

Withdrawal/Redaction Sheet

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DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. list	Briefing Attendees (partial) (5 pages)	09/05/1996	P6/b(6)

COLLECTION:

Clinton Presidential Records
Domestic Policy Council
Molly Brostrom
OA/Box Number: 8395

FOLDER TITLE:

NSHAPC [National Survey of Homeless Assistance Providers and Clients] Briefing,
9/5/96

2012-0326-S

kc730

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

NSHAPC

CORE ANALYSES

PROVIDER DATA-1

- Program types (emergency shelter, soup kitchen, health care for the homeless, etc). by:
 - ▶ Geographic level (national; central city/balance of MSA/non-MSA; region)
 - ▶ Organizational affiliation
 - ▶ Capacity
 - ▶ Income sources
 - ▶ Services available
 - ▶ Number and types of clients served

PROVIDER DATA-2

- Geographic level and program type by:
 - ▶ Provider estimates of level and type of assistance needed by their clients
 - ▶ Provider estimates of levels and types of services available in their community to their clients
 - ▶ Provider estimates of extent to which current services meet client needs
 - ▶ If possible, do the above analyses by homeless subpopulations (e.g., single men, single women, families with children, youth)
- Examine relationships among source of funding, program affiliation, and types and levels of services delivered

CLIENT DATA-1

- Basic analyses for the whole sample:
 - Age, race/ethnicity, gender, household composition
 - Current housing situation
 - Homeless history
 - Household composition
 - Children's issues (number, gender, health, education and school access)
 - Employment and education
 - Mental and physical health, nutrition, relevant service use
 - Veteran status
 - Substance abuse problems and treatment
 - History of victimization
 - Use of services and benefits

CLIENT DATA-2

- Subsample analyses--present all of the basic data separately by the following subsample breaks:
 - ▶ Household composition (single men, single women, women with children, unaccompanied youth, other)
 - ▶ Racial/ethnic identity
 - ▶ Homeless status (currently, formerly, never)
 - ▶ Veteran/non-veteran
 - ▶ Central city/balance of MSA/non-MSA
 - ▶ Service use pattern (shelter only, soup kitchen only, outreach only, any combination of two, all three)



SURVEY MILESTONE DATES

- Select Survey Sample Areas July - Aug 95*
- Acquire Files of Service Providers June - Oct 95*
- Develop List of Service Providers
in Each Sample Area July - Oct 95*

PHASE 1: Provider Survey

- Conduct Telephone Interviews with Homeless
Assistance Providers in Sample Area Oct 95 - Mar 96*
- Homeless Assistance Providers Review
List of Providers Oct 95 - Feb 96*
- Mail Detailed Program Questionnaires
to a Sample of Providers Mar 96 - Present

PHASE 2: Client Survey

- Select Providers to Participate in Phase 2 Aug 96*
- Contact Providers Selected to Participate Sept - Oct 96
- Conduct Personal Visit Interviews with a
Sample of Clients Using Services Oct - Nov 96

*Completed

THE WHITE HOUSE

WASHINGTON

Briefing on the National Survey of
Homeless Assistance Providers and Clients

Thursday, September 5, 1996
11:00 a.m.

Room 474, Old Executive Office Building

Agenda

1. Welcome/Opening Remarks
 - Molly Brostrom, Senior Policy Analyst, Domestic Policy Council
 - Fred Karnas, Jr., Acting Executive Director, Interagency Council on the Homeless
2. Overview of the Survey and Status of Survey Operations
 - Nancy M. Gordon, Associate Director for Demographic Programs, Bureau of the Census
3. Plans for Data Analysis
 - Overview --Fred Karnas, Jr.
 - Core Analysis
 - Martha R. Burt, Director, Social Services Research Program, The Urban Institute
 - Enhanced Analysis--Fred Karnas, Jr.
4. Questions and Answers



Interagency Council on the Homeless

February 1996

OVERVIEW

NATIONAL SURVEY OF HOMELESS ASSISTANCE PROVIDERS AND CLIENTS

The **National Survey of Homeless Assistance Providers and Clients** ("survey") is designed to provide up-to-date information about the providers of homeless assistance and the characteristics of homeless persons who use services. The survey, which is being conducted by the Census Bureau, is being co-sponsored by 12 Federal agencies¹ under the auspices of the Interagency Council on the Homeless. The survey will involve a statistical sample of 76 geographic areas consisting of metropolitan and nonmetropolitan areas. It is being carried out between October 1995 and November 1996.

The last nationwide survey, which was conducted in 1987 by the Urban Institute, used a similar methodology. However, it relied on a smaller sample, did not include nonmetropolitan areas, and did not collect information on as comprehensive a basis as the new survey will. Since the 1987 study, no significant national studies have been conducted to produce information on the characteristics of persons participating in homeless assistance programs.

The new survey includes a wider variety of locations than the 1987 study in order to more accurately and fully reflect the characteristics of homeless people who use services nationwide. The 76 geographic areas to be included in the national sample will be comprised of the 28 largest metropolitan areas, 24 randomly selected medium and small metropolitan areas, and another 24 randomly selected nonmetropolitan areas (small cities and rural areas).

The survey will provide up-to-date information about the providers of homeless assistance, the characteristics of the homeless population who use services, and how this population has changed since the 1987 Urban Institute Study in metropolitan areas. This information is critical for developing effective public policy to help break the cycle of homelessness.

For example, the survey will:

1. Provide information on the types of programs and services (e.g., housing, food assistance, health care) available to homeless persons in both metropolitan and nonmetropolitan areas, including population groups primarily served (e.g., veterans, people with mental illness); days of operation; occupancy levels; and sources of funding.
2. Provide a comprehensive profile of the homeless population who use services and allow us to compare characteristics of this population with the findings of the 1987 study.
3. Collect additional information related to prevalence of drug use, mental illness, HIV/AIDS, tuberculosis, and previous episodes of homelessness.
4. Provide information on issues not addressed by the last national study in 1987 such as: What are the triggering events that precipitate homelessness? Where were homeless people living before they became homeless?

¹The 12 Federal agency sponsors include the Departments of Housing and Urban Development, Health and Human Services, Veterans Affairs, Agriculture, Commerce, Education, Energy, Justice, Labor, and Transportation as well as the Social Security Administration and the Federal Emergency Management Agency.

The national survey is being conducted in two phases. The first phase of the survey – the "provider survey" – will be conducted from October 1995 through March 1996. It will involve telephone interviews and a mail survey of assistance providers in 76 areas. Included will be programs specifically targeted to homeless people (e.g., shelters, soup kitchens, and outreach programs), as well as providers of "mainstream" assistance programs which offer programs targeted to homeless persons. The purpose of this survey of service providers is to identify the types of programs and services available to homeless persons in metropolitan and nonmetropolitan areas and assess emerging continuums of care.

The second phase of the survey – the "client survey" – will be conducted from mid-October to mid-November 1996. It will include interviews with a sample of persons in emergency shelters, soup kitchens, outreach programs, drop-in centers, and other locations where assistance is provided. Interviews will take place over a four-week period in order to obtain a representative sample. In addition to providing data on characteristics of the portion of the homeless population who use services, this phase of the survey will identify population subgroups and help determine their use of various types of assistance programs. It will also collect limited comparative data on housed persons with very low incomes who also rely on soup kitchens and other emergency assistance.

The client survey will produce data on client characteristics at the national level only. The sample size is not large enough to produce estimates of client characteristics at the regional or local levels, nor is it designed to produce a count of homeless people.

A pretest of the survey was conducted in April 1995 in Atlanta, Georgia; Pittsburgh, Pennsylvania; and a rural county outside Pittsburgh. The results of the pretest were used to refine the design of the full national survey.

For additional information on the design and implementation of the survey or for other questions of a technical nature, contact Annetta Clark, Population Division, Room 2320, Building 3, U.S. Bureau of the Census, Washington, D.C. 20233, (301) 457-2378 [Fax: (301) 457-2644]. For all other questions, contact the Interagency Council on the Homeless at (202) 708-1480 [Fax: (202) 708-3672].

List of NSHAPC Sampled PSUs

List of 28 Self-Representing PSUs in Metropolitan Statistical Areas

MSA	MSA Name
520	Atlanta, GA
720	Baltimore, MD
1120	Boston, MA--NH
1600	Chicago, IL
1680	Cleveland--Lorain--Elyria, OH
1920	Dallas, TX
2080	Denver, CO
2160	Detroit, MI
3360	Houston, TX
3760	Kansas City, MO--KS
4480	Los Angeles--Long Beach, CA
5000	Miami, FL
5120	Minneapolis--St. Paul, MN--WI
5380	Nassau--Suffolk, NY
5600	New York, NY
5640	Newark, NJ
5775	Oakland, CA
5945	Orange County, CA
6160	Philadelphia, PA--NJ
6200	Phoenix--Mesa, AZ
6280	Pittsburgh, PA
6780	Riverside--San Bernardino, CA
7040	St. Louis, MO--IL
7320	San Diego, CA
7360	San Francisco, CA
7600	Seattle--Bellevue--Everett, WA
8280	Tampa--St. Petersburg--Clearwater, FL
8840	Washington, DC--MD--VA--WV

List of 24 Non-Self-Representing Sampled PSUs in Metropolitan Statistical Areas

MSA	MSA Name
730	Bangor, ME
875	Bergen--Passaic, NJ
1000	Birmingham, AL
1080	Boise City, ID
1150	Bremerton, WA
2190	Dover, DE
2340	Enid, OK
3480	Indianapolis, IN
3520	Jackson, MI
3800	Kenosha, WI
4100	Las Cruces, NM
4360	Lincoln, NE
4900	Melbourne--Titusville--Palm Bay, FL
5720	Norfolk--Virginia Beach--Newport News, VA--NC
5880	Oklahoma City, OK
6690	Redding, CA
6920	Sacramento, CA
7160	Salt Lake City--Ogden, UT
7520	Savannah, GA
7680	Shreveport--Bossier City, LA
8000	Springfield, MA
8680	Utica--Rome, NY
9280	York, PA
9320	Youngstown--Warren, OH

List of Sampled Counties in 24 Non-MSA PSUs

PSU County

1 Lassen County, CA
1 Modoc County, CA
2 Chester town, CT
2 Deep River town, CT
2 Essex town, CT
2 Lyme town, CT
2 Westbrook town, CT
3 Bradford County, FL
3 Columbia County, FL
3 Dixie County, FL
3 Hamilton County, FL
3 Lafayette County, FL
3 Madison County, FL
3 Suwannee County, FL
3 Taylor County, FL
3 Union County, FL
4 Crisp County, GA
4 Dooly County, GA
4 Macon County, GA
4 Marion County, GA
4 Schley County, GA
4 Sumter County, GA
4 Taylor County, GA
4 Webster County, GA
5 Christian County, IL
5 Clay County, IL
5 Effingham County, IL
5 Fayette County, IL
5 Montgomery County, IL
5 Moultrie County, IL
5 Shelby County, IL
6 Buena Vista County, IA
6 Clay County, IA
6 Dickinson County, IA
6 Emmet County, IA
6 O'Brien County, IA
6 Osceola County, IA
6 Palo Alto County, IA
6 Pocahontas County, IA
7 Bath County, KY
7 Menifee County, KY
7 Montgomery County, KY
7 Morgan County, KY
7 Rowan County, KY
8 Union Parish, LA
9 Caldwell County, MO
9 Daviess County, MO
9 Grundy County, MO
9 Harrison County, MO
9 Linn County, MO
9 Livingston County, MO

PSU County

9 Mercer County, MO
9 Putnam County, MO
9 Sullivan County, MO
10 Hall County, NE
10 Hamilton County, NE
10 Merrick County, NE
11 Esmeralda County, NV
11 Mineral County, NV
12 Chaves County, NM
12 Lea County, NM
13 Cibola County, NM
13 McKinley County, NM
14 Iredell County, NC
15 Hancock County, OH
15 Hardin County, OH
15 Putnam County, OH
15 Wyandot County, OH
16 Haskell County, OK
16 Latimer County, OK
16 Le Flore County, OK
16 Pittsburg County, OK
17 Douglas County, OR
18 Bedford County, PA
18 Fulton County, PA
18 Huntingdon County, PA
18 Juniata County, PA
18 Mifflin County, PA
19 Abbeville County, SC
19 Greenwood County, SC
19 Laurens County, SC
19 McCormick County, SC
19 Newberry County, SC
19 Saluda County, SC
20 Houston County, TN
20 Humphreys County, TN
20 Stewart County, TN
21 Aransas County, TX
21 Bee County, TX
21 Live Oak County, TX
21 Refugio County, TX
22 Accomack County, VA
22 Northampton County, VA
23 Burnett County, WI
23 Clark County, WI
23 Rusk County, WI
23 Sawyer County, WI
23 Taylor County, WI
23 Washburn County, WI
24 Johnson County, WY
24 Sheridan County, WY

PROGRAMS INCLUDED IN THE SURVEY

NATIONAL SURVEY OF HOMELESS ASSISTANCE PROVIDERS AND CLIENTS

A "program" is defined as the provision of services or assistance which: (1) is managed or administered by the agency (i.e., the agency itself provides the staff and funding); (2) is designed to accomplish a particular mission or goal; (3) is offered on an ongoing, regular basis; and (4) focus on homeless persons as an intended target population.

EMERGENCY SHELTER PROGRAM

An emergency shelter program is a program which provides short-term housing on a first-come first-served basis where people must leave in the morning and have no guaranteed bed for the next night OR provides beds for a specified period of time, regardless of whether or not people leave the building. Please include facilities which provide temporary shelter during extremely cold weather (such as churches) and emergency shelters or host homes for runaway or neglected children and youth, and victims of domestic violence.

TRANSITIONAL HOUSING PROGRAM

A transitional housing program, with a maximum stay for clients of up to two years, offers support services to promote self-sufficiency and to help them obtain permanent housing. Transitional housing programs may target any homeless subpopulation such as persons with mental illnesses, persons with AIDS, runaway youths, victims of domestic violence, homeless veterans, etc.

PERMANENT HOUSING PROGRAM FOR HOMELESS PEOPLE

A permanent housing program for homeless people involves long-term housing assistance with supportive services for which homelessness is a primary requirement for program eligibility. Examples include the Shelter Plus Care Program, the Section 8 Moderate Rehabilitation Program for Single-Room Occupancy (SRO) Dwellings, and the Permanent Housing for the Handicapped Homeless Program administered by the Department of Housing and Urban Development (HUD). Permanent housing programs for homeless people also include specific set-asides of assisted housing units or housing vouchers for homeless persons by public housing agencies or others as a matter of policy, or in connection with a specific program (e.g., the HUD-VA Supported Housing Program, "HUD-VASH").

A permanent housing program for homeless people does NOT include public housing, Section 8, or Federal, State or local housing assistance programs for low-income persons, that do not include a specific set-aside for homeless persons, or for which homelessness is not a basic eligibility requirement.

SOUP KITCHEN

This includes soup kitchens, food lines, and programs distributing prepared breakfasts, lunches, or dinners. These programs may be organized as food service lines, bag or box lunches, or tables where people are seated, then served by program personnel. These programs may or may not have a place to sit and eat the meal.

FOOD PANTRY PROGRAM

A program which distributes uncooked food in boxes or bags directly to low income people, including homeless people.

MOBILE FOOD PROGRAM

Programs which visit designated street locations **for the primary purpose** of providing food to homeless people.

PHYSICAL HEALTH CARE PROGRAM

This includes programs that provide health care to homeless persons, such as health screenings, immunizations, treatment for acute health problems and other services that address physical health issues. Services are often provided in shelters, soup kitchens or other programs frequented by homeless persons.

MENTAL HEALTH PROGRAM

This includes programs that provide services for homeless persons to improve their mental or psychological health or their ability to function well on a day-to-day basis. Specific services may include case management, assertive community treatment, intervention or hospitalization during a moment of crisis, counseling, psychotherapy, psychiatric services, and psychiatric medication monitoring.

ALCOHOL OR OTHER DRUG PROGRAM

This includes programs that provide services to assist a homeless individual to reduce his/her level of alcohol or other drug addiction, or to prevent substance abuse among homeless persons. This may include services such as detoxification services, sobering facilities, rehabilitation programs, counseling, treatment, and prevention and education services.

HIV/AIDS PROGRAM

This includes programs that provide services for homeless persons where the services provided specifically respond to the fact that clients have HIV/AIDS, or are at risk of getting HIV/AIDS. Services may include health assessment, adult day care, nutritional services, medications, intensive medical care when required, health, mental health and substance abuse services, referral to other benefits and services, and HIV/AIDS prevention and education services.

OUTREACH PROGRAM

This includes programs in which homeless persons are contacted in settings such as on the streets, in subways, under bridges, and in parks to offer food, blankets, or other necessities; to assess needs and attempt to engage them in services; to offer medical, mental health and/or substance abuse services; and/or to offer other assistance on a regular basis for the purpose of improving their health, mental health, or social functioning, or increasing their utilization of human services and resources. Services may be provided during the day or at night. "Regular" means at least once a week.

DROP-IN CENTER PROGRAM

Drop-in centers provide daytime services primarily for homeless persons such as television, laundry facilities, showers, support groups and service referrals, but do not provide overnight accommodations. Do not include those centers that only serve meals. If only meals are served, please include them under soup kitchens.

HOUSING FOR MIGRANT WORKERS THAT IS USED TO HOUSE HOMELESS PEOPLE WHEN NOT BEING USED BY MIGRANT PEOPLE

Migrant housing is housing that is seasonally occupied by migrating farm workers. During off-season periods, it may be vacant and available for use by homeless persons.

VOUCHERS FOR SHELTER PROGRAM

This includes places that provide homeless persons with a voucher, certificate, or coupon that can be redeemed to pay for a specific amount of time in a hotel, motel, or other similar facility.

HOUSING FOR HOMELESS PERSONS WHO PAY WITH HOUSING VOUCHERS

This includes hotels, motels, or other facilities that are not shelters, which accept vouchers as payment from homeless persons or which operate under contract to provide temporary housing for homeless people.

OTHER PROGRAMS

These include programs that provide other services for homeless persons, such as education, clothing distribution centers, and/or employment skills training.



Interagency Council on the Homeless
BRIEFING ON THE NATIONAL SURVEY OF HOMELESS
ASSISTANCE PROVIDERS AND CLIENTS
ROOM 474
OLD EXECUTIVE OFFICE BUILDING
THURSDAY, SEPTEMBER 5, 1996
11:00 A.M.
Attendees - Private Organizations

American Red Cross

Bobby C. Baines
Director, External Relations

Catholic Charities, U.S.A.

Bro. Joseph Berg, CSC
Director of Convening

Housing Assistance Council

Leslie Strauss
Director of Research and Information

National Alliance to End Homelessness

Nan Roman
Vice President

Adam L. Rasmussen
Policy Associate

National Clearinghouse on Families & Youth

Cynthia Diehm
Director

Tracy Chamblin
Project Manager

National Coalition for the Homeless

Mary Ann Gleason
Executive Director

National Coalition for Homeless Veterans

Arthur C. Barham
President, Board of Directors

National Council of Churches

Karla M. Cuddy
Program Assistant

National Law Center on Homelessness & Poverty

Laurel D. Weir
Policy Director

Salvation Army

Lt. Colonel Paul Bollwahn, ACSW
National Social Services Consultant

Travelers Aid International

W. Mark Clark
President

U.S. Conference of Mayors

Kimberly W. Peterson
Legislative Assistant

**United Way of America/
Emergency Food & Shelter National Board Program**

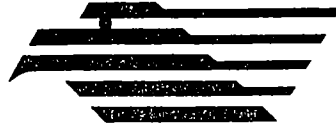
Donald McKee
Executive Director

The Urban Institute

Martha R. Burt
Director, Social Services Research Program

Volunteers of America

Carol F. Fisk
Director of Public Policy



Interagency Council on the Homeless

BRIEFING ON THE NATIONAL SURVEY OF HOMELESS ASSISTANCE PROVIDERS AND CLIENTS

ROOM 474

OLD EXECUTIVE OFFICE BUILDING

THURSDAY, SEPTEMBER 5, 1996

11:00A.M.

Attendees - Federal Agencies

Domestic Policy Council

Molly Brostrom
Senior Policy Analyst

Agriculture

John H. Pentecost
Deputy Director, Multifamily Housing
Rural Housing Service

Amy B. Donoghue
Program Analyst
Rural Development--Policy and Planning

Commerce/Census Bureau

Nancy M. Gordon
Associate Director for Demographic Programs

Nampeo R. McKinney
Assistant Division Chief, Population Division

Chester E. Bowie
Assistant Division Chief, Current Surveys Branch,
Demographic Surveys Division

Gerald W. Gates
Program Officer, Administrative Records
Policy Office

Annetta Clark-Smith
Chief, Age and Special Population Staff
Population Division

Preston Jay Waite
Chief, Demographic Statistical Methods Division

Defense

Jennifer R. Atkin
Executive Assistant, Base Closure
and Community Reinvestment

Education

Joanne L. Wiggins
Program Analyst

Federal Emergency Management Agency

Carolyn B. Coleman
Chief, Emergency Food and Shelter Program

Carole Eiben
Program Specialist

General Services Administration

Marjorie L. Lomax
Director, Evaluation & Outreach,
Government-wide Policy

Health and Human Services

Keith Lively
Deputy to the Deputy Assistant Secretary
for Program Systems/ASPE

Mary Ellen O'Connell
Senior Program Analyst

Mike Shoag
PMI/Program Analyst

Housing and Urban Development

Maggie Taylor
Director, Office of Special Needs Assistance Programs

Kevin J. Neary
Director, Program Evaluation
Office of Policy Development and Research

James E. Hoben
Community Planner
Office of Policy Development and Research

Interagency Council on the Homeless

Fred Karnas, Jr.
Acting Executive Director

George A. Ferguson
Special Assistant

Andrea Hill
Special Assistant

Labor

John D. Heinberg
Special Assistant
Employment & Training Administration

Office of Management and Budget

Katherine K. Wallman
Chief Statistician

Katherine Meredith
Budget Examiner, Housing Branch

Social Security Administration

Cassandra F. Wilkins
Senior Advisor to the Commissioner

Transportation

Betty F. Jackson
Program Analyst

Veterans Affairs

Marsha A. Martin
Coordinator, Homeless Veterans Initiatives

Josephine Hawkins
Homeless Veterans Initiatives

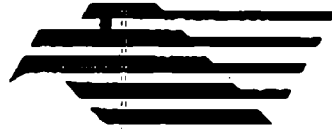
Welcome back to the Indian Treaty Room. As kids went back to school this week, I remembered doing so myself as a kid, and remembered thinking how long it seemed until the next summer vacation. Well, as a grown-up in Washington, time flies by much quicker -- it hardly seems like a year ago when we invited you here for the initial briefing on the National Survey of Homeless Assistance Providers and Clients.

Carol Rasco asked me to express her deep regrets for not being able to be here today. Carol gives top priority to her children -- and her daughter's first dance recital was rescheduled to today after we had sent out the invitations for this briefing.

While there is still much work ahead on the NSHAPC, much has been done in this past year and I want to thank the Census Bureau for their hard and good work. I also want to thank the sponsor agencies of the ICH for their collaboration and hard work -- particularly the work group members who have spent many hours sorting through numerous details.

As I think you know, the survey was funded jointly by ICH member agencies, and now the analysis as well. This type of collaboration, particularly in funding, is not easily found in the federal government and I think it's a strong testament to the desire by these agencies to learn more about the characteristics of the homeless population they serve, so that we can strengthen our efforts.

Again, welcome. Let me turn to Fred Karnas, the Acting Director of the ICH.



Interagency Council on the Homeless

FAX COVER SHEET

DATE 9-4-96

NUMBER OF PAGES (INCLUDING COVER) 13

MATERIAL SENT TO: Molly Brostrom

FAX NUMBER: 456-702-8

RECEIVER'S TELEPHONE NUMBER:

SENDER: George Ferguson
TEL: (202) 708-0614, ext. 4517
FAX: (202) 708-3672

--- Clearances required for people listed on
pages 1-5.

--- Confirmed attendees as of 4:30 pm. Wed:

- 17 public interest group reps
- 30 Fed agency reps (3 Fed agency
staff do not need clearances)

17
27
44

--- Final agenda attached for your review.
Use WH or ICH letterhead?

THE WHITE HOUSE
WASHINGTON

Briefing on the National Survey of
Homeless Assistance Providers and Clients

Thursday, September 5, 1996

11:00 a.m.

Room 474, Old Executive Office Building

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1. Welcome/Opening Remarks

--Molly Brostrom, Senior Policy Analyst, Domestic Policy
Council

--Fred Karnas, Jr., Acting Executive Director, Interagency
Council on the Homeless

2. Overview of the Survey and Status of Survey Operations

--Nancy M. Gordon, Associate Director for Demographic
Programs, Bureau of the Census

3. Plans for Data Analysis

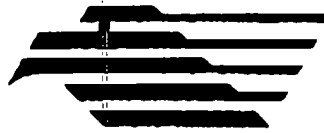
--Overview --Fred Karnas, Jr.

--Core Analysis

--Martha R. Burt, Director, Social Services Research
Program, The Urban Institute

--Enhanced Analysis--Fred Karnas, Jr.

4. Questions and Answers



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Arthur C. Barham
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National Council of Churches

Karla M. Cuddy
Program Assistant

National Law Center on Homelessness & Poverty

Laurel D. Weir
Policy Director

Salvation Army

Lt. Colonel Paul Bollwahn, ACSW
National Social Services Consultant

Travelers Aid International

W. Mark Clark
President

U.S. Conference of Mayors

Kimberly W. Peterson
Legislative Assistant

United Way of America/
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Donald McKee
Executive Director

The Urban Institute

Martha R. Burt
Director, Social Services Research Program

Volunteers of America

Carol F. Fisk
Director of Public Policy

BRIEFING ON THE NATIONAL SURVEY OF HOMELESS
ASSISTANCE PROVIDERS AND CLIENTS

ROOM 474

OLD EXECUTIVE OFFICE BUILDING

THURSDAY, SEPTEMBER 5, 1996

11:00A.M.

Attendees - Federal Agencies

Domestic Policy Council

Molly Brostrom
Senior Policy Analyst

Agriculture

John H. Pentecost
Deputy Director, Multifamily Housing
Rural Housing Service

Amy B. Donoghue
Program Analyst
Rural Development--Policy and Planning

Commerce/Census Bureau

Nancy M. Gordon
Associate Director for Demographic Programs

Nampeo R. McKinney
Assistant Division Chief, Population Division

Chester E. Bowie
Assistant Division Chief, Current Surveys Branch,
Demographic Surveys Division

Gerald W. Gates
Program Officer, Administrative Records
Policy Office

Annetta Clark-Smith
Chief, Age and Special Population Staff
Population Division

Preston Jay Waite
Chief, Demographic Statistical Methods Division

Defense

Jennifer R. Atkin
Executive Assistant, Base Closure
and Community Reinvestment

Education

Joanne L. Wiggins
Program Analyst

Federal Emergency Management Agency

Carolyn B. Coleman
Chief, Emergency Food and Shelter Program

Carole Eiben
Program Specialist

General Services Administration

Marjorie L. Lomax
Director, Evaluation & Outreach,
Government-wide Policy

Health and Human Services

Keith Lively
Deputy to the Deputy Assistant Secretary
for Program Systems/ASPE

Mary Ellen O'Connell
Senior Program Analyst

Mike Shoag
PMI/Program Analyst

Housing and Urban Development

Maggie Taylor
Director, Office of Special Needs Assistance Programs

Kevin J. Neary
Director, Program Evaluation
Office of Policy Development and Research

James E. Hoben
Community Planner
Office of Policy Development and Research

Interagency Council on the Homeless

Fred Karnas, Jr.
Acting Executive Director

George A. Ferguson
Special Assistant

Andrea Hill
Special Assistant

Labor

John D. Heinberg
Special Assistant
Employment & Training Administration

Office of Management and Budget

Katherine K. Wallman
Chief Statistician

Katherine Meredith
Budget Examiner, Housing Branch

Social Security Administration

Cassandra F. Wilkins
Senior Advisor to the Commissioner

Transportation

Betty F. Jackson
Program Analyst

Veterans Affairs

Marsha A. Martin
Coordinator, Homeless Veterans Initiatives

Josephine Hawkins
Homeless Veterans Initiatives

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. list	Briefing Attendees (partial) (5 pages)	09/05/1996	P6/b(6)

COLLECTION:

Clinton Presidential Records
Domestic Policy Council
Molly Brostrom
OA/Box Number: 8395

FOLDER TITLE:

NSHAPC [National Survey of Homeless Assistance Providers and Clients] Briefing,
9/5/96

2012-0326-S

kc730

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

4

1075 [001]

BRIEFING ON THE NATIONAL SURVEY OF HOMELESS
ASSISTANCE PROVIDERS AND CLIENTS

ROOM 474

OLD EXECUTIVE OFFICE BUILDING

THURSDAY, SEPTEMBER 5, 1996

11:00A.M.

Attendees - Private Organizations

American Red Cross

Bobby C. Baines

P6/(b)(6)

Catholic Charities

Bro. Joseph Berg

P6/(b)(6)

Housing Assistance Council

Leslie Strauss

P6/(b)(6)

National Alliance to End Homelessness

Nan Roman

P6/(b)(6)

Adam Lee Rasmussen

P6/(b)(6)

National Clearinghouse on Families & Youth

Cynthia Diehm

P6/(b)(6)

Tracy Chamblin

P6/(b)(6)

National Coalition for the Homeless

Mary Ann Gleason

P6/(b)(6)

National Coalition for Homeless Veterans

Arthur Charles Barham

P6/(b)(6)

National Council of Churches

Karla M. Cuddy

P6/(b)(6)

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[001]

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National Law Center on Homelessness & Poverty

Laurel Denise Weir

P6/(b)(6)

Salvation Army

Lt. Colonel Paul Bollwahn, ACSW

P6/(b)(6)

Travelers Aid International

Wendell Mark Clark

P6/(b)(6)

U.S. Conference of Mayors

Kimberly W. Peterson

P6/(b)(6)

United Way

Donald McKee

P6/(b)(6)

Urban Institute

Martha R. Burt

P6/(b)(6)

Volunteers of America

Carol Fraser Fisk

P6/(b)(6)

[001]

3 of 5

BRIEFING ON THE NATIONAL SURVEY OF HOMELESS
ASSISTANCE PROVIDERS AND CLIENTS
ROOM 474

OLD EXECUTIVE OFFICE BUILDING
THURSDAY, SEPTEMBER 5, 1996

11:00A.M.

Attendees - Government Agencies

Agriculture

Amy Bennett Donoghue

P6/(b)(6)

John Harvey Pentecost

P6/(b)(6)

Commerce

Nancy M. Gordon

P6/(b)(6)

Nampeo R. McKinney

P6/(b)(6)

Chester E. Bowie

P6/(b)(6)

Gerald W. Gates

P6/(b)(6)

Annetta Clark-Smith

P6/(b)(6)

Preston Jay Waite

P6/(b)(6)

Defense

Jennifer R. Atkin

P6/(b)(6)

Education

Joanne Louise Wiggins

P6/(b)(6)

FEHA

Carolyn B. Coleman

P6/(b)(6)

Carole Eiben

P6/(b)(6)

[001]

4 of 5

General Services Administration

Marjorie L. Lomax

P6/(b)(6)

Health and Human Services

Keith Lively

P6/(b)(6)

Mary Ellen O'Connell

P6/(b)(6)

Mike Shoag

P6/(b)(6)

Housing and Urban Development

Kevin J. Neary

P6/(b)(6)

James Edmond Hoben

P6/(b)(6)

Maggie Taylor

P6/(b)(6)

Interagency Council on the Homeless

Fred Karnas, Jr.

P6/(b)(6)

George A. Ferguson

P6/(b)(6)

Andrea Hill

P6/(b)(6)

Labor

John Dorsey Heinberg

P6/(b)(6)

Social Security Administration

Cassandra F. Wilkins

P6/(b)(6)

Transportation

Betty F. Jackson

P6/(b)(6)

[001]

5 of 5

Veterans Affairs

Marsha A. Martin

P6/(b)(6)

Josephine Hawkins

P6/(b)(6)



COUNCIL OF CHIEF STATE SCHOOL OFFICERS

One Massachusetts Avenue, NW, Suite 700, Washington, DC 20001-1431 • 202/408-5505 • FAX 202/408-8111
Resource Center on Educational Equity State Education Assessment Center

September 3, 1996

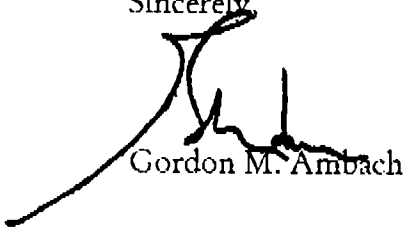
Carol H. Rasco
Assistant to the President for Domestic Policy
The White House
Washington, DC 20500

Dear Carol:

Thank you for your invitation of August 27, 1996 to attend the Thursday, September 5, 1996 briefing on the "National Survey of Homeless Assistance Providers and Clients."

I will not be able to attend the briefing. Due to other commitments, we will be unable to send a staff representative. We would appreciate, however, receiving copies of any materials which are distributed at the session. Many thanks.

Sincerely,



Gordon M. Ambach

GMA:djb

THE WHITE HOUSE

WASHINGTON

August 27, 1996

Raul Yzaguirre
Executive Director
National Council of LaRaza
1111 19th Street, NW
Suite 1000
Washington, DC 20036

Dear Mr. Yzaguirre:

In conjunction with the Interagency Council on the Homeless, I would like to invite you and/or a representative of your organization to attend a September 5 briefing on the National Survey of Homeless Assistance Providers and Clients.

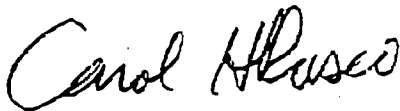
As you may know, the National Survey of Homeless Assistance Providers and Clients is being co-sponsored by twelve Federal agencies under the auspices of the Interagency Council on the Homeless. The survey involves a statistical sample of 76 geographic areas, both metropolitan and nonmetropolitan. The first component, a mail survey of providers of homeless assistance, is near completion. The second part, in-person client interviews, is scheduled to begin in late October.

As promised at last fall's initial briefing on the survey, we would like to bring you up to date on survey operations as well as discuss with you our current plans for analyzing the survey data.

The briefing will be held on Thursday, September 5, 1996, 11:00 - 12:00 a.m. in Room 474 of the Old Executive Office Building. Please use the Pennsylvania Avenue entrance of the OEOB to reach Room 474. To confirm your attendance at the meeting, please mail or fax the attached form to the Interagency Council on the Homeless by September 4. If you have any questions about the meeting, please call Molly Brostrom at (202) 456-5561.

Thank you and I hope you can attend.

Sincerely,



Carol H. Rasco
Assistant to the President for Domestic Policy



**Briefing on National Survey of Homeless Assistance Providers and Clients
Invitees**

Ms. Cynthia Diehm
National Clearinghouse on
Families and Youth
Post Office Box 13505
Silver Spring, MD 20911-3505

Mr. John Sidor
Executive Director
Council of State Community
Development Agencies
444 North Capitol Street, NW, Suite 251
Washington, DC 20001

Ms. Moises Loza
Executive Director
Housing Assistance Council
Suite 606
1025 Vermont Avenue, NW
Washington, DC 20005

Ms. Nan Roman
Vice President of
Policy & Programs
National Alliance to End
Homelessness
1518 K Street, NW
Washington, DC 20005

Mr. John Buckstead
Executive Director
National Association of
Community Action Agencies
Suite 416
1875 Connecticut Avenue, NW
Washington, DC 20009

Mr. Tom Van Coverdon
Executive Director
National Association of
Community Health Centers
Suite 122
1300 New Hampshire Avenue, NW
Washington, DC 20001

Mr. Richard Y. Nelson, Jr.
Executive Director
National Association of Housing
& Redevelopment Officials
630 Eye Street, NW
Washington, DC 2001-3737

Ms. Linda Boone
Executive Director
National Coalition for
Homeless Veterans
918 Pennsylvania Avenue, SE
Washington, DC 20003

Ms. Mary Ann Gleason
Executive Director
National Coalition For
The Homeless
Suite 1004
1612 K Street, NW
Washington, DC 20006

Mr. Charles G. Ray
Chief Executive Officer
National Council of Community
Mental Health Centers
Suite 320
12300 Twinbrook Parkway
Rockville, MD 20852

Mr. Raymond C. Scheppach
Executive Director
National Governors Association
Suite 250
444 North Capitol Street, NW
Washington, DC 20001

Ms. Maria Foscarinis
Executive Director
National Law Center On
Homelessness and Poverty
Suite 412
918 F Street, NW
Washington, DC 20004

Mr. Donald J. Borut
Executive Director
National League of Cities
6th Floor
1301 Pennsylvania Avenue, NW
Washington, DC 20004

Mr. Robert Adams
President
National Low Income Housing
Coalition
Suite 1200
1012 14th Street, NW
Washington, DC 20005

Ms. Della Hughes
Executive Director
National Network for Youth
Suite 401
1319 F Street, NW
Washington, DC 20004

Donald Bell
National Public Affairs Office
The Salvation Army
P.O. Box 269
Alexandria, VA 22313

Mr. W. Mark Clark
President
Travelers Aid International
512 C Street, NE
Washington, DC 20002

Mr. J. Thomas Cochran
Executive Director
U.S. Conference of Mayors
4th Floor
1620 I Street, NW
Washington, DC 20006

Mr. Charles Gould
President
Volunteers of America, Inc.
Suite 400
3939 N. Causeway
Metairie, LA 70002

Ms. Sunia Zatterman
Executive Director
Council of Large Public Housing
Authorities
Suite 825
601 Pennsylvania Avenue, NW
Washington, DC 20004-2612

Mr. Gordon Ambach
Executive Director
Council of Chief State School Officers
Suite 700
One Massachusetts Avenue, NW
Washington, DC 20001-1431

Mr. Albert Shanker
President
American Federation of Teachers
555 New Jersey Avenue, NW
Washington, DC 20001

Dr. Paul D. Houston
Executive Director
American Association
of School Administrators
1801 North Moore Street
Arlington, VA 22209

John Lozier
Executive Director
National Health Care
for the Homeless Council
Post Office Box 68019
Nashville, TN 37206-8019

Deborah Dennis
National Resource Center for Homelessness
and Severe Mental Illness
262 Delaware Avenue
Delmar, NY 12054

Rita Smith, Coordinator
National Coalition Against Domestic Violence
P.O. Box 18749
Denver, CO 80218

Robert Glover
National Association of State
Mental Health Program Directors
66 Canal Center Plaza - Suite 302
Alexandria, VA 22314-1591

Don Jones
Vice President
American Red Cross
Disaster Services
8111 Gatehouse Road
Falls Church, VA 22042

Brother Joseph Berg
Associate Director for Special Programs
Catholic Charities, USA
1731 King Street, Suite 200
Alexandria, VA 22314

Diana Aviv
Council of Jewish Federations
Washington ACTION Office
1640 Rhode Island, NW
Suite 500
Washington, DC 20036

Mary Anderson Cooper
Associate Director
National Council of Churches
of Christ in the U.S.A.
110 Maryland Avenue, NE
Washington, DC 20002

Nancy Kennedy
Vice President
United Way of America
Office of Government Relations
701 N. Fairfax Street
Alexandria, VA 22314

Ruth Jaure
Executive Director
National American Indian Housing Council
900 Second Street, NE, Suite 220
Washington, DC 20002-3557

Raul Yzaguirre
Executive Director
National Council of LaRaza
1111 19th Street, NW
Suite 1000
Washington, DC 20036

Executive Office of the President
 OEOB Conference Rooms/White House Conference Center

Date of Meeting: 7/5
 Time: 11⁰⁰ am To: 12³⁰

CONFIRMATION AND NOTIFICATION

return to 66472

Name of Individual Hosting Event: <u>Carol Rusco</u>		Office/Agency: <u>DPC</u>	
Staff Contact: <u>Molly Brostrom</u>		Extension No.: <u>6-5561</u>	Room No.: <u>207 EOB</u>
Type of Event: ☒ Meeting ☐ Reception ☐ Other _____			
Name/Description of Event: <u>Briefing on Nat'l Survey of Homeless Assistance Providers + Clients</u>			
Number of Outside Guests: <u>40</u>		In Attendance:	
Total Number of Attendees: <u>50</u>		☐ President ☐ First Lady ☐ Vice President ☐ Mrs. Gore	
Room(s) Requested:			
☐ Roosevelt Room ☐ Rm. 180 ☐ Rm. 472 ☒ Rm. 474 (Indian Treaty Room)			
☐ Rm. 476 ☐ Rm. 450 ☐ Rm. 459 ☐ Other: _____			
White House Conference Rooms: ☐ Truman Room ☐ Wilson Room ☐ Eisenhower Room			
☐ Jackson Room ☐ Lincoln Room			
General Services:			
☐ Elevator Service ☐ #4 ☐ #6 ☐ #7			
Time Reserved: _____ Floors Reserved: _____ ☐ Podium ☐ Flags			
Special Room Arrangements for the Indian Treaty/Truman Room:			
☒ Conference Style ☐ Theatre Style ☐ Other _____			
Number of Chairs: <u>50</u> Number of Table(s): _____			
Entrance/Gate Preferred:			
☐ 17th & G ☐ Pennsylvania Avenue ☐ Southwest Appointments Gate			
☐ Northwest Appointments Gate ☐ East Appointments Gate ☐ East Visitors Gate			
Additional Requirements or Requests: <u>35 chairs around tables ; 15 chairs behind</u>			

Forms Must be Returned to Room 1, OEOB, 48 Hours Prior to Event

Outcome of OMB-led Policy Meeting on August 22, 1996

The agencies sponsoring the National Survey of Homeless Assistance Providers and Clients (NSHAPC) have determined that the results of the survey can be enhanced enormously by including additional information from agency records. All agree, however, that the confidentiality of the records, both real and perceived, is crucial to maintaining the confidence of survey participants and others involved in the data collection effort. The representatives from the Interagency Council on the Homeless, the Departments of Housing and Urban Development, Health and Human Services, and Agriculture, the Social Security Administration, the Office of Management and Budget, and the Bureau of the Census therefore recommend the following:

- In essentially all ways, we will recreate the interviewing environment from the pretest. We will not introduce untested instructions or forms.
- All identifiable data from the survey will be held at the Census Bureau.¹
- The Census Bureau will create a non-confidential finder file which includes the SSNs obtained from the survey. This finder file will permit agencies that wish to have their data appended to the survey data to provide the Census Bureau a subset of their records rather than the entire file.
- Each agency that decides to append data will use the finder file to select records to be given to the Census Bureau. The Census Bureau will append the appropriate administrative data to the survey data as they are received and processed. The resulting master file will contain all survey data and all matched administrative data.
- The Census Bureau will produce a public use file from the homeless survey. This file will be approved by the Census Bureau's Disclosure Review Board for public release and will contain no appended administrative data.
- The Census Bureau will respond promptly to requests from sponsoring agencies for special tabulations from the master file. All tabulations will be created on a cost-recovery basis (costs are expected to be modest) and must be approved by the Census Bureau's Disclosure Review Board as acceptable for public release (i.e. cannot disclose the identity of individual respondents).
- All others with special data requests will be provided existing tabulations or may request special tabulations from the Census Bureau as time permits and subject to reimbursement for the costs to create the tabulations.
- In special cases requiring a need to work with the confidential data files, the Census Bureau will swear in employees from the sponsoring agencies or their contractors to use the confidential survey data.

¹ In order to ensure that the sensitive data from this survey are immune from legal process, the survey will be done under HUD's data collection authority (Title 12 USC) and the data be protected by the Census Bureau's confidentiality authority (Title 13 USC) as permitted by Title 13 USC Section 8(b).



U. S. Department of Housing and Urban Development
Washington, D.C. 20410-6000

OFFICE OF THE ASSISTANT SECRETARY
FOR POLICY DEVELOPMENT AND RESEARCH

August 22, 1996

MEMORANDUM FOR: SEE ADDRESSEES

FROM: James E. Hoben, Program Evaluation Div.

SUBJECT: Guidance for IAA Transfer of Funds to HUD for the
Analysis of the NSHAPC Data

On August 15, 1996 the Policy Group of the Interagency Council on the Homeless re-affirmed that it wished HUD to accept the services of Martha Burt of the The Urban Institute (UI) to analyze the data from the National Survey of Homeless Assistance Providers and Clients (NSHAPC). It also gave approval to a draft UI scope of work and a proposed plan for joint funding of the analyses by eight of the 12 Federal agencies sponsors.

The Urban Institute has submitted to HUD a proposal, dated August 20, 1996, outlining a general process and focus for the NSHAPC analyses (copy attached). The preliminary scope of work reflects discussions with HUD and the sponsor agencies held over the last month. UI will prepare a detailed survey analysis plan, after it receives funding. It will start analysis work after approval of the detailed analysis plan(s) by HUD with inputs by the NSHAPC Working Group.

The analysis is estimated to cost \$547,103 or approximately 13 percent of the \$4.1 million survey cost. HUD has agreed to provide \$147,103 for the analyses and \$400,000 is to be provided by seven other agencies each providing the following amounts:

HHS	\$100,000
USDA	\$100,000
VA	\$100,000
Educ	\$ 25,000
FEMA	\$ 25,000
SSA	\$ 25,000
DOJ	\$ 25,000

HUD cannot execute the UI cooperative agreement if it has not received agency funds by the close of FY '96, in-as-much as HUD needs the contributed funds to match its contribution to cover analysis costs. It is imperative that your agency prepare its interagency agreement (IAA) to transfer funds as as quickly as possible.

The IAAs can be kept very simple. The recommended content is:

1. A statement that the transferred funds are to support the analysis of data and production of reports from the National Survey of Homeless Assistance Providers and Clients. Cite the The Urban Institute proposal to HUD to amend the HUD cooperative agreement H-5970CA, dated August 20, 1996 as the document that specifies the analysis process and focus.
2. Your Agency Location Code (ALC) so that HUD can quickly bill your agency for funds after the IAA is signed.
3. The HUD ALC which, is 86-01-0300 and appropriation code 866/70108.

Address the material to: James Hoben
Office of Policy Development
and Research
HUD, Room 8140
451 Seventh St., SW
Washington, DC 20410

If you or your contracts office has any questions, please call me at (202)-708-0574 x132 or Virginia Der in our Budget Office at (202)-708-1796 x358

Attachment - The Urban Institute Proposal dated August 20, 1996

ADDRESSEES:

Gary Bickel, USDA
Carol Coleman, FEMA
Marsha Martin, VA
Mary Ellen O'Connell, HHS
John Pentecost, USDA
Joanne Wiggins, ED
Cassandra Wilkins, SSA
Kenneth Zimmerman, Justice

cc: Molly Brostrom, WHDPC
Annetta Clark, Census
Virginia Der, HUD
George Ferguson, ICH
Katherine Meredith, OMB



THE URBAN INSTITUTE

2100 M Street N.W. / Washington, D.C. 20037 / (202) 833-7200

Martha R. Burt
Director, Social Services
Research Program

Direct Dial:
(202) 857-8551
FAX (202) 463-8522
email: mburt@ui.urban.org

August 20, 1996

Mr. James Hoben
HUD/PD&R
451 7th Street, N.W., Room 8140
Washington, DC 20410-6000

Re: Revisions to Cooperative Agreement H-5970CA (UI Project Number 06519)

Dear Jim:

I am submitting a revised work plan for the above-referenced Cooperative Agreement. I request that the Urban Institute be allowed to amend the statement of work on this CA in accord with the work plan accompanying this letter. The amount of the CA is increased to \$547,103. The \$147,103 in HUD funds already obligated to the CA will be matched by contributions of \$400,000 from members of the Interagency Council on the Homeless. The period of performance would be extended to March 31, 1998 with the predominate amount of work being done during the 18th month period of October 1, 1996 through the end of the project.

The revisions to this CA retain the purpose of the original workplan, which sought to investigate causes of homelessness and conditions of near-homeless individuals in one or two trial cities. The revised workplan takes advantage of data availability from the National Survey of Homeless Assistance Providers and Clients (NSHAPC) to advance the original objectives beyond what could have been achieved under the originally proposed case study design. The NSHAPC covers the entire nation through its sample of 76 PSUs, which include urban, suburban, and rural locations, yielding considerably more valid and representative data than we could have obtained with case studies. The NSHAPC interview protocol contains considerable longitudinal data on poverty and homeless histories, in depth data on individual and household characteristics, and uses of support services. In addition, comparison of the findings from the NSHAPC to those of the 1987 Urban Institute study of urban homeless service users will provide a unique 9-year look at how the faces of homelessness and causes may be changing.

The Urban Institute and myself as Principal Investigator agree to work with HUD's project officer on this CA, with the understanding that inputs will also be provided by the ICH NSHAPC sponsor agencies and by a panel of experts. The Urban Institute will organize opportunities to receive feedback from these sources with respect to analysis plans, preliminary study findings, draft and final reports, and specifications for public use data tapes.

I and the other staff at the Urban Institute look forward to working on this project, which we believe will make many significant contributions to our knowledge of homeless persons, pathways to homelessness, and systems that serve the homeless and near-homeless.

Sincerely,



Martha R. Burt

THE URBAN INSTITUTE

2100 M Street N.W. / Washington, D.C. 20037 / (202) 833-7200

Andrew Orlin
Contracts Manager

Direct Dial:
(202) 857-8780
FAX (202) 429-0687

August 20, 1996

Ms. Dorothy Faison
Division of Budget, Contracts and Program Control
U. S. Department of Housing and Urban Development
451 7th Street, N.W.
Washington, DC 20410

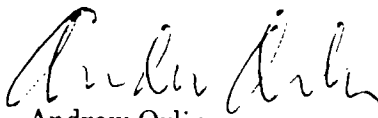
Re: Revisions to Cooperative Agreement H-5970CA (UI Project Number 06519)

Dear Ms. Faison:

The Urban Institute is pleased to submit a revised statement of work for the above-referenced Cooperative Agreement. As you will see from the attached letter from Dr. Burt, the Principal Investigator for the project, to Mr. James Hoben, HUD's project officer, the revisions offer a significantly enhanced approach to the goals of the Agreement, and we have obtained a match to HUD's contribution that is substantial. Dr. Burt's letter to Mr. Hoben is incorporated into this transmittal letter, and represents our acceptance of the terms that HUD and the ICH want to operate under as we proceed with this Agreement.

Matters of a technical nature should be referred to Dr. Burt at (202) 857-8551. Contractual questions should be referred to me.

Sincerely,


Andrew Orlin

✓cc: James Hoben, HUD

PROPOSED ANALYSES OF 1996 NATIONAL SURVEY OF HOMELESS ASSISTANCE PROVIDERS AND CLIENTS (NSHAPC)

Revised Proposal for Cooperative Agreement H-5970CA

Submitted by:

Martha R. Burt, The Urban Institute

August 20, 1996

INTRODUCTION

Designing and conducting analyses of provider and client data from the National Survey of Homeless Assistance Providers and Clients (NSHAPC) and reporting the results is a challenging and important task. It is critical that the analysts be familiar with homeless research over the past decade or more and be acquainted with the critical issues that this study was designed to address. It is also critical that the analysts be familiar with the survey's design and the ways in which it does and does not parallel the 1987 survey of shelter and soup kitchen providers and clients in large American cities conducted by the Urban Institute.

The Urban Institute (UI) and Dr. Martha Burt, the proposed Principal Investigator for this project, are uniquely qualified to conduct this work. Dr. Burt designed and conducted the Urban Institute's 1987 study, and has published extensively based on its results. She has been involved in homeless research since 1983, and has conducted studies using a variety of methodologies and investigating a broad range of issues related to homelessness. In 1990 and 1991, she worked with the Census Bureau and the Interagency Council on the Homeless on the initial design and specification of the study that has evolved into the NSHAPC. She contributed to decisions on the sampling frames and their ability to cover the homeless population, she assessed the feasibility of conducting surveys based on service providers in rural areas, and she was responsible for constructing and pretesting the first three versions of the NSHAPC survey protocol. This involved polling the ICH agencies for the issues they needed to have included on the survey, finding existing survey items or writing new ones to meet the agencies' needs, assembling preliminary drafts and revising them based on agency feedback, and, along with Census Bureau personnel, pretesting several versions of the survey with clients of Washington, D.C. homeless services. Since this initial work, Dr. Burt has been involved informally in every step of the process of seeing the NSHAPC reach its current status of actual data collection. She has attended occasional meetings of the Working Group to discuss particular matters of survey design, protocol contents, and possible analysis plans, and participated in the meeting announcing the NSHAPC to the public. Her direction of the 1987 study and her familiarity with the NSHAPC design and purposes will enable the Urban Institute team to start analysis work immediately at little start-up cost to the government.

STATEMENT OF WORK

This proposed Statement of Work will be further developed and refined as a result of work by the Urban Institute on analysis plans, feedback from the Working Group and panel of experts, and final approval by the HUD project officer. The remainder of this proposal is divided into one section focused on the basic provider data analysis and report, a second section focused on the basic client data analysis and report, a third section focused on papers on special topics, and a final section on staff qualifications, timetables, deliverables, and budget matters.

Provider Data

Work Necessary to All Provider Analyses (Total cost: \$89,741)

Tasks 1-4 are considered basic; all must be done regardless of what analyses are subsequently accomplished. Therefore they are priced as a group and cannot be split apart.

Task 1: Specification of initial and final provider data tapes, and documentation for final tape. Urban Institute (UI) staff will work with the Census Bureau and the Working Group to develop recommendations to Census for specifications of the provider data tapes to be delivered to UI for analysis, and for the final public use provider data tapes. UI will work with Census to advise on documentation for the provider public use tapes and on a paper describing the study methodology (design, sampling, pretests, weighting, and other matters). This work will be completed at a time coinciding with UI's submission of the first draft of the provider report (Task 5), giving Census approximately two months to prepare the final public use tape, documentation, and methodology paper so they may be released together with the final version of the provider report.

Task 2: Convene panel of experts. A panel of experts will be assembled to advise on all of the analyses. Three meetings are proposed: the first will be a one-day meeting held in the second month after award of the Cooperative Agreement and will concentrate on issues relevant to analysis of the provider data, plus developing an operational definition of homelessness for the purpose of analyzing the NSHAPC data (in no way does this operational definition serve as an alternative to the definition of homelessness included in the McKinney Act). The second meeting of the panel will be a day and a half meeting held once the first draft report on the provider data is available. It will concentrate half a day on feedback on that report, and one day on planning for the analysis of the client data. The third panel meeting will be a one-day meeting held when the first draft report on the client data is available. It is also assumed that UI will call on the panel of experts as appropriate during the course of analysis to draw on their experience. Half of the cost of the panel of experts is allocated to this Task 2, and half is allocated to the parallel task for the client data analysis.

Task 3: Develop an operational definition of "homeless" if necessary for analysis of provider data. UI will work with Census Bureau, Working Group, and panel

of experts to decide whether operational definitions are an issue with the provider data, and if so, to develop an operational definition of "homeless" for the purpose of analyzing the provider data. (The definition is not meant as an alternative to the McKinney Act definition of homelessness; it would be developed only if needed for survey analysis purposes.)

Task 4: Provider data preparation and other basics. All data sets take some getting used to, usually referred to as "data preparation." This includes making relevant abstracts, constructing important analytic variables, working with the variables enough to know what they do and what alternative constructions might be more appropriate, working with weights and learning what effects they have, and deciding what the best approaches are to the various analyses to be done.

Core Provider Data Analysis (Total Cost: \$68,611)

Task 5: Core Provider Data Analysis.

Task 5a: Develop analysis plan for provider data. UI will develop a draft analysis plan for the provider data. This draft plan will benefit from feedback from the HUD project officer and the Working Group, and will be the basis for discussion at the first meeting of the panel of experts. It will subsequently be revised into a final form for approval by the HUD project officer. No analysis work will begin prior to final approval of the analysis plan.

Task 5b: Conduct analyses. UI will conduct analyses of program characteristics (a, b, and c below), and of provider perceptions of client characteristics and client needs (d, e, and f below). To the extent feasible given sample sizes, UI will conduct these analyses within subgroups based on: (1) geographical factors (national; central city, balance of MSA, non-MSA; region) for analyses a. through f. and (2) program type for analyses b. through f. UI proposes to conduct the following analyses with the provider data that are related to program characteristics:

- a. Describe the distribution of program types, and program types by their organizational affiliation (for-profit, not-for-profit, government), embeddedness (stand-alone program, part of a larger homeless-specific program, part of a larger generic agency), target population(s), capacity, income sources, and services available through the program.
- b. Determine if identifiable clusters of services are related to specific types of homeless assistance programs, and describe any such clusters found.
- c. Describe relationships, if any, among source of funding (public or private), program affiliation, and types and levels of services delivered.

UI proposes to conduct the following analyses related to provider perceptions of the people who use their services:

- d. Describe provider estimates of the level and types of assistance needs, service

availability, and service provision to current clients.

- e. Describe provider estimates of the average number of adults, children, and individuals and families served as well as percentages of homeless and non-homeless service users.
- f. To the extent feasible within the provider data, for each sub-population of homeless (e.g., women with children, single men, single women, and youth) analyze the gaps identified by providers between the needs he/she perceives in service users and his/her experience with the availability of services for that population group, including transportation. Given that providers were not asked about services separately by sub-population, this will only be possible to do if we can separate the providers themselves into those who focus completely or predominantly on single sub-populations. That is, we could look at how all youth shelter providers saw their client needs in relation to available services, or how all family shelter providers saw the same issue, and so on. But we would have to exclude mixed-use shelters or other services, such as soup kitchens, because we could not sort out which parts of the homeless population the provider was talking about when he/she answered questions about service need.

Task 5c. Prepare report. UI will prepare first and second draft reports, and a final report on the provider data. Three weeks have been allowed for reader feedback for the first draft, followed by two weeks for UI to make revisions and produce a second draft. Two weeks have been allowed for reader feedback to this second draft, followed by one week for UI to make revisions.

The final report will be done in a format similar to that used in presenting analyses of the 1990 Street and Shelter Night enumeration from the 1990 Census. There will be an introductory chapter, a chapter summarizing major findings accompanied by appropriate graphics, and several short chapters on important topics of general interest. This relatively short and readable report will be accompanied by an appendix containing detailed data tables. This Appendix can be packaged either together or separately at the direction of the HUD project officer. UI will prepare 12 copies of the first and second drafts for distribution to the Working Group, and will also send copies to the panel of experts for their review. Once prepared, 50 copies of the final report will be delivered to HUD.

Client Data

Work Necessary to All Client Analyses (Total cost: \$90,872)

Tasks 6-9 are considered basic; all must be done regardless of what analyses are subsequently accomplished. Therefore they are priced as a group and cannot be split apart.

Task 6: Specification of initial and final client data tapes, and documentation for final tape. Urban Institute (UI) staff will work with the Census Bureau and the Working Group to develop recommendations to Census for specifications of the client data tapes to be delivered to UI for analysis, and for the final public use client

data tapes. UI will work with Census to advise on documentation for the client public use tapes. This work will be completed at a time coinciding with UI's submission of the first draft of the client report (Task 10), giving Census approximately two months to prepare the final public use tape and documentation so they may be released together with the final version of the client report.

Task 7: Convene panel of experts. One day of the second and all of the third meetings of the panel of experts will be devoted to issues related to the client data. Half of the cost of the panel of experts has been allocated to Task 7.

Task 8: Develop working definition of "homeless" for analysis of client data. UI will work with Census Bureau, Working Group, and panel of experts to develop an operational definition of "homeless" for the purpose of analyzing the client data. (The definition is not meant as an alternative to the McKinney Act definition of homelessness; it will be developed to serve the needs of the survey analysis.)

Task 9: Client data preparation and other basics. As with the provider data, there will be some necessary data preparation with the client data. This includes making relevant abstracts, constructing important analytic variables, working with the variables enough to know what they do and what alternative constructions might be more appropriate, working with weights and learning what effects they have, and deciding what the best approaches are to the various analyses to be done.

Core Client Data Analysis (Total Cost: \$68,004)

Task 10: Core Client Data Analysis

Task 10a: Develop analysis plan for client data. UI will develop a draft analysis plan for the client data. This draft plan will receive feedback from the HUD project officer and the Working Group, and will be the basis for discussion at the second meeting of the panel of experts. It will subsequently be revised into a final form for approval by the HUD project officer. No analysis work will begin prior to final approval of the analysis plan.

Task 10b: Conduct Core Client Data Analysis. The most basic analyses will consist of cross-tabulations, running essential sample breaks against all the survey responses, including suggestions by the Working Group (demographics, current and past housing and homelessness history, family information including children, employment, education, mental and physical health and nutrition, veteran status, substance abuse problems, history of victimization, and use of services and benefits. We propose the following as essential sample breaks, but the Working Group and/or panel of experts can modify or add to this list:

- Racial/ethnic identity;
- Household composition, subsuming gender (single men, single women, women with children, unaccompanied youth, other);
- Currently homeless, formerly homeless, never homeless;

- Service use pattern (shelter only, soup kitchen only, outreach only, any combination of two, or all). By "service use pattern" we mean the pattern of service use revealed by survey responses; this is not the same as the sampling frame through which the respondent was selected;
- Central city/balance of MSA/non-MSA;
- Veteran/non-veteran;
- Age, but meaningful age breaks would have to be specified.

Task 10c: Prepare report. UI will prepare first and second draft reports, and a final report on the client data. Three weeks have been allowed for reader feedback for the first draft, followed by two weeks for UI to make revisions and produce a second draft. Two weeks have been allowed for reader feedback to this second draft, followed by one week for UI to make revisions.

The final report will be done in a format similar to that used in presenting analyses of the 1990 Street and Shelter Night enumeration from the 1990 Census. There will be an introductory chapter, a chapter summarizing major findings accompanied by appropriate graphics, and several short chapters on important topics of general interest. Results will be presented by topic (e.g., income sources, program utilization, mental illness symptoms and past service history, educational issues for households with children, etc.), looking at all sample breaks within a given topic before going on to the next topic. This relatively short and readable report will be accompanied by an appendix containing detailed data tables. This Appendix can be packaged either together or separately at the direction of the HUD project officer. UI will prepare 12 copies of the first and second drafts for distribution to the working group, and will also send copies to the panel of experts for their review. Once prepared, 50 copies of the final report will be delivered to HUD.

Task 11: Special Focus Papers

The following are possible special focus papers, each with an approximate cost attached. Each of the special focus papers described here was either suggested or requested by the Working or Policy Group, or was included in the pre-proposal of July 30 and no request was made that it be dropped. These papers are presented in the order in which they would probably be done, with those analyses requiring combined use of provider and client data, or development of other data bases such as the Urban Institute's 1987 survey data, contextual data for the PSUs, or shelter tracking data bases coming last on the list. In the case of contextual data, UI could actually begin assembling the contextual data as soon as the CA begins, and could have it operational for use with the provider data when that becomes available. However, contextual analysis of the client data, which makes more sense analytically than contextual analysis of the provider data, could not be done until the client data became available and the preliminary analyses completed.

Paper 1: Length of Homelessness Analysis (approximately \$25,000)

UI would conduct a detailed examination of alternative "length-of-homelessness" estimates using data from the basic question (when was the last time you had a home of your own or a permanent place to stay?) and from information on the respondent's past

month sleeping places and his/her use of different potential places to live or stay in the time since leaving the last permanent place. The implications of different ways to determine length of homelessness from cross-sectional data would be discussed.

Paper 2: Pathways to Homelessness (*approximately \$35,000*)

This paper would examine pathways to and patterns of homelessness, including analysis of questions about where people first experienced homelessness, why they left that place [if they did], why they came to the place where this survey captured them, and whether the data support the hypothesis that non-urban areas generate homelessness among people who subsequently migrate to urban areas in search of jobs, services, or both.

Paper 3: Predictors of Major Statuses and Conditions (*approximately \$35,000*)

This paper would present the results of multivariate analyses of factors derived from the client interviews that are associated with various patterns of interest (e.g., regression analyses), such as: homeless status; length of homelessness; age at first homeless episode; level of food intake/hunger; health conditions and utilization of health services; mental health/chemical dependency status and service use; victimization; children's educational and health status; service needs.

Paper 4: Methods of Classifying the Homeless and Factors Associated with Each Group (*approximately \$25,000*)

This paper would present the results of discriminant analysis to understand differences among people who might be classified as crisis (first-time), intermittently, and chronically homeless on the basis of the timing of their homeless episode(s). The never-homeless could also be included as an additional group.

Papers 5 and 6: Understanding Variations in Homeless Provider Systems and Client Characteristics (*approximately \$50,000*)

These two papers will investigate the geographic variations in provider systems (characteristics, capacities, and gaps) and homeless clients using geographic contextual data. This work would involve extracting data from available data sources about each PSU on potentially relevant contextual factors and adding these descriptors to the provider and client data bases. Such factors might include local economic circumstances, housing density and pressures, health, mental health, income and other benefits, household structure, population growth and change, labor market growth and change. The Working Group and panel of experts could suggest other factors and potential data sources that are available for all PSUs. Analyses would seek to answer the questions of what contextual factors seem to affect the structure and availability of services for the homeless, including shelters for battered women, and what contextual factors seem to affect the characteristics of the homeless population in each PSU (e.g., more families with children or more singles, more or fewer severely disabled people; more or fewer people of each gender, age group, racial/ethnic group, people with particular work and housing histories, etc.).

Paper 7: Comparisons to 1987 UI National Homeless Survey (approximately \$35,000)

Compare the characteristics of service providers and clients in this survey to service providers and clients in the 1987 Urban Institute data. To be comparable to the 1987 data, this will require extracting from the NSHAPC data only those providers and clients who are within the city limits of cities over 100,000. After making the 1987-1996 comparison for these major urban areas, we could also compare this subset of the NSHAPC to the suburban and rural respondents of the NSHAPC to see who was missed by the 1987 study and how they differ from who was included.

Paper 8: To be specified (approximately \$25,000). This paper will cover a topic to be specified as the working group, panel of experts, and HUD project officer identify an important special focus not already included in the core reports and seven other special focus papers.

STAFFING, TIME FRAME, DELIVERABLES, AND BUDGET

Staffing

Dr. Martha R. Burt is the Director of UI's Social Services Research Program. Her credentials to direct this study were described in the introduction to this proposal.

Dr. Genevieve Kenney is a Senior Research Associate in UI's Health Policy Center. She was the sampling and weighting expert for the 1987 Urban Institute homeless survey, and will serve as an in-house consultant for the present effort in matters that involve parallels between the NSHAPC and the 1987 effort. She will also supervise the work of Douglas Wissoker in all weighting matters, and work with Wissoker, Burt, and our outside statistical consultant on weighting issues.

Dr. Douglas Wissoker is a Senior Research Associate with UI's Human Resources Policy Center. He has worked on weighting issues for a number of experimental and non-experimental Urban Institute projects, both on his own and in cooperation with Dr. Kenney. He will do most of the Urban Institute's actual work involved with weighting on this project, including interactions with the Census Bureau's sample design and weighting personnel.

Ms. Laudan Aron is a Research Associate I with UI's Human Resources Policy Center. She was a key analyst and report writer for the Urban Institute's analysis of the Street and Shelter Night enumeration data, and for smaller reports on rural and family homelessness. She also worked with Dr. Burt on developing and conducting training workshops, sponsored by HUD/CPD, to help entitlement jurisdictions understand their options for counting and describing the homeless as required by the CHAS/Consolidated Plan process. This work resulted in the manual, *Practical Methods for Counting the Homeless*. She is also skilled at the use of SAS and other analytic packages, and has handled large data bases on homelessness and other subjects.

Ms. Krista Olson is a Research Associate II with UI's Human Resources Policy Center. Her work has focused on welfare and employment and training issues, and on domestic violence. She is skilled in using SAS with large data bases, and will do so on this project.

Mr. Toby Douglas and Mr. Steven Trost are Research Assistants with UI's Human Resources Policy Center. Mr. Douglas has recently completed a paper on homelessness among American Indians, including a focus on both urban Indian populations and those on reservations. He has also been doing extensive analysis of state budgets for our massive New Federalism project, in which he has been focusing on programs designed to maintain the well-being of children and families. His undergraduate degree from University of California at Berkeley was in Economics. Mr. Trost will be joining the Urban Institute staff in September. He has completed one year in an Economics masters program at the University of Southern California, and has extensive knowledge of SAS (which we will be using for analysis) and large data base manipulation. He and Mr. Douglas will work together to perform the actual data analysis under the direction of Dr. Burt, Ms. Aron, and Ms. Olson.

Time Frame and Deliverables

Work on the provider data set will take place between October 1996 and approximately June or July 1997. Work on the client data set will take place beginning whenever Census is ready to start talking about initial tape specifications, and finishing with the end of the Cooperative Agreement on March 31, 1998.

PRODUCT DELIVERABLES AND SCHEDULE

The Urban Institute will submit to HUD and the ICH NSHAPC Working Group monthly progress reports of 2-3 pages. In addition, UI will meet with HUD and the Working Group on a mutually agreed schedule to discuss analyses, preliminary findings, or other matters pertaining to the UI work. Meetings will occur, on average, monthly or bi-monthly depending upon need. Days noted below are from start of CA.

<u>Product</u>	<u>Delivery Date</u>
Recommendations for panel of experts (from both UI and WG)	15 days
Selection of experts	30 days
Draft provider data analysis plan, including specification of special focus papers based on provider data	30 days
Specifications to Census for provider data analysis tape	30 days
Meeting of experts on overall survey analysis plan	45 days
Final provider analysis plan	60 days
(The following deliverables and dates will be set based on the first approved provider analysis plan.)	
Draft provider data working and special papers	TBD
First draft provider data report	TBD
Meeting of experts on draft provider report and draft analysis plan for client data	TBD

Recommendations to Census on Provider Public Use Tape (ASAP)	TBD
Second draft provider data report	TBD
Final provider data report including selected focus papers and appendix tables	TBD

Specifications to Census for provider data analysis tape	TBD
Meeting of experts on overall survey analysis plan	TBD
Final provider analysis plan	TBD

(The following deliverables and dates will be set based on the first approved client analysis plan.)

Draft client data working and special papers	TBD
First draft client data report	TBD
Meeting of experts on draft client report	TBD
Make recommendations to Census on Client Public Use Tape (ASAP)	TBD
Second draft client data report	TBD
Final client data report including selected focus papers and appendix tables	TBD

All written deliverables will include 12 copies, except that the final client and provider reports and the final special focus papers will be delivered with 50 copies.

Budget

The budget for this project is structured to give the total cost for Tasks 1-4 together, Task 5, Tasks 6-9 together, Task 10, and Task 11 (the 8 special focus papers). The text above reflects the exact cost for Tasks 1-10, and approximate costs for each of the special focus papers.

Costs for convening the panel of experts, and for long-distance telephone communications with them as needed, have been budgeted into Tasks 1-4 and Tasks 6-9, distributing the three meetings and other interactions evenly between the provider and client design and data preparation tasks.

Costs for the statistical consultant on weighting issues has been distributed one-third to Tasks 1-4 for the provider data, and two-thirds to Tasks 6-9 for the client data, where weighting will be a much more significant issue.

NSHAPC Data Analysis and Reporting -- Core Component

BUDGET ESTIMATE
Prepared for HUD

Object Classification	1996 Daily Rate	Provider Basics Tasks 1-4		Provider Analyses and Reports Task 5		Client Basics Tasks 6-9		Client Analyses and Reports Task 10		Special Focus Reports Task 11		Total Estimated	
		Days	Dollars	Days	Dollars	Days	Dollars	Days	Dollars	Days	Dollars	Days	Dollars
PERSONNEL													
Principal Investigator, M. Burt	\$417.60	21	\$8,770	22	\$9,187	20	\$8,352	21	\$8,770	80	\$33,408	164	\$68,486
G. Kenney	330.77	1	331	0	0	1	331	0	0	0	0	2	662
D. Wissoker	281.63	4	1,127	0	0	4	1,127	0	0	0	0	8	2,253
L. Aron	238.46	20	4,769	22	5,246	20	4,769	21	5,008	77	18,361	160	38,154
K. Olson	145.96	20	2,919	22	3,211	20	2,919	21	3,065	77	11,239	160	23,354
T. Douglas, Research Asst	100.00	20	2,000	25	2,500	20	2,000	25	2,500	75	7,500	165	16,500
S. Trost, Research Asst	98.00	20	1,960	24	2,352	20	1,960	25	2,450	75	7,350	164	16,072
Secretarial/Administrative Support	151.92	13	1,975	14	2,127	13	1,975	14	2,127	48	7,292	102	15,496
Subtotal			23,851		24,623		23,433		23,920		85,150		180,977
Provision for Merit Increase*	4.53%		1,080		1,115		1,062		1,084		3,857		8,198
Subtotal			24,931		25,738		24,495		25,004		89,007		189,175
Fringe Benefits	36.80%		9,175		9,472		9,014		9,201		32,755		69,617
Subtotal			34,106		35,210		33,509		34,205		121,762		258,792
Indirect	49.10%		16,746		17,288		16,453		16,795		59,785		127,067
Subtotal--Personnel			\$50,852		\$52,498		\$49,962		\$51,000		\$181,547		\$385,859
CONSULTANTS													
Statistical Consultant (weighting issues)	\$443.86	4	1,775	0	0	8	3,551	0	0	0	0	12	5,326
Approx 10 advisory group members	\$300.00	15	4,500	0	0	15	4,500	0	0	0	0	30	9,000
Provision for Increase*	4.53%		284		0		365		0		0		649
Subtotal			6,559		0		8,416		0		0		14,975
TRAVEL													
	Cost	No.		No.		No.		No.		No.		No.	
Round-trip Airfare: WDC/ Kansas City	\$800	10	8,000	0	0	10	8,000	0	0	0	0	20	16,000
Transfers @ 4 /trip	15	40	600	0	0	40	600	0	0	0	0	80	1,200
Per Diem: WDC													
Lodging @ 2 night(s)/trip	124	20	2,480	0	0	20	2,480	0	0	0	0	40	4,960
M&IE @ 2 day(s)/trip	38	20	760	0	0	20	760	0	0	0	0	40	1,520
Local Transportation @ 1 day(s)/trip	25	10	250	0	0	10	250	0	0	0	0	20	500
Inflation Factor on Travel*	2.01%		254		0		254		0		0		508
Subtotal			12,894		0		12,894		0		0		25,788
OTHER DIRECT COSTS													
Computer/Data Processing			2,000		2,000		2,000		3,000		4,335		13,335
PC Usage/Word Processing @ \$200/person-month			1,190		1,290		1,180		1,270		4,320		9,250
Long-distance Telephone/FAX			490		200		490		200		460		1,840
Reproduction @ \$.05/page			300		600		300		600		400		2,200
Postage/Delivery			350		360		340		350		300		1,700
Local Travel			200		200		200		200		200		1,000
Books/Periodicals/Library Services			110		110		110		110		380		820
Supplies and Miscellaneous			70		70		70		70		240		520
Inflation Factor on ODCs (excl Sub. Admin)*	2.01%		95		97		94		117		214		617
Subtotal			4,805		4,927		4,784		5,917		10,849		31,282
Total Direct and Indirect Costs			\$75,110		\$57,425		\$76,056		\$56,917		\$192,396		\$457,904
GENERAL & ADMINISTRATIVE	19.48%		14,631		11,186		14,816		11,087		37,479		89,199
Total Estimated Cost			\$89,741		\$68,611		\$90,872		\$68,004		\$229,875		\$547,103

* The provision for merit increases is calculated at a rate of 4.5 percent per year, prorated, in anticipation of merit salary increases effective January 1 of each year. This is an Institute average, used for estimating purposes only. Actual rates may vary by employee. For consultants, the provision for increases is calculated at a rate of 4.5 percent per project year, beginning in the second project year. In addition, a factor of 2.0 percent per year, prorated, has been added to travel and other direct costs to allow for future inflation.



Interagency Council on the Homeless

CONFIRMATION OF ATTENDANCE FORM

**BRIEFING ON THE NATIONAL SURVEY OF HOMELESS
ASSISTANCE PROVIDERS AND CLIENTS
ROOM 474
OLD EXECUTIVE OFFICE BUILDING.
THURSDAY, SEPTEMBER 5, 1996
11:00 A.M.**

The following person(s) will attend from my agency:

(Please print)

- (1) Full name _____
Title _____
Organization _____
Telephone Number _____
Birthdate _____
- (2) Full name _____
Title _____
Organization _____
Telephone Number _____
Birthdate _____

Please mail or fax this form to the Interagency Council on the Homeless by noon
Wednesday, September 4, 1996. (FAX: 202/708-3672)

THE WHITE HOUSE

WASHINGTON

August 27, 1996

Raul Yzaguirre
Executive Director
National Council of LaRaza
1111 19th Street, NW
Suite 1000
Washington, DC 20036

Dear Mr. Yzaguirre:

In conjunction with the Interagency Council on the Homeless, I would like to invite you and/or a representative of your organization to attend a September 5 briefing on the National Survey of Homeless Assistance Providers and Clients.

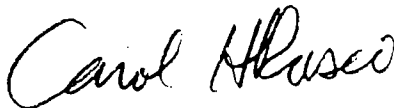
As you may know, the National Survey of Homeless Assistance Providers and Clients is being co-sponsored by twelve Federal agencies under the auspices of the Interagency Council on the Homeless. The survey involves a statistical sample of 76 geographic areas, both metropolitan and nonmetropolitan. The first component, a mail survey of providers of homeless assistance, is near completion. The second part, in-person client interviews, is scheduled to begin in late October.

As promised at last fall's initial briefing on the survey, we would like to bring you up to date on survey operations as well as discuss with you our current plans for analyzing the survey data.

The briefing will be held on Thursday, September 5, 1996, 11:00 - 12:00 a.m. in Room 474 of the Old Executive Office Building. Please use the Pennsylvania Avenue entrance of the OEOP to reach Room 474. To confirm your attendance at the meeting, please mail or fax the attached form to the Interagency Council on the Homeless by September 4. If you have any questions about the meeting, please call Molly Brostrom at (202) 456-5561.

Thank you and I hope you can attend.

Sincerely,



Carol H. Rasco
Assistant to the President for Domestic Policy



**Briefing on National Survey of Homeless Assistance Providers and Clients
Invitees**

Ms. Cynthia Diehm
National Clearinghouse on
Families and Youth
Post Office Box 13505
Silver Spring, MD 20911-3505

Mr. John Sidor
Executive Director
Council of State Community
Development Agencies
444 North Capitol Street, NW, Suite 251
Washington, DC 20001

Ms. Moises Loza
Executive Director
Housing Assistance Council
Suite 606
1025 Vermont Avenue Avenue, NW
Washington, DC 20005

Ms. Nan Roman
Vice President of
Policy & Programs
National Alliance to End
Homelessness
1518 K Street, NW
Washington, DC 20005

Mr. John Buckstead
Executive Director
National Association of
Community Action Agencies
Suite 416
1875 Connecticut Avenue, NW
Washington, DC 20009

Mr. Tom Van Coverdon
Executive Director
National Association of
Community Health Centers
Suite 122
1300 New Hampshire Avenue, NW
Washington, DC 20001

Mr. Richard Y. Nelson, Jr.
Executive Director
National Association of Housing
& Redevelopment Officials
630 Eye Street, NW
Washington, DC 2001-3737

Ms. Linda Boone
Executive Director
National Coalition for
Homeless Veterans
918 Pennsylvania Avenue, SE
Washington, DC 20003

Ms. Mary Ann Gleason
Executive Director
National Coalition For
The Homeless
Suite 1004
1612 K Street, NW
Washington, DC 20006

Mr. Charles G. Ray
Chief Executive Officer
National Council of Community
Mental Health Centers
Suite 320
12300 Twinbrook Parkway
Rockville, MD 20852

Mr. Raymond C. Scheppach
Executive Director
National Governors Association
Suite 250
444 North Capitol Street, NW
Washington, DC 20001

Ms. Maria Foscarinis
Executive Director
National Law Center On
Homelessness and Poverty
Suite 412
918 F Street, NW
Washington, DC 20004

Mr. Donald J. Borut
Executive Director
National League of Cities
6th Floor
1301 Pennsylvania Avenue, NW
Washington, DC 20004

Mr. Robert Adams
President
National Low Income Housing
Coalition
Suite 1200
1012 14th Street, NW
Washington, DC 20005

Ms. Della Hughes
Executive Director
National Network for Youth
Suite 401
1319 F Street, NW
Washington, DC 20004

Donald Bell
National Public Affairs Office
The Salvation Army
P.O. Box 269
Alexandria, VA 22313

Mr. W. Mark Clark
President
Travelers Aid International
512 C Street, NE
Washington, DC 20002

Mr. J. Thomas Cochran
Executive Director
U.S. Conference of Mayors
4th Floor
1620 I Street, NW
Washington, DC 20006

Mr. Charles Gould
President
Volunteers of America, Inc.
Suite 400
3939 N. Causeway
Metairie, LA 70002

Ms. Sunia Zatterman
Executive Director
Council of Large Public Housing
Authorities
Suite 825
601 Pennsylvania Avenue, NW
Washington, DC 20004-2612

Mr. Gordon Ambach
Executive Director
Council of Chief State School Officers
Suite 700
One Massachusetts Avenue, NW
Washington, DC 20001-1431

Mr. Albert Shanker
President
American Federation of Teachers
555 New Jersey Avenue, NW
Washington, DC 20001

Dr. Paul D. Houston
Executive Director
American Association
of School Administrators
1801 North Moore Street
Arlington, VA 22209

John Lozier
Executive Director
National Health Care
for the Homeless Council
Post Office Box 68019
Nashville, TN 37206-8019

Deborah Dennis
National Resource Center for Homelessness
and Severe Mental Illness
262 Delaware Avenue
Delmar, NY 12054

Rita Smith, Coordinator
National Coalition Against Domestic Violence
P.O. Box 18749
Denver, CO 80218

Robert Glover
National Association of State
Mental Health Program Directors
66 Canal Center Plaza - Suite 302
Alexandria, VA 22314-1591

Don Jones
Vice President
American Red Cross
Disaster Services
8111 Gatehouse Road
Falls Church, VA 22042

Brother Joseph Berg
Associate Director for Special Programs
Catholic Charities, USA
1731 King Street, Suite 200
Alexandria, VA 22314

Diana Aviv
Council of Jewish Federations
Washington ACTION Office
1640 Rhode Island, NW
Suite 500
Washington, DC 20036

Mary Anderson Cooper
Associate Director
National Council of Churches
of Christ in the U.S.A.
110 Maryland Avenue, NE
Washington, DC 20002

Nancy Kennedy
Vice President
United Way of America
Office of Government Relations
701 N. Fairfax Street
Alexandria, VA 22314

Ruth Jaure
Executive Director
National American Indian Housing Council
900 Second Street, NE, Suite 220
Washington, DC 20002-3557

Raul Yzaguirre
Executive Director
National Council of LaRaza
1111 19th Street, NW
Suite 1000
Washington, DC 20036

August 22 Homeless Survey Meeting

Katherine Mallman	OMB	395 3631
Nancy Gordon	Census	301/457-2126
Joe Lackey	OMB	395-7316
Katherine Meredith	OMB	395-4988
Ira Ziporkin	SSA	410-965-3171
Faye Aziz	SSA	202-282-7215
PAT BETCH	SSA	410-965-2592
Eileen Fitzgerald	USDA/RHS	202-720-3213
CAROL COLEMAN	FEMA/EFS	202-646-3107
JERRY GATES	Census/POL	301-457-2515
JAY WHITE	Census/OSMD	301-457-4287
Jerry Coffey	OMB/SP	202-395-7314
Angella Clark	Census/POP	301-457-2378
Susanne Stohr	HHS/ASPE	202-690-8774
PAUL B. DORNAN	HUD/SNAP	202-708-1226
KEVIN NEARY	HUD/PD&R	202-708-3700
James Haben	HUD/PD&R	202-708-0574 x13
George Ferguson	ICH	202-708-1480
FRED KARNAS	ICH	202 708-1934
Molly Brostrom	DPC	456-5561
Maggie TAYLOR	HUD	(202) 708-4300
Maya Bernstein	OMB	202-395-4816



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

AUG 19 1996

Dear Colleague:

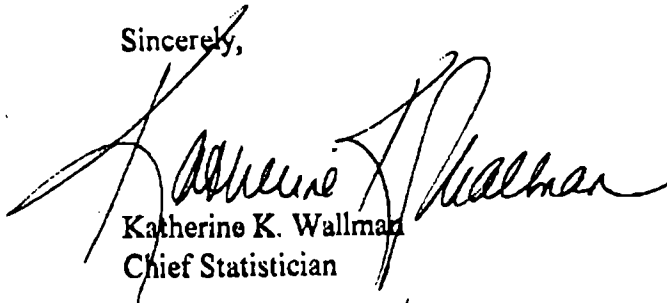
The National Survey of Homeless Assistance Providers and Clients is set to begin interviewing clients in October 1996. The client portion of the survey will collect data on individuals who use homeless assistance services. In order to minimize possible duplicative responses, clients will be asked to supply their social security numbers.

As you may know, the Social Security Administration (SSA) is interested in matching SSA data sets with the client survey data by using the social security numbers as the linking mechanism. It is my understanding that additional sponsoring agencies of the National Survey also may be interested in utilizing the social security numbers to link client data with their own agency files. Meetings and telephone conversations between the sponsoring agencies, Census and OMB have taken place to discuss the Privacy Act issues and the original OMB clearance of the client survey in relation to these potential uses of the social security numbers.

At my request, Census and OMB staff met last week in my office to further discuss the survey and related issues. As a result of that meeting, it is clear that several issues that require decisions by the sponsoring agencies at the policy level still need to be resolved. To that end, I would like you to join us for a policy level meeting on Thursday, August 22nd at 10:00 a.m. at the White House Conference Center, Lincoln Room, 726 Jackson Place, N.W. You are also invited to bring one staff person. In order to keep the discussion manageable, selected sponsoring agencies have been invited to this meeting. The options and recommendations that we discuss will be shared with the full Interagency Council on the Homeless at a meeting to be arranged shortly.

If you have any questions related to this meeting, please contact Fred Karnas (ICH), 202/708-0614 Ext. 4621 or Katherine Meredith (OMB) 202/395-4988. I would appreciate your letting Mabel Echols (395-3093) know whether you will attend and look forward to seeing you on the 22nd.

Sincerely,



Katherine K. Wallman
Chief Statistician

Maya Bernstein
5-4816

OFFICE OF INFORMATION AND REGULATORY AFFAIRS
STATISTICAL POLICY OFFICE

FAX TRANSMITTAL

Fax: 202/395-7245

DATE: August 19, 1996

TO: Nancy Gordon
Judy Wurtzel
Kay Goss
Susanne Stoiber
Maureen Kennedy
Jacquie Lawing
Margery Turner
Carolyn Colvin
Kathy Jurado
Molly Brostrom

FROM: Katherine Wallman

RE: Meeting on Thursday, August 22nd

TOTAL NUMBER OF PAGES INCLUDING THIS COVER SHEET: 2

- o Census covered under T XIII → never has to realize data
- o T XIV : puts SocSec #'s at risk of being released ~~to~~ if FOIA'd
of Title under which
Privacy Act (HUD submitted + all agencies except census under T. xv)
- o if census makes match of SocSec # → privacy protected