**Discussion Guide for HOME-ARP Consultation Meetings**

I.  Brief Overview of HOME-ARP
    a.  Qualifying populations
    b.  Eligible activities
    c.  Allocation PJ received
    d.  Planning process

II.  Purpose of consultation meeting
    a.  Gather information about needs of the qualifying populations from community stakeholders with knowledge about these populations
    b.  Collect data to be used in Homeless and Housing Needs Inventory and Gaps Analysis

III.  Topics to be discussed in the consultation meeting – by consultation partner
    a.  **Continuums of Care (CoC)**
        i.  Qualifying populations the consultation partner may have information about:
            1.  Households experiencing homelessness
            2.  Households at-risk of homelessness
            3.  Households requiring services or housing assistance to prevent homelessness
        ii.  Discussion topics:
            1.  Size and demographic information for the qualifying populations
            2.  The unmet shelter, housing and service needs of the qualifying population from coordinated entry and other sources
            3.  Gaps within the current shelter and housing inventory and service delivery system
            4.  Priority needs the consultation partner sees for the qualifying population
            5.  Characteristics of the community's housing market including any barriers to using rental assistance
        iii.  Data requests:
            1.  Data on size and composition of the qualifying populations that the consultation partner collects and reports
            2.  Data on the shelter, housing and services inventory for the qualifying population
            3.  Information on existing and anticipated resources available in the community for the eligible activities
            4.  Annual reports, strategic plans, or similar materials which may provide helpful framing about the services provided, program outcomes and long-term community plans or goals

    b.  **Homeless Service Providers/Victim Services Providers/Veterans' Groups**
        i.  Qualifying populations the consultation partner may have information about:
            1.  Homeless Service Providers – 1) Households experiencing homelessness and 2) Households requesting services or housing assistance to prevent homelessness, including the needs of people with disabilities
            2.  Victim Services Providers – Households fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking
            3.  Veterans' Groups' – Households with a Veteran family member who belong to one of the qualifying populations
        ii.  Discussion topics:
            1.  Shelter, housing or services that the consultation partner provides to the qualifying population
            2.  Size and demographic information for the qualifying population the consultation partner works with if not included in the CoC's data

3. The unmet shelter, housing and service needs of the qualifying population from information on waiting lists and other sources including the needs of people with disabilities
4. Gaps within the current shelter and housing inventory and service delivery system
5. Priority needs the consultation partner sees for the qualifying population
6. Characteristics of the community's housing market including any barriers to using rental assistance

iii. Data requests:
1. Data on size and composition of the qualifying populations that the consultation partner collects and reports
2. Data on the shelter, housing and services inventory for the qualifying population
3. Information on existing and anticipated resources available in the community for the eligible activities
4. Annual reports, strategic plans or similar materials which may provide helpful framing about the services provided, program outcomes and long-term community plans or goals
5. Feedback on the consultation topics from people in the qualifying populations that the consultation partner serves. If this feedback is not available, are there recent client satisfaction surveys or other sources of information available that could provide the perspective of people in the qualifying populations?

c. **Public Housing Agencies (PHA)**
   i. Qualifying populations the consultation partner may have information about:
      1. Households with the greatest risk of housing instability
   ii. Discussion topics:
      1. The unmet housing and service needs of the qualifying population that the consultation partner is aware of through their work
      2. Priority needs the consultation partner sees for the qualifying population
      3. Characteristics of the community's housing market including vacancy rate, housing quality and any barriers to using rental assistance
      4. Information on the types and size of units needed by those who apply for PHA programs
   iii. Data requests:
      1. Data on size and composition of the qualifying populations that the consultation partner collects and reports
      2. Data on the housing inventory for the qualifying population including the number of households housed in the PHA's programs and the number of households on the PHA's waiting list,
      3. Data on voucher utilization rates
      4. Annual reports, strategic plans or similar materials which may provide helpful framing about the services provided, program outcomes and long-term community plans or goals

d. **Public agencies that address the needs of the qualifying populations**
   i. Qualifying populations the consultation partner may have information about:
      1. Households at-risk of homelessness
      2. Households with the greatest risk of housing instability
   ii. Discussion topics:
      1. Housing or service activities that the consultation partner provides to the qualifying population
      2. Size and demographic information for the qualifying population the consultation partner works with
      3. The unmet housing and service needs of the qualifying population
      4. Gaps within the current housing inventory and service delivery system

5. Priorities needs the consultation partner sees for the qualifying population
    iii. Data requests:
        1. Data on size and composition of the qualifying populations that the consultation partner collects and reports
        2. Annual reports, strategic plans or similar materials which may provide helpful framing about the services provided, program outcomes and long-term community plans or goals

e. **Organizations that address civil rights/fair housing/needs of people with disabilities**
    i. Qualifying populations the consultation partner may have information about:
        1. Civil rights: All of the qualifying populations
        2. Fair housing: All of the qualifying populations
        3. Needs of people with disabilities: Households within the qualifying populations that have a household member with a disability
    ii. Discussion topics:
        1. Service activities that the consultation partner provides to the qualifying population
        2. Size and demographic information for the qualifying population the consultation partner works with
        3. The unmet shelter, housing and service needs of the qualifying population within the context of civil rights, fair housing and accessibility.
        4. Gaps within the current shelter and housing inventory and service delivery system within the context of civil rights, fair housing and accessibility.
        5. Priorities needs the consultation partner sees for the qualifying populations within the context of civil rights, fair housing and accessibility.
        6. Characteristics of the community's housing market including vacancy rate, housing quality and any barriers to using rental assistance within the context of civil rights, fair housing and accessibility.
        7. For fair housing organizations: Information on the barriers the qualifying populations experience related to housing opportunities and choice the organization has identified through fair housing complaints
    iii. Data requests:
        1. Data on size and composition of the qualifying populations that the consultation partner collects and reports
        2. Annual reports, strategic plans or similar materials which may provide helpful framing about the services provided, program outcomes and long-term community plans or goals
        3. For fair housing organizations: Reports on housing complaints, testing and related topics. PJs should also consult the most recent AI or AFH.