



March 3, 2015

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 general operating support. As the responsibilities of local CoCs have increased per the HEARTH regulations, and EveryOne Home continues to expand the local, state and national resources to end homelessness as illustrated in the EveryOne Home progress report, the organization's annual operating costs have also increased. Meanwhile core support has remained flat for seven years. In order to ensure we continue our strategic leadership role and meet our responsibilities to maintain federal homeless assistance, we have made adjustments to the invoices for the 2014/2015 fiscal year.

You will find the total budget for the city and county contributions to EveryOne Home activities has been adjusted to \$213,012 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.

The portion of the invoice that provides general operating support for EveryOne Home has increased by 12%, the equivalent of 2% per year for the last six years. Jurisdictional support for EveryOne Home ensures the annual submission for over \$27 million in federal homeless assistance, completion of the biennial unsheltered homeless count, and planning and coordinating our continuum's response to homelessness. The attached invoice ensures that we can conduct the federally required continuum-wide homeless count. We recognize that budgets for the current fiscal year are already approved and you may have challenges meeting the increased amount this fiscal year. However, we ask that you do your best, and plan for this higher amount at a minimum in future years. 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, been cost-effective, 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,

A handwritten signature in black ink, appearing to read "Elaine de Coligny".

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 2013-14 and Work Plan for 2014-15

Throughout the last fiscal year and currently, 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 Redesign— Starting in the summer of 2013 EveryOne Home's Leadership board embarked on a community planning process asking; "What is the system we need in place by 2020 so that individuals and families in our county who face the loss of their housing are rapidly and cost effectively returned to permanent housing?" New federal legislation known as the HEARTH Act also necessitated changes to our homeless assistance system. In February 2014, EveryOne Home launched the System Redesign effort with a kick-off meeting to inform the community and to invite participation. Three working groups were seated to work on data analysis, community input and governance. The Community Input Task Force hosted a Charrette to solicit extensive community engagement. The Charrette was an open forum lasting 2 days with 123 participants and generated over thirty suggestions for transforming our system. Attendees included local agencies from the non-profit community, consumers, city representatives, consultants, and representatives from mainstream systems. EveryOne Home's Leadership Board has reviewed the recommendations from the community and our system data to draft a vision for a redesign homeless services system and identified a number of priority actions to be further refined and implemented over the course of 2015, starting with a community meeting on November 17th.

Performance Improvement Initiative— Measuring success and reporting progress is a cornerstone of implementing the EveryOne Home Plan. Each year, in conjunction with the Homeless Management and Information System, EveryOne Home releases the Alameda County Outcomes Report, which reports the performance of providers and the system on key indicators such as exiting to permanent housing and with income. The 2013 Outcomes Report was released this past June and included four years of performance data, the addition of Rapid Re-housing programs, a look at permanent housing destinations (system-wide and by sector), and a chart exploring the permanent housing outcomes for different sub-populations of individuals within our system of care (disabled vs. non-disabled, chronically homeless vs. non chronically homeless, history of domestic violence vs. no history, and families vs. singles). There are several items of particular note in the report findings, which include:

- When the Performance Improvement Initiative began in 2010, roughly one quarter of programs were meeting their respective sector benchmarks for exits to permanent housing. In 2013, the rate of programs meeting that benchmark had double to 50%.
- Between 2012 and 2013, the system saw an increase of 770 people exiting to permanent housing.
- Retention of Permanent Supportive Housing remains above 90% even as our providers commit to housing higher barrier more vulnerable people.
- Two-thirds of people utilizing our system resolved their homelessness without subsidized housing.

To commemorate the release of the report, EveryOne Home hosted the Achieving Outcomes Community Celebration in June 2014. Certificates were distributed to programs for meeting benchmarks and efficiency measures including: rate of exits to permanent housing (for 2013, and across multiple years), occupancy, and both income measures. Additionally, top honors were awarded to **Casa Maria**, operated by BOSS, for the most improved

performance; **Midway Shelter**, operated by Building Futures, for the highest performing program in 2013; and **Les Marquis House**, operated by FESCO, for sustain excellence over four years. Photos from the event can be viewed at <https://www.dropbox.com/sh/n9vliig5bigzwpm/AAAbRswFrcezBTFlgYau4ZYVa?dl=0>.

After the event, HUD released its updated data standards, and in October 2014, the HMIS system was updated to reflect these changed data standards. The new data standards will change the measures and reporting tools somewhat for this year's report, but EveryOne Home will continue to evaluate and report on our performance as a community.

Home Stretch— In July of 2013 EveryOne Home stakeholders identified the need to accelerate the pace at which vulnerable chronically homeless individuals and families were getting housed across the county. At that time our system was helping an average of 28 chronically homeless individuals per month to get permanently housed. We set the goal of doubling that number within 200 days. The strategy for achieving this ambitious goal was to utilize a coordinated intake and assessment; establish a prioritized county-wide wait list for moving the most vulnerable chronically homeless persons into permanent supportive housing; providing the highest need persons with housing and services navigators; and enrolling permanent supportive housing operators who would agree to fill vacancies with persons off the list. Home Stretch, the program that emerged, was launched in October 2013. To date, the Home Stretch list contains 259 clients, referred from agencies across the county. While there is a need to expand housing navigation and increase the number of housing providers willing to utilize the Home Stretch list, the rate of housing chronically homeless people has improved to 53 persons per month. EveryOne Home lead the design and launch efforts, and transitioned the leadership to Behavioral Health Care Services in May of 2014. This fiscal year EveryOne will continue to work with BHCS, HCD and the Housing Authority of Alameda County to refine the screening tool, improve the waitlist data base's functionality, and increase the number of housing opportunities connected to Home Stretch. 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.

Rapid Rehousing and Homeless Prevention—EveryOne Home has maintained collaboration with local partners to fund and operate rapid rehousing and homeless prevention projects and working to ensure additional local, state and national resources are available to expand our capacity to deliver this promising approach to ending homelessness.

The Family Reunification Housing Program (FRHP), a program designed and coordinated by EveryOne Home since August of 2012 operated through October of 2014 utilizing Title IV Foster Care Waiver Funds. The program has since sunset and the partners are working on a program evaluation. The Program was recognized at the NAEH National Conference in February 2014 where EveryOne Home and Social Services, Children and Family Services Division staff presented this unique program model to conference participants.

Discussions will continue between Social Services, HCD and providers on how to meet the housing needs of child welfare involved families and foster youth. Though Waiver funds are no longer available, the State of California has made \$1.2 million of general fund available this fiscal year for rapidly rehousing homeless families on TANF. EveryOne Home helped make the case at the state level for this resource and will support its implementation locally in coordination with other resources.

EveryOne Home also worked to create local unrestricted funds for Rapid Rehousing. In July 2014, the Alameda County Board of Supervisors allocated \$3.9 million dollars of general funds to spent over the next year on Rapid Rehousing across the county. EveryOne Home will provide expertise to the program design and implementation efforts, in particular, it will facilitate the learning community of providers that implements these services.

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

Homeless Count 2015 – Once again, EveryOne Home is coordinating the biennial Point-in-Time unsheltered homeless count. Field work will occur on Thursday January 29, 2015. This research project is a federal mandate that requires the training and organizing of over 300 volunteers along with the participation of dozens of service sites across Alameda County. The Report marking our progress at reducing homelessness will be published in the summer of 2015. It will not only report 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 in our community. Visit everyonehome.org to view the data collected from the 2013 homeless count.

Coordination of local rating & ranking for federal & state homeless funding— EveryOne Home facilitates 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 2013 and 2014 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.

The 2013 Continuum of Care funding process resulted in Alameda County received funding for two new projects, Welcome Home and North County Family Rapid Rehousing with reallocated dollars totaling \$1.2 million dollars for 51 additional permanent housing subsidies. The 2014 Continuum of Care packages includes two new permanent housing projects Welcome Home San Leandro (25 units) and Homes for Health (72 units) for a total of \$1.9 million to house chronically homeless persons throughout the county. In total Alameda County submitted a list of 50 renewal projects, one new project funded through reallocation, as well as one bonus project in the most recent round. HUD is expected to release the results for this year in early 2015.

EveryOne Home also facilitates the rating and ranking of shelter and rapid rehousing projects applying to the state Emergency Solution Grants. Last year seven local projects were rated and ranked five were funded, for the highest total award to Alameda County in over a decade.

In the upcoming year, EveryOne Home will continue to coordinate the projects and initiatives described above. In addition, Everyone Home will lead the community process by which Alameda County adheres to the new HEARTH mandates that require CoCs to create a centralized intake and assessment system. We look forward to the work ahead of us and doing so in partnership with Alameda County and its cities.



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Fiscal Year 2013/2014 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 \$24 million annually in Homeless Assistance Grant funding. Core funding for InHOUSE is primarily from a Supportive Housing Program 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 2013/2014:

During the 2013/2014 Fiscal Year, HMIS staff utilized InHouse to become more familiar with ServicePoint system updates and platform five. Efforts included the review and utilization of Bowman-created data quality reports for use within the CoC Application project submission process within Alameda County. Additionally, HMIS staff modified and enhanced InHOUSE-created reports to better calculate pertinent information based upon HUD specifications. InHOUSE activities also included the assistance with the addition of new Housing Stabilization programs whose population outreach includes probation and social services agencies. The InHOUSE system was an integral part in the creation of the 2014 Sheltered Homeless Count, which included the completion of the Housing Inventory Chart and Point-In-Time Count. This project included coordination with over forty agencies and 132 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 2013/2014:

- Continued infrastructure work for implementation of HEARTH Act including the integration of Veterans Affairs programs; preparation for Emergency Solutions Grant data collection; and review of and comment on proposed and draft regulations.
- Revision and upgrade of workflow and data collection forms to meet new HUD HMIS Data Standards.
- Provided 12 monthly Privacy and Security Certification trainings (duration: four hours).
- Provided 12 monthly ServicePoint Standard Initial Client Set-up Software Trainings (duration: 16 hours).
- Provide research data to 100,000 Homes Campaign and other homeless data studies.
- HMIS Project Coordinator attended the Bowman Systems Collaborate 2013 conference 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.
- Provided six ART Report Training Software classes (duration: two hours).
- Created and implemented a Quality Improvement ART class, which focused on more in-depth data quality management with an alternating report each training session. Training session conducted bi-monthly (training duration: two hours).
- Improved access to and availability of data across the continuum of care including utilizing the ServicePoint 5 platform functionality of emailing and scheduling completed reports within HMIS to select users.

- Facilitated the completion of the Housing Inventory Count (HIC), which included confirming 132 program beds/units inventory serving those in Emergency Shelters, Transitional Housing, Permanent Supportive Housing and Rapid Re-housing projects throughout Alameda County.
- 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).
- Implementation and upgrade of HMIS software product by software vendor (Bowman Systems).
- Standardized reporting and production of more outcomes-based reporting products.
- Review of Outcome measurements defined by Agencies and program types.
- Completion of review and realignment of program assessments for each project within InHOUSE (365 projects).
- Improved data quality to expand participation in 2013 Annual Homeless Assessment Report (AHAR).
- Conducted six User Group meetings and six Policy Group meetings including outreach and inclusion of more agency partners.
- Participated and presented in Performance Management committee meetings (held monthly).
- Supported two agencies with implementation into HMIS and initiating of the on-board processCoordination with funders to ensure InHOUSE reports contain all needed data elements and community focus.
- Conducted systemwide trainings to update users on data entry modifications and best practices.
- Conducted Privacy Training sessions for 188 community staff members. Trainings were conducted at three community locations and held monthly (duration: four hours).
- HMIS staff served on EveryOne Home Data Synthesis Work Group in preparation for the System Redesign process.

Planned Activities for 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.
- *Following release of Federal Partner HMIS Standards*, coordinate and implement additions of community partners needing data collection and input into HMIS.
- Assist with the review and implementation of HUD Performance Standard goals and objectives, including training community members on data entry and review modifications.
- Training and review of upgraded forms (and/or new collection processes) with all data collection users.
- Completion of implementation of ESG (solutions) programs within InHOUSE.
- Creation of coordinated assessment process within InHOUSE.
- Data extraction and collaborative efforts in preparation for the 2015 HIC and PIT report.
- 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.
- Collaborate with funders to create data reports needed for agency and funder submission.
- Provide HMIS support in preparation of City-funded Homeless Connect events.
- 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.



**EveryOne Home General Support and HMIS Match Contributions
Local Shares of Cost
7/1/14 - 6/31/15**

Jurisdiction	13/14 EveryOne Home General Support	14/15 EveryOne Home General Support	InHOUSE HMIS Match	Total City Contribution
City of Alameda	\$4,539	\$5,084	\$4,176	\$9,260
City of Berkeley	\$17,968	\$20,124	\$6,676	\$26,800
City of Fremont	\$8,426	\$9,437	\$8,703	\$18,140
City of Hayward	\$6,553	\$7,339	\$4,851	\$12,190
City of Livermore	\$2,757	\$3,088	\$4,514	\$7,602
City of Oakland	\$23,236	\$26,024	\$28,566	\$54,590
City of Pleasanton	\$2,246	\$2,516	\$2,689	\$5,205
City of San Leandro	\$3,501	\$3,921	\$4,311	\$8,232
City of Union City	\$2,989	\$3,348	\$3,838	\$7,186
County of Alameda	\$27,178	\$30,439	\$14,662	\$45,101
Alameda County Urban County (Cities of Albany, Dublin, Emeryville, Newark, and Piedmont, and County)	\$9,039	\$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	\$108,432.00	\$121,444.00	\$91,568.00	\$213,012.00



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

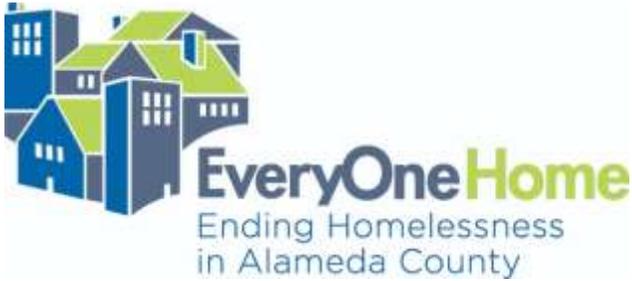
This formula assesses a minimum membership fee and a jurisdiction-specific needs fee to calculate each jurisdiction's HMIS Match Amount. The last column on the right identifies the cash match requested.

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.



March 3, 2015

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

2014/2015 INVOICE

InHOUSE HMIS Match Contribution \$1,473

TOTAL AMOUNT OF THIS INVOICE \$1,473

Payment due April 3, 2015.

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 945441215

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