

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2019	2020	2021	2022	2023
Capital Expenditures					
Operating Costs	150,000	150,000			
External Revenue	(150,000)	(150,000)			
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	0	0			

# ADDITIONAL FTE POSITIONS (Cumulative)	2	2			
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Is Item Included In Proposed Budget: Yes ___ No X
 Does this item include the use of federal funds? Yes X No ___

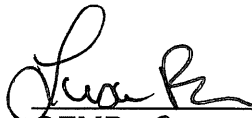

Budget Account No.:
 Fund 0001 Dept. 148 Unit VAR. Obj. ___ Program Code ___ Program Period: ___

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 Department of Children and Families and County match.

C. Departmental Fiscal Review: 
 Julie Dowe, Director, Financial & Support Services

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

 4/3/19
 OFMB 28 4/2
 9/4/12 9/3/12
 4/3/19
 Contract Development and Control
 4/3/19 (TW)

B. Legal Sufficiency:

 4-4-19
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.



MEMORANDUM

TO: Mack Bernard, Mayor
Board of County Commissioners

THRU: Verdenia C. Baker, County Administrator
Board of County Commissioners

THRU: Nancy L. Bolton, Assistant County Administrator
Board of County Commissioners

FROM: James Green, Director
Community Services Department

DATE: January 25, 2019

RE: **FY 2017 Homeless Management Information System Capacity Building Project Application**

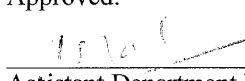
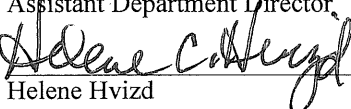
Pursuant to Section 309 of the Administrative Code, your signature is needed on the FY 2017 Homeless Management Information System (HMIS) Capacity Building Project Application. The proposed grant period is for two (2) years, with a start date of September 1, 2019.

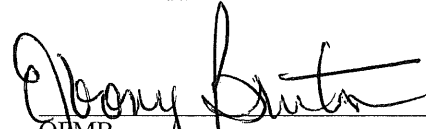

Palm Beach County is eligible for federal funding to be used in improving the Continuum of Care (CoC) Homeless Management Information System (HMIS). The grant is only available for existing CoC program recipients. HMIS is the information system designed by the CoC to comply with the requirements of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11301 et seq). HMIS is used to record, analyze and transmit activity and client data for the purpose of providing shelter, housing and services to individuals and families who are homeless, or at risk of homelessness.

The Division of Human and Veteran Services (DHVS) is applying for funds in the amount of \$150,000, per project year for two (2) new grant funded positions. The new grant funded positions will have the responsibility of improving the HMIS software, upgrade, customize and improve HMIS data quality. The Department of Housing and Urban Development has a two (2) phase process. Phase I is the submission of the grant application. Phase II is contingent upon Phase I. A 25% County match is required. The DHVS is supporting the match requirement with in-kind services in the amount of \$207,364.

The FY 2017 HMIS Capacity Building Project Application is due no later than January 31, 2019. The emergency signature process is being utilized because there is not sufficient time to submit the application through the regular BCC agenda process. Staff will submit this item ratifying the Mayor's signature at the next available BCC meeting.

If additional information is needed, please contact Wendy Tippett, (561)355-4775.

Approved:

 Assistant Department Director

 Helene Hvizd
 Assistant County Attorney


 ORMB

 Assistant County Administrator

Attachment: FY 2017 Homeless Management Information System Capacity Building Project Application

Community Services Department
 810 Datura Street
 West Palm Beach, FL 33401
 (561) 355-4700
 FAX: (561) 242-7336
www.pbcgov.com/communityservices



**Palm Beach County
 Board of County
 Commissioners**

- Mack Bernard, Mayor
- Dave Kerner, Vice Mayor
- Hal R. Valeche
- Gregg K. Weiss
- Robert S. Weinroth
- Mary Lou Berger
- Melissa McKinlay

County Administrator

Verdenia C. Baker

"An Equal Opportunity
 Affirmative Action Employer"

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	FR-6100-N-40
Opportunity Title:	Notice of Funding Availability for the Fiscal Year (FY) 2017 Homeless Management Information System Capacity Building Project
Opportunity Package ID:	PKG00246385
CFDA Number:	14.261
CFDA Description:	Homeless Management Information Systems Technical Assistance
Competition ID:	FR-6100-N-40
Competition Title:	Notice of Funding Availability for the Fiscal Year (FY) 2017 Homeless Management Information System Capacity Building Project
Opening Date:	11/19/2018
Closing Date:	01/31/2019
Agency:	Department of Housing and Urban Development
Contact Information:	HMISNOFA@hud.gov

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00230233
Application Filing Name:	HMIS Capacity Building Project
DUNS:	0784704810000
Organization:	COUNTY OF, PALM BEACH
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	2.1
Requirement:	Mandatory
Download Date/Time:	Jan 17, 2019 03:19:30 PM EST
Form State:	

FORM ACTIONS:

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s): _____ * Other (Specify): _____		
* 3. Date Received: Completed by Grants.gov upon submission.		4. Applicant Identifier: HMIS
5a. Federal Entity Identifier: _____		5b. Federal Award Identifier: _____
State Use Only:		
6. Date Received by State: _____		7. State Application Identifier: _____
8. APPLICANT INFORMATION:		
* a. Legal Name: Palm Beach County Board of County Commissioners		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000785		* c. Organizational DUNS: 0784704810000
d. Address:		
* Street1: 810 Datura Street		
Street2: _____		
* City: West Palm Beach		
County/Parish: Palm Beach		
* State: FL: Florida		
Province: _____		
* Country: USA: UNITED STATES		
* Zip / Postal Code: 33401		
e. Organizational Unit:		
Department Name: Community Services		Division Name: Human & Veteran Services
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Ms.		* First Name: Wendy
Middle Name: _____		
* Last Name: Tippett		
Suffix: _____		
Title: Director, Division of Human & Veteran Service		
Organizational Affiliation: Palm Beach County Board of County Commissioners		
* Telephone Number: 561-355-4775		Fax Number: 561-242-7309
* Email: wtippett@pbcgov.org		

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text"/>
* b. Applicant	105,963.00
* c. State	80,357.00
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	21,044.00
* g. TOTAL	207,364.00

Approved As To Form
And Legal Sufficiency

Attest: Sharon R. Bock
Clerk and Comptroller

By: 
Assistant County Attorney

By: _____
Deputy Clerk

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:


Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:


Mack Bernard, Mayor

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.261

CFDA Title:

Homeless Management Information Systems Technical Assistance

*** 12. Funding Opportunity Number:**

FR-6100-N-40

* Title:

Notice of Funding Availability for the Fiscal Year (FY) 2017 Homeless Management Information System Capacity Building Project

13. Competition Identification Number:

FR-6100-N-40

Title:

Notice of Funding Availability for the Fiscal Year (FY) 2017 Homeless Management Information System Capacity Building Project

14. Areas Affected by Project (Cities, Counties, States, etc.):

[Add Attachment](#)

[Delete Attachment](#)

[View Attachment](#)

*** 15. Descriptive Title of Applicant's Project:**

Homeless Management Information System (HMIS) Capacity Building Project

Attach supporting documents as specified in agency instructions.

[Add Attachments](#)

[Delete Attachments](#)

[View Attachments](#)

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION	
Palm Beach County Board of County Commissioners	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: Mr.	* First Name: Mack Middle Name:
* Last Name: Bernard	Suffix:
* Title: Mayor	
* SIGNATURE: Completed on submission to Grants.gov	* DATE: Completed on submission to Grants.gov

Mack Bernard

Mack Bernard, Mayor

Approved As To Form
And Legal Sufficiency

By: *Sharon R. Bock*
Assistant County Attorney

Attest: Sharon R. Bock
Clerk and Comptroller

By: _____
Deputy Clerk

Homeless Management Information System (HMIS) Capacity Building Project

Phase 1 RF 1: For All Applicants: Demonstrated Need to Improve

1. Bed Coverage – 2018 Housing inventory Count (HDX)

Project Type	HMIS Participating Beds	Total Beds (w/o DV)	Coverage Rate
Emergency Shelter	282	282	100%
Transitional Housing	105	105	100%
Rapid Rehousing	559	559	100%
Permanent Supportive Housing	1029	1029	100%

2. Annual Homeless Assessment Report (AHAR) Submission – 2018 AHAR submission

All 12 tables were accepted as usable in the 2018 AHAR submission.

3. Data quality – 2018 Data Quality Framework: Destination Error Rate

Project Type	Destination Error Rate
Emergency Shelter	10.84%
Transitional Housing	6.00%
Rapid Rehousing	3.44%
Permanent Supportive Housing	2.50%

4. Loss of HMIS funding

In the 2013 NOFA/CoC Grant Palm Beach County's HMIS Grant was placed in Tier 2. As a result the CoC lost \$158,159 in funding for HMIS. Our CoC uses licensing fees from HMIS

Phase 1 RF 2: For No HMIS Consolidation Applicants

1. Staffing to HMIS End User ratio

Palm Beach County's HMIS system is comprised of 299 end users representing 61 organizations. End-user support, training and maintenance of HMIS is administered with 2.0 FTEs, an HMIS Administrator and an HMIS Analyst. Due to the low staff to user ratio, the HMIS Lead has not been able to schedule and provide consistent training to educate users on how to improve data quality by use of universal definition of terms, proper data entry during project milestones, Project Start, Annual Updates and Project End, and the impact the accuracy of their entries have on CoC reporting at all levels. Additionally, reporting for HUD partner programs which impact overall CoC outcomes, such as PATH, RHY and VA Programs (VASH, SSVF, GPD, HCHV and outreach), have not been optimized due to an inability to connect with service providers to ensure all standards are being properly reported through HMIS and services rendered are being entered in a timely manner for all clients. The addition of an HMIS Data Integrity & Quality Specialist would allow the HMIS Lead to better connect with service providers to ensure the proper reporting of programmatic standards and system issues, such as duplicate client records and inaccurate data entry, are reduced. Through the inclusion of this position, data quality would improve as adequate training on terminology becomes available to end-users, CoC service providers will be able to see a comprehensive client history and overall reporting from HMIS will become a reliable source of information for systems change and decision-making.

2. HMIS funding to HMIS End-User ratio

Palm Beach County's HMIS system is comprised of 299 end users representing 61 organizations. The cost of the HMIS system includes the HMIS software, ClientTrack, at a cost of \$142,400 increasing annually plus \$149,240 for salary and benefits for 2.0 FTEs. In addition to the cost for

participating organization and service providers, totaling \$20,845 in 2018, to offset the cost of our HMIS software, ClientTrack, as well as \$121,555 county ad valorem funding. HMIS staff are funded through a combination of county ad valorem, ESG and CoC Planning Grant funds.

HMIS staff and software, Palm Beach County contributes **\$10,000 from ad valorem** to participate as a Built for Zero community. As a Built for Zero participating community, the CoC’s HMIS Lead is able to take advantage of Data Quality Consultation services to reinforce data quality and integrity efforts.

Funding for the CoC’s HMIS software, ClientTrack, is comprised of **\$20,845 from end-user licensing fees**, provided by HMIS participating organization and service providers, and **\$121,555 from county ad valorem** funds. Funding for the HMIS Lead’s 2.0 FTEs is comprised of **\$70,000 from ESG** and **\$79,240 from our CoC Planning Grant**.

	<u>ESG</u>	<u>Planning Grant</u>	<u>Ad Valorem</u>	<u>Licensing</u>	<u>Total</u>
HMIS Staff	\$70,000	\$79,240			\$149,240
HMIS Software			\$121,555	\$20,845	\$142,400
Built for Zero			\$10,000		\$10,000

The restricted budget does not allow the HMIS Lead the ability to outsource system improvements or localized customizations to the HMIS vendor, Eccovia Solutions. The limited HMIS staff has been used to make various necessary enhancements and customizations to ClientTrack’s baseline forms and reports. The CoC’s Coordinated Entry system, including Navigation, By Name List and associated reporting, were produced and are maintained by HMIS Lead staff after participating in various trainings to learn how to code and manipulate ClientTrack. The budget, combined with the limited staff, has been an obstacle to providing end-user trainings and the needed training to complete system enhancements. The focus of the HMIS

Lead has been ensuring data submitted for federal reports, such as System Performance Measure and LSA, is accurate and properly reflecting the community. Additional funding would allow the HMIS Lead to contract Eccovia Solutions to create a framework of customized forms and workflows specifically designed for the community and its needs. The creation of project specific workflows would walk end-users through the entirety of the data entry process and reduce the number of data entry errors within HMIS. In order to maintain and further the HMIS Lead's efforts for improvement, an HMIS Logistical Programmer would work with the HMIS Lead to continually facilitate updates based on the needs of the community as well as changes to the HMIS Data Standards. This position would have knowledge of database structure and programming as well as an understanding of the homeless services program structure both at a federal and local level.

3. HMIS Lead Evaluation

The CoC has not officially evaluated the HMIS Lead since Palm Beach County acquired the role in 2015. The CoC has in place an HMIS Oversight Committee charged with, among other duties, overseeing the HMIS Lead; the chair of this committee also acts as liaison with the CoC Governance Board. The HMIS Committee reviews and approves federal reports prior to submission. It is their duty to investigate if any issues in reporting or HMIS management arise.

4. Use of HMIS data quality plan

Palm Beach County's Data Quality plan requires updating to reflect changes in the system. The plan is not currently being followed as written. Due to limited staffing, the HMIS Lead has not been able to implement a schedule for data quality reporting and improvement. The HMIS Lead, and agencies, typically check for data integrity and quality errors within HMIS when internal reports, community requests, APRs, CAPER, System Performance Measure, etc. are being

reviewed and prepared for submission. This methodology is time consuming and does not allow for the creation of plans to work through data quality issues and translates to some projects not having data quality reviewed but one or two times a year. It also takes time away from other tasks, such as training and system improvements.

Palm Beach County would benefit from a concise Data Quality plan consisting of data quality checkpoints for each program type and uniform reports agencies can run monthly for their individual projects.

5. HMIS End User training

Palm Beach County's HMIS system is comprised of 299 end users representing 61 organizations. In 2018, as in prior years, there were three classroom-style training sessions with an average of 74 end-users trained annually since 2015. The ability to hold regular training sessions has been hindered by other items, such as data quality efforts, being prioritized ahead of updates to training materials and system enhancements due to a lack of HMIS staffing and resources. The ideal HMIS training structure includes identifying agency staff to act as Agency Administrators. Agency Administrators would receive advanced training from the HMIS Lead in order to serve their agency as liaisons with the HMIS Lead and in-house trainers. They would work with the HMIS Lead to generate reports, troubleshoot HMIS issues, reinforce the CoC's data quality framework and provide preliminary training to new users. The development of Agency Administrators would allow the HMIS Lead to update training materials, increase understanding of universal terms and further educate end-users on how their entries to HMIS' universal data elements effect data integrity and quality for the community at large.