



August 22, 2016

Isabelle Leduc
City of Albany
846 Masonic Ave.
Albany, CA 94706

Dear Isabelle Leduc:

EveryOne Home is submitting the invoice for the City of Albany's pro-rata share of InHouse and EveryOne Home contributions. The formula basis for contributions has not changed and you will find that the amount of \$1,473 remains the same as last year. Our organization remains dedicated to implementing a cost-effective approach for ending homelessness in every Alameda County community.

You will find the total budget for the city and county contributions to EveryOne Home activities is \$224,000 with \$91,568 dedicated by federal regulation as matching funds to the InHouse HMIS grant. The HMIS portion has not changed and is based on the original formula for determining the fair share between jurisdictions. The non-HMIS portion of this request has been derived by a formula that uses HUD's pro rata homeless needs index for each jurisdiction and total population, weighted 60% and 40% respectively. Jurisdictional contributions will continue to be administered by Alameda County Housing and Community Development, and **payments should be made to HCD.**

Please find the attached progress reports for both InHouse and EveryOne Home. EveryOne Home is proud of our collaborative efforts across the county that have leveraged additional resources and implemented numerous best practices for helping individuals, families and the community achieve housing stability.

Under the partnership of EveryOne Home, I look forward to continuing to work with the City of Albany to achieve our mutual goals. If you have any questions, please do not hesitate to contact me.

Sincerely,

Elaine de Coligny
Executive Director, EveryOne Home
510.670.5944
edecoligny@everyonehome.org

Enclosures:
EveryOne Home Progress Report
InHouse Progress Report
SHP Match shares of Cost
Local Shares of Cost
Invoice



Progress Report from FY 2015-16

EveryOne Home continues to design and incubate best practices and innovative approaches to reducing and ending homelessness in Alameda County. Moreover, EveryOne Home helps providers; jurisdictions and the service system as a whole meet the requirements of receiving federal homeless assistance funding. Below are highlights of EveryOne Home's effort.

Planning, Designing, and Launching Innovative Approaches and Best Practices:

System Restructure—EveryOne Home has continued to work with community members to restructure our system so that we make the best use of the resources we have. The newest and most significant initiative has been developing a coordinated entry system. Given that Alameda County is a large and geographically diverse; our coordinated entry will include multiple access points, or Housing Resource Centers (HRC's), which will work with individuals and families experiencing homelessness in their region. Each HRC is expected to have assessment and triage capacity, direct access to refer households to vacant emergency shelter beds, rapid rehousing (temporary subsidies to be used to assist with rent in a new home) and other resources, and provide links to community-based services. The number and location(s) of the HRC's is still to be determined. Two are already operating, and at least three to four more are likely, to ensure that all regions in the county have access. Within the planning conversation, the special needs of youth, veterans, and people fleeing domestic violence are also receiving consideration.

Using a Housing Resource Center model will help us have a standardized approach to assessing people's housing-related needs, prioritizing them for resources, and linking those in need to a range of types of assistance. During the first half of the year, we held over 20 meetings with dozens of community stakeholders providing input on the Initial Design. Then on June 30th, the EveryOne Home Leadership Board approved the Initial Design for Alameda County's Homeless Coordinated Entry System (available on www.everyonehome.org).

Home Stretch— Alameda County has over 1800 units of Permanent Supportive Housing (PSH) for formerly homeless people. Home Stretch, a partnership led by EveryOne Home and Alameda County Health Care Services Agency, is Alameda County's strategy to prioritize PSH opportunities to homeless and disabled people with the highest needs in order to maximize the impact PSH can have in ending homelessness. Home Stretch will establish a county-wide registry of people who are homeless and disabled, and a centralized process for linking high need individuals and households with PSH opportunities. In addition, Home Stretch will include housing navigation services for people prioritized for PSH in order to provide a supportive process that includes assistance obtaining necessary documentation for move-in.

Our community is selecting a database to serve as the central registry of all homeless, disabled people in the County, utilize assessment scores and other indicators to prioritize people for housing and services, and match the most vulnerable with housing navigators who will work with them to secure stable housing. This will help communities across the County ensure that the most vulnerable people are moved more quickly into our most expensive housing resources. It should also reduce the numbers of unsheltered homeless and create more space in our emergency shelters. Home Stretch anticipates it will re-launch on July 18, 2016.

Operation Vets Home—

The U.S. Department of Veterans Affairs (VA), The United States Interagency Council on Homelessness, and the federal Department of Housing and Urban Development tasked continuums across the country with ending Veteran

homelessness by December 31, 2015. In response to this challenge, EveryOne Home partnered with the local VA and the five Supportive Services for Veteran Families (SSVF) organizations in Alameda County (Abode Services, Berkeley Food and Housing Project, Swords to Plowshares, East Bay Community Recovery Project, and East Oakland Community Project) to implement a countywide strategy, known as Operation Vets Home. Together the partners are working to ensure that every Vet who is experiencing homelessness gets connected to housing.

Operation Vets Home partners are working to identify every homeless Veteran by name and ensure they are connected to the extensive housing resources made available by the federal government to meet the goal. EveryOne Home maintains the 'master list' of all Veterans to track our progress in locating and housing all Veterans in Alameda County. Out of the 173 Veterans housed county-wide since January 1, 2015, OVH partners have housed 153 Veterans. Efforts are underway by the collaborative to engage outreach agencies from across the county to expand our pool of resources for finding unsheltered Veterans, and will continue to work on building connections with elected officials and local landlords in order to increase housing stock for Veterans in the county.

Rapid Rehousing and Homeless Prevention—EveryOne Home has maintained collaboration with local partners to fund and operate rapid rehousing and homeless prevention projects and worked to ensure additional local, state and national resources are available to expand our capacity to deliver this promising approach to ending homelessness. While we have been able to increase the resources, many providers have challenges utilizing subsidies in the private rental market. As a result, EveryOne Home is exploring system-wide strategies to engage landlords so they are incentivized to accept rental subsidies.

Ensuring Providers and the Continuum of Care Comply with the Requirements of Federal Homeless Assistance Funds:

Homeless Count 2015 – Once again, EveryOne Home coordinated the biennial Point-In-Time unsheltered homeless count. This research project is a federal mandate that marks our progress at reducing homelessness. Field work occurred on Thursday, January 29, 2015. At 39 sites across the County, 368 volunteers surveyed and counted people utilizing services. The results of the field work were published in the fall of 2015. It not only reported on the total Point-In-Time census, but also the numbers of singles and families, sheltered and unsheltered, Veterans, those with disabilities and the numbers of chronically homeless people in our community.

The data show that the estimated number of people who are homeless in Alameda County has remained about the same since the last count, 4,040 in 2015 versus 4,264 in 2013. Moreover the system served over 9,000 people in 2014, just over half of whom were still in services at the year end. Overall, we have made great strides in decreases of homeless sub-populations for whom the community has invested resources including homeless Veterans, homeless families, and chronically homeless individuals. To learn more visit everyonehome.org to view the data collected from the 2015 homeless count.

Coordination of local rating & ranking for federal & state homeless funding— EveryOne Home continues to aid the effort to bring federal and state homeless assistance resources into the County. The HEARTH Act Interim CoC Regulations published in July 2012 require communities to establish a local rating and ranking process that would then inform federal funding decisions for individual programs and the County as a whole. As a result, EveryOne Home coordinated Alameda County's 2015 local process by seating a scoring committee and holding community forums for the purposes of; orientation, technical assistance, and a post-application debrief to evaluate the process as a whole. As a result, Alameda County is able to maintain over \$28.9 million in federal assistance for housing and homeless assistance. Currently, EveryOne Home is facilitating the 2016 local process for this funding and hopes to expand these resources by adding new projects to help more populations experiencing homelessness.

To stay up to date on our initiatives visit us at www.everyonehome.org.



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Fiscal Year 2014/2015 Progress Report

InHOUSE is Alameda County's Homeless Management Information System (HMIS). HUD requires that any jurisdiction receiving Homeless Assistance Grant funding must have an HMIS database system. Entities within Alameda County receive more than \$25 million annually in Homeless Assistance Grant funding. Core funding for InHOUSE is primarily from a Supportive Housing Program (SHP) Grant from HUD. In the SHP Program, HUD requires a 20% match for HMIS activities. By agreement, all of the cities within Alameda County and the County contribute toward meeting the 20% match requirement.

Major Accomplishments during Fiscal Year 2014/2015:

During the 2014/2015 Fiscal Year, HMIS staff utilized InHouse to become more familiar with ServicePoint system updates and platform five (current version: 5.11.20). Efforts included the review and utilization of Bowman-created data quality reports for use within the local CoC Application project submission process. Additionally, HMIS staff modified and enhanced InHOUSE-created reports to better calculate pertinent information based upon HUD (2014 Data Standards) specifications. InHOUSE activities also included the assistance with the addition of new Housing Stabilization programs whose population outreach includes probation and social services agencies, including CalWorks recipients. The InHOUSE system was an integral part in the creation of the 2015 Biennial Homeless Count, which included the completion of the Housing Inventory Chart and Point-In-Time Count. This project included coordination with over 45 agencies and 142 service entities. Furthermore, the submission of Annual Homeless Assessment Report (AHAR) was completed and Alameda County data was usable within the following areas: Emergency Shelter – Family - All; Transitional Housing – Family - All; Transitional Housing – Individual – All; Emergency Shelter – Family – Veterans; Transitional Housing – Family – Veterans; and Permanent Supportive Housing – Family - Veterans.

InHOUSE activities during Fiscal Year 2014/2015:

- Implementation of newly released Data Standards and upgrade of data collection with changes to forms and software input procedures for increases in efficiency and workflow (completed 10/01/2014).
- Assisted with the review and release of HUD Performance Standard goals and objectives, including providing input to vendor (Bowman Systems) regarding production of report (report estimated completion: Fall 2015).
- Trained and reviewed upgraded forms (and new collection processes) with all data collection users (SIF versions: 5.2 and 5.3 – released September 2014).
- Completion of implementation of ESG (solutions) programs within InHOUSE.
- HMIS support and discussion regarding coordinated assessment process within InHOUSE.
- Data extraction and collaborative efforts in completion of the 2015 HIC and PIT report.
- Ensured data quality improvements completed in submission of the Annual Homeless Assessment Report (AHAR).
- Provided support to agencies regarding frequent data quality issues and remedies needed.
- Collaborate with EveryOne Home and Alameda County regarding CoC application data needs.
- Provided 12 Privacy and Security Certification classes. (training duration: four hours)
- Provided 12 ServicePoint Initial Client Set-up Software trainings. (training duration: 16 hours)
- Provided six ART Report Training Software classes. (training duration: two hours)
- Provided six Quality Improvement ART Report Training Software classes. (training duration: two hours)

- Convened and facilitated User (six) and Policy Group (six) Meetings on alternating months.
- Provided support and participation within the Performance Management committee meetings.
- Coordinated and supported the addition of new agencies into HMIS to support and broaden community services reported within InHOUSE (completed: City of Hayward - in process: Alameda Family Services)
- Collaborated with funders to create data reports needed for agency and funder submission.
- Conducted “best practices” trainings and reviews to Agencies to ensure data quality and cleanliness.
- Provided support to agencies in capitalizing on further utilizing ServicePoint functionality including case management, ShelterPoint, funding organization and service usage.
- Provided research data to SSVF collaborative entity and other requested from the VA.
- HMIS System Administrator attended the Bowman Systems 2015 Boot Camp for additional training on best practices, including collaborative approaches in data management and data standards.
- Upgrade completed for agency reports, including the Demographics, Point-In-Time, Housing Inventory Count and Outcomes, numerous data quality and agency specific reports.
- Coordination and inclusion of non-HUD funded community partners which had not previously been included in the community’s Housing Inventory Count.
- Data extraction and collaborative efforts for the January 2014 Point-In-Time (PIT) Homeless Count.
- Facilitation and collaboration with the Veteran’s Administration to ensure VA participation within HMIS (including confirmation of VA beds/units within the HIC).
- Completion of review and realignment of program assessments for each project within InHOUSE (365 projects).
- Participated and presented in Performance Management committee meetings (held monthly).
- Conducted Privacy Training sessions for 185 community staff members. Trainings were conducted at two community locations and held monthly (duration: four hours).

Planned Activities for Fiscal Year 2015/2016:

- *Following release of HMIS Privacy Standards*, coordinate and implement additions of community partners needing data collection and input into HMIS.
- Continued assistance with the review and implementation of HUD Performance Standard goals and objectives, including training community members on data entry and review modifications. (*Expected vendor release Fall 2015*)
- Training and review of upgraded forms (and/or new collection processes) with all data collection users.
- Creation of coordinated assessment process within InHOUSE.
- Data extraction and collaborative efforts in preparation for the 2016 HIC and PIT report, including implementing data collection process for sub-group (youth, veterans) data requested.
- Ensure data quality improvements completed in preparation for submission of the Annual Homeless Assessment Report (AHAR).
- Provide support to agencies regarding frequent data quality issues and remedies needed.
- Collaborate with EveryOne Home and Alameda County regarding CoC application data needs.
- Provide 12 Privacy and Security Certification classes. (training duration: four hours)
- Provide 12 ServicePoint Initial Client Set-up Software trainings. (training duration: 16 hours)
- Provide six ART Report Training Software classes. (training duration: two hours)
- Provide six Quality Improvement ART Report Training Software classes. (training duration: two hours)
- Convene and facilitate User (six) and Policy Group (six) Meetings on alternating months.
- Provide support and participation within the Performance Management committee meetings.
- Coordinate and support the addition of new agencies into HMIS to support and broaden community services reported within InHOUSE.
- Provide continued support and data needed for CalWorks Housing Support Project,
- Collaborate with funders to create data reports needed for agency and funder submission.
- Provide HMIS support in preparation of City-funded Homeless Connect events.
- Provide HMIS support for upcoming Housing Resource Centers (City of Berkeley, City of Oakland).
- Conduct “best practices” trainings and reviews to Agencies to ensure data quality and cleanliness.
- Provide support to agencies in capitalizing on further utilizing ServicePoint functionality including case management, funding organization and service usage.



SHP Match Shares of Cost

Key Principles of the SHP Match Allocation

- All Jurisdictions in the County are included in the match distribution and are approached for contributions.
- Council staff will create a strategy for requesting match from each jurisdiction.
- Agencies covered by the HMIS mandate are responsible for InHOUSE operating costs within their agency, including staff time for required training activities, data entry, systems configuration consultations, and administrator-level training and oversight

Match Allocation Formula

- Each jurisdiction is assessed a \$1,000 base membership fee (Column #6).
- The fee for the Unincorporated County includes an additional \$9,000 in recognition of the importance of County-wide data to several County Departments including Health Care, Behavioral Health Care, and Social Services, bringing the County's membership fee \$10,000.
- InHOUSE membership fees total \$24,000.
- The total match amount is \$91,568. The balance needed after membership fees is \$ 67,568 (Column # 7).
- To distribute the remaining \$67,568, a Needs Adjustment is applied to each jurisdiction.
- The Needs Adjustment spreads the balance across jurisdictions based on a formulaic representation of each jurisdiction's adjusted share of users since the InHOUSE HMIS captures and reports information about homeless service users.*
- The Adjusted User Share is the average (or midpoint) between the jurisdictions' proportion of the county population and the proportion of service users (Column # 5).
- The Adjusted User Share for each jurisdiction is then multiplied by the balance of match needed, creating the Jurisdiction-Specific Needs Fee (Column #8).
- The Final Match Amount is the total of the Base Membership Fee and the Jurisdiction-Specific Needs Fee (Column 9 = Column # 6 + Column # 8).

*All service use numbers are taken from the 2004 Alameda Countywide Shelter and Services Survey data set, published by the Alameda Countywide Homeless Continuum of Care Council.



SHP Match Shares of Cost

This formula assesses a minimum membership fee and a jurisdiction-specific needs fee to calculate each jurisdiction's HMIS Match Amount.

The last column on the right identifies the cash match requested.

Column # 1	# 2	# 3	# 4	# 5	# 6	# 7	# 8	# 9
Jurisdiction (Area)	Population Total 1,496,200	Share of County Population	Share of Service Users	ADJUSTED USER SHARE Average of Population Share & Share of Service Users	Base Membership Fee	Needs Adjustment Amount Full Match minus Membership Total \$91568 – 24000 = \$ 67,568	Jurisdiction Specific Needs Fee Initial Share x Flexible Match Amount Rounded to nearest whole dollar	Final Match Amount
Alameda	74,900	5.0	4.3	4.7 %	\$ 1,000	\$ 67,568	\$ 3,176	\$ 4,176
Albany	16,800	1.1	0.2	0.7 %	\$ 1,000	\$ 67,568	\$ 473	\$ 1,473
Berkeley	104,600	7.0	9.8	8.4 %	\$ 1,000	\$ 67,568	\$ 5,676	\$ 6,676
Dublin	35,550	2.4	0.3	1.4 %	\$ 1,000	\$ 67,568	\$ 946	\$ 1,946
Emeryville	7,550	0.5	0.4	0.5 %	\$ 1,000	\$ 67,568	\$ 338	\$ 1,338
Fremont	209,000	14.0	8.8	11.4 %	\$ 1,000	\$ 67,568	\$ 7,703	\$ 8,703
Hayward	144,700	9.7	1.7	5.7 %	\$ 1,000	\$ 67,568	\$ 3,851	\$ 4,851
Livermore	78,000	5.2	5.2	5.2 %	\$ 1,000	\$ 67,568	\$ 3,514	\$ 4,514
Newark	43,950	2.9	0.8	1.9 %	\$ 1,000	\$ 67,568	\$ 1,284	\$ 2,284
Oakland	412,200	27.5	56.8	41.2 % *	\$ 1,000	\$ 67,568	\$ 27,566 *	\$ 28,566
Piedmont	11,150	0.7	0.8	0.8 %	\$ 1,000	\$ 67,568	\$ 541	\$ 1,541
Pleasanton	67,000	4.5	0.5	2.5 %	\$ 1,000	\$ 67,568	\$ 1,689	\$ 2,689
San Leandro	81,400	5.4	4.4 ⁱ	4.9 %	\$ 1,000	\$ 67,568	\$ 3,311	\$ 4,311
Union City	70,300	4.7	3.6	4.2 %	\$ 1,000	\$ 67,568	\$ 2,838	\$ 3,838
Unincorporated	139,100	9.3	4.4	6.9 %	\$ 10,000	\$ 67,568	\$ 4,662	\$ 14,662
Total	1,496,200	100.0 %	102.0 %ⁱⁱ	100 %	\$24,000.00			\$91,568.00

ⁱ In Table 2-5, data from San Leandro was reported together with unincorporated Castro Valley area. In this Table, the service users are divided equally between the Unincorporated row and San Leandro.

ⁱⁱ Some respondents identified more than one area of residence as allowed by the survey instrument.

* Rounding adjustments to reach whole-number totals.

EveryOne Home General Support and HMIS Match Contributions
Local Shares of Cost 7/1/16 - 6/31/17

Jurisdiction	16/17 EveryOne Home General Support	InHOUSE HMIS Match	Total City Contribution
City of Alameda	\$5,084	\$4,176	\$9,260
City of Berkeley	\$20,124	\$6,676	\$26,800
City of Fremont	\$9,437	\$8,703	\$18,140
City of Hayward	\$7,339	\$4,851	\$12,190
City of Livermore	\$3,088	\$4,514	\$7,602
City of Oakland	\$26,024	\$28,566	\$54,590
City of Pleasanton	\$2,516	\$2,689	\$5,205
City of San Leandro	\$3,921	\$4,311	\$8,232
City of Union City	\$3,348	\$3,838	\$7,186
County of Alameda	\$30,439	\$14,662	\$45,101
Alameda County Urban County (Cities of Albany, Dublin, Emeryville, Newark, and Piedmont, and County)	\$10,124		\$10,124
Albany		\$1,473	\$1,473
Dublin		\$1,946	\$1,946
Emeryville		\$1,338	\$1,338
Newark		\$2,284	\$2,284
Piedmont		\$1,541	\$1,541
TOTAL	\$121,444.00	\$91,568.00	\$213,012.00



August 22, 2016

Isabelle Leduc
City of Albany
846 Masonic Ave.
Albany, CA 94706

2016/2017 INVOICE

EveryOne Home General Support

InHOUSE HMIS Match Contribution \$1,473

TOTAL AMOUNT OF THIS INVOICE \$1,473

Payment due September 26, 2016

Thank you again for your contribution.

Elaine de Coligny
Executive Director, EveryOne Home
510.670.5944
edecoligny@everyonehome.org

Please make payment to:
Alameda County Housing and Community Development Department
224 W. Winton Ave, Room 108
Hayward, CA 94544

224 W. Winton Avenue, Room 108, Hayward, CA 94544-1215

EveryOne Home Sponsoring Agencies: County of Alameda Housing and Community Development, Alameda County Health Care Services Agency and Alameda County Social Services Agency; the City of Oakland Department of Human Services; the City of Berkeley Health, Housing & Community Services Department; and the Alameda Countywide Homeless Continuum of Care Council.