

Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
2. Ensuring all questions are answered completely.
3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.

- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.

- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click [here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: WA-508 - Vancouver/Clark County CoC

1A-2. Collaborative Applicant Name: Council for the Homeless

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Council for the Homeless

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organization(s) and/or person(s) that participate in CoC meetings. Using the drop-down boxes, indicate if the organization(s) and/or person(s): (1) participate in CoC meetings; and (2) vote, including selection of CoC Board members. Responses should be for the period from 5/1/16 to 4/30/17.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	No	No
Local Jail(s)	Yes	No
Hospital(s)	Yes	No
EMT/Crisis Response Team(s)	No	No
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Not Applicable	No
Disability Advocates	Not Applicable	No
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Not Applicable	No
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Not Applicable	No
Non-CoC Funded Victim Service Providers	Yes	No
Domestic Violence Advocates	Yes	No
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	No
LGBT Service Organizations	Yes	No
Agencies that serve survivors of human trafficking	No	No
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		

Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.

1B-1a. Describe the specific strategy(s) the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 1000 characters)

The general bi-monthly CoC meetings are open to anyone to attend and the date, time, location and agenda are posted on a public website and emailed to a large stakeholder list. The Council for the Homeless, which staffs the coalition proactively encourages people to attend the meetings when groups or individuals express interest in preventing and ending homelessness in the community. Members of the CoC Steering Committee, as well as chairs of CoC Workgroups, attend the meetings and regularly solicit feedback from the attendees on different proposals and ideas. One example of this is that the full group gave feedback to the City of Vancouver on their consolidated plan process, which they then incorporated.

1B-2. Describe the CoC's open invitation process for soliciting new members, including any special outreach. (limit 1000 characters)

Our CoC meetings are open and new members are able to join at any time and at any meeting. The Council for the Homeless, which staffs the CoC, is in charge of new member recruitment and actively encourages entities and people to join, especially when a gap has been identified. The Council for the Homeless does this through community education events on homelessness (where an invitation to join the CoC is made at the end) as well as through targeted outreach that has occurred with some new grassroots groups that are working on ending homelessness. For example, the Council for the Homeless recruited Outsiders Inn to be part of the CoC because Outsiders Inn is a grassroots group made up of people who are formerly homeless that are helping others exit homelessness and they have an important voice to share on CoC related topics.

1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to proposals. (limit 1000 characters)

The Council for the Homeless (CFTH) emailed an announcement on July 28th, 2017, that our local CoC was accepting applications to our CoC email list that

contains hundreds of interested parties. We put that information on our website and facebook (also July 28th, 2017). All communication and our publicly posted guidelines stated that we were accepting new applications for bonus funds as well as the potential for reallocated dollars. We further stated: "we encourage organizations to apply for new funds as we will competitively rank those applications against renewal applications." We told all applicants to submit applications in esnaps and included links to all of the different instructions needed. The guidelines contained contact information for CFTH staff and offered guidance to new applicants. Finally, CFTH did a threshold determination for all new projects, a sub-committee scored the applications, and then the CoC Steering Committee made final rating and ranking determinations.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoCs coordination; planning and operation of projects. Only select "Not Applicable" if the funding source(s) do not exist in the CoC's geographic area.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. Describe how the CoC actively consults with Emergency Solutions Grant (ESG) recipient's in the planning and allocation of ESG funds. Include in the response: (1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds; (2) the CoCs participation in the local Consolidated Plan jurisdiction(s) process by providing Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions; and (3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates. (limit 1000 characters)

Washington State is our ESG recipient and receives all our PIT and HMIS data. Our CoC has representation on several advisory groups that advise Washington State Department of Commerce on their administration of ESG funding. Our

CoC advocates for the current set up where Washington State grants money for our area through Clark County so it can be coordinated with our other funding sources. There are two Con Plan jurisdictions within our CoC: Clark County and the City of Vancouver and we provide PIT, HIC, and data from our Coordinated Assessment system to both. We have extensive collaboration with both of these entities. Both Clark County and the City of Vancouver sit on our CoC Steering Committee and are active members of our CoC. During the consolidated plan process both Clark County and the City of Vancouver elicited feedback and presented drafts to both the CoC Steering Committee and the full membership. CoC members also testify at the hearings before the plans are adopted.

**1C-3. CoCs must demonstrate the local efforts to address the unique needs of persons, and their families, fleeing domestic violence that includes access to housing and services that prioritizes safety and confidentiality of program participants.
(limit 1000 characters)**

We ask every household at coordinated assessment if they are a survivor, are actively fleeing violence, or feel that they are in danger. If the household answers yes, we ask if they want their information in HMIS or if they prefer a paper file. If desired, we obtain a release of information and make a direct referral to a victim service provider. If a household is in imminent danger, coordinated assessment works to find a safe place for household (domestic violence shelter, hotel, etc.) If household feels safe, they can receive a housing assessment to access full spectrum of housing programs (ESG, CoC, etc.). All of these programs are low barrier and trauma informed and do not require a minimum income or erect other barriers. Victim Service Providers refer survivors to coordinated assessment when the survivor is no longer in imminent danger. Throughout the process, the survivor has choice, which also includes where they would like to live since our housing programs are scattered-site.

**1C-3a. CoCs must describe the following: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment.
(limit 1,000 characters)**

The CoC sponsors four to six trainings a year that relate to best practices for serving survivors. The coordinated entry staff has had trauma informed care 101 and 201 trainings and have a workgroup that meets monthly to discuss trauma informed services, polices, and training opportunities. The Coordinated entry has also received safety planning training and transgender 101 training. The full CoC membership has also had trauma informed care training. The domestic violence shelter sends information regularly to our HMIS Administrator so he can aggregate the data and use to reflect the need and outcomes for domestic violence survivors. Coordinated entry asks if someone is concerned with safety or fleeing domestic violence and offers an opt out of HMIS (paper file) and a warm hand-off to YWCA advocates that help create a safety plan

with the survivor. We also offer to do housing assessments in whatever environment provides the most safety.

1C-4. Using the chart provided, for each of the Public Housing Agency's (PHA) in the CoC's geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA's that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.

Attachment Required: If the CoC selected, "Yes-Public Housing", "Yes-HCV" or "Yes-Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
Vancouver Housing Authority	29.38%	Yes-HCV

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

1C-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)

Not applicable

1C-5. Describe the actions the CoC has taken to: (1) address the needs of Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy. (limit 1000 characters)

Our CoC provides equal access to all housing programs regardless of family structure. For shelters or other facilities that are gender specific, people can choose the gender facility with which they are most comfortable. At coordinated entry and assessment, we request preferred names and pronouns and communicate that to the agency to which we are referring/placing the person. We have also provided transgender 101 trainings and have provided training to

all providers on the HUD notice on equal access to programs regardless of sexual orientation or gender identity. We intend to do this training at least annually. We adopted a CoC-wide anti-discrimination policy on September 20, 2017 by adding it to our Governance Charter.

1C-6. Criminalization: Select the specific strategies implemented by the CoC to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning-State and Local: Select from the list provided, the systems of care the CoC coordinates with and assists in state and local discharge planning efforts to ensure those who are discharged from that system of care are not released directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1D-1a. If the applicant did not check all the boxes in 1D-1, provide: (1) an explanation of the reason(s) the CoC does not have a discharge policy in place for the system of care; and (2) provide the actions the CoC is taking or plans to take to coordinate with or assist the State and local discharge planning efforts to ensure persons are not discharged to the street, emergency shelters, or other homeless assistance programs. (limit 1000 characters)

1D-2. Discharge Planning: Select the system(s) of care within the CoC’s geographic area the CoC actively coordinates with to ensure persons who have resided in any of the institutions listed below longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>

Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Using the drop-down menu, select the appropriate response(s) that demonstrate the process the CoC used to rank and select project applications in the FY 2017 CoC Program Competition which included (1) the use of objective criteria; (2) at least one factor related to achieving positive housing outcomes; and (3) included a specific method for evaluating projects submitted by victim service providers.

Attachment Required: Public posting of documentation that supports the process the CoC used to rank and select project application.

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	No

1E-2. Severity of Needs and Vulnerabilities

**CoCs must provide the extent the CoC considered the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Describe: (1) the specific vulnerabilities the CoC considered; and (2) how the CoC takes these vulnerabilities into account during the ranking and selection process. (See the CoC Application Detailed Instructions for examples of severity of needs and vulnerabilities.)
(limit 1000 characters)**

All of our CoC-funded housing programs are PSH that either are dedicated to, or prioritize, people who are chronically homeless. All programs use a housing first model and receive placements in the same manner from our Coordinated Assessment. That said, some of the programs have been operating for a long time and may have people in the program that entered before the current system. To take these differences in severity of needs/vulnerabilities into account we awarded 20 out of a total of 100 points in our ranking and selection process based on: the percentage of participants at program entry with no income (over 60% for full points); the percentage that had two or more disabilities at entry (over 70% for full points); and the percentage that came from a place not fit for human habitation (over 80% for full points). The programs were then ranked by total score to determine Tier 1, Tier 2, etc. So 20% of the determination came from considering needs/vulnerabilities of

participants.

1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.

Attachment Required: Documentation demonstrating the objective ranking and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available. Attachments must clearly show the date the documents were publicly posted.

Public Posting	
CoC or other Website	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

1E-4. Reallocation: Applicants must demonstrate the ability to reallocate lower performing projects to create new, higher performing projects. CoC's may choose from one of the following two options below to answer this question. You do not need to provide an answer for both.

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.

Attachment Required - Option 1: Documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between FY 2013 and FY 2017 CoC Program Competitions.

No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

Reallocation: Option 2

No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps. 08/30/2017

Attachment Required: Copies of the written notification to project applicant(s) that their project application(s) were rejected. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps. 08/30/2017

Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Yes

Attachment Required: If “Yes” is selected, a copy of the sections of the Governance Charter, or MOU/MOA addressing the roles and responsibilities of the CoC and HMIS Lead.

2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA. GC, 5

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? Attachment Required: If the response was “Yes”, attach a copy of the HMIS Policies and Procedures Manual. Yes

2A-3. What is the name of the HMIS software vendor? Mediware (Bowman Systems)

2A-4. Using the drop-down boxes, select the HMIS implementation Coverage area. Single CoC

2A-5. Per the 2017 HIC use the following chart to indicate the number of beds in the 2017 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells

in that project type.

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	175	23	152	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	274	0	266	97.08%
Rapid Re-Housing (RRH) beds	473	0	473	100.00%
Permanent Supportive Housing (PSH) beds	424	0	384	90.57%
Other Permanent Housing (OPH) beds	0	0	0	

**2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months.
(limit 1000 characters)**

The rate is not below 85% for any project type for which we have beds.

2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR? 12

2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 05/05/2017

2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception. 01/26/2017

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy) 05/05/2017

2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specifically, how those changes impacted the CoCs sheltered PIT count results. (limit 1000 characters)

Not applicable

2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? Yes

2C-2a. If “Yes” was selected in 2C-2, enter the change in provider coverage in the 2017 sheltered PIT count, including the number of beds added or removed due to the change.

Beds Added:	0
Beds Removed:	22
Total:	-22

2C-3. Did your CoC add or remove emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially declared disaster resulting in a change to the CoC's 2017 sheltered PIT count? No

2C-3a. If "Yes" was selected in 2C-3, enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from No

**2016 to 2017?
CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.**

2C-4a. Describe any change in the CoC's unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specify how those changes impacted the CoC's unsheltered PIT count results. See Detailed Instructions for more information. (limit 1000 characters)

We did not have any changes in unsheltered PIT count implementation.

2C-5. Did the CoC implement specific measures to identify youth in their PIT count? Yes

2C-5a. If "Yes" was selected in 2C-5, describe the specific measures the CoC; (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified. (limit 1000 characters)

We held 4 pre-count planning meetings with our trained youth outreach teams who were gathering information from their youth clients both through the their youth drop-in day center and through their Outreach to identify the best count locations. Those youth outreach workers then also assisted in the actual street count making sure to cover the areas that were previously identified and passing on their know locations to the other street count teams.. We also partnered with the homeless liaisons assigned to our local school districts to collect information on the homeless youth whom they were already assisting or otherwise aware of for inclusion in our 2017 PIT count.

2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. (limit 1000 characters)

We held 4 pre-count planning meetings which were attended by both formerly homeless advocates and outreach workers and veteran specific Outreach workers from the local VA office to better identify then-current count locations for Chronic Homeless Families and Singles and veterans for our 2017 count. This year we also had a local non-profit Veteran's Assistance Center assist in collecting surveys for the clients visiting their location on the day of the count which improved our coverage of homeless veterans for 2017.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**3A-1. Performance Measure: Reduction in the Number of First-Time Homeless. Describe: (1) the numerical change the CoC experienced; (2) the process the CoC used to identify risk factors of becoming homeless for the first time; (3) the strategies in place to address individuals and families at risk of becoming homeless; and (4) the organization or position that is responsible for overseeing the CoC's strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.
(limit 1000 characters)**

Metric 5.1 moved in the right direction from FY 2015 to FY 2016 with 114 fewer people becoming homeless for the first time. However, metric 5.2 moved slightly in the wrong direction by going up by 43 people. We use a combination of quantitative and qualitative data to identify risk factors of people becoming homeless for the first time. Quantitatively we use our HMIS data to identify trends we are seeing across the community such as an increase in people who are older than 55. Qualitatively, we use our assessments at our coordinated entry to identify risk factors such as people on a fixed income in a rising housing market. We have two main strategies: 1) all of our prevention programs use predictive risk factors; and 2) we successfully advocated for an affordable housing levy, which is both increasing the amount of housing for people below 50% AMI and will provide more prevention resources. The Council for the Homeless Deputy Director is in charge of this strategy.

**3A-2. Performance Measure: Length-of-Time Homeless. CoC 's must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC's strategy to reduce the length-of-time individuals and families remain homeless.
(limit 1000 characters)**

The average length of time in emergency shelter went up 6 days and when transitional housing is included, it increased 7 days (median). Although this metric went in the wrong direction, given the housing market we are facing (one of the fastest rising rents in the country) these small increases reflect successful strategies. Our implemented strategies to reduce length of time are: 1) we offer

diversion services to everyone at our coordinated entry to see if we can quickly re-house before assessment; 2) our providers utilize master leasing to increase access to rental market; 3) our emergency shelters created housing navigator positions; and 4) we launched the 2% initiative where property management companies reserve 2% of units for people at coordinated entry. Part of our assessment process at coordinated entry determines length of homelessness (using street outreach) and we use this info as part of our prioritization for placement. Led by Council for the Homeless Executive Director.

3A-3. Performance Measures: Successful Permanent Housing Placement and Retention

Describe: (1) the numerical change the CoC experienced; (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC’s strategy for retention of, or placement in permanent housing. (limit 1000 characters)

From FY 2015 to FY2016 we increased the percent change of people exiting to permanent housing from 33% to 35% and increased the exits/retention in permanent housing programs from 93% to 95%. We have implemented the following strategies: 1) master leasing to improve access to the rental market and retention; 2) 24/7 availability for landlords; and, 3) in depth training on rapid rehousing model by Org Code to ensure providers had all the necessary tools. Moving forward we are implementing a new strategy to build mission driven housing owned by our collaborative applicant for the sole purpose of providing opportunities to programs and participants within our CoC (in mixed income communities). The CEO of the Housing Initiative LLC is in charge of this strategy.

3A-4. Performance Measure: Returns to Homelessness.

Describe: (1) the numerical change the CoC experienced, (2) what strategies the CoC implemented to identify individuals and families who return to homelessness, (3) the strategies the CoC will use to reduce additional returns to homelessness, and (4) the organization or position responsible for overseeing the CoC’s efforts to reduce the rate of individuals and families’ returns to homelessness. (limit 1000 characters)

For FY 2015 we had a total of 21% returning to homelessness in two years (only 14% when looking just at exiting permanent housing). We will have a comparison starting next year, as it is too early to get two-year data on FY 2016 yet. Strategies we have already implemented: 1) can return to rapid rehousing program directly if within six months of exit; 2) brought in Org Code to do rapid rehousing fidelity training for all providers to increase effectiveness; and, 3) have housing first cohort of providers to problem solve and increase success of housing first model in our permanent supportive housing programs. To be implemented in next 12 months: developing mission driven housing for our PSH providers to master lease so that there is a friendly landlord and participants are not evicted. The Council for the Homeless Executive Director is responsible for this strategy.

3A-5. Performance Measures: Job and Income Growth

Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC's strategy to increase job and income growth from employment, non-employment including mainstream benefits. (limit 1000 characters)

We have implemented the following strategies to increase access to employment and non-employment cash sources: 1) Our local WorkSource office opened a satellite office in our coordinated entry and has a bi-lingual specialist that works with all CoC programs; and 2) we have increased our collaboration with our vocational rehabilitation program and they have come to our CoC meetings to connect with providers. We have implemented the following strategies to increase participant cash income through access to employment and mainstream benefits: 1) our Area Agency on Aging is providing a staff member once a week at our coordinated entry to connect across CoC programs; 2) we have a lead SOAR agency; and 3) we have a local supported employment program that focuses specifically on people who are homeless. The CoC has hosted multiple trainings on these opportunities for providers and made connections between the providers and systems. The Council for the Homeless Deputy Director is responsible.

3A-6. Did the CoC completely exclude a geographic area from the most recent PIT count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests). No

3A.6a. If the response to 3A-6 was "Yes", what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count? (limit 1000 characters)

3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016. (mm/dd/yyyy) 06/02/2017

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. Compare the total number of PSH beds, CoC program and non CoC-program funded, that were identified as dedicated for use by chronically homeless persons in the 2017 HIC, as compared to those identified in the 2016 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	120	424	304

3B-1.1. In the box below: (1) "total number of Dedicated PLUS Beds" provide the total number of beds in the Project Allocation(s) that are designated ad Dedicated PLUS beds; and (2) in the box below "total number of beds dedicated to the chronically homeless:, provide the total number of beds in the Project Application(s) that are designated for the chronically homeless. This does not include those that were identified in (1) above as Dedicated PLUS Beds.

Total number of beds dedicated as Dedicated Plus	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	119
Total	119

3B-1.2. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. Yes

3B-2.1. Using the following chart, check each box to indicate the factor(s) the CoC currently uses to prioritize households with children based on need during the FY 2017 Fiscal Year.

History of or Vulnerability to Victimization	<input checked="" type="checkbox"/>
Number of previous homeless episodes	<input checked="" type="checkbox"/>

Unsheltered homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder)	<input checked="" type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of becoming homeless. (limit 1000 characters)

The community's coordinated entry offers families that are literally homeless an opportunity to choose a housing assessment or diversion coaching at their first engagement through the hotline. Diversion focuses on rehousing families within 30 days through strength-based empowerment coaching. If a household does not stabilize in diversion or chooses an assessment, families are triaged based on a vulnerability score. Then, placed in program priority pool or offered the opportunity for coaching because they are likely to resolve their homelessness on their own. Unfortunately, due to a tight rental market with increasing rents, we are not currently rehousing many families within 30 days (especially families with significant rental barriers such as past evictions). As a CoC we are actively working on increasing access to affordable housing so that our diversion an assessment strategies can be more successful. The Council for the homeless Executive Director is responsible.

3B-2.3. Compare the number of RRH units available to serve families from the 2016 and 2017 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	64	122	58

3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing. (limit 1000 characters)

We have a CoC-wide anti-discrimination policy and have annual trainings related to the policy and to the Equal Access Rule. We have consolidated shelter and housing entry through placements from our coordinated assessment system, which helps ensure providers do not deny admission in violation of the anti-discrimination policy. The CoC Steering Committee, the City of Vancouver,

or Clark County also monitors each provider to ensure compliance (based on funding source).

3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.

Human trafficking and other forms of exploitation?	Yes
LGBT youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes

3B-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
Unsheltered Homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad Credit or Rental History	<input checked="" type="checkbox"/>

3B-2.7. Describe: (1) the strategies used by the CoC, including securing additional funding to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness; (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) the measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) why the CoC believes the measure(s) used is an appropriate way to determine the effectiveness of the CoC's efforts. (limit 1500 characters)

Our CoC has been successful in attracting additional funding to increase the availability of housing for youth experiencing homelessness. Our community received \$500,000 from Washington State for the 2016-17 school year to provide housing and services to children in 10 high needs schools across three school districts in Clark County. This effort served both youth who were homeless with their parents and unaccompanied youth. This school year we are receiving an additional \$270,000 for this program, which prioritizes youth who are unsheltered. In addition, our housing authority has created a rapid re-housing program, which focuses on children who are homeless in our K through 12 system.

These strategies have been effective if you measure the amount of families and children that are exiting homelessness through them, (92% of the children

served in the program mentioned above exited to a positive destination) however, overall homelessness among youth continues to rise in our schools. We continue to both use metrics to assess if the programs are effective with the people they serve (% positive exits and returns to homelessness) and we also look at overall homelessness (PIT count, school counts, and people waiting at Coordinated Assessment). We continue to struggle with the metrics that look at overall homelessness in the community as our rising housing costs and tight rental market continue to push these numbers higher even as our program level metrics demonstrate success.

3B-2.8. Describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services. (limit 1000 characters)

We have a liaison that is on the CoC Steering Committee. The liaisons attend our general membership meetings. Our housing authority has created programs aimed at families and youth who are homeless and enrolled in our local school districts and we work closely with the liaisons to implement those programs. Our coordinated assessment provider has a written agreement with the schools to have diversion coordinators working at ten high need schools across three school districts and we have data sharing agreements. The CoC policy is that each homeless services provider that serves families display posters listing the educational rights of homeless children and families and the contact information for the homeless school liaisons. Further, each provider must discuss these rights with program participants and are responsible for ensuring that all children are enrolled in the proper educational opportunities including early learning.

3B-2.9. Does the CoC have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	No
Head Start	No	No
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3	No	No
Tribal Home Visiting Program	No	No
Other: (limit 50 characters)		

**3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
(limit 1000 characters)**

One of the first questions we ask people through our coordinated assessment is about their veteran status. Outreach workers in our community also work to identify any veterans living outside who are not requesting services on their own. Our local SSVF program receives all referrals through our coordinated assessment. We also screen at coordinated assessment to see if a veteran might be VASH eligible or interested in a GPD in Portland and, if so, make a referral to the VA Medical Center. We also have a VA outreach worker who has regular hours at our coordinated assessment and can meet with people right there so they don't have to travel to a different office. We have built relationships with the VA Medical Center staff so if a veteran who is ineligible contacts them they refer the veteran to our coordinated assessment. Through our connections with the SSVF provider, VA outreach, and the VA Medical Center staff we have created a seamless entry point for veterans.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC? Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness? Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran is assisted to quickly move into permanent housing using a Housing First approach? No

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Select from the drop-down (1) each type of healthcare organization the CoC assists program participants with enrolling in health insurance, and (2) if the CoC provides assistance with the effective utilization of Medicaid and other benefits.

Type of Health Care	Yes/No	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, e.g. Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	No	No
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits

CoC program funded projects must be able to demonstrate they supplement CoC Program funds from other public and private resources, including: (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits. (limit 1000 characters)

Our CoC takes a systemic approach to ensuring that program participants are applying for and receiving mainstream benefits. We identify what benefits people have and could have at our coordinated assessment system and start the process of connecting people to mainstream benefits as we are working to place people into a program. We have system level coordination with DSHS (food stamps, TANF) and with substance abuse programs to ensure that we are connecting participants between systems. We have multiple SOAR trained staff and a lead agency to ensure that people are getting their SSI as fast as possible. We also have regular trainings at our CoC meetings where we bring providers of mainstream resources in to discuss what is available and how to connect participants. Our performance metric of increasing non-earned income demonstrates how successful this strategy is. Council for the Homeless, Deputy

Director is in charge of this strategy.

4A-2. Low Barrier: Based on the CoCs FY 2017 new and renewal project applications, what percentage of Permanent Housing (PSH) and Rapid Rehousing (RRH), Transitional Housing (TH), Safe-Haven, and SSO (Supportive Services Only-non-coordinated entry) projects in the CoC are low-barrier?

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	11.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	11.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

4A-3. Housing First: What percentage of CoC Program Funded PSH, RRH, SSO (non-coordinated entry), safe-haven and Transitional Housing; FY 2017 projects have adopted the Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	11.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	11.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

4A-4. Street Outreach: Describe (1) the CoC's outreach and if it covers 100 percent of the CoC's geographic area; (2) how often street outreach is conducted; and (3) how the CoC has tailored its street outreach to those that are least likely to request assistance. (limit 1000 characters)

We have three outreach teams in our community: one that focuses on unaccompanied youth; a PATH team that focuses on people with severe mental illness; and a general outreach team. These teams are out in the community Monday through Friday each week and serve 100% of Clark County (our CoC's geographic area). Our coordinated assessment staff works very closely with the outreach teams to ensure that people have access to shelter and housing programs regardless of whether they are actively accessing coordinated assessment. The outreach teams and coordinated assessment staff meet monthly to share information and keep the list of people who need PSH. The reason that two of the outreach teams focus specifically on youth and people with severe mental illness is that we have identified these populations as some of the least likely to proactively request assistance. Outreach teams are trained specifically on building trust and engaging those who are disengaged.

**4A-5. Affirmative Outreach
 Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin,**

religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach.

Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)

Our CoC utilizes its Coordinated Assessment for our strategy to affirmatively further fair housing. Our Coordinated Assessment conducts specialized outreach to faith communities and culturally specific groups as part of our overall strategy. Examples of this include outreach to faith groups that are majority Micronesian and Russian in order to ensure that these communities are aware of our services. We also do outreach to the Washington School for the Deaf, which is located in our community. We have translated our materials into multiple languages and have access to interpreters if we do not have staff available with the needed language skills.

4A-6. Compare the number of RRH beds available to serve populations from the 2016 and 2017 HIC.

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	217	473	256

4A-7. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statutes who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). No

4B. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	WA-508 Evidence o...	09/17/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes		
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	WA-508 CoC Rating...	09/16/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	WA-508 Rating and...	09/16/2017
05. CoCs Process for Reallocating	Yes	WA-508 Guidelines...	09/18/2017
06. CoC's Governance Charter	Yes	WA-508 Governance...	09/18/2017
07. HMIS Policy and Procedures Manual	Yes	WA-508 HMIS Polic...	09/16/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	WA-508 PHA Admini...	09/16/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	WA-508 HMIS Secti...	09/17/2017
11. CoC Written Standards for Order of Priority	No		
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	WA-508 HDX-system...	09/16/2017
14. Other	No	WA-508 Evidence o...	09/17/2017
15. Other	No		

Attachment Details

Document Description: WA-508 Evidence of Communication to Reduced Project

Attachment Details

Document Description:

Attachment Details

Document Description: WA-508 CoC Rating and Review Procedure

Attachment Details

Document Description: WA-508 Rating and Review Procedure Public Posting Evidence

Attachment Details

Document Description: WA-508 Guidelines for FY17 CoC Competition

Attachment Details

Document Description: WA-508 Governance Charter

Attachment Details

Document Description: WA-508 HMIS Policy and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description: WA-508 PHA Administrative Plan

Attachment Details

Document Description: WA-508 HMIS Section of Governance Charter

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: WA-508 HDX-system Performance Measures

Attachment Details

Document Description: WA-508 Evidence of Communication to Accepted and Ranked Projects

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. Identification	08/25/2017
1B. Engagement	09/05/2017
1C. Coordination	09/16/2017
1D. Discharge Planning	09/05/2017
1E. Project Review	09/10/2017
2A. HMIS Implementation	09/10/2017
2B. PIT Count	09/10/2017
2C. Sheltered Data - Methods	09/15/2017
3A. System Performance	09/17/2017
3B. Performance and Strategic Planning	09/17/2017
4A. Mainstream Benefits and Additional Policies	09/17/2017
4B. Attachments	Please Complete

Submission Summary

No Input Required

Andy Silver

From: Andy Silver <asilver@councilforthehomeless.org>
Sent: Wednesday, August 30, 2017 5:41 PM
To: 'John (Bunk) Moren'; 'Amy Morrison'
Subject: Notice of Project Reduction and Ranking
Attachments: WA-508 FY17 Project Rankings.xlsx

Dear Bunk and Amy,

This email is notification that the CoC Steering Committee has agreed with your decision to reduce Community Services Northwest's The Way Home III project to \$148,555. We appreciate your willingness to switch from FMR to actual rent to ensure that money is not left unspent.

I have attached the full project rankings so that you can see where The Way Home III (ranked 7th) fits in with the other projects.

Andy

Andy Silver, Executive Director

Council for the Homeless

Office Phone: 360-993-9570

Administrative Office and mailing address: 2500 Main Street, Vancouver WA 98660

Housing Solutions Center: 2306 NE Andresen Road, Suite A, Vancouver WA 98661 www.councilforthehomeless.org

asilver@councilforthehomeless.org



Preventing and ending homelessness in Clark County

**Clark County/City of Vancouver
Continuum of Care Instructions for
FY2017 Grant Ranking and Selection
Process**

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2017 Renewal/Expansion Project Scoring	
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Introduction

The Council for the Homeless (CFTH), the lead agency for the Clark County/City of Vancouver Continuum of Care (CoC)- also known as the Coalition of Service Providers- coordinates the process to submit the annual consolidated application for U.S. Department of Housing and Urban Development's (HUD) CoC Homeless Assistance Program funding.

Annually, HUD releases a Notice of Funding Availability (NOFA) for federal funding for CoC Homeless Assistance Programs funding. It is a collaborative application process – each CoC submits a Consolidated Application, which includes an individual project application for each program for which we hope to receive CoC funding. All programs must submit their application through their local CoC – HUD will not review any applications that are submitted independent from a CoC.

We have a local application process (outlined in this document) to determine which currently-funded projects the community will include in our application for renewal; which new applicants will be included; and how each project is prioritized in case HUD does not fund all the projects.

This document outlines the local application process and how it relates to the submission of the consolidated application to HUD for CoC funding. It also includes the instructions for how to complete this year's local application process.

All information and forms pertaining to the process are available on the CFTH website on the FY2017 CoC Application page. www.councilforthehomeless.org.

Application Process Overview/Amount Available

The HUD Notice of Funding Availability (NOFA) provides the process and requirements for the submission of the 2017 HUD Project Application. **It is imperative that all new and renewal applicants read the NOFA and accompanying guidance from HUD** (<https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>). All applicants must submit project applications electronically through the e-snaps system (for instructions: <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants>). It is the responsibility of each project applicant to get their information entered into e-snaps by the deadlines outlined below. Once all individual project applications are entered into e-snaps they are linked to the Clark County/City of Vancouver Consolidated Application and accepted applications are submitted by the Council for the Homeless as one entire submission package to HUD.

For FY2017, the Vancouver/Clark County CoC has the ability to apply for \$1,691,381 in renewal projects or if there are renewal projects that are reallocated in part or in whole that money can be used for new projects. In addition, our local CoC can apply for \$101,483 of new funding under the Permanent Housing Bonus. The NOFA lists what types of new projects are eligible for funding. Please note that the types of projects are more restrictive for the Permanent Housing Bonus than for new projects created through reallocation. We encourage organizations to apply for new funds as we will competitively rank those applications against renewal applications and will help determine if reallocation is in the best interest of the community.

The Council for the Homeless will review all new and renewal applications to see if they meet the HUD and CoC threshold requirements. The Council for the Homeless will then combine the performance measures and monitoring scores as well as the new project application scores into the project rating and ranking tool designed by HUD and submit to the CoC Steering Committee for final decisions. All projects will receive written notification if their project was accepted or not into the community application (in full or in part).

Application Process Details/Important Dates

- On **July 28th**, the CoC will release a request for applications (RFA) for all new and renewal applications as part of the FY17 CoC NOFA process. CFTH will email the RFA to the CoC listserv and post it on the CFTH website (www.councilforthehomeless.org).
- **Between July 28th and August 16th**, Andy Silver (Executive Director of the Council for the Homeless) and Kate Budd (Deputy Director) will be available to organizations that want more information or have questions about the RFA or any part of the process. Andy's email is asilver@councilforthehomeless.org. Please note that Andy will be traveling from July 31st to August 9th, so please try Kate Budd first during this time period at kbudd@councilforthehomeless.org.
- All new and renewal applications must be submitted electronically in the e-snaps system by **August 16th** at 5pm. Failure to submit an application by the deadline may result in disqualification from the competition.
- The Council for the Homeless will review all new and renewal applications to see if they meet the HUD and CoC threshold requirements. The Council for the Homeless will then combine the performance measures and monitoring scores as well as the new project application scores into the project rating and ranking tool designed by HUD and submit to the CoC Steering Committee.
- **On August 30th**, the CoC Steering Committee will approve the final project listing and prioritization and shortly thereafter, projects will be notified in writing, and the final version will be posted on the CFTH website.

HUD Highlights of this year's competition

We encourage applications to read the HUD document "FY 2017 Continuum of Care (COC) Program Competition NOFA – What's New, Changes, and Highlights" (<https://www.hudexchange.info/resources/documents/fy-2017-coc-program-competition-nofa-whats-new-changes-and-highlights.pdf>) to see an overview of everything that has changed from last year's competition. One of the highlights from this document is that HUD is allowing current projects to apply for new funds to expand this year. This means a renewal project could apply for their renewal funds, as well as new funds to serve more people. If both applications were successful, the successful organization would only have once contract and one project with HUD for the total funding amount. Please see the above referenced document and the NOFA for more information about this.

Local Ranking Priorities

For FY 2017, the CoC Steering Committee has determined that Permanent Supportive Housing applications and joint transitional and rapid re-housing applications up to \$101,483 will be considered high priority; rapid re-housing applications will be considered medium priority; and, transitional housing applications will be low priority (we do not anticipate any applications in this category because it is not allowed for new projects and we have no renewal projects that are transitional housing). All projects in the high priority category will be ranked by score, then the projects in the medium category, and then finally the low category.

If a Project is accepted through the Local RFA, is it guaranteed funding?

No. New and Renewal projects selected through our local RFA process will be included in the community application to HUD. Individual projects may still be rejected by HUD for not meeting HUD's technical sufficiency requirements. Also, individual projects may not be funded by HUD due to lack of HUD funds and their position on our prioritization list.

Information on Partial Reallocation for Renewal Applications

The CoC Steering Committee will consider a partial reallocation of grant funds if a renewal application has bed/unit utilization rates under 90% or did not spend all of the money available in its HUD contract. The CoC Steering Committee will consider whether the issues that led to the low utilization or underspending are temporary and whether the issues have already been corrected in order to make this determination.

Addendum A

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

if you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects
Threshold Complete

0%

THRESHOLD REQUIREMENTS	YES/NO
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Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

Yes to all

HUD THRESHOLD REQUIREMENTS

- | | |
|---|--|
| 1. Applicant has Active SAM registration with current information. | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 2. Applicant has Valid DUNS number in application. | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:

(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
(b) Other arrangements satisfactory to HUD are made before the award of funds by HUD. | <div style="border: 1px solid black; height: 100px; width: 100%;"></div> |
| 4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government. | <div style="border: 1px solid black; height: 40px; width: 100%;"></div> |
| 5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds. | <div style="border: 1px solid black; height: 60px; width: 100%;"></div> |
| 6. Submitted the required certifications as specified in the NOFA. | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA. | <div style="border: 1px solid black; height: 40px; width: 100%;"></div> |
| 8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege. | <div style="border: 1px solid black; height: 80px; width: 100%;"></div> |
| 9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants:
(a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;
(b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
(c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
(d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a | <div style="border: 1px solid black; height: 100px; width: 100%;"></div> |
| 10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD’s financial expectations. If any of the following have occurred, the project applicant would <u>NOT</u> meet this threshold criteria: | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

if you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects
 Threshold Complete

0%

THRESHOLD REQUIREMENTS	YES/NO
(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;	<input type="text"/>
(b) Audit finding(s) for which a response is overdue or unsatisfactory;	<input type="text"/>
(c) History of inadequate financial management accounting practices;	<input type="text"/>
(d) Evidence of untimely expenditures on prior award;	<input type="text"/>
(e) History of other major capacity issues that have significantly affected the operation of the project and its performance;	<input type="text"/>
(f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and	<input type="text"/>
(g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.	<input type="text"/>
11. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.	<input type="text"/>

CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement or has been given an exception from the CoC or will request a waiver from HUD. Otherwise select "No".)

Coordinated Entry Participation	<input type="text"/>
Housing First and/or Low Barrier Implementation	<input type="text"/>
Documented, secured minimum match	<input type="text"/>
Project is financially feasible	<input type="text"/>
Application is complete and data are consistent	<input type="text"/>
Data quality at or above 90%	<input type="text"/>
Bed/unit utilization rate at or above 90%	<input type="text"/>
Acceptable organizational audit/financial review	<input type="text"/>
Only serve people who are chronically homeless (if PSH)	<input type="text"/>

NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

if you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

New Projects
Threshold Complete

0%

THRESHOLD REQUIREMENTS	YES/NO
------------------------	--------

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

Yes to all

HUD THRESHOLD REQUIREMENT

<p>1. Applicant has active SAM registration with current information.</p>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>2. Applicant has valid DUNS number in application.</p>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>3. Applicant has no Outstanding Delinquent Federal Debts - It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:</p> <p style="margin-left: 20px;">(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or</p> <p style="margin-left: 20px;">(b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.</p>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<p>4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<p>5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<p>6. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<p>7. Demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be subrecipients of grant funds.</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<p>8. Submitted the required certifications as specified in the NOFA.</p>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>9. Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.</p>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>10. Demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.</p>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
<p>11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year's NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:</p> <p style="margin-left: 20px;">(a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

if you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

New Projects
 Threshold Complete
 0%

THRESHOLD REQUIREMENTS **YES/NO**

(b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,	
(c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.	
12. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.	

CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement or has been given an exception from the CoC or will request a waiver from HUD. Otherwise select "No".

Coordinated Entry Participation	
Housing First and/or Low Barrier Implementation	
Documented, secured minimum match	
Project is financially feasible	
Application is complete and data are consistent	
Bed/unit utilization rate will be at or above 95%	
Acceptable organizational audit/financial review	
Only serve people who are chronically homeless (if PSH)	

RENEWAL/EXPANSION PROJECT RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

Renewal/Expansion Projects
 Rating Complete

0%

[Instructions on Awarding Points](#)

RATING FACTOR	PERFORMANCE GOAL	POINTS AWARDED	MAX POINT VALUE
PERFORMANCE MEASURES			
Length of Stay			
Exits to Permanent Housing			
Permanent Supportive Housing	≥ 90% remain in or move to PH	<input style="width: 50px;" type="text"/>	out of 15
Returns to Homelessness			
Within 12 months of exit to permanent housing	≤ 15% of participants return to homelessness	<input style="width: 50px;" type="text"/>	out of 15
New or Increased Income and Earned Income			
Earned income for project stayers	8%+ increase	<input style="width: 50px;" type="text"/>	out of 2.5
Non-employment income for project stayers	10%+ increase	<input style="width: 50px;" type="text"/>	out of 2.5
Earned income for project leavers	8%+ increase	<input style="width: 50px;" type="text"/>	out of 2.5
Non-employment income for project leavers	10%+ increase	<input style="width: 50px;" type="text"/>	out of 2.5
Performance Measures Subtotal		0	out of 40
SERVE HIGH NEED POPULATIONS			
Permanent Supportive Housing	≥ 60% of participants with zero income at entry	<input style="width: 50px;" type="text"/>	out of 6
Permanent Supportive Housing	≥ 70% of participants with more than one disability type	<input style="width: 50px;" type="text"/>	out of 6
Permanent Supportive Housing	≥ 80% of participants entering project from place not meant for human habitation	<input style="width: 50px;" type="text"/>	out of 8
Serve High Need Populations Subtotal		0	out of 20
PROJECT EFFECTIVENESS			
Coordinated Entry Participation	≥ 100% of entries to project from CE referrals	<input style="width: 50px;" type="text"/>	out of 10
Housing First and/or Low Barrier Implementation	Commits to applying Housing First model	<input style="width: 50px;" type="text"/>	out of 15
Project Effectiveness Subtotal		0	out of 25
OTHER AND LOCAL CRITERIA			
CoC Monitoring Score		<input style="width: 50px;" type="text"/>	out of 15
Other and Local Criteria Subtotal		0	out of 15
TOTAL SCORE		0	out of 100
Weighted Rating Score		0	out of 100

RENEWAL/EXPANSION PROJECT RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

Renewal/Expansion Projects
 Rating Complete
 0%

[Instructions on Awarding Points](#)

RATING FACTOR	PERFORMANCE GOAL	POINTS AWARDED	MAX POINT VALUE
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PROJECT FINANCIAL INFORMATION

CoC funding requested	<i>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</i>	\$	-
Amount of other public funding (federal, state, county, city)		\$	-
Amount of private funding		\$	-
TOTAL PROJECT COST		\$	-
CoC Amount Awarded Last Operating Year	<i>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</i>	\$	-
CoC Amount Expended Last Operating Year	<i>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</i>	\$	-
Percent of CoC funding expended last operating year			0%

NEW PROJECTS RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

New Projects
 Rating Complete
 0%

[Instructions on Awarding Points](#)

RATING FACTOR	POINTS AWARDED	MAX POINT VALUE
---------------	----------------	-----------------

EXPERIENCE

A. Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.	<input type="text"/>	out of	10
B. Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.	<input type="text"/>	out of	10
C. Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	<input type="text"/>	out of	5
Experience Subtotal	0	out of	25

DESIGN OF HOUSING & SUPPORTIVE SERVICES

A. Extent to which the applicant	<input type="text"/>	out of	15
1. Demonstrate understanding of the needs of the clients to be served.			
2. Demonstrate type, scale, and location of the housing fit the needs of the clients to be served			
3. Demonstrate type and scale of the all supportive services, regardless of funding source, meet the needs of the clients to be served.			
4. Demonstrate how clients will be assisted in obtaining and coordinating the provision of mainstream benefits			
5. Establish performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH or CoC benchmarks.			
B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	<input type="text"/>	out of	5
C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.	<input type="text"/>	out of	5
Design of Housing & Supportive Services Subtotal	0	out of	25

TIMELINESS

A. Describe plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.	<input type="text"/>	out of	10
Timeliness Subtotal	0	out of	10

FINANCIAL

A. Project is cost-effective - comparing projected cost per person served to CoC average within project type.	<input type="text"/>	out of	5
B. Audit			
1. Most recent audit found no exceptions to standard practices	<input type="text"/>	out of	3
2. Most recent audit identified agency as 'low risk'	<input type="text"/>	out of	3

NEW PROJECTS RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

New Projects
 Rating Complete

0%

[Instructions on Awarding Points](#)

RATING FACTOR	POINTS AWARDED	MAX POINT VALUE
3. Most recent audit indicates no findings	<input type="text"/>	out of 4
C. Documented match amount.	<input type="text"/>	out of 5
D. Budgeted costs are reasonable, allocable, and allowable.	<input type="text"/>	out of 10
Financial Subtotal	0	out of 30
PROJECT EFFECTIVENESS		
Coordinated Entry Participation- 100% of entries to project from CE referrals	<input type="text"/>	out of 10
Section V Subtotal	0	out of 10
OTHER AND LOCAL CRITERIA		
Section VI Subtotal	0	out of 0
TOTAL SCORE	0	out of 100
Weighted Rating Score	0	out of 100

PROJECT FINANCIAL INFORMATION

CoC funding requested	<input type="text"/>	\$ -
Amount of other public funding (federal, state, county, city)	<input type="text"/>	\$ -
Amount of private funding	<input type="text"/>	\$ -
TOTAL PROJECT COST	<input type="text"/>	\$ -

NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab

Addendum B

Vancouver/Clark County COC Programs Monitoring Policies and Procedures

Updated: 7.26.2017

1. SCOPE AND PURPOSE

The Vancouver/Clark County Continuum of Care (COC) monitoring policies and procedures apply to all COC funded programs. The policy applies to the monitoring of COC grantees. The purpose of this policy is to define a process for monitoring. Monitoring will be performed in accordance with grant requirements and best practices, which may include administrative, financial and programmatic components.

Monitoring is the observation and review of a service facility, its staff, its files and sometimes consumers receiving services. It is intended to gather information about the way a program functions. It identifies program policies and practices, analyzes how they affect the operations and consumers and asks how there can be changes to improve operational efficiencies and services provided to consumers. Monitoring usually focuses on practices and finding patterns as opposed to one time occurrences, looking at business and service delivery in the aggregate.

Monitoring should have a high degree of organization, formality and objectivity in the investigation, documentation and use of information and is based on the idea that presenting objective, detailed evidence about business operations and services provides the best information about how an agency is meeting statutory, regulatory and contractual obligations and identifies changes that are necessary to meet administrative and practice standards. An organized and formalized process reduces objections about preparedness and knowledge of the review team and allows for targeted technical assistance.

2. TYPES OF MONITORING

- 2.1. Routine On-Site monitoring: A review of performance outcomes, quality, documentation of services, file review, contract compliance, funder compliance and may include financial monitoring.
- 2.2. Targeted On-site monitoring: An investigation of a specific problem or risk area brought to the attention of the COC Steering Committee. A targeted monitoring may be triggered by the following: Questionable death or serious injury of a consumer, report of exploitation of consumer, report of waste, fraud and abuse, report of violations of law or regulation.

3. ROLES and RESPONSIBILITIES

- 3.1. COC Steering Committee: Is responsible for ensuring program compliance and performance.
- 3.2. Council for the Homeless: Is the administrative body of the COC and provides support to the entities performing the monitoring visits and providing monitoring responses.
- 3.3. COC Steering Committee Monitoring Task Force: Is responsible for monitoring COC programs for compliance and performance and providing the information to the COC Steering Committee. The Task Force develops programmatic and performance measurement based questions for programs to answer, then scores the answers based on pre-determined scoring scales. The Task Force also schedules, develops on-site monitoring tools, and conducts on-site program reviews using pre-determined scoring scales and in conjunction with the Council for the Homeless.

4. ON-SITE REVIEWS

- 4.1. Routine On-Site Reviews: The COC Steering Committee Monitoring Task Force will develop an annual schedule of routine on-site reviews for each calendar year.
- 4.2. Targeted: Targeted reviews should be schedule as needed, based on the identified targeted areas. The Council for the Homeless will alert the COC Steering Committee of a potential need for a review.

5. PROCEDURES FOR ON-SITE MONITORING – Routine and Targeted

- 5.1. Council for the Homeless will provide technical assistance and oversight of the monitoring process.
- 5.2. The COC Steering Committee Task Force will organize a monitoring team of at least two people for each on-site review and of at least three people to review the programmatic and performance measurement question responses. The team should consist of at least one person from the COC Steering Committee and people who are active in the Coalition of Homeless Service providers (CoC). To avoid any conflict of interest, team members should not have an employment or board member relationship with any agency receiving COC program funds (excluding CoC Planning and HMIS).

One team member will be identified as the Chair. The Chair is responsible for the following:

- 5.3.1. Organizing the monitoring:
 - 5.3.1.1. Planning the work

- 5.3.1.2. Ensuring the team works from the plan
- 5.3.1.3. Reviewing and adjusting the work plan according to findings when the review is initiated,
- 5.3.1.4. Seeking technical assistance from CFTH
- 5.3.1.5. Submitting monitoring scores to the COC Steering Committee Chair.

5.3. **Contacting the Contractor** being reviewed. The COC Program File Checklist will be provided to the housing program at least three weeks prior to the scheduled monitoring date. Notify the contractor of the planned entry date and time and arrange for:

- 5.3.1. Entrance meeting with contractor staff;
- 5.3.2. Space to work;
- 5.3.3. Schedule of individuals to be interviewed, if needed; and
- 5.3.4. Documents required (e.g. program files, policies and procedures).

5.4. **On-site Entrance Interview:** Meet with contractor staff, and:

- 5.4.1. Inform them of the purpose of the on-site review;
- 5.4.2. Determine lead representatives from the contractor to work with during the on-site, who will be available to answer questions, and how to contact them;
- 5.4.3. Inform the contractor about the files you want to review and that you want to randomly select the files;
- 5.4.4. Answer questions; and
- 5.4.5. Initiate review process.

5.5. **Conducting the On-Site Review:**

- 5.5.1. Review at least six files or 10% of total active files, whichever is less. Review of files and observations are important.
 - 5.5.1.1. Review files to ensure all items on the COC program file checklist are met and completely filled out.
 - 5.5.1.2. Review case notes for housing first program fidelity and adequate efforts to engage clients.
 - 5.5.1.3. Ensure programs are following their program's provided written policies and procedures.
 - 5.5.1.4. Discuss any questions or concerns with program staff.
 - 5.5.1.5. Observe and learn about how confidential information is stored (Is protected information readily accessible to patients or visitors or secured?)

5.6. **Preparing the Monitoring Score:** The Monitoring Score will stem from the completion of the contractor monitoring visit file review, the answers to the COC programmatic and performance measurement questions. In preparing the report, the chair will:

- 5.6.1. Review each file checklist scores and average the scores of reviewers.
- 5.6.2. Review COC programmatic and performance measurement question scores from the task force and average all scores.
- 5.6.3. Add the file checklist scores and the question scores. The point total of inapplicable questions will be deducted from the total scores amount.
- 5.6.4. Incorporate scores, ranked as percentages and suggestions for improvement into a scoring spreadsheet. The scoring spreadsheet will separately contain a score as to the programs' adherence to applying the Housing First model as well as a total score. Provide to:
 - 5.6.4.1. COC Steering Committee Chair; and
 - 5.6.4.2. Council for the Homeless Executive Director;
- 5.6.5. The Council for the Homeless will then incorporate the program score into the annual ranking and selection process and submit to the CoC Steering Committee.

5.7. The COC Steering Committee: The COC Steering Committee will review the Task Force's monitoring scores as part of the annual ranking and selection process.

5.8. Technical Assistance Scoring Threshold

- 5.8.1. During the 2017 monitoring process, programs that score less than 60% of the scoring points available will be identified as needing technical assistance.
 - 5.8.1.2. Technical assistance may include requiring staff and administrators to attend trainings, creating a program fidelity plan, contracting with experts in the field to provide support and shadowing best practice programs in the region.
- 5.8.2. A program scoring below the technical assistance threshold more than one year in a row, may be subject to funding reallocation to make way to high performing programs. This will be determined by the COC Steering Committee as part of the annual ranking and selection process.

5.9. COC Program Monitoring Grievance Process

- 5.9.1. A COC programs may submit a grievance to the COC Steering Committee based on any of following:
 - 5.9.1.1 The monitoring unnecessarily restricts competition;
 - 5.9.1.2 The monitoring evaluation or scoring process is unfair; or
 - 5.9.1.3. The monitoring requirement documents are inadequate or insufficient to prepare for the process.
- 5.9.2. A grievance must be submitted to the Council for the Homeless, Executive Director at any time up to three days before the scores are shared with the COC Steering Committee. The grievance must meet the following requirements:

- 5.8.2.1 The grievance must be in writing;
 - 5.8.2.2 The grievance must be sent to the Council for the Homeless, Executive Director in a timely manner;
 - 5.8.2.3 The grievance should clearly articulate the basis for the complaint;
and
 - 5.8.2.4 The grievance should include a proposed remedy.
- 5.8.3 The Council for the Homeless (CFTH) Executive Director (ED) will work with the COC Steering Committee Chair and the COC Executive Committee to determine if the grievance has merit. The response will be provided to the COC program agency representative in writing. The same grievance may only be raised once during the protest period. The COC Executive Committee and CFTH ED response to the grievance will be final. There will be no appeal process.
- 5.8.4 If a grievance is found to have merit the necessary change(s) will be made to the current COC monitoring score and/or process, if possible. If not possible due to strict HUD timelines, the necessary change(s) will be made in the following year's COC monitoring process.

Addendum C

Continuum of Care Overview

The CoC model was adopted by HUD in 1994 giving local communities the charge to form a primary planning and coordinating body, known as CoCs, for homeless housing and services to work toward the goal of ending homelessness. The regulations clearly define the primary responsibilities of the CoC as follows:

(a) Operate the Continuum of Care. The Continuum of Care must:

- (1) Hold meetings of the full membership, with published agendas, at least semi-annually;
- (2) Develop an invitation process for new members to join publicly available within the geographic at least annually;
- (3) Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;
- (4) Appoint additional committees, subcommittees, or workgroups;
- (5) In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;
- (6) Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
- (7) Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;
- (8) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. This system must comply with any requirements established by HUD by Notice.
- (9) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:
 - (i) Policies and procedures for evaluating individuals and families eligibility for assistance under this part;
 - (ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 - (iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
 - (iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
 - (v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and

(vi) Where the Continuum is designated a high-performing community, as described in subpart G of this part, policies and procedures set forth in 24 CFR 576.400(e)(3)(vi), (e)(3)(vii), (e)(3)(viii), and (e)(3)(ix).

(b) Designating and operating an HMIS. The Continuum of Care must:

- (1) Designate a single Homeless Management Information System (HMIS) for the geographic area;
- (2) Designate an eligible applicant to manage the Continuum's HMIS, which will be known as the HMIS Lead;
- (3) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.
- (4) Ensure consistent participation of recipients and sub-recipients in the HMIS; and
- (5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

(c) Continuum of Care planning. The Continuum must develop a plan that includes:

(1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:

- (i) Outreach, engagement, and assessment;
- (ii) Shelter, housing, and supportive services;
- (iii) Prevention strategies.

(2) Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:

- (i) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
- (ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
- (iii) Other requirements established by HUD by Notice.

(3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;

(4) Providing information required to complete the Consolidated Plan(s) within the Continuum's geographic area;

(5) Consulting with State and local government Emergency Solutions Grants program recipients within the Continuum's geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub-recipients.



Preventing and ending homelessness in Clark County

Welcome to Council for the Homeless!
General Information: (360) 993-9561
Housing Hotline: (360) 695-9677



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FY 2017 CoC Application

On behalf of the Continuum of Care Steering Committee, please see important information below regarding the FY2017 Continuum of Care (CoC) funding opportunity for new, expansion and renewal projects.

BACKGROUND:

Annually, the US Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA) for federal funding for CoC Homeless Assistance Programs funding. It is a collaborative application process – each CoC submits a Consolidated Application, which includes an individual project application for each program for which we hope to receive CoC funding. All programs must submit their application through their local CoC. HUD will not review any applications that are submitted independent from a CoC.

For FY2017, the Vancouver/Clark County CoC has the ability to apply for \$1,691,381 in renewal projects, or if there are renewal projects that are reallocated in part or in whole, that money can be used for new projects. In addition, our local CoC can apply for **\$101,483 of new funding under the Permanent Housing Bonus**. The NOFA lists what types of new projects are eligible funding. Please note that the types of projects are more restrictive for the Permanent Housing Bonus than for new projects created through reallocation. We encourage organizations to apply for new funds as we will competitively rank those applications against renewal applications and it will help us determine if reallocation is in the best interest of the community.

If your organization is thinking of applying for these funds and you have not received HUD funding before through this process, we encourage you to contact **Andy Silver** or **Kate Budd** to discuss the process.

If your organization is thinking of applying for these funds and you have not received HUD funding before through this process, we encourage you to contact **Andy Silver** or **Kate Budd** to discuss the process.

APPLICATION MATERIALS (PLEASE READ BEFORE APPLYING):

Guidelines for FY2017 Grant Application Process.

FY2017 CoC NOFA

Additional instructions and resources

Instructions for completing project application in *e-snaps*

HUD Continuum of Care regulations

OTHER HELPFUL RESOURCES:

COC Programs Monitoring Policies and Procedures

Understanding Match and Leveraging

IMPORTANT DATES:

July 28, 2017: Application released

July 28-August 16: Andy Silver, executive director of Council for the Homeless, and Kate Budd, deputy director, are available to organizations that want more information or have questions about the application or any part of the process. Andy's email is asilver@councilforthehomeless.org and Kate's email is kbudd@councilforthehomeless.org.

August 16 by 5pm: Applications due in *e-snaps* by 5pm.

On August 30: the CoC Steering Committee will approve the final project listing and prioritization and applicants will be notified.



General Information : (360) 993-9561
Housing Hotline : (360) 695-9677

www.councilforthehomeless.org

Coalition of Service Providers Announcements

July 28, 2017

Dear Coalition of Service Providers,

The FY2017 CoC Application is now open on the Council for the Homeless website

The FY2017 Continuum of Care Funding Application from the US Department of Housing and Urban Development has been released. [Click here for details](#) on project funding opportunities, application process, deadlines, contact persons, and other helpful information.

CoC funding is an essential element of our local homeless crisis response system. For FY2017, the Vancouver/Clark County CoC has the ability to apply for \$1,691,381 in renewal projects or if there are renewal projects that are reallocated in part or in whole, that money can be used for new projects. In addition, our local CoC can apply for \$101,483 of new funding under the Permanent Housing Bonus.

The complete application announcement, instructions, and links are available on the Council for the Homeless website at:
[FY 2017 CoC Application](#)

If you have any questions, please contact:
Andy Silver (asilver@councilforthehomeless.org) or
Kate Budd (kbudd@councilforthehomeless.org).

Thank you very much!

Council for the Homeless

Council for the Homeless, 2500 Main St, Vancouver, WA 98660

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Council for the Homeless

Published by Charlene Welch [?] · 3 mins ·

Important Announcement: The FY2017 Continuum of Care Funding Application from the US Department of Housing and Urban Development has been released. Click below for details on project funding opportunities, application process, deadlines, contact persons, and other helpful information. CoC funding is an essential element of our local homeless crisis response system. For FY2017, the Vancouver/Clark County CoC has the ability to apply for \$1,691,381 in renewal projects or if there are renewal projects that are reallocated in part or in whole, that money can be used for new projects. In addition, our local CoC can apply for \$101,483 of new funding under the Permanent Housing Bonus.

FY 2017 CoC Application

On behalf of the Continuum of Care Steering Committee, please see important information below regarding the FY2017 Continuum of Care (CoC) funding opportunity

COUNCILFORTHEHOMELESS.ORG

Boost Post

Homeless? Need
Housing?

COUNCIL FOR THE HOMELESS

Clark County Resource Guide

CLICK HERE

Spanish Resource Guide

CLICK HERE



If you are sleeping in
your car or outside,



FY2017 Continuum of Care (CoC) Funding Application Released

The FY2017 Continuum of Care Funding Application from the US Department of Housing and Urban Development has been released. **Click here for details** on project funding opportunities, application process, deadlines, contact persons, and other helpful information. CoC funding is an essential element of our local homeless crisis response system. For FY2017, the Vancouver/Clark County CoC has the ability to apply for \$1,691,381 in renewal projects or if there are renewal projects that are reallocated in part or in whole, that money can be used for new projects. In addition, our local CoC can apply for \$101,483 of new funding under the Permanent Housing Bonus.



Homeless? Need
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FY2017 Continuum of Care (CoC) Funding Application Released

The FY2017 Continuum of Care Funding Application from the US Department of Housing and Urban Development has been released. **Click here for details** on project funding opportunities, application process, deadlines, contact persons, and other helpful information. CoC funding is an essential element of our local homeless crisis response system. For FY2017, the Vancouver/Clark County CoC has the ability to apply for \$1,691,381 in renewal projects or if there are renewal projects that are reallocated in part or in whole, that money can be used for new projects. In addition, our local CoC can apply for \$101,483 of new funding under the Permanent

Continuum of Care



Preventing and ending homelessness in Clark County

**Clark County/City of Vancouver
Continuum of Care Instructions for
FY2017 Grant Ranking and Selection
Process**

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Introduction

The Council for the Homeless (CFTH), the lead agency for the Clark County/City of Vancouver Continuum of Care (CoC)- also known as the Coalition of Service Providers- coordinates the process to submit the annual consolidated application for U.S. Department of Housing and Urban Development's (HUD) CoC Homeless Assistance Program funding.

Annually, HUD releases a Notice of Funding Availability (NOFA) for federal funding for CoC Homeless Assistance Programs funding. It is a collaborative application process – each CoC submits a Consolidated Application, which includes an individual project application for each program for which we hope to receive CoC funding. All programs must submit their application through their local CoC – HUD will not review any applications that are submitted independent from a CoC.

We have a local application process (outlined in this document) to determine which currently-funded projects the community will include in our application for renewal; which new applicants will be included; and how each project is prioritized in case HUD does not fund all the projects.

This document outlines the local application process and how it relates to the submission of the consolidated application to HUD for CoC funding. It also includes the instructions for how to complete this year's local application process.

All information and forms pertaining to the process are available on the CFTH website on the FY2017 CoC Application page. www.councilforthehomeless.org.

Application Process Overview/Amount Available

The HUD Notice of Funding Availability (NOFA) provides the process and requirements for the submission of the 2017 HUD Project Application. **It is imperative that all new and renewal applicants read the NOFA and accompanying guidance from HUD** (<https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>). All applicants must submit project applications electronically through the e-snaps system (for instructions: <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants>). It is the responsibility of each project applicant to get their information entered into e-snaps by the deadlines outlined below. Once all individual project applications are entered into e-snaps they are linked to the Clark County/City of Vancouver Consolidated Application and accepted applications are submitted by the Council for the Homeless as one entire submission package to HUD.

For FY2017, the Vancouver/Clark County CoC has the ability to apply for \$1,691,381 in renewal projects or if there are renewal projects that are reallocated in part or in whole that money can be used for new projects. In addition, our local CoC can apply for \$101,483 of new funding under the Permanent Housing Bonus. The NOFA lists what types of new projects are eligible for funding. Please note that the types of projects are more restrictive for the Permanent Housing Bonus than for new projects created through reallocation. We encourage organizations to apply for new funds as we will competitively rank those applications against renewal applications and will help determine if reallocation is in the best interest of the community.

The Council for the Homeless will review all new and renewal applications to see if they meet the HUD and CoC threshold requirements. The Council for the Homeless will then combine the performance measures and monitoring scores as well as the new project application scores into the project rating and ranking tool designed by HUD and submit to the CoC Steering Committee for final decisions. All projects will receive written notification if their project was accepted or not into the community application (in full or in part).

Application Process Details/Important Dates

- On **July 28th**, the CoC will release a request for applications (RFA) for all new and renewal applications as part of the FY17 CoC NOFA process. CFTH will email the RFA to the CoC listserv and post it on the CFTH website (www.councilforthehomeless.org).
- **Between July 28th and August 16th**, Andy Silver (Executive Director of the Council for the Homeless) and Kate Budd (Deputy Director) will be available to organizations that want more information or have questions about the RFA or any part of the process. Andy's email is asilver@councilforthehomeless.org. Please note that Andy will be traveling from July 31st to August 9th, so please try Kate Budd first during this time period at kbudd@councilforthehomeless.org.
- All new and renewal applications must be submitted electronically in the e-snaps system by **August 16th** at 5pm. Failure to submit an application by the deadline may result in disqualification from the competition.
- The Council for the Homeless will review all new and renewal applications to see if they meet the HUD and CoC threshold requirements. The Council for the Homeless will then combine the performance measures and monitoring scores as well as the new project application scores into the project rating and ranking tool designed by HUD and submit to the CoC Steering Committee.
- **On August 30th**, the CoC Steering Committee will approve the final project listing and prioritization and shortly thereafter, projects will be notified in writing, and the final version will be posted on the CFTH website.

HUD Highlights of this year's competition

We encourage applications to read the HUD document "FY 2017 Continuum of Care (COC) Program Competition NOFA – What's New, Changes, and Highlights" (<https://www.hudexchange.info/resources/documents/fy-2017-coc-program-competition-nofa-whats-new-changes-and-highlights.pdf>) to see an overview of everything that has changed from last year's competition. One of the highlights from this document is that HUD is allowing current projects to apply for new funds to expand this year. This means a renewal project could apply for their renewal funds, as well as new funds to serve more people. If both applications were successful, the successful organization would only have once contract and one project with HUD for the total funding amount. Please see the above referenced document and the NOFA for more information about this.

Local Ranking Priorities

For FY 2017, the CoC Steering Committee has determined that Permanent Supportive Housing applications and joint transitional and rapid re-housing applications up to \$101,483 will be considered high priority; rapid re-housing applications will be considered medium priority; and, transitional housing applications will be low priority (we do not anticipate any applications in this category because it is not allowed for new projects and we have no renewal projects that are transitional housing). All projects in the high priority category will be ranked by score, then the projects in the medium category, and then finally the low category.

If a Project is accepted through the Local RFA, is it guaranteed funding?

No. New and Renewal projects selected through our local RFA process will be included in the community application to HUD. Individual projects may still be rejected by HUD for not meeting HUD's technical sufficiency requirements. Also, individual projects may not be funded by HUD due to lack of HUD funds and their position on our prioritization list.

Information on Partial Reallocation for Renewal Applications

The CoC Steering Committee will consider a partial reallocation of grant funds if a renewal application has bed/unit utilization rates under 90% or did not spend all of the money available in its HUD contract. The CoC Steering Committee will consider whether the issues that led to the low utilization or underspending are temporary and whether the issues have already been corrected in order to make this determination.

Addendum A

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

if you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects
Threshold Complete

0%

THRESHOLD REQUIREMENTS	YES/NO
------------------------	--------

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

Yes to all

HUD THRESHOLD REQUIREMENTS

- | | |
|---|--|
| 1. Applicant has Active SAM registration with current information. | |
| 2. Applicant has Valid DUNS number in application. | |
| 3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:

(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
(b) Other arrangements satisfactory to HUD are made before the award of funds by HUD. | |
| 4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government. | |
| 5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds. | |
| 6. Submitted the required certifications as specified in the NOFA. | |
| 7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA. | |
| 8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege. | |
| 9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants:
(a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;
(b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
(c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
(d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a | |
| 10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD’s financial expectations. If any of the following have occurred, the project applicant would <u>NOT</u> meet this threshold criteria: | |

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

if you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects
 Threshold Complete

0%

THRESHOLD REQUIREMENTS	YES/NO
(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;	<input style="width: 100%; height: 20px;" type="text"/>
(b) Audit finding(s) for which a response is overdue or unsatisfactory;	<input style="width: 100%; height: 20px;" type="text"/>
(c) History of inadequate financial management accounting practices;	<input style="width: 100%; height: 20px;" type="text"/>
(d) Evidence of untimely expenditures on prior award;	<input style="width: 100%; height: 20px;" type="text"/>
(e) History of other major capacity issues that have significantly affected the operation of the project and its performance;	<input style="width: 100%; height: 20px;" type="text"/>
(f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and	<input style="width: 100%; height: 20px;" type="text"/>
(g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.	<input style="width: 100%; height: 20px;" type="text"/>
11. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.	<input style="width: 100%; height: 20px;" type="text"/>

CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement or has been given an exception from the CoC or will request a waiver from HUD. Otherwise select "No".)

Coordinated Entry Participation	<input style="width: 100%; height: 20px;" type="text"/>
Housing First and/or Low Barrier Implementation	<input style="width: 100%; height: 20px;" type="text"/>
Documented, secured minimum match	<input style="width: 100%; height: 20px;" type="text"/>
Project is financially feasible	<input style="width: 100%; height: 20px;" type="text"/>
Application is complete and data are consistent	<input style="width: 100%; height: 20px;" type="text"/>
Data quality at or above 90%	<input style="width: 100%; height: 20px;" type="text"/>
Bed/unit utilization rate at or above 90%	<input style="width: 100%; height: 20px;" type="text"/>
Acceptable organizational audit/financial review	<input style="width: 100%; height: 20px;" type="text"/>
Only serve people who are chronically homeless (if PSH)	<input style="width: 100%; height: 20px;" type="text"/>

NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

if you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

New Projects
Threshold Complete

0%

THRESHOLD REQUIREMENTS	YES/NO
------------------------	--------

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

Yes to all

HUD THRESHOLD REQUIREMENT

<p>1. Applicant has active SAM registration with current information.</p>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
<p>2. Applicant has valid DUNS number in application.</p>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
<p>3. Applicant has no Outstanding Delinquent Federal Debts - It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:</p> <p style="margin-left: 20px;">(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or</p> <p style="margin-left: 20px;">(b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.</p>	<div style="border: 1px solid black; width: 100%; height: 100px;"></div>
<p>4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.</p>	<div style="border: 1px solid black; width: 100%; height: 40px;"></div>
<p>5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.</p>	<div style="border: 1px solid black; width: 100%; height: 40px;"></div>
<p>6. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.</p>	<div style="border: 1px solid black; width: 100%; height: 40px;"></div>
<p>7. Demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be subrecipients of grant funds.</p>	<div style="border: 1px solid black; width: 100%; height: 40px;"></div>
<p>8. Submitted the required certifications as specified in the NOFA.</p>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
<p>9. Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.</p>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
<p>10. Demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.</p>	<div style="border: 1px solid black; width: 100%; height: 60px;"></div>
<p>11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year's NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:</p> <p style="margin-left: 20px;">(a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;</p>	<div style="border: 1px solid black; width: 100%; height: 40px;"></div>

NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

if you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

New Projects
 Threshold Complete
 0%

THRESHOLD REQUIREMENTS **YES/NO**

(b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,	
(c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.	
12. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.	

CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement or has been given an exception from the CoC or will request a waiver from HUD. Otherwise select "No".

Coordinated Entry Participation	
Housing First and/or Low Barrier Implementation	
Documented, secured minimum match	
Project is financially feasible	
Application is complete and data are consistent	
Bed/unit utilization rate will be at or above 95%	
Acceptable organizational audit/financial review	
Only serve people who are chronically homeless (if PSH)	

RENEWAL/EXPANSION PROJECT RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

Renewal/Expansion Projects
 Rating Complete

0%

[Instructions on Awarding Points](#)

RATING FACTOR	PERFORMANCE GOAL	POINTS AWARDED	MAX POINT VALUE
PERFORMANCE MEASURES			
Length of Stay			
Exits to Permanent Housing			
Permanent Supportive Housing	≥ 90% remain in or move to PH	<input style="width: 50px;" type="text"/>	out of 15
Returns to Homelessness			
Within 12 months of exit to permanent housing	≤ 15% of participants return to homelessness	<input style="width: 50px;" type="text"/>	out of 15
New or Increased Income and Earned Income			
Earned income for project stayers	8%+ increase	<input style="width: 50px;" type="text"/>	out of 2.5
Non-employment income for project stayers	10%+ increase	<input style="width: 50px;" type="text"/>	out of 2.5
Earned income for project leavers	8%+ increase	<input style="width: 50px;" type="text"/>	out of 2.5
Non-employment income for project leavers	10%+ increase	<input style="width: 50px;" type="text"/>	out of 2.5
Performance Measures Subtotal		0	out of 40
SERVE HIGH NEED POPULATIONS			
Permanent Supportive Housing	≥ 60% of participants with zero income at entry	<input style="width: 50px;" type="text"/>	out of 6
Permanent Supportive Housing	≥ 70% of participants with more than one disability type	<input style="width: 50px;" type="text"/>	out of 6
Permanent Supportive Housing	≥ 80% of participants entering project from place not meant for human habitation	<input style="width: 50px;" type="text"/>	out of 8
Serve High Need Populations Subtotal		0	out of 20
PROJECT EFFECTIVENESS			
Coordinated Entry Participation	≥ 100% of entries to project from CE referrals	<input style="width: 50px;" type="text"/>	out of 10
Housing First and/or Low Barrier Implementation	Commits to applying Housing First model	<input style="width: 50px;" type="text"/>	out of 15
Project Effectiveness Subtotal		0	out of 25
OTHER AND LOCAL CRITERIA			
CoC Monitoring Score		<input style="width: 50px;" type="text"/>	out of 15
Other and Local Criteria Subtotal		0	out of 15
TOTAL SCORE		0	out of 100
Weighted Rating Score		0	out of 100

RENEWAL/EXPANSION PROJECT RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

Renewal/Expansion Projects
 Rating Complete

[Instructions on Awarding Points](#)

RATING FACTOR	PERFORMANCE GOAL	POINTS AWARDED	MAX POINT VALUE
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PROJECT FINANCIAL INFORMATION

CoC funding requested	<i>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</i>	\$	-
Amount of other public funding (federal, state, county, city)		\$	-
Amount of private funding		\$	-
TOTAL PROJECT COST		\$	-
CoC Amount Awarded Last Operating Year	<i>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</i>	\$	-
CoC Amount Expended Last Operating Year	<i>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</i>	\$	-
Percent of CoC funding expended last operating year			0%

NEW PROJECTS RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

New Projects
 Rating Complete
 0%

[Instructions on Awarding Points](#)

RATING FACTOR	POINTS AWARDED	MAX POINT VALUE
---------------	----------------	-----------------

EXPERIENCE

A. Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.	<input type="text"/>	out of	10
B. Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.	<input type="text"/>	out of	10
C. Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	<input type="text"/>	out of	5
Experience Subtotal	0	out of	25

DESIGN OF HOUSING & SUPPORTIVE SERVICES

A. Extent to which the applicant	<input type="text"/>	out of	15
1. Demonstrate understanding of the needs of the clients to be served.			
2. Demonstrate type, scale, and location of the housing fit the needs of the clients to be served			
3. Demonstrate type and scale of the all supportive services, regardless of funding source, meet the needs of the clients to be served.			
4. Demonstrate how clients will be assisted in obtaining and coordinating the provision of mainstream benefits			
5. Establish performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH or CoC benchmarks.			
B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	<input type="text"/>	out of	5
C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.	<input type="text"/>	out of	5
Design of Housing & Supportive Services Subtotal	0	out of	25

TIMELINESS

A. Describe plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.	<input type="text"/>	out of	10
Timeliness Subtotal	0	out of	10

FINANCIAL

A. Project is cost-effective - comparing projected cost per person served to CoC average within project type.	<input type="text"/>	out of	5
B. Audit			
1. Most recent audit found no exceptions to standard practices	<input type="text"/>	out of	3
2. Most recent audit identified agency as 'low risk'	<input type="text"/>	out of	3

NEW PROJECTS RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

New Projects
 Rating Complete

0%

[Instructions on Awarding Points](#)

RATING FACTOR	POINTS AWARDED	MAX POINT VALUE
3. Most recent audit indicates no findings	<input type="text"/>	out of 4
C. Documented match amount.	<input type="text"/>	out of 5
D. Budgeted costs are reasonable, allocable, and allowable.	<input type="text"/>	out of 10
Financial Subtotal	0	out of 30
PROJECT EFFECTIVENESS		
Coordinated Entry Participation- 100% of entries to project from CE referrals	<input type="text"/>	out of 10
Section V Subtotal	0	out of 10
OTHER AND LOCAL CRITERIA		
Section VI Subtotal	0	out of 0
TOTAL SCORE	0	out of 100
Weighted Rating Score	0	out of 100

PROJECT FINANCIAL INFORMATION

CoC funding requested	\$	-
Amount of other public funding (federal, state, county, city)	\$	-
Amount of private funding	\$	-
TOTAL PROJECT COST	\$	-

NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab

Addendum B

Vancouver/Clark County COC Programs Monitoring Policies and Procedures

Updated: 7.26.2017

1. SCOPE AND PURPOSE

The Vancouver/Clark County Continuum of Care (COC) monitoring policies and procedures apply to all COC funded programs. The policy applies to the monitoring of COC grantees. The purpose of this policy is to define a process for monitoring. Monitoring will be performed in accordance with grant requirements and best practices, which may include administrative, financial and programmatic components.

Monitoring is the observation and review of a service facility, its staff, its files and sometimes consumers receiving services. It is intended to gather information about the way a program functions. It identifies program policies and practices, analyzes how they affect the operations and consumers and asks how there can be changes to improve operational efficiencies and services provided to consumers. Monitoring usually focuses on practices and finding patterns as opposed to one time occurrences, looking at business and service delivery in the aggregate.

Monitoring should have a high degree of organization, formality and objectivity in the investigation, documentation and use of information and is based on the idea that presenting objective, detailed evidence about business operations and services provides the best information about how an agency is meeting statutory, regulatory and contractual obligations and identifies is changes are necessary to meet administrative and practice standards. An organized and formalized process reduces objections about preparedness and knowledge of the review team and allows for targeted technical assistance.

2. TYPES OF MONITORING

- 2.1. Routine On-Site monitoring: A review of performance outcomes, quality, documentation of services, file review, contract compliance, funder compliance and may include financial monitoring.
- 2.2. Targeted On-site monitoring: An investigation of a specific problem or risk area brought to the attention of the COC Steering Committee. A targeted monitoring may be triggered by the following: Questionable death or serious injury of a consumer, report of exploitation of consumer, report of waste, fraud and abuse, report of violations of law or regulation.

3. ROLES and RESPONSIBILITIES

- 3.1. COC Steering Committee: Is responsible for ensuring program compliance and performance.
- 3.2. Council for the Homeless: Is the administrative body of the COC and provides support to the entities performing the monitoring visits and providing monitoring responses.
- 3.3. COC Steering Committee Monitoring Task Force: Is responsible for monitoring COC programs for compliance and performance and providing the information to the COC Steering Committee. The Task Force develops programmatic and performance measurement based questions for programs to answer, then scores the answers based on pre-determined scoring scales. The Task Force also schedules, develops on-site monitoring tools, and conducts on-site program reviews using pre-determined scoring scales and in conjunction with the Council for the Homeless.

4. ON-SITE REVIEWS

- 4.1. Routine On-Site Reviews: The COC Steering Committee Monitoring Task Force will develop an annual schedule of routine on-site reviews for each calendar year.
- 4.2. Targeted: Targeted reviews should be schedule as needed, based on the identified targeted areas. The Council for the Homeless will alert the COC Steering Committee of a potential need for a review.

5. PROCEDURES FOR ON-SITE MONITORING – Routine and Targeted

- 5.1. Council for the Homeless will provide technical assistance and oversight of the monitoring process.
- 5.2. The COC Steering Committee Task Force will organize a monitoring team of at least two people for each on-site review and of at least three people to review the programmatic and performance measurement question responses. The team should consist of at least one person from the COC Steering Committee and people who are active in the Coalition of Homeless Service providers (CoC). To avoid any conflict of interest, team members should not have an employment or board member relationship with any agency receiving COC program funds (excluding CoC Planning and HMIS).

One team member will be identified as the Chair. The Chair is responsible for the following:

- 5.3.1. Organizing the monitoring:
 - 5.3.1.1. Planning the work

- 5.3.1.2. Ensuring the team works from the plan
- 5.3.1.3. Reviewing and adjusting the work plan according to findings when the review is initiated,
- 5.3.1.4. Seeking technical assistance from CFTH
- 5.3.1.5. Submitting monitoring scores to the COC Steering Committee Chair.

5.3. **Contacting the Contractor** being reviewed. The COC Program File Checklist will be provided to the housing program at least three weeks prior to the scheduled monitoring date. Notify the contractor of the planned entry date and time and arrange for:

- 5.3.1. Entrance meeting with contractor staff;
- 5.3.2. Space to work;
- 5.3.3. Schedule of individuals to be interviewed, if needed; and
- 5.3.4. Documents required (e.g. program files, policies and procedures).

5.4. **On-site Entrance Interview:** Meet with contractor staff, and:

- 5.4.1. Inform them of the purpose of the on-site review;
- 5.4.2. Determine lead representatives from the contractor to work with during the on-site, who will be available to answer questions, and how to contact them;
- 5.4.3. Inform the contractor about the files you want to review and that you want to randomly select the files;
- 5.4.4. Answer questions; and
- 5.4.5. Initiate review process.

5.5. **Conducting the On-Site Review:**

- 5.5.1. Review at least six files or 10% of total active files, whichever is less. Review of files and observations are important.
 - 5.5.1.1. Review files to ensure all items on the COC program file checklist are met and completely filled out.
 - 5.5.1.2. Review case notes for housing first program fidelity and adequate efforts to engage clients.
 - 5.5.1.3. Ensure programs are following their program's provided written policies and procedures.
 - 5.5.1.4. Discuss any questions or concerns with program staff.
 - 5.5.1.5. Observe and learn about how confidential information is stored (Is protected information readily accessible to patients or visitors or secured?)

5.6. **Preparing the Monitoring Score:** The Monitoring Score will stem from the completion of the contractor monitoring visit file review, the answers to the COC programmatic and performance measurement questions. In preparing the report, the chair will:

- 5.6.1. Review each file checklist scores and average the scores of reviewers.
- 5.6.2. Review COC programmatic and performance measurement question scores from the task force and average all scores.
- 5.6.3. Add the file checklist scores and the question scores. The point total of inapplicable questions will be deducted from the total scores amount.
- 5.6.4. Incorporate scores, ranked as percentages and suggestions for improvement into a scoring spreadsheet. The scoring spreadsheet will separately contain a score as to the programs' adherence to applying the Housing First model as well as a total score. Provide to:
 - 5.6.4.1. COC Steering Committee Chair; and
 - 5.6.4.2. Council for the Homeless Executive Director;
- 5.6.5. The Council for the Homeless will then incorporate the program score into the annual ranking and selection process and submit to the CoC Steering Committee.

5.7. The COC Steering Committee: The COC Steering Committee will review the Task Force's monitoring scores as part of the annual ranking and selection process.

5.8. Technical Assistance Scoring Threshold

- 5.8.1. During the 2017 monitoring process, programs that score less than 60% of the scoring points available will be identified as needing technical assistance.
 - 5.8.1.2. Technical assistance may include requiring staff and administrators to attend trainings, creating a program fidelity plan, contracting with experts in the field to provide support and shadowing best practice programs in the region.
- 5.8.2. A program scoring below the technical assistance threshold more than one year in a row, may be subject to funding reallocation to make way to high performing programs. This will be determined by the COC Steering Committee as part of the annual ranking and selection process.

5.9. COC Program Monitoring Grievance Process

- 5.9.1. A COC programs may submit a grievance to the COC Steering Committee based on any of following:
 - 5.9.1.1 The monitoring unnecessarily restricts competition;
 - 5.9.1.2 The monitoring evaluation or scoring process is unfair; or
 - 5.9.1.3. The monitoring requirement documents are inadequate or insufficient to prepare for the process.
- 5.9.2. A grievance must be submitted to the Council for the Homeless, Executive Director at any time up to three days before the scores are shared with the COC Steering Committee. The grievance must meet the following requirements:

- 5.8.2.1 The grievance must be in writing;
 - 5.8.2.2 The grievance must be sent to the Council for the Homeless, Executive Director in a timely manner;
 - 5.8.2.3 The grievance should clearly articulate the basis for the complaint; and
 - 5.8.2.4 The grievance should include a proposed remedy.
- 5.8.3 The Council for the Homeless (CFTH) Executive Director (ED) will work with the COC Steering Committee Chair and the COC Executive Committee to determine if the grievance has merit. The response will be provided to the COC program agency representative in writing. The same grievance may only be raised once during the protest period. The COC Executive Committee and CFTH ED response to the grievance will be final. There will be no appeal process.
- 5.8.4 If a grievance is found to have merit the necessary change(s) will be made to the current COC monitoring score and/or process, if possible. If not possible due to strict HUD timelines, the necessary change(s) will be made in the following year's COC monitoring process.

Addendum C

Continuum of Care Overview

The CoC model was adopted by HUD in 1994 giving local communities the charge to form a primary planning and coordinating body, known as CoCs, for homeless housing and services to work toward the goal of ending homelessness. The regulations clearly define the primary responsibilities of the CoC as follows:

(a) Operate the Continuum of Care. The Continuum of Care must:

- (1) Hold meetings of the full membership, with published agendas, at least semi-annually;
- (2) Develop an invitation process for new members to join publicly available within the geographic at least annually;
- (3) Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;
- (4) Appoint additional committees, subcommittees, or workgroups;
- (5) In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;
- (6) Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
- (7) Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;
- (8) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. This system must comply with any requirements established by HUD by Notice.
- (9) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:
 - (i) Policies and procedures for evaluating individuals and families eligibility for assistance under this part;
 - (ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 - (iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
 - (iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
 - (v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and

(vi) Where the Continuum is designated a high-performing community, as described in subpart G of this part, policies and procedures set forth in 24 CFR 576.400(e)(3)(vi), (e)(3)(vii), (e)(3)(viii), and (e)(3)(ix).

(b) Designating and operating an HMIS. The Continuum of Care must:

- (1) Designate a single Homeless Management Information System (HMIS) for the geographic area;
- (2) Designate an eligible applicant to manage the Continuum's HMIS, which will be known as the HMIS Lead;
- (3) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.
- (4) Ensure consistent participation of recipients and sub-recipients in the HMIS; and
- (5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

(c) Continuum of Care planning. The Continuum must develop a plan that includes:

(1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:

- (i) Outreach, engagement, and assessment;
- (ii) Shelter, housing, and supportive services;
- (iii) Prevention strategies.

(2) Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:

- (i) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
- (ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
- (iii) Other requirements established by HUD by Notice.

(3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;

(4) Providing information required to complete the Consolidated Plan(s) within the Continuum's geographic area;

(5) Consulting with State and local government Emergency Solutions Grants program recipients within the Continuum's geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub-recipients.

Clark County/City of Vancouver Continuum of Care Governance Charter

Background

In 1994, the U.S. Department of Housing and Urban Development (HUD) instructed local communities to form a primary planning and coordinating body for homeless housing and services to work toward the goal of ending homelessness. HUD referred to these groups as the local Continuum of Care (CoC). In the Clark County/Vancouver area the Council for the Homeless (CFTH), the nonprofit that community stakeholders created to lead the community's efforts to end homelessness, had already been hosting a community coalition (called the Coalition of Service Providers). In 1994, the Coalition of Service Providers became this community's CoC. For consistency with the language used by HUD, this document will use the term CoC to refer to the Coalition of Service Providers.

HUD required the CoC to carry out specific functions such as creating and approving the annual submission to HUD to apply for CoC homeless assistance grants (formerly known as Supportive Housing Program, Shelter Plus Care, Moderate Rehabilitation, etc.). When it came to fulfilling these functions, the CFTH Board of Directors has acted as the decision making body for the CoC. The CFTH Board of Directors would receive input from the CoC membership through the general membership meetings and the workgroups and then vote on approving whatever action was needed.

The HEARTH Act of 2009 and the Interim Program Rule for the CoC released in 2012 codified the CoC structure and instructed communities in detail for what each CoC are responsible. In response to these laws and guidance from HUD, the CoC began discussing if a change in its decision making structure was necessary. With input from the 10 year planning workgroup and the CoC workgroup chairs, the CFTH Board of Directors determined it should no longer be the decision making body for the CoC and through this document is creating the CoC Steering Committee to fill this role moving forward.

Purpose of this Document

This charter governs the CoC and details what the CoC is; who can be a part of the CoC; what the CoC is responsible for; how the CoC makes decisions; and how and to whom the CoC delegates authority. This is intended to be a living document that will be reviewed and updated at least annually by the CoC Steering Committee with input from the general membership and made publicly available on the CFTH website. This charter also outlines the transition from the CFTH Board of Directors acting as the decision making group for the CoC to the CoC Steering Committee acting in that role.

What is the CoC?

The CoC is the group composed of representatives of relevant organizations that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless or at risk of homelessness persons for Clark County (including the City of Vancouver).

By law, the CoC must:

- (1) Hold meetings of the full membership, with published agendas, at least semi-annually;
- (2) Develop a publicly available invitation process for new members at least annually;
- (3) Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;
- (4) Appoint additional committees, subcommittees, or workgroups;
- (5) In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies;
- (6) Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
- (7) Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;
- (8) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services;
- (9) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:
 - (i) Policies and procedures for evaluating individuals and families eligibility for assistance;
 - (ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 - (iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
 - (iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
 - (v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance;
- (10) Designate a single Homeless Management Information System (HMIS) for our community;
 - (i) Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead;
 - (ii) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.

- (iii) Ensure consistent participation of recipients and sub-recipients in the HMIS; and
- (iv) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

(11) Planning for and conducting an annual point-in-time count of homeless persons within the geographic area that meets the following requirements:

- (i) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
- (ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
- (iii) Other requirements established by HUD by Notice.

(12) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;

(13) Providing information required to complete the Consolidated Plan(s) within the CoC's geographic area;

(14) Consulting with State and local government Emergency Solutions Grants program recipients within the Continuum's geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub-recipients.

CoC Membership

The general membership of the CoC is open to any nonprofit, business, government entity, faith community, or community member who is interested in, and committed to, preventing and ending homelessness in our community. All general membership meetings are open to the public and new members can join at any meeting by filling out a membership agreement form.

CoC general membership meetings will be held on the second Wednesday of every odd numbered month at 10am in the community room at the YWCA. The meeting schedule, agenda, and minutes are publicly available on the CFTH website.

CoC Workgroups

In addition to the CoC general membership meetings, the CoC shall have workgroups and taskforces that meet between general membership meetings and move the CoC's agenda forward on specific issues. The CoC Steering Committee will review the workgroups/taskforces at least annually to determine if new workgroups/taskforces are needed, if current workgroups/taskforces could be consolidated, or if a workgroup/taskforce is no longer needed. Currently, the CoC has the following workgroups/taskforces: Coordinated Assessment Workgroup; Youth taskforce; Housing First Cohort; and the Bridges to Employment Taskforce.

The meeting schedule for the workgroups/taskforces is located on the CFTH website and all meetings are open to the public.

CoC Steering Committee

The CoC Steering Committee sets policy direction for the CoC and ensures that the CoC meets all of its HUD requirements. When a decision needs to be made on behalf of the CoC, such as when the annual application to HUD needs approval or when a policy needs to be adopted or changed, the CoC Steering Committee is vested with the authority to make those decisions on behalf of the CoC.

Current CoC Steering Committee members are:

Amy Reynolds, Share
Andy Silver, Council for the Homeless
Bunk Moren, Community Services NW
Kate Budd, Council for the Homeless
Lydia Sanders, Battle Ground School District
Michael Torres, Clark County
Peggy Sheehan, City of Vancouver
Saeed Hajarizadeh, Vancouver Housing Authority
Scott Conger, Janus Youth Programs
Sierk Braam, Housing Initiative LLC

All decisions of the CoC Steering Committee, including changing the membership of the CoC Steering Committee or updating this document, must be made by a simple majority vote of the CoC Steering Committee membership. In order for a vote to pass, a majority of the membership of the CoC Steering Committee must vote in favor. For example, if there are 12 members of the CoC Steering Committee, but only 7 are present at a meeting, all 7 would have to vote "aye" for the vote to pass. If one or more CoC Steering Committee members have a conflict of interest and recuses themselves for a vote, they shall not count towards the number of "aye" votes needed for passage of the vote. For example, if there are 12 members of the CoC Steering Committee and 5 members recues themselves for a particular vote, only 4 "aye" votes are needed for the vote to pass.

No CoC Steering Committee member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

Collaborative Applicant

The Collaborative Applicant is the entity that submits the community's application in response to the annual HUD CoC funding competition. The Council for the Homeless is the current Collaborative Applicant for the CoC. CFTH will notify the CoC when the annual application is available, update the CoC Steering Committee on any changes in the process, and work closely with the CoC Steering Committee to complete the application process. The CoC Steering Committee must approve the application, including which projects are included and the order in which they are included before CFTH can submit the application to HUD.

HMIS Lead

The HMIS Lead is the organization with primary responsibility for operating a single HMIS for our community. The Council for the Homeless is the current HMIS Lead for the CoC. CFTH will provide the CoC, through the Data Management and Analysis Workgroup and the CoC Steering Committee, with the reports necessary for the CoC to make informed policy decisions and to monitor its grantees and sub-grantees. CFTH will ensure that there are up-to-date HMIS policies and procedures including a privacy plan, security plan, and data quality plan and, upon request, will bring these documents to the CoC Steering Committee for input and approval. CFTH will conduct regular HMIS user trainings and will hold a bi-monthly HMIS User meeting to make sure that users have the most up-to-date information. CFTH will monitor whether all CoC and ESG funded agencies are entering data into HMIS and will alert the CoC Steering Committee if any such agency is not. CFTH will also enter into a participation agreement with all agencies entering data into HMIS that will outline the terms of participation including security plans. CFTH will work closely with the CoC every year to ensure that a comprehensive Point-in-Time count is conducted which is accurate and meets the requirements of HUD.

Coordinated Assessment

The Council for the Homeless Housing Solutions Center (HSC) acts as the CoC's Coordinated Assessment. The CoC Coordinated Assessment Workgroup drafts policies regarding the community's coordinated assessment and those policies are brought to the CoC Steering Committee for approval. The HSC administers the VI-SPDAT, which determines the level of service needs. Depending on the score on the VI-SPDAT someone might qualify for diversion, rapid re-housing/transitional housing, or permanent supportive housing. Details regarding the operations of the Coordinated Assessment system are located in the HSC Policies and Procedures manual.

Other HUD Mandated Activities

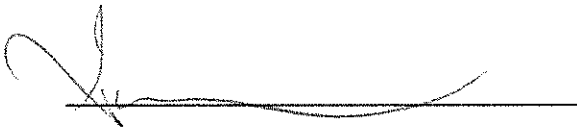
1. The CoC Steering Committee will provide feedback to the local government (City of Vancouver/Clark County) on their Consolidated Plans.
2. The ESG recipient, Clark County, will present to the CoC Steering Committee at least annually regarding ESG funding decisions and outcomes and the CoC Steering Committee will provide input regarding ESG funding allocations, performance standards, and outcomes.
3. With input from CoC funded projects, the CoC Steering Committee will set annual performance targets for CoC funded projects which align with HUD's performance targets and monitor whether or not projects are achieving those targets. Projects which are struggling to meet outcomes will be offered technical assistance and training. If a project continues to underperform, the CoC Steering Committee will reallocate its funding.

Anti-discrimination Policy

Our Continuum of Care, including every provider and program within the Continuum of Care, shall not discriminate on the basis of race, color, religion, gender, gender identity, gender expression, age, national origin (ancestry) disability, marital status, or sexual orientation in any of its activities or operations.

Current CoC Policies

1. Each homeless service provider that serves families must display posters listing the educational rights of homeless children and families and the contact information for the homeless school liaisons. Each provider must discuss these rights and are responsible for ensuring that all children are enrolled in the proper educational opportunities.
2. A program which serves families with children may not deny admission to or separate children who are under 18 from the family.
3. CoC providers shall not deny admission to or separate any family members from other members of their family based on age, sex, or gender.
4. Rapid rehousing participants shall pay 30% of their income toward rent.
5. Order of priority for CoC Program-funded Permanent Supportive Housing beds are as follows:
 - a. chronically homeless individuals and families with the longest history of homelessness and most severe services needs;
 - b. chronically homeless individuals and families with the longest history of homelessness
 - c. chronically homeless individuals and families with the most severe service needs
 - d. all other chronically homeless individuals and families.



Signature of CoC Steering Committee Chair



Date approved by Steering Committee



Homeless Management Information System (HMIS) User Policies & Procedures

1. Access to HMIS

Each administrative staff and end user that an agency or the Council for the Homeless determines will have access to the database will be issued a user license, login ID, and password. Licenses and access to the database will be cancelled immediately for any staff that leaves employment with a participating agency or the County. The Agency Administrator at each Participating Agency will inform the System Administrator (SA) of staff changes within seven business days of a staff member leaving the agency. Each Participant determines the user access level for each licensed staff.

- Client information should be accessed only in order to retrieve data relevant to a client requesting services from your agency.
- Clients have the right to see their information on ServicePoint. If a client requests to see their information, the Participating Agency/User who receives the request must review the information with the client.

2. Enter Data on Homeless Persons into HMIS/ServicePoint

Adults and children who are homeless will be entered into ServicePoint. As defined by the Department of Housing and Urban Development, homeless is:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, a park, an abandoned building, a bus or train station, an airport, or a camping ground; or
 - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or federal, state, or local government programs for low-income individuals); or
 - c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering institution;
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
 - a. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - b. No subsequent residence has been identified; and
 - c. The individual or family lacks the resources or support networks, e.g., family friends, faith-based or other social networks needed to obtain other permanent housing;
3. Unaccompanied youth under the 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - a. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act [42 U.S.C. 254b(h)], section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 [42 U.S.C. 1786(b)], or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - b. Have not had a lease, ownership interest, or occupancy agreement in a permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - c. Can be expected to continue in such status for an extended period of time of chronic disabilities, or chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
4. Any individual or family who:
 - a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence against the individual or a family

member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

- b. Have no other residence; and
- c. Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

3. Chronic Homeless Data will be entered into the HMIS/ServicePoint - Chronically Homeless is defined:

1. An individual who:
 - a. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - b. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at four separate occasions in the last 3 years, where each homeless occasion was at least 15 days; and
 - c. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including family whose composition has fluctuated while the head of household has been homeless.

4. Minimum Data Entry

Minimum data will be entered within 3-5 working days following client contact.

Users will request the client's signature on the Release of Information Form for each homeless or low-income client after an agency's ServicePoint startup. Data may be entered but not shared depending on the specific type of client information. The following fields are required for clients with a signed Release of Information Form:

1. Client Profile
2. Shelter Status including check in/check out
3. Service Records/Referrals
4. Entry and Exit data including all Universal Data Elements: Program entry and exit dates should be recorded at every participant's program entry or exit. Entry dates should record the first day of service or program entry with a new program entry date for each period or episode of service. Exit dates should record the last day of residence in a program's housing before the participant leaves the shelter or the last day the service was provided.

If a client chooses not to sign a Release of Information Form, then the User will enter the client information and close this record from being shared with all other Participants.

In the Service Record, there are certain services, referrals, and agencies not to be shared with other agencies:

1. Domestic Violence
2. HIV/AIDS
3. Substance Abuse
4. Mental Health

This information may be released if the client signs a Release of Information.

5. **Children's Data**

Information about clients who are under age 18 is always restricted. It is the User's responsibility to designate the information as "closed." Children's data may be shared on an "as needed" basis if a parent or guardian signs a Release of Information Form.

6. **Release of Information**

A. Release of Information

The Release of Information form authorizes the sharing of the Client Profile, Service Record, and Community Fields with all other ServicePoint Participants in Clark County. The client may identify certain agencies with whom his or her records will not be shared. It is the User's responsibility to secure the information as closed for specific agencies in each of the modules. **Each agency's Release of Information Form must list the HMIS system and System Administrator.** If you do not have a release of information form, the System Administrator can supply samples for your use.

B. Release of Information

For all sharing of other modules, the individual agency's Release of Information form will be used.

7. **ServicePoint User Group**

The User Group will hold meetings when needed for the purpose of addressing implementation and on-going operational issues. The User Group exists for the purpose of information sharing, problem solving, and generating recommendations for the continued improvement of the local project and software upgrades. The Council for the Homeless will have continuing direct input to the on-going evolution of ServicePoint software.

8. **Technical Support**

The Systems Administrator will be responsible for the training of all Participants in the use of ServicePoint within reasonable constraints. Bowman Internet Systems will host ServicePoint. Each Participating Agency is responsible for providing and maintaining computer hardware and Internet service.

9. **ServicePoint User Training**

All ServicePoint Users are required to attend ServicePoint training sessions.

10. **Remote Access**

The Agency Administrator and the System Administrator **must** approve remote access for a user. All remote access must be approved in writing and the ServicePoint Remote Access form (Attachment D) completed and signed by the Agency Administrator and the System Administrator. The System Administrator will periodically audit all remote access. Violation of confidentiality policies can result in the termination of the Agency Participation Agreement.

12. **ResourcePoint Data**

All Participants shall provide the Systems Administrator with the complete and current ResourcePoint Data about their agency's programs and services. The Systems Administrator will initially enter this into the database, and subsequent updates will be the responsibility of each Participant.

13. **Monthly Data Upload to WA State Commerce**

Clark County HMIS data is uploaded monthly by the HMIS administrator via secure XML files to the HMIS of WA State Commerce. The data is aggregated along with all other HMIS participating Washington counties for the purposes of state-wide reporting and combined with data from the Department of Social and Health Services (DSHS) for the purpose of analysis. Names and other identifying information are not included in any reports or publications.

14. **ServicePoint System Requirements**

Following are the minimum system requirements for running ServicePoint for each workstation that will access the server. Minimum Workstation Requirements:

- PC with Dual Core processors (avoid using single core)
- Windows 7 and Vista – 2 Gigs minimum, XP – 1 Gig minimum of RAM
- 9GB+ hard drive (7200 rpm)
- XVGA monitor – 1024 x 768 or higher (1280 x 768 strongly advised)
- Mouse and keyboard
- Mozilla Firefox, version 26; higher or Internet Explorer, version 8.0 or 9.0; Google Chrome, version 27.0.1453.116 or higher It is recommended that your browser have 128 cipher/encryption strength installed. The browser's cache should be set to "Check for new versions of stored pages: Every visit to page.")
- Broadband Internet connection (hosted version) or LAN connection (LAN version)
- Bowman systems provided Clark County HMIS PKI security certificate must be installed by HMIS Admin to access the HMIS site.

Glossary of Homeless Management Information System Acronyms and Terms

Acronyms

AIRS – Alliance of Information & Referral Systems
AHAR – Annual Homeless Assessment Report
APR – Annual Progress Report
CHO – Covered Homeless Organization
CoC – Continuum of Care
DOB – Date of Birth
DV – Domestic Violence
ESG – Emergency Shelter Grants
FIPS – Federal Information Processing Standards Codes for states, counties, and named populated places.
HIPAA – Health Insurance Portability and Accountability Act of 1996
HMIS – Homeless Management Information System
HUD – U.S. Department of Housing and Urban Development
I&R – Information and Referral
MH – Mental Health
NOFA – Notice of Funding Availability
PIT – Point in Time
PKI – Public Key Infrastructure
PPI – Personal Protected Information
S+C – Shelter Plus Care (McKinney Vento Program)
SA – Substance Abuse
SHP – Supportive Housing Program
SRO – Single Room Occupancy
SuperNOFA – Super Notice of Funding Availability
SSN – Social Security Number
SSI – Supplemental Security Income
SSO – Supportive Services Only
TA – Technical Assistance
TANF – Temporary Assistance for Needy Families
VAWA – Violence Against Women Act
XML – Extensible Markup Language

Terms

Alliance of Information and Referral Systems (AIRS) – The professional association for over 1,000 community information and referral (I&R) providers serving primarily the United States and Canada. AIRS maintains a taxonomy of human services.

Annual Progress Report (APR) – report that tracks program progress and accomplishments in HUD’s competitive homeless assistance programs. The APR provides the grantee and HUD with information necessary to assess each grantee’s performance.

Audit Trail – A record showing who has accessed a computer system and what operations he or she has performed during a given period of time. Most database management systems include an audit trail component.

Bed Utilization – An indicator of whether shelter beds are occupied on a particular night or over a period of time.

Biometrics – refers to the identification of a person by computerized images of a physical feature, usually a person’s fingerprint.

Chronic homelessness – HUD defines a chronically homeless person as:

1. An individual who:
 - a. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - b. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at four separate occasions in the last 3 years where each homeless occasion was at least 15 days; and

- c. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
3. A family with an adult head of household (or if there is not adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including family whose composition has fluctuated while the head of household has been homeless.

Client Intake – The process of collecting client information upon entrance into a program.

Consumer or Client – An individual or family who has or is currently experiencing homelessness.

Continuum of Care (CoC) – A community with a unified plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximize self-sufficiency. HUD funds many homeless programs and HMIS implementations through Continuums of Care grants.

Coverage – A term commonly used by CoCs or homeless providers. It refers to the number of beds represented in an HMIS divided by the total number of beds available.

Covered Homeless Organization (CHO) – Any organization (including its employees, volunteers, affiliates, contractors, and associates) that records, uses or processes data on homeless clients for an HMIS. The requirements of the HMIS Final Notice apply to all Covered Homeless Organizations.

Data Quality – The accuracy and completeness of all information collected and reported to the HMIS.

Data Standards – See *HMIS Data and Technical Standards Final Notice*.

De-identification – The process of removing or altering data in a client record that could be used to identify the person. This technique allows research, training, or other non-clinical applications to use real data without violating client privacy.

Digital Certificates – An attachment to an electronic message used for security purposes. The most common use of a digital certificate is to verify that a user is sending a message, is who he or she claims to be, and to provide the receiver with the means to encode a reply.

Disabling Condition – A disabling condition in reference to chronic homelessness is defined by HUD as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

Emergency Shelter – Any facility whose primary purpose is to provide temporary shelter for the homeless in general or for specific populations of the homeless.

Emergency Shelter Grant (ESG) – A federal grant program designed to help improve the quality of existing emergency shelters for the homeless, to make available additional shelters, to meet the costs of operating shelters, to provide essential social services to homeless individuals, and to help prevent homelessness.

Encryption – Conversion of plain text into unreadable data by scrambling it using a code that masks the meaning of the data to any unauthorized viewer. Computers encrypt data by using algorithms or formulas. Encrypted data are not readable unless they are converted back into plain text via decryption.

Final Notice – See *HMIS Data and Technical Standards Final Notice*

Hashing – The process of producing hashed values for accessing data or for security. A hashed value is a number or series of numbers generated from input data. The hash is generated by a formula in such a way that it is extremely unlikely that some

other text will produce the same hash value or that data can be converted back to the original text. Hashing is often used to check whether two texts are identical. For the purposes of Homeless Management Information Systems it can be used to compare whether client records contain the same information without identifying the clients.

Homeless Management Information System (HMIS) – Computerized data collection tool designed to capture client-level information over time on the characteristics and service needs of men, women, and children experiencing homelessness.

HMIS Data and Technical Standards Final Notice – Regulations issued by HUD via the Federal Register describing the requirements for implementing HMIS. The HMIS Final Notice contains rules about who needs to participate in HMIS, what data to collect, and how to protect client information.

Inferred Consent – Once clients receive an oral explanation of HMIS, consent is assumed for data entry into HMIS. The client must be a person of age, and in possession of all his or her faculties (for example, not mentally ill).

Informed Consent – A client is informed of options of participating in an HMIS system and then specifically asked to consent. The individual needs to be of age and in possession of all of his or her faculties (for example, not mentally ill), and his or her judgment not impaired at the time of consenting (by sleep, illness, intoxication, alcohol, drugs or other health problems, etc.).

Information and Referral – A process for obtaining information about programs and services available and linking individuals or families to these services. These services can include emergency food pantries, rental assistance, public health clinics, childcare resources, support groups, legal aid, and a variety of non-profit and governmental agencies. An HMIS usually includes features to facilitate information and referral.

McKinney-Vento Act – The McKinney-Vento Homeless Assistance Act was signed into law by President Ronald Reagan on July 22, 1987. The McKinney-Vento Act funds numerous programs providing a range of services to homeless people, including the Continuum of Care Programs: the Supportive Housing Program, the Shelter Plus Care Program, and the Single Room Occupancy Program, as well as the Emergency Shelter Grant Program.

Notice of Funding Availability – An announcement of funding available for a particular program or activity. See also SuperNOFA.

Penetration Testing – The process of probing a computer system with the goal of identifying security vulnerabilities in a network and the extent to which outside parties might exploit them.

Permanent Supportive Housing – Long term, community based housing that has supportive services for homeless persons with disabilities. This type of supportive housing enables special needs populations to live independently as possible in a permanent setting. Permanent housing can be provided in one structure or in several structures at one site or in multiple structures at scattered sites.

Point in Time Inventory – A calculation of the numbers of beds in a region on one particular night.

Point in Time Count – A snapshot of the homeless population taken on a given day. Since 2005, HUD requires all CoC applicants to complete this count every other year in the last week of January. This count includes a street count in addition to a count of all clients in emergency and transitional beds.

Privacy Notice – A written, public statement of an agency's privacy practices. A notice informs clients of how personal information is used and disclosed. According to the HMIS Data and Technical Standard, all covered homeless organizations must have a privacy notice.

Program Data Elements – Data elements required for programs that receive funding under the McKinney-Vento Homeless Assistance Act and complete the Annual Progress Reports (APRs).

Public Keys – Public keys are included in digital certificates and contain information that a sender can use to encrypt information such that only a particular key can read. The recipient can also verify the identity of the sender through the sender's public key.

Scan Cards – Some communities use ID cards with bar codes to reduce intake time by electronically scanning ID cards to register clients in a bed for a night. These ID cards are commonly referred to as scan cards.

Single Room Occupancy – A residential property that includes multiple single room dwelling units. Each unit is for occupancy by a single eligible individual. The unit need not, but may, contain food preparation or sanitary facilities, or both. It provides rental assistance on behalf of homeless individuals in connection with moderate rehabilitation of SRO dwellings.

Shelter Plus Care Program – A program that provides grants for rental assistance for homeless persons with disabilities through four component programs: Tenant, Sponsor, Project, and Single Room Occupancy (SRO) Rental Assistance.

Super Notice of Funding Availability – The consolidation of all HUD's homeless grants program into one Notice of funding availability. The SuperNOFA funds the Continuum of Care Competition.

Supportive Housing Program – A program that provides housing, including housing units and group quarters that has a supportive environment and includes a planned service component.

Supportive Services – Services that may assist homeless participants in the transition from the streets or shelters into permanent or permanent supportive housing, and that assist persons with living successfully in housing.

Transitional Housing – A project that has its purpose facilitating the movement of homeless individuals and families to permanent housing within a reasonable amount of time (usually 24 months).

Unduplicated Count – The number of people who are homeless within a specified location and time period. An unduplicated count ensures that individuals are counted only once regardless of the number of times they entered or exited the homeless system or the number of programs in which they participated. Congress directed HUD to develop a strategy for data collection on homelessness so that an unduplicated count of the homeless at the local level could be produced.

Universal Data Elements – Data required to be collected from all clients serviced by homeless assistance programs using an HMIS. These data elements include date of birth, gender, race, ethnicity, veteran's status, and Social Security Number (SSN). These elements are needed for CoCs to understand the basic dynamics of homelessness in their community and for HUD to meet the Congressional directive.

Written Consent – Written consent embodies the element of informed consent in a written form. A client completes and signs a document consenting to an understanding of the options and risks of participating or sharing data in an HMIS system. The signed document is then kept on file at the agency.

Glossary Source: U.S. Department of Housing and Urban Development Office of Special Needs Assistance Programs



AGENCY PARTICIPATION AGREEMENT For HMIS

COUNCIL FOR THE HOMELESS
CLARK COUNTY
VANCOUVER, WA

And

The Homeless Management Information System (HMIS) is used for recording and sharing information among service-providers on services provided to the homeless and other clients in Clark County. Our HMIS uses a web-based system called ServicePoint that is owned by Bowman Internet Systems.

The lead organization is the Council for the Homeless. The System Administrator is the HMIS Administrator. The System Administrator is the primary communications coordinator between the Council for the Homeless and Participants. In this agreement, "Participant" is an agency that uses ServicePoint; "Client" is a consumer of services.

This agreement is between the Council for the Homeless, System Administrator, and _____
(Participant). Additional organizations may join this agreement in accordance with the ServicePoint User Policies and Procedures .

1. **Operating Policies:** Each Participant agrees to follow and comply with the User Policies and Procedures and the Clark County Data Privacy, Security and Quality Plans (Attachment B).
2. **Technical Support:** Bowman Internet Systems is providing hosting services to the Council for the Homeless for ServicePoint. Bowman provides hosting, maintenance, monitoring, and administration for Bowman leased servers. The System Administrator and Bowman will provide continuing technical support as related to the ServicePoint system within budgetary constraints. Participating agencies will identify staff that will use the system and receive user licenses. If a member terminates this agreement, they shall promptly return any licenses or documentation to the System Administrator. Bowman Internet Systems shall operate and maintain the network server, software, and any other network or communication devices at the host site which is necessary for the proper functioning of the ServicePoint system. Each Participant shall provide and maintain its own computers and connection to the Internet.
3. **Computers:** Security for data maintained in our HMIS depends on a secure computing environment. Computer security is adapted from relevant provisions of the Department of Housing and Urban Development's (HUD) "Homeless Management Information Systems (HMIS) Data and Technical Standards Notice" (Docket No. FR 4848-N-01; see <http://epic.org/privacy/poverty/hmis.pdf>). As new HUD Data and Technical Standards are finalized they will be integrated into our policies and procedures. Agencies are encouraged to directly consult these documents for complete documentation of HUD's standards relating to HMIS. Agency will allow access to HMIS only from computers which are:
 - a. physically present on Agency's premises; [remote access policy (Attachment C) and ServicePoint Remote Access Agreement (Attachment D) is only an option with written approval of Agency and System Administrator and will be audited by the System Administrator];
 - b. owned by Agency; or
 - c. approved by Agency for the purpose of accessing and working with HMIS; and
 - d. protected from viruses by commercially available virus protection software;
 - e. protected with a software or hardware firewall;
 - f. maintained to insure that the computer operating system running the computer used for the HMIS is kept current in terms of security and other operating system patches, updates, and fixes;

Attachment A

- g. accessed through web browsers with 128-bit encryption [e.g., Mozilla Firefox, version 26 or higher; Internet Explorer, version 8.0 or 9.0; Google Chrome, version 27.0.1453.116 or higher (some users have reported that Google Chrome locks up during use of HMIS)]. Some browsers have the capacity to remember passwords so that the user does not need to type in the password when returning to password-protected sites. If available, this default shall **not** be used with respect to HMIS; the end-user is expected to physically enter the password each time he or she logs on to the system;
 - h. staffed at all times when in public areas. When computers are not in use and staff is not present, steps should be taken to ensure that the computers and data are secure and not publicly accessible. These steps should minimally include: Logging off the data entry system, physically locking the computer in a secure area, or shutting down the computer entirely.
4. Passwords: Agency will permit access to HMIS only with use of a User ID and password which the user may not share with others. Written information pertaining to user access (e.g. username and password) shall not be stored or displayed in any publicly accessible location. All users must sign a Statement of Confidentiality included on the User Agreement (Attachment E).
5. Training: The System Administrator shall assure the provision of training of necessary Participant staff in the use of ServicePoint. The System Administrator will provide training updates as necessary and reasonable due to staff changes and changes in technology.
6. Data: Any client data created or entered into ServicePoint by a Participant is accessible by that Participant. Each Participant is bound by all restrictions placed upon the data by the client of any Participant. Each Participant must close the elements of a ServicePoint record that are restricted as requested by the client. Each Participant must also keep the Release of Information forms signed by each client entered in ServicePoint as an open case to be shared with other Participants.

A Participant shall not knowingly enter false or misleading data under any circumstances. All Participants shall provide the System Administrator with the appropriate ResourcePoint Data. Violation of any of the above section by a Participant is a material violation of this agreement.

If this agreement is terminated, the System Administrator may upon request provide to the Participant a copy of their client data. The copy shall be in both machine-readable and hardcopy form. Nonetheless, the System Administrator and remaining Participants shall continue a right of use of all client data previously entered by the terminating Participant. This use is subject to restrictions requested by the client and may be used only in furtherance of the purpose of the ServicePoint application in Clark County, WA.

7. Confidentiality of Information: Each Participant understands that participation in the ServicePoint system will make confidential information in the Client Profile available to other Participants as outlined in the User Policies and Procedures (Attachment A). It is the responsibility of each Participant to observe all applicable laws and regulations regarding client confidentiality. Only client specific data approved for release by the client and properly recorded by the Participant shall be accessible to other Participants or made available in reports.

If the Client's Release of Information Form is withdrawn by a client of a Participant, that Participant maintains an ongoing responsibility to make that client's information unavailable to all other Participants. When a Participant withdraws from the ServicePoint system the former Participant must notify the System Administrator of the withdrawal, and the System Administrator will assure that all of their clients' information in ServicePoint has been promptly closed to sharing with all other Participants.

Participant (Agency) represents that: *(check applicable items)*

- a. it is: ; is not a "covered entity" whose disclosures are restricted under HIPAA (45 CFR 160 and 164);
- b. it is: ; is not a program whose disclosures are restricted under Federal Drug and Alcohol Confidentiality Regulations: 42 CFR Part 2;
- c. If Agency is subject to HIPAA, (45 CFR 160 and 164) or 42 CFR Part 2, a fully executed Business Associate or Business Associate/Qualified Service Organization Agreement must be attached to this agreement before information may be entered. Sharing of information will not be permitted otherwise.

Attachment A

- d. If the Agency is subject to any laws or requirements which restrict the Agency's ability to either enter or authorize sharing of information, the Agency will ensure that any entry it makes and all designations for sharing fully comply with all applicable laws or other restrictions.
- e. To the extent that information entered by the Agency into HMIS is or becomes subject to additional restrictions, the Agency will immediately inform the System Administrator in writing of such restrictions.

Aggregate data may be made available by the Council for the Homeless to other entities for funding or planning purposes pertaining to providing services to the homeless. Data released by the Council for the homeless must never directly identify individual clients.

8. Transferability: No right, privilege, license, duty or obligation, whether specified or not in this agreement or elsewhere, can be transferred or assigned, whether or not done voluntarily or done through merger, consolidation or in any other manner.
9. Mutuality: This agreement applies to, amongst and between each individual Participant, the System Administrator and the Council for the Homeless.
10. Limitation of Liability and Indemnification: No party to this agreement shall assume any additional liability of any kind due to its execution of this agreement or participation in the ServicePoint system. It is the intent of the parties that each party shall remain liable, to the extent provided by law, regarding its own acts and omissions; but that no party shall assume additional liability on its own behalf or liability for the acts of any other person or entity through participation in ServicePoint. The parties specifically agree that this agreement is for the benefit of the parties only and this agreement creates no rights in any third party.

Each party shall indemnify and hold harmless all other parties as well as the officers, directors, employees, volunteers, and agents of those parties from any actions, liabilities, demands, costs, and expenses including court costs and attorneys fees that may arise from that party's negligent, or intentional acts or omissions under this agreement.

11. Limitation of Liability: The System Administrator and the Council for the Homeless shall not be liable to any member agency for any cessation, delay, or interruption of services, nor for any malfunction of hardware, software, or equipment to the extent that any such event is beyond reasonable control. If such an event continues for more than 30 days, the Participant may terminate this agreement immediately upon written notification to the System Administrator and the Council for the Homeless and other Participants. If a Participant terminates thereby, the parties shall seek mutual resolution to any dispute.
12. Disclaimer of Warranties: The System Administrator makes no warranties, expressed or implied, including the warranties or merchantability and fitness for a particular purpose, to any Participant or any other person or entity as to the services of the ServicePoint system or to any other matter.
13. Term and Termination: The initial term of this agreement is two years. The agreement will automatically renew for additional two-year periods at the expiration of the then current term. Any party may terminate this agreement at any time by giving thirty days written notice to the other party.
14. Amendments and Waivers: This agreement cannot be altered or modified except by a writing signed by the Participant, the System Administrator, and the Council for the Homeless. No waiver of any right under this agreement is effective except by a writing signed by the Participant, the System Administrator, and the Council for the Homeless. No waiver or breach shall be considered a waiver or breach of any other provision of this agreement or of any subsequent breach or default. Each Participant shall receive notice from the System Administrator of any breach or waiver of a breach.
15. Notices: All notices under this agreement must be in writing.
16. Scope of Agreement: This agreement, together with attachments and any referenced material, is the entire agreement between the parties and is binding upon the parties and any permitted successors or assigns.

Attachment A

17. Applicable Law: This agreement is governed by and subject to the laws of the State of Washington. No legal cause of action arising from this agreement may be brought except in courts with designated jurisdiction over Clark County, Washington.

18. Display of Notice: Pursuant to the notice published by the Department of Housing and Urban Development (HUD) on July 30, 2004, Agency will prominently display a Notice of Uses and Disclosures (ServicePoint HMIS Privacy Notice) in its program offices where intake occurs and will take appropriate steps to ensure that all Clients whose information is entered into or accessed from HMIS, read and understand the contents of the Notice. The Notice will be substantially in the form of the **Notice to Clients of Uses & Disclosures**, except that (a) where an Agency's treatment of information is materially limited by other applicable laws or requirements, the Agency's Notice must reflect the more stringent requirements, and (b) Agency will update its Notice whenever a new form of **Notice to Clients of Uses & Disclosures** is provided. Agency will provide a written copy of the Agency's Notice then in effect to any Client who requests it and will provide a copy of such Notice to all Clients who are asked to sign a Consent form. Agency will maintain documentation of compliance with these notice requirements by, among other things, maintaining copies of all Notices it uses and the dates upon which they were first used.

EXTENT OF AGREEMENT

This document represents the entire agreement between the parties and supercedes all prior representations, negotiations, or agreements, whether written or oral.

PARTICIPANT

By: _____ Date: _____

Agency: _____

Title: _____

COUNCIL FOR THE HOMELESS

By: _____ Date: _____

Andy Silver, Executive Director
Council for the Homeless
Clark County

By: _____ Date: _____

Dale Whitley
HMIS System Administrator
Council for the Homeless

Notice to Clients of Uses & Disclosures

Clark County Homeless Management Information System

We will enter information you provide our agency into a computerized record-keeping system called ServicePoint. Several local agencies use this system in order to better organize and deliver helpful services to individuals and families in Clark County that are homeless. Our goal is to improve efforts to work together to end homelessness. Information you provide can play an important role, including:

- Help us prioritize, plan, and provide meaningful services to you and your family;
- Assist our agency to improve its work with families and individuals that are homeless;
- Allow local agencies to work better together to fight homelessness;
- Provide statistics for local, state, and national policy makers to set effective goals.

IMPORTANT POINTS ABOUT HOW YOUR INFORMATION WILL BE USED

- We will use ServicePoint to keep an electronic record of your involvement with our agency
- All the rest of your information will be kept confidential unless you give us specific permission to share it. A portion of the information I provide is shared between all of the agencies that use this system. The information the agency will share consists of basic demographic data (e.g., name, birth date) and a list of the services and referrals you receive from our agency.
- The data provided will be aggregated along with data from other WA State counties and from the Department of Social and Health Services (DSHS) for the purpose of further analysis. Names and other identifying information will not be included in any reports or publications. Only a limited few staff members in the research division who have signed confidentiality agreements will be able to see this information.
- **For client protection, substance abuse, mental health, HIV, and domestic violence records will not be shared without a specific release of information.**

HOW WILL MY INFORMATION BE KEPT SECURE?

We have implemented safeguards to make sure that your information is kept safe and secure:

- The computer program we use has the highest degree of security protection available;
- Any information that could identify you, like your name or birth date, will be viewed only by people working to provide services to you and will be removed before reports are issued to local, state, or national agencies;
- All employees receive training in privacy protection and agree to follow rules before using the system.

KNOW YOUR INFORMATION RIGHTS

As a client receiving services from a ServicePoint agency, you have the following rights:

1. *Access to your record.* You have the right to view your ServicePoint record. At your request, we will prepare a report of your records or assist you in viewing them within two business days (48 hours).
2. *Correction of your record.* You have the right to have your record corrected so that information is current, accurate, and fair in its use.
3. *Refusal.* You have the right to refuse consent. You cannot be denied services that you would otherwise qualify for if you refuse to sign the ServicePoint general consent form. Please note that if you refuse, information will still be entered into the system for statistical purposes, but all of your information will be closed so that no other user agency will have access to it.
4. *Withdrawal of the Release of Information Form.* This agreement can be withdrawn at any time upon spoken or written demand.
5. *Grievance.* You have the right to be heard if you feel that you have been unjustly served, put at personal risk, or harmed. Employees or agencies that misuse information are subject to warnings, reprimands, and dismissal from the ServicePoint system.



Clark County HMIS Data Privacy, Data Security and Data Quality Plans

I. Clark County HMIS data privacy plan

Information Privacy Principle: Personal information should be acquired, disclosed, and used only in ways that respect an individual's privacy.

HMIS participating programs will request the client's signature on the Release of Information Form for each homeless or low-income client. Data may be entered but not shared depending on the specific type of client information. The following fields are required for clients with a signed Release of Information Form:

1. Client Profile
2. Shelter Status including check in/check out
3. Entry/Exit Data
4. Service Records/Referrals
5. HUD Universal Data Elements (either in the client's profile or Entry/Exit)

If a client chooses not to sign a Release of Information Form, then the User will enter the client information and close this record from being shared with all other Participants. In the Service Record, there are certain services, referrals, and agencies not to be shared with other agencies:

1. Domestic Violence
2. HIV/AIDS
3. Substance Abuse
4. Mental Health

Note: This information may be released if the client signs a Release of Information Confidentiality of Information: Each Participant understands that participation in the ServicePoint system will make confidential information in the Client Profile available to other Participants as outlined in the User Policies and Procedures (Agency Agreement, Attachment A). It is the responsibility of each Participant to observe all applicable laws and regulations regarding client confidentiality. Only client specific data approved for release by the client and properly recorded by the Participant shall be accessible to other Participants or made available to those Participants within reports.

Client information should be accessed only in order to retrieve data relevant to a client requesting services from a participating agency.

Clients have the right to see their information on ServicePoint. If a client requests to see their information, the Participating Agency/User who receives the request must review the information with the client.

If a Client's Release of Information Form is withdrawn by the client of a Participant, that Participant maintains an ongoing responsibility to make that client's information unavailable to all other Participants. When a Participant withdraws from the ServicePoint system the former Participant must notify the System Administrator of the withdrawal, and the System Administrator will assure that all of their clients' information in ServicePoint has been promptly closed to sharing with all other Participants.

Aggregate data may be made available by the Council for the Homeless to other entities for funding or planning purposes pertaining to providing services to the homeless. However, the data released by the Council for the Homeless must never directly identify individual clients.

If a participating agencies' HMIS users are found to be in violation of this privacy plan, resulting sanctions may include suspending or revoking system privileges at the discretion of the HMIS lead agency.

II. Clark County HMIS Data Security Plan

Security for data maintained in our HMIS depends on a secure computing environment. Computer security is adapted from relevant provisions of the Department of Housing and Urban Development's (HUD) "Homeless Management Information Systems (HMIS) Data and Technical Standards Notice" (Docket No. FR 4848-N-01; see <http://epic.org/privacy/poverty/hmis.pdf>). Agencies are encouraged to directly consult that document for complete documentation of HUD's standards relating to HMIS. Agency will allow access to HMIS only from computers which are:

- a. physically present on Agency's premises; [remote access policy (Attachment C) and ServicePoint Remote Access Agreement (Attachment D) is only an option with written approval of Agency and System Administrator and will be audited by the System Administrator];
- b. owned by Agency; or
- c. approved by Agency for the purpose of accessing and working with HMIS; and
- d. protected from viruses by commercially available virus protection software;
- e. protected with a software or hardware firewall;
- f. authorized to access the ServicePoint HMIS website through installation of the Bowman PKI (Public Key Infrastructure certificate);
- g. maintained to insure that the computer operating system running the computer used for the HMIS is kept current in terms of security and other operating system patches, updates, and fixes;
- h. accessed through web browsers with 128-bit encryption [e.g., Mozilla Firefox, version 26 or higher; Internet Explorer, version 8.0 or 9.0; Google Chrome, version 27.0.1453.116 or higher. Some browsers have the capacity to remember passwords so that the user does not need to type in the password when returning to password-protected sites. If available, this default shall not be used with respect to HMIS; the end-user is expected to physically enter the password each time he or she logs on to the system;
- i. staffed at all times when in public areas. When computers are not in use and staff is not present, steps should be taken to ensure that the computers and data are secure and not publicly accessible. These steps should minimally include: Logging off the data entry system, physically locking the computer in a secure area, or shutting down the computer entirely.

Passwords: Agency will permit access to HMIS only with use of a User ID and password which the user may not share with others. Written information pertaining to user access (e.g. username and password) shall not be stored or displayed in any publicly accessible location. All users must sign a Statement of Confidentiality included on the User Agreement (Attachment E).

Security Training and review: all users will receive security training prior to being given access to the HMIS, and that the training will reflect the policies and principles of the Continuum of Care. The HMIS Lead will complete an annual security review with participating agencies to ensure the implementation of the security requirements. This security review will include completion of a security checklist ensuring that each of the security standards is implemented in accordance with the HMIS security plan.

III. Clark County HMIS Data Quality Plan

Training:

The System Administrator shall assure the provision of training of necessary participant staff in the use of ServicePoint. The System Administrator will provide training updates as necessary and reasonable due to staff changes and changes in technology.

Data Timeliness and Quality:

HMIS data is expected be entered within 5 working days following client contact. Monthly HMIS data quality report cards will be provided to all participating agencies for the purpose of evaluating data quality and correcting errors/omissions. All HMIS participating agencies are expected to maintain a data report card grade of "A" (or over 95% completeness) for their programs. Programs who continually fail to meet their data quality expectations will be brought to the CoC steering Committee's attention for review and may be may subject to corrective action in the form of completing additional training, suspending or revoking specific user licenses or a participating program's HMIS system access as determined by the HMIS Lead Agency. Overall system-wide data quality will be reported to all CoC members at the bi-monthly continuum of care coalition meeting.

Data User's Meetings:

Bi-monthly HMIS Data User Group meetings will be held for the purpose of addressing implementation and on-going operational issues. The User Group exists for the purpose of reviewing data quality, information sharing, problem-solving, and generating recommendations for the continued improvement of the local project and software upgrades. At least one representative from each HMIS participating agency is expected to attend.



Attachment C

Homeless Management Information System (HMIS)

REMOTE ACCESS POLICY

The Agency Administrator and the System Administrator must approve remote access for a user. Since data entered into the data base requires a release of information signed by the client, it is important for all users to follow confidentiality policies covered in the Agency Participation Agreement and that client data pertinent to that client and agency only be accessed.

All remote access must be approved in writing and the ServicePoint Remote Access form (Attachment D) completed and signed by the Agency Administrator and the System Administrator.

The System Administrator will periodically audit all remote access. These audit reports show what clients were viewed, added, or edited by user. These reports also show dates and times a client's file were accessed.

Violation of confidentiality policies can result in the termination of the Agency Participation Agreement.



Attachment D

Homeless Management Information System (HMIS)

ServicePoint Remote Access Agreement

The following user has been approved for remote access to the ServicePoint data base. The user will access only client data pertinent to that client for their agency. Remote access usage will be audited by the System Administrator.

User: _____

Agency: _____

Time Duration: _____

Agency Administrator Signature

Date

System Administrator Signature

Date



USER AGREEMENT

AGENCY: _____

USER NAME: _____

Statement of Confidentiality*

Employees, volunteers, and any other persons with access to the Continuum of care Homeless Management Information System (HMIS) are subject to certain guidelines regarding the use of the HMIS. The HMIS contains a range of personal and private information on individuals. All such information must be treated carefully and professionally by all who access it.

Guidelines for use of the HMIS include:

- Personal User Identification and Passwords must be kept secure and not shared.
- Informed client or guardian consent, as documented by a **current** standard Release of Information (ROI) form, is required before entering, updating, editing, printing, or disclosing basic identifying information and non-confidential service transactions via the HMIS.
- Only general, non-confidential information is to be entered in the "other notes/comments" section of the Client Profile in the HMIS. Confidential information, including TB and HIV/AIDS diagnosis, domestic violence, and mental and/or physical health information, is not permitted to be entered in this section.
- Informed client or guardian consent, as documented by a **current** Agency-modified Release of Information form with a HMIS clause, is required before entering, updating, editing, printing, or disclosing information beyond basic identifying non-confidential information and service transactions.
- Confidential information obtained from the HMIS is to remain confidential, even if my relationship with _____ (agency name) changes or concludes for any reason.
- Information beyond basic identifying data, that includes all assessment screens (all screens beyond profile, agency, and community fields), is not to be edited. If an update or correction is needed, a new assessment must be created.
- Only individuals that exist as clients under the Agency's jurisdiction may be entered into the HMIS.
- Misrepresentation of the client base by entering known, inaccurate information is prohibited.
- Client records are not to be deleted from the HMIS. If a client or guardian of a client chooses to rescind consent to participate in the HMIS, her/his file shall become "inactive."
- Discriminatory comments based on race, color, religion, national origin, ancestry, handicap, age, sex, and sexual orientation are not permitted in the HMIS. Profanity and offensive language are not permitted in the HMIS.
- The HMIS is to be used for business purposes only. Transmission of material in violation of any United States Federal or State of Washington regulations or laws is prohibited and includes material that is copyrighted, legally judged to be threatening or obscene, and considered protected by trade secret. The HMIS will not be used to defraud the Federal, State, or local government or an individual entity or to conduct any illegal activity.
- Any unauthorized access or unauthorized modification to the HMIS computer system information or interference with normal system operations will result in immediate suspension of your access to the HMIS and may jeopardize your employment status with _____ (agency name).

Failure to comply with the provisions of this Confidentiality Statement is grounds for immediate termination. Your signature below indicates your agreement to comply with this statement of confidentiality. There is no expiration date of this agreement.

Signature	Date	Witness Signature, Title	Date
Printed Name	Date	Witness Printed Name	Date

*The original Statement of Confidentiality should be kept on file at the Agency. Forms on individuals no longer employed by the Agency should be kept on file for five years.

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

VHA Policy

Local preferences are numerically ranked, with number 1 being the highest preference.

1. Preference for applicants where VHA has determined that a voucher is required due to:
 1. A resident of another VHA subsidy program where the resident is under-housed/overcrowded and a suitable sized unit is not expected to be available within 90 days;
 2. A resident of another VHA subsidy program where the resident requires an accessible unit or other reasonable accommodation related to a disability and a suitable unit is not expected to be available within 90 days; or
 3. The resident is being displaced by VHA, a VHA affiliated non-profit, or other local government acquisition, disposition or condemnation action and the VHA has determined the family requires a voucher in order to secure replacement housing.
2. Preference for families with school children who are homeless and that have been identified as such and referred to VHA by a school district homeless liaison where the school district has a signed Memorandum of Understanding (MOU) with the VHA or; families that are participants in the Washington State Health Care Authority's (HCA) Health Home Program and that have been referred to the VHA by a local organization or health plan that contracts with the HCA and has a signed MOU with the VHA.

HMIS Lead

The HMIS Lead is the organization with primary responsibility for operating a single HMIS for our community. The Council for the Homeless is the current HMIS Lead for the CoC. CFTH will provide the CoC, through the Data Management and Analysis Workgroup and the CoC Steering Committee, with the reports necessary for the CoC to make informed policy decisions and to monitor its grantees and sub-grantees. CFTH will ensure that there are up-to-date HMIS policies and procedures including a privacy plan, security plan, and data quality plan and, upon request, will bring these documents to the CoC Steering Committee for input and approval. CFTH will conduct regular HMIS user trainings and will hold a bi-monthly HMIS User meeting to make sure that users have the most up-to-date information. CFTH will monitor whether all CoC and ESG funded agencies are entering data into HMIS and will alert the CoC Steering Committee if any such agency is not. CFTH will also enter into a participation agreement with all agencies entering data into HMIS that will outline the terms of participation including security plans. CFTH will work closely with the CoC every year to ensure that a comprehensive Point-in-Time count is conducted which is accurate and meets the requirements of HUD.

Coordinated Assessment

The Council for the Homeless Housing Solutions Center (HSC) acts as the CoC's Coordinated Assessment. The CoC Coordinated Assessment Workgroup drafts policies regarding the community's coordinated assessment and those policies are brought to the CoC Steering Committee for approval. The HSC administers the VI-SPDAT, which determines the level of service needs. Depending on the score on the VI-SPDAT someone might qualify for diversion, rapid re-housing/transitional housing, or permanent supportive housing. Details regarding the operations of the Coordinated Assessment system are located in the HSC Policies and Procedures manual.

Other HUD Mandated Activities

1. The CoC Steering Committee will provide feedback to the local government (City of Vancouver/Clark County) on their Consolidated Plans.
2. The ESG recipient, Clark County, will present to the CoC Steering Committee at least annually regarding ESG funding decisions and outcomes and the CoC Steering Committee will provide input regarding ESG funding allocations, performance standards, and outcomes.
3. With input from CoC funded projects, the CoC Steering Committee will set annual performance targets for CoC funded projects which align with HUD's performance targets and monitor whether or not projects are achieving those targets. Projects which are struggling to meet outcomes will be offered technical assistance and training. If a project continues to underperform, the CoC Steering Committee will reallocate its funding.

Anti-discrimination Policy

Our Continuum of Care, including every provider and program within the Continuum of Care, shall not discriminate on the basis of race, color, religion, gender, gender identity, gender expression, age, national origin (ancestry) disability, marital status, or sexual orientation in any of its activities or operations.

2017 HDX Competition Report

PIT Count Data for WA-508 - Vancouver/Clark County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	688	749
Emergency Shelter Total	221	251
Safe Haven Total	0	0
Transitional Housing Total	242	229
Total Sheltered Count	463	480
Total Unsheltered Count	225	269

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	63	86
Sheltered Count of Chronically Homeless Persons	30	51
Unsheltered Count of Chronically Homeless Persons	33	35

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	112	122
Sheltered Count of Homeless Households with Children	71	78
Unsheltered Count of Homeless Households with Children	41	44

Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	95	40	30
Sheltered Count of Homeless Veterans	63	28	23
Unsheltered Count of Homeless Veterans	32	12	7

2017 HDX Competition Report

HIC Data for WA-508 - Vancouver/Clark County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	175	23	152	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	274	0	266	97.08%
Rapid Re-Housing (RRH) Beds	473	0	473	100.00%
Permanent Supportive Housing (PSH) Beds	424	0	384	90.57%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	1,346	23	1275	96.37%

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	120	424

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC
RRH units available to serve families on the HIC	64	122

2017 HDX Competition Report

HIC Data for WA-508 - Vancouver/Clark County CoC

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC
RRH beds available to serve all populations on the HIC	217	473

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Summary Report for WA-508 - Vancouver/Clark County CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more “metrics” used to measure the system performance. Click through each tab above to enter FY2016 data for each measure and associated metrics.

RESUBMITTING FY2015 DATA: If you provided revised FY 2015 data, the original FY2015 submissions will be displayed for reference on each of the following screens, but will not be retained for analysis or review by HUD.

ERRORS AND WARNINGS: If data are uploaded that creates selected fatal errors, the HDX will prevent the CoC from submitting the System Performance Measures report. The CoC will need to review and correct the original HMIS data and generate a new HMIS report for submission.

Some validation checks will result in warnings that require explanation, but will not prevent submission. Users should enter a note of explanation for each validation warning received. To enter a note of explanation, move the cursor over the data entry field and click on the note box. Enter a note of explanation and “save” before closing.

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client’s entry, exit, and bed night dates strictly as entered in the HMIS system.

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY2015	Revised FY2015	Current FY	Submitted FY2015	Revised FY2015	Current FY	Difference	Submitted FY2015	Revised FY2015	Current FY	Difference
1.1 Persons in ES and SH	1562	1544	1479	42	41	46	5	20	20	26	6
1.2 Persons in ES, SH, and TH	1831	1803	1716	95	93	115	22	35	32	39	7

b.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	1533	-	179		-	71	
1.2 Persons in ES, SH, and TH	-	1778	-	248		-	102	

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)		Returns to Homelessness in Less than 6 Months			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY2015	# of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	191	79	34	7	9%	21	7	9%	17	3	4%	17	22%
Exit was from ES	384	381	68	50	13%	16	25	7%	25	24	6%	99	26%
Exit was from TH	100	88	12	14	16%	6	2	2%	5	2	2%	18	20%
Exit was from SH	0	0	0	0		0	0		0	0		0	
Exit was from PH	491	278	30	12	4%	11	7	3%	27	21	8%	40	14%
TOTAL Returns to Homelessness	1166	826	144	83	10%	54	41	5%	74	50	6%	174	21%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

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FY2016 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	662	688	26
Emergency Shelter Total	226	221	-5
Safe Haven Total	0	0	0
Transitional Housing Total	230	242	12
Total Sheltered Count	456	463	7
Unsheltered Count	206	225	19

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	1835	1903	1782	-121
Emergency Shelter Total	1518	1602	1522	-80
Safe Haven Total	0	0	0	0
Transitional Housing Total	462	444	352	-92

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	15	23	26	3
Number of adults with increased earned income	0	1	0	-1
Percentage of adults who increased earned income	0%	4%	0%	-4%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	15	23	26	3
Number of adults with increased non-employment cash income	0	2	8	6
Percentage of adults who increased non-employment cash income	0%	9%	31%	22%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	15	23	26	3
Number of adults with increased total income	0	3	8	5
Percentage of adults who increased total income	0%	13%	31%	18%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	5	6	24	18
Number of adults who exited with increased earned income	0	0	5	5
Percentage of adults who increased earned income	0%	0%	21%	21%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	5	6	24	18
Number of adults who exited with increased non-employment cash income	2	1	7	6
Percentage of adults who increased non-employment cash income	40%	17%	29%	13%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	5	6	24	18
Number of adults who exited with increased total income	2	1	10	9
Percentage of adults who increased total income	40%	17%	42%	25%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1730	1714	1513	-201
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	465	451	364	-87
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	1265	1263	1149	-114

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	2040	2032	1999	-33
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	619	590	514	-76
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	1421	1442	1485	43

2017 HDX Competition Report
FY2016 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD’s Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in the FY2016 Resubmission reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons who exit Street Outreach	307	309	62	-247
Of persons above, those who exited to temporary & some institutional destinations	75	76	4	-72
Of the persons above, those who exited to permanent housing destinations	33	33	17	-16
% Successful exits	35%	35%	34%	-1%

Metric 7b.1 – Change in exits to permanent housing destinations

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	1578	1601	1537	-64
Of the persons above, those who exited to permanent housing destinations	529	536	538	2
% Successful exits	34%	33%	35%	2%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	434	350	440	90
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	399	326	419	93
% Successful exits/retention	92%	93%	95%	2%

2017 HDX Competition Report FY2016 - SysPM Data Quality

WA-508 - Vancouver/Clark County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports in order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2017 HDX Competition Report FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	148	138	139	140	286	308	314	316	443	327	323	375	303	178	247	217				
2. Number of HMIS Beds	148	138	139	140	286	298	304	302	226	249	319	370	303	178	204	217				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	100.00	96.75	96.82	95.57	51.02	76.15	98.76	98.67	100.00	100.00	82.59	100.00				
4. Unduplicated Persons Served (HMIS)	1617	1767	1602	1522	474	424	462	370	363	342	497	541	615	492	546	683	0	9	46	116
5. Total Leavers (HMIS)	1498	1658	1488	1379	235	276	255	140	90	80	134	149	449	226	249	300	0	0	10	15
6. Destination of Don't Know, Refused, or Missing (HMIS)	345	549	547	530	38	28	37	14	24	26	15	14	31	26	10	27	0	0	7	12
7. Destination Error Rate (%)	23.03	33.11	36.76	38.43	16.17	10.14	14.51	10.00	26.67	32.50	11.19	9.40	6.90	11.50	4.02	9.00			70.00	80.00

2017 HDX Competition Report

Submission and Count Dates for WA-508 - Vancouver/Clark County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2017 PIT Count	1/26/2017	

Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	5/5/2017	Yes
2017 HIC Count Submittal Date	5/5/2017	Yes
2016 System PM Submittal Date	6/2/2017	Yes

Andy Silver

From: Andy Silver <asilver@councilforthehomeless.org>
Sent: Wednesday, August 30, 2017 5:43 PM
To: 'Scott Conger'
Subject: Project Acceptance and Ranking
Attachments: WA-508 FY17 Project Rankings.xlsx

Dear Scott,

It is my pleasure to let you know that the CoC Steering Committee has accepted the following application from the Janus Youth Programs as part of our consolidated application to HUD:

Connections \$213,232 (ranked 5th)

I have attached the full rankings and Tier 1 cutoff information as well. Please let me know if you have any questions.

Andy

Andy Silver, Executive Director
Council for the Homeless

Office Phone: 360-993-9570

Administrative Office and mailing address: 2500 Main Street, Vancouver WA 98660

Housing Solutions Center: 2306 NE Andresen Road, Suite A, Vancouver WA 98661 www.councilforthehomeless.org
asilver@councilforthehomeless.org

Andy Silver

From: Andy Silver <asilver@councilforthehomeless.org>
Sent: Wednesday, August 30, 2017 5:45 PM
To: 'deputydir@sharevancouver.org'
Subject: Project Acceptance and Ranking
Attachments: WA-508 FY17 Project Rankings.xlsx

Dear Amy,

It is my pleasure to let you know that the CoC Steering Committee has accepted the following applications from Share as part of our consolidated application to HUD:

Bridges to Housing \$42,907 (ranked 8th)
Story Street II \$326,127 (ranked 9th)
Bridging the Gap \$65,585 (ranked 10th)
Bridging the Gap Expansion \$101,483 (ranked 11th)
Step Forward \$227,147 (ranked 12th)

I have attached the full rankings and Tier 1 cutoff information as well. Please let me know if you have any questions.

Andy

**Andy Silver, Executive Director
Council for the Homeless**

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Housing Solutions Center: 2306 NE Andresen Road, Suite A, Vancouver WA 98661 www.councilforthehomeless.org
asilver@councilforthehomeless.org

Andy Silver

From: Andy Silver <asilver@councilforthehomeless.org>
Sent: Wednesday, August 30, 2017 5:47 PM
To: 'RJ Stangland'
Subject: Project Acceptance and Ranking
Attachments: WA-508 FY17 Project Rankings.xlsx

Dear RJ,

It is my pleasure to let you know that the CoC Steering Committee has accepted the following application from Impact NW as part of our consolidated application to HUD:

Impact NW PSH \$158,523 (ranked 6th)

I have attached the full rankings and Tier 1 cutoff information as well. Please let me know if you have any questions.

Andy

**Andy Silver, Executive Director
Council for the Homeless**

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asilver@councilforthehomeless.org

Andy Silver

From: Andy Silver <asilver@councilforthehomeless.org>
Sent: Wednesday, August 30, 2017 5:31 PM
To: 'kbudd@councilforthehomeless.org'
Subject: Notification of Project Acceptance and Ranking
Attachments: WA-508 FY17 Project Rankings.xlsx

Dear Kate,

It is my pleasure to let you know that the CoC Steering Committee has accepted the following applications from the Council for the Homeless as part of our consolidated application to HUD:

HMIS \$74,082 (ranked 1st)
HMIS Expansion \$26,517 (ranked 2nd)

I have attached the full rankings and Tier 1 cutoff information as well. Please let me know if you have any questions.

Andy

Andy Silver, Executive Director
Council for the Homeless

Office Phone: 360-993-9570

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Housing Solutions Center: 2306 NE Andresen Road, Suite A, Vancouver WA 98661 www.councilforthehomeless.org
asilver@councilforthehomeless.org

Andy Silver

From: Andy Silver <asilver@councilforthehomeless.org>
Sent: Wednesday, August 30, 2017 5:36 PM
To: 'John (Bunk) Moren'; 'Amy Morrison'
Subject: Notification of Acceptance and Ranking
Attachments: WA-508 FY17 Project Rankings.xlsx

Dear Bunk and Amy,

It is my pleasure to let you know that the CoC Steering Committee has accepted the following applications from Community Services Northwest as part of our consolidated application to HUD:

PSH Northwest \$67,006 (ranked 3rd)
PSH Northwest II \$86,408 (ranked 4th)
The Way Home III \$148,555 (ranked 7th)
The Way Home Too \$255,252 (ranked 13th)

I have attached the full rankings and Tier 1 cutoff information as well. Please let me know if you have any questions.

Andy

**Andy Silver, Executive Director
Council for the Homeless**

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asilver@councilforthehomeless.org