



Our Vision:

Prevent and end homelessness in San Antonio / Bexar County.

Our Goal:

Homelessness will be rare, brief, and nonrecurring.

Continuum of Care Board of Directors Meeting Agenda

Leilah Powell, Board President

GoToMeeting

<https://www.gotomeet.me/ContactSARAH> or

1 (571) 317-3122; Access Code 236-436-101

August 27, 2020

3:00 – 5:00 PM

The following agenda items may not necessarily be considered in the order they appear.



1. **Call to Order**
2. **Public Comment**

SARAH NONPROFIT BUSINESS

3. **Board Member Recognition**

4. **Homelessness Updates Roundtable**

5. **Consent Items**

- Minutes from June 25, 2020 Board of Directors Meeting  (p. 5 – 11)
- July 2020 Financial Reports  (p. 12 – 17)

Motion _____ Second _____ Abstain _____ Passed _____

6. **Executive Director Report – Richard Huron**

- Rebrand Update
- Movement to End Youth Homelessness
- Big Give: YAB Technology Solutions – September 10, 2020

7. **CoC Executive Committee Report – Leilah Powell & Lori Stinson**

- Executive Director Recruitment
- Executive Committee Vacancies – Treasurer & Secretary

8. **Boardroom Project Proposal – YAB Training  (p. 18)**

Motion _____ Second _____ Abstain _____ Passed _____

CONTINUUM OF CARE BUSINESS

9. **Membership Council Report – Tammye Trevino**



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10. Membership Council Application – Bexar County Community Health Collaborative  (p. 19 – 22)

Motion _____ Second _____ Abstain _____ Passed _____

11. Operations Report – Katie Vela & Madeline Carrola


- Diversion Pilot Update
- Governance and Planning Equity Plan
- Coordinated Outreach Strategy
- HUD Technical Assistance Plan
- CoC Grantee Updates
- CoC and ESG Written Standards
- ESG CARES Funding Update

12. Data & Research Report – Azza Kamal


- Eviction Filing Data Analysis  (p. 23 – 26)
- Understanding Mental Health and Psychosocial Effects of COVID-19 Grant  (p. 27)
- SARAH HMIS Roles  (p. 28 - 29)

13. Youth Action Board Report (YAB) Report – Kameron Rhys & Salena Santibáñez

14. Homeless Management Information System (HMIS) Lead Updates – Katherine Dillard

- Renewing HMIS Vendor Contract  (p. 30 – 31)

Motion _____ Second _____ Abstain _____ Passed _____

- HMIS Team Roles  (p. 32 – 36)

15. Homeless Management Information System (HMIS) Advisory Committee Report – Phil Beckett

- Government Entity Use of HMIS Task Force
- Housing Inventory Count (HIC) Reporting Task Force
- CoC Identified Data Requests Review Committee

16. Coordinated Entry (CE) Advisory Committee Report - Salena Santibáñez

- Ad-Hoc Subcommittee Reports
 - Rehousing
 - Prevention
 - Lived Experience
- SAHomelink Workflow Update



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- Priority Pool Policy Approval 📎 (p. 37 – 42)

Motion _____ Second _____ Abstain _____ Passed _____

17. Point-in-Time (PIT) Count Committee Report – Leslie Komet

- COVID-19 Contingency Planning
- USAA PIT Grant Awarded
- 2021 PIT Count Committee Member Approval 📎 (p. 43)

Motion _____ Second _____ Abstain _____ Passed _____

18. CoC Board Executive Committee Position – Treasurer

Motion _____ Second _____ Abstain _____ Passed _____

19. CoC Board Executive Committee Position – Secretary

Motion _____ Second _____ Abstain _____ Passed _____

20. Upcoming SARAH Meetings and Events

Next CoC Board Meeting	Next CoC Membership Council Meeting
October 29, 2020 3:00 – 5:00 PM Virtual	September 24, 2020 2:30 – 4:00 PM Virtual

Committee Meetings & Working Groups

Title	Point of Contact	Event Details*
Youth Homelessness Workgroup	Tyler Shoesmith, North East Independent School District tshoes@neisd.net	September 18, 2020 9:30 – 10:30AM
Veteran Workgroup	Marc Wonder, COSA-DHS Marc.Wonder@sanantonio.gov	TBD- Meetings currently on hold
Chronic Homelessness Workgroup	Vacant	September 11, 2020 2:00 – 3:00PM
Housing Strategies Workgroup	Sara Wamsley, NHSD Sara.Wamsley@sanantonio.gov	September 18, 2020 11:00 – 12:00PM
Family Homelessness Workgroup	Heather Pullen, SA Hope Center hpullen@sahopecenter.org	September 15, 2020 3:30 – 4:30PM



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HMIS Advisory Committee	Azza Kamal Azzakamal@SARAHomeless.org	September 30, 2020 10:30 – 11:15AM
Coordinated Entry Advisory Committee	Eboni Jett Ebonijett@SARAHomeless.org	September 2, 2020 10:30 – 11:30AM
Point-in-Time Count Committee	Chelsey Viger ChelseyViger@SARAHomeless.org	September 10, 2020 10:00 – 11:00AM
Youth Action Board	Suyapa Munoz suyapamunoz@SARAHomeless.org	September 5, 2020 1:00 – 2:30PM

**All meetings are currently being held virtually. Please email madelinecarrola@sarahomeless.org to be added to a meeting distribution list*

21. Topics for October Board Meeting

22. Announcements

23. Adjournment



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Continuum of Care Board of Directors Meeting Minutes

Leilah Powell, Board President

GoToMeeting

<https://global.gotomeeting.com/join/678902317>

1 (312) 757 – 3121 Access Code 678-902-317

June 25, 2020

3:00 – 5:00 PM

The following agenda items may not necessarily be considered in the order they appear.

1. Call to Order

The June 25, 2020 CoC Board of Directors meeting was called to order by Board President Leilah Powell. The meeting was conducted virtually due to the COVID-19 pandemic.

2. Present:

Leilah Powell, Craig Hopkins, Lori Stinson, Melody Woosley, Jo Estrada, Roy Fletcher, Greg Matula, Gregory Zlotnick, Leslie Komet, Phillip Beckett, Salena Santibanez, Kameron Rhys, Estella Garza, Brenda Mascorro, Katie Vela, Richard Huron, Azza Kamal, Chelsey Viger, Penny Burgess.

Guests: Katherine Dillard

Absent: Annie Erickson, Tammye Trevino

3. Public Comment

There was no public comment.

SARAH NONPROFIT BUSINESS

4. Board Member Recognition – Leslie Komet, Greg Zlotnick, Leilah Powell

5. Homelessness Updates Roundtable

LISC secured \$70,000 in funding for Crosspoint to implement a Telehealth system to help with releases from Bexar County Jail to assist with prevention.

6. Consent Items

March, April, and May Financial Reports (pg. 1-6)

- Richard Huron described the financial reports and any loss or revenue changes. Leilah asked if we are missing any programmatic expenditures or if it is more related to remote working. Brenda answered that it is related to remote working; for example, conferences are under budget because of COVID-19. She is confident that we will be able to spend down and use funding in other areas of the budget.

Motion Lori Stinson Second Craig Hopkins Abstain None Passed Yes



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Minutes from April 16, 2020 Board of Directors Meeting (pg. 7-11)

Motion Jo Estrada Second Estella Garza Abstain None Passed Yes

7. Executive Director Report – Brenda Mascorro

COVID-19 Updates

- Information is continuing to be sent to Executive Committee on Fridays. Continuing to hold weekly COVID-19 Coordination Calls that have been beneficial to the community in sharing updates and resources. Coordinated Investment Strategy workshops regarding federal funding to ensure needs are met. ESG CARES funding is coming through TDHCA and the City and County both received separate allocations; we are holding a collaborative competition and \$15-18 M will be available; easier for those applying and helps the review team know where the money is going. SARAH staff will not be returning to the office until September 1, 2020; with consultant, SARAH has sent a survey out to staff to ensure they are comfortable with current work situation.

Pilot Programs (Vouchers, PLACE, Diversion)

- 45 people have COVID-19 vouchers and are looking for a place to live
- PLACE was a \$50,000 pilot program that started last year and NHSD asked for it to be increased to \$200,000
- With USAA's \$250,000 grant, the Diversion Pilot will help families who are literally homeless

SARAH Rebranding (pg. 12-13)

- We have finalized the new SARAH logo. Decided to launch the first week of September. Leilah thanked the work done by SARAH staff and Board members Leslie and Greg Z.

Youth Community Campaign

- Will launch in the very near future; hired a marketing firm to assist us with the launch

Brenda's Departure

- Leilah announced that Brenda is leaving for Miami, FL with her family and will be with SARAH for the next 3 weeks. Will be engaging with HR consultant to outline recruitment process. Looking for someone to continue to build strong relationships and increased connections among different sectors.

8. HUD Estimating the Prevalence and Probability of Homeless Youth NOFA- Azza Kamal

Building on foundation of YHDP and expanding our network and collaboration, signing a handful of MOUs with other agencies to expand survey and data attributes to address youth homelessness. In coordination with various partners, SARAH will apply for this NOFA by July 1, 2020.

9. Self- Dealing Transactions Policy Approval 📎 (pg. 14)

Boardroom Project has submitted a proposal to train the Youth Action Board. Salena submitted the proposal so the Board will need to vote considering the Self-Dealing Transactions policy in the by-laws. Salena spoke on behalf of the Boardroom Project, states they work with youth and professional



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women to increase equity on boards. She wanted to give the youth the opportunity to learn professionalism and to help them leverage it for other boards or employment. The Boardroom Project would provide training on Robert’s Rule of Order, financials, public speaking, roles and responsibilities, and networking. Salena left the meeting so the Board could discuss.

Brenda noted that the proposal was just under \$5,000, which means we are not required to bid it out. Leilah stressed that the Board must feel comfortable with the knowledge of the facts of the proposal and Salena’s involvement in the transaction. Leilah states she believes it is a fair and reasonable transaction and is in the best interest of the organization. Estella asked if there was a conflict of interest since Salena is a Board member. Leilah stated there is a conflict of interest which is why the Board must make a finding. Phil asked if we could know if the proposal is standard and normal if we do not have any other bids. Leilah responded that in her experience, this is a low bid. A few Board members noted they were comfortable with the bid. Leilah stated we could generate RFPs but that this would increase the workload of the staff. Estella asked if there are companies like the Boardroom Project. Lori stated that yes, there are many organizations and consultants that can do leadership development. Leilah asked if any of them specifically work with young people. Lori said she did not know specifically but that she can find out. Lori asked how difficult it would be to create an RFP process to make this clearer. Katie noted that we do have templates for RFPs, and we could also write an email describing what we need and use the emails as informal bids. The Board agreed that they would like to give others the opportunity and see if rates are comparable.

Item was postponed to the next Board meeting. Leilah said that if this is of critical nature, it can be addressed via electronic vote.

CONTINUUM OF CARE BUSINESS

10. Membership Council Report – Tammye Trevino

In Tammye’s absence, Katie Vela gave the update on the May 28, 2020 Membership Council meeting. SARAH shared 2 items from Coordinated Entry Advisory Committee, which are on the agenda today. Membership Council voting seats were addressed, and the council was informed that this would be addressed at a future Board strategy session. Two new agencies were approved into Membership Council – Humans 4 Life and SA Hope Center. Heather Pullen with SA Hope Center and Teshina Carter with SAMMinistries were elected as Chair and Co-Chair of the Family Homelessness Workgroup.

11. Membership Council Application  – UTHealth School of Public Health, San Antonio Regional Campus (pg. 15-19)

Motion Lori Stinson Second Greg Matula Abstain None Passed Yes

12. City Homeless Strategic Plan Update – Melody Woosley

Due to COVID-19, the strategic plan is behind schedule. \$500,000 was set aside to address recommendations of the plan; however, they did not make it to City Council in April 2020. The



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Homeless Strategic Plan Steering Committee is currently reviewing the strategic plan. Edits will be sent back to the consultant and anticipating an August 2020 presentation to City Council. The \$500,000 was recaptured in the mid-year budget because of severe deficit of COVID-19; unsure if this will be included in the FY 2021 budget.

The 5 high-level categories of recommendations are: increase investment in housing, not just affordable but permanent supportive housing; improve communication between system-level partners by implementing a single collective impact leadership group for San Antonio and Bexar County; increase outreach capacity and coordination between outreach groups and develop a single protocol (will begin in July 2021); frequent-user system engagement to learn how people move in and out of the system; developing detailed prioritization policies and targeted interventions that impact the unsheltered population.

Leilah asked which council committee will be reviewing this and Melody stated she believed it is the Culture and Neighborhood Services Committee. Leilah asked if we are still at the stage where feedback can be given on items that should be prioritized. Melody stated she would be in communication with SARAH to get the Board's feedback on the plan.

13. Operations Report – Katie Vela 

Inactivity Policy Implementation

- 8% reduction in the waitlist.
- Working closely with partners with an aim to get to 75% reduction by the end of summer 2020.

CHCS Grant Transfer to Endeavors

- Weekly calls with our planning team with a goal of having transfer finalized by August 31, 2020.

Grantee Spending Issues

- The San Antonio AIDS Foundation is on a CoC Performance Improvement Plan to ensure they can drawdown their grant. Need a signature from Board President and will provide an update at the next Board meeting.

14. Approve YHDP Coordinated Community Plan (CCP)  (separate document)

Brenda reported that the CCP passed all HUD thresholds, which is a difficult process. It has been reviewed by Board members and has been approved by the Youth Action Board. There are 2 signatures that are needed: Leilah's and Melody's as the CoC Board President and City of San Antonio Representative, respectively.

Motion Salena Santibanez Second Leilah Powell Abstain None Passed Yes



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15. Approve Round 1 YHDP Applications for Funding 📎 (pg.20)

Katie reported these are the projects recommended for funding for the first round. Because of COVID-19, HUD gave communities the flexibility to have multiple funding rounds, there will be a second round focused on a drop-in center. The YAB has already approved the 5 projects (RRH, TH-RRH, and SO) for funding and 2 YAB members were represented on the Independent Review Team.

Leilah asked if Annie was on the call, since she works for Endeavors but she was not on the call.

Motion Leilah Powell Second Salena Santibanez Abstain None Passed Yes

16. Community Point-In-Time Count Debriefing 📎 Brenda Mascorro & Azza Kamal (pg. 21)

There was a report and presentation completed for the Point-in-Time (PIT) Count. The team also did an internal debrief on improving for next year. A one-pager was created for ease of understanding the data. Azza reported that there will soon be a 10-year trend dashboard along with the yearly dashboard.

Azza also shared the key findings with the Board along with the dashboard that is on our website.

17. Ratify Point-In-Time Count (PIT) and Housing Inventory Count (HIC) Submission 📎 (pg. 22-43)

Motion Phil Beckett Second Estella Garza Abstain None Passed Yes

18. Continuum of Care & Emergency Solutions Grant Written Standards Updates 📎 (pg. 44)

Katie reported that HUD has regulations and policies for ESG and CoC grants but occasionally will ask people to look at their local policies, which is what this document is. This is a quick update regarding street outreach grantees that will be funded through the upcoming ESG CARES competitions. The update indicates grantees will have to support the Homeless Connections Hotline, participate in bi-weekly street outreach case conferencing, and support to COSA Homeless Resource Hubs.

Motion Greg Zlotnick Second Jo Estrada Abstain None Passed Yes

19. Youth Action Board Report (YAB) Report - Kameron Rhys & Salena Santibáñez

Kameron concurred with Katie that the YAB approved the YHDP projects. He noted that the YAB had a member volunteer for Habitat for Humanity last weekend. The YAB voted in a new member, who will be working with their social media accounts. Collaborating with Our Tomorrow with a COVID-19 youth survey. Marcos with SARAH gave a presentation at the Bexar County Foster Service webinar on behalf of the YAB in May. Three YAB members went to a Black Lives Matter vigil on Saturday. The YAB also decided to allow members over 25 who can participate but not vote. Moreover, SARAH staff under age 25 can participate but cannot get paid or vote.




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20. Homeless Management Information System (HMIS) Advisory Committee Report – Phil Beckett

Approve HMIS Policies and Procedures Updates  (pg. 45-49)

- Phil reported that data quality is of upmost importance. There was a data quality taskforce from the committee that was created, and they will be discussing what happens if someone does not follow the data quality standards.
- Updates include removed language that is restrictive.

Motion Craig Hopkins Second Estella Garza Abstain None Passed Yes

21. Coordinated Entry (CE) Advisory Committee Report - Salena Santibáñez & Jo Estrada

SAHomelink Workflow Pilot Program Approval  (pg. 50)

- The Diversion Pilot will allow more resources into the SAHomelink system to give an alternative to placing someone the SAHomelink Waitlist

Motion Leilah Powell Second Jo Estrada Abstain None Passed Yes

SAHomelink Prioritization Tool Approval  (pg. 51)

- This tool will show how individuals will be prioritized on the SAHomelink waitlist considering COVID-19.

Motion Leilah Powell Second Jo Estrada Abstain None Passed Yes

22. Point-in-Time (PIT) Count Committee Report – Leslie Komet & Greg Zlotnick

Chelsey Viger gave the PIT Count Committee Report in the absence of Leslie and Greg, both who had to leave the meeting. The PIT Count Committee is recruiting for voting members and has begun discussions on incentives and resources. Leilah Powell asked SARAH staff about preparations for PIT 2021 considering COVID-19. Chelsey reported that the committee discussed the need to solicit mask donations. Brenda reported that SARAH would reach out to our HUD technical assistance.

23. Upcoming SARAH Meetings and Events

Next CoC Board Meeting	Next CoC Membership Council Meeting
August 27, 2020 3:00 – 5:00 PM Virtual	July 23, 2020 2:30 – 4:00 PM Virtual



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Committee Meetings & Working Groups

Title	Point of Contact	Event Details*
Youth Homelessness Workgroup	Tyler Shoemith, North East Independent School District tshoes@neisd.net	July 17, 2020 9:30 – 10:30AM
Veteran Workgroup	Marc Wonder, City of San Antonio Department of Human Services Marc.Wonder@sanantonio.gov	TBD- Meetings currently on hold
Chronic Homelessness Workgroup	Morjorie White, City of San Antonio Department of Human Services Morjorie.White@sanantonio.gov	July 10, 2020 2:00 – 3:30PM
Housing Strategies Workgroup	Joel Tabar, San Antonio Housing Authority Joel_Tabar@saha.org	July 17, 2020 11:00 – 12:00PM
Family Homelessness Workgroup	Heather Pullen, SAHope Center hpullen@sahopecenter.org	July 21, 2020 3:30 – 4:30PM
HMIS Advisory Committee	Azza Kamal Azzakamal@SARAHomeless.org	August 26, 2020 10:30 – 12:00PM
Coordinated Entry Advisory Committee	Eboni Jett Ebonijett@SARAHomeless.org	July 1, 2020 10:30 – 11:30AM
Point-in-Time Count Committee	Chelsey Viger ChelseyViger@SARAHomeless.org	July 9, 2020 10:00 – 11:00AM
Youth Action Board	Suyapa Munoz suyapamunoz@SARAHomeless.org	July 11, 2020 1:00 – 2:30 pm

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24. Topics for August Board Meeting

25. Announcements

26. Adjournment

South Alamo Regional Alliance For The Homeless Statement of Financial Position

As of July 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
Checking-Broadway	608,380
Total Bank Accounts	608,380
Accounts Receivable	
11000 Accounts Receivable	142,692
A/R - City of San Antonio	22,659
A/R - Member Yearly Dues	100
A/R - Membership Dues	3,719
Total Accounts Receivable	169,170.6
Other Current Assets	
A/R - Other	0
Health Deduction Receivable	228
Total Other Current Assets	228
Total Current Assets	777,778
Fixed Assets	
15000 Computers & Equipment	10,945
Furniture and Fixtures	29,057
Accumulated Depreciation	-6,182
Total Furniture and Fixtures	22,875
Total Fixed Assets	33,820
TOTAL ASSETS	811,598

South Alamo Regional Alliance For The Homeless Statement of Financial Position

As of July 31, 2020

LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	1,709	
20000 Accounts Payable	1,709	
Total Accounts Payable	1,709	
Other Current Liabilities		
Payroll Liabilities	26,751	
Payroll Tax Liability	8,147	
Total Other Current Liabilities	34,899	
Total Current Liabilities	36,608	
Total Liabilities	36,608	
Equity		
31500 Temp. Restricted Net Assets	271,803	
32000 Unrestricted Net Assets	250,717	
Change in Net Assets	252,471	
Total Equity	774,991	
TOTAL LIABILITIES AND EQUITY	811,598	

Tuesday, Aug 18, 2020 06:48:34 AM GMT-7 - Accrual Basis

South Alamo Regional Alliance For The Homeless Statement of Activities by Class

January - July, 2020

Income	Alternative Giving	COSA 19 - 20	HUD Dues	Restricted	CE Domestic Violence	Coordinated Entry Grant	ESG	ESG Cares	HUD Planning Grant	PLACE Fund	USAA	YHDP Planning 2	YHDP Planning 3	Total Restricted	Unrestricted	TOTAL
City of San Antonio - Alt Give	5,630													0	0	5,630
City Of San Antonio Grant		73,360												0	0	73,360
Donations														0	18,903	18,903
Dues from HUD Awardees			60,972											0	0	60,972
ESG							2,461							2,634	0	2,634
ESG Cares								1,249						1,249	0	1,249
HUD - Planning Grant								189,241						189,241	0	189,241
HUD - YHDP Planning Grant 2												112,978		112,978	0	112,978
HUD - YHDP Planning Grant 3													30,910	30,910	0	30,910
HUD Coordinated Entry Grant						227,936								227,936	0	227,936
HUD Domestic Violence									30,924					30,924	0	30,924
In Kind Donation									6,519					32,127	0	90,691
USAA Grant											250,000			250,000	0	250,000
Total Income	\$ 5,630	\$ 73,360	\$ 60,972	\$ 0	\$ 37,443	\$ 260,063	\$ 2,461	\$ 1,422	\$ 241,285	\$ 0	\$ 250,000	\$ 112,978	\$ 30,910	\$ 936,564	\$ 18,903	\$ 1,095,428
Expenses																
Advertising/Marketing/Public Relations														0	192	192
Background Checks														0	207	207
Bank Fees														0	2	2
Computers														1,416	0	1,416
Coordinated Entry Consulting														7,676	0	7,676
Copier Lease														0	1,968	1,968
Identification Recovery Expense														0	4,563	4,563
In Kind Expenses														90,691	0	90,691
IT Support Services														0	11,390	11,390
Legal & Professional Fees														44,894	14,897	59,791
Memberships and Subscriptions														0	499	499
Mileage														0	3,628	3,628
Office Supplies														0	2,986	2,986
Partner/Employee Relations														0	1,463	1,463

South Alamo Regional Alliance For The Homeless Statement of Activities by Class

January - July, 2020

	Alternative Giving	COSA 19 - 20	HUD Dues	Restricted	CE		ESG	ESG Cares	HUD Planning Grant	PLACE Fund	USAA	YHDP		Total Restricted	Unrestricted	TOTAL
					Domestic Violence	Coordinated Entry Grant						Planning 2	Planning 3			
Payroll Processing		9,059				5,348	304	211	23,892					0	3,246	3,246
Payroll Taxes and Fringe Benefits						25,826							8,498	68,749	-8,321	69,487
Personnel Salaries and Wages		58,391				179,829	2,157	1,212	165,349				52,166	450,512	1,954	510,857
PIT Count Facility Rent											50			50		50
PIT Count Software Fee										9,000				9,000		9,000
PIT Refreshments										1,536				1,536		1,536
PIT Supplies										383				383	-150	234
PIT Volunteer T Shirts										2,508				2,508		2,508
Postage														0	307	307
Printing Expense														0	1,500	1,500
Refreshments														0	1,565	1,565
Rent		3,910							13,511					13,511	13,800	31,221
Software														0	1,238	1,238
Stipends/Program Distributions	4,110											7,920	7,920	0	210	12,240
Subsidy/Assurance Fund											1,415			1,415		1,415
Telecommunications						600								600	4,906	5,506
Travel - Conferences & Continuing Ed														-1,018	5,594	4,576
Total Expenses	\$ 4,110	\$ 73,360	\$ 0	\$ -	\$ 1,018	\$ 37,443	\$ 2,461	\$ 1,422	\$ 241,285	\$ 1,415	\$ 13,477	\$ 30,910	\$ 112,978	\$ 698,844	\$ 65,644	\$ 842,958
Change in Net Assets	\$ 1,520	\$ 0	\$ 60,972	\$ 1,018	\$ 1,018	\$ 0	\$ 594	\$ 0	\$ 0	\$ 1,415	\$ 236,523	\$ 0	\$ 0	\$ 236,720	\$ 46,741	\$ 252,471

Tuesday, Aug 18, 2020 06:13:41 AM GMT-7 - Accrual Basis

South Alamo Regional Alliance For The Homeless Statement of Activities Budget vs. Actuals

January - July, 2020

	Jul 2020			Total			
	Actual	Budget	over/under Budget	Actual	Budget	over/under Budget	% of Budget
Income							
City of San Antonio - Alt Give	144	0	144	5,630	0	5,630	0%
City Of San Antonio Grant	18,976	10,417	8,559	73,360	72,919	441	101%
Donations	7,557	2,083	5,474	18,903	14,581	4,322	130%
Dues from HUD Awardees	0	0	0	60,972	77,540	-16,568	79%
ESG	1,282	0	1,282	2,634	0	2,634	0%
ESG Cares	1,249	0	1,249	1,249	0	1,249	0%
HUD - Planning Grant	44,113	27,463	16,650	189,241	192,241	-3,000	98%
HUD - YHDP Planning Grant 2	41,828	20,000	21,828	112,978	140,000	-27,022	81%
HUD - YHDP Planning Grant 3	5,866	0	5,866	30,910	0	30,910	0%
HUD Coordinated Entry Grant	42,040	40,310	1,730	227,936	282,170	-54,234	81%
HUD Domestic Violence	8,172	4,514	3,658	30,924	31,598	-674	98%
In Kind Donation	18,976	23,072	-4,096	90,691	161,504	-70,813	56%
USAA Grant	250,000	0	250,000	250,000	0	250,000	0%
Total Income	\$ 440,203	\$ 127,859	\$ 312,344	\$ 1,095,428	\$ 972,553	\$ 122,875	113%
Expenses							
Advertising/Marketing/Public Relations	0	500	-500	192	3,500	-3,309	5%
Background Checks	0	30	-30	207	120	87	173%
Bank Fees	2	2	0	2	0	2	0%
Computers	0	0	0	1,416	3,300	-1,884	43%
Coordinated Entry Consulting	0	1,083	-1,083	7,676	7,581	95	101%
Copier Lease	168	325	-157	1,968	2,275	-307	87%
Furniture	0	0	0	0	1,500	-1,500	0%
Identification Recovery Expense	1,012	1,000	12	4,563	6,000	-1,437	76%
In Kind Expenses	18,976	23,072	-4,096	90,691	161,504	-70,813	56%
IT Support Services	2,822	1,625	1,197	11,390	11,375	15	100%
Legal & Professional Fees	13,635	13,056	579	59,791	91,392	-31,601	65%
Meeting Coordination	0	100	-100	0	700	-700	0%
Memberships and Subscriptions	0	133	-133	499	931	-432	54%

South Alamo Regional Alliance For The Homeless Statement of Activities Budget vs. Actuals January - July, 2020

	Jul 2020			Total			
	Actual	Budget	over/under Budget	Actual	Budget	over/under Budget	% of Budget
Mileage	704	1,482	-778	3,628	10,374	-6,746	35%
NOFA/Planning Consultant	0	1,500	-1,500	0	10,500	-10,500	0%
Office Maintenance	0	0	0	0	100	-100	0%
Office Supplies	44	583	-539	2,986	4,081	-1,095	73%
Partner/Employee Relations	100	267	-167	1,463	1,869	-406	78%
Payroll Processing	647	489	158	3,246	3,423	-177	95%
Payroll Taxes and Fringe Benefits	13,577	13,093	484	69,487	91,651	-22,164	76%
Personnel Salaries and Wages	127,047	69,371	57,676	510,857	485,597	25,260	105%
PIT Count Facility Rent	0	0	0	50	4,000	-3,950	1%
PIT Count Software Fee	0	0	0	9,000	20,000	-11,000	45%
PIT Refreshments	0	0	0	1,536	1,000	536	154%
PIT Supplies	0	0	0	234	880	-646	27%
PIT Volunteer T Shirts	0	0	0	2,508	3,000	-492	84%
Postage	0	0	0	307	80	227	384%
Printing Expense	0	225	-225	1,500	1,575	-75	95%
Professional Insurance	0	500	-500	0	3,500	-3,500	0%
Refreshments	12	500	-488	1,565	3,500	-1,935	45%
Rent	4,460	4,460	0	31,221	31,220	1	100%
Research Coordination	0	1,109	-1,109	0	7,763	-7,763	0%
Software	434	208	226	1,238	1,456	-218	85%
Stipends/Program Distributions	4,500	1,000	3,500	12,240	6,000	6,240	204%
Subsidy/Assurance Fund	0	4,167	-4,167	1,415	29,169	-27,754	5%
Telecommunications	621	717	-96	5,506	5,019	487	110%
Travel - Conferences & Continuing Ed	180	0	180	4,576	15,850	-11,274	29%
Total Expenses	\$ 186,942	\$ 140,595	\$ 48,347	\$ 842,958	\$ 1,031,785	\$- 188,827	82%
Change in Net Assets	\$ 251,261	\$ 12,736	\$ 263,997	\$ 252,471	\$ 59,232	\$ 311,703	-426%



BRP PROPOSAL: SARAH - Youth Action Board (YAB)

Prepared by Salena S. Guipzot, Principal Consultant

YAB members to leverage their board experience as they expand their professional development through board service.

The Boardroom Project (BRP) is pleased to submit this proposal for services rendered in assisting the Youth Action Board (YAB) by facilitating four board development working sessions with (13) YAB members. All founding YAB members (13) will be encouraged to learn ways to enhance their boardroom awareness of the best ways to leverage their YAB experience as we work to identify future board, business, and community opportunities available to them through their board service.

BRP will coordinate and confirm each session speaker and work with SARAH to determine available board meeting locations depending on COSA- COVID19 health requirements. BRP will work to build boardroom capacity with each YAB member by emphasizing relationship-first, developing leadership qualities, and by providing the tools and resources needed in pursuit of their professional growth through board development and service.

What | Quarterly working sessions, two hours each

Where | TBD or via Zoom

2020-2021 BRP & YAB Schedule	Session Topic
Saturday, June: 6th, 13th or 20th (date/time tbd)	Board structure and introduction of Robert Rules of Order.
Saturday, September: 5th, 19th, or 26th (date/time tbd)	Understanding financial reports and their importance.
Saturday, January: 9th, 16th, or 23rd (date/time tbd)	Public speaking and your public image via social media.
Saturday, April: 3rd, 10th, or 24th (date/time tbd)	Leverage your YAB board seat for future board, business, and community opportunities.

Materials:

BRP will provide each YAB member a copy of the Robert Rules of Order book and a BRP folder with worksheets to be used in each session. A pre and post survey will be administered to YAB members in order to assess comprehension of materials covered.

Proposal Cost:

BRP Pro (13):	\$4,000.00
Materials:	\$400.00
Total:	\$4,400.00

CoC Membership Council Application

South Alamo Regional Alliance for the Homeless

The vision of the South Alamo Regional Alliance for the Homeless (SARAH) is to prevent and end homelessness in

San Antonio/Bexar County. Our goal is for homelessness to be a rare, brief, and nonrecurring event. SARAH will

prioritize the following areas:

- HUD Grant Management and Oversight
- Act as a Community Advocate for Homelessness
- Assess Community Needs
- Expand Appropriate Housing Options
- Increase Collaboration Across Systems
- Reduce Homeless Population
- Prevent Homelessness

Membership Council

The SARAH Membership Council serves as the primary source of expertise and program implementation for the

Board of Directors ("Board"). Responsibilities include providing input, expertise, and council-approved recommendations to SARAH staff and the Board regarding all matters relating to Continuum of Care ("COC") responsibilities, policies, and procedures, including but not limited to:

- Strategic planning for the COC
- Coordinated entry
- Homeless Management Information System (HMIS)
- Project compliance
- Data quality
- Training
- Community planning
- Resource planning and allocation
- Housing Inventory count
- Point-In-Time count
- Coordination of COC with other community resources
- Establishing workgroups as needed to perform COC functions

Active Membership

Any Agency, composed of one or more employees, which commits resources or whose activities encompass the

spectrum of services directed at the San Antonio/Bexar County homeless population may be considered for Active Membership. Each Agency must submit an application for membership to SARAH's Executive Director and

will be approved for membership by a majority vote by the SARAH Board of Directors. Each approved

agency will have one vote on the Membership Council. Members shall be designated as either an 'Active' or 'Associate' member.

Email address *

anel.trevino@healthcollaborative.net

Agency Name *

Bexar County Community Health Collaborative

Agency Address *

2300 W Commerce St #201, San Antonio, TX 78207

Please identify up to 4 (four) agency representatives who have permission to vote on Membership Council action items. *Include name, title and email address.* *

Monica Garcia, Development Manager, monica.garcia@healthcollaborative.net

Please select the category that best defines your agency type. *

- CoC/ESG
- Healthcare Services
- Mental Health
- Veterans
- Education
- Youth
- Domestic Violence
- Legal Assistance
- Government Agency
- Child and Family
- Substance Use Recovery
- Faith Based
- Elderly/Aging
- Community Partner
- Other:

Please provide the mission statement of the agency/organization *

To improve the health status of the community through collaborative means.
.....

Describe the agency's/organization's experience working to end homelessness. *

Through our various community programs we collaborate to meet the needs of Bexar County residents. By providing coordinated care with community partners through Community Health Workers, we provide case management to identify needs and provide support and guidance throughout the process. By developing pathways we are able to meet immediate needs but also identify other factors impacting the lives of our clients and their families such as food security, homelessness, unemployment, lack of health care and others. We support them from beginning to end and ensure that they are able to not only secure basic needs but educate and empower to prevent reoccurrence.

What does the agency/organization hope to contribute and gain by being a member of the Continuum of Care (CoC)? *

We hope to provide support by bringing not only our material resources but the HUB Pathways partner resources and collaboration. We hope to learn from partner experiences and knowledge in working with our communities homeless residents and best practices that can help ensure success.

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Google Forms



EVICTON FILING DATA ANALYSIS

JAN 1 – AUG 21





EVICTION FILING

- Definitions
- Benchmarks
- Implications
- Limitations
- What's Next?

31%

2,234

19%

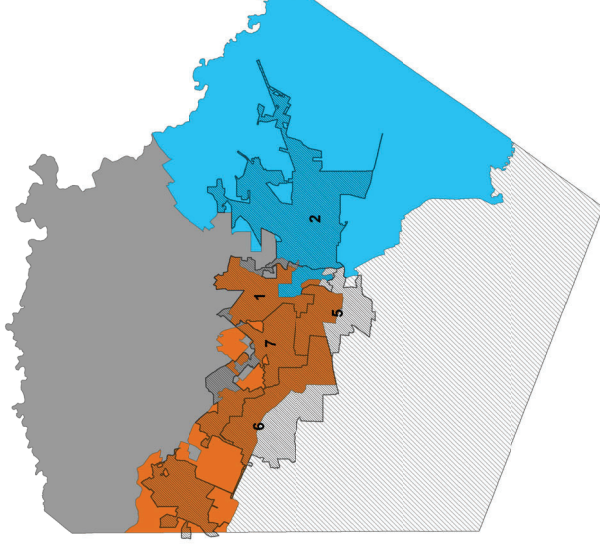
1,352

21%

1,483

29%

2,025

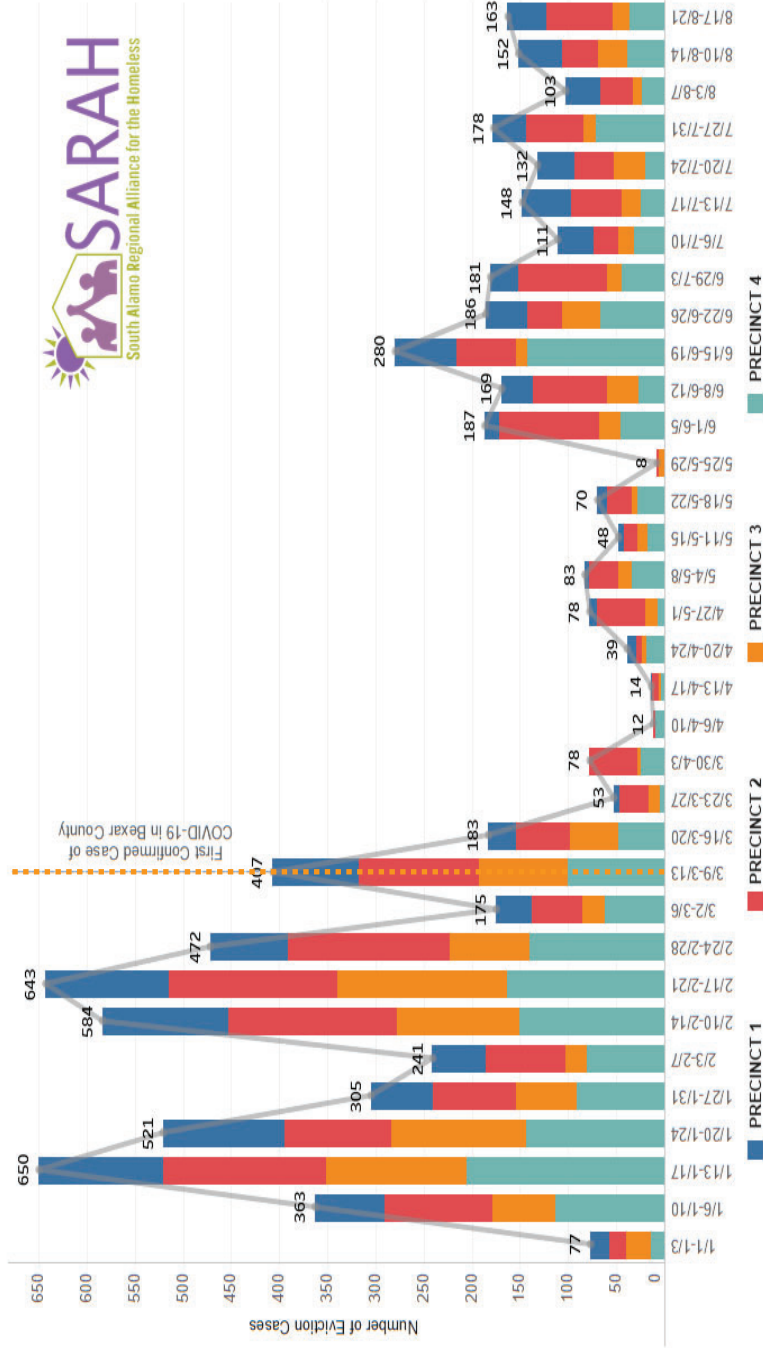


24

CCD: 1, 2, 5, 6 & 7

Voting Precincts

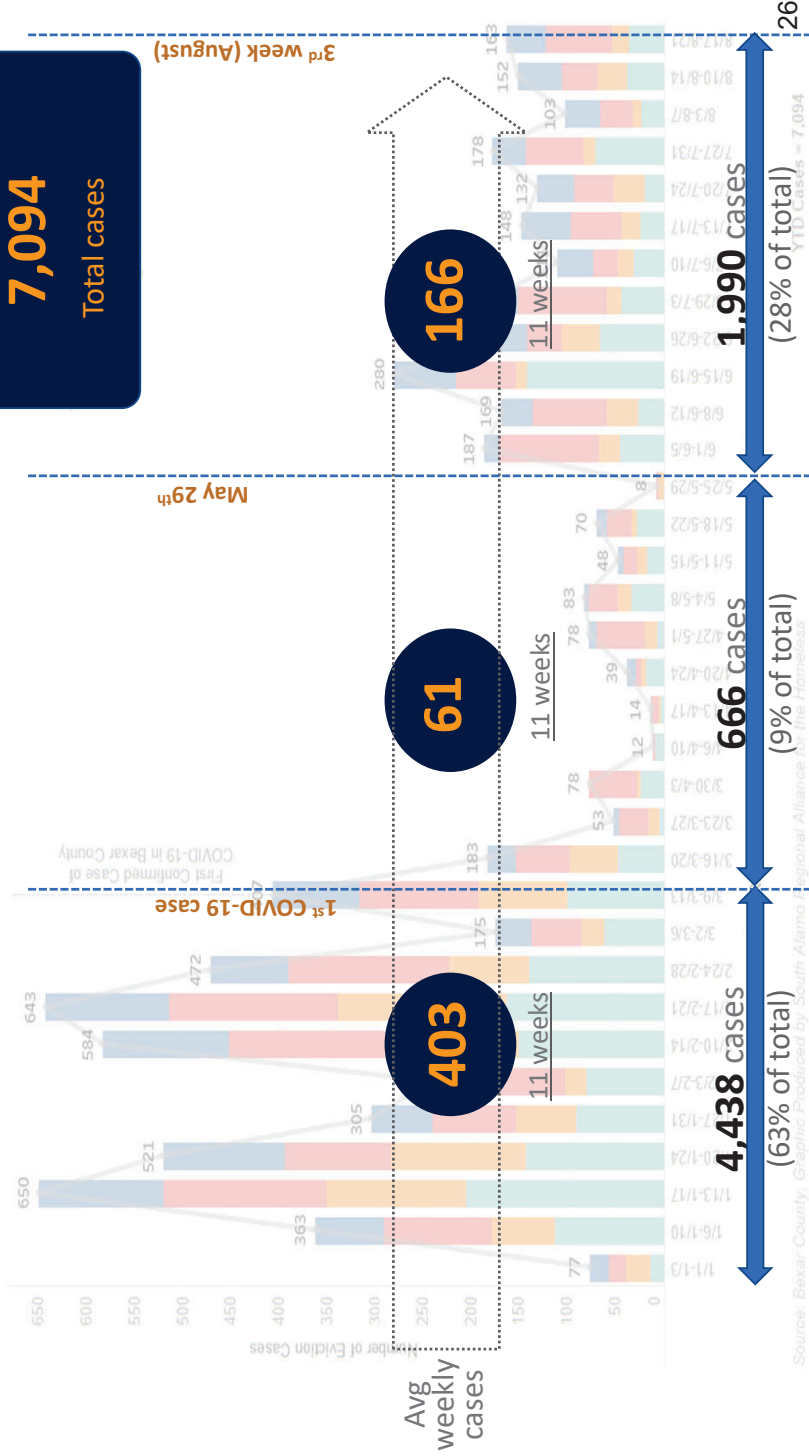
Eviction Cases Filed Year-to-Date 2020 - Bexar County



Source: Bexar County, Graphic Produced by South Alamo Regional Alliance for the Homeless

YTD Cases = 7,094

Eviction Cases Filed Year-to-Date 2020 - Bexar County



Sources: Bexar County, Graphic Produced by South Alamo Regional Alliance for the Homeless

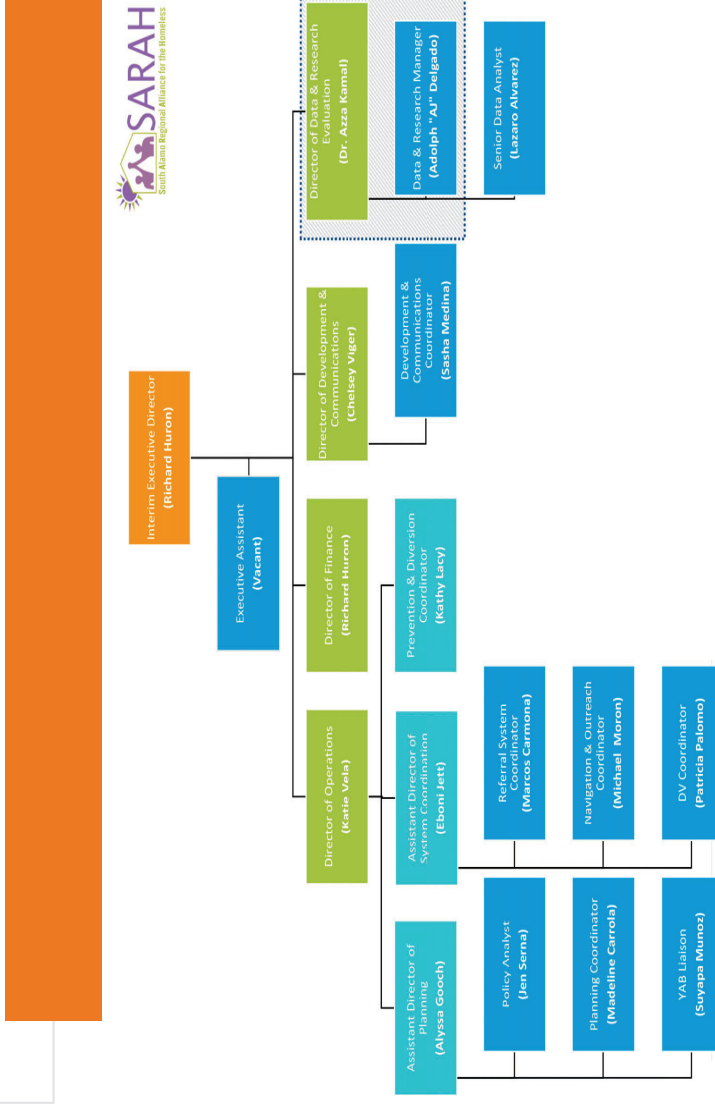
RESEARCH ON MENTAL HEALTH



Understanding mental health and psychosocial effects of COVID19

Primary Applicant: UT Health School of Public Health

SARAH --ORG CHART



SARAH –HMIS ROLE

Director of Data & Research

- Oversees HMIS inquiries, ticket submissions, custom-report requests, new project setup requests, new user account requests, HMIS/SARAH trainings, modifications of workflow on HMIS, and
 - Reviews and approves HMIS Policies and Procedures & Data Quality Monitoring Plan
 - Final review and approval of PIT, HIC, SPM, and LSA Reports
 - Attends HMIS strategy meetings
 - Attends HMIS Operations meetings
 - Acts as the POC for HMIS Advisory Committee
 - Attends Membership Council Meetings
 - Reports to SARAH's ED

Data & Research Manager

- Coordinates:
 - HMIS inquiries, ticket submissions, custom-report requests, new project setup requests, new user account requests,
 - HMIS/SARAH joint-training and present/or co-present training materials to the community with HMIS designated team member
 - Modifications of workflow on HMIS
 - Training activities with HMIS team (including quantifications and stats)
- Tracks all HMIS tickets & requests
- Acts as SARAH's POC for HMIS Operations meetings
- Acts as SARAH's Security Officer to coordinate agency's HMIS compliance
- Reports to the Director of Data & Research

Senior Data Analyst

- Analyzes HMIS data
- Analyzes other data sets acquired from SARAH partner agencies, third party organizations, or other secondary data as needed.
- Processes data cleanup, models, and finalize analyses for PIT, HIC, SPM, LSA, and other Community Reports.
- Processes and submits other reports as needed.
- Attends the following meetings (as needed)
 - CE advisory Council meetings (as needed)
 - Attend HMIS Advisory Council meetings (as needed)
- Requests data needed for reports through SARAH Data/Research Manager
- Reports to the Director of Data & Research

Renewing the HMIS Vendor Contract for 2020-2022

Haven for Hope, as the HMIS Lead, has maintained a relationship with CaseWorthy since 2011. The current 3-year agreement is scheduled to expire in November 2020. In the last 3 years covering this contract, the following improvements have been made:

- At the recommendation by ICF, the HUD TA provider, the platform was returned to baseline functionality in order to improve the timing on vendor upgrades and compliance updates.
- A 12-month data clean-up project was completed to streamline the data and strengthen internal controls.
- Beginning in 2018, the team participated in weekly vendor calls with CaseWorthy to improve communication, ensure on-going functionality and improvements to the baseline functionality, integration of custom features maintained by HMIS staff, and timely compliance updates required by HUD.

Between October 2019-February 2020, the HMIS Advisory Committee, along with HMIS and SARAH staff, in collaboration with ICF, accomplished the following:

- Review HUD templates for vendor monitoring
- Document current vendor compliance through the use of the template
- HMIS Advisory Committee recommended the approval of the template in December 2019.
- CoC Board voted to approve the vendor monitoring template in February 2020.

As a result of the long-standing relationship between Haven for Hope and CaseWorthy, they are willing to continue offering the platform at deeply discounted rates for continued partnership and contract renewal. Below are a few key features of the San Antonio implementation:

- Haven for Hope employs a highly skilled technical team that can manage self-hosting the platform, which reduces the dependence on the vendor for customizations. This allows for increased flexibility on designing local solutions beyond the platform capabilities.
- The HUD grant fully covers the cost of the annual license fees. There are no charges to any users of the platform. As a result, agencies that are not CoC grantees are able to access the platform, increasing the diversity of data and breadth of collaboration across the community.
- There are currently 650 users from 46 unique organizations. Many communities experience challenges with expanding access to use HMIS due to the user fees, among other restrictions.
- ICF identified during their site visit that San Antonio has excellent bed coverage totaling 99%. This means that 99% of the available beds for persons experiencing homelessness are accounted for in HMIS with active data and engagement from the participating agencies. This metric is included in the Annual Performance Report (APR) required for HMIS each year.

Below is key information regarding the current contract.

- Contract Term: November 1, 2017- November 1, 2020
- Hosting: Self-Hosted by Haven for Hope employees
- Users: 650

	2017-2018	2018-2019	2019-2020
Annual Maintenance and Site License ¹	\$110,083.00	\$114,486.00	\$119,065.00
Self-Hosting (Cost was included in site license total)			
Total	\$110,083.00	\$114,486.00	\$119,065.00

1-Based on 9th year annual maintenance and site license, with 4% annual increases

Haven for Hope has begun the contract review process and has obtained the following terms.

- Contract Term: November 1, 2020- November 1, 2022
- Hosting: Self-Hosted by Haven for Hope employees
- Users: 1,000

2.5 CASEWORTHY PRICING TABLE:

PRODUCT OR SERVICE	QUANTITY	RATE	PRICE Y1	PRICE Y2	2-YEAR TOTAL
Annual Software Fees^{1,2}					
Annual Users Fee (total users)	1,000 Users	\$480	\$480,000	\$499,200	\$979,200
Annual Support	1,000 Users	\$100	\$100,000	\$104,000	\$204,000
Maintenance – Self Hosting	1,000 Users	\$96	\$96,000	\$99,840	\$195,840
Total of Annual Software Fees			\$676,000	\$703,040	\$1,379,040
Professional Services					
	HOURS				
CaseBot Setup ³		\$165	\$0		\$0
Total of Professional Services Fees		\$165	\$0		\$0
Additional Discounts					
	QUANTITY				
Discount - Renewal			-\$546,000	-\$567,840	-\$1,113,840
Annual Cost			\$130,000	\$135,200	\$265,200

TABLE KEY:

¹ = CaseWorthy increases Annual Software Fees by about 4% each year to account for the rising costs of doing business.

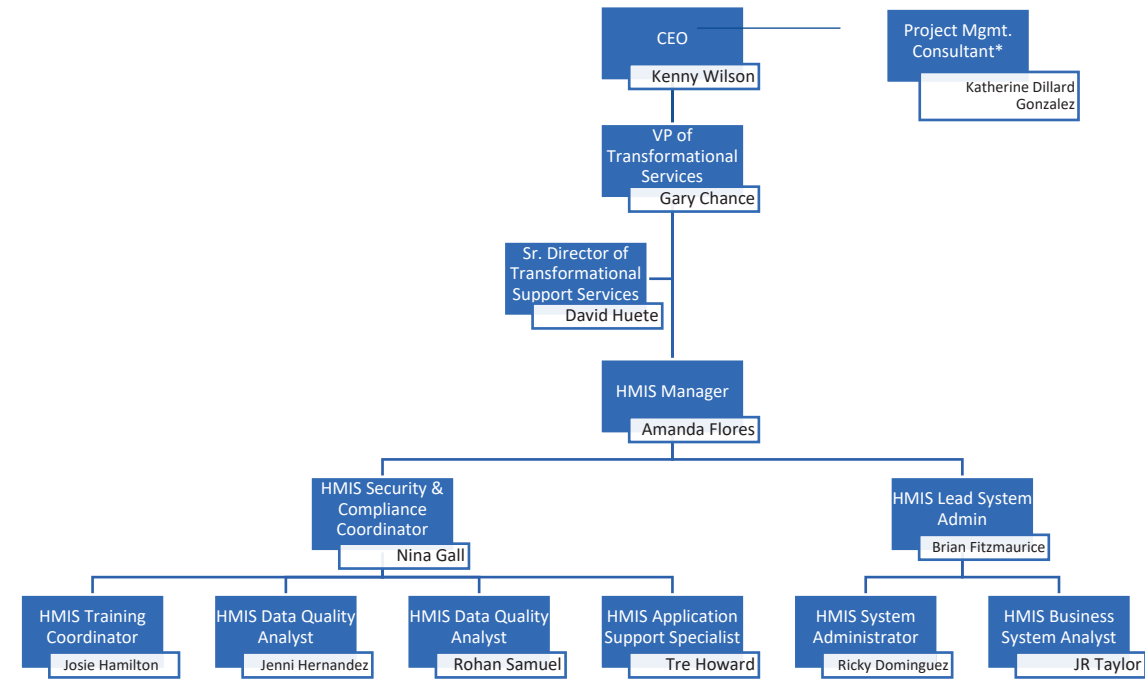
² = CaseWorthy Support includes 118 Custom Support Hours per year.

³ = CaseBot Set-Up services include 8-10 hours of complimentary CaseBot training services.

In a discussion with ICF TA providers in May 2019, they provided the following comparable information from other cities that they have engaged.

- Colorado: The full state implementation includes 3 CoC's. They have 1,000 users and pay \$350,000.00 for their vendor contract. They charge \$22.50 per user per month for access to the system.
- Cincinnati, OH: They recently transitioned their system for 300 users. They were charged \$120,000.00 for the initial setup and their annual contract totals \$180,000.00.

HMIS Organizational Chart



* The Project Management Consultant role is outside the official organization structure. This role operates based on the direction of the CEO.

All SARAH data requests should be discussed in HMIS/SARAH Operations. All SARAH requests are assigned to the HMIS Manager, then will be vetted through either Brian or Nina. Brian will oversee all data sets or query requests. Nina will oversee any compliance or security requests. All request should be submitted via the ticketing system at hmis.support@havenforhope.org. All data requests will require a data services form, which is located on the HMIS Website under Resources.

Prioritization of the request will be based on the Guiding Principles for Tiers 1-3, as outlined in Attachment B of the MOU between SARAH and HMIS.

VP of Transformational Services (HMIS Role)

- Direct supervisor to the Sr. Director of Transformational Support Services.
- Ensures contract compliance across various Haven departments and operational alignment.
- Ensures strategic alignment with operational demands and fundraising requirements.
- Maintains internal alignment between the responsibilities of HMIS and the distinction from Haven's operations.
- Attends the HMIS/SARAH Planning Meeting, Strategy Meeting, HMIS Advisory Committee, and CoC Board Meeting.

Sr. Director of Transformational Support Services (HMIS Role)

- Provides direct, operational oversight of the HMIS implementation.
- Maintains internal alignment between the responsibilities of HMIS and the distinction from Haven's operations.
- Guides development of HMIS policies and alignment with Haven organizational policies.
- Direct supervisor to the HMIS Manager.
- Ensures contract compliance with SARAH and HUD.
- Attends the HMIS/SARAH Operations Meeting, Strategy Meeting, Membership Council, and HMIS Advisory Committee.

HMIS Manager

The HMIS Manager oversees the management and functionality of all HMIS Staff. Ensures daily operations of the HMIS Team are executed. Must maintain all components of HMIS are in compliance with HUD HMIS Data Standards and collaborates with homeless services providers to develop and customize the system to capture their business requirements. Oversees all communication sent out to HMIS Users such as HMIS Monthly Newsletters, HMIS Monthly Call, HMIS Website, Updates/Notifications, etc. The HMIS Manager ensures fluid communication with Haven for Hope, the HMIS Lead Recipient.

- Establishes, monitors, and regulates HMIS policies, and works with the Continuum of Care (CoC), South Alamo Regional Alliance for the Homeless (SARAH) to ensure proper protocols and procedures align with HMIS.
- Assist with developing and implementing HMIS best practices.
- Complete the HMIS Annual Performance Report (APR).
- Oversee the submission of HUD Reports such as System Performance Measures Report and Longitudinal System Analysis Report.
- Participate in HUD Webinars.
- Attend HMIS/SARAH Operations Meetings and SARAH Membership Council Meetings.
- Supporting team development, ensuring alignment between system administration and compliance, creating a balance between regulatory requirements and system functionality.
- Oversee the vendor relationship management.

HMIS Lead System Administrator

Responsible for supporting all Contributing HMIS Organizations (CHOs) and the San Antonio/Bexar County Continuum of Care (CoC) by ensuring continuous operation and

availability of the HMIS system through direct technical involvement and through guiding and coordinating the efforts of the HMIS administrative team. This includes:

- Identifying and correcting problems, installing vendor supplied updates, maintaining acceptable performance, managing customization and enhancements, maintaining data quality, supporting reporting and data requests, and administering supporting infrastructure and systems.
- Maintains security, maintenance, backups, and capacity of the HMIS database.
- Maintain continuous rapport with HMIS Vendor, CaseWorthy, as well as with Haven's IT contractor, TopBox.
- Reviews data queries and reports for accuracy.
- Leads team in implementing required HUD Federal Reports and Data Standards requirements.
- Establishes and maintains documentation, change management, and testing, and development procedures for customization and enhancements.
- Attends HMIS/SARAH Operations Meetings.

HMIS Security and Compliance Coordinator

The HMIS Security and Compliance Coordinator will ensure that all components of HMIS are in compliance with HUD standards. Responsible for monitoring all HMIS participating organizations within San Antonio/Bexar County Continuum of Care (CoC).

- Responsible for developing and maintaining a monitoring plan to ensuring all roles and responsibilities are clearly established.
- Ensures all client level data collection and the sharing of client level data is compliant with all local, state and federal privacy requirements, including local privacy policies and federal requirements including but not limited to VAWA, HUD, HIPAA, and 24 CFR Part 2.
- Implement privacy and security risk mitigation protocols and, when necessary, enforce disciplinary mechanisms for security and privacy violations in accordance with HMIS operating policies and procedures.
- Enforce participation agreements for HMIS participating organizations.
- Oversees the implementation of participating agencies' operating standards, according to all requirements as listed in HMIS Policies and Procedures, HMIS Data Quality Plan, Contributory HMIS Organization (CHO), and HMIS Security Awareness Agreement.
- Conduct on-site visits with HMIS participating agencies and audit HMIS case files in order to ensure data collection practices are accurate and secure.
- Attend HMIS/SARAH Operations Meetings.

HMIS System Administrator & Business System Analyst

Responsible for collecting, organizing, analyzing, and disseminating significant amounts of information with attention to detail and accuracy. Adept at queries, report writing and presenting findings. Takes the Lead on analyzing reports of data duplicates or other errors to provide ongoing appropriate interdepartmental communication and monthly or daily data reports. Identifying and interpreting trends or patterns in complex data sets.

- Technical expertise regarding data models, database design development, data mining and segmentation techniques.
- Strong knowledge of and experience with reporting packages (Business Objects etc), databases (SQL etc), programming (XML, Javascript, or ETL frameworks).
- Trouble shoot database errors which include baseline and custom functionality.
- Knowledge of statistics to the degree necessary to communicate easily with other developers/programmer.
- Ensure the HMIS database is secure and not over capacity.
- Identifying problematic areas and conduct research to determine the best course of action to correct the data.
- Develop custom queries and data sets, when existing reports do not meet the customers needs.

HMIS Data Quality Analyst

The Data Quality Analyst is responsible for supporting the user community in the use of database tools and support systems as well as implementing information support processes (e.g., data quality improvement activities).

- Works with business customers to validate reporting requirements.
- Participates in the design, development and testing of business intelligence applications.
- Utilize and create dashboards through Tableau for SPM's.
- Provide ongoing quality assurance and monitoring of data for completeness, accuracy and timeliness.
- Provide timely and accurate data to support development efforts and contract and external relations, as often as needed.
- Assist to create and maintain definitions for reports, as necessary, to meet contractual obligations and monitor agency performance.
- Maintain federal funded reports suspense dates, review SPM report and maintain data quality, send out monthly DQ Reports.

HMIS Training Coordinator

The HMIS Training Coordinator will assist with data monitoring to help improve data quality for all organizations over the San Antonio/Bexar County Continuum of Care (CoC). Responsible for developing and customizing individual and group training sessions in order to meet each program's requirements and ensure they are in compliance with HUD data standards.

- Develops, maintains, and updates training materials for HMIS users, including training videos.
- Interface with end users via "Remote" sessions, in-class trainings, user group feedback trainings, and off-site personalized trainings and presentations.

- Establishes and coordinates training schedules and maintains user's attendance records. Identifies and reports HMIS training needs to the HMIS Team.
- Collect and communicate user feedback on software functionality. Provide technical support as needed to participating agencies.
- Inform users of HMIS Policies and Procedures and Data Quality Plan.
- Create monthly newsletters and videos of HMIS updates/changes.

HMIS Application Support Specialist

This position is responsible for implementing new application functionality that are developed by the HMIS application development team.

- Responsible for direct interaction with HMIS customers to identify any barriers with using the HMIS application, and assist with troubleshooting those obstacles and removing all barriers.
- Manage and assign tickets to the appropriate HMIS Team Member.
- Continually update customers on the status of open tickets. Identify and resolve barriers to program needs related to entering data.
- Assist the HMIS Team and Continuum of Care (CoC) to ensure each contributing HMIS organization complies with HMIS Policies and Procedures and HMIS Data Quality Plan.
- Identify and report HMIS training needs.
- Participates in system upgrades/updates, testing and documenting system issues.
- Assist with quality assurance.

Project Management Consultant (HMIS)

This position is maintained at the direction of the CEO. The scope of work related to HMIS includes the following:

- Serves as the primary point of contact between the CoC Board, HMIS Advisory Committee, and SARA on behalf of HMIS.
- Serves as a proxy for administrative and operational oversight, as needed
- Coordinates strategy development related to HMIS internally at Haven and with SARA.
- Monitor execution of HMIS implementation of strategies and workplan.
- Coordinates the technical assistance response between HMIS and ICF, as appropriate.
- Ensures compliance with contractual obligations, including the MOU with the CoC, contract with HUD, and additional requirements for match funding.
- Attends the CoC Board Meeting, HMIS Advisory Committee, HMIS/SARA Planning Meeting, HMIS/SARA Strategy Meeting, and HMIS/SARA Operations Meeting.



SAHomelink Policy and Procedures

Priority Pool Procedures

Drafted 7/3/2020

PURPOSE: The priority pool is designed to minimize the amount of time a household needs to wait for a referral to a program while also ensuring that the highest need households are prioritized for available housing assistance. The priority pool will ensure that people in emergency shelter and living unsheltered have access to permanent housing. SARAH will generate the Priority Pool list weekly and share with shelters, outreach workers, and housing providers so they may proactively engage with people prioritized for upcoming permanent housing openings.

PROCEDURES:

Developing the Priority Pool

Size:

- Based on this FY's data, an average of 35 referrals are made monthly ([Table A](#)).
- The Priority Pool will consist of 60 people¹.

Definitions:

- Emergency Shelter (ES): Includes all ES projects in HMIS and Domestic Violence ES.
- Street Outreach (SO): Includes courtyard and unsheltered population enrolled in SO projects.

Composition:

1. The clients identified as the most vulnerable per community prioritization policy in each project type will be added to the Priority Pool at the indicated rate. The percentages are based on this FY's monthly SAHomelink referral by project ([Table B](#)).
 - RRH – 56% (28)
 - PSH – 24% (12)
 - TH – 14% (7)
 - OPH – 6% (3)
2. Of the identified people on the Priority Pool, 75% will be attached to an emergency shelter, and 25% will be involved in street outreach. Based on current waitlist percentages ([Table C](#)).
3. The Priority Pool will be configured in the following way based on FYTD trends ([Table D & Chart A](#))².
 - Individuals – 62% (37)
 - Families – 38% (23)

¹ 10 of the list will be comprised of Youth who are awaiting housing referrals to new YHDP projects.

² These percentages have been adjusted to include anticipated youth referral trends, which were not previously captured.



SAHomelink Policy and Procedures

Priority Pool Procedures

Drafted 7/3/2020

Using and Maintaining the Priority Pool

1. Once the initial Priority Pool is developed using the process outlined above, the Priority Pool will be sent to all current outreach, shelter case managers and referring partners.
2. Referring partners will complete Notification of Availability google form (See request/referral process).
3. When possible, SARAH will always refer clients from the Priority Pool that (a) matches the project type requested and (b) is receiving services currently with the referring agency if applicable (i.e. SAMM is requesting 2 clients for a RRH opening, there is 1 RRH client in the Priority Pool receiving SAMM outreach services, then that client would be matched to SAMM RRH opening).
 - See Table E, Chart [B](#) & [C](#) for current SAHomelink waitlist census by agency³
4. After the referral has been made and the client has been added to the requesting agency's claims summary, the client will be removed from the Priority Pool.
 - A new client matching the recommended project and housing status of the recently referred client will be added to the Priority Pool to maintain the pool composition.
 - New Priority Pool reports will be sent each Friday to case managers/outreach workers and Housing Provider POCs.

³ These are by agency and not individual agency projects.



SAHomelink Policy and Procedures
Priority Pool Procedures
Drafted 7/3/2020
Tables & Charts

APPENDIX:

Table A. FY 2020 SAHomelink Referrals per Month

Total	RRH	PSH	SSO - CE	TH- RRH	TH	OPH	Total
October	12	21	0	0	8	2	43
November	19	14	0	0	6	0	39
December	5	3	0	0	3	1	12
January	38	4	0	0	6	1	49
February	33	1	0	0	4	4	42
March	20	5	0	0	4	4	33
April	13	6	0	0	0	0	19
May	10	8	0	0	5	2	25
June	24	13	0	0	7	5	49
July	0	0	0	0	0	0	0
August	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0
YTD Total	174	75	0	0	43	19	311
Average/ Month	19.3	8.3	N/A	N/A	5.4	2.7	34.6

Table B. FY 2020 Referral Percentages by Project Type

%	RRH	PSH	SSO - CE	TH- RRH	TH	OPH	Total
October	28%	49%	0%	0%	19%	5%	43
November	49%	36%	0%	0%	15%	0%	39
December	42%	25%	0%	0%	25%	8%	12
January	78%	8%	0%	0%	12%	2%	49
February	79%	2%	0%	0%	10%	10%	42
March	61%	15%	0%	0%	12%	12%	33
April	68%	32%	0%	0%	0%	0%	19
May	40%	32%	0%	0%	20%	8%	25
June	49%	27%	0%	0%	14%	10%	49
July	0%	0	0	0	0	0	0
August	0%	0	0	0	0	0	0
September	0%	0	0	0	0	0	0
Average/ Month	56%	24%	0%	0%	14%	6%	34.6



**SAHomelink Policy and Procedures
Priority Pool Procedures
Drafted 7/3/2020**

Table C: Living Arrangements by Type

Type	Total	Percentages	Type	Active	Percentages
O	330	26%	O	139	27%
S	884	71%	S	349	67%

Table D: FTYD Referrals (Individual/Family)

Month	Individuals	Families
October	24	14
November	26	13
December	5	7
January	24	25
February	22	20
March	12	21
April	13	6
May	11	13
June	19	30
July		
August		
September		
YTD Total	156	149
Average/ Month	17.33	16.56
Percentage of Monthly referrals	51%	49%



**SAHomelink Policy and Procedures
Priority Pool Procedures
Drafted 7/3/2020**

Chart A: FYTD Average Monthly Referrals (Family/Individual)⁴

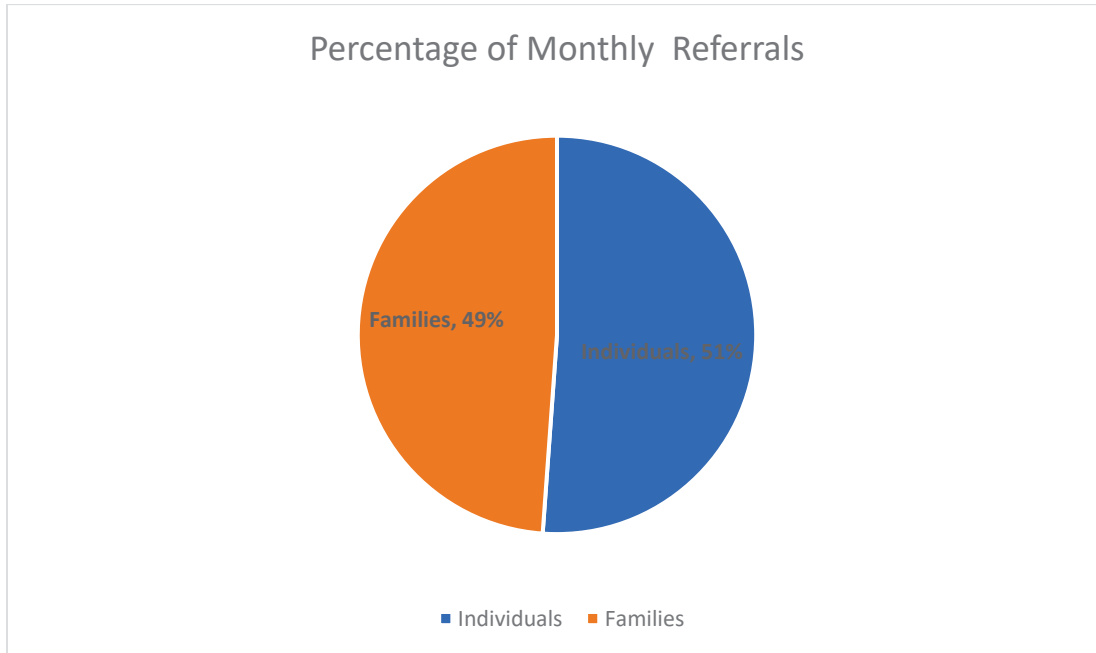


Table E: Census by Agency

Agency	Census ⁵	Active
H4H	1017	364
BBB Street Outreach	37	13
CHCS PATH Street Outreach	33	19
SAMM	20	13
Strong Foundation	9	1
Thrive	1	0
TSA	97	78

⁴ Does not include youth referrals.

⁵ Census includes clients who have been active within the past 200 days and whose service was recorded by the indicated agency.



**SAHomelink Policy and Procedures
Priority Pool Procedures
Drafted 7/3/2020**

Chart B: Census – Agency Percentages of SAHomelink Waitlist Clients

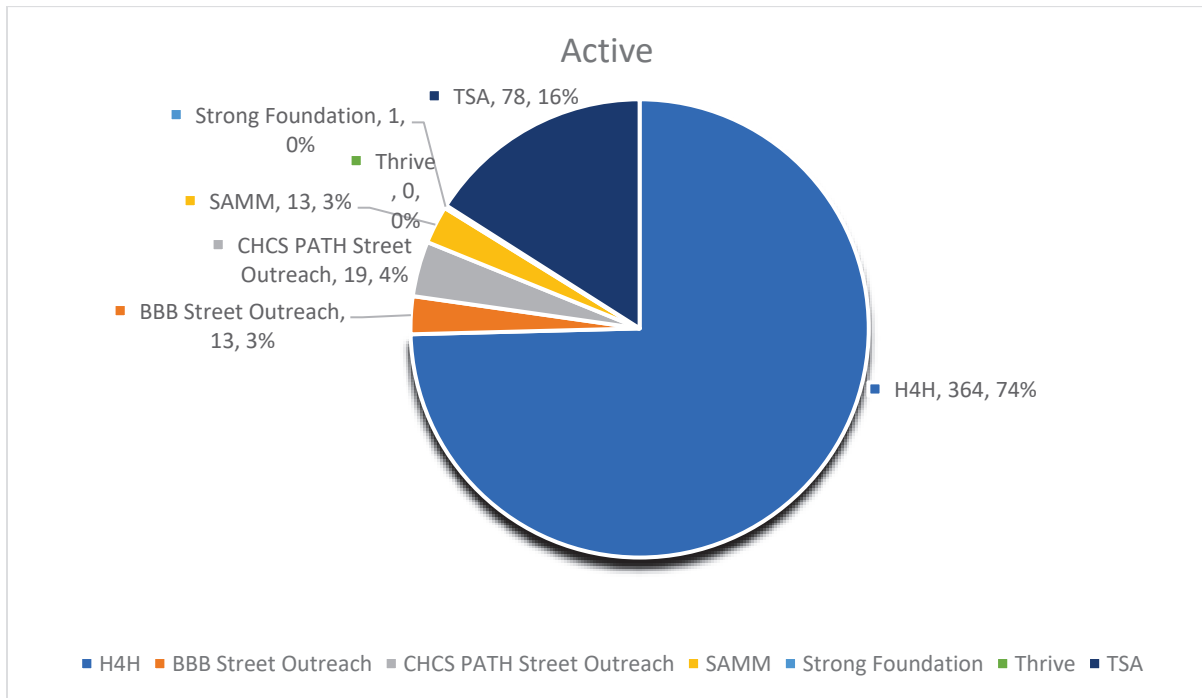
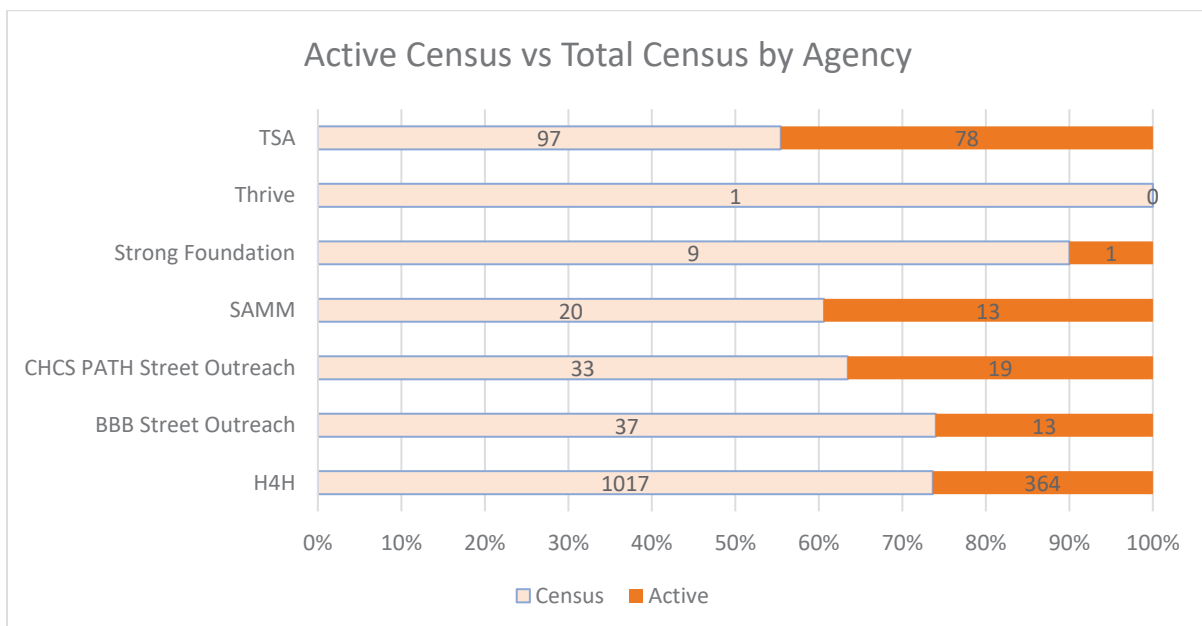


Chart C: Census by Agency (active vs census)



Point-in-Time Count Committee 2021

<u>Name</u>	<u>Email</u>	<u>Position</u>	<u>Agency</u>	<u>Committee Seat</u>
Lamar Elliott / Rosalinda McBurney	Lamar.elliott@va.gov; rmburney@endeavors.org	HUD VASH Supervisor/ Lead Outreach & Intake Specialist	VA/ Endeavors	Encampment Count Coordination (AM Count Lead)
Jacqueline Lucio	jlucio@downtownsa.org	Operations Manager	Centro	Downtown Count Coordination (Centro Representative)
Shanna Salazar	Shanna.salazar@havenforhope.org	Director of Operations at Courtyard H4H	Haven for Hope	Haven for Hope Coordination (Haven for Hope Representative)
Victoria Echeverri	Victoria.Echeverri@sanantonio.gov		COSA – DHS	City of San Antonio (COSA Representative)
Laura Montanez	laura.montanez@bexar.org		Bexar County	Bexar County (Bexar County Representative)
Carlos Garcia	Carlos.Garcia@sanantonio.gov	Captain	San Antonio Police Department	San Antonio Police Department (SAPD Representative)
Hayley Robertson	hayley.robertson@bexar.org	Sergeant	Bexar County Sheriff's Office	Bexar County Sheriff's Office (BCSO Representative)
Dr. Tichelle Bruntmyer	Tichelle.imagodei@gmail.com	Executive Director	Street Medicine San Antonio	Street Medicine/Health Care Coordination
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Marisela Garcia	mgarcia@sanantonioaids.org	PSH Coordinator	San Antonio AIDS Foundation	Continuum of Care Grantee
Latonya Richard	Latonyarichardyaabsa@gmail.com	Data Entry	Youth Action Board	Special Population – Youth Seat
Hannah Cramer	hcramer@trla.org	Staff Attorney	Texas RioGrande Legal Aid (TRLA)	Special Population – Aging Adults Seat
Christopher Vidaurre	cvidaurre@endeavors.org	Outreach Director	Endeavors	Special Population – Veteran Seat
Sergio Talavera	stalaver@student.uiwtx.edu	UIWSOM Medical Student	UIWSOM	UIW Medical Student Coordination
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