

Attachment A

Instructions for 2018 HUD NOFA Target Population Report

Updated March 26th, 2018
by Everyone Home

These Instructions have been prepared to guide Projects on completing the 2018 HUD NOFA Target Population Report, which assesses the practices and prioritization of Target Populations and Severity of Need for each Project. This Report looks at data for clients with a program entry date from 10/1/16 - 9/30/2017. This method of calculation takes into account the fact that many projects have long-time clients who skew their data in a certain way but are now filling any turnover beds with high-needs or priority target populations. The instructions cover three Sections: (1) Running the **2017 NOFA – Program Entry Report**, (2) Running the **Demographics - With Detail** report (for PSH Projects only), and (3) Running the Excel **Everyone Home HUD Target Population Data Tool** to summarize the data. The corresponding manual calculations behind this Tool can be found starting on Page 16 of **Attachment C - Manual Calculations & Explanation of Tool Calculations for Performance Outcomes**.

NOTE: Agencies not using HMIS (e.g. domestic violence providers) can submit a Target Population Report following the instructions starting on Page 9 of this Attachment.

If you have any questions, please direct them to info@everyonehome.org.
The FAQ period begins Monday, April 2, 2018 and ends Friday, April 6, 2018.

Projects renewing for the first time that are not yet under contract, or which were not in operation for a full twelve months since October 1, 2016:

Renewing projects without a year of operation and expenditures need only to submit an updated Project Cover Sheet. They will receive the score awarded when they applied as a new project and be ranked according to that score.

Projects with a start date later than October 1, 2016 and a full year of program data may elect to receive the score awarded when they applied as a new project **or submit a full Project Evaluation Package** based on data from their start date to twelve months later.

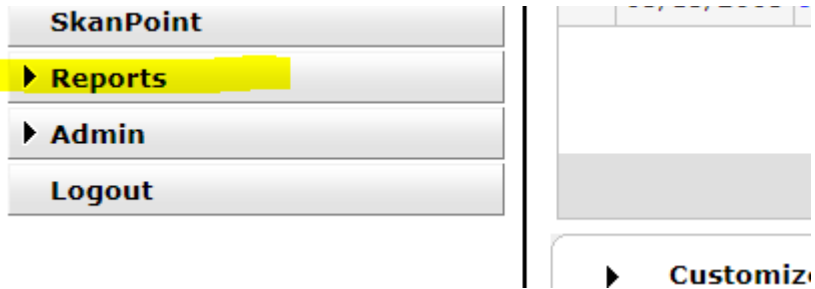
New TH-RRH Projects can have the option to: 1) keep the score obtained when applying as a new TH-RRH project in 2017, or 2) **or submit a full Project Evaluation package** to be evaluated according to data from 2017 as a general TH Project.

Projects that **choose to keep their prior score** need only to submit an updated Project Cover Sheet. They may also be asked to complete a Project Milestone Update as part of a Monitoring TA/Site Visit.

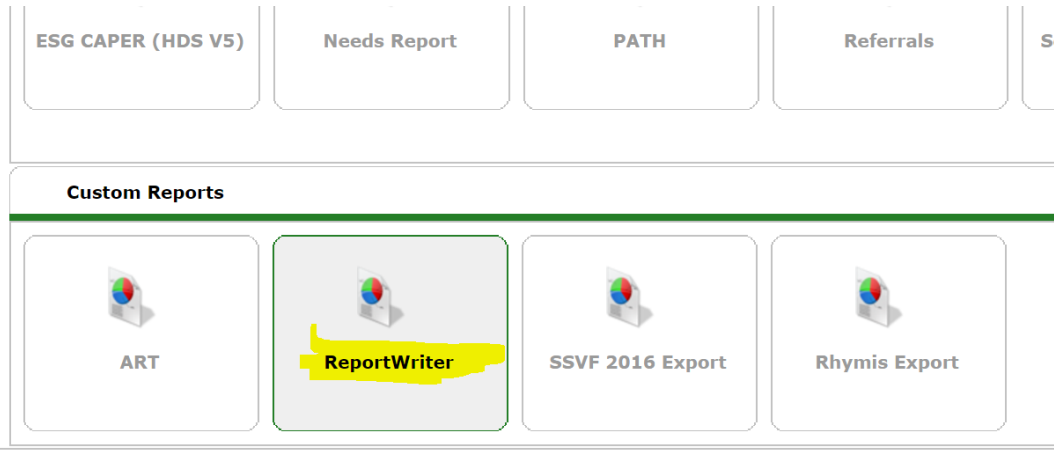
Running the 2017 NOFA – Program Entry Report

Running the 2018 NOFA – Program Entry Report

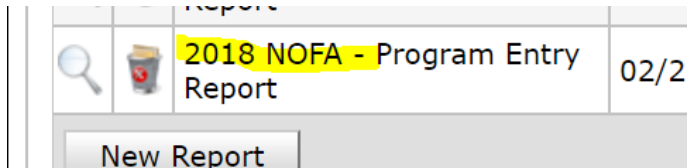
1. Go to “Reports” in Service Point.



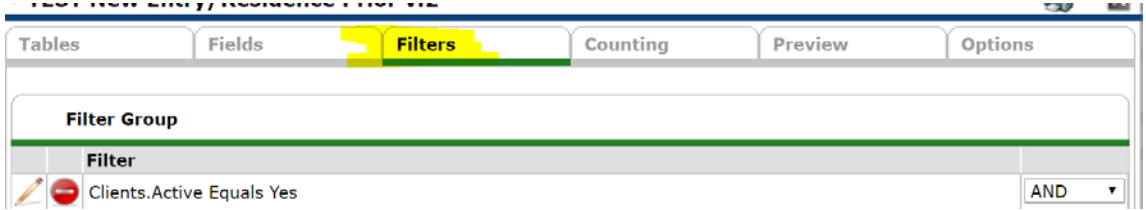
2. Click on ReportWriter (under Custom Reports Section).



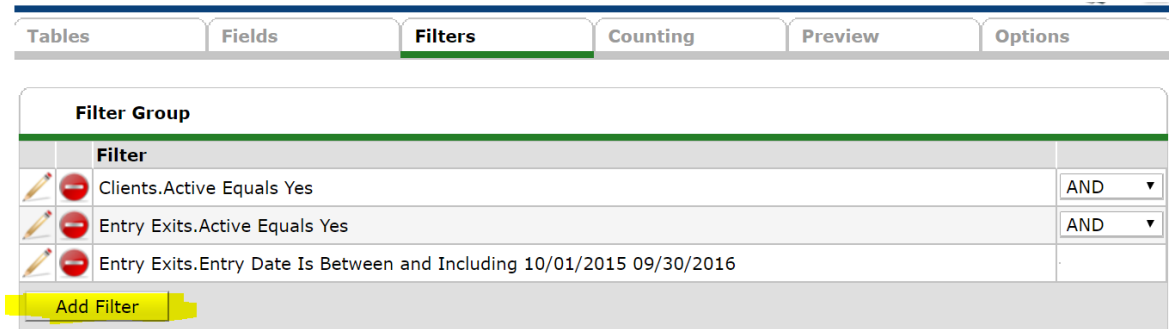
3. Go to “#” (along the top) and click on the magnifying class for the Report named “2018 NOFA – Program Entry Report”.



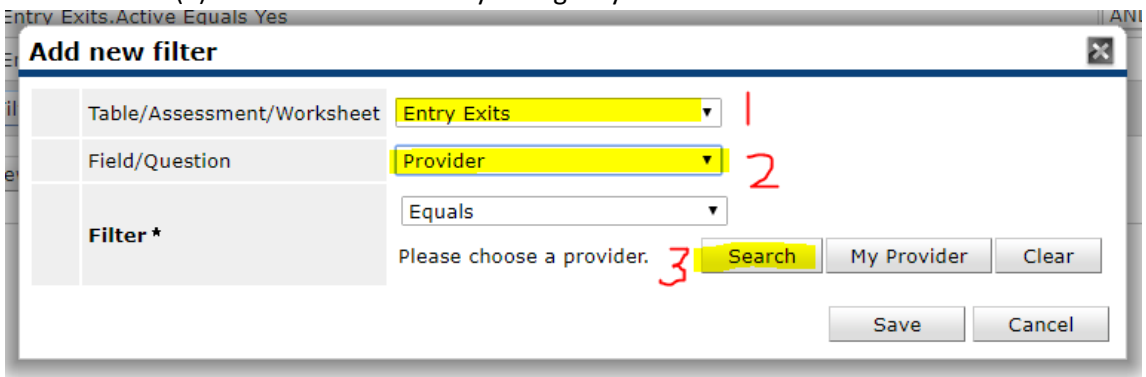
- Click on the "Filter" Tab in the Report's window pop up.



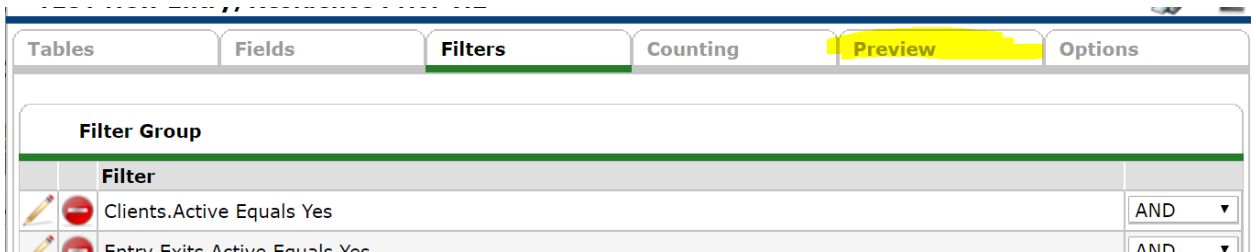
- Click "Add Filter."



- Select "Entry Exits" on drop-down menu (1); then "Provider" on drop-down menu (2); and then click "Search" (3) to search for and add your Agency.



- Click on the "Preview" tab.

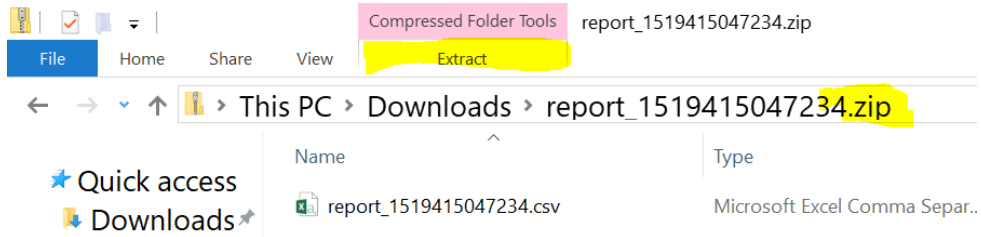


8. Once the report loads, click “Download Full Report.”



9. The file will download as a zip file. Extract or unzip the files from this Folder.

This step is VERY important! The report will not work if the file is still in the zip archive



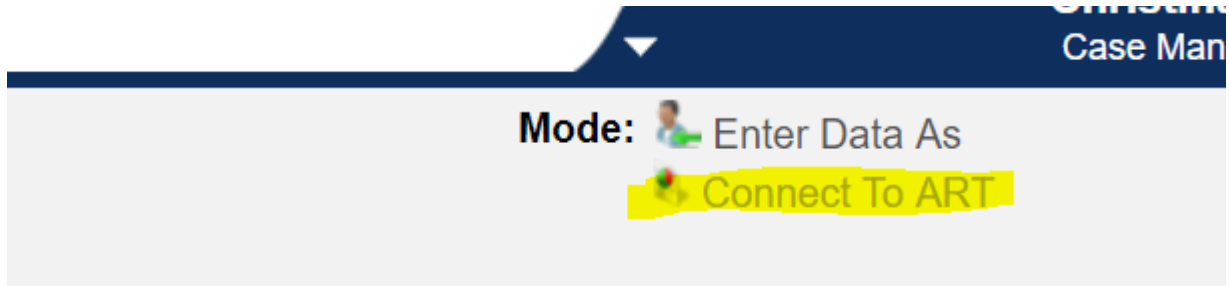
10. If your computer system does not have a built-in way to extract files, 7-zip is a free software that can achieve this task: <http://www.7-zip.org/>.

(1) Running the Demographics – with Detail Report (PSH Projects only)

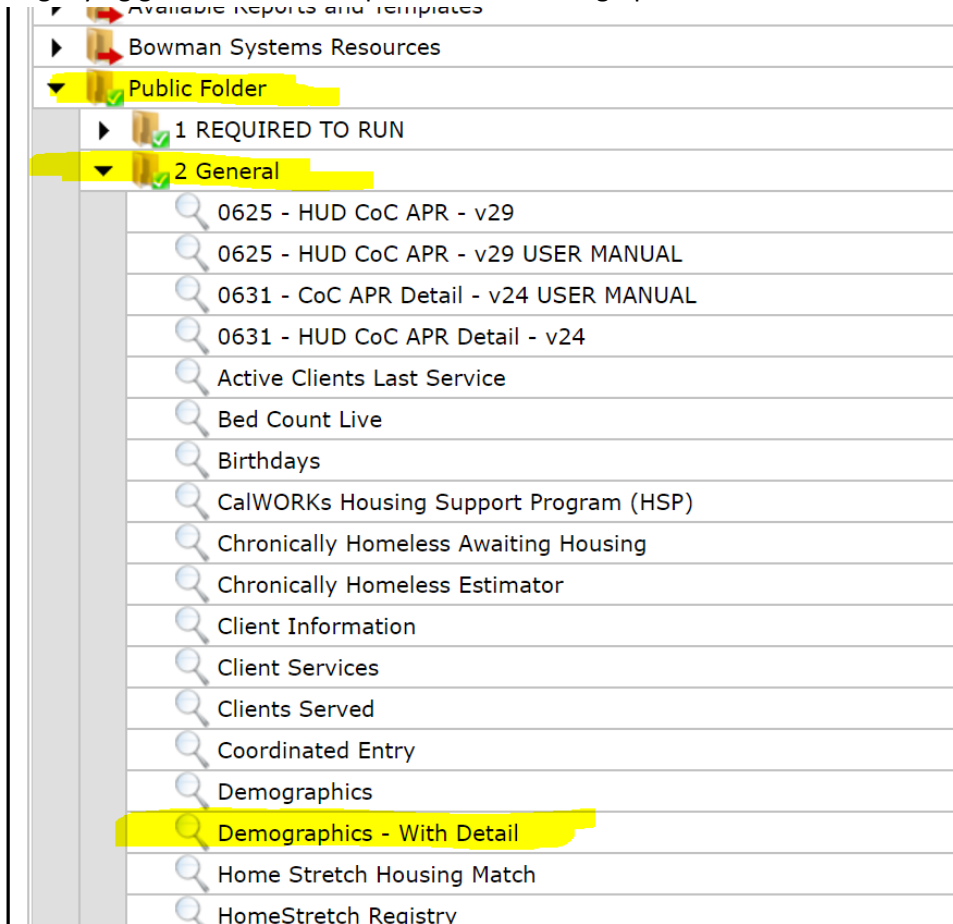
Running the Demographics - With Detail Report

The Demographics with Detail Report is for PSH projects only. If your Project corresponds to other project types (such as TH or RRH), you do not need to run this report.

1. Connect to ART in Service Point.



2. Click on “Public Folder”. Next click on the folder named “2 General”. Then click on the magnifying glass next to the report named “Demographics – With Detail”.



3. A window should pop up after clicking the magnifying glass. Click “Schedule Report”.

Creation Date	2015-03-12 18:05
Update Date	2016-12-13 10:15
Type	Webi
Owner	alameda_live:pcrosby

- For prompt “Select the Project(s) to include in the report” – select your Project. If you are applying for multiple Projects for your agency, each Project will need its own report.
- Enter 10/1/2016 12:00:00AM as the Start Date.
- Enter 10/1/2017 12:00:00AM as the End Date. Then click the “Next” button. (Note that the only inputs you enter for this report are the Start Date, End Date, and Project. Any other prompts can be left unfilled.)
- Select “Excel” in the drop-down menu for Report Format. Select “Once” in the drop-down menu for “Interval”. Then click the “Send” button.

Schedule

Name *	Demographics - With Detail		
Report Format *	Excel ▼		
Users Inbox *	Christina Chu (1348)	<input type="button" value="Search"/>	<input type="button" value="My User"/>
Interval *	Once ▼		
Start Date *	08 / 10 / 2017	7 ▼	29 ▼ PM ▼
End Date *	08 / 10 / 2017	7 ▼	29 ▼ PM ▼

- You will receive your report in your ART Inbox (the first folder in the ART page). Click on the magnifying glass to be prompted to download the report.

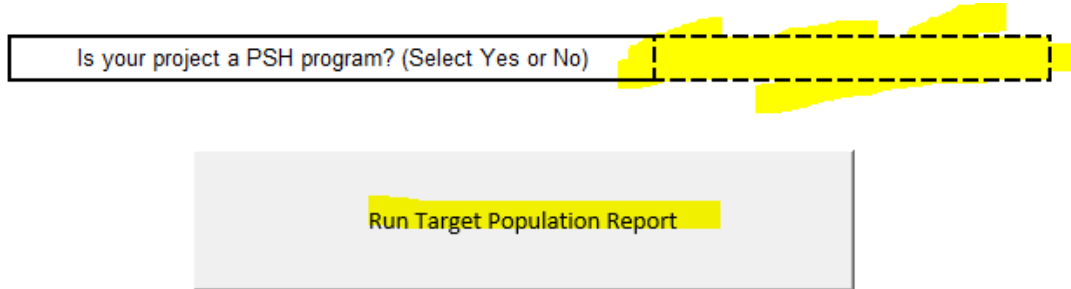
ART Browser

- Inbox
- Demographics - With Detail : 59174992**
- demo all

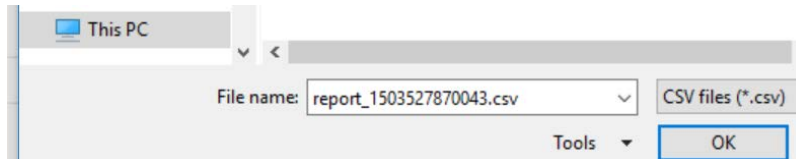
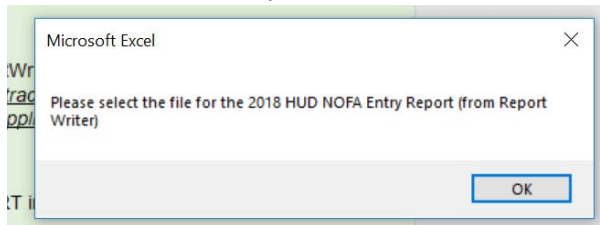
(3) Running the Excel EveryOne Home HUD Target Population Data Tool

Running the 2018 NOFA HUD Target Population Data Tool

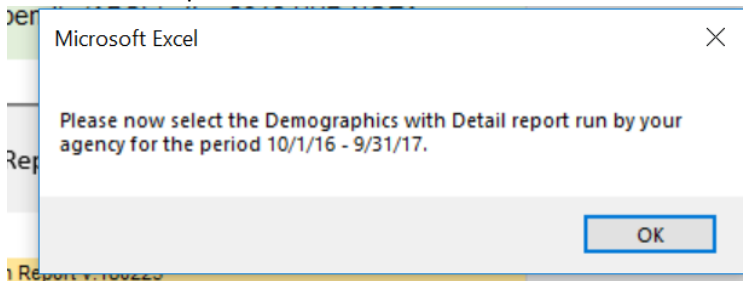
1. Open the 2018 NOFA HUD Target Population Report Excel file. Click on the tab “START HERE”. Read through the notes to make sure you have all the files ready. Answer the question of whether your program is a PSH project or not. Then click on the button to Run Target Population Report.



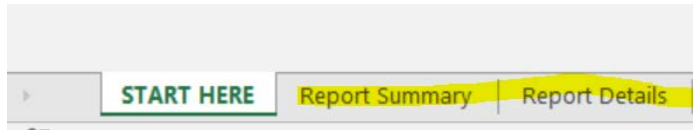
2. You will be prompted to select the file for the “2018 NOFA – Program Entry Report” (downloaded from ReportWriter). Click “OK” and select the file from the file picker.



3. If your program is a PSH project, you will be prompted next to select the file for “Demographics with Detail” Report. Click “Ok” and select the file.



4. Once the report finishes processing (it may take a minute), you can view results in the tabs “Report Summary” and “Report Details”.

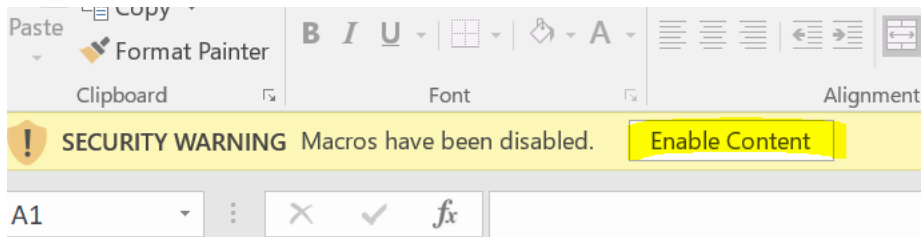


5. When you are finished reviewing the results in the tabs “Report Summary” and “Report Details” please click “File” and “Save” and submit the HUD NOFA Target Population Report tool as an attachment to your Project Evaluation Package. Please do not submit a screenshot or printout of this Report, the entire Excel tool is required to satisfy this submission requirement.

You have completed the HUD NOFA Target Population Report Tool requirement.

Troubleshooting Tips:

- **Make sure that Macros are enabled within Excel.**



- Make sure that the downloaded 2018 NOFA Entry Report file is un-zipped.
- If the Excel Tool isn’t working, try downloading the file again and re-try the process.
- If you have any other questions, please contact Christina Chu at cchu@everyonehome.org.

Target Population Report Tool Instructions for Agencies Not in HMIS

Given that the 2018 NOFA Program Entry Report is dependent on Alameda County’s ServicePoint HMIS system, Agencies not in HMIS cannot complete the 2018 HUD NOFA Target Population Report as instructed above. Agencies such as DV providers with a comparable database with the necessary information, can perform the calculations and enter data manually into the 2018 HUD NOFA Target Population Report.

The calculations for Target Population data are tabulated as follows:

1. Heads of households with a program entry date between 10/1/2016 – 9/30/17 and who entered from a place not meant for human habitation. The count is based on **number of clients** who fit *all* the following criteria:

<u>Field</u>	<u>Response Criteria</u>
Relationship to Head of Household	Self (head of household)
Program Entry Date	Between 10/1/2016 and 9/30/2017
Residence Prior to Program Entry	Place not meant for habitation (HUD)

2. Heads of households with a program entry date between 10/1/2016 – 9/30/17 and who are fleeing from domestic violence or human trafficking. The count is based on **number of clients** who fit *all* the following criteria:

<u>Field</u>	<u>Response Criteria</u>
Relationship to Head of Household	Self (head of household)
Program Entry Date	Between 10/1/2016 and 9/30/2017
Survivor or Victim of Domestic Violence or Human Trafficking	Yes (HUD)
If yes to the above question, still currently fleeing?	Yes (HUD)

3. Heads of households with a program entry date between 10/1/2016 – 9/30/17 and who are veterans of the U.S. Military. The count is based on **number of clients** who fit *all* the following criteria:

<u>Field</u>	<u>Response Criteria</u>
Relationship to Head of Household	Self (head of household)
Program Entry Date	Between 10/1/2016 and 9/30/2017
U.S. Military Veteran?	Yes (HUD)

4. Heads of households with a program entry date between 10/1/2016 – 9/30/17 and who were between the ages of 18 and 24 at the time of program entry. The count is based on **number of clients** who fit *all* the following criteria:

<u>Field</u>	<u>Response Criteria</u>
Relationship to Head of Household	Self (head of household)
Program Entry Date	Between 10/1/2016 and 9/30/2017
Age at Program Entry	Between 18-24

5. **(PSH Only) Households** with a program entry date between 10/1/2016 – 9/30/17 with one or more chronically homeless persons. The count is based on **number of HOUSEHOLDS** who fit *all* the following criteria:

<u>Field</u>	<u>Response Criteria</u>
Program Entry Date	Between 10/1/2016 and 9/30/2017
With 1 or more CH persons	Yes

6. **(All projects) Households** with a program entry date between 10/1/2016 – 9/30/17. The count is based on **number of HOUSEHOLDS** who fit *all* the following criteria:

<u>Field</u>	<u>Response Criteria</u>
Program Entry Date	Between 10/1/2016 and 9/30/2017

Once the above information, from 1 to 6, is gathered, open the Non-HMIS Version of the *EveryOne Home Target Population Report* and input the information into the “Report Details” tab.

In the following illustration, the red numbers correspond directly to 1 through 6 of the above list and indicate the data that should be entered.

There are already formulas in the Excel sheets to calculate the summary score, % households, and other information. Therefore, sections 1 through 6 are the only data points that the agency needs to input.

Report Details

Residence Prior to Entry

Data		Scoring Options for 2018 NOFA	
# Households entering program from a "Place not meant for habitation (HUD)"	1	75% or more of households entered project from the streets or other places not meant for human habitation	8 Points
Total Households	6	50% or more of households entered project from the streets or other places not meant for human habitation	4 Points
% Households entering program from a "Place not meant for habitation (HUD)"		Points Awarded:	0

DV Survivors

Data		Scoring Options for 2018 NOFA	
# Households fleeing from domestic violence and/or human trafficking	2	75% or more of households are fleeing domestic violence and/or human trafficking	6 Points
Total Households	6	50% or more of households are fleeing domestic violence and/or human trafficking	3 Points
% Households fleeing from domestic violence and/or human trafficking		Points Awarded:	0

Veterans

Data		Scoring Options for 2018 NOFA	
# Households with Veteran head of household	3	80% or more of heads of households are Veterans	6 Points
Total Households	6	50% or more of heads of households are Veterans	3 Points
% Households with Veteran head of household		Points Awarded:	0

TAY Households

Data		Scoring Options for 2018 NOFA	
# Households with TAY head of household	4	80% or more of heads of households are TAY	6 Points
Total Households	6	50% or more of heads of households are TAY	3 Points
% Households with TAY head of household		Points Awarded:	0

Chronically Homeless (PSH Only)

Data		Scoring Options for 2018 NOFA	
# Households with one or more CH household members	5	Provides PSH and fills 100% of turnover with chronically homeless households	8 Points
Total Households	6		
% Households with one or more CH household members		Points Awarded:	0