUD reviews of Grantee performance
- (HUD SHP grantees will be recruited for technical assistance support for the committee membership.)

H. Membership and Training Committee - Five Members from either the Board or General Membership with Chairman from Board with all appointed by President

- Establish and monitor CATCH general membership criteria
- Recruit CATCH membership
- Prepare and conduct membership orientation
- Solicit and arrange educational presentations for the general membership meetings
- Arrange other special workshops or presentations as requested by Board of Directors
- Represent the CATCH in statewide conference program development activities

I. Grievance Committee - A special ad hoc committee to be appointed by the Chairman to review and investigate complaints recognized and declared by the Board to be a grievous matter. The Grievance Committee will be chaired by the Parliamentarian unless named in the complaint and two members of the Board with one member recommended by the complaining party/organization. The President will appoint each member of the Committee.

The special ad hoc committee will seek to resolve the grievance and conclude its work with a written report to the Board of Directors. The Board of Directors will either accept the written report or refer the matter back to the special ad hoc committee for further consideration. Acceptance of the special ad hoc committee's written report by the Board of Directors will consider the work completed.

J. Other Special Appointed Committees or Ad Hoc Work Groups

Established by a Board recommendation and Membership Approval by majority vote in accordance with CATCH Bylaws.

K. Other Special Committees or Ad Hoc Workgroups

Other special committees and workgroups can be established by Board action with each group to be chaired by a Board Member appointed by the President.

SECTION II:

The Board or Executive Committee may create and dissolve ad hoc committees as necessary.

SECTION III:

The President and the Board Development Committee will appoint committee chairs from the Board of Directors.

SECTION IV:

The terms of the committee chairs will be for 1 (one) year. The Committee chairs may serve for no more than 3 (three) consecutive terms.

SECTION V:

Committee chairpersons, with the approval of the Executive Committee will appoint the committee members.

SECTION VI:

All committees will maintain written records of meetings and should file reports to the Directors at regularly scheduled board meetings.

ARTICLE VI – PARLIAMENTARY AUTHORITY

SECTION I:

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* will govern CATCH in all cases to which they are applicable and in which they are not inconsistent with the By-laws and any special rules of order that CATCH may adopt. CATCH will use consensus as the primary vehicle for decision-making whenever possible.

SECTION II:

A quorum will consist of 1/3 (one-third) of the Board membership.

SECTION III:

The Directors, in transacting business, may act by vote of a majority present at any duly constituted Board meeting except where noted otherwise.

ARTICLE VII – MANAGEMENT OF FUNDS

SECTION I:

CATCH funds will be deposited in banks, trust companies or other depositories as the Board of Directors may select. All checks to be withdrawn must have the signature of the President and the Treasurer.

SECTION II:

The Board may authorize the President and the Treasurer to enter into contract or execute and deliver any contract or other instrument in the name of and on behalf of CATCH. Such authority may be general or confined to specific instances with the approval of the Board.

- A. All checks, drafts and other evidence of indebtedness issued in the name of CATCH must be signed or endorsed by the President and the Treasurer of CATCH.
- B. CATCH funds may not be loaned to any Director or Members, or to any corporation, firm, association or other entity in which they are a director or officers, or hold a substantial financial interest.

SECTION III:

The Board with approval of the membership has the authority to appoint/hire an Executive Director for the organization who will perform such functions as recommended by the Board.

SECTION IV:

The Board may accept on behalf of CATCH any contribution, gift, bequest, or device for the general purposes or for any special purposes of CATCH only where the acceptance and disposition of any gift is strictly in accordance with the limitation for the By-laws.

SECTION V:

The books and records of CATCH will be made available to members for inspection, within 5 (five) working days after a request is made to the President.

ARTICLE VII – AMENDMENTS

SECTION I:

Amendments may be proposed by the Board or upon petition of any 10 (ten) members addressed to the Board. The Membership and Board Development Committee must present in writing, 30 (thirty) days before a vote is taken, all proposed amendments to the CATCH membership for review, comments and approval.

SECTION II:

These By-laws may be amended by the Membership at any scheduled or special meeting provided that at least 30 (thirty) days prior notice, in writing, has been given to Membership.

SECTION III:

Absentee ballots will be provided on request to the President, and must be received by the Secretary at least 5 (five) days before the meeting at which the vote is to be taken.

SECTION IV:

The By-laws may be altered, amended, or repealed and new By-laws may be adopted by concurring vote of a majority of the Membership present.

Arkansas Management Information System (ARMIS)
Arkansas' Statewide Homeless Management Information System

Statewide HMIS Governance Charter

Overview and Purpose:

The purpose of the ARMIS Governance Charter is to outline the governance roles, responsibilities, relationships, and authorities of Arkansas' Continuum of Care, the HMIS Lead Agency (Little Rock Community Mental Health Center), and participating agencies. This governance charter is designed to ensure the operation of and consistent participation in ARMIS for the purpose of meeting HUD requirements and making planning and funding decisions. The governance charter is required under the HEARTH Act, specifically the Continuum of Care Interim Final Rule, established July 31, 2012. The ARMIS program, which currently utilizes Bowman System's ServicePoint software, has been in place since not long after HMIS was implemented around 2001. Since 2009, the Little Rock Community Mental Health Center (hereafter "LRCMHC") has served as the ARMIS Lead Agency. LRCMHC was appointed by the CATCH CoC, who at the time, was the only CoC in Arkansas to have a designated CoC HMIS grant funded through HUD. The decision to appoint LRCMHC as the HMIS Lead Agency was made in consultation and with the HUD Little Rock field office and the Arkansas Department of Human Services, Office of Community Services, which serves as the statewide ESG grantee. As such, LRCMHC serves as the HMIS Lead for all CoCs participating in the ARMIS implementation. By participating in the ARMIS implementation, the CoCs agree to adopt the terms of this Charter as stated herein. Much of this governance charter was borrowed from the Georgia HMIS (GHMIS) Governance Charter, though it was modified to fit the Arkansas implementation, in accordance to HUD guidance in the CoC Program Interim Rule (2012) and HMIS Proposed Rules (2011).

HMIS Governance: Decision Making & Authority:

As ARMIS is a statewide HMIS implementation, with dedicated HMIS grants from multiple CoCs as well as funding from the Arkansas Department of Human Services, a statewide HMIS Council (hereafter "Council") will serve to govern the HMIS implementation and make decisions as needed related to statewide implementation. Each CoC will be represented on the Council, along with the HMIS Lead Agency and the Arkansas Department of Human Services.

The HMIS Lead is subject to oversight by the Council, which operates as the liaison between the HMIS Lead Agency and the Continuum for the purposes of overseeing ARMIS-related activities. The Council will be made up of designated committee members from all Continuum, the Arkansas Department of Human Services and the HMIS Lead. Each Continuum participating in ARMIS must identify two representatives to serve on the Council that will provide oversight of the implementation. This participation must include one representative from the Continuum of Care Board and one other CoC representative. These representatives are responsible for ensuring their Continuum leadership is fully informed of ARMIS decisions and for making decisions on behalf of the Continuum, such as improvements and enhancements to the ARMIS Policies and Procedures. One representative from the Arkansas Department of Human Services and the HMIS Lead Agency will also be members of the Council.

The HMIS Lead will ultimately retain decision-making authority and responsibility related to basic ARMIS project management functions (such as compliance with Data Standards, security and privacy settings).

The Council will provide input and final approval of the statewide ARMIS Policies and Procedures. Although the Continua may also choose to add supplemental requirements or policies, they may not contradict the statewide Policies and Procedures. The Council will periodically review changes to the current Data and Technical Standards and other reporting requirements to ensure system compliance. The Council will also vote on customizations and enhancements that affect the overall functionality of the software.

The Council will review the ARMIS Statewide HMIS Governance Charter (this document) annually. Any amendments to this Governance Charter will be based on a majority vote by quorum (>50%) of Council members. LRCMHC, as the HMIS Lead, has the right to accept or not accept proposed changes that may have an impact on their ability to successfully perform their duties as HMIS Lead.

Continuum of Care HMIS Responsibilities:

By agreeing to participate in the statewide HMIS implementation, the local Continuum agrees to carry out the following responsibilities:

- Identify two representatives (at least one being a CoC Board member) to serve on the statewide HMIS Council to provide oversight of the implementation and represent the Continuum in ARMIS decision-making.
- Designate the HMIS software funded through LRCMHC (HMIS Lead) as the designated software for its Continuum.
- Designate LRCMHC (the HMIS Lead) to manage the implementation of the Continuum's HMIS.
- Understand HUD HMIS and reporting requirements.
- Ensure participation by service providers within Continuum jurisdictions including compliance with data quality and completeness thresholds set forth in the ARMIS Policies and Procedures and the CoC Participation Agreement.
- Require compliance with ARMIS Policies and Procedures for all Continuum agencies.
- Review and submit all HUD required Continuum reports (Housing Inventory Chart, Point in Time Count, Annual Homeless Assessment Report). The HMIS Lead will assist in the preparation of these reports, with the support of the Continuum of Care.
- Obtain and maintain funding for any additional staff or system enhancements that the Continuum deems necessary, but not provided by the HMIS Lead through CoC's HMIS grant for the ARMIS implementation. If a Continuum applies for a dedicated HMIS grant, and in keeping with current HUD guidelines, LRCMHC should be the applicant and grantee for that grant as the HMIS Lead.

HMIS Lead Responsibilities :

Subject to the availability of HUD and local Continuum resources and unanticipated HUD mandates, and to the best of its ability, the HMIS Lead agrees to carry out the following responsibilities:

Project Management

- Oversee the operation and management of ARMIS including continual monitoring of data system (not system user) compliance with all HUD Data and Technical Standards.
- Obtain and maintain ARMIS Participation Agreements with all participating agencies and users and CoCs.

- Administer HUD HMIS awards for Continuum jurisdictions within the ARMIS implementation, including hiring and supervising of any staff funded through a dedicated HMIS grant in any CoC.
- Schedule, coordinate and participate in statewide ARMIS Council meetings and participate in meetings of local CoC HMIS Committees.

System Functionality

- Enter into a formal contractual relationship with the ARMIS Vendor that outlines the requirements and responsibilities of the Vendor, including those required by HUD through its Data and Technical Standards, rules, notices, etc.
- Ensure the Vendor's software system maintains timely compliance with all HUD Data and Technical Standards as well as the Privacy and Security Standards.
- Ensure software system maintains timely compliance with any other required standards set by other Federal and State programs that require HMIS use (such as the US Veterans Administration).
- Ensure the software system, within reasonable development timeframes, is capable of producing all HUD required reports, including data quality and completeness monitoring reports.

Policies and Procedures

- Develop and maintain ARMIS Policies and Procedures in accordance with HUD requirements and notices. This document must be reviewed and adopted by the statewide HMIS Council on an annual basis.
- Develop and maintain a privacy plan, security plan, and data quality plan for the HMIS in accordance with HUD requirements. This (or these) document must be reviewed and adopted by the statewide HMIS Council and individual Continua of Care.
- Monitor participating agency compliance with security, privacy and confidentiality policies.
- If ARMIS policies and procedures allow for the import of data from an alternate database, the HMIS Lead will establish standards for the process, schedule, and acceptance criteria for any data imported and provide a cost estimate for the service provided to the agency or Continuum requesting data import.
- Provide Continua with tools necessary to monitor agency compliance with HUD Data Standards including reports and access to raw agency data.
- Set minimum general participation and timeliness standards for agencies. (Continuums can set more stringent requirements if they deem necessary.)

Training and Technical Assistance

- Ensure required basic training is available to participating agency staff and accessible on a regular basis.
- Ensure technical assistance and help desk support is available and accessible to participating agencies on a regular basis.
- Ensure Continua have access to reports, technical assistance, and training required to oversee HMIS implementation in their jurisdiction and complete any required HUD reports.

Continuum of SHP Grant Activities:

Any Continuum receiving a Continuum of Care dedicated HMIS Grant will designate LRCMHCA as the applicant to administer any HMIS SHP grants in accordance with the Continuum of Care NOFA requirements. The Continuum and HMIS Lead will enter into a Memorandum of Agreement for services, which will outline the intended use of funds including any funded staff roles and deliverables. Continuums can fund enhancements to the HMIS implementation with their SHP grants. Enhancements funded through a Continuum grant should be identified by the respective Continuum based on the needs in that community. All discussions and planning on enhancements must include both the Vendor and the HMIS Lead to ensure that the activity will not impair the functionality of the ARMIS implementation, is compliant with the Data Standards, and minimizes (to the HMIS Lead's satisfaction) existing ARMIS staff or resources.

Once it has been determined that the enhancements will not impact the overall system functioning, the Continuum will work with the HMIS Lead and the Vendor on establishing timelines, specifications, deliverables, and resource allocation for the enhancement. If dedicated staff positions, such as trainers and data analysts, are paid for through Continuum of Care funds to complete discreet duties relegated to the functioning the Continuum, the said jurisdiction(s) will collaborate with the HMIS Lead to define the roles, responsibilities, and oversight of those staffing positions.

BY ADOPTING THIS GOVERNANCE CHARTER, THE CONTINUUM OF CARE AND HMIS LEAD ARE ESTABLISHING THAT IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- This Charter documents the mutual understanding between all parties of ARMIS related roles, responsibilities, relationships, and authorities between the parties hereto.
- All parties will demonstrate a commitment to work together and support each other to achieve stated project goals.
- The Continuum agree to provide representation to the Council for the purpose of ensuring HMIS policy and practice that is both consistent with federal and state requirement and with the local needs of the Continuum.
- The HMIS Lead agrees to the extent practicable to respond to recommendations by each Continuum as provided by them through Council.
- The Governance Charter will be revisited on, at a minimum, an annual basis to confirm that the Charter continues to be relevant and appropriate.

Theresa Watson
CoC Chair Printed Name

Theresa Watson
CoC Chair Signature

1-29-2014
Date (mm/dd/yyyy)

Andy Halfhill
HMIS Lead Representative Printed Name

[Signature]
HMIS Lead Representative Signature

1/29/2014
Date (mm/dd/yyyy)

Andre' BERNARD
Collaborative Applicant Printed Name

[Signature]
Collaborative Applicant Signature

1-29-14
Date (mm/dd/yyyy)

Chapter 3

APPLYING FOR ADMISSION *[24 CFR 982.204]*

A. OVERVIEW OF THE APPLICATION TAKING PROCESS

Families who wish to apply for any one of MHA's programs must complete an on-line electronic pre-application form when the waiting list is open. Applications will be made available in an accessible format upon request from a person with a disability.

The application process will involve two phases. The first is the "initial" application for assistance (referred to as a pre-application). This first phase results in the family's placement on the waiting list.

The pre-application is electronically dated, time-stamped, and maintained until such time as it is needed for processing eligibility. The pre-application establishes the family's date and time of application and preference claimed for placement order on the waiting list.

The second phase is the "final determination of eligibility" (referred to as the full application). The full application takes place when the family reaches the top of the waiting list. At this time MHA ensures that verification of all HUD and MHA eligibility factors are current in order to determine the family's eligibility for the issuance of a voucher.

B. OPENING/CLOSING OF APPLICATION TAKING *[24 CFR 982.206, 982.54(d)(1)]*

Opening the Waiting List

When MHA opens the waiting list, MHA will advertise through public notice, the availability and nature of housing assistance for income eligible families in newspapers, minority publications, other media entities, and by other suitable means.

Information provided in the notice will include:

- The dates, times, and the locations where families may apply.
- The program(s) for which applications will be taken.
- A brief description of the program(s).
- Limitations, if any, on who may apply.

- Closing date of the waiting list.
- MHA address and telephone number.
- Instructions for how to submit an application
- Information on eligibility requirements.
- The availability of local preferences.

When the waiting list is open:

- Any family asking to be placed on the waiting list for Section 8 rental assistance will be given the opportunity to complete an application.

Closing the Waiting List

MHA will announce the closing of the waiting list by public notice.

- MHA may stop accepting applications if there are enough applicants to fill anticipated openings for the next 12 months. The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

C. "INITIAL" APPLICATION PROCEDURES [24 CFR 982.204(b)]

MHA will provide the pre-application form on-line electronically when the waiting list is open. Pre-applications will be made available in an accessible format upon request from a person with a disability

Translations will be provided for non-English speaking applicants by appropriate community agencies.

The purpose of the pre-application is to permit MHA to preliminarily assess family eligibility or ineligibility and to determine placement on the waiting list. The pre-application will contain at least the following information:

- **Applicant name**
- **Date and time of application**
- **Qualification for any local preference**
- **Racial or ethnic designation of the head of household**
- **Annual (gross) family income**

MHA will not:

- Accept duplicate applications, including applications from a segment of an applicant household.
- Place ineligible families on the waiting list.
- Conduct eligibility interviews during the opening period.
- Verify the information on the pre-application until the applicant has been selected for final eligibility determination.

Final eligibility will be determined when the full application process is completed and all information is verified.

D. APPLICANT STATUS WHILE ON WAITING LIST [CFR 982.204]

Applicants are required to inform MHA in writing of changes in address. Applicants are also required to respond to requests from MHA to update information on their application and to determine their interest in assistance. Applicants who do not respond will be removed from the waiting list.

If the family is determined to be ineligible based on the information provided in the pre-application, MHA will provide written notification to the family stating the reason(s) and informing them of their right to an informal review.

E. COMPLETION OF A FULL APPLICATION

The qualification for preference must exist at the time the preference is claimed and at the time of verification, because claim of a preference determines placement on the waiting list and the order of selection from the waiting list.

After the preference is verified, when MHA is ready to select applicants, applicants will be required to:

- Complete a full application
- Participate in an interview with MHA staff to review the information on the full application form.

MHA utilizes the full application interview to discuss the family's circumstances in greater detail, to clarify information which has been provided by the family, and to ensure that the information is complete. The interview is also used as a vehicle to meet the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other MHA services or programs which may be available.

The head of household is required to attend the scheduled interview appointment. If an applicant fails to appear for a scheduled appointment, it is the applicant's responsibility to contact MHA within 10 days to schedule a second appointment. Failure to appear for the interview appointment without prior approval of MHA, failure to reschedule, or missing two scheduled appointments, will result in denial of the family's application unless the family can provide acceptable documentation within 10 days to MHA that an emergency circumstance beyond their control prevented them from meeting this requirement.

If an application is denied due to failure to attend the full application interview, the applicant will be notified in writing and offered an opportunity to request an informal review. (See "Complaints and Appeals" chapter.)

All adult members must sign the HUD Form 9886, Release of Information, the declarations and consents related to citizenship/immigration status and any other documents required by MHA. Applicants will be required to sign specific verification forms for information which is not covered by the HUD form 9886. Failure to do so will be cause for denial of the application for failure to provide necessary certifications and release as required by MHA.

Every adult household member must sign a consent form to release criminal conviction records and to allow MHA to receive records and use them in accordance with HUD regulations.

If MHA determines at or after the interview that additional information or document(s) are needed, MHA will request the document(s) or information in writing. The family will be given **10** days to supply the information.

Chapter 4

ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST

[24 CFR Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205, 982.206]

A. WAITING LIST *[24 CFR 982.204]*

MHA uses a single waiting list for admission to its Section 8 tenant-based assistance program.

Except for Special Admissions, applicants will be selected from MHA waiting list in accordance with policies and preferences and income targeting requirements defined in this Administrative Plan.

B. ORDER OF SELECTION *[24 CFR 982.207(e)]*

MHA will select applicants from the current waiting until it is exhausted, before selecting applicants from a new updated waiting list developed as a result of a new opening period.

Applicants will be ordered on the waiting list by separating the applicants into groups based on preferences and ranking applicants within each group by date and time of application. Applicants without a preference will be ordered by date and time of application, after applicants in preference groups.

Among applicants with equal preference status, the waiting list will be organized by date and time.

Applicants will be selected from the waiting list in order of preference claimed, date and time. Applicants claiming no preference will be selected in order of date and time after all applicants claiming a preference have been selected.

Change in Circumstances

When an applicant claims an additional preference or a preference previously claimed no longer applies, the applicant will be placed on the waiting list in the appropriate order determined by the change in preference.

C. LOCAL PREFERENCES *[24 CFR 982.207]*

MHA uses the following local preference:

- Working preference. Families whose Head of Household is a permanent full or part time employee or who are active participants in accredited educational and training programs designed to prepare the individual for the job market. This preference is automatically extended to elderly /disabled families or families whose head or spouse is receiving income based on their inability to work.

Homeless preference: Individuals or families experiencing homelessness who are referred by a partnering homeless service organization.

This preference is restricted to families who have been referred by an approved agency. The number of families that qualify for a homeless preference is limited to 100 families and may vary based voucher availability. MHA may leave the waiting list open only for the population qualified for the homeless preference while keeping it closed for all other applicants. All referrals are subject to MHA's waiting list screening criteria. [PIH 2013-15 (HA)] {Agency Referral Application Procedure}

PIH Definition of Homeless:

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

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

Additionally, any individual or family who:

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

Final Verification of Preferences [24 CFR 982.207]

At the time the applicant is selected from the waiting list, MHA will obtain necessary verifications to determine whether the applicant is eligible for the preference.

Preference Denial [24 CFR 982.207]

If MHA denies a preference, MHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review (See Complaints and Appeals Chapter). If the preference denial is upheld as a result of the informal review, or the applicant does not request an informal review, the applicant will be placed on the waiting list without benefit of the preference.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list.

D. INCOME TARGETING

To meet HUD's income targeting objectives, at least 75% of all new admissions annually will have an income at or below the extremely low income limit which is 30% of the area medium income unless MHA obtains a percentage waiver from HUD.

MHA will admit families who qualify under the Extremely Low Income limit to meet the income targeting requirement, regardless of preference.

If the family's verified annual income, at final eligibility determination, does not fall under the Extremely Low Income limit and the family was selected for income targeting purposes before applicants with a higher preference, the family will be returned to the waiting list.

MHA income targeting requirement does not apply to low income families continuously assisted as provided for under the 1937 Housing Act.

MHA is also exempted from this requirement where MHA is providing assistance to low income or moderate income families entitled to preservation assistance under the tenant-based program as a result of a mortgage prepayment or opt-out.

E. REMOVAL FROM WAITING LIST AND PURGING [24 CFR 982.204(c)]

The Waiting List will be purged by a mailing to all applicants to ensure that the waiting list is current and accurate.

Any mailings to the applicant which require a response will state that failure to respond within 14 days will result in the applicant's name being dropped from the waiting list.

If the applicant did not respond to MHA request for information or updates because of a family member's disability, MHA will reinstate the applicant in the family's former position on the waiting list.

If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file.

F. SPECIAL ADMISSIONS [24 CFR 982.54(d)(e), 982.203]

When HUD awards special funding for certain family types, families who qualify are placed on the regular waiting list. When a specific type of funding becomes available, the waiting list is searched for a family meeting the targeted funding criteria. Preferences are not used for special admissions. Families are selected based on the date and time in which they were placed on the waiting list.

Applicants who are admitted under targeted funding which are not identified as a Special Admission are identified by codes in the automated system. MHA administers the following "Targeted" Programs:

- VASH
- Family Unification Program
- VOA
- Section 8 Moderate Rehabilitation
- Arkansas Cares
- CATCH
- Goodwill
- Homeownership

Coordinated Entry Policy

Adopted by the CATCH Board of Directors on April 15, 2016

Purpose

The purpose of this document is to establish the framework for a system of Coordinated Entry for homeless-serving organizations within CATCH's service area, overseen by CATCH.

General Principles

CATCH's Coordinated Entry system is built around the following key principles:

- **"No Wrong Door":** CATCH's Coordinated Entry system is designed to facilitate quick access to the appropriate services regardless of where the person presents for services.
- **Inclusive and people-centered:** The Coordinated Entry system provides fair and equal access to, and meets the needs of, all homeless subpopulations, and further it gives participants choices in which services they access.
- **Prioritizing:** The Coordinated Entry system is intended to prioritize people with the greatest needs. At present, the Coordinated Entry system goes an extra step to prioritize access to services for three high-need groups that are also the subject of U.S. Department of Housing & Urban Development (HUD) policy priorities: Veterans, Homeless Families, and Chronically Homeless Individuals. Consistent with CATCH's larger efforts to end homelessness among these three high-need groups, the Coordinated Entry system is designed to optimize access to services for these two groups.
- **Housing-First:** Where possible the Coordinated Entry system will prioritize quick access to housing for participants.
- **Practical:** The Coordinated Entry system is intended to be useful to providers and relatively easy for them to use, which in turn will promote more widespread and consistent use of the Coordinated Entry system. The Coordinated Entry system should make *all* referrals easier by providing an easy way for providers to share basic information, while still optimizing referrals for certain high-vulnerability groups as discussed above. To facilitate this sharing of information, the Coordinated Entry system should collect client permission to share data.
- **Safe:** The Coordinated entry system treats confidential client data in a safe and secure way.

Features of Coordinated Entry System

The Coordinated Entry system used by CATCH member agencies and others will have the following features:

- **Paper-based:** For several reasons, a paper-based system is the best choice for CATCH at this time. A non-HMIS electronic database would introduce data privacy issues that would not be easy to fully overcome without significant investment. Use of HMIS as the platform for a Coordinated Entry system would solve these data privacy issues, but would exclude providers in the continuum that do not use HMIS, and would potentially add cost for providers that do use HMIS but need add additional user licenses to cover every staff member who conducts assessments.
 - In the future this policy may be revised to HMIS-based Coordinated Entry system may be the best choice. This would require substantial expansion of new providers into HMIS

system, ensuring that each provider has sufficient capacity to manage HMIS, and executing the necessary HMIS data-sharing agreements.

- **Board oversight and active management:** The CATCH Board will identify a committee to provide strong oversight and management to the Coordinated Entry system. At present this is an Ad-Hoc Committee that falls within the HMIS Committee, but in the future that may change at the Board's discretion without modifying this policy.
- **Quality Improvement:** The CATCH Board, through its designated committee, will have responsibility for periodic improvement of the design and implementation of the Coordinated Entry system. Feedback from both providers and participants should be collected and used to make improvements. The paper-based forms should contain clear contact information for people with questions or wishing to make suggestions, and should also contain a version number to ensure that providers are using the most up-to-date version.
- **Required for funded agencies:** While all homeless-serving organizations in CATCH's service area will be encouraged to participate in the Coordinated Entry system, it will be a requirement for programs receiving funding through the COC or ESG grant programs. Providers receiving funding from these programs will be required to maintain copies of all paper Coordinated Entry referral forms, subject to the same document retention policies that pertain to other client data, and subject to monitoring by the CATCH board.

2017 HDX Competition Report

PIT Count Data for AR-500 - Little Rock/Central Arkansas CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	808	1006
Emergency Shelter Total	288	316
Safe Haven Total	0	0
Transitional Housing Total	181	140
Total Sheltered Count	469	456
Total Unsheltered Count	339	550

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	208	226
Sheltered Count of Chronically Homeless Persons	66	76
Unsheltered Count of Chronically Homeless Persons	142	150

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	22	40
Sheltered Count of Homeless Households with Children	20	28
Unsheltered Count of Homeless Households with Children	2	12

Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	303	121	121
Sheltered Count of Homeless Veterans	193	84	67
Unsheltered Count of Homeless Veterans	110	37	54

2017 HDX Competition Report

HIC Data for AR-500 - Little Rock/Central Arkansas CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	471	101	218	58.92%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	203	40	107	65.64%
Rapid Re-Housing (RRH) Beds	68	0	68	100.00%
Permanent Supportive Housing (PSH) Beds	931	0	552	59.29%
Other Permanent Housing (OPH) Beds	23	0	23	100.00%
Total Beds	1,696	141	968	62.25%

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	136	73

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC
RRH units available to serve families on the HIC	6	6

2017 HDX Competition Report

HIC Data for AR-500 - Little Rock/Central Arkansas CoC

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC
RRH beds available to serve all populations on the HIC	107	68

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Summary Report for AR-500 - Little Rock/Central Arkansas CoC

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	1414	1089	46	50	4	21	23	2
1.2 Persons in ES, SH, and TH	1835	1537	72	73	1	30	31	1

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.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	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	-	1089	-	101	-	-	37	-
1.2 Persons in ES, SH, and TH	-	1523	-	123	-	-	49	-

2017 HDX Competition Report

FY2016 - 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	0	0		0		0		0	
Exit was from ES	344	30	9%	16	5%	26	8%	72	21%
Exit was from TH	159	10	6%	10	6%	7	4%	27	17%
Exit was from SH	0	0		0		0		0	
Exit was from PH	268	26	10%	11	4%	3	1%	40	15%
TOTAL Returns to Homelessness	771	66	9%	37	5%	36	5%	139	18%

2017 HDX Competition Report

FY2016 - 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).

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	830	808	-22
Emergency Shelter Total	254	288	34
Safe Haven Total	0	0	0
Transitional Housing Total	237	181	-56
Total Sheltered Count	491	469	-22
Unsheltered Count	339	339	0

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	1871	1544	-327
Emergency Shelter Total	1395	1089	-306
Safe Haven Total	0	0	0
Transitional Housing Total	612	627	15

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

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	305	285	-20
Number of adults with increased earned income	3	4	1
Percentage of adults who increased earned income	1%	1%	0%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	305	285	-20
Number of adults with increased non-employment cash income	31	14	-17
Percentage of adults who increased non-employment cash income	10%	5%	-5%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	305	285	-20
Number of adults with increased total income	33	16	-17
Percentage of adults who increased total income	11%	6%	-5%

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	100	135	35
Number of adults who exited with increased earned income	21	58	37
Percentage of adults who increased earned income	21%	43%	22%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	100	135	35
Number of adults who exited with increased non-employment cash income	14	21	7
Percentage of adults who increased non-employment cash income	14%	16%	2%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	100	135	35
Number of adults who exited with increased total income	35	77	42
Percentage of adults who increased total income	35%	57%	22%

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1700	1389	-311
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.	366	238	-128
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)	1334	1151	-183

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

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1799	1568	-231
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.	385	294	-91
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.)	1414	1274	-140

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.

2017 HDX Competition Report

FY2016 - 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

	Submitted FY 2015	Current FY	Difference
Universe: Persons who exit Street Outreach	0	0	0
Of persons above, those who exited to temporary & some institutional destinations	0	0	0
Of the persons above, those who exited to permanent housing destinations	0	0	0
% Successful exits			

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	1542	1420	-122
Of the persons above, those who exited to permanent housing destinations	508	702	194
% Successful exits	33%	49%	16%

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	594	602	8
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	562	576	14
% Successful exits/retention	95%	96%	1%

2017 HDX Competition Report

FY2016 - SysPM Data Quality

AR-500 - Little Rock/Central Arkansas CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

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FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	372	348	348	338	283	287	301	228	755	781	877	960	59	83	50	107				
2. Number of HMIS Beds	191	167	167	186	195	228	242	194	555	577	577	577	59	83	50	107				
3. HMIS Participation Rate from HIC (%)	51.34	47.99	47.99	55.03	68.90	79.44	80.40	85.09	73.51	73.88	65.79	60.10	100.00	100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	1264	1560	1465	1089	510	609	617	627	566	619	638	617	127	359	411	313				
5. Total Leavers (HMIS)	1173	1430	1365	968	342	471	480	500	53	96	60	58	127	322	327	247				
6. Destination of Don't Know, Refused, or Missing (HMIS)	545	709	470	336	157	188	194	211	14	21	10	3	112	33	20	40				
7. Destination Error Rate (%)	46.46	49.58	34.43	34.71	45.91	39.92	40.42	42.20	26.42	21.88	16.67	5.17	88.19	10.25	6.12	16.19				

2017 HDX Competition Report

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2017 PIT Count	1/24/2017	

Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	4/30/2017	Yes
2017 HIC Count Submittal Date	4/30/2017	Yes
2016 System PM Submittal Date	6/4/2017	Yes

Arkansas Management Information System (ARMIS)
Arkansas' Statewide Homeless Management Information System

Statewide HMIS Governance Charter

Overview and Purpose:

The purpose of the ARMIS Governance Charter is to outline the governance roles, responsibilities, relationships, and authorities of Arkansas' Continuum of Care, the HMIS Lead Agency (Little Rock Community Mental Health Center), and participating agencies. This governance charter is designed to ensure the operation of and consistent participation in ARMIS for the purpose of meeting HUD requirements and making planning and funding decisions. The governance charter is required under the HEARTH Act, specifically the Continuum of Care Interim Final Rule, established July 31, 2012. The ARMIS program, which currently utilizes Bowman System's ServicePoint software, has been in place since not long after HMIS was implemented around 2001. Since 2009, the Little Rock Community Mental Health Center (hereafter "LRCMHC") has served as the ARMIS Lead Agency. LRCMHC was appointed by the CATCH CoC, who at the time, was the only CoC in Arkansas to have a designated CoC HMIS grant funded through HUD. The decision to appoint LRCMHC as the HMIS Lead Agency was made in consultation and with the HUD Little Rock field office and the Arkansas Department of Human Services, Office of Community Services, which serves as the statewide ESG grantee. As such, LRCMHC serves as the HMIS Lead for all CoCs participating in the ARMIS implementation. By participating in the ARMIS implementation, the CoCs agree to adopt the terms of this Charter as stated herein. Much of this governance charter was borrowed from the Georgia HMIS (GHMIS) Governance Charter, though it was modified to fit the Arkansas implementation, in accordance to HUD guidance in the CoC Program Interim Rule (2012) and HMIS Proposed Rules (2011).

HMIS Governance: Decision Making & Authority:

As ARMIS is a statewide HMIS implementation, with dedicated HMIS grants from multiple CoCs as well as funding from the Arkansas Department of Human Services, a statewide HMIS Council (hereafter "Council") will serve to govern the HMIS implementation and make decisions as needed related to statewide implementation. Each CoC will be represented on the Council, along with the HMIS Lead Agency and the Arkansas Department of Human Services.

The HMIS Lead is subject to oversight by the Council, which operates as the liaison between the HMIS Lead Agency and the Continuum for the purposes of overseeing ARMIS-related activities. The Council will be made up of designated committee members from all Continuum, the Arkansas Department of Human Services and the HMIS Lead. Each Continuum participating in ARMIS must identify two representatives to serve on the Council that will provide oversight of the implementation. This participation must include one representative from the Continuum of Care Board and one other CoC representative. These representatives are responsible for ensuring their Continuum leadership is fully informed of ARMIS decisions and for making decisions on behalf of the Continuum, such as improvements and enhancements to the ARMIS Policies and Procedures. One representative from the Arkansas Department of Human Services and the HMIS Lead Agency will also be members of the Council.

The HMIS Lead will ultimately retain decision-making authority and responsibility related to basic ARMIS project management functions (such as compliance with Data Standards, security and privacy settings).

The Council will provide input and final approval of the statewide ARMIS Policies and Procedures. Although the Continua may also choose to add supplemental requirements or policies, they may not contradict the statewide Policies and Procedures. The Council will periodically review changes to the current Data and Technical Standards and other reporting requirements to ensure system compliance. The Council will also vote on customizations and enhancements that affect the overall functionality of the software.

The Council will review the ARMIS Statewide HMIS Governance Charter (this document) annually. Any amendments to this Governance Charter will be based on a majority vote by quorum (>50%) of Council members. LRCMHC, as the HMIS Lead, has the right to accept or not accept proposed changes that may have an impact on their ability to successfully perform their duties as HMIS Lead.

Continuum of Care HMIS Responsibilities:

By agreeing to participate in the statewide HMIS implementation, the local Continuum agrees to carry out the following responsibilities:

- Identify two representatives (at least one being a CoC Board member) to serve on the statewide HMIS Council to provide oversight of the implementation and represent the Continuum in ARMIS decision-making.
- Designate the HMIS software funded through LRCMHC (HMIS Lead) as the designated software for its Continuum.
- Designate LRCMHC (the HMIS Lead) to manage the implementation of the Continuum's HMIS.
- Understand HUD HMIS and reporting requirements.
- Ensure participation by service providers within Continuum jurisdictions including compliance with data quality and completeness thresholds set forth in the ARMIS Policies and Procedures and the CoC Participation Agreement.
- Require compliance with ARMIS Policies and Procedures for all Continuum agencies.
- Review and submit all HUD required Continuum reports (Housing Inventory Chart, Point in Time Count, Annual Homeless Assessment Report). The HMIS Lead will assist in the preparation of these reports, with the support of the Continuum of Care.
- Obtain and maintain funding for any additional staff or system enhancements that the Continuum deems necessary, but not provided by the HMIS Lead through CoC's HMIS grant for the ARMIS implementation. If a Continuum applies for a dedicated HMIS grant, and in keeping with current HUD guidelines, LRCMHC should be the applicant and grantee for that grant as the HMIS Lead.

HMIS Lead Responsibilities :

Subject to the availability of HUD and local Continuum resources and unanticipated HUD mandates, and to the best of its ability, the HMIS Lead agrees to carry out the following responsibilities:

Project Management

- Oversee the operation and management of ARMIS including continual monitoring of data system (not system user) compliance with all HUD Data and Technical Standards.
- Obtain and maintain ARMIS Participation Agreements with all participating agencies and users and CoCs.

- Administer HUD HMIS awards for Continuum jurisdictions within the ARMIS implementation, including hiring and supervising of any staff funded through a dedicated HMIS grant in any CoC.
- Schedule, coordinate and participate in statewide ARMIS Council meetings and participate in meetings of local CoC HMIS Committees.

System Functionality

- Enter into a formal contractual relationship with the ARMIS Vendor that outlines the requirements and responsibilities of the Vendor, including those required by HUD through its Data and Technical Standards, rules, notices, etc.
- Ensure the Vendor's software system maintains timely compliance with all HUD Data and Technical Standards as well as the Privacy and Security Standards.
- Ensure software system maintains timely compliance with any other required standards set by other Federal and State programs that require HMIS use (such as the US Veterans Administration).
- Ensure the software system, within reasonable development timeframes, is capable of producing all HUD required reports, including data quality and completeness monitoring reports.

Policies and Procedures

- Develop and maintain ARMIS Policies and Procedures in accordance with HUD requirements and notices. This document must be reviewed and adopted by the statewide HMIS Council on an annual basis.
- Develop and maintain a privacy plan, security plan, and data quality plan for the HMIS in accordance with HUD requirements. This (or these) document must be reviewed and adopted by the statewide HMIS Council and individual Continua of Care.
- Monitor participating agency compliance with security, privacy and confidentiality policies.
- If ARMIS policies and procedures allow for the import of data from an alternate database, the HMIS Lead will establish standards for the process, schedule, and acceptance criteria for any data imported and provide a cost estimate for the service provided to the agency or Continuum requesting data import.
- Provide Continua with tools necessary to monitor agency compliance with HUD Data Standards including reports and access to raw agency data.
- Set minimum general participation and timeliness standards for agencies. (Continuums can set more stringent requirements if they deem necessary.)

Training and Technical Assistance

- Ensure required basic training is available to participating agency staff and accessible on a regular basis.
- Ensure technical assistance and help desk support is available and accessible to participating agencies on a regular basis.
- Ensure Continua have access to reports, technical assistance, and training required to oversee HMIS implementation in their jurisdiction and complete any required HUD reports.

Continuum of SHP Grant Activities:

Any Continuum receiving a Continuum of Care dedicated HMIS Grant will designate LRCMHCA as the applicant to administer any HMIS SHP grants in accordance with the Continuum of Care NOFA requirements. The Continuum and HMIS Lead will enter into a Memorandum of Agreement for services, which will outline the intended use of funds including any funded staff roles and deliverables. Continuums can fund enhancements to the HMIS implementation with their SHP grants. Enhancements funded through a Continuum grant should be identified by the respective Continuum based on the needs in that community. All discussions and planning on enhancements must include both the Vendor and the HMIS Lead to ensure that the activity will not impair the functionality of the ARMIS implementation, is compliant with the Data Standards, and minimizes (to the HMIS Lead's satisfaction) existing ARMIS staff or resources.

Once it has been determined that the enhancements will not impact the overall system functioning, the Continuum will work with the HMIS Lead and the Vendor on establishing timelines, specifications, deliverables, and resource allocation for the enhancement. If dedicated staff positions, such as trainers and data analysts, are paid for through Continuum of Care funds to complete discreet duties relegated to the functioning the Continuum, the said jurisdiction(s) will collaborate with the HMIS Lead to define the roles, responsibilities, and oversight of those staffing positions.

BY ADOPTING THIS GOVERNANCE CHARTER, THE CONTINUUM OF CARE AND HMIS LEAD ARE ESTABLISHING THAT IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- This Charter documents the mutual understanding between all parties of ARMIS related roles, responsibilities, relationships, and authorities between the parties hereto.
- All parties will demonstrate a commitment to work together and support each other to achieve stated project goals.
- The Continua agree to provide representation to the Council for the purpose of ensuring HMIS policy and practice that is both consistent with federal and state requirement and with the local needs of the Continua.
- The HMIS Lead agrees to the extent practicable to respond to recommendations by each Continuum as provided by them through Council.
- The Governance Charter will be revisited on, at a minimum, an annual basis to confirm that the Charter continues to be relevant and appropriate.

Theresa Watson
CoC Chair Printed Name

Theresa Watson
CoC Chair Signature

1-29-2014
Date (mm/dd/yyyy)

Andy Halfhill
HMIS Lead Representative Printed Name

[Signature]
HMIS Lead Representative Signature

1/29/2014
Date (mm/dd/yyyy)

Andre' BERNARD
Collaborative Applicant Printed Name

[Signature]
Collaborative Applicant Signature

1-29-14
Date (mm/dd/yyyy)