1A. Continuum of Care (CoC) Identification

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: WA-500 - Seattle/King County CoC

1A-2. Collaborative Applicant Name: King County

1A-3. CoC Designation: CA

1A-4. HMIS Lead: King County
## 1B. Continuum of Care (CoC) Engagement

### Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC’s geographic area.

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including electing CoC Board</th>
<th>Sits on CoC Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>EMT/Crisis Response Team(s)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>School Administrators/Homeless Liaisons</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Youth advocates</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Agencies that serve survivors of human trafficking</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other homeless subpopulation advocates</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Veteran Service Organization</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Immigrant Refugee Organization</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Faith-Based Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

Membership open to public & all orgs engaged in ending homelessness. Members represent all levels/perspectives of the CoC-- DESC largest shelter/PSH-CH provider [CB, Data/Eval, CEA, Single Adult]; Solid Ground-Family TH/PH, County-wide prevention [CB: Family, CEA]; Zillow, Housing location/real estate [CB, Business, Housing Locator]; Chief Seattle Club [CB,Race/Equity; day services; diversion]

1) 26 person CoC Board (CB) is cross-sector & regionally balanced includes 10 providers, 6 formerly/homeless, 9 persons of color; 150+ people participate in 9 CoC sub-committees.

2) Consumer hosted open meeting prior to all CB meetings for input on agenda/CoC activities; input shared at CB mtg.

3) CoC Annual Conference / community engage event open to all interested to prevent/end homelessness. 250+ attended and open monthly stakeholder meetings w/ 50+representing varied perspectives.

4) CoC Weekly News is distributed to 2,500+. Reflects CoC activities & requests input.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC’s geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

<table>
<thead>
<tr>
<th>Youth Service Provider (up to 10)</th>
<th>RHY Funded?</th>
<th>Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.</th>
<th>Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auburn Youth Resources</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Friends of Youth</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>New Horizons</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Peace for the Streets by Kids from the Streets</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>ROOTS</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Street Youth Ministries</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Teen Feed</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Valley Cities</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>YMCA</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>YouthCare</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC’s geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

<table>
<thead>
<tr>
<th>Victim Service Provider for Survivors of Domestic Violence (up to 10)</th>
<th>Participated as at least two CoC Meetings between July 1, 2015 and June 30, 2016</th>
<th>Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>API Chaya</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Consejo counseling and Referral Services (CoC Program-funded)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Jewish Family Services</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>LifeWire (CoC Program-funded)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>NW Network for Bisexual, Trans and Lesbian Survivors of Abuse</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Refugee Women’s Alliance</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>The Salvation Army (CoC Program-funded)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Seattle Indian Health Board</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>YouthCare Bridge (agency is CoC Program-funded)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>YWCA (CoC Program-funded)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)

CoC solicits new CoC Program projects through Operating/Services (ORS) NOFA combining funds (including HUD CoC) from 7 agencies (public/private) into a single application. The ORS NOFA is widely advertised annual competitive process. Coordinated amongst funders, staff are available throughout the year to answer questions/guide new project development/ provide feedback/technical assistance. During the capital/ service/operating review phase, staff meet with providers to discuss project plans, service models, project budgets & allocation of local & federal dollars (including HUD CoC) that best match project need/scope. New projects are selected for CoC program funding based on factors including CoC gaps/needs, target population, capacity /feasibility/readiness & CoC/HUD priorities.

In 2015 CoC issued a Request for Letter of Interest Notice in addition to the combined NOFA to solicit applications for the 2015 Bonus funding. Projects not awarded funds were moved forward to the 2016 NOFA
1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation? Bi-Monthly
1C. Continuum of Care (CoC) Coordination

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC’s geographic area.

<table>
<thead>
<tr>
<th>Funding or Program Source</th>
<th>Coordinates with Planning, Operation and Funding of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opportunities for Persons with AIDS (HOPWA)</td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>Yes</td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY)</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start Program</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through Federal, State and local government resources.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1C-2. The McKinney-Vento Act, requires CoC’s to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC’s geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

<table>
<thead>
<tr>
<th>Question</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Con Plan jurisdictions with whom the CoC geography overlaps</td>
<td>6</td>
</tr>
<tr>
<td>How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?</td>
<td>6</td>
</tr>
<tr>
<td>How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?</td>
<td>6</td>
</tr>
<tr>
<td>How many of the Con Plan jurisdictions are also ESG recipients?</td>
<td>3</td>
</tr>
<tr>
<td>How many ESG recipients did the CoC participate with to make ESG funding decisions?</td>
<td>3</td>
</tr>
<tr>
<td>How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?</td>
<td>3</td>
</tr>
</tbody>
</table>
1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC’s geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)

WA-500 has 7 Con Plan jurisdictions: 6 (Auburn, Bellevue, Federal Way, Kent, Seattle, King Co.) + 1 new (Kirkland). All represented on CoC Coordinating Board and Funder Alignment Committee (both meet bi-monthly 2 hours) + email/phone). The CoC works in close partnership to coordinate/align planning efforts for the Con Plan jurisdictions. King County hosts All Home, the CoC lead organization, and with Seattle participate in regular meetings of the suburban jurisdictions including the South King County Homeless Action Committee and the Eastside Homelessness Advisory Committee. All jurisdictions participate in the annual Point in Time Count, provide data on sheltered persons in HMIS and lead regional teams for the unsheltered street county. Each has access to HMIS data and receives regular updates on the needs and characteristics of persons served in homeless programs within their region. Additional: CoC lead holds weekly calls with Seattle.

1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)

WA-500 ESG:(1)Seattle (2)King Co (3) WA State (Auburn, Bellevue, Fed. Way, Kent, Kirkland, Renton, Shoreline). KC/Seattle ESG allocation policy/plans reflected in Con Plans. CoC strat plan is framework for Sea & King ESG funding decisions & CoC staff manage RFP & other funding decision processes. CoC participates with WA through Homeless Advisory Committee (informs ESG plan/funding decisions), comments during public comment, and is in continuous dialogue with WA re: implementation/evaluation. CoC shares an HMIS with WA. CoC provides 3 recipients Con Plan jurisdiction-level PIT & HMIS data. CoC system & project outcomes/targets tailored to program & population type developed by CoC Data & Eval. Committee & approved by population groups & Coord Board. ESG recip. participate at all levels, & ESG sub-recipient info used in process. Outcomes used for evaluating relevant projects, including those funded with ESG from three recipients. Contracting and evaluation implemented by CoC

1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)

Coordinated Entry (CEA) is the single entry point for non-confidential housing in
WA-500. Households fleeing all forms of DV are eligible for both CEA and the DV shelter/housing resource system.

1. When presenting to CEA, households are connected to advocates specially trained by the Washington State Coalition of Against Domestic Violence (WSCADV) to screen for safety, security, confidentiality. Advocates also have access to Day One, a real-time inventory of DV specific resources.

2. CoC engages quarterly with DV providers/non-DV providers in Learning Circles devoted to coordination/best practices in Housing First and Moving On Strategies; convenes monthly meetings with DV providers to address DV and CEA issues.

4. De-identified survivor data entered in HMIS. Data subject to Washington State statute on confidentiality for DV survivors; requires informed written consent before it can be shared and then it is limited to the minimum necessary. VAWA progs. excluded.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry</th>
<th>PHA has General or Limited Homeless Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>King County Housing Authority</td>
<td>57.60%</td>
<td>Yes-Both</td>
</tr>
<tr>
<td>Renton Housing Authority</td>
<td>18.00%</td>
<td>No</td>
</tr>
<tr>
<td>Seattle Housing Authority</td>
<td>47.00%</td>
<td>Yes-Both</td>
</tr>
</tbody>
</table>

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-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)

The CoC has continuously increased the level of PH for homeless households. The 2016 HIC reports a current total of 9,853 units of permanent housing including PSH, RRH & OPH. Fund sources for ongoing rent, operating, maintenance, and services include King County Levy dollars, local government...
general funds, philanthropy, and Seattle Housing Levy (recently approved and doubled for the next six years). An increasing portion of these local sources are dedicated to serving homeless households and all projects receiving any form of local, state, or federal funding serving homeless households are required to participate in coordinated entry. Actively preparing for WA Medicaid Housing Benefit (Q4 2016). Implementing 1) $2M risk mitigation fund to support reduced screening criteria / increase access to housing; 2) redesign housing location services to include non-homeless subsidized affordable housing as well as the private market and alternative housing options (on-line 2017).

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC’s geographic area. Select all that apply.

| Engaged/educated local policymakers: | X |
| Engaged/educated law enforcement: | X |
| Implemented communitywide plans: | X |
| No strategies have been implemented | |
| Other: (limit 1000 characters) | Held a training for 20 cities and 100 staff on best practices for outreach and policing in partnership with Sound Cities Association, City of Seattle, and King County | X |
| | | |
1D. Continuum of Care (CoC) Discharge Planning

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

<table>
<thead>
<tr>
<th>System of Care</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Care</td>
<td>X</td>
</tr>
<tr>
<td>Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Mental Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Correctional Facilities</td>
<td>X</td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

<table>
<thead>
<tr>
<th>System of Care</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Care</td>
<td>X</td>
</tr>
<tr>
<td>Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Mental Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Correctional Facilities</td>
<td>X</td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons...
discharged are not discharged into homelessness.
(limit 1000 characters)
N/A
1E. Centralized or Coordinated Assessment
(Coordinated Entry)

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed
Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical
questions to the HUD Exchange Ask A Question.

The CoC Program Interim Rule requires CoCs to establish a Centralized or
Coordinated Assessment System which HUD refers to as the Coordinated
Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD’s
primary goals for the coordinated entry process are that assistance be
allocated as effectively as possible and that it be easily accessible no
matter where or how people present for assistance.

1E-1. Explain how the CoC’s coordinated entry process is designed to
identify, engage, and assist homeless individuals and families that will
ensure those who request or need assistance are connected to proper
housing and services.
(limit 1000 characters)

Coordinated Entry for All (CEA) is CoC-wide coordinated entry system for all
populations. The VI-SPDAT is the system-wide standardized assessment tool
that IDs housing/services for which HH are eligible w/ system priority for
vulnerability (time homeless, service need, & barriers to housing). Centralized
referral includes client choice.

CEA access decentralized w/ 5 new Regional Access Points (RAPs) opened
8/2016. Assessment linked w/ diversion, employment resources, and access to
mainstream benefits. RAPs geographically disbursed & assessments also
mobile, able to meet HH anywhere as needed, particularly those who face
barriers to accessing RAPs. Multi-lingual staff trained in cultural humility,
veteran competency, working w/ DV survivors, & resources for immigrant &
refugee HH. Outreach teams coordinate w/ CEA for access by unsheltered HH.
All VI-SPDAT assessments are entered into HMIS to create a common platform
for By Name Lists for Veterans and Chronically Homeless.

1E-2. CoC Program and ESG Program funded projects are required to
participate in the coordinated entry process, but there are many other
organizations and individuals who may participate but are not required to
do so. From the following list, for each type of organization or individual,
select all of the applicable checkboxes that indicate how that organization
or individual participates in the CoC’s coordinated entry process. If there
are other organizations or persons who participate but are not on this list, enter the information in the blank text box, click "Save" at the bottom of the screen, and then select the applicable checkboxes.

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participate in Ongoing Planning and Evaluation</th>
<th>Makes Referrals to the Coordinated Entry Process</th>
<th>Receives Referrals from the Coordinated Entry Process</th>
<th>Operates Access Point for Coordinated Entry Process</th>
<th>Participate in Case Conferencing</th>
<th>Does not Participate</th>
<th>Does not Exist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CDBG/HOME/Entitlement Jurisdiction</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>EMT/Crisis Response Team(s)</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Mental Health Service Organizations</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Substance Abuse Service Organizations</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>School Administrators/Homeless Liaisons</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Non-CoC Funded Victim Service Organizations</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HealthCare for the Homeless</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HIV-AIDS</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Immigrant / Refugee</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
**1F. Continuum of Care (CoC) Project Review, Ranking, and Selection**

**Instructions**
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many renewal project applications were submitted in the FY 2016 CoC Program Competition?</td>
<td>59</td>
</tr>
<tr>
<td>How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?</td>
<td>10</td>
</tr>
<tr>
<td>How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?</td>
<td>49</td>
</tr>
<tr>
<td>Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.**

**Performance outcomes from APR reports/HMIS:**

<table>
<thead>
<tr>
<th>Outcome</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>% permanent housing exit destinations</td>
<td></td>
</tr>
<tr>
<td>% increases in income</td>
<td></td>
</tr>
</tbody>
</table>

**Monitoring criteria:**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilization rates</td>
<td></td>
</tr>
<tr>
<td>Drawdown rates</td>
<td></td>
</tr>
<tr>
<td>Frequency or Amount of Funds Recaptured by HUD</td>
<td></td>
</tr>
</tbody>
</table>

**Need for specialized population services:**
1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)

The rating and review criteria approved by CoC All Home included elements/metrics determined by locally driven priorities. CoC APR data for period 4/1/15-3/31/16 was the primary data source for evaluating each CoC Program project. The CoC evaluated severity of need and vulnerability as a System Priority Measure (worth 25% of total points) and used the following weighted elements to help determine project application priority:

1) The extent to which a project met the CoC system priority for serving exclusively those who are Chronically Homeless (CH).

2) The extent to which APR Q22a2/22b2 indicated a project serves a “hard to serve” populations as evidenced by 2+ disabilities.

3) The extent to which residence prior to entry was either a place not meant for human habitation/streets or emergency shelter.

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)

WA-500 CoC Program competition review/ranking/selection process guided by local CoC funding priorities reviewed and approved by the All Home Funder Alignment Committee on 4/4/16 and 5/19/16. The CoC Data & Evaluation Committee reviewed/approved annual evaluation process/review criteria 7/12/16.

Approved review/ranking criteria incorporated into the 2016 local process - Phase I application and Phase II Application. Phase II issued via email.
distribution list and posted on All Home website. Review/ reallocation process/HUD NOFA priorities presented at in-person workshop 8/3/16; summary posted same day. Results of rating, review and final priority listing presented at a community meeting 8/30/16 and results posted same day.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC’s full membership must be attached.) 09/14/2016

1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.) Yes

1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.) 08/29/2016

1F-6. In the Annual Renewal Demand (ARD) is the CoC’s FY 2016 CoC’s FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW? Yes
1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

CoC drives project/system performance through All Home Board and Data & Evaluation Committee responsible for System Performance dashboard (key measures: exits to PH, length of stay in homelessness, rate of return). Reports quarterly at recipient/sub-recipient level, by population/program type. Results compared to local targets/minimum expectations. Performance monitored through HMIS, CoC contract reimbursement, HEARTH dashboard data published monthly/quarterly.

CoC staff evaluate participant eligibility, utilization, spending, adherence to Housing First/low barrier. HUD APR primary data source for ranking/review during annual CoC Program competition measured against local CoC Program targets. Performance is measured in five CoC domains: Movement to housing/length of stay/returns; Income progress (earned/benefits); HMIS data; Project efficiency (on-time reporting, spending, & occupancy) and System Priority (preference literally homeless/hard to serve/PSH-CH).

1G-2. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing? Yes
2A. Homeless Management Information System (HMIS) Implementation

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit. In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit.

Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA.

pages 5 and 12

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.

Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)?

Yes

2A-4. What is the name of the HMIS software

Clarity
used by the CoC (e.g., ABC Software)?

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Bitfocus
2B. Homeless Management Information System (HMIS) Funding Sources

Instructions
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Select the HMIS implementation coverage area: Single CoC

* 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

2B-2.1 Funding Type: Federal - HUD

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC</td>
<td>$403,714</td>
</tr>
<tr>
<td>ESG</td>
<td>$0</td>
</tr>
<tr>
<td>CDBG</td>
<td>$0</td>
</tr>
<tr>
<td>HOME</td>
<td>$0</td>
</tr>
<tr>
<td>HOPWA</td>
<td>$0</td>
</tr>
<tr>
<td>Federal - HUD - Total Amount</td>
<td>$403,714</td>
</tr>
</tbody>
</table>

2B-2.2 Funding Type: Other Federal

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Education</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Health and Human Services</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Labor</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Agriculture</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Veterans Affairs</td>
<td>$0</td>
</tr>
<tr>
<td>Other Federal</td>
<td>$0</td>
</tr>
<tr>
<td>Other Federal - Total Amount</td>
<td>$0</td>
</tr>
</tbody>
</table>

2B-2.3 Funding Type: State and Local

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2016 CoC Application</td>
<td></td>
</tr>
</tbody>
</table>

Page 20 09/14/2016
**2B-2.4 Funding Type: Private**

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>$0</td>
</tr>
<tr>
<td>Organization</td>
<td>$75,000</td>
</tr>
<tr>
<td>Private - Total Amount</td>
<td>$75,000</td>
</tr>
</tbody>
</table>

**2B-2.5 Funding Type: Other**

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation Fees</td>
<td>$0</td>
</tr>
<tr>
<td>Other - Total Amount</td>
<td>$0</td>
</tr>
</tbody>
</table>

2B-2.6 Total Budget for Operating Year

$948,714
2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy): 05/02/2016

2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 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.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2016 HIC</th>
<th>Total Beds in HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ESG) beds</td>
<td>3,691</td>
<td>183</td>
<td>2,817</td>
<td>80.30%</td>
</tr>
<tr>
<td>Safe Haven (SH) beds</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>100.00%</td>
</tr>
<tr>
<td>Transitional Housing (TH) beds</td>
<td>3,358</td>
<td>446</td>
<td>2,372</td>
<td>81.46%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) beds</td>
<td>2,291</td>
<td>4</td>
<td>2,217</td>
<td>96.94%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH)  beds</td>
<td>4,848</td>
<td>0</td>
<td>3,874</td>
<td>79.91%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) beds</td>
<td>1,411</td>
<td>58</td>
<td>1,276</td>
<td>94.31%</td>
</tr>
</tbody>
</table>

2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)
WA-500 < 85% in 3 areas.

Will use new user-friendly / useful HMIS to incentivize coverage.

ES—80.30%--165 bed gap. 34 Kenmore now in = 131 gap. Remaining gap (608 beds) mostly faith-based: BofL; Mary’s; UGM. All are CoC partners & included in SWAP investment analysis. Will leverage that & new HMIS platform to actively engage for 2017. Will pass 85% threshold if successful w/22% of beds.

TH–81.46%--103 bed gap. By bringing Wellspring TH into new HMIS (105 beds) will meet 85%. Gap to reach 100% primarily faith-based (406 beds): Acres, BoL; Jubilee; Plym. HoH; UGM; VineMple; Vision; WyBck. Strategy to increase unit # in HMIS will be to leverage SWAP & other collaborative work
PSH-79.91%--247 bed gap. Of beds not in HMIS, 92% (900) are VASH. Local PHA (KC, Renton, Seattle) strong partners; CoC works w/ PHA & meets regularly w/VA to include VASH in HMIS. Meanwhile, non-VASH PSH under devel. (870 beds) all in HMIS will bring to 94% coverage without VASH in

<table>
<thead>
<tr>
<th>2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA Grant per diem (VA GPD):</td>
</tr>
<tr>
<td>VASH:</td>
</tr>
<tr>
<td>Faith-Based projects/Rescue mission:</td>
</tr>
<tr>
<td>Youth focused projects:</td>
</tr>
<tr>
<td>Voucher beds (non-permanent housing):</td>
</tr>
<tr>
<td>HOPWA projects:</td>
</tr>
<tr>
<td>Not Applicable:</td>
</tr>
</tbody>
</table>

| 2C-4. How often does the CoC review or assess its HMIS bed coverage? | Quarterly |
2D. Homeless Management Information System (HMIS) Data Quality

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

<table>
<thead>
<tr>
<th>Universal Data Element</th>
<th>Percentage Null or Missing</th>
<th>Percentage Client Doesn't Know or Refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Name</td>
<td>20%</td>
<td>21%</td>
</tr>
<tr>
<td>3.2 Social Security Number</td>
<td>7%</td>
<td>33%</td>
</tr>
<tr>
<td>3.3 Date of birth</td>
<td>1%</td>
<td>7%</td>
</tr>
<tr>
<td>3.4 Race</td>
<td>2%</td>
<td>12%</td>
</tr>
<tr>
<td>3.5 Ethnicity</td>
<td>1%</td>
<td>7%</td>
</tr>
<tr>
<td>3.6 Gender</td>
<td>1%</td>
<td>2%</td>
</tr>
<tr>
<td>3.7 Veteran status</td>
<td>1%</td>
<td>7%</td>
</tr>
<tr>
<td>3.8 Disabling condition</td>
<td>2%</td>
<td>6%</td>
</tr>
<tr>
<td>3.9 Residence prior to project entry</td>
<td>4%</td>
<td>9%</td>
</tr>
<tr>
<td>3.10 Project Entry Date</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.11 Project Exit Date</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.12 Destination</td>
<td>6%</td>
<td>2%</td>
</tr>
<tr>
<td>3.15 Relationship to Head of Household</td>
<td>1%</td>
<td>0%</td>
</tr>
<tr>
<td>3.16 Client Location</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.17 Length of time on street, in an emergency shelter, or safe haven</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

- CoC Annual Performance Report (APR):
- ESG Consolidated Annual Performance and Evaluation Report (CAPER):
- Annual Homeless Assessment Report (AHAR) table shells:

Applicant: Seattle/King County CoC
Project: WA-500 CoC Registration FY2016
2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?  12

2D-4. How frequently does the CoC review data quality in the HMIS?  Monthly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.  Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC’s HMIS.

<table>
<thead>
<tr>
<th>Program</th>
<th>Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA Supportive Services for Veteran Families (SSVF):</td>
<td>X</td>
</tr>
<tr>
<td>VA Grant and Per Diem (GPD):</td>
<td>X</td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY):</td>
<td>X</td>
</tr>
<tr>
<td>Projects for Assistance in Transition from Homelessness (PATH):</td>
<td>X</td>
</tr>
<tr>
<td>None:</td>
<td></td>
</tr>
</tbody>
</table>

2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC’s HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. (limit 750 characters)

N/A
2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count? Yes

2E-2. Indicate the date of the most recent sheltered PIT count: 01/28/2016
   (mm/dd/yyyy)

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD? Not Applicable

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: 05/02/2016
   (mm/dd/yyyy)
2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:

- Complete Census Count: X
- Random sample and extrapolation: 
- Non-random sample and extrapolation: 

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

- HMIS: X
- HMIS plus extrapolation: 
- Interview of sheltered persons: 
- Sample of PIT interviews plus extrapolation: 
- Surveys completed for all ES and TH programs not participating in the HMIS (i.e., faith-based, DV): X

2F-3. Provide a brief description of your CoC’s sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)

PIT contacts and HIC confirmed for all programs early January. HMIS: agencies provided PIT data quality / completeness reports to run; instructions for correcting data; schedule for running reports & cleaning data. HMIS staff
provide TA. PIT/Inventory administrator reviews HMIS data & agencies affirmatively confirm #s & explain notable changes.

Survey of non-HMIS implemented by CoC staff. Surveys & detailed instructions sent out pre- PIT; reminders / TA from survey receipt through PIT – until all received. Data reviewed for consistency/completeness & CoC staff work with agency staff to ensure clean/complete data.

Method chosen confirms inventory and ensures accuracy of sheltered population count. HMIS data strengthened for use in ongoing program and system performance analysis. Faith-based engaged in CoC, building relationships for future HMIS engagement. Consistency in approach across years allows for comparison.

2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count).

(limit 1000 characters)

There were no changes in the methodology of sheltered PIT count from 2015 to 2016.

2F-5. Did your CoC change its provider coverage in the 2016 sheltered count?

No

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count.

(limit 750 characters)

N/A
2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

<table>
<thead>
<tr>
<th>Method</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Training:</td>
<td>X</td>
</tr>
<tr>
<td>Follow-up:</td>
<td>X</td>
</tr>
<tr>
<td>HMIS:</td>
<td>X</td>
</tr>
<tr>
<td>Non-HMIS de-duplication techniques:</td>
<td>X</td>
</tr>
</tbody>
</table>

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)

There was no change in the implementation of our sheltered PIT count from 2015 to 2016 that would change data quality.
2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 01/28/2016

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD? Not Applicable

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 05/02/2016
2l. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2l-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

<table>
<thead>
<tr>
<th>Method</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Night of the count - complete census</td>
<td></td>
</tr>
<tr>
<td>Night of the count - known locations</td>
<td>X</td>
</tr>
<tr>
<td>Night of the count - random sample</td>
<td></td>
</tr>
<tr>
<td>Service-based count:</td>
<td>X</td>
</tr>
<tr>
<td>HMIS:</td>
<td></td>
</tr>
<tr>
<td>veteran, families, and chronic informed by other than public places count</td>
<td>X</td>
</tr>
</tbody>
</table>

2l-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology.
(limit 1000 characters)

Known area PIT: 100+ teams walk areas w/ clear boundaries tallying unsheltered by location from 2:30 - 5:30 am (people settled for nite & few else on street). 2016 counted in 17 jurisdictions. Also special youth drop-ins; ER - persons not seeking med care, overnight buses, tent cities. Families ID’d thru coord. entry (info includes location, HH size & checked for no duplication). Tallied for aggregate, unduplicated count. Chronically homeless are individuals known to meet definition & on the street on PIT. Demographics, including veteran status, collected in person at services county-wide without clientele overlap. 100% surveyed, only demog. of those on street night of count used. Method chosen b/c those counted are literally seen (not retrospectively reported); it rigorously precludes duplication of pops/subpops., includes sub pops incl. youth & families, & involves elected / community leaders / citizens & promotes community awareness / action. Consistent approach 25+ yrs.
2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count).
(limit 1000 characters)
No change in methodology from the 2015 unsheltered PIT.

2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count?
Yes

2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth.
(limit 1000 characters)
N/A
2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:

<table>
<thead>
<tr>
<th>Training:</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Blitz” count:</td>
<td>X</td>
</tr>
<tr>
<td>Unique identifier:</td>
<td></td>
</tr>
<tr>
<td>Survey questions:</td>
<td></td>
</tr>
<tr>
<td>Enumerator observation:</td>
<td>X</td>
</tr>
<tr>
<td>None:</td>
<td></td>
</tr>
</tbody>
</table>

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method).

(limit 1000 characters)

Implementation changes to unsheltered count in 2016: under Seattle State of Emergency, new Safe Parking Zones (SPZ) were opened for those homeless living in vehicles, and SPZ areas added to PIT. To ensure no duplication CoC worked with SPZ providers to clearly define zone boundaries. SPZ providers collected data, and SPZ were otherwise excluded from street count team areas. Additionally, 6 count areas in 1.5 mile long area were excluded due to murders in a homeless encampment area several days before PIT. CoC met with police and leads for those areas prior to PIT and excluded areas per police instruction.
Expanded sites for in-person daytime survey to collect demographic data for people outside during PIT from 27 to 36, with special focus on geographic spread and inclusion of families with children.
3A. Continuum of Care (CoC) System Performance

Instructions
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.


* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

<table>
<thead>
<tr>
<th>Category</th>
<th>2015 PIT (for unsheltered count, most recent year conducted)</th>
<th>2016 PIT</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered persons</td>
<td>10,091</td>
<td>10,730</td>
<td>639</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>3,282</td>
<td>3,200</td>
<td>-82</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>44</td>
<td>42</td>
<td>-2</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>2,993</td>
<td>2,983</td>
<td>-10</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>6,319</td>
<td>6,225</td>
<td>-94</td>
</tr>
<tr>
<td>Total Unsheltered Count</td>
<td>3,772</td>
<td>4,505</td>
<td>733</td>
</tr>
</tbody>
</table>

3A-1b. Number of Sheltered Persons Homeless - HMIS.
Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

<table>
<thead>
<tr>
<th>Category</th>
<th>Between October 1, 2014 and September 30, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total sheltered homeless persons</td>
<td>14,322</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>10,299</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>54</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>4,614</td>
</tr>
</tbody>
</table>


Describe the CoC’s efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.
(limit 1000 characters)

2016 Housing Levy expanded homeless prevention funding; $11.5M / 7 years to assist 4,500 people. Best Starts for Kids Levy ($19M/6yrs) Youth & Family Prevention Initiative.

Implementing diversion /prevention assessment at CEA RAPs w/ flexible funds for immediate & brief intervention. CoC-wide diversion training held. Added diversion resources for street outreach (REACH, Union Gospel, Youthcare). Foundation funded new YYA Diversion. Youth & Families Connection Network doing family reunification (YouthCare, AYR, FOY).

Home from School Pilot connects PHA w/local grade school to ID/move 60 at-risk families into housing w/in school catchment area using Section 8 vouchers & PHA units, & housing stabilization services.

SSVF uses targeting tool for prevention assistance. Seattle prevention programs implemented targeting tool in 2016 & an Immigrant & Refugee Prevention pilot to use a customized tool. All to identify at risk HH and target interventions


Describe the CoC’s efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.  
(limit 1000 characters)

Implemented system-wide Housing First approach; low-barrier policies required in all homeless housing interventions; established standardized eligibility screening criteria; projects can no longer enact screening criteria more restrictive than defined by fund source. CEA prioritization includes length of homelessness.

Long Term Stayer Initiative; implementing by name list process and targeting units.

Increased investment in diversion/rapid rehousing. Additional $1.3M State of Emergency funds linked flexible diversion assistance to street outreach teams to quickly move literally homeless to housing.

Implementing redesign of housing location services in 2017 to include creative housing solutions and utilize professionals in the private rental market.

Adopted consistent CoC minimum/target performance standards for inclusion in contracts and funding processes for consistent expectations including lengths of stay.
3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

3A-4a. Exits to Permanent Housing Destinations:
Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.

<table>
<thead>
<tr>
<th>Universe: Persons in SSO, TH and PH-RRH who exited</th>
<th>Between October 1, 2014 and September 30, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3,634</td>
</tr>
<tr>
<td>Of the persons in the Universe above, how many of those exited to permanent destinations?</td>
<td>1,585</td>
</tr>
<tr>
<td>% Successful Exits</td>
<td>43.62%</td>
</tr>
</tbody>
</table>

3A-4b. Exit To or Retention Of Permanent Housing:
In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

<table>
<thead>
<tr>
<th>Universe: Persons in all PH projects except PH-RRH</th>
<th>Between October 1, 2014 and September 30, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2,009</td>
</tr>
<tr>
<td>Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?</td>
<td>1,796</td>
</tr>
<tr>
<td>% Successful Retentions/Exits</td>
<td>89.40%</td>
</tr>
</tbody>
</table>

3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness.

2016, 5% of households returned to homelessness within 12 months.

CoC efforts moving forward:

1) Fund CoC-wide network of 11 diversion/prevention programs ($2.8M) short term rent & stability services for HH at imminent risk of eviction/homelessness; Expand with Seattle Housing Levy ($11.5M/7yrs)and Best Starts for Kids levy ($19M/6yrs) for Youth and Family Prevention/ Diversion Initiative;

2) Nationally modeled training in 2016 developed a Targeting Tool to help ID homeless families at imminent risk of return for critical time intervention;
3) Fund YMCA Housing Stability Program to support YYA post exit to not return to system;

4) Capacity building w/quarterly prevention/diversion learning circles (best practices, support agencies, share data);

5) Use HMIS data to identify patterns; master ID to look across multiple program enrollments for same client; custom SQL code to ID returns at prog. & system level ID key points for assertive outreach/diversion

Performance Measure: Job and Income Growth. Describe the CoC’s specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources. (limit 1000 characters)

Employment Navigation brought to scale in 2016. Capacity building/cross system collaboration w/WorkSource, local one-stop, resulted in CEA Regional Access Point (RAP) cited at a WorkSource center and Employment Navigators housed at each RAP. CEA screens for employment readiness with HH diverted to participating programs (YWCA, TRAC, Nhood House, Reconnect to Opportunity) for mainstream employment services or to Employment Navigator for 1:1 help. Local dollars fund Homeless Employment Program (HEP) for employment services w/navigators. By 6/16, 96 HH obtained employment ($14hr av. wage).

Clear Path to Employment (YM/FOY/YouthCare) - 100+ YYA enrolled in search/intern/job placement. CoC building capacity w/local YYA re-engagement system for homeless youth job seekers for 2017.

CEA integrated SOAR at front door expedites connection to non-employment. Connection to long term benefits routine at provider level. SOAR training offered regularly & posted on CoC website.

3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income. (limit 1000 characters)

The Workforce Development Council (WDC) is the primary mainstream employment organization in the CoC and oversees the region’s WorkSource sites (local one-stops). To develop a stronger pathway to employment, the WDC worked with the CoC to 1) integrate employment questions and services at the front door of CEA, 2) align funding and outcomes with other homeless employment funders, and 3) build a business leaders taskforce to address employment/training needs for homeless households. Additionally, the WDC awarded a local homeless employment provider (YWCA) additional funding to directly support homeless job seekers to meet the Workforce Innovation and Opportunity Act (WIOA) objectives.
A larger financial empowerment strategy includes programs like Solid Ground’s Financial Fitness Boot Camp, the YWCA’s Hope and Power, and Neighborhood House’s Financial Empowerment Centers. Over 50% of CoC program funded projects regularly connect households to employment services.

3A-7. What was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC’s unsheltered PIT count?
(limit 1000 characters)

Convene county-wide Outreach Action workgroup (funders, outreach providers, shelter/housing programs, health team) to create a standard of outreach practice and ensure service continuity across all geo area; catalogue all outreach providers; create common definitions; and align outcomes linked to rapid housing; due late 2016 for 2017 contracts.

Implement by-name lists for outreach/unsheltered persons using CEA and HMIS data connecting to appropriate housing/services through joint case coordination.

Expand investments to connect outreach teams to housing (REACH for rental assistance; expand Long Term Stayer Initiative); added diversion resources; access to healthcare with new mobile medical van; continued progressive engagement to unsanctioned encampments and created set aside shelter beds.

$1.7M Housing Navigation Center for a comprehensive 24-hour, low-barrier shelter alternative w/ basic services/benefits/rapid housing targeted unsheltered to open in Jan 2017.

3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)?

Yes

3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)?
(limit 1000 characters)

w/ info fm community, scouting, maps, zoning & income data: high income residential; fenced industrial; suburban area far from transit; Nat’l Forest, private / ag land distant from roads; areas under H2O excluded. Exclusion criteria consistent year to year. Exclude prior count area where no homeless last 3 PIT or perm. change (construction in former open area) - 2 areas in 10 yrs. Areas unsafe for counters (abandoned bldngs; unstable terrain) routinely excluded. Team leads scout areas pre-PIT & ID change [construction; flooding] that may result in exclusion that year. Staff convene lead community partners to review areas early, ID poss. changes that may require special consideration, including consult w/ law enforce., park staff, providers & users of homeless svcs. 2016: excluded 6 areas 1.5 miles per police (recent violence). Continue to refine method for exclusion to inform full geographic coverage

3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached. (mm/dd/yyyy)

08/14/2016

3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data. (limit 1500 characters)

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

Objective 1: Ending Chronic Homelessness

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

<table>
<thead>
<tr>
<th></th>
<th>2015 (for unsheltered count, most recent year conducted)</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons</td>
<td>812</td>
<td>785</td>
<td>-27</td>
</tr>
<tr>
<td>Sheltered Count of chronically homeless persons</td>
<td>461</td>
<td>427</td>
<td>-34</td>
</tr>
<tr>
<td>Unsheltered Count of chronically homeless persons</td>
<td>351</td>
<td>358</td>
<td>7</td>
</tr>
</tbody>
</table>

3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015. (limit 1000 characters)
The change in the number of chronically homeless between 2015 – 2016 was not significant and could be considered a natural year-to-year variance. The overall total and the sheltered number of chronically homeless decreased between 2015 and 2016 by about 3%. We would attribute this improvement to focused efforts to house long term shelter stayers, including those with a disability (i.e., chronically homeless). The number of unsheltered chronically homeless persons increased by 2%. Small increase (7 or 2%) reflects ongoing outreach to identify persons who are chronically homeless in our community. In the context of an overall homeless increase of 19% in our PIT (2015-2016), we find the overall decrease, and relatively small increase in unsheltered CH to be a hopeful sign that we are gaining a hold on chronic homelessness in our community.

3B-1.2. 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 on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.

<table>
<thead>
<tr>
<th>Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.</th>
<th>2015</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1,839</td>
<td>1,896</td>
<td>57</td>
</tr>
</tbody>
</table>

3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count. (limit 1000 characters)

The cumulative 57 bed increase in beds dedicated for use by chronically homeless persons (CH) results from a combination of factors. There was an increase of 30 additional beds designated for CH in existing projects (Bakhita Gardens, Patrick Place, Evans, Shelter Plus Care, VASH McDermott Place, Plymouth Place). There was also an increase of 60 beds dedicated for CH in beginning lease-up of one new facility (Interbay – 40 beds), and a new PSH rent assistance project (King Co. Scattered – 20 beds). This was offset by the loss of 33 beds in two projects: one building came to the end of its long-term lease and units were lost to redevelopment (Gatewood – 24 beds); another building continues to provide supportive housing to persons with disabilities, but while some residents come from homelessness, homelessness is not a requirement (Cal Anderson – 9 beds). With current activity we expect an increase of 200+ beds between 2016 and 2017.

3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and

Yes
Recordkeeping Requirements for Documenting Chronic Homeless Status?

3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found.

3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017?  
No

This question will not be scored.

3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homeless by 2017? (limit 1000 characters)

CoC not on track to end chronic homelessness by 2017. Strategies moving forward:

Create more PSH for CH: 2016 CoC Program funds PSH for CH - $685K reallocated (Cascade Women’s & REACH); $1.6M Bonus (North 96th & Scattered Sites Expansion). Prioritize existing PSH units for CH through turnover. 2 new PSH for CH open in 2017 (Estelle 77 beds; PHG 7th & Cherry 66 beds)

Connect outreach directly to housing: Implement by name strategies/creating “take down targets” for outreach/ unsheltered using CEA & HMIS connecting to housing/services with joint case conferencing; Implemented HUD’s Orders of Priority. Added graduation strategies to increase turnover of PSH units; work with PHA to expand.

Zero:2016 - working w/ CSH starting 9/16 as part of By Name List (BNL) Action Collaborative focused on development of quality CH- BNL, building upon our success using quality BNL for veterans.

Need TA to develop Critical Time Intervention with RRH households who are long-term shelter stayers / CH.
3B. Continuum of Care (CoC) Strategic Planning Objectives

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD will evaluate CoC’s based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).

<table>
<thead>
<tr>
<th>Factor</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vulnerability to victimization</td>
<td></td>
</tr>
<tr>
<td>Number of previous homeless episodes</td>
<td>X</td>
</tr>
<tr>
<td>Unsheltered homelessness</td>
<td>X</td>
</tr>
<tr>
<td>Criminal History</td>
<td></td>
</tr>
<tr>
<td>Bad credit or rental history (including not having been a leaseholder)</td>
<td></td>
</tr>
<tr>
<td>Head of household has mental/physical disabilities</td>
<td>X</td>
</tr>
</tbody>
</table>

3B-2.2. Describe the CoC’s strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)
CoC taking the following action to achieve housing placement for families within 30 days: 1) Implementing efficiencies in CEA for quick response, including tighter connection of RRH to shelter; 2) setting system wide goals to achieve placement in 30 days with measures tied to HMIS entry date; 3) connecting mainstream employment and education services to CEA; 4) bringing RRH and Diversion to scale; 5) continuing to realign resources to create more permanent housing; 6) implementing a redesign of housing location services in 2017, to include creative housing solutions and professionals in the private rental market; 7) utilizing ‘take down targets’ and creating by name strategies to address the CoC waitlist for homeless housing.

3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.

<table>
<thead>
<tr>
<th>RRH units available to serve families in the HIC:</th>
<th>2015</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
</table>
| [table rows]

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)

- CoC policies and procedures prohibit involuntary family separation: [X]
- There is a method for clients to alert CoC when involuntarily separated: [X]
- CoC holds trainings on preventing involuntary family separation, at least once a year: [X]

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

PIT Count of Homelessness Among Households With Children

<table>
<thead>
<tr>
<th>2015 (for unsheltered count, most recent year conducted)</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
</table>
| [table rows]
Universe: Total PIT Count of sheltered and unsheltered homeless households with children: 1,014

Sheltered Count of homeless households with children: 983

Unsheltered Count of homeless households with children: 31

3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

N/A

3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.

Human trafficking and other forms of exploitation? Yes

LGBTQ 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

Unaccompanied minors/youth below the age of 18? Yes

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked: X

Increase housing and service options for youth fleeing or attempting to flee trafficking: X

Specific sampling methodology for enumerating and characterizing local youth trafficking: X

Cross systems strategies to quickly identify and prevent occurrences of youth trafficking: X

Community awareness training concerning youth trafficking: X

N/A:
3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)

- Vulnerability to victimization: X
- Length of time homeless: X
- Unsheltered homelessness: X
- Lack of access to family and community support networks: X
- Coordinated Entry assessment tool (TAY-VISPDAT) generates vulnerability score that accounts for all of the above as well as other factors such as mental health, Physical health, and substance use needs, risk of harm and other factors: X

3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:</td>
<td>651</td>
<td>677</td>
<td>26</td>
</tr>
</tbody>
</table>

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why.

(limit 1000 characters)

N/A

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.

<table>
<thead>
<tr>
<th>Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):</th>
<th>Calendar Year 2016</th>
<th>Calendar Year 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$13,791,688.00</td>
<td>$14,731,688.00</td>
<td>$940,000.00</td>
</tr>
</tbody>
</table>
3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other’s meetings between July 1, 2015 and June 30, 2016?

<table>
<thead>
<tr>
<th>Cross-Participation in Meetings</th>
<th># Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC meetings or planning events attended by LEA or SEA representatives:</td>
<td>8</td>
</tr>
<tr>
<td>LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:</td>
<td>12</td>
</tr>
<tr>
<td>CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):</td>
<td>48</td>
</tr>
</tbody>
</table>

3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts. (limit 1000 characters)

1. YYA Advisory Group: key body for homeless YYA issues (meets monthly). Current active members include a) Puget Sound Educational Services District connects CoC homeless YYA issues directly to school LEA; b) Seattle Education Access project focused on higher education for homeless/ at risk YYA; and c) Seattle Public Libraries.

2. Family Advisory Group: key body for homeless family issues (meets every other month) includes City of Seattle McKinney Vento Liaison and Child Care Resource representatives.

3. School District Level: Two school districts Highline and Seattle & non-profit service provider pilot with PHA (KCHA,SHA) to link two grade schools with rising number of homeless students to PHA Vouchers/RRH/ services. Housed 37 families in 2016 and project another 80 by year end.

4. Annual McKinney-Vento and homeless housing cross system training: - hosted by Seattle King County Coalition on Homelessness prior to school year

3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow. (limit 2000 characters)

Student homelessness as defined by DOE is growing.
1. CoC requires all providers (including ESG/CoC funded) to ensure all children are enrolled in school/ receive access to educational services in their community. Programs (CoC/ESG funded) serving HH with children/YYA are required to certify their knowledge of & intent to comply with MKV Education Act & these assurances are part of their contractual obligation.

2. The CoC provides written information to families/YYA regarding MKV rights & developed a brochure that identifies all MKV school district liaisons and outlines educational rights under the Act.

3. Annual training re MKV ed. rights brings together homeless providers & school personnel. To further ensure school enrollment the homeless YYA continuum has several Interagency Seattle Public Schools located directly within drop in centers- allowing direct & low barrier access to education for YYA that are disconnected from school. CoC representatives continue to work with child welfare partners to strengthen homelessness prevention strategies for youth in foster care. They target early interventions to prevent homelessness.

4. Annually Seattle King Co. Coalition on Homelessness updates brochure on educational rights for homeless and unstably housed students that is distributed widely & intended for families seeking services.

5. Child Care Resources (on All Home Family Advisory Grp) provides child care info / referral to families, with specific focus on children & families who are homeless, training & technical assistance to licensed early learning professionals, & assistance to low-income refugee and immigrant women seeking employment as early learning professionals. In the coming year, new state priorities & private philanthropic interest in educational services for homeless children & youth will catalyze additional attention to this issue.

6. Access from CEA RAPs to WorkSource & GED / Community College courses thru Connect Up project

3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others? (limit 1000 characters)

The CoC has strong partnerships with child development/early learning providers including:

1) Best Starts for Kids, a new King County levy funded initiative, will invest in access to early learning/intervention strategies for children, youth, including homelessness prevention. Planning underway for 2017 implementation; 2) Child Care Resources(CCR) provides access to free/subsidized child care through partnerships with RRH/shelter/homeless service providers; 3) Early Childhood Education and Assistance Program (ECEAP) provides culturally and linguistically appropriate preschool services for eligible 3 and 4 year olds; half and full-day programs at two CoC agencies-- El Centro de la Raza and Refugee Women’s Alliance; 4) Public Health Kids Plus street outreach staff screen for developmental delays/other early learning issues and refer/connect
to appropriate services and offer support to maintain housing.
3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 3: Ending Veterans Homelessness

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

<table>
<thead>
<tr>
<th></th>
<th>2015 (for unsheltered count, most recent year conducted)</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT count of sheltered and unsheltered homeless veterans:</td>
<td>608</td>
<td>656</td>
<td>48</td>
</tr>
<tr>
<td>Sheltered count of homeless veterans:</td>
<td>499</td>
<td>536</td>
<td>37</td>
</tr>
<tr>
<td>Unsheltered count of homeless veterans:</td>
<td>109</td>
<td>120</td>
<td>11</td>
</tr>
</tbody>
</table>

3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

Between 2015 & 2016 total homeless Veterans reported up by 48 - 37 sheltered; 11 unsheltered. This despite housing a record 845 Veterans in 2015. Increase in part due to highly coordinated Vet outreach and improved ability to ID all veterans experiencing homelessness. Outreach now covers full CoC geography with weekly meetings of all teams and providers (SSVF, VA, SMH, PHG, El Centro, YWCA, CCS, KC Vets, WADVA) using by-name-list. HUD/VA gap analysis tool estimate for 2015 (1,350 Vets) exceeded by 40% (1,900). All assessed and indicates trend of Veterans migrating to King Co (near bases, VA medical center, good wages). Rent increases of as much as $600 per month in Seattle/East King County, and occupancy rates below 4%. SSVF, VA and partners report taking longer, with greater effort involved, to find available/affordable housing which impacts housing rates and...
3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veteran's Affairs services and housing to appropriate resources such as HUD-VASH and SSVF.

(limit 1000 characters)

CoC PIT - all individuals surveyed asked if ever in military. Year-round Vets outreach team makes contact on street, at service locations, Vet triaged thru call to VA or WDVA King County Call Center, or thru VA Community Housing and Outreach Services Program or Coord. Entry Regional Access Points. VI-SPDAT is CoC triage tool w/ 200+ community-based assessors asking each about veteran status as part of assessment. Upon ID, Veterans referred to veteran-specific coordinated entry path – the Veterans Operational Leadership Team (VOLT). VOLT members include VA, SSVF progs, WA State Department of Veteran Affairs and King Co. Veterans Programs. Case managers from VA look up Veterans in real time to determine eligibility for VA-funded services. Navigators work with Veterans not registered or ineligible for VA services with warm hand-off to non-VA organizations / CoC-funded projects. A CoC-wide call to action campaign uses social media, signage, distribution, meetings to make process known.

3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

<table>
<thead>
<tr>
<th></th>
<th>2010 (or 2009 if an unsheltered count was not conducted in 2010)</th>
<th>2016</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total PIT Count of sheltered and unsheltered homeless veterans:</td>
<td>499</td>
<td>656</td>
<td>31.46%</td>
</tr>
<tr>
<td>Unsheltered Count of homeless veterans:</td>
<td>0</td>
<td>120</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016.

No

This question will not be scored.

3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016?

(limit 1000 characters)
We value and rely on VASH & SSVF, but an increase in payment standards would help. PHAs are strong partners & under MTW have increased payment standards for areas, but standards can still fall short. E.g. Seattle PHA increased 1 BR payment to $1,225, but av. rents are $1,544. US rental vacancy rate is ~7%, while ours is 3.3%, making competition for units difficult.

2/3 of our Vets are 50+, 83% w/ income < 30% AMI, & many have physical health vulnerability. There is a need for dedicated housing to meet combined needs of physical health & aging.

A 2015 success was KCHA dedicating some units to homeless Vets. This accounted for a significant number of placements & we are looking to expand w/ housing partners & PHAs. Our CoC continues w/ Zero:2016, participating in a Veteran Action Collaborative (VAC) beginning in 9/16. We have a quality BNL for Vets & will participate in the VAC to accelerate progress ending veteran homelessness thru solutions-based TA & peer conversation.
4A. Accessing Mainstream Benefits

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients? Yes

4A-2. Based on the CoC’s FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

<table>
<thead>
<tr>
<th>FY 2016 Assistance with Mainstream Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of project applications in the FY 2016 competition (new and renewal):</td>
</tr>
<tr>
<td>Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, “Yes” is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, “Yes” is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).</td>
</tr>
<tr>
<td>Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:</td>
</tr>
</tbody>
</table>

4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)

WA - Medicaid expansion state. Pub Health (PH) & its Hlth Care for Homeless Network are CoC leads for health insurance enrollment. # of homeless enrolled in Medicaid increasing. In 2015, 78% (n=13,043) enrolled (includes 7% dual eligible for Medicare). This is a 5% increase from 2014 in total insured homeless. Strategies include: 1) More outreach & enrollment sites - PH now enrolls homeless at 32 clinic & community sites including hospitals, safety net clinics, community-based orgs, & street/mobile outreach venues; 25% (8) are new sites designed to engage special pops, including Vets & specific ethnic

**4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?**

<table>
<thead>
<tr>
<th>Educational materials:</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Person Trainings:</td>
<td>X</td>
</tr>
<tr>
<td>Transportation to medical appointments:</td>
<td>X</td>
</tr>
<tr>
<td>Mobile Medical Van brings healthcare to homeless persons in South King County, and starting in mid-2016 to homeless persons in Seattle via a new second van. South King County jurisdictions served include Auburn, Federal Way, Kent, Renton, and Burien, and the Seattle van is visiting a variety of sites to ensure the highest need is met. Both vans generally visit food banks, meal program, and day shelters, where people living homeless already congregate</td>
<td>X</td>
</tr>
<tr>
<td>Health Care for the Homeless Network front-line staff make appointments and accompany clients to visits.</td>
<td>X</td>
</tr>
<tr>
<td>Downtown Circulator Bus – CoC partner agency Solid Ground operates a free circulator bus in downtown Seattle to facilitate access to healthcare (Pioneer Square and 3rd Ave clinics and Harborview Medical Center and mental health services) and other services. This was implemented after the free bus zone was eliminated in downtown Seattle.</td>
<td>X</td>
</tr>
<tr>
<td>Not Applicable or None:</td>
<td></td>
</tr>
</tbody>
</table>
4B. Additional Policies

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?

<table>
<thead>
<tr>
<th>FY 2016 Low Barrier Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):</td>
</tr>
<tr>
<td>Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected “low barrier” in the FY 2016 competition:</td>
</tr>
<tr>
<td>Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as “low barrier”:</td>
</tr>
</tbody>
</table>

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

<table>
<thead>
<tr>
<th>FY 2016 Projects Housing First Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):</td>
</tr>
<tr>
<td>Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:</td>
</tr>
<tr>
<td>Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:</td>
</tr>
</tbody>
</table>

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC’s geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing: X
Use of phone or internet-based services like 211: X
Marketing in languages commonly spoken in the community: X
Making physical and virtual locations accessible to those with disabilities: X

4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.

<table>
<thead>
<tr>
<th>RRH units available to serve all populations in the HIC:</th>
<th>2015</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>484</td>
<td>852</td>
<td>368</td>
</tr>
</tbody>
</table>

4B-5. Are any new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction? No

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD’s implementing rules at 24 CFR part 135? (limit 1000 characters)
N/A

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons
defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan.
(limit 2500 characters)
N/A

4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition?
No

4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD.
(limit 1500 characters)
N/A

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application.
Yes

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.
This response does not affect the scoring of this application.

<table>
<thead>
<tr>
<th>CoC Governance:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC Systems Performance Measurement:</td>
<td></td>
</tr>
<tr>
<td>Coordinated Entry:</td>
<td>X</td>
</tr>
<tr>
<td>Data reporting and data analysis:</td>
<td>X</td>
</tr>
<tr>
<td>HMIS:</td>
<td></td>
</tr>
</tbody>
</table>
4B-9b. Indicate the type(s) of technical assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

<table>
<thead>
<tr>
<th>Type of Technical Assistance Received</th>
<th>Date Received</th>
<th>Rate the Value of the Technical Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rapid ReHousing</td>
<td>07/16/2016</td>
<td>2</td>
</tr>
<tr>
<td>Coordinated Entry</td>
<td>06/14/2016</td>
<td>2</td>
</tr>
<tr>
<td>Data Reporting / PIT</td>
<td>06/14/2016</td>
<td>2</td>
</tr>
<tr>
<td>sub-population - Veterans</td>
<td>06/14/2016</td>
<td>4</td>
</tr>
<tr>
<td>Housing First</td>
<td>07/16/2016</td>
<td>2</td>
</tr>
</tbody>
</table>
### 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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants</td>
<td>Yes</td>
<td>WA-500 Evidence o...</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>02. 2016 CoC Consolidated Application: Public Posting Evidence</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03. CoC Rating and Review Procedure (e.g. RFP)</td>
<td>Yes</td>
<td>WA-500 Rating and...</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>04. CoC's Rating and Review Procedure: Public Posting Evidence</td>
<td>Yes</td>
<td>WA-500 Evidence o...</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>05. CoCs Process for Reallocation</td>
<td>Yes</td>
<td>WA-500 Process fo...</td>
<td>09/13/2016</td>
</tr>
<tr>
<td>06. CoC's Governance Charter</td>
<td>Yes</td>
<td>WA-500 CoC Govera...</td>
<td>09/13/2016</td>
</tr>
<tr>
<td>07. HMIS Policy and Procedures Manual</td>
<td>Yes</td>
<td>WA-500 HMIS Polic...</td>
<td>09/07/2016</td>
</tr>
<tr>
<td>08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09. PHA Administration Plan (Applicable Section(s) Only)</td>
<td>Yes</td>
<td>WA-500 PHA Admini...</td>
<td>09/04/2016</td>
</tr>
<tr>
<td>10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. CoC Written Standards for Order of Priority</td>
<td>No</td>
<td>WA-500 Written St...</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. HDX-system Performance Measures</td>
<td>Yes</td>
<td>WA-500 SYS PM 2016</td>
<td>08/14/2016</td>
</tr>
<tr>
<td>14. Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment Details

Document Description: WA-500 Evidence of the Coc's Communication to Rejected Projects

Attachment Details

Document Description:

Attachment Details

Document Description: WA-500 Rating and Review Procedure

Attachment Details

Document Description: WA-500 Evidence of Posting on CoC Website: CoC Rating and Review Procedures

Attachment Details

Document Description: WA-500 Process for Reallocating

Attachment Details
Document Description: WA-500 CoC Governance Charter

Attachment Details

Document Description: WA-500 HMIS Policies and Procedures

Attachment Details

Document Description:

Attachment Details

Document Description: WA-500 PHA Administration Plans

Attachment Details

Document Description:

Attachment Details

Document Description: WA-500 Written Standards for Order of Priority

Attachment Details
Submission Summary

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

<table>
<thead>
<tr>
<th>Page</th>
<th>Last Updated</th>
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<tbody>
<tr>
<td>1A. Identification</td>
<td>08/14/2016</td>
</tr>
<tr>
<td>1B. CoC Engagement</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>1C. Coordination</td>
<td>09/14/2016</td>
</tr>
</tbody>
</table>

FY2016 CoC Application  Page 64  09/14/2016
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1D. CoC Discharge Planning</td>
<td>09/04/2016</td>
</tr>
<tr>
<td>1E. Coordinated Assessment</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>1F. Project Review</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>1G. Addressing Project Capacity</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>2A. HMIS Implementation</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>2B. HMIS Funding Sources</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>2C. HMIS Beds</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>2D. HMIS Data Quality</td>
<td>09/07/2016</td>
</tr>
<tr>
<td>2E. Sheltered PIT</td>
<td>08/14/2016</td>
</tr>
<tr>
<td>2F. Sheltered Data - Methods</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>2G. Sheltered Data - Quality</td>
<td>09/11/2016</td>
</tr>
<tr>
<td>2H. Unsheltered PIT</td>
<td>08/14/2016</td>
</tr>
<tr>
<td>2I. Unsheltered Data - Methods</td>
<td>09/13/2016</td>
</tr>
<tr>
<td>2J. Unsheltered Data - Quality</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>3A. System Performance</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>3B. Objective 1</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>3B. Objective 2</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>3B. Objective 3</td>
<td>09/13/2016</td>
</tr>
<tr>
<td>4A. Benefits</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>4B. Additional Policies</td>
<td>09/14/2016</td>
</tr>
<tr>
<td>4C. Attachments</td>
<td>Please Complete</td>
</tr>
<tr>
<td>Submission Summary</td>
<td>No Input Required</td>
</tr>
</tbody>
</table>
Attached is a copy of the written notification to each project that was rejected.

✓ Evidence of posting on All Home (CoC) Website on August 30, 2016
  ✓ Screenshots of announcement
    ▪ Main CoC page
    ▪ 2016 CoC page
  ✓ Community meeting e-mail invite and meeting packet with details of Rating and Review process

✓ Letters for projects not being renewed
Projects were contacted individually via telephone, with contact made 8/23/16 to 8/29/16. Letters were delivered (via e-mail and U.S. mail) after personal contact and no later than 8/29/16.
HUD Continuum of Care

Each year the Seattle/King County Continuum of Care (CoC) submits an application to the U.S. Department of Housing and Urban Development (HUD) for McKinney Continuum of Care Homeless Assistance Grant funds. The FY2016 NOFA reflects HUD’s continued prioritization of permanent housing, as well as housing first, low barrier housing, performance, and strategic use of resources. As part of the NOFA, HUD requires our local CoC to conduct a local process to determine a priority order of projects.

The final priority order is the result of a very thoughtful process conducted by Continuum of Care staff, under the advisement of providers and local funders, and final decisions are approved by the All Home Funder Alignment Committee. Following the Local McKinney Application Values established by the former IAC (now Coordinating Board), this reflects an effort to maintain as much McKinney funding in our CoC as possible, promote our goal to make homelessness rare, brief and one time in King County, address issues of disproportionality, and prioritize projects that further these goals while aligning with HUD strategic goals and priorities.

On August 3, 2016 at 10:30 am Seattle King County CoC will hold a mandatory meeting for all McKinney CoC Program renewal projects that have grants that will expire in CY 2017 and will renew as part of the HUD FY2016 Continuum of Care Program Application process for 2017-2018 funding. This meeting will be held at YWCA, Opportunity Place, Jennings Room Jennings Room, 2024 Third Avenue, Seattle, Washington, 98144.

On August 30, 2016 at 10:30 am Seattle King County CoC will hold a community meeting presenting the 2016 NOFA application final tiering and priority order of programs at YWCA, Opportunity Place, Jennings Room Jennings Room, 2024 Third Avenue, Seattle, Washington, 98144.

See 2016 application due dates below:

Phase 1 Renewal project applications - due June 23, 4:00 pm
Phase 2 Renewal Project applications - due August 15, 5:00 pm

Key Documents:

2016
2015
Phase 1 Renewal project applications – due June 23, 4:00 pm
Phase 2 Renewal Project applications – due August 15, 5:00pm

Key Documents:

2016

2016 HUD Continuum of Care Application
(posted 9/14/16)

CoC Program Project Application and Materials
Phase 1 Application and Match Guidance
Phase II Application
Phase II Match Table
8-3-16 Meeting Packet with Rating and Review Procedures (posted 8/3/16)
8-3-16 Meeting Agenda
2016 Renewal Instructions
2016 Timeline
Community Meeting Packet (posted 8/30/16)

2016 Final HUD McKinney Continuum of Care Priority Order

2016 Project Priority and Ranking Policies

2016 NOFA Overview
All Home Funder Alignment Group 2016 NOFA Briefing

Renewal Project Evaluation Measures Tool
CoC Values for 2016 Local Application
Greetings to all 2016 McKinney CoC Program Project Applicants!

It has been a long and complicated process this year, but we have almost completed the review and scoring of all applications.

The priority listing that will be included with the CoC response to the 2016 NOFA will be ready for presentation on Tuesday, August 30, 2016! The meeting will be held:
We hope to see you there! If you cannot attend the meeting, we will forward the proposed priority listing and meeting materials to you once the community meeting is concluded.

Your McKinney Team,

City of Seattle: Eileen Denham
City of Seattle Department of Human Services
700 S Avenue, Suite 5800
Seattle, WA 98124-4215
Phone (206) 684-0915
E-mail: eileen.denham@seattle.gov

King County: Kate Speltz
King County DCHS - Housing and Community Development
401 5th Ave Suite 510
Seattle, WA 98104
Phone (206) 263-9084
E-mail: kate.speltz@kingcounty.gov
AGENDA

- Welcome

- Overview of the 2016 Local McKinney Process

- 2016 HUD NOFA and Context
  - National Funding
  - HUD Funding Priorities
  - Tiering
  - New Project(s)

- 2016 NOFA - WA-500 Application
  - CoC Values for HUD CoC Program dollars
  - Tiering
  - Reallocation Policies and Process
  - 2016 Priority Order

- HUD award announcement promised (by HUD) in CY 2016
**2016 McKinney Continuum of Care Tiering**

<table>
<thead>
<tr>
<th>Seattle King County Continuum of Care (WA-500) TIER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Annual Renewal Demand placed in Tier 2 (7% of ARD)</td>
</tr>
<tr>
<td>BONUS Projects – PSH for Chronically Homeless and/or RRH</td>
</tr>
<tr>
<td><strong>WA-500 Tier 2 TOTAL</strong></td>
</tr>
</tbody>
</table>

The Seattle/King County CoC is eligible to apply for $4,014,418 in Tier 2 funds. Projects will be placed strategically in Tier 2 with the goal of maximizing the likelihood of securing funding and in the context of the funding values for CoC Program as re-affirmed by the All Home Coordinating Board.

HUD will individually score each project placed in Tier 2 using the following scoring schema:

<table>
<thead>
<tr>
<th>Scoring Category</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC Score</td>
<td>50</td>
<td>Score proportionate to overall CoC score out of 200 (determined by HUD). This score will be the same for each of our applications, and unknown until HUD awards are announced.</td>
</tr>
<tr>
<td>Project Type</td>
<td>5</td>
<td>5 – PSH, RRH, Safe Haven, HMIS, Coordinated Entry; TH for YYA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 – Transitional Housing for Families or Single Adults</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 – Supportive Services Only (SSO) renewal</td>
</tr>
<tr>
<td>Commitment to Policy Priorities</td>
<td>10</td>
<td>PH – housing first</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TH – low barrier, rapid placement, no service participation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>requirements or preconditions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CEA / HMIS – automatic 10 points</td>
</tr>
<tr>
<td>Project Ranking</td>
<td>35</td>
<td>Score based on application amount and amount of Tier 2 funding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>already allocated (i.e. projects placed higher in the priority order).</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
<td></td>
</tr>
</tbody>
</table>

This increases the emphasis and impact of project rating over the 2015 competition where CoC score (2015 – 60 pts) and Project Type (2015 – 10 pts) were of greater significance (project rating 2015 – 20 pts).

**SEATTLE KING COUNTY CoC TIER 2 CONSIDERATIONS:**

The Seattle/King County CoC will consider three key factors in the priority placement of projects as described below: 1) project category; 2) project type; and 3) project cost.

1. **PROJECT CATEGORIES**
   a. **Realignment Projects**
      
      Realignment projects are projects changing their project model from Transitional Housing for families with children to Rapid Rehousing or Permanent Supportive Housing for families with children. This change supports the All Home Family Homelessness Initiative and the System Realignment Targets and/or the Domestic Violence system best practice approach of Rapid Rehousing. The sponsoring agencies are voluntarily closing their programs, and the funds are being re-directed into permanent supportive housing for families developed by the same set of agencies.
   b. **Reallocation projects**
      
      Reallocation projects are new projects made possible by funding redirected from current renewal; projects. The only project types are eligible for reallocation funding are: (1) Permanent Supportive Housing, (2) Rapid Re-housing, (3) HMIS (Homeless Management Information System), (3) Coordinated Entry.
c. **Renewal Projects**

Renewal Projects are projects currently funded by the HUD Continuum of Care (CoC) Program. The Seattle/King County CoC is required to place a designated dollar amount in Tier 2. A number of renewal projects may be placed in tier 2 in order to cover any portion of the $2,341,744 (7% ARD) that is not otherwise reallocated from existing projects.

d. **Bonus Projects**

The Seattle/King County CoC is eligible to apply for $1,672,674 in bonus funds. Only two (2) project types are eligible for bonus funds: (1) Permanent Supportive Housing for chronically homeless households (singles or families) and (2) Rapid Re-housing (for any/all populations including youth and young adults).

### 2. PROJECT TYPE

Project Type is the second priority consideration. Using HUD's scoring schema different project types will score differently and how these projects are or not placed will affect the CoC's ability to fully secure Tier 2 funds. The project types and score range are noted below:

<table>
<thead>
<tr>
<th>Scoring Category</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Type</td>
<td>5</td>
<td>5pts – PSH, RRH, Safe Haven, HMIS, Coordinated Entry; TH for YIA 3pts – Transitional Housing for Families or Single Adults 1pt – Supportive Services Only (SSO) renewal</td>
</tr>
</tbody>
</table>

### 3. PROJECT RANKING

With a maximum of 35 Project Ranking points for each project, cost becomes a strategic element in the placement of projects. Each project ranking score is affected by the amount of Tier 2 funding allocated to the project above it in the project ranking.

<table>
<thead>
<tr>
<th>Scoring Category</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Ranking</td>
<td>35</td>
<td>A calculation based on project application amount and amount of Tier 2 funding already allocated</td>
</tr>
</tbody>
</table>
Priority Listing Decision Factors

The following assumptions will be used to guide decisions regarding priority placement in Tier 2:

1. Include only those projects that can receive full points for both project type (10 points) and commitment to policy priorities (10 points).
   
   **Rationale:** Maximizing points for each of HUD’s scoring factors ensures the greatest likelihood of maintaining current funding and securing additional funding for the CoC. NOTE: based on HUD’s schema this excludes from Tier 2 any transitional housing for families with children or for single adults, as well as Services Only (SSO) projects.

2. Order applications from smallest to largest funding requests within the four Categories of projects, except where local values and HUD priorities may dictate otherwise.
   
   **Rationale:** Placing smaller requests before higher requests will result in marginally higher HUD project ranking scores for projects within that classification, which may result in additional funding for the continuum.

3. Value Realignment Projects as the first priority in Tier 2.
   
   **Rationale:** These projects are voluntarily reallocating funds and realigning their projects in collaboration in support of family system realignment efforts. This effort is designed to rebalance our system and better match homeless housing program types in the community with the needs of the homeless families being seen in the system. Permanent Supportive Housing for Chronically Homeless households is a HUD priority, and supports HUD’s goal to end chronic homelessness by 2017, as well as the goal to end family homelessness, Rapid Rehousing is nationally recognized as a best practice for rehousing homeless families and in the case of certain projects expands the local DV Rapid-rehousing pilot. These projects will get HUD’s maximum score for program type and commitment to policy priorities

4. Use the CoC preliminary score based rank order, with a special emphasis on a low barrier approach and movement to permanent housing, to identify current projects not to be renewed by identifying projects from the bottom and moving up the rank order to select lower performing projects as subjects for reallocation, taking into consideration geographic and population impacts.
   
   **Rationale:** A certain number of renewal projects will need to be defunded or reduced to complete the dollar amount that we are required to place in Tier 2.

5. Use the CoC preliminary score based rank order to identify renewal projects for placement in Tier 2 by identifying projects from the bottom and moving up the rank order to select projects that maximize HUD’s Project Type/Project Priority points and face the least risk in Tier 2.
   
   **Rationale:** A certain number of renewal projects are being placed in Tier 2 to complete the dollar amount that we are required to place in Tier 2.

6. Value renewal projects that are strategically placed in Tier 2 to meet the dollar amount we are required to place in Tier 2.
   
   **Rationale:** These projects are existing projects receiving HUD CoC funding that are being placed in Tier 2 to meet the dollar threshold the Seattle King County CoC is required to place in Tier 2. The projects meet HUD project type and commitment to policy priorities.
Background

The Seattle – King County Continuum of Care (CoC) is eligible to apply for $36,129,757 in the 2016 HUD competition for McKinney Vento Continuum of Care funds. Within that total amount, HUD required the CoC to consider a number of significant program and tiering factors as outlined below:

- $33,453,479 in annual renewal funding must be placed in two tiers
  - Tier 1 – 93% of the Annual Renewal Amount
  - Tier 2 – 7% of the Annual Renewal Amount
- $1,672,674 in Permanent Housing Bonus funding for Permanent Supportive Housing (PSH) for Chronically Homeless Households or Rapid Re-housing for any/all populations
- $1,003,604 for Continuum of Care Planning

Overview of Final Recommendation

### 2016 Seattle–King County CoC Tiering

<table>
<thead>
<tr>
<th>Renewal projects</th>
<th>Tier 1 (93% of Annual Renewal Amount)</th>
<th>Tier 2 (7% of Annual Renewal Amount)</th>
<th>TOTAL Annual Renewal Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>57 Renewals (4 projects)</td>
<td>31,111,735</td>
<td>2,341,744</td>
<td>33,453,479</td>
</tr>
<tr>
<td>Reallocated to PSH (2 projects)</td>
<td>687,665</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reallocated to RRH (2 project)</td>
<td>907,663</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL APPLIED FOR</td>
<td>36,123,757</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The above strategy supports local McKinney Application Values as approved by the All Home Coordinating Board (10/7/15), and re-affirmed All Home Funder Alignment Committee (8/1/2016) and meets the following CoC priorities:

- Strategically responds to HUD's requirements and priorities outlined in the NOFA
- Supports new permanent supportive housing for longest term chronically homeless
- Supports new rapid re-housing
- Maximizes all potential funding

The strategy:

- Eliminates eleven transitional housing projects, and one PSH
- Reduces four renewing projects
Tier 2 Reallocation ($2,341,744)

Each CoC was required to place 7% of their Annual Renewal Amount in Tier 2. To meet our Tier 2 requirement the Seattle-King County CoC is reallocating $1,577,574. The balance of the 7% is composed of renewal projects that meet HUD project type / and policy priority for placement in Tier 2.

The following projects are recommended for reduction or elimination. Considerations include:

- 2016 score-based rank-order;
- Housing focus of the fund-source;
- Serving Literally Homeless, and Low-barrier /Housing First focus of the fund-source
- Strategic placement to maximize Tier 2 renewal funding

<table>
<thead>
<tr>
<th>Project</th>
<th>Project Type</th>
<th>Recommendation</th>
<th>Amount Reduced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compass Cascade realignment</td>
<td>TH</td>
<td>Not Renewed</td>
<td>80,012</td>
</tr>
<tr>
<td>New Beginnings realignment</td>
<td>TH</td>
<td>Not Renewed</td>
<td>326,054</td>
</tr>
<tr>
<td>Compass Scattered Sites not renewing</td>
<td>TH</td>
<td>Not Renewed</td>
<td>116,397</td>
</tr>
<tr>
<td>Rosa Parks / Mary Witt not renewing</td>
<td>TH</td>
<td>Not Renewed</td>
<td>26,284</td>
</tr>
<tr>
<td>Beacon House</td>
<td>PSH</td>
<td>Not Renewed</td>
<td>9,896</td>
</tr>
<tr>
<td>Bennett House</td>
<td>TH</td>
<td>Not Renewed</td>
<td>23,579</td>
</tr>
<tr>
<td>Burien House</td>
<td>TH</td>
<td>Not Renewed</td>
<td>63,258</td>
</tr>
<tr>
<td>Columbia Court</td>
<td>TH</td>
<td>Not Renewed</td>
<td>36,141</td>
</tr>
<tr>
<td>Dove House</td>
<td>TH</td>
<td>Not Renewed</td>
<td>121,545</td>
</tr>
<tr>
<td>El Rey</td>
<td>TH</td>
<td>Not Renewed</td>
<td>75,171</td>
</tr>
<tr>
<td>Multi-Agency</td>
<td>TH</td>
<td>Not Renewed</td>
<td>85,614</td>
</tr>
<tr>
<td>Windermere</td>
<td>TH</td>
<td>Not Renewed</td>
<td>29,683</td>
</tr>
<tr>
<td>Project reductions (four projects + technical reductions)</td>
<td>TH / PSH</td>
<td>Reduced</td>
<td>583,940</td>
</tr>
</tbody>
</table>

TOTAL $1,577,574
<table>
<thead>
<tr>
<th>Rank</th>
<th>Sponsor</th>
<th>Project</th>
<th>Target Pop.</th>
<th>Area</th>
<th>Program</th>
<th>Score</th>
<th>Cost</th>
<th>Aggregate $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DESC</td>
<td>Rainier</td>
<td>Chronic</td>
<td>Sea</td>
<td>PSH</td>
<td>63</td>
<td>536,610</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>AHA</td>
<td>Ozanam Place</td>
<td>Chronic</td>
<td>Sea</td>
<td>PSH</td>
<td>62</td>
<td>316,414</td>
<td>853,024</td>
</tr>
<tr>
<td>3</td>
<td>Archdiocesan Housing Authority</td>
<td>St.Martins on Westlake</td>
<td>Disabled Adults</td>
<td>Sea</td>
<td>PSH</td>
<td>62</td>
<td>197,739</td>
<td>1,050,763</td>
</tr>
<tr>
<td>4</td>
<td>Catholic Housing Services</td>
<td>Patrick Place</td>
<td>Disabled Adults</td>
<td>Sea</td>
<td>PSH</td>
<td>62</td>
<td>143,888</td>
<td>1,194,651</td>
</tr>
<tr>
<td>5</td>
<td>DESC</td>
<td>Canaday House</td>
<td>Chronic</td>
<td>Sea</td>
<td>Perm</td>
<td>61</td>
<td>371,812</td>
<td>1,566,463</td>
</tr>
<tr>
<td>6</td>
<td>VCCC</td>
<td>Valley Landing</td>
<td>Disabled Adults</td>
<td>BOC</td>
<td>PSH</td>
<td>61</td>
<td>162,531</td>
<td>1,728,994</td>
</tr>
<tr>
<td>7</td>
<td>AHA</td>
<td>Ozanam Place</td>
<td>Chronic</td>
<td>Sea</td>
<td>PSH</td>
<td>61</td>
<td>27,395</td>
<td>1,756,389</td>
</tr>
<tr>
<td>8</td>
<td>Transitional Resources</td>
<td>Avalon Place</td>
<td>Chronic</td>
<td>Sea</td>
<td>Perm</td>
<td>60</td>
<td>34,808</td>
<td>1,791,197</td>
</tr>
<tr>
<td>9</td>
<td>Archdiocesan Housing Authority</td>
<td>Rose of Lima House</td>
<td>Disabled Adults</td>
<td>Sea</td>
<td>PSH</td>
<td>60</td>
<td>108,288</td>
<td>1,890,485</td>
</tr>
<tr>
<td>10</td>
<td>YWCA</td>
<td>Opportunity Place</td>
<td>Disabled Adults</td>
<td>Sea</td>
<td>PSH</td>
<td>59</td>
<td>114,450</td>
<td>2,013,935</td>
</tr>
<tr>
<td>11</td>
<td>AHA</td>
<td>Noel at Bakhita</td>
<td>Chronic</td>
<td>Sea</td>
<td>PSH</td>
<td>58</td>
<td>162,027</td>
<td>2,175,962</td>
</tr>
<tr>
<td>12</td>
<td>DESC</td>
<td>Cottage Grove Commons</td>
<td>Chronic</td>
<td>Sea</td>
<td>PSH</td>
<td>57</td>
<td>665,334</td>
<td>2,841,296</td>
</tr>
<tr>
<td>13</td>
<td>DESC</td>
<td>Evans House</td>
<td>Chronic</td>
<td>Sea</td>
<td>PSH</td>
<td>57</td>
<td>212,950</td>
<td>3,054,246</td>
</tr>
<tr>
<td>14</td>
<td>DESC</td>
<td>Aurora Supportive Housing</td>
<td>Chronic</td>
<td>Sea</td>
<td>PSH</td>
<td>56</td>
<td>531,419</td>
<td>3,585,665</td>
</tr>
<tr>
<td>15</td>
<td>DESC</td>
<td>Scattered Site Leasing</td>
<td>Chronic</td>
<td>Sea</td>
<td>PSH</td>
<td>56</td>
<td>600,270</td>
<td>4,185,935</td>
</tr>
<tr>
<td>16</td>
<td>Compass Housing</td>
<td>Nyer Urness</td>
<td>Chronic</td>
<td>Sea</td>
<td>PSH</td>
<td>55</td>
<td>515,927</td>
<td>4,701,862</td>
</tr>
<tr>
<td>17</td>
<td>AHA</td>
<td>Dorothy Day House</td>
<td>Disabled Adults</td>
<td>Sea</td>
<td>PSH</td>
<td>54</td>
<td>25,422</td>
<td>4,727,284</td>
</tr>
<tr>
<td>18</td>
<td>DESC</td>
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<td>PSH</td>
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<td>PSH</td>
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<td>CH - families</td>
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<td>RRH</td>
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<td>Score</td>
<td>Cost</td>
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<td>Youth &gt;18 only</td>
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<td>Trans</td>
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<td>HMIS</td>
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<td>RRH</td>
<td>---</td>
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93% Annual Renewal Demand (ARD) 31,111,735
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<th>Rank</th>
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<th>Project</th>
<th>Target Pop.</th>
<th>Area</th>
<th>Program</th>
<th>Score</th>
<th>Cost</th>
<th>Aggregate $</th>
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<td>Sea</td>
<td>PSH</td>
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<td>New Beginnings</td>
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<td>RRH</td>
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<td>Evergreen Treatment Services</td>
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<td>Chronic</td>
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<td>PSH</td>
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<td>569,726</td>
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<td>100% Annual Renewal Demand (ARD)</td>
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<td>Tier 2 Bonus</td>
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<td>North 96th</td>
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<td>PSH</td>
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<td>34,610,917</td>
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v.9.2.16: reflects final grant amounts

---

| Amount for Tier One Projects (93% of Annual Renewal Demand (ARD)) | 31,111,735 |
| Amount for Tier 2 Projects (7% of ARD) | 2,341,744 |
| WA-500 ARD (the total amount of all CoC renewal projects) | 33,453,479 |
| BONUS Project – PSH for Chronically Homeless and/or RRH | 1,672,674 |
| CoC Planning Grant (considered new by HUD each year) | 1,003,604 |

Application TOTAL | 36,129,757 |

---

Final 2016 Priority Order as approved by All Home Funder Alignment Committee 8-23-2016
August 26, 2016

Cicely Nordness
Seattle Housing Authority
1545 12th Ave.
Seattle, WA 98144

Dear Cicely:

All Home, as the Seattle - King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2016 local renewal application process in response to the 2016 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We regret to inform you that your renewal application for the Regional Homeless Childcare Project was not selected for inclusion in the 2016 Seattle King County CoC application to HUD.

Nationally, CoC funding is increasingly competitive and HUD is directing its resources toward housing as made clear in their NOFA processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The All Home Funder Alignment Committee also sets local values and priorities for these funds.

Final recommendations, as approved by the All Home Funder Alignment Committee on August 23, 2016, funded a priority order that is best positioned to maximize our potential to receive funding this year and in the future. The local application process considered HUD priorities, target populations, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, leveraging and HMIS data quality and completeness.

allhomekc.org
All Home was required this year, as in past years, to rank the projects based on performance. Seven percent of the projects must be put into a second tier. Through this process, projects that were not performing as well as others and did not align with HUD priorities and the local values were realigned or reduced. All Home reallocated funding to one new Permanent Supportive Housing (PSH) for chronically homeless households and one new Rapid Rehousing project. In addition, we are seeking bonus funding for two Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only addresses HUD funding priorities, but support our goal of making homelessness rare, and for those who become homeless, brief and one time only.

The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. This looks at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2017 funding to take place in the Summer of 2017 and we will again be required to evaluate how well CoC Program funded projects are performing and how well they align with the priorities of this funding source.

If you have questions about the process or HUD’s priorities, please feel free to contact Eileen Denham (City of Seattle; 206/684-0915) or Kate Speltz (King County; 206/263-9084) to schedule a meeting.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and All Home local priorities.

Sincerely,

[Signature]

Mark Putnam
All Home
Seattle King County CoC

CC:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs

allhomekc.org
August 26, 2016

Cherise Jones
Low Income Housing Institute
1924 9th Ave.
Seattle, WA 98101

Dear Cherise:

All Home, as the Seattle – King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2016 local renewal application process in response to the 2016 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We regret to inform you that your renewal application for Columbia Court was not selected for inclusion in the 2016 Seattle King County CoC application to HUD.

Nationally, CoC funding is increasingly competitive and HUD is directing its resources toward housing as made clear in their NOFA processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The All Home Funder Alignment Committee also sets local values and priorities for these funds.

Final recommendations, as approved by the All Home Funder Alignment Committee on August 23, 2016, funded a priority order that is best positioned to maximize our potential to receive funding this year and in the future. The local application process considered HUD priorities, target populations, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, leveraging and HMIS data quality and completeness.
All Home was required this year, as in past years, to rank the projects based on performance. Seven percent of the projects must be put into a second tier. Through this process, projects that were not performing as well as others and did not align with HUD priorities and the local values were realigned or reduced. All Home reallocated funding to one new Permanent Supportive Housing (PSH) for chronically homeless households and one new Rapid Re-housing project. In addition, we are seeking bonus funding for two Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only addresses HUD funding priorities, but support our goal of making homelessness rare, and for those who become homeless, brief and one time only.

The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. This looks at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2017 funding to take place in the Summer of 2017 and we will again be required to evaluate how well CoC Program funded projects are performing and how well they align with the priorities of this funding source.

If you have questions about the process or HUD’s priorities, please feel free to contact Eileen Denham (City of Seattle; 206/684-0915) or Kate Speltz (King County; 206/263-9084) to schedule a meeting.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and All Home local priorities.

Sincerely,

[Signature]

Mark Putnam
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 26, 2016

Delores Lane
Youth and Outreach Services
10405 Renton Ave S
Renton, WA 98178

Dear Delores:

All Home, as the Seattle-King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2016 local renewal application process in response to the 2016 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We regret to inform you that your renewal application for Dove House was not selected for inclusion in the 2016 Seattle King County CoC application to HUD.

Nationally, CoC funding is increasingly competitive and HUD is directing its resources toward housing as made clear in their NOFA processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The All Home Funder Alignment Committee also sets local values and priorities for these funds.

Final recommendations, as approved by the All Home Funder Alignment Committee on August 23, 2016, funded a priority order that is best positioned to maximize our potential to receive funding this year and in the future. The local application process considered HUD priorities, target populations, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, leveraging and HMIS data quality and completeness.
All Home was required this year, as in past years, to rank the projects based on performance. Seven percent of the projects must be put into a second tier. Through this process, projects that were not performing as well as others and did not align with HUD priorities and the local values were realigned or reduced. All Home reallocated funding to one new Permanent Supportive Housing (PSH) for chronically homeless households and one new Rapid Re-housing project. In addition, we are seeking bonus funding for two Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only addresses HUD funding priorities, but support our goal of making homelessness rare, and for those who become homeless, brief and one time only.

The Seattle King County CoC is measured by its progress towards HUD’s HEARTH Performance measures and targets. This looks at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2017 funding to take place in the Summer of 2017 and we will again be required to evaluate how well CoC Program funded projects are performing and how well they align with the priorities of this funding source.

If you have questions about the process or HUD’s priorities, please feel free to contact Eileen Denham (City of Seattle; 206/684-0915) or Kate Speltz (King County; 206/263-9084) to schedule a meeting.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and All Home local priorities.

Sincerely,

[Signature]

Mark Putnam
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs

allhomekc.org
August 26, 2016

Cheryl Cooper
Community Psychiatric Clinic
4319 Stone Way North
Seattle, WA 98103

Dear Cheryl:

All Home, as the Seattle - King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2016 local renewal application process in response to the 2016 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We regret to inform you that your renewal application for El Rey was not selected for inclusion in the 2016 Seattle King County CoC application to HUD.

Nationally, CoC funding is increasingly competitive and HUD is directing its resources toward housing as made clear in their NOFA processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The All Home Funder Alignment Committee also sets local values and priorities for these funds.

Final recommendations, as approved by the All Home Funder Alignment Committee on August 23, 2016, funded a priority order that is best positioned to maximize our potential to receive funding this year and in the future. The local application process considered HUD priorities, target populations, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, leveraging and HMIS data quality and completeness.
All Home was required this year, as in past years, to rank the projects based on performance. Seven percent of the projects must be put into a second tier. Through this process, projects that were not performing as well as others and did not align with HUD priorities and the local values were realigned or reduced. All Home reallocated funding to one new Permanent Supportive Housing (PSH) for chronically homeless households and one new Rapid Re-housing project. In addition, we are seeking bonus funding for two Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only addresses HUD funding priorities, but support our goal of making homelessness rare, and for those who become homeless, brief and one time only.

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If you have questions about the process or HUD’s priorities, please feel free to contact Eileen Denham (City of Seattle; 206/684-0915) or Kate Speltz (King County; 206/263-9084) to schedule a meeting.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and All Home local priorities.

Sincerely,

[Signature]

Mark Putnam
All Home
Seattle King County CoC

CC:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 26, 2016

Sherwood Dickie
Vietnam Veterans Leadership Program
1020 SW 130th St.
Burien, WA 98146

Dear Sherwood:

All Home, as the Seattle - King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2016 local renewal application process in response to the 2016 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We regret to inform you that your renewal application for VVLP House #2: Burien was not selected for inclusion in the 2016 Seattle King County CoC application to HUD.

Nationally, CoC funding is increasingly competitive and HUD is directing its resources toward housing as made clear in their NOFA processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The All Home Funder Alignment Committee also sets local values and priorities for these funds.

Final recommendations, as approved by the All Home Funder Alignment Committee on August 23, 2016, funded a priority order that is best positioned to maximize our potential to receive funding this year and in the future. The local application process considered HUD priorities, target populations, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, leveraging and HMIS data quality and completeness.
All Home was required this year, as in past years, to rank the projects based on performance. Seven percent of the projects must be put into a second tier. Through this process, projects that were not performing as well as others and did not align with HUD priorities and the local values were realigned or reduced. All Home reallocated funding to one new Permanent Supportive Housing (PSH) for chronically homeless households and one new Rapid Rehousing project. In addition, we are seeking bonus funding for two Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only addresses HUD funding priorities, but support our goal of making homelessness rare, and for those who become homeless, brief and one time only.

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If you have questions about the process or HUD’s priorities, please feel free to contact Eileen Denham (City of Seattle, 206/684-0915) or Kate Speltz (King County, 206/263-9084) to schedule a meeting.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and All Home local priorities.

Sincerely,

Mark Putnam
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs

allhomekc.org
August 26, 2016

Sherwood Dickie
Vietnam Veterans Leadership Program
4616 S. Bennett St.
Seattle, WA 98118

Dear Sherwood:

All Home, as the Seattle - King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2016 local renewal application process in response to the 2016 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We regret to inform you that your renewal application for VVLP House #1: Bennett was not selected for inclusion in the 2016 Seattle King County CoC application to HUD.

Nationally, CoC funding is increasingly competitive and HUD is directing its resources toward housing as made clear in their NOFA processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The All Home Funder Alignment Committee also sets local values and priorities for these funds.

Final recommendations, as approved by the All Home Funder Alignment Committee on August 23, 2016, funded a priority order that is best positioned to maximize our potential to receive funding this year and in the future. The local application process considered HUD priorities, target populations, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, leveraging and HMIS data quality and completeness.

allhomekc.org
All Home was required this year, as in past years, to rank the projects based on performance. Seven percent of the projects must be put into a second tier. Through this process, projects that were not performing as well as others and did not align with HUD priorities and the local values were realigned or reduced. All Home reallocated funding to one new Permanent Supportive Housing (PSH) for chronically homeless households and one new Rapid Rehousing project. In addition, we are seeking bonus funding for two Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only addresses HUD funding priorities, but support our goal of making homelessness rare, and for those who become homeless, brief and one time only.

The Seattle King County CoC is measured by its progress towards HUD’s HEARTH Performance measures and targets. This looks at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2017 funding to take place in the Summer of 2017 and we will again be required to evaluate how well CoC Program funded projects are performing and how well they align with the priorities of this funding source.

If you have questions about the process or HUD’s priorities, please feel free to contact Eileen Denham (City of Seattle; 206/684-0915) or Kate Speltz (King County; 206/263-9084) to schedule a meeting.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and All Home local priorities.

Sincerely,

[Signature]

Mark Putnam
All Home
Seattle King County CoC

CC:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs

allhomekc.org
August 26, 2016

Mim Yi
YWCA of Seattle, King County, Snohomish County
905 Spruce St.
Seattle, WA 98104

Dear Mim:

All Home, as the Seattle - King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2016 local renewal application process in response to the 2016 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We regret to inform you that your renewal application for Windermere House was not selected for inclusion in the 2016 Seattle King County CoC application to HUD.

Nationally, CoC funding is increasingly competitive and HUD is directing its resources toward housing as made clear in their NOFA processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The All Home Funder Alignment Committee also sets local values and priorities for these funds.

Final recommendations, as approved by the All Home Funder Alignment Committee on August 23, 2016, funded a priority order that is best positioned to maximize our potential to receive funding this year and in the future. The local application process considered HUD priorities, target populations, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, leveraging and HMIS data quality and completeness.
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The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. This looks at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2017 funding to take place in the Summer of 2017 and we will again be required to evaluate how well CoC Program funded projects are performing and how well they align with the priorities of this funding source.

If you have questions about the process or HUD's priorities, please feel free to contact Eileen Denham (City of Seattle; 206/684-0915) or Kate Speltz (King County; 206/263-9084) to schedule a meeting.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and All Home local priorities.

Sincerely,

Mark Putnam
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs

allhomekc.org
August 26, 2016

Mim Yi
YWCA of Seattle, King County, Snohomish County
1010 South 2nd Street
Renton, WA 98055

Dear Mim:

All Home, as the Seattle - King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2016 local renewal application process in response to the 2016 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We regret to inform you that your renewal application for Multi-Agency Project was not selected for inclusion in the 2016 Seattle King County CoC application to HUD.

Nationally, CoC funding is increasingly competitive and HUD is directing its resources toward housing as made clear in their NOFA processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The All Home Funder Alignment Committee also sets local values and priorities for these funds.

Final recommendations, as approved by the All Home Funder Alignment Committee on August 23, 2016, funded a priority order that is best positioned to maximize our potential to receive funding this year and in the future. The local application process considered HUD priorities, target populations, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, leveraging and HMIS data quality and completeness.
All Home was required this year, as in past years, to rank the projects based on performance. Seven percent of the projects must be put into a second tier. Through this process, projects that were not performing as well as others and did not align with HUD priorities and the local values were realigned or reduced. All Home reallocated funding to one new Permanent Supportive Housing (PSH) for chronically homeless households and one new Rapid Re-housing project. In addition, we are seeking bonus funding for two Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only addresses HUD funding priorities, but support our goal of making homelessness rare, and for those who become homeless, brief and one-time only.

The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. This looks at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2017 funding to take place in the Summer of 2017 and we will again be required to evaluate how well CoC Program funded projects are performing and how well they align with the priorities of this funding source.

If you have questions about the process or HUD's priorities, please feel free to contact Eileen Denham (City of Seattle, 206/684-0915) or Kate Speltz (King County, 206/263-9084) to schedule a meeting.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and All Home local priorities.

Sincerely,

[Signature]

Mark Putnam
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs

allhomekc.org
The attached reflects the incorporation of the stated review, ranking and selection criteria used to select projects as part of the FY2015 CoC Program Competition.

✓ FY 2016 CoC Program Project Rating and Selection Process
  Documents outlining criteria as presented to CoC governing bodies and potential applicants
✓ Selection Criteria
✓ Review tool
✓ Local Application Process – Phase I and Phase II Applications
2016 CoC Program Renewal Project Rating and Review Process

2016 Project Review and Tiering

FY 2016 CoC Program will be increasingly competitive. Because national renewal demand is beginning to exceed available funding, HUD implemented a new approach in 2012 that required CoC’s to rate and rank all projects according to local criteria and to place them into one of two HUD required “Tiers”. Tiers are financial thresholds based on the value of each CoC’s annual renewal demand minus a percentage reduction (Tier 2) determined by HUD and published in the Federal Register (15% in 2015 and 7% in 2016). See Attachment #1 FY 2016 NOFA Overview.

Overview of Changes

- The Tier 1 / Tier 2 ranking approach continues. HUD establishes the Tiering amounts for each CoC based on their Annual Renewal Demand (ARD) determined through the CoC Grant Inventory Worksheet (GIW) process. Based on HUD’s methodology, the Tier 2 amount for Seattle King County is estimated at $2.3M. See Attachment #2 2016 McKinney Continuum of Care Tiering.

- Each CoC is required to rate and rank each of its projects. HUD then applies its own selection priorities to the tiered ranking, especially for Tier 2. Please note that for 2016, HUD continues to:
  - Prioritize a housing type preference (permanent housing over transitional housing)
  - Prioritize the principles of Housing First (no service participation requirements or preconditions to entry);
  - Prioritize performance and the rapid placement and stabilization in permanent housing;
  - Prioritize serving those who are literally homeless, coming from streets or shelter or fleeing DV

- NEW projects can be created through re-allocation but only to create new Permanent Housing projects, either Permanent Supportive Housing (PSH) projects for chronically homeless or Rapid Re-Housing serving homeless individuals and families who come directly from streets or shelter.

- HUD will again use Bonus funding to further their strategic goals. The Bonus can be used to fund NEW Permanent Supportive Housing projects that will serve 100% chronically homeless individuals/families or new Rapid Re-Housing serving homeless individuals and families who come directly from streets/shelter or fleeing DV. The Bonus amount for 2016 is estimated at $1.6M.

Preliminary Rank Order

For the last several years HUD’s evaluation and selection process has been increasingly focused on how well a CoC demonstrates that its projects and investments align with and help achieve HUD’s strategic goals and priorities especially those related to permanent housing, both permanent supportive housing and rapid re-housing. HUD is focused on individual project and system-wide performance again with a strong focus on housing performance. The Seattle King County McKinney CoC Program process must be strategic in the use of CoC Program funding.

The CoC rank order will be based on individual project scores which are tightly linked to HUD and the Seattle King County CoC priorities. In addition, the CoC reserves the right to consider additional factors that may adjust the final rank. This would be done in order to achieve a strong and balanced HUD application that
achieves local priorities, maximizes points and thus funding for the entire Continuum. Additional factors that will be considered include the following and includes elements affirmed by CoC Program Values Statement:

- the geographic and population diversity of the projects;
- the potential impact of the loss of housing units on the CoC homeless system
- the opportunity to respond to local CoC priorities and HUD strategic goals for this fund source, including:
  - No or low barrier to housing
  - Serving literally homeless
  - Rapid exits to permanent housing or long/term housing stability in permanent housing

**CoC Application Values**

Under our CoC governance structure, All Home King County has an important role in framing CoC policies and priorities, including those for the HUD CoC Program. All Home affirmed the following CoC Program values for 2016. See Attachment #3:

1. To maintain as much McKinney funding in our Continuum of Care as possible
2. To promote our goal to make homelessness rare, brief and one time in King County and address issues of disproportionality.
3. To prioritize projects that:
   a. Actively participate in the Continuum of Care/CEH and help advance collective goals
   b. Have movement to permanent housing and subsequent stability as the primary focus
   c. Leverage and do not replace mainstream/other resources
   d. Focus on those who are literally homeless (streets, shelter for homeless);
   e. Participate in HMIS with complete, high quality data;
   f. Demonstrate low barriers to program entry;
   g. Perform well against HUD McKinney Continuum of Care goals and positively impact system performance;
   h. Consistently meet and exceed operational standards for spending, match, occupancy, and reporting.

**Local Review and Key Indicators**

HMIS data for the operating period 4/1/15 to 3/31/16 will be used to develop the initial score based rank order. This data will be used to assess project performance according to the key indicators that also populate your APR. Additional efficiency and effectiveness measures will also be considered. The following review elements were approved by the Data and Evaluation Committee of All Home in King County. The CoC will assess projects in five categories using the Scoring Matrix outlined in Attachment #4 and Attachment #5 for Priority Listing Decision Factors.

**Community Meeting**

The results of the local Phase I and Phase II process will be used to strengthen our HUD NOFA application and help us to respond to HUD’s announced priorities. The 2016 project rank order status will be determined before we submit the CoC response to the HUD’s 2016 NOFA.

CoC staff will review all of the information provided with each project and the resulting rank order will be shared for comment at a community meeting scheduled for no later than August 30, 2016.
FY2016 Notice of Funding Availability (NOFA)
HUD McKinney Continuum of Care Competition

Background
U.S. Department of Housing and Urban Development (HUD) McKinney Continuum of Care funds are competitive funds targeted towards ending homelessness, with an emphasis on housing. The competition is annual, with changes each year as HUD considers new data, research and best practices, and looks to meet its priorities for the funds.

2016 NOFA Highlights

- $1.9 billion available in FY2016 funding. HUD projections indicate the national renewal demand is close to this figure.
- HUD continues the 2-Tiered ranking approach that requires 93% of the total renewal amount to be placed in Tier 1, and 7% in Tier 2. This is compared to Tier 2 proportions of 15% in 2015, and 2% in 2014. Additionally, CoCs are eligible to apply for CoC planning dollars equal to 3% of their renewal amount.
- HUD will apply its own selection priorities to the tiered ranking. The 2016 priorities continue to prioritize permanent housing, as well as low barrier housing serving literally homeless households, performance, and strategic use of resources.
- New projects proposed by the CoC can be created through re-allocation. Eligible new project types include: PSH for chronically homeless households (families and singles), Rapid Re-Housing for any/all populations, HMIS (Homeless Management Information Systems), and Coordinated Assessment.
- Continua can also apply for bonus funds in the amount of 5% of their annual renewal amount. The amount may be applied for a single or for multiple projects. Eligible bonus project types are PSH for chronically homeless households (families and singles), and Rapid Re-Housing for any/all populations.

2016 NOFA – Local Implications

<table>
<thead>
<tr>
<th>Amount</th>
<th>Category</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>$33,453,479</td>
<td>The &quot;annual renewal demand&quot; (ARD) for Seattle King County CoC</td>
<td>Base amount for which we are eligible to apply</td>
</tr>
<tr>
<td>$2,341,744</td>
<td>7% = the proportion of the ARD that we are required to place in Tier 2</td>
<td>Requires reallocation and/or strategic placement of existing projects in tier 2</td>
</tr>
<tr>
<td>$1,672,674</td>
<td>5% of ARD = the amount of bonus funds for which we are eligible to apply</td>
<td>Requires local process to identify eligible projects</td>
</tr>
<tr>
<td>$1,003,604</td>
<td>The amount we are eligible for in CoC Planning Funds (3% of ARD)</td>
<td>Additional to the above</td>
</tr>
<tr>
<td>$36,129,757</td>
<td>Total for which Seattle / King County is eligible to apply</td>
<td></td>
</tr>
</tbody>
</table>

[note: HUD has indicated that it will re-confirm the renewal demand later in August. We do not foresee any change from the above cited amounts].

Key deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Element</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 30, 2016</td>
<td>Final decision as to which projects are to be renewed, reduced, eliminated or added to the application</td>
<td>All potential applicants must be notified in writing no later than 15 days before the application is due (9/14)</td>
</tr>
<tr>
<td>September 14, 2016</td>
<td>Submission of final application to HUD</td>
<td>Final deadline is 9/14/2016</td>
</tr>
</tbody>
</table>

8-1-2016 overview of 2016 HUD CoC NOFA
2016 McKinney Continuum of Care Tiering

<table>
<thead>
<tr>
<th>Seattle King County Continuum of Care (WA-500)</th>
<th>TIER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Annual Renewal Demand placed in Tier 2 (7% of ARD)</td>
<td>2,341,744</td>
</tr>
<tr>
<td>BONUS Projects – PSH for Chronically Homeless and/or RRH</td>
<td>1,672,674</td>
</tr>
<tr>
<td><strong>WA-500 Tier 2 TOTAL</strong></td>
<td>4,014,418</td>
</tr>
</tbody>
</table>

The Seattle/ King County CoC is eligible to apply for $4,014,418 in Tier 2 funds. Projects will be placed strategically in Tier 2 with the goal of maximizing the likelihood of securing funding and in the context of the funding values for CoC Program as re-affirmed by the All Home Coordinating Board.

HUD will individually score each project placed in Tier 2 using the following scoring schema:

<table>
<thead>
<tr>
<th>Scoring Category</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC Score</td>
<td>50</td>
<td>Score proportionate to overall CoC score out of 200 (determined by HUD). This score will be the same for each of our applications, and unknown until HUD awards are announced.</td>
</tr>
<tr>
<td>Project Type</td>
<td>5</td>
<td>5 – PSH, RRH, Safe Haven, HMIS, Coordinated Entry; TH for YYA 3 – Transitional Housing for Families or Single Adults 1 – Supportive Services Only (SSO) renewal</td>
</tr>
<tr>
<td>Commitment to Policy Priorities</td>
<td>10</td>
<td>PH – housing first TH – low barrier, rapid placement, no service participation requirements or preconditions CEA / HMIS – automatic 10 points</td>
</tr>
<tr>
<td>Project Ranking</td>
<td>35</td>
<td>Score based on application amount and amount of Tier 2 funding already allocated (i.e. projects placed higher in the priority order).</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

This increases the emphasis and impact of project rating over the 2015 competition where CoC score (2015 – 60 pts) and Project Type (2015 – 10 pts) were of greater significance (project rating 2015 – 20 pts).

**SEATTLE KING COUNTY CoC TIER 2 CONSIDERATIONS:**

The Seattle/ King County CoC will consider three key factors in the priority placement of projects as described below: 1) project category; 2) project type; and 3) project cost:

1. **PROJECT CATEGORIES**

   a. **Realignment Projects**

      Realignment projects are projects changing their project model from Transitional Housing for families with children to Rapid Rehousing or Permanent Supportive Housing for families with children. This change supports the All Home Family Homelessness Initiative and the System Realignment Targets and/or the Domestic Violence system best practice approach of Rapid Rehousing. The sponsoring agencies are voluntarily closing their programs, and the funds are being re-directed into permanent supportive housing for families developed by the same set of agencies.

   b. **Reallocation projects**

      Reallocation projects are new projects made possible by funding redirected from current renewal; projects. The only project types are eligible for reallocation funding are: (1) Permanent Supportive
c. **Renewal Projects**

Renewal Projects are projects currently funded by the HUD Continuum of Care (CoC) Program. The Seattle/ King County CoC is required to place a designated dollar amount in Tier 2. A number of renewal projects may be placed in tier 2 in order to cover any portion of the $2,341,744 (7% ARD) that is not otherwise reallocated from existing projects.

d. **Bonus Projects**

The Seattle/ King County CoC is eligible to apply for $1,672,674 in bonus funds. Only two (2) project types are eligible for bonus funds: (1) Permanent Supportive Housing for chronically homeless households (singles or families) and (2) Rapid Re-housing (for any/all populations including youth and young adults).

---

### 2. PROJECT TYPE

Project Type is the second priority consideration. Using HUD’s scoring schema different project types will score differently and how these projects are or not placed will affect the CoC’s ability to fully secure Tier 2 funds. The project types and score range are noted below:

<table>
<thead>
<tr>
<th>Scoring Category</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Type</td>
<td>5</td>
<td>5pts – PSH, RRH, Safe Haven, HMIS, Coordinated Entry; TH for YYA 3pts – Transitional Housing for Families or Single Adults 1pt – Supportive Services Only (SSO) renewal</td>
</tr>
</tbody>
</table>

---

### 3. PROJECT RANKING

With a maximum of 35 Project Ranking points for each project, cost becomes a strategic element in the placement of projects. Each project ranking score is affected by the amount of Tier 2 funding allocated to the project above it in the project ranking.

<table>
<thead>
<tr>
<th>Scoring Category</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Ranking</td>
<td>35</td>
<td>A calculation based on project application amount and amount of Tier 2 funding already allocated</td>
</tr>
</tbody>
</table>
2016 McKinney Continuum of Care Process

**McKinney CoC Application Values**

1. Maintain as much HUD Continuum of Care Program funding in our CoC as possible.

2. Promote our goal to make homelessness rare, brief, and one time in King County and address issues of disproportionality

3. Prioritize projects that:
   a. Actively participate in the Continuum of Care and help advance collective goals
   b. Have movement to permanent housing and subsequent stability as the primary focus
   c. Leverage and do not replace mainstream / other resources
   d. Focus on those who are literally homeless (streets, shelter, transitional housing for homeless)
   e. Participate in the HMIS with complete, high quality data;
   f. Demonstrate low barriers to program entry
   g. Perform well against HUD McKinney Continuum of Care goals and positively impact system performance
   h. Consistently meet and exceed operational standards for spending, match, occupancy and reporting.
## Renewal Project Threshold Scoring and Ranking

Renewal Project Scoring: Renewal projects will be scored based on the following Measures.

<table>
<thead>
<tr>
<th>Element</th>
<th>Data Source</th>
<th>Details</th>
<th>Points</th>
<th>Scoring Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>System Priority Measure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special needs</td>
<td>HMIS s</td>
<td>% of participants with 2+ disabilities</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Participant Outreach</td>
<td>HMIS</td>
<td>Residence Prior to Entry  % literally homeless (coming from streets, shelter, safe haven). No points if less than 90%</td>
<td>5</td>
<td>90%</td>
</tr>
</tbody>
</table>
| System Priorities      | Program Type| • Transitional Housing for Youth/Young Adults- 10 point  
• Permanent Housing - 15 points  
• Dedicated CH - 3 points                                                                                                                                                                     | 18     |                   |
| **Movement to Permanent Housing** |             |                                                                                                                                                                                                     |        |                   |
| PSH                    | HMIS        | % remaining in PSH for at least 12 months or longer                                                                                                                                                  |        |                   |
| TH to PH               | HMIS        | % moving to PH (no points if less than 50%  
Full points for meeting or exceeding All Home system target)                                                                                                                                 | 10     | 50%               |
| RRH                    | HMIS        | % moving to PH (zero point if less than 50%)  
Full points to meet/exceed All Home system target                                                                                                                                                  |        |                   |
| Stability Bonus        |             | % TH to PH in less than 30 days  
% PSH moving to other PH destinations  
% RRH moving to PH in 30 days                                                                                                                                                                        | 4      |                   |
| Length of stay         | HMIS        | Extent to which project is meeting system expectation for length of stay  
• RRH: Project meet or exceed 2016 Performance Measure Targets  
• TH: Project meets or exceeds the 2016 Performance Measure Targets  
• PH: Participants stay at least 12 months or move to other PH                                                                                                                                 | 5      |                   |
| Known exits            | HMIS        | Extent to which participants exit to a known destination  
No points if more than 10% exit to unknown.                                                                                                                                                            | 3      | 90%               |
| Returns to Homelessness| HMIS        | Extent to which persons who exit homelessness to permanent housing destination return to homelessness within 6 months. The national target is less than 5%                                                   | 3      |                   |
# Renewal Project Threshold Scoring and Ranking

## 2016 CoC Program Project Scoring Matrix

### Income Progress

<table>
<thead>
<tr>
<th>Exit Category</th>
<th>Source</th>
<th>Scoring Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exits with Earned Income</td>
<td>HMIS</td>
<td>% with income from employment (CoC Program goal is 19%)</td>
<td>3</td>
</tr>
<tr>
<td>Exits with income from &quot;other&quot; cash source</td>
<td>HMIS</td>
<td>% with &quot;Other&quot; cash income (such as SSI, SSDI, TANF, etc.)</td>
<td>3</td>
</tr>
<tr>
<td>Exits with income from non-cash sources</td>
<td>HMIS</td>
<td>% with non-Cash sources (such as Food Stamps, Medicaid, etc.)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No points if less than 95%</td>
<td>95%</td>
</tr>
<tr>
<td>Exits with no resources</td>
<td>HMIS</td>
<td>% with no resources either cash or non-cash at exit.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No points if greater than 10%</td>
<td>90%</td>
</tr>
</tbody>
</table>

### Project Efficiency Measure

<table>
<thead>
<tr>
<th>Measure</th>
<th>Source</th>
<th>Scoring Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spending</td>
<td>Phase II Application</td>
<td>Extent to which grant funds fully expended Partial credit for extenuating circumstances (eg., new project start-up)</td>
<td>2</td>
</tr>
<tr>
<td>Occupancy</td>
<td>HMIS</td>
<td>95% or above for full points</td>
<td>5</td>
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<tr>
<td>HMIS Data Quality/Completeness</td>
<td>HMIS</td>
<td>Measures complete/quality data reported in APR. No more than 10% reported missing data in any element (excluding Name, SSN, DV, HIVAids)</td>
<td>6</td>
</tr>
</tbody>
</table>

**NOTE:** Scoring adjustments are made where needed for projects with fewer than 10 units / where "n" is less than 10
<table>
<thead>
<tr>
<th>Project Name1</th>
<th>Avg. LOE</th>
<th>LOS Score</th>
<th>% exit to PH</th>
<th>Exit to PH Score</th>
<th>PH &gt; 12 months</th>
<th>PSH&gt;12 mos Score</th>
<th>RRH % moved in</th>
<th>PSH exits to PH</th>
<th>PSH to PH Score</th>
<th>TH exits to PH in 90</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>
Priority Listing Decision Factors

The following assumptions will be used to guide decisions regarding priority placement in Tier 2:

1. Include only those projects that can receive full points for both project type (10 points) and commitment to policy priorities (10 points).
   
   **Rationale:** Maximizing points for each of HUD’s scoring factors ensures the greatest likelihood of maintaining current funding and securing additional funding for the CoC. NOTE: based on HUD’s schema this excludes from Tier 2 any transitional housing for families with children or for single adults, as well as Services Only (SSO) projects.

2. Order applications from smallest to largest funding requests within the four Categories of projects, except where local values and HUD priorities may dictate otherwise.

   **Rationale:** Placing smaller requests before higher requests will result in marginally higher HUD project ranking scores for projects within that classification, which may result in additional funding for the continuum.

3. Value Realignment Projects as the first priority in Tier 2.

   **Rationale:** These projects are voluntarily reallocating funds and realigning their projects in collaboration in support of family system realignment efforts. This effort is designed to rebalance our system and better match homeless housing program types in the community with the needs of the homeless families being seen in the system. Permanent Supportive Housing for Chronically Homeless households is a HUD priority, and supports HUD’s goal to end chronic homelessness by 2017, as well as the goal to end family homelessness. Rapid Rehousing is nationally recognized as a best practice for rehousing homeless families and in the case of certain projects expands the local DV Rapid-rehousing pilot. These projects will get HUD’s maximum score for program type and commitment to policy priorities

4. Use the CoC preliminary score based rank order, with a special emphasis on a low barrier approach and movement to permanent housing, to identify current projects not to be renewed by identifying projects from the bottom and moving up the rank order to select lower performing projects as subjects for reallocation, taking into consideration geographic and population impacts.

   **Rationale:** A certain number of renewal projects will need to be defunded or reduced to complete the dollar amount that we are required to place in Tier 2.

5. Use the CoC preliminary score based rank order to identify renewal projects for placement in Tier 2 by identifying projects from the bottom and moving up the rank order to select projects that maximize HUD’s Project Type/Project Priority points and face the least risk in Tier 2.

   **Rationale:** A certain number of renewal projects are being placed in Tier 2 to complete the dollar amount that we are required to place in Tier 2.

6. Value renewal projects that are strategically placed in Tier 2 to meet the dollar amount we are required to place in Tier 2.

   **Rationale:** These projects are existing projects receiving HUD CoC funding that are being placed in Tier 2 to meet the dollar threshold the Seattle King County CoC is required to place in Tier 2. The projects meet HUD project type and commitment to policy priorities.
2016 Intent to Apply Form must be e-mailed to eileen.denham@seattle.gov
By 4:00pm -- Thursday, June 23, 2016

Completion of the 2016 Intent to Apply signals the beginning of the 2016 CoC Program process and your intention regarding participation in this year’s CoC Program funded process. Submission of this form does not obligate you in any way, nor does it obligate Seattle and King County to include your project in the 2016 application to HUD.

Please submit one CoC Renewal Intent Form for each CoC Program eligible for renewal in the 2016 CoC Process and return to Eileen Denham via the e-mail address eileen.denham@seattle.gov

☐ All Intent to Apply for Funding Forms are due on Thursday, June 23, 2016 no later than 4pm.

☐ An agency with multiple projects up for renewal, must submit an Intent to Apply for each project.

☐ FAILURE TO SUBMIT this completed form by the deadline will make your program ineligible for consideration in the community ranking process. This means that your project will not ranked in the local priority rank order.

1. Agency and Grant Information:

<table>
<thead>
<tr>
<th>Agency Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Program Name:</td>
<td></td>
</tr>
<tr>
<td>Current Operating Year:</td>
<td>begin date: end date:</td>
</tr>
<tr>
<td>Primary contact for this CoC Program Project:</td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>E-mail: Phone</td>
</tr>
</tbody>
</table>

2. Additional staff that should be included in general renewal process communications:

<table>
<thead>
<tr>
<th>Name</th>
<th>e-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>e-mail:</td>
</tr>
<tr>
<td>Name</td>
<td>e-mail:</td>
</tr>
</tbody>
</table>

3. Intent to Renew

☐ YES This Agency intends to apply for renewal of the grant identified above in the 2016 CoC Program process.

☐ NO This Agency is choosing not to apply for renewal funding for the grant identified above and understands that it will not be included in the 2016 Seattle King County Continuum of Care Application.

☐ Other This Agency is considering the option to reduce funding and would like to discuss this further.

☐ Other This Agency is considering its renewal options and possible conversion to another housing model. We would like to discuss this further.

Authorizing Signature/Title: ____________________________
Title: ____________________________ Date: ____________________________

For any questions, please contact:
Eileen Denham, Seattle Department of Human Service
Phone (206) 684-0915
e-mail: eileen.denham@seattle.gov
Considerations: What you Should Know

The FY 2016 Continuum of Care competition will continue to be a highly competitive funding opportunity. Over time, HUD has been responding to congressional pressure to invest in interventions that are evidence based and show measurable progress toward ending homelessness. The FY 2015 NOFA competition for Tier 2 funding was particularly intense and required that 15% of the CoC Annual Renewal Demand be placed in Tier 2. CoC’s across the country were forced to make very difficult decisions. We expect HUD to continue this Tiering approach and we will again be required to place projects in either Tier 1 or Tier 2 based on HUD established amounts.

Unlike many parts of the country, Seattle King County was very fortunate to have both new and renewal projects funded in 2015. While HUD has not released details of the forthcoming process, we expect them to press forward in a manner similar to FY2015. This means a rigorous review of current CoC Program investments, how well each adheres to CoC priorities and contributes to the collective impact on ending homelessness in Seattle King County.

A preview of HUD’s coming approach to the competition can be found in the FY 2015 CoC Program Competition Recap published in SNAP In Focus. See SNAPS In Focus: FY 2015 CoC Program Competition Recap - HUD Exchange. You should expect continuing emphasis on the following at both the program and system level:

- **Quality data and demonstrated performance** at all levels—both program and at the system level;
- Use of **Coordinated Entry for All** to prioritize and refer people who most need assistance and ensure all programs are engaged and participating;
- **Effective management of resources and reallocation** from lower performing projects to the types of projects/practice most likely to reduce homelessness; and
- How well programs **reduced barriers to program entry** and are using housing first approaches to serve people from the streets or shelter and who most need assistance.

We anticipate the Local CoC Program process to begin in early July. Similar to last year, the process will rely on Performance Data from the HUD Annual Progress Report (APR) and project efficiency measures, such as grant spending. All projects should be striving to deliver responsive programming that demonstrates positive outcomes for clients.

There are risks and opportunity to consider as you prepare for the upcoming 2016 NOFA. You are strongly urged to review your programs and your data. Please let us know if you have questions or want to talk further about your project and plans for renewing.

- Projects that consistently underspend may want to voluntarily reduce their renewal grant.
- Projects may elect not to renew because other funding resources present a better fit for their program model or Agency mission;
- Projects monitoring their own data may know they are unlikely to score well and want to consider future reallocation options.

Again, please let us know if you have any questions!

Your McKinney Team,

**City of Seattle contact: Eileen Denham**

*Phone (206) 684-0915*  
*E-mail: eileen.denham@seattle.gov*

**King County contact: Kate Speltz**

*Phone (206) 263-9084*  
*E-mail: kate.speltz@kingcounty.gov*
Seattle King County
2016 NOFA Continuum of Care (CoC) Program Renewal
Phase II Application

Due: Monday, August 1, 2016 by 4:00pm

Phase II Application Submission Information

2016 Phase II Application

• ONE (1) ELECTRONIC COPY (with all attachments)
• Submit to: eileen.denham@seattle.gov

Each year, the U.S. Department of Housing and Urban Development (HUD) provides funding for homeless programs authorized under McKinney Vento as amended by the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act through a competitive Continuum of Care (CoC) NOFA process (Notice of Funding Availability). The NOFA details the requirements for all Continua of Care (CoC) and the individual applicants included in the CoC’s application. In preparation for the NOFA, Seattle and King County, on behalf of All Home, also conducts an annual local evaluation process.

The Seattle King County 2016 renewal process consists of three parts:

1. **Phase I – 2016 Seattle King County CoC Program Local Intent to Renew Process due June 23, 2016**
   The Phase I results in the preliminary CoC performance based rank order. Shortly after the 2016 Intent to Apply was due on June 23, 2016, staff began to pull HMIS data for the operating period 4/1/15 to 3/31/16. This data will be used to assess project performance according to the key CoC Program indicators that were adopted by the All Home Data and Evaluation Committee as part of the 2015 Local Process.

2. **Phase II – 2016 HUD CoC Program Phase II Application Due July 29, 2016.**
   Phase I and Phase II data will be used to assess project performance according to the key CoC Program indicators endorsed by the All Home Data and Evaluation Committee and approved by the Funder Alignment Group. Phase II collects the following information:
   
a. **Non—HMIS generated project information** related to efficiency/effectiveness measures, one of the rating and review factors necessary to the preliminary rank order; and

b. **Other project specific information** that will not affect the project score but is needed to respond effectively to the NOFA.

3. **Phase III – Submittal of a 2015 HUD NOFA Project Application due August 1, 2016.**
   At the conclusion of the Phase II Application process, all projects selected for renewal will be invited to submit a HUD CoC project application.

Please direct your questions via email to Eileen Denham of your McKinney team as noted below.

Contact: Eileen Denham
City of Seattle Department of Human Services
Phone (206) 684-0915  E-mail: eileen.denham@seattle.gov
2016 Local Process Guidance

2016 Project Review and Tiering

CoC Program funding is becoming increasing competitive. Because national renewal demand began to exceed available funding, HUD implemented a new approach in 2012 that required CoC’s to rate and rank all projects according to local criteria and to place them into one of two HUD required “Tiers”. Tiers are financial thresholds based on the value of each CoC’s annual renewal demand minus a percentage reduction (Tier 2) determined by HUD and published in the Federal Register (15% in 2015 and 7% in 2016). Here is what to expect with the 2016 NOFA:

- The Tier 1 / Tier 2 ranking approach continues. HUD establishes the Tiering amounts for each CoC based on their Annual Renewal Demand (ARD) determined through the CoC Grant Inventory Worksheet (GIW) process. Based on HUD’s methodology, the Tier 2 amount for Seattle King County is estimated at $2.3M.
- Each CoC is required to rate and rank each of its projects. HUD then applies its own selection priorities to the tiered ranking, especially for Tier 2. Please note that in 2016, HUD continues to:
  - Prioritize a housing type preference (permanent housing over transitional housing)
  - Prioritize the principles of Housing First (no service participation requirements or preconditions to entry);
  - Prioritize performance and the rapid placement and stabilization in permanent housing;
  - Prioritize serving those who are literally homeless, coming from streets or shelter or fleeing DV
- NEW projects can be created through re-allocation but only to create new Permanent Housing projects, either Permanent Supportive Housing (PSH) projects for chronically homeless or Rapid Re-Housing serving homeless individuals and families who come directly from streets or shelter.
- HUD will again use Bonus funding to further their strategic goals. The Bonus can be used to fund NEW Permanent Supportive Housing projects that will serve 100% chronically homeless individuals/families or new Rapid Re-Housing serving homeless individuals and families who come directly from streets/shelter or fleeing DV. The Bonus amount for 2016 is estimated at $1.5M.

Preliminary Rank Order

For the last several years HUD’s evaluation and selection process has been increasingly focused on how well a CoC demonstrates that its projects and investments align with and help achieve HUD’s strategic goals and priorities especially those related to permanent housing, both permanent supportive housing and rapid re-housing. HUD is focused on individual project and system-wide performance again with a strong focus on housing performance. To remain competitive the Seattle King County McKinney CoC Program process must be strategic in the use of McKinney funding within our community and be prepared for the 2016 national McKinney competition.

The CoC rank order will be based on individual project scores which are tightly linked to HUD and the Seattle King County CoC priorities. In addition, the CoC reserves the right to consider additional factors that may adjust the final rank. This would be done in order to achieve a strong and balanced HUD application that achieves local priorities, maximizes points and thus funding for the entire Continuum. Additional factors that will be considered include:

- the geographic and population diversity of the projects;
- the potential impact of the loss of housing units on the CoC homeless system
the opportunity to respond to local CoC priorities and HUD strategic goals for this fund source, including:
  - No or low barrier to housing
  - Serving literally homeless
  - Rapid exits to permanent housing or long/term housing stability in permanent housing

Under our CoC governance structure, All Home King County has an important role in framing CoC policies and priorities, including those for the HUD CoC Program. All Home affirmed the following CoC Program values:

1. To maintain as much McKinney funding in our Continuum of Care as possible
2. To promote our goal to make homelessness rare, brief and one time in King County and address issues of disproportionality.
3. To prioritize projects that:
   a. Actively participate in the Continuum of Care/CEH and help advance collective goals
   b. Have movement to permanent housing and subsequent stability as the primary focus
   c. Leverage and do not replace mainstream/other resources
   d. Focus on those who are literally homeless (streets, shelter for homeless);
   e. Participate in HMIS with complete, high quality data;
   f. Demonstrate low barriers to program entry;
   g. Perform well against HUD McKinney Continuum of Care goals and positively impact system performance;
   h. Consistently meet and exceed operational standards for spending, match, occupancy, and reporting.

Community Meeting
The results of the local Phase I and Phase II process will be used to strengthen our HUD NOFA application and help us to respond to HUD’s announced priorities. The 2016 project rank order status will be determined before we submit the CoC response to the HUD’s 2016 NOFA.

CoC staff will review all of the information provided with each project and the preliminary results will be shared at a community meeting.

Local Review and Key Indicators
Shortly after July 1, 2016, staff began to pull your HMIS data for the operating period 4/1/15 to 3/31/16. This data will be used to assess project performance according to the key indicators that populate your APR. Additional efficiency and effectiveness measures will also be considered. The following review elements were approved by the Data and Evaluation Committee of All Home in King County.

The CoC will assess projects in five categories which are outlined in the following chart:

<table>
<thead>
<tr>
<th>2016 Key Indicator Measures</th>
<th>Points</th>
</tr>
</thead>
</table>


# Seattle-King County Continuum of Care Program -2015 Overview

## 1. Movement to Housing
Measures against HUD standards and local performance targets for persons obtaining or maintaining housing.

- **PSH**: % remaining in PSH for at least 12 months or longer
- **TH**: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target
- **RRH**: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target
- **Bonus**: % TH to PH in less than 90 days
  - % PSH moving to other PH destinations
  - % RRH moving to PH in 30 days or less

**Extent to which the project is meeting system expectations for length of stay**
- **TH**: The project meets or exceeds the 2016 All Home Performance Measure Targets
- **PH**: Participants stay at least 12 months or move to other permanent housing
- **RRH**: Participants meet or exceed 2016 All Home Performance Measure Targets

## 2. Income Progress
Measures the extent to which participants show positive changes in income

- **Employment Income**: Extent to which adults in the program exit with employment income

## 3. HMIS Data Quality/Completeness
Measures complete/quality data reported in APR (this criteria is waived for confidential DV programs)

- No more than 10% reported missing data in any elements (excluding Name/SSN, HIV Aids)

## 4. System Priority Measure

- **Program Component Priority**  
  - **PH** = 15 pts  
  - **TH for Youth/Young Adult** = 10 pts  
  - **Serving Exclusively Chronically Homeless** = 3 pts

- **Hard to Serve/Participant Outreach**: proportion of households served coming directly from Streets and/or Emergency Shelter and the extent to which the project serves “hard to serve” populations.

## 5. Project Efficiency and Effectiveness Measure

- **Project Expenditures**: Extent to which the project drew down 100% of HUD funds
- **Occupancy**: Extent to which the project maintains capacity/occupancy at 95% or above.
NOTE: There will be three Permanent Supportive Housing projects and four Rapid Rehousing projects that will renew and will not have yet submitted their first APR. These projects will be placed below the lowest ranking PSH project in the final rank order.

Due Date and Deadline Information:
Whether you are a direct HUD grantee/recipient or a sub-recipient (project sponsor) of the City of Seattle or King County, you must submit your Phase II: 2016 Local CoC Program Application to Seattle-King County by the due date and time required in order to be considered for inclusion in Seattle King County’s consolidated HUD McKinney application.

✓ A deadline is a deadline! Submit your Phase II Application by the due date and time of 4:00pm, Monday, August 1, 2016.

✓ Late responses will not be reviewed and will mean that the project will be ranked in a non-competitive position and placed at the bottom of the local priority rank order.

✓ The Phase II Application must be received via the email address noted below by the specified deadline to meet the deadline requirement.

✓ Staff will be available to answer your questions up until Friday April 22, 2016. No questions will be accepted after that date. You are urged to start early to avoid last minute concerns.

✓ The Phase II Application is due date is 4:00pm, Monday August 1, 2016. Late submittals will mean your project will not be ranked.
# 2016 Local Process Timeline

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
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<tbody>
<tr>
<td>June 14, 2015 to June 23, 2016</td>
<td>2016 Phase I Application - Intent to Renew Funding</td>
</tr>
<tr>
<td>July 22, 2016</td>
<td>2016 Phase II Application Distributed</td>
</tr>
<tr>
<td>August 1, 2016</td>
<td>Due Date for Phase II Application Due</td>
</tr>
<tr>
<td></td>
<td><strong>Monday, August 1, 2016 by 4:00pm</strong></td>
</tr>
<tr>
<td></td>
<td>Submit by e-mail to: <a href="mailto:eileen.denham@seattle.gov">eileen.denham@seattle.gov</a></td>
</tr>
<tr>
<td>August 1, 2016 to August 26, 2016</td>
<td>CoC staff: review HMIS Data and Phase II information and prepare preliminary renewal rank order</td>
</tr>
<tr>
<td></td>
<td>All Home and Funder Alignment Group review preliminary rank order</td>
</tr>
<tr>
<td>August 3, 2016</td>
<td>2016 Mandatory HUD CoC Program NOFA Workshop for All</td>
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<tr>
<td></td>
<td><strong>Wednesday, August 3, 2016 from 10:30am to 11:30am</strong></td>
</tr>
<tr>
<td></td>
<td>YWCA Opportunity Place</td>
</tr>
<tr>
<td></td>
<td>Jennings Room</td>
</tr>
<tr>
<td></td>
<td>2024 Third Avenue</td>
</tr>
<tr>
<td></td>
<td>Seattle, Washington, 98144</td>
</tr>
<tr>
<td></td>
<td>Training Workshop CoC Project Application—Direct Grantees Only</td>
</tr>
<tr>
<td></td>
<td><strong>Wednesday, August 3, 2016 from 10:45-12:45</strong></td>
</tr>
<tr>
<td></td>
<td>Accessing the 2016 Application in esnaps and preparing your HUD application</td>
</tr>
<tr>
<td></td>
<td>YWCA Opportunity Place</td>
</tr>
<tr>
<td></td>
<td>Jennings Room</td>
</tr>
<tr>
<td></td>
<td>2024 Third Avenue</td>
</tr>
<tr>
<td></td>
<td>Seattle, Washington, 98144</td>
</tr>
<tr>
<td>August 3 to August 12</td>
<td>CoC Application program applications complete and ready for submittal to esnaps</td>
</tr>
<tr>
<td></td>
<td>- Upload federal forms/current 501c.3 documents</td>
</tr>
<tr>
<td></td>
<td>- Upload Match documentation</td>
</tr>
<tr>
<td></td>
<td>- Complete and submit pdf of esnaps application (direct grantees only)</td>
</tr>
<tr>
<td>August 30, 2016</td>
<td>2016 CoC Program Community Meeting for presentation of priority rank order</td>
</tr>
<tr>
<td>July* September 14</td>
<td>2016 Seattle King County NOFA Application Due to HUD</td>
</tr>
</tbody>
</table>

*Dates and activities will be determined subject to access to the 2016 HUD NOFA. Please be responsive to all McKinney Alerts! All notifications or requests will come via email.
2016 CoC Program NOFA Project Application Process Guidance

Be Ready for Your HUD NOFA Application:

You will be notified as soon as the 2016 HUD CoC Application is available in esnaps!!! This is expected to happen at any time. Your HUD Application and Certifications will be due soon after. We already know that timelines are very short and quick turn-around them is essential to meet the HUD deadline.

All projects will be expected to complete their applications using HUD’S electronic application “e-snaps”. Seattle and King County staff do this for their project sub-recipients, but those who contract directly with HUD for their funding (direct HUD grantee) are responsible for submitting their “CoC Program” renewal application into e-snaps.

NOTE to Direct Grantees:

- **BE PREPARED!!** Direct HUD Grantees should know who is responsible for submitting the electronic application(s) and be sure they can access e-snaps. This means reviewing your User Names and Passwords and assuring they still work. As noted, additional training will be provided to direct HUD grantees to ensure the electronic application process goes as smoothly as possible.

- **Ensure the Accuracy of Information in your 2015 Application for 2016!** — Review your budgets. Did your budgets change during the 2015 HUD Grant Agreement process? Did you add a new activity or increase/decrease fte staffing to your services budget? Did anything else change during that process that must be brought forward for 2016. **ADVICE: Don’t wait—review now!** The HUD electronic application system “esnaps” is not ready for the 2016 applications yet so use this time to get ready. You will not be given much time.
# Seattle-King County Continuum of Care Programs 2016 Phase II Application

2016
Seattle King County
**Phase II Application**
Continuum of Care Program Renewal Request

**DUE July 29, 2016**

## Phase II Application

### A. Project Information

<table>
<thead>
<tr>
<th>Project Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Lead Agency/Organization (project sponsor):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Primary Contact Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone: ( )</td>
</tr>
<tr>
<td>Fax: ( )</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e-mail address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Do you have a Direct Grant with HUD for your CoC Program Funds? [ ] Yes [ ] No

**Instructions:** If Yes respond to the questions below and certify. If No, continue to the Phase II Application

If the response was YES: Please certify to the following:

### A. Required Federal Forms: Are the following forms ready for signature and upload for your 2016 HUD Application. Must be dated between May 1, 2016 and August 14, 2016:

<table>
<thead>
<tr>
<th>HUD Form 2880 [ ] Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD Form 50070 Certification for Drug Free Workplace [ ] Yes</td>
</tr>
</tbody>
</table>

### A. DUNS# and CCR/SAM Confirmation: To be eligible for funding under the 2016 NOFA, all recipients (Direct HUD Grants) **MUST** have a current DUNS number and active registration in CCR/SAM, the primary vendor database for the federal government. HUD will not issue a grant award if these are not correct and current. Have you confirmed the following:

| Confirmed Agency/Program DUNS# [ ] Yes |
| Confirmed Central Contractor Registry (CCR) /SAM is current [ ] Yes |

**Authorizing Signature/Title:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>
2016 HUD CoC Program Phase II Application

Renewal projects (projects previously funded) with a “McKinney” funding award that ends in calendar year 2017 must submit the information required in this Phase II Application in order to be included in the HUD 2016 Continuum of Care Homeless Assistance Program NOFA process and to be eligible for continued funding for 2017-2018.

Checklist for Submission

This checklist is provided to help ensure your submission is complete. Please refer to the specific instructions for each section for information on how to prepare and submit your responses to each section.

☐ Efficiency and Effectiveness Information
  ➢ Grant Spending
  ➢ Project Match Workbook (Attachment #1 required of all)
  ➢ HUD Monitoring / Audit Confirmation (Attachment #2 required as applicable)

☐ Other Information Collected for the HUD Application Response
  ➢ Sub-recipient Performance
  ➢ Housing First Table
  ➢ Mainstream Resources and SOAR Training

CoC Project Efficiency and Effectiveness Measures

1. Grant Spending: Did this project expend 100% of the awarded HUD funds for the grant term that most recently ended?
   - If the project did not draw all of the funds, select NO and explain why all of the project’s HUD funds were not expended*

   NOTE: Rental Assistance programs will be considered to have fully met the standard if they are serving more than the number of households required under their contract.

   *If this project had funds remaining that were over 5% of the grant or $10,000, a narrative is required

Grant Spending NARRATIVE: Explain the reason for not expending the remaining grant funds and the steps that have been taken to increase expenditures in the coming year or return funds to the CoC.
3. **Match:** What dollar amount of match is the project providing for the upcoming award year (2017-2018)?

- Complete and submit [Attachment #1 Project Excel Match Workbook](#).
- Insert the summary information from the report in the space to the right.
- **NOTE:** Match letters do not need to be submitted with the Phase II Application, but must be submitted and available for review and upload with your 2016 HUD application on or before August 12, 2016.


4. **HUD Monitoring / Audit Findings:** Does this project or Applicant Agency have any of the following:

1. Has this project been monitored by HUD since 7/1/15?  □ yes  □ no
2. Has the project or Applicant Agency resolved any HUD monitoring or Audit findings or concerns since 7/1/15?  □ yes  □ no
3. Does the project or Applicant Agency have a HUD monitoring or Audit concerns/finding that are overdue or not been satisfactorily resolved? This will include any outstanding financial obligations?  □ yes  □ no
4. Does this project have any Audit findings from any Auditor that has not yet been resolved?  □ yes  □ no

☐ If yes to any of the above, [Attachment # 2 includes](#) the appropriate documentation as noted below:

- All correspondence by and between HUD from 7/1/15 to current for HUD monitoring
- A copy of the Audit finding and related correspondence/action to resolve the finding.
Other Information needed for the Seattle King County HUD Application Response

**Housing First:** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). It is an approach to: 1) quickly and successfully connect individuals and families experiencing homelessness to permanent housing; 2) without barriers to entry, such as sobriety, treatment or service participation requirements; or 3) related preconditions that might lead to the program participant’s termination from the project. Please respond to the following questions.

**NOTE:** For projects serving Youth/Young Adults and Families, we will verify CEA bands and screening criteria.

<table>
<thead>
<tr>
<th>1</th>
<th>Does your project quickly move program participants into permanent housing without additional intermediate steps (e.g., required stay in transitional housing first or a period of qualification before moving to PH)</th>
<th>☐</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Has your project removed the following barriers to accessing housing and services? Check the box (yes/no) next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Having too little or little income</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Active or history of substance abuse</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Having a criminal record with exceptions for state/SHA-mandated restrictions</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement).</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Sexual Orientation or Gender Identity</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3</td>
<td>Has your project removed the following reasons for program termination? Check Yes or NO in the box next to each item to confirm your program has removed (or never had) the following reasons for termination related to each of the following:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Failure to participate in supportive services;</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Failure to make progress on a service plan</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Loss of income or failure to improve income;</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Fleeing domestic violence</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Any other activity not covered in a lease agreement typically found in our area</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Mainstream Benefits and Other Assistance:** A HUD priority is to ensure CoCs demonstrate CoC Program funded projects supplement CoC Program funds with resources from other public and private sources, including mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits.

CoCs need to demonstrate that (1) program staff are kept systematically up-to-date regarding mainstream
resources available for homeless program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs), (2) there is collaboration with healthcare organizations to assist homeless program participants with enrolling in health insurance, and (3) projects provide assistance with the effective utilization of Medicaid and other benefits.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Does your program provide regular or as needed transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?</td>
</tr>
<tr>
<td>2.</td>
<td>Does your program use the DSHS single application form that helps program participants sign up for four or more mainstream programs?</td>
</tr>
<tr>
<td>3.</td>
<td>Does your program regularly follow-up with program participants at least annually (if applicable) to ensure that they have applied for and are receiving their mainstream benefits and to renew benefits when required?</td>
</tr>
<tr>
<td>4.</td>
<td>Do program participants have access to SSI/SSDI technical assistance provided by your agency/program or a partner agency through a formal or informal relationship? Name the Agency staff and/or identify the Partner Agency:</td>
</tr>
<tr>
<td>5.</td>
<td>Has the staff person providing the technical assistance completed SOAR training (on-line or in-person) in the past 24 months? If more than one person provides SSI/SSDI assistance check yes only if all persons completed the training. Specify the Training Date(s):</td>
</tr>
</tbody>
</table>

**Recipient/Subrecipient Performance:** HUD has identified four benchmarks for grants and financial management that CoC’s must reach to meet expected standards. The information below is collected for CoC application purposes.

- **Quarterly LOCCS Drawdowns:** (Response only required for Direct HUD Grants) Has this project maintained at least quarterly draws for the most recent grant term related to this renewal grant request? Response will be verified with HUD. (Response Required for Direct Grantees Only) If marked NO, please attach brief explanation. Collected for CoC Application purposes. May be a local evaluation factor in FY’2017

- **On-time APR for all APR’s due on or before 12/31/15:** Was the program APR successfully submitted on time for the most recently expired grant? The APR is due within 90 days after the grant term expires. Select “Yes” to indicate that an APR has been submitted for the grant term that has most recently expired (for some grants this will be the FY 2015 renewal, for others the FY 2014). Select “No” to indicate that an APR has not been submitted for the grant term that has most recently expired or if this is a first-time renewal for which the original grant term has not yet. Collected for CoC Application purposes only. May be a local evaluation factor in 2017
1F – 2a  CoC Rating and Review Procedure

Evidence of posting on CoC Website:  CoC Rating and Review Procedures
HUD Continuum of Care

Each year the Seattle/King County Continuum of Care (CoC) submits an application to the U.S. Department of Housing and Urban Development (HUD) for McKinney Continuum of Care Homeless Assistance Grant funds. The FY2016 NOFA reflects HUD’s continued prioritization of permanent housing, as well as housing first, low barrier housing, performance, and strategic use of resources. As part of the NOFA, HUD requires our local CoC to conduct a local process to determine a priority order of projects.

The final priority order is the result of a very thoughtful process conducted by Continuum of Care staff, under the advisement of providers and local funders, and final decisions are approved by the All Home Funder Alignment Committee. Following the Local McKinney Application Values established by the former IAC (now Coordinating Board), this reflects an effort to maintain as much McKinney funding in our CoC as possible, promote our goal to make homelessness rare, brief and one time in King County, address issues of disproportionality, and prioritize projects that further these goals while aligning with HUD strategic goals and priorities.

On August 3, 2016 at 10:30 am Seattle King County CoC will hold a mandatory meeting for all McKinney CoC Program renewal projects that have grants that will expire in CY 2017 and will renew as part of the HUD FY2016 Continuum of Care Program Application process for 2017-2018 funding. This meeting will be held at YWCA, Opportunity Place, Jennings Room Jennings Room, 2024 Third Avenue, Seattle, Washington, 98144.

On August 30, 2016 at 10:30 am Seattle King County CoC will hold a community meeting presenting the 2016 NOFA application final tiering and priority order of programs at YWCA, Opportunity Place, Jennings Room Jennings Room, 2024 Third Avenue, Seattle, Washington, 98144.

See 2016 application due dates below:

Phase 1 Renewal project applications - due June 23, 4:00 pm
Phase 2 Renewal Project applications - due August 15, 5:00pm

Key Documents:

2016
2015
Phase 1 Renewal project applications – due June 23, 4:00 pm
Phase 2 Renewal Project applications – due August 15, 5:00pm

Key Documents:

2016

2016 HUD Continuum of Care Application
(posted 9/14/16)

CoC Program Project Application and Materials

Phase 1 Application and Match Guidance

Phase II Application

Phase II Match Table

8-3-16 Meeting Packet with Rating and Review Procedures (posted 8/3/16)

8-3-16 Meeting Agenda

2016 Renewal Instructions

2016 Timeline

Community Meeting Packet (posted 8/3/16)

2016 Final HUD McKinney Continuum of Care Priority Order

2016 Project Priority and Ranking Policies

2016 NOFA Overview

All Home Funder Alignment Group 2016 NOFABriefing

Renewal Project Evaluation Measures Tool

CoC Values for 2016 Local Application

2015
WA-500, the Seattle – King County Continuum of Care cumulatively reallocated 25.83% of our 2013 ARD in the 2013, 2014, and 2015 CoC Program Competitions

✓ WA-500 FY2013 COC Program ARD amount [\( \$23,947,462 \)]

✓ Reallocation amounts from
  - FY2013 CoC Application \[ \( \$1,197,373 \) \]
  - Project Priority List FY2014 \[ \( \$979,489 \) \]
  - Project Priority List FY2015 \[ \( \$4,009,658 \) \]
  \[ \$6,186,520 \]

Reallocation/ARD = Percentage \[ \frac{6,186,520}{23,947,462} = 25.83\% \]
FY 2013 Continuum of Care (CoC) Program Competition: CoC Annual Renewal Demand (ARD) and ARD Less 5 Percent

As discussed in the Additional Overview Information, 1. Available Funds section of the FY 2013 – FY 2014 CoC Program Competition NOFA, approximately $1.7 billion is available for FY 2013 after adjustments were made as a result of sequestration. HUD does not anticipate that this will be adequate to fund all existing projects eligible for renewal with FY 2013 funds.

Section II.B.10 of the FY 2013 – FY 2014 CoC Program Competition NOFA states that to ensure CoCs have the ability to indicate to HUD which projects are of the highest priority for FY 2103, HUD is requiring that CoCs rank projects in Tier 1 or Tier 2. The tiers are financial thresholds.

Tier 1 is equal to the CoC's FY 2013 ARD approved in the Registration process, less 5 percent. Tier 2 is the amount remaining in FY 2013 ARD plus the approved amounts for CoC planning and UFA costs.

<table>
<thead>
<tr>
<th>CoC Number and Name</th>
<th>ARD</th>
<th>ARD less 5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>AK-500 - Anchorage CoC</td>
<td>$2,996,026</td>
<td>$2,846,225</td>
</tr>
<tr>
<td>AK-501 - Alaska Balance of State CoC</td>
<td>$861,769</td>
<td>$818,681</td>
</tr>
<tr>
<td>AL-500 - Birmingham/Jefferson, St. Clair, Shelby Counties CoC</td>
<td>$8,795,799</td>
<td>$6,356,009</td>
</tr>
<tr>
<td>AL-501 - Mobile City &amp; County/Baldwin County CoC</td>
<td>$3,813,075</td>
<td>$3,622,421</td>
</tr>
<tr>
<td>AL-502 - Florence/Northwest Alabama CoC</td>
<td>$570,132</td>
<td>$541,625</td>
</tr>
<tr>
<td>AL-503 - Huntsville/North Alabama CoC</td>
<td>$898,889</td>
<td>$853,945</td>
</tr>
<tr>
<td>AL-504 - Montgomery City &amp; County CoC</td>
<td>$2,313,181</td>
<td>$2,197,522</td>
</tr>
<tr>
<td>AL-505 - Gadsden/Northeast Alabama CoC</td>
<td>$28,810</td>
<td>$27,370</td>
</tr>
<tr>
<td>AL-506 - Tuscaloosa City &amp; County CoC</td>
<td>$468,087</td>
<td>$444,683</td>
</tr>
<tr>
<td>AL-507 - Alabama Balance of State CoC</td>
<td>$1,226,836</td>
<td>$1,165,494</td>
</tr>
<tr>
<td>AR-500 - Little Rock/Central Arkansas CoC</td>
<td>$3,956,720</td>
<td>$3,758,884</td>
</tr>
<tr>
<td>AR-501 - Fayetteville/Northwest Arkansas CoC</td>
<td>$181,197</td>
<td>$172,137</td>
</tr>
<tr>
<td>AR-503 - Mississippi, Phillips Counties CoC</td>
<td>$256,371</td>
<td>$243,552</td>
</tr>
<tr>
<td>AR-504 - Delta Hills CoC</td>
<td>$319,137</td>
<td>$303,180</td>
</tr>
<tr>
<td>AR-505 - Southeast Arkansas CoC</td>
<td>$403,366</td>
<td>$383,198</td>
</tr>
<tr>
<td>AZ-500 - Arizona Balance of State CoC</td>
<td>$4,063,055</td>
<td>$3,859,902</td>
</tr>
<tr>
<td>AZ-501 - Tucson/Pima County CoC</td>
<td>$9,014,039</td>
<td>$8,563,337</td>
</tr>
<tr>
<td>AZ-502 - Phoenix/Mesa/Maricopa County Regional CoC</td>
<td>$28,657,888</td>
<td>$25,324,594</td>
</tr>
<tr>
<td>CA-500 - San Jose/Santa Clara City &amp; County CoC</td>
<td>$12,760,246</td>
<td>$12,122,234</td>
</tr>
<tr>
<td>CA-501 - San Francisco CoC</td>
<td>$22,557,932</td>
<td>$21,430,035</td>
</tr>
<tr>
<td>CA-502 - Oakland/Alameda County CoC</td>
<td>$24,820,761</td>
<td>$23,579,723</td>
</tr>
<tr>
<td>CA-503 - Sacramento City &amp; County CoC</td>
<td>$18,501,475</td>
<td>$15,676,401</td>
</tr>
<tr>
<td>CA-504 - Santa Rosa/Petaluma/Sonoma County CoC</td>
<td>$2,845,985</td>
<td>$2,703,686</td>
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<tr>
<td>CA-505 - Richmond/Contra Costa County CoC</td>
<td>$9,703,005</td>
<td>$9,217,855</td>
</tr>
<tr>
<td>CA-506 - Salinas/Monterey, San Benito Counties CoC</td>
<td>$2,256,209</td>
<td>$2,143,399</td>
</tr>
<tr>
<td>CA-507 - Marin County CoC</td>
<td>$2,578,583</td>
<td>$2,449,749</td>
</tr>
<tr>
<td>CA-508 - Watsonville/Santa Cruz City &amp; County CoC</td>
<td>$1,800,023</td>
<td>$1,710,022</td>
</tr>
<tr>
<td>CA-509 - Mendocino County CoC</td>
<td>$1,899,758</td>
<td>$1,804,770</td>
</tr>
<tr>
<td>CA-510 - Turlock/Modesto/Stanislaus County CoC</td>
<td>$3,180,771</td>
<td>$3,021,732</td>
</tr>
<tr>
<td>CA-511 - Stockton/San Joaquin County CoC</td>
<td>$5,469,159</td>
<td>$5,195,701</td>
</tr>
<tr>
<td>CA-512 - Daly/San Mateo County CoC</td>
<td>$5,989,793</td>
<td>$5,690,303</td>
</tr>
<tr>
<td>CoC Number and Name</td>
<td>ARD</td>
<td>ARD loss 5%</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>TX-500 - San Antonio/Bexar County CoC</td>
<td>$7,769,899</td>
<td>$7,330,540</td>
</tr>
<tr>
<td>TX-503 - Austin/Travis County CoC</td>
<td>$5,577,812</td>
<td>$5,298,921</td>
</tr>
<tr>
<td>TX-600 - Dallas City &amp; County/Irving CoC</td>
<td>$16,506,178</td>
<td>$15,630,869</td>
</tr>
<tr>
<td>TX-601 - Fort Worth/Arlington/Tarrant County CoC</td>
<td>$12,092,949</td>
<td>$11,458,302</td>
</tr>
<tr>
<td>TX-603 - El Paso City &amp; County CoC</td>
<td>$3,054,404</td>
<td>$2,931,584</td>
</tr>
<tr>
<td>TX-604 - Waco/McLennan County CoC</td>
<td>$783,235</td>
<td>$744,073</td>
</tr>
<tr>
<td>TX-607 - Texas Balance of State (BoS) CoC</td>
<td>$5,523,023</td>
<td>$5,246,792</td>
</tr>
<tr>
<td>TX-611 - Amarillo CoC</td>
<td>$861,646</td>
<td>$818,564</td>
</tr>
<tr>
<td>TX-624 - Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties CoC</td>
<td>$352,377</td>
<td>$334,758</td>
</tr>
<tr>
<td>TX-700 - Houston/Harris County CoC</td>
<td>$23,399,882</td>
<td>$22,229,983</td>
</tr>
<tr>
<td>TX-701 - Bryan/College Station/Brazos Valley CoC</td>
<td>$261,758</td>
<td>$248,870</td>
</tr>
<tr>
<td>TX-703 - Beaumont/Port Arthur/South East Texas CoC</td>
<td>$804,502</td>
<td>$754,277</td>
</tr>
<tr>
<td>UT-500 - Salt Lake City &amp; County CoC</td>
<td>$5,766,256</td>
<td>$5,477,943</td>
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31. Reallocation: Balance Summary

31-1 Below is the summary of the information entered on forms 3D-3H, and the last field, "Remaining Reallocation Balance" should equal "0." If there is a balance remaining, this means that more funds are being eliminated or reduced than the new project(s) requested. CoCs cannot create a new reallocated project for an amount that is greater than the total amount of reallocated funds available for new projects.

<table>
<thead>
<tr>
<th>Reallocation Chart: Reallocation Balance Summary</th>
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</thead>
<tbody>
<tr>
<td>Reallocated funds available for new project(s):</td>
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<tr>
<td>Amount requested for new project(s):</td>
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<tr>
<td>Remaining Reallocation Balance:</td>
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</table>
6. Reallocation: Balance Summary

6-1 Below is the summary of the information entered on the reallocated forms. The last field "Remaining Reallocation Balance" should equal '0'. If there is a positive balance remaining, this means that more funds are being eliminated or reduced than the new project(s) requested. If there is a negative balance remaining, this means that more funds are being requested for the new reallocated project(s) than have been reduced or eliminated from other eligible renewal projects.

| Reallocated funds available for new project(s): | $979,489 |
| Amount requested for new project(s):            | $979,489 |
| Remaining Reallocation Balance:                 | $0      |
6. Reallocation: Balance Summary

Instructions
For guidance on completing this form, please reference the FY 2015 CoC Priority Listing Detailed Instructions. Submit technical question to the e-snaps HUD Exchange Ask A Question (AAQ) at https://www.hudexchange.info/get-assistance/

6-1 Below is the summary of the information entered on the reallocated forms. The last field “Remaining Reallocation Balance” should equal '0'. If there is a positive balance remaining, this means that more funds are being eliminated or reduced than the new project(s) requested. If there is a negative balance remaining, this means that more funds are being requested for the new reallocated project(s) than have been reduced or eliminated from other eligible renewal projects.

<table>
<thead>
<tr>
<th>Reallocation Chart: Reallocation Balance Summary</th>
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</thead>
<tbody>
<tr>
<td>Reallocated funds available for new project(s):</td>
</tr>
<tr>
<td>Amount requested for new project(s):</td>
</tr>
<tr>
<td>Remaining Reallocation Balance:</td>
</tr>
</tbody>
</table>
Governance Charter (see pages 5, 12)
✓ December 3, 2015 – All Home Coordinating Board Meeting Summary – Identifying King County as HMIS Lead
✓ January 11, 2016 Letter – Confirming King County as HMIS Lead
✓ King County Council Motion – Accepting HMIS Lead responsibilities, and related excerpts from “Work Plan to Transfer the Administration and Management Information System to King County”
Charter Agreement

I. Overview
This Charter Agreement (Charter) establishes All Home as the Seattle/King County Continuum of Care (CoC) in accordance with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and in accordance with King County Ordinance 2005-0371.1, by which All Home is designated as the local homeless housing task force pursuant to Sections 3(9) and 8 of Chapter 484, Laws of Washington 2005. All Home is recognized as the body to coordinate and oversee implementation of the All Home Strategic Plan ("the Plan"). The Plan is the document to guide the vision and long term goals of All Home. All Home is the broad Continuum of Care for the purposes of identifying needs regarding homeless persons, planning for resources to end homelessness, and advocating for additional solutions to end homelessness. All Home as a regional coalition is hosted at the King County Department of Community and Human Service for the purposes of All Home staffing and budget activities.

This Charter further establishes Advisory Bodies to act on its behalf that are representative of the relevant organizations and of projects serving homeless subpopulations within the CoC’s geographic area. This includes the roles and responsibilities, operations and decision making authority of these Advisory Bodies.

II. Duration
This Charter shall be adopted on the day it is approved by All Home membership. Thereafter, the Charter shall be updated annually and affirmed as necessary by the Coordinating Board in consultation with the collaborative applicant and the Homeless Management Information Systems (HMIS) lead. The Charter shall be reviewed and approved in full every five years by the full All Home membership.

III. Structure
On July 1, 2015, All Home will launch a new four-year Community Strategic Plan - A Regional, Aligned, Community Plan to End the Experience of Homelessness among Residents of Seattle/King County. The Plan is a recommitment to our vision of ending homelessness, and what needs to happen for this vision to become reality. This Charter delineates the operating structure, roles, responsibilities and commitments for the operation of All Home.
IV. **Duties and Responsibilities of All Home and its Advisory Bodies**

All Home (as the local CoC) includes all organizations and individuals actively engaged in All Home activities. All Home membership is open to the public. Ending homelessness requires a regional approach and full participation from all strata of the community. All jurisdictions and organizations with an interest in addressing homelessness will be invited to endorse the Plan. The Advisory Bodies (collectively defined as the Coordinating Board, Consumer Advisory Council, and Funder Alignment Committee, and subcommittees and advisory groups convened by the Coordinating Board) together with the broader CoC, are jointly responsible for implementing the Plan. The broad role of each of these bodies is described below.

In order to provide an effective and efficient governance and system infrastructure, the following principles are incorporated into the Advisory Bodies:

- Reflect the diversity of people experiencing homelessness.
- Promote equity for communities of color disproportionality affected by homelessness.
- Reflect a cross-sector and regional approach.
- Connect All Home governance with a variety of local government perspectives, including human services, planning, and public safety, among others.
- Provide transparency and inclusiveness.
- Promote shared responsibility and accountability.
- Clarify roles and responsibilities, and communicate decisions clearly and widely.

**Coordinating Board** Provide oversight and leadership for the implementation of the Plan while ensuring accountability for results. Acts as the Board for the CoC as defined in the CoC interim rule section 578.5 (b). The Executive Committee shall assist with the functioning and leadership of the Coordinating Board.

**Consumer Advisory Council** Provide consumer perspective to All Home priorities and strategies. Reflect the diversity of people experiencing homelessness. Consumer representation will also be included on the Coordinating Board and subcommittees.

**Funder Alignment Committee** Evaluate, allocate and monitor resources and funding strategies to support the goals of All Home and the strategies adopted to implement the Plan. Leverage grant making to ensure accountability to All Home priorities and best practices.

**Subcommittees and Population Advisory Groups** Provide venue for deeper investigation of strategies and policy needed to achieve All Home Goals.

The specific membership, commitments and specific responsibilities of each are described in the following sections of this Charter. This includes the convening of subcommittees and the adoption of population implementation plan, and approval of annual workplans.

V. **All Home / Continuum of Care**

A. **Purpose**

As the CoC, All Home shall support efforts to end homelessness in Seattle/King County through participation in advisory bodies, workgroups, and general All Home activities. All Home shall identify key issues that need to be addressed to advance All Home efforts and mobilize a base of constituents needed to achieve All Home goals.

B. **Responsibilities**

1. Adopt the Governance Charter; defining membership and roles, setting expectations, and assigning responsibilities among All Home advisory bodies.

2. Support efforts to end homelessness in Seattle/King County, through participation in advisory bodies, task forces, workgroups, and general All Home activities.

3. Review and celebrate progress of the Plan and help identify key issues to be addressed in order to advance All Home efforts.

4. Mobilize a constituent base needed to achieve All Home goals.

C. **Decision Making:**

1. Participate on advisory bodies / task forces, semi-annual meetings, and information sharing forums.

2. Adopt the governance charter in whole, defining membership and roles, setting expectations, and assigning responsibilities among All Home Advisory Bodies. Thereafter review and approve the charter every five years. (HEARTH requirement)
3. Consensus will be sought on decisions of all All Home bodies. Where substantial differences of opinion exist, the final report or meeting summary shall reflect the divergence of views.

4. For the purposes of decision-making at the Annual Conference, voting is not anonymous. Voting members of the All Home are defined as sitting members of the All Home Advisory Bodies and subcommittees identified on the All Home Organizational Chart, along with those members of the public attending the Annual Conference.

D. Membership and Selection Process

1. Members of the All Home shall be those organizations and individuals who are interested in, and supportive, of our community’s goals to end homelessness.

2. The membership and selection process for sitting members of each of the All Home Advisory Bodies is outlined in the following sections: Coordinating Board, All Home Executive Committee, Consumer Advisory Council, Funder Alignment Committee, and All Home Subcommittees and Advisory Groups.

E. All Home /CoC Meetings

The full All Home membership shall meet twice a year. This includes the annual conference and a second meeting at which the Coordinating Board reviews and approves the All Home workplan for the coming year. Both of these meetings are open to the full All Home membership.

1. An Annual Conference of the full CoC will be convened annually. Notice of this conference will be posted on the All Home website (www.AllHomekc.org) a minimum of two calendar weeks in advance of the meeting, and included in the All Home Newsletter.

   a. The Annual Conference shall be held in a meeting location accessible to the public, within ¼ mile of public transportation.

   b. The Annual Conference shall be an opportunity to engage the CoC, and opportunity for public involvement shall be incorporated within the conference structure. As well, public comment shall be solicited via the All Home website and compiled in advance of the conference. Public comment submitted 48 hours before the conference shall be compiled and available for viewing at the conference.

   c. The agenda for the Annual Conference shall be set by the Coordinating Board Executive Committee.

2. An additional meeting will be convened annually at which the Coordinating Board reviews and approves the All Home workplan for the coming year. This meeting shall also be an open meeting.

   a. This meeting shall be held during business hours, in a meeting location accessible to the public, within ¼ mile of public transportation.

   b. A minimum of ten minutes shall be set aside for public comment.

   c. The agenda for the meeting at which the All Home workplan for the coming year is established shall be set by the All Home Executive Committee.

VI. Conflicts of Interest

All members of the Coordinating Board and Funder Alignment Group shall abide by the Conflict of Interest guidelines provided in the HEARTH Interim Rules 24 CFR 578.95 Conflicts of Interest. All members of these two groups will sign a Conflict of Interest statement at the beginning of their membership, and reaffirm this document on an annual basis. Members who find themselves faced with a potential conflict between their business, organizational or private interests and their All Home responsibilities shall avoid conflict of interest during the decision-making process by following these guidelines:

A. Disclose any actual or potential conflicts of interest in advance to the All Home Director and Coordinating Board co-chairs or Funder Alignment Group chair.

B. Publicly disclose conflicts of interest at relevant All Home Advisory Body meetings.

C. Recuse himself or herself at any time from involvement in any decision or discussion in which they believe he or she may have a conflict of interest.

VII. Coordinating Board

A. Purpose

The Purpose of the Coordinating Board is to: Analyze. Strategize. Ensure Change.
The Coordinating Board will provide oversight and leadership for the implementation of the Plan, while ensuring accountability for results. The Coordinating Board shall organize to provide for a system of housing and services to address the needs of people experiencing homelessness in King County. The Coordinating Board will be led by a smaller Executive Committee.

The Coordinating Board shall bring together a diverse body of stakeholders working to address issues of homelessness and leverage the expertise and resources of the partners and the wider community in collaborative support of the Plan. The Coordinating Board shall align with the Funder Alignment Group and CAC along with other community stakeholders to identify key issues that will need to be addressed related to program or system changes under the Plan and propose solutions to those issues.

B. Responsibilities

1. Monitor and guide the implementation of the Plan.
2. Direct the Executive Committee to develop policies and priorities to be brought to Coordinating Board for adoption.
3. Define the vision and performance expectations for the Seattle/King County housing and service system (as a whole and its component parts), consistent with the Plan.
4. Establish written standards for how the different parts of the homeless system should be targeted and consensus on how assistance will be provided to different subpopulations, in consultation with recipients of ESG funds. (HEARTH requirement)
5. Establish and oversee a centralized or coordinated assessment system that provides for consistent access and triage of resources, consistent with system vision and in consultation with recipients of Emergency Shelter Grant (ESG) funds. (HEARTH requirement)
6. Directly make policy decisions related to HUD CoC funds and inform policy decisions related to HUD ESG funds, and direct the Funding Alignment Group to use policy decisions to guide its funding decisions.
7. Every five years, bring to the CoC an updated Governance Charter for approval by the full CoC. (HEARTH requirement)
8. Establish and oversee Subcommittees that oversee CoC functions, including the Homeless Management Information System (HMIS), Data/Evaluation, and Communications. Additional subcommittees, including a Local Government Group, may be formed by a vote of the Coordinating Board to ensure the goals of the new governance structure are met and based on new CoC responsibilities, such as Coordinated Entry. The Coordinating Board shall review and approve the membership of the Subcommittees to ensure the committees reflect the diversity of people experiencing homelessness, and provide applicable cross-sector and regional perspective.
9. Establish and oversee Advisory Groups for single adult, youth/young adult, and families homeless subpopulations that advise the Coordinating Board on strategies and policies. Additional advisory groups may also be developed to address emerging needs of specialized populations, such as seniors/disabled, immigrant/refugees, or others. The Coordinating Board shall review and approve the membership of the advisory groups to ensure the committees reflect the diversity of people experiencing homelessness, and provide applicable cross-sector and regional perspective.
10. Work with providers, funders, and other partners to transform local systems through system change actions and implementation of priority initiatives. Critically review and consider for approval recommendations forwarded by other All Home Advisory Bodies, such as major funding priorities or system change actions.
11. Oversee and adopt the Plan, annual workplans, and population-level implementation plans. The annual workplans shall include a description and objectives of the proposed subcommittees.
12. Ensure that consumer input is included in policy development and other All Home activities.
13. Provide high-level leadership and be community champions, speak on behalf of All Home, and assure ongoing dialogue with the community on progress, results and barriers to adopted initiatives to inform ongoing and future work, in conjunction with other All Home Advisory Bodies.
14. Adopt an annual All Home legislative agenda and advocate for expanding resources and systems reform to implement the Plan.
15. Commitment to actively represent the voice and experience of the representational category for which the member has been nominated and approved. Assure cross-communication by providing regular
information on the All Home and implementation of the Plan to members of organization(s) represented.

16. Assure the occurrence of two meetings of the CoC annually to seek community feedback on the All Home workplan and share All Home achievements. (HEARTH requirement)

17. Issue an annual report on progress in meeting the goal of making homelessness rare, brief and one-time.

C. Decision Making and Authority

Coordinating Board meetings shall occur five times a year (including the two CoC meetings). Meetings are open to the public with public input opportunities available via email and specific time allocated on the Coordinating Board agenda. The Coordinating Board will operate under the premise of consensus and will strive to operate in an open environment, with sufficient time for discussion so each person has a fair chance to be heard and issues can be understood.

1. Only seated Coordinating Board members may vote on All Home business. Where substantial differences of opinion exist, the final report shall make an effort to reflect the divergence of views, and in cases of disagreement, the majority shall seek to assure that, where possible, final recommendations will be worded to achieve the broadest support within the Coordinating Board.

2. In cases where consensus cannot be reached, the Coordinating Board will resort to Robert’s Rules of Order, with a requirement of a super majority vote of 60 percent approval for the item on the table.

3. Decisions may be made only when a quorum, defined as 50 percent plus one, of the Coordinating Board, is present.

4. Coordinating Board members are strongly encouraged to attend in person. Attendance by telephonic conference may be permitted in extenuating circumstances. The Coordinating Board will be “principals only”: no alternates accepted for the purposes of voting. Where the Coordinating Board is voting to approve or disapprove plans or projects submitted by the CoC Subcommittees or Advisory Groups, proxy votes on that specific issue are permitted if submitted at least 24 hours in advance (and for the purpose of that vote only, the person submitting the proxy vote shall be counted as in attendance for quorum purposes).

5. Affirm all membership nominations to the Coordinating Board. A super-majority vote of 60 percent of those present and voting shall be required to approve new members.

6. Approve any changes to the Administrative Agency.

7. Adopt annual revisions to the Governance Charter in compliance with HEARTH regulations. (HEARTH requirement)

8. Approve final submission for the annual CoC application to U.S. Department of Housing and Urban Development (HUD), including establishing annual All Home priorities to guide tiering and developing policy regarding resources and programs for homeless people. (HEARTH requirement)

9. Designate the CoC Collaborative Applicant (HEARTH requirement). Such designation to be reflected in the meeting summary of the Coordinating Board meeting at which it occurs, and affirmed annually.

10. **Designate the HMIS software and HMIS Lead, and assure compliance with HEARTH requirements** (HEARTH requirement). Such designation to be reflected in the meeting summary of the Coordinating Board meeting at which it occurs, and affirmed annually.

11. Designate entity to complete the annual point-in-time count of homeless persons (HEARTH requirement). Such designation to be reflected in the meeting summary of the Coordinating Board meeting at which it occurs, and affirmed annually.

D. Commitment

1. Regular personal attendance at committee meetings and events is required unless excused by the Co-Chairs for good reason. This commitment is not delegated to others. Three unexcused absences in one year are grounds for removal.

2. Commitment to listen to, value and utilize the experience and contribution of people who are or have experienced homelessness as equal partners in ending homelessness.

3. A three-year term is required with the mutual option of serving one additional term. This shall be extended or reduced in the case of elected officials to correspond to terms of office, or as determined by the representative body (in the case of those seats representing specific entities.)
4. Leadership to further the goals of All Home, including serving as a community champion, speaking on behalf of All Home and assuring ongoing dialogue with the community on opportunities, progress, results and barriers to ending homelessness in King County.

E. Membership and Selection Process

The Coordinating Board will have a membership of approximately 25-30 people.

1. Applications for membership will be open to the public and will be selected by the Coordinating Board Executive Committee. During the 2015 transition of leadership, the existing All Home Executive Committee, with the addition of one representative from the Sound Cities Association, will review and select membership of the Coordinating Board. Representational categories shall be identified to ensure that membership comprises an appropriate array of committed private and public sector community leaders who reflect the diversity of people experiencing homelessness and regional differences. Individuals may fulfill cross-representation of categories. Representation will include both established seats and seats representing the broader sectors of All Home.
   a. The established seats include:
      (i) Local government elected officials or designees: Seattle (2), King County (2), Sound Cities (2) and Bellevue (1)
      (ii) Individuals currently or formerly experiencing homelessness (4), at least one member shall represent the Consumer Advisory Council
      (iii) Nonprofit homeless providers (4)
   b. 10-15 representatives from the following sectors of All Home:
      (i) System leaders—including public housing authorities, health, behavioral health, education, workforce, criminal justice, child welfare
      (ii) Faith community
      (iii) Philanthropy
      (iv) Community members

2. Elected officials or designees serving on behalf of designated government categories shall be selected by their respective entities. Vacancies of these seats will also be selected by their respective entities.

3. Representation of members from Subcommittees and Advisory Groups will be sought to ensure coordination.

4. The Coordinating Board shall elect co-chairs. One co-chair shall be selected from among members representing the funding community (e.g. local government) and the other co-chair shall be selected from among members representing nonprofit homeless providers in each of these cases, a super-majority vote of 60 percent of those present and voting shall be required to approve new co-chairs.

5. The Coordinating Board Executive Committee shall regularly assess and determine if there are critical sectors not represented that should be invited to the Board. The Executive Committee shall receive nominations and provide recommendations for approval by the Coordinating Board.

6. New Coordinating Board members shall be appointed under the following circumstances:
   a. The resignation or dismissal of a current member, in which case the Executive Committee shall be directed to identify a replacement by the process described in VII.E.2 and VII.E.5 above who fulfills the representation category being vacated.
   b. A decision by the membership of the Coordinating Board to create a new/additional category or other changes that may be needed to ensure that an appropriate array of community members is represented within the All Home governance structure.
   c. Instances in which a current member no longer fills the representation category in which they have been appointed (e.g., an elected official who is no longer in office, a member of the philanthropic community who is no longer affiliated with such an entity, etc.), in which case the Executive Committee will identify a person to fill the position being vacated with an individual who fulfills the representation category. In the case of an elected official, the individual shall be selected by their respective entities and affirmed by the Coordinating Board.
   d. In each of these cases, a super-majority vote of 60 percent of those present and voting shall be required to approve new members.
F. Terms
   1. Terms shall be for three years, with the option of serving one additional term. Half of the inaugural membership shall be for two years in order to stagger terms. This shall be extended or reduced in the case of elected officials to correspond to terms of office, or as determined by the representative body (in the case of those seats representing specific entities).
   2. Terms for co-chairs shall be for three years from the date of nomination, with the option of serving one additional term.

VIII. Coordinating Board Executive Committee
A. Purpose
   The purpose of the Executive Committee will be to assist with the functioning and leadership of the Coordinating Board. The Executive Committee will meet monthly.

B. Responsibilities
   The responsibilities of the Executive Committee shall be:
   1. Monitor and guide the implementation of the Plan.
   2. Develop policies and priorities to be presented to the Coordinating Board for adoption.
   3. Provide critical feedback to the All Home Director and All Home staff on operational elements of the Plan.
   4. Work with All Home and partner staff to track and prioritize All Home annual workplans and emerging homelessness issues.
   5. Provide critical input to time sensitive policy considerations, as requested by the Coordinating Board.
   6. Assist with developing an annual All Home meeting schedule for all the All Home Advisory Bodies.
   7. Assist in developing the agendas for the Coordinating Board meetings, and identify priority topics for discussion with the CAC. Vet materials to ensure they are understandable and emphasize areas where decisions are most needed, and respond to any requests or direction from the Coordinating Board.
   8. Determine if there are representative membership categories that have not been addressed within the All Home Advisory Bodies.
   9. Nominate new and replacement members to the Coordinating Board as necessary.
   10. Affirm members to All Home subcommittees and mediate issues around membership.
   11. Establish attendance expectations for committee members, and communicate with committee members whose attendance falls below accepted threshold regarding continued membership.

C. Decision Making and Authority
   The Authority of the All Home Executive Committee shall be to:
   1. Set meeting agendas for the Coordinating Board meetings.
   2. Make critical decisions on time-sensitive matters when requested by the Coordinating Board.
   3. Initiate nominations for new membership and positions being vacated to the Coordinating Board by the process described in II.E.6 above.

D. Commitment
   1. Regular personal attendance at committee meetings and events is required unless excused by the Co-Chairs for good reason. This commitment is not delegated to others. Three unexcused absences to Executive Committee meetings in one year are grounds for removal.
   2. Commitment to listen to, value and utilize the experience and contribution of homeless people as equal partners in ending homelessness and guiding oversight of the Plan.
   3. Additional efforts as needed outside of meetings to help further the efforts of All Home.
   4. Provide regular information on All Home and implementation of the Plan to higher level members of organization(s) represented.

E. Membership and Selection Process
   Membership of the Executive Committee shall be 8-10 people.
   1. Members must also be members of the Coordinating Board.
2. Members shall include the Coordinating Board co-chairs, who will also co-chair the Executive Committee.
3. Additional members will be established by the Coordinating Board, and will be representative of the Coordinating Board.

IX. Consumer Advisory Council

A. Purpose

The purpose of the Consumer Advisory Council is to Educate. Advocate. Inform Change.

Consumers will ensure that the effort to end homelessness in King County incorporates the expertise of people who experience homelessness - including those who are at risk of becoming homeless or were formerly homeless - at all levels of implementation, evaluation, and plan revision.

The Consumer Advisory Council (CAC) will serve as a forum to incorporate consumer feedback within policy and strategic decisions and action items under the Plan. At least one member of the CAC shall have a seat on the Coordinating Board. Members may also serve on subcommittees and workgroups. Participation on All Home subcommittees and workgroups may also include additional consumers and users of homeless housing services outside of CAC members.

B. Responsibilities

1. Educate members of All Home Advisory Bodies and the larger community on the realities of homelessness, and help members develop relationships with people in homeless or low income communities.
2. Help to assess needs of people currently experiencing homelessness and their concerns about the homeless system through the convening of focus groups and other feedback opportunities, and convey findings from these focus groups to the Coordinating Board and other policy developers as needed.
3. Develop recommendations regarding resources and programs for homeless people to inform the Coordinating Board, Funder Alignment Group and other All Home policymaking and grant making entities.
4. Critically review and provide feedback on recommendations forwarded by other Advisory Bodies to ensure All Home policies and initiatives are informed by consumer perspective.
5. Advocate for systems reform on the local, state, and federal levels that would implement the adopted policies of the Plan.
6. Suggest and support means for the members of the Coordinating Board to participate in activities that would help them to develop an understanding of the realities of homelessness, and develop relationships with people in homeless or low income communities. This may involve activities with CAC members or activities elsewhere in the community.

C. Decision Making

1. Participate on advisory bodies / task forces and information sharing across systems.
2. Make recommendations regarding resources and programs to inform All Home policy and grant making.

D. Commitment

1. Regular personal attendance at monthly CAC committee meetings and events. This commitment is not delegated to others.
2. A three-year term is required with the option of serving one additional term.
3. Additional efforts as needed to further the goals of the All Home, including serving as a community champion, speaking on behalf of All Home and assuring ongoing dialogue with the community on opportunities, progress, results and barriers to ending homelessness in King County.

E. Member Profile

The CAC will have a membership of approximately 12-15 members.

1. Members will be people who are currently or formerly homeless, and people in poverty who are at risk of experiencing homelessness, and who reflect the diversity of residents of King County. Members will include single adults, families, and youth/young adults from various parts of King County. Specific member categories will include, at a minimum:
2. The CAC will seek to ensure cross-representation among Veterans, LGBTQ, Seniors, Ex-Offenders, Immigrants and Refugees, People of Color, Currently or Recently Unsheltered, and others. Individuals may fulfill cross-representation of categories.

F. Appointment/Selection Process

1. Homeless housing and service programs may nominate a client/former client to serve on the CAC and forward their name and contact information to All Home staff. Nominees will be understood to be referred by that program, but are not serving on behalf of that program. Individuals may also contact All Home directly.

2. Individuals will complete an Application and Interest Survey to identify what areas of expertise / experience they bring to the CAC and submit this to All Home staff.

3. A CAC nominating committee will work with All Home staff to screen applications to ensure the filling of the various representation categories as needed.

4. If there are openings on the CAC for that representation category, individuals will be invited to attend two meetings to observe a CAC meeting and meet current CAC members and All Home staff. Nominees will receive a stipend for attendance and will have an opportunity to introduce themselves and share why they are interested in participating on the CAC.

5. Pending successful attendance at the initial CAC meetings, CAC members will vote on extending membership to the person at the next regularly-scheduled CAC meeting.

X. Funder Alignment Committee

A. Purpose

The purpose of the Funder Alignment Committee is to Align. Prioritize. Fund Change.

The goal of the Funder Alignment Committee is to seek alignment of funding and priorities to support the strategies prioritized under the Plan. The Funder Alignment Committee shall evaluate, allocate and monitor resources and funding strategies to support the goals of All Home and the priorities adopted to implement the Plan, and leverage grant making to ensure accountability to All Home policies, priorities, and best practices.

B. Responsibilities

1. Communicate funding gaps (e.g., priorities that are not eligible for existing funding) back to the Coordinating Board for discussion and problem-solving.

2. Provide guidance to the Coordinating Board on funding realities and opportunities to support its policy-setting role.

3. Jointly issue an annual Coordinated Notice of Funds Available (NOFA) and coordinate on other funding opportunities that simplify the application process, accelerate project funding, and assure funding is directed toward priority program models.

4. Consistent with individual fund source policies, commit agency funding to implement All Home priorities. Maximize use of resources and promote systems change under the Plan. Decisions will be made separately for each funder but guided by the priorities established by the Coordinating Board and identified in the All Home annual workplans.

5. Develop a Memoranda of Agreement (MOA) that will be established between the Administrative Agency and any other jurisdictions, or entity providing funding and/or in-kind resources for the operations and staffing of the All Home. The voluntary adoption of a MOA among participating funding partners will also establish funding alignment and commitment to achieve community-level outcomes.

The MOA will define roles of authority, establish system infrastructure staffing responsibilities, and provide clarity of commitment among partners to achieving the goals of the Plan.

6. Reinforce goals and policies of the Plan through contract requirements, including but not limited to ensuring participation of recipients in HMIS. (HEARTH requirement)
7. Monitor HEARTH recipients and sub recipients’ performance, evaluate outcomes, and take actions to improve performance of or reduce funding for poor performers. (HEARTH requirement)

8. Coordinate with ESG (state and local) recipients on their strategies for allocating ESG funds and evaluating performance of funded projects. (HEARTH requirement)

C. Decision Making and Authority

The Funder Alignment Committee operates as a workgroup of major funders, under voluntary cooperation and the premise of consensus, with sufficient time for discussion during meetings so each member has a fair chance to be heard and issues can be understood. Areas of authority are:

1. Issue Coordinated NOFA for non-time limited housing resources and other funding opportunities.
2. Rank and submit provider programs as part of the McKinney / CoC final application to HUD each year.
3. Align funding and outcomes with the goals of the Plan and policy direction from the Coordinating Board.

D. Commitment

1. Personal regular attendance at scheduled meetings. This commitment is not delegated to others. Three unexcused absences in any one year are grounds for removal.
2. Communicate selected priorities and system change goals to key staff within the member’s organization and oversee their work and implementation of these goals for the purposes of driving systems change, aligning funding and enhancing the delivery of housing and services throughout the region.
3. Seek to align existing housing and homeless services funds under the jurisdiction and control of the Funder Alignment Group organization with selected Funder Alignment Group priorities as appropriate, and secure additional resources through state, federal and other sources where available.
4. Provide regular information on the All Home and implementation of the Plan to higher level members of organization(s) represented.
5. Additional efforts as needed outside of meetings to help further the efforts of the All Home.
6. Although the Funder Alignment Committee members commit to coordinating funding, all parties recognize that each funder may have individual initiatives or constraints. Funders will be transparent as to which fund(s) will and will not be aligned with funders group priorities and rationale for those decisions.

E. Membership and Selection Process

1. Membership in the Funder Alignment Committee is a function of serving as the Director (or lead decision maker with authority to make or facilitate decisions regarding funding) of a designated organization contributing substantial funding to the homeless housing and services.
2. Membership shall include representatives appointed by Sound Cities (East, North, and South), City of Bellevue, King County, City of Seattle, State of Washington, local philanthropy, and other funders.

F. Leadership and Terms

1. The chair of the Funder Alignment Committee shall be selected by its members.
2. Terms of service on the Funder Alignment Committee shall be for the duration of an individual’s employment at the designated organization.
3. Membership shall be limited to the Director of the designated organization or their designee.
4. Staffing for the Funder Alignment Committee shall be provided by All Home.

XI. Subcommittees and Advisory Groups

The Coordinating Board shall convene a Data and Evaluation Workgroup, a Policy Subcommittee, a HMIS Steering Committee, and a Communications Subcommittee. The Coordinating Board shall also convene population-level advisory groups. Initial subpopulations include: single adults/veterans, youth/young adult, and families with children. The charters, membership and workplans for these subcommittees and advisory groups will be approved by the Coordinating Board or its designee. The subcommittees and advisory groups shall ensure representation of public sector staff to ensure All Home strategies are evaluated from a variety of perspectives, including human services, planning, and public safety, among others, thus providing regional and cross-departmental collaboration.
In addition, the Coordinating Board shall name additional subcommittees and workgroups to be formed on an as-needed basis in alignment with the All Home annual workplans and population-level advisory groups. The designation and composition of subcommittees shall be flexible and dependent on the needs of workplans.

At least two members of the Coordinating Board, or their designees, shall be members of each subcommittee. Others members will be selected from the community at large based on their interest and expertise and who reflect the diversity of the county. Each subcommittee shall have a designated All Home or partner staff person to coordinate meeting scheduling and take the lead on developing work products for the subcommittee. This person shall be responsible for coordinating with All Home staff.

A. Data and Evaluation Workgroup
1. Initial responsibilities will be to:
   a. Analyze system and programmatic data for trends, cost, performance and compliance and provide reports to All Home Advisory Bodies as directed by the Coordinating Board.
   b. Identify, obtain and use data from a variety of sources and partners (HMIS, Point in Time, community indicators, other) necessary to assess and inform progress under the Plan.
   c. Monitor HEARTH recipients and sub recipients’ performance, evaluate outcomes, and recommend actions to improve performance or reduce funding for poor performers.
   d. Bring forth topics to the Coordinating Board to ensure overall progress on the Plan and respond to key needs / requests for analysis and subsequent recommendations.
   e. Report on the HEARTH performance measures (including system-wide dashboard, performance by population (families, single adults, youth, etc.), program type (emergency shelter, transitional housing, etc.) and program-level performance on the HEARTH measures) and recommend performance targets consistent with the Plan and system vision for each program type and subpopulation, in consultation with recipients and sub recipients. (HEARTH requirement)
   f. Conduct an annual gaps analysis of homelessness needs and services. (HEARTH requirement)
   g. Recommend standards for targeting the different parts of the homeless system and how assistance should be provided to different subpopulations, in consultation with recipients of ESG funds.
   h. Provide updates on data and research related to system level initiatives (families, youth and young adults, veterans, and single adult crisis response efforts).
   i. Review annual reports from HMIS and other data sources including the annual point-in-time county and Housing Inventory Chart (HIC).

2. The authority of the Data and Evaluation Workgroup shall be to:
   a. Assess community progress on ending homelessness and inform systems change.
   b. Recommend performance targets for measuring system performance and compliance with contract goals.
   c. Recommend client assistance standards.

B. Policy Subcommittee
1. Initial responsibilities will be to:
   a. Oversee the development and communication of an annual State Legislative Agenda which supports the goals of the All Home Strategic Plan.
   b. Provide guidance to the Coordinating Board on advising and advocating to policy makers on matters related to housing and homelessness.
   c. Develop and support advocacy strategies that engage All Home partners and the broader community in issues that support the goals of the All Home Strategic Plan.
   d. Assist All Home in communicating the connection between All Home advocacy priorities and the strategies outlined in the Plan.
   e. Support the advocacy agendas, as appropriate, for community advocacy partners including, but not limited to, the WA Low Income Housing Alliance (WLIHA), the WA Coalition for Homeless Youth Advocacy (WACHYA), the Housing Development Consortium (HDC), and the Seattle-King County Coalition on Homelessness (SKCCH) and coordinate with these partners on advocacy activities and mobilizing the community to support shared priorities.
   f. Address and create advocacy opportunities related to making homelessness rare, brief, and one-time as they arise throughout the year and provide recommendations to the Coordinating Board Executive Committee for the position on the issue and the role of All Home.
C. **HMIS Steering Committee**

1. Initial responsibilities will be to:
   a. Inform the vision for HMIS and set priorities.
   b. Approve budget, communications plan, and work plan.
   c. Assure the HMIS meets the database needs for Coordinated Entry for All.
   d. Review and monitor the daily operations and strategic initiatives for HMIS, including update on status of support requests and customer satisfaction.
   e. Develop and approve policies for our local HMIS, including the MOU and data sharing agreements.
   f. Assure appropriate data privacy mechanisms are in place, and inform the process to manage data breaches as needed.
   g. Inform legislative agenda as needed.
   h. Provide a forum to resolve provider concerns or issues as necessary.

2. The authority of the HMIS Steering Committee shall be to:
   a. Approve policy changes and accountability for the success of the HMIS system.
   b. Approve budget, communications, and work plan for the HMIS system.
   c. Establish and ensure guidelines are met around functionality of the HMIS system.

D. **Communications Subcommittee**

1. Initial responsibilities will be to:
   a. Provide leadership to short-term strategic communications on the Plan.
   b. Establish and provider leadership to long-term strategic communications on the Plan.
   c. Develop media and community engagement strategies.
   e. Oversee the development and communication of an annual joint legislative agenda.

2. The authority of the Communications Subcommittee shall be to:
   a. Establish and ensure a strong communications and messaging strategy.
   b. Assist with the development and communication of the Ali Home Joint Legislative Agenda.

E. **Population Advisory Groups**

The population advisory groups provide for deeper investigation of strategies and action steps at the subpopulation-level. Current advisory groups include: single adults and veterans, youth/young adults, and families with children. Other population groups may be developed to address emerging needs of specialized populations such seniors/disabled and immigrant/refugees, among others.

1. The advisory groups shall reflect the diversity of people experiencing homelessness specific to the respective populations. For example: Veterans, LGBTQ, Seniors, Ex-Offenders, Immigrants and Refugees, People of Color, Currently or Recently Unsheltered, and others. Individuals may fulfill cross-representation of categories.

2. The advisory groups shall also seek representation from public sector staff to generate ideas for regional and cross-departmental collaboration to ensure All Home strategies are evaluated from a variety of perspectives, including human services, planning, and public safety, among others.

3. The advisory groups shall develop Implementation Plans that shall be continuously refined as new data emerges. The plans shall be amendments to the Plan following adoption by the Coordination Board. The Implementation Plans shall include targets and lead partners for each strategy. Initial timeline for subpopulation Implementation Plans:
   a. Veterans (existing plan runs through 2015; update in Quarter 1 2016)
   b. Youth/young adults (update completed May 2015)
   c. Families (existing plan runs through 2015; update to be completed in Quarter 1 2016)
   d. Single adults and chronically homeless (no current plan; plan completed by Quarter 4 2015)

XII. **Administration**

A. **Agency/Staff**

The Coordinating Board has designated King County Department of Community and Human Services to be
the host organization for All Home. The host organization shall hire staff on behalf of the All Home. Any changes to the All Home host organization must be approved by the Coordinating Board.

B. Finances / Budget

Activities of All Home may be funded from a number of sources, including public and private funds, loaned staff and in-kind contributions. In many cases these resources will be managed by the host organization or the entities providing the in-kind service to All Home.

There may be opportunities for All Home to apply directly to foundations or government agencies for financial support for its activities. Staff and/or the Advisory Bodies may make recommendations to the Coordinating Board for specific funding requests. Such requests will detail how any funds received will be administered. The Coordinating Board will be responsible for approving such requests, and may delegate to the All Home staff or subcommittees the responsibility of completing applications and executing and administering agreements in behalf of All Home.

On an annual basis, All Home staff will provide an All Home financial report to the Coordinating Board. This report will include:

1. Services being provided by the host organization and sources of funding to the host organization for these services.
2. Other funds secured by All Home such as through public or private grants, the status of these funds, and how such funds are being administered.

C. Annual Report

The Coordinating Board will adopt an Annual Report that summarizes:

1. All Home’s activities of the previous year.
2. Key elements of the All Home annual action steps for the coming year.
3. Summary of county wide efforts to address homelessness, including a summary of resources being utilized.
4. An overview of financial matters related to the operation of All Home.

D. Public Record

1. Regularly scheduled meetings of the Coordinating Board and CAC will be open to the public.
2. The All Home staff shall produce a summary of regularly scheduled Coordinating Board and CAC meetings, and summaries will be posted to the All Home website within one month after approval by the appropriate chairs of these bodies.
3. In order to maintain confidentiality of consumers, data that may be provided to members of the governance structure and CoC will not contain individual client information.

E. Amendments to this Agreement

The Charter shall be updated annually and affirmed as necessary by the Coordinating Board in consultation with the collaborative applicant and the Homeless Management Information Systems (HMIS) lead. The Charter shall be reviewed and approved in full every five years by the full All Home membership.

So adopted:  

[Signature]

6/30/15

Mark Putnam, All Home Director

[Signature]

9/7/16

Mark Putnam, All Home Director

All Home Charter rev September 2016
All Home Coordinating Board Meeting Summary

December 3, 2015

<table>
<thead>
<tr>
<th>Members Present:</th>
<th>Members Absent:</th>
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<tbody>
<tr>
<td>Sheila Sebron</td>
<td>Colleen Echohawk</td>
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<td>Nancy Backus</td>
<td>Lainey Sickinger</td>
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<td>Scott Behrbaum</td>
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<td>Melinda Giovengo</td>
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<td>Gordon McHenry Jr.</td>
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<td>Roger Franz</td>
<td>Marty Kooistra</td>
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<td>Dakkota Beckham</td>
<td>Rebekah Bastian</td>
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<td>Alison Eisinger</td>
<td>Dana Dildine</td>
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<td>Joe McDermott</td>
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<td>Graham Pruss</td>
<td>Brian Robinson</td>
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<td>Catherine Lester</td>
<td>Mark Okazaki</td>
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<td>Doreen Marchione</td>
<td>Paul Lambros</td>
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<thead>
<tr>
<th>Agenda Item</th>
<th>Action Steps and Follow Up</th>
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<tr>
<td>Public Comment</td>
<td>Karen Studders: Karen expressed concern over the lack of representation on the Coordinating Board from the Eastside faith community and concern for the Board discussing its strategy re: criminalization of homelessness. She would like for her written concerns to be shared with the full Board. Bill Kirlin-Hackett: Bill would like to see the Board spend some time on the vehicle residency crisis. Sheila Sebron: Sheila would like to see a program for people on the edge of homelessness or just entering homelessness for the first time.</td>
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<td>State of Emergency</td>
<td>There is general appreciation that the State of Emergency was declared and for the Seattle city council approving extra funds for homelessness. Providers and community members would have appreciated being included in the conversations leading up to the declaration. Having more mayors from the county at the press conference also declaring could have maximized the message. There is concern that with the continuous news cycle, the State of Emergency is no longer on the radar of the general public. It should be the job of All Home and the Coordinating Board to keep the momentum from the State of Emergency and engage with the public. It is important that the State of Emergency called on the Federal government to do more. Communication about the amount of Federal funding we currently receive and what else we need from them should be clearer.</td>
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| Dashboard Review             | The dashboards are very informative and easy to understand. Members would additionally like to see:  
  - Intersection between the dashboard and the workplan  
  - Ability for interaction with the data on the All Home website  
  - An additional graph for single adults  
  - Adjustments made when the monthly goals are missed  
  - Annotations for the different data points  
  - How many housing units are available for the rate that a voucher would cover? |
Work Plan
At the last meeting the Board asked to see the work plan updated with connections to the strategic plan. The progress section has also been changed to show strategies that are currently underway. There is a suggestion to build on the progress section, including Best Start for Kids and providers. It is also suggested that the work plan incorporate goals with specific end-dates and quantities.

Next Steps: Members will send feedback to the co-chairs, Mark or Kira, who will update.

Governance
The Executive Committee agreed with the Board’s recommendation to create a policy sub-committee. It may be helpful for the All Home policy sub-committee to look at the legislative agendas of other homeless advocacy groups. It is suggested that the draft charter needs additional editing to address any issues that may arise from being involved in local, state and federal advocacy. It may not be best to name this sub-committee “policy.” The sub-committee members can discuss alternative names and changes to the charter at their initial December meeting.

Action: The motion to approve the formation of an All Home policy sub-committee is approved.

HMIS and Coordinated Entry
The City of Seattle and King County are working on the transition to ensure proper training for system users. There will be some vendor overlap. System users have expressed excitement for the new vendor and for the move to King County. Concern over the timeline for data migration was expressed. Rebekah suggests asking software engineers from companies like Zillow to help with data migration.

Action: The motion to approve the recommendation for King County to administer HMIS and Coordinated Entry is approved.

Legislative Agenda
The agenda has been updated to show connections to the All Home strategic plan. Daniel would like to see client informed consent added back to the legislative agenda. There is a youth initiative to fund 18 shelter programs (HOPE beds) that Melinda would like to see added to the legislative agenda. WLIHA added restoration of Consolidated Homeless Grant funding recently to their legislative agenda that Allison would like to see added to the All Home legislative agenda. Catherine suggested that behavioral health priorities should be included in All Home’s agenda even though other partners, such as King County, are working on those issues. Request was made for changes to the agenda to be more clearly marked and communicated to the Board.

Actions: The motion to approve the 2016 state legislative agenda with the addition of informed consent and restoration of funding is approved. (16 yes, 7 no, 1 abstain). The policy committee will review the legislative agenda and Executive Committee will review and approve final adjustments. (unanimous).

Next Meeting
Tuesday, February 2nd, Olympia, WA

<table>
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<tr>
<th>Community Attendance</th>
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<tr>
<td>Ann Ku- KC Evaluation</td>
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<td>Trina Tennsø- All Home</td>
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<td>Rose Hickman- KC Evaluation</td>
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<td>Amanda Thompkins- KC Evaluation</td>
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<td>Carrie Hennen- All Home</td>
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<td>Ellie Wilson-Jones- Sound Cities Assoc.</td>
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<td>Danielle Winslow- All Home</td>
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<td>Hedda McLendon- KC CSD</td>
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<td>Felicia Salcedo- All Home</td>
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<td>Karen Studders- Advocate</td>
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<td>Katy Miller- USICH</td>
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<td>Kate Bitney- KC Public Health</td>
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<td>Sarah Sausner-KC Public Health</td>
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<td>Jim Theoforis- City of Seattle HSD</td>
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<td>Kira Zylstra- All Home</td>
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<td>Bill Kirlin-Hackett- ITFH</td>
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January 11, 2016

Adrienne Quinn, Director
King County, Department of Community and Human Services
401 5th Avenue, Suite 500
Seattle, WA 98104

Dear Adrienne,

I am writing to you per King County Motion 14472, approved by the King County Council on November 23, 2015. The motion expresses the Council’s support for transferring administration and management of the Homeless Management Information System (currently Safe Harbors) from the City of Seattle to King County, and asks for additional items from the County Executive staff as well as legislation to formalize the transfer. Item B.2 of the motion asks for verification that All Home has consented to the transfer.

This letter serves as verification of consent. All Home supports the transfer as was affirmed when the All Home Coordinating Board approved the recommendation for King County to administer HMIS and coordinated entry at their December 2nd meeting. All Home looks forward to continued collaboration with King County and agrees that the transfer will result in more efficient coordination between the management of HMIS and development and management of coordinated entry for all people experiencing homelessness.

If you have any additional questions, please contact me at 206-263-9001 or mark.putnam@allhomekc.org.

Sincerely,

[Signature]

allhomekc.org
A MOTION accepting the executive's work plan to transfer the administration and management of the homeless management information system to King County as requested by the Motion 14472.

WHEREAS, the homeless management information system ("HMIS") is a locally administered, electronic data collection system that stores information about people who use homeless services, and

WHEREAS, Motion 14472 expressed support for transferring the administration and management of the Seattle-King County HMIS from the city of Seattle to King County in order to provide for more efficient coordination between the management of the HMIS and the development and management of coordinated entry for all populations and to ensure that people experiencing a housing crisis are assisted as quickly and effectively as possible, and

WHEREAS, the city of Seattle, All Home and United Way of King County have each consented to the transfer, and

WHEREAS, Motion 14472 requested that the executive to develop and transmit to the council a work plan and necessary legislation for transferring the administration and management of the Seattle-King County HMIS from the city of Seattle to King County, and
WHEREAS, the executive has developed a work plan that complies with criteria in Motion 14472 and has identified legislation that will be required to implement the work plan;

NOW, THEREFORE, BE IT MOVED by the Council of King County:

The council accepts the executive's work plan to transfer the administration and
management of the homeless management information system to King County, which is
Attachment A to this motion.

Motion 14649 was introduced on 3/21/2016 and passed by the Metropolitan King County Council on 5/23/2016, by the following vote:

Yes: 9 - Mr. von Reichbauer, Mr. Gossett, Ms. Lambert, Mr. Dunn, Mr. McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles and Ms. Balducci
No: 0
Excused: 0

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

J. Joseph McDermott, Chair

ATTEND:

Anne Noris, Clerk of the Council

Attachments: A. Work Plan to Transfer the Administration and Management of the Home Management Information System to King County
King County

Work Plan to Transfer the Administration and Management of the Home Management Information System to King County

Response to Motion 14472

Department of Community and Human Services
March 2016
Executive Response to Motion 14472

Executive Summary

This report is the King County Executive's work plan detailing the transfer of the administration and management of the Seattle-King County Homeless Management Information System (HMIS) from the City of Seattle to King County. The report, which includes the components outlined below, complies with the requirements of Motion 14472.

Background – A description of the history of HMIS administration and management

Work Plan – A description of the work plan, which includes:

1. Verification that the City of Seattle has consented to the transfer

2. Verification that All Home has consented to the transfer

3. Verification that United Way of King County has consented to the transfer

4. Identification of the department and division within King County in which the HMIS will be located and an organizational chart with a list of existing and proposed staff positions or outside vendors that will manage, administer and operate the HMIS, as well as any legislation needed to provide position authority or procurement authority for the administration and management of the HMIS

5. A description of how the administration and management of the HMIS will be funded, identifying any legislation necessary to provide appropriation authority for the administration and management of the HMIS or to change the terms of the agreements that govern the HMIS funding structure

6. A description of how the administration and management of the HMIS will be coordinated with King County Information Technology (K CIT), as well as a benefit achievement plan for the HMIS as required by King County Code (K C C) 2.16.025

7. A description of how the administration and management of the HMIS will be coordinated with All Home, including a timeline that shows the transfer of the HMIS in relation to the development of coordinated entry for all populations

8. A description of how the administration and management of the HMIS will be coordinated with the Washington State Department of Commerce and its HMIS vendor, including a timeline that shows the transfer of the HMIS in relation to the
transition to the new HMIS software

9. A description of how governance for the HMIS will be provided, including a description of any necessary changes to the charter of the steering committee that currently oversees HMIS operations.

10. A description of the steps that will be taken during the transfer of the HMIS, the development and implementation of coordinated entry for all populations and the transition to the new HMIS software to communicate with, seek input from and minimize disruption to provider agencies and the people they serve.

Conclusion - Next steps

Background

Creation of the Homeless Management Information System

In 1999, the U.S. Department of Housing and Urban Development (HUD) issued a requirement that local communities collect data on homeless persons through the use of a Homeless Management Information System. The Seattle-King County Homeless Management Information System is a locally-administered, electronic data collection system that stores information about people who are experiencing homelessness and use homeless services in Seattle and King County. This system has been in use since 1999 and had been managed by the City of Seattle’s Human Services Department since then. A local HMIS is a condition of eligibility to receive federal homeless services funds.

Continuum of Care

The Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) of 2009 codified into law the Continuum of Care (CoC) planning process, a longstanding part of HUD’s application process to assist homeless persons by providing greater coordination in responding to their needs. All Home (formerly the Committee to End Homelessness) is designated as the CoC for the Seattle-King County area. Along with the responsibility to promote community-wide commitment to ending homelessness and coordinate funding and access to mainstream services, the CoC holds responsibility for the HMIS.

Until the fall of 2015, All Home, as the designated CoC, has approved the use of HMIS database software provided and maintained by the vendor, Ad systech, operating under a statewide

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1 The City of Seattle named the Seattle-King County HMIS “Safe Harbors” and the HMIS has been known by that name throughout its time at the City of Seattle.
The Department of Community and Human Services has coordinated with KCIT to complete the Benefit Achievement Plan (BAP) for the HMIS as required by K.C.C. 2.16.025.

The highlights of the BAP are as follows:

- Has resources to meet customer needs and focus on customer communication and satisfaction.
- Is embedded with funders and has the attention of the financial and management controls.
- Has strong financial backing and additional resources when necessary in order to dedicate resources to HMIS.
- Has funding and resources that can be leveraged to ensure long-term viability.
- Could appeal to governance and stakeholders for enhanced support and have broader discussions across the region for HMIS.

The benefit achievement plan may be found under Appendix 4. It will be transmitted to the Council with other departmental BAPs later this year for review as required by Code.

**Item 7: Coordination with All Home and Coordinated Entry**

Motion 14472 asked the Executive to describe how the administration and management of the HMIS will be coordinated with All Home, including a timeline that shows the transfer of the HMIS in relation to the development of coordinated entry for all populations.

The HMIS will continue to be governed by All Home under a steering committee. The steering committee and the changes anticipated following the transition to King County are described in the section below.

In terms of coordinated entry, the transition of the HMIS to King County is expected to provide for closer coordination between the HMIS and the development of coordinated entry for all populations.

The 2009 HEARTH Act required that each local CoC establish a coordinated assessment system as a method for providing services to persons experiencing a housing crisis. Coordinated assessment or coordinated entry systems help ensure that all people experiencing a housing crisis have fair and equal access to housing resources and are quickly identified, assessed for, referred and connected to housing and assistance based on the person’s strengths and needs. The HEARTH Act encourages, but does not require, local CoCs to use their HMIS as part of their coordinated entry systems.
In response to the HEARTH Act, the Seattle King County CoC developed coordinated entry systems for families, young adults and veterans. These systems have been operated separately from the HMIS, which has created challenges in evaluating the effectiveness of the approach in relation to system-wide data. In March 2015, in preparation for developing a coordinated entry system for all populations, the governing body of All Home (at the time called the Committee to End Homelessness Interagency Council) approved a vision for coordinated entry for all populations that would unite the existing coordinated entry systems, serve all persons experiencing homelessness, and integrate the new system into the HMIS.

The March 2015 vision for Coordinated Entry for All (CEA) included a plan for the HMIS and CEA to be administered by one coordinating entity and designated that the coordinating entity should be a local funder. All Home, the City of Seattle and King County spent several months evaluating the options for determining which funder would be best suited to adopt the role to administer the HMIS and CEA and in September 2015 made a joint recommendation to the All Home governing body (now called the All Home Coordinating Board). Seattle City Council and King County Council for King County to assume this role. All Home is physically co-located with the King County DCHS and the transfer of administration and management of HMIS from the City of Seattle to King County will provide for more efficient coordination between HMIS and coordinated entry for all populations and will ensure that people experiencing a housing crisis are assisted as quickly and effectively as possible.

The Department of Community and Human Services is working closely with All Home throughout the transfer and implementation of HMIS with the new vendor, Bitfocus. The Safe Harbors Steering Committee, a subcommittee of All Home, currently provides CoC governance to the HMIS. All Home will continue to provide oversight and governance of HMIS through the Safe Harbors Steering Committee, in which King County staff actively participate and provide staff support. King County currently has a contract in place with Bitfocus to provide system administration services for HMIS. Part of that contract includes providing the software and administrative support to develop and implement CEA. King County, All Home and the City of Seattle staff have convened a Coordinating Team to provide project management for CEA and concurrently provide leadership to the HMIS transition ensuring coordination between the two processes.

**Design of coordinated entry system with timeline**

Coordinated Entry for All connects homeless individuals to available housing and appropriate service options by streamlining and reducing intensive assessment and screening as much as possible and shortening the amount of time spent navigating resources and eligibility. The CEA approach works to apply coordinated entry system-wide and ensure the strengths and benefits of
- Information shared through All Home and Safe Harbors' websites. All Home created a Coordinated Entry for All page (http://allhomeke.org/coordinated-entry-for-all/) with links to SafeHarbors.org.
- Bitfocus has developed a King County HMIS Transitional FAQ website (http://kingcountyhmis.weebly.com/) for updated information on the transfer and implementation of the HMIS.
- Widely published contact information to contacts at King County. All Home and Bitfocus for questions on transition.

These forums and methods for communication will continue throughout the transfer and implementation of the new HMIS vendor and software.

Training dates are being finalized and trainings on the new HMIS software will be held close to the launch date of the new HMIS so the process will be fresh for the users without a long lag time of not using the database. Training will be available to both HMIS users and contract monitors.

Training dates will be announced in February. Training for HMIS will be extensive for the user. Highlights of areas of training are listed below:

- Data collection overview
- Intake, search, entering and edit of client data
- Demographics entry
- Income entry
- Family contact entry
- Program enrollment
- Service enrollment
- Case notes entry
- Program exit
- Reports generation

**Conclusion**

Transitioning the HMIS to King County and to a new vendor creates a rare opportunity for system-wide improvements in service delivery such as effective development of Coordinated Entry for All. This also ensures seamless and consistent access to local data to help inform system planning and change efforts which have the greatest possible impact on ending homelessness in King County.

King County and All Home are committed to a successful transition and implementation of HMIS and coordinated entry systems. As a part of continuous improvement, King County will
assess the functionality of the new HMIS database with the HMIS users and funders in the community through a survey a year after implementation. This will allow us to make any adjustments in the functionality to best meet the needs of the providers who work towards ensuring that people experiencing a housing crisis are assisted as quickly and effectively as possible.
King County HMIS
Standard Operating Procedures

Section 1: Contractual Requirements and Mandatory Roles

Bitfocus, Inc. Contractual Requirements: Bitfocus, Inc. (“Bitfocus”), in its role as King County HMIS (“HMIS”) System Administrator, agrees to use its reasonable best efforts to provide all of the necessary equipment and staff to configure, operate, and maintain the HMIS database. In addition, Bitfocus will provide technical assistance related to the use of Clarity Human Services software, relevant hardware, and adherence to HMIS policies and procedures, including HUD requirements, to all participating housing and services providers (the “Partner Agencies”). Additional services may be provided on a case-by-case basis, as agreed upon by Bitfocus and a Partner Agency.

Contractual Requirements for Central Server: Security of equipment and data is a priority for Bitfocus. These Standard Operating Procedures (“SOPs”) outline the foundation for system security including the usage policy for access to the system, the data for export, import or data analysis needs, and physical system access, as well as the procedures for maintaining the system and data integrity.

HMIS Steering Committee Role: The HMIS has a steering committee (the “HMIS Steering Committee,” or simply the “Steering Committee”) to govern the project. The group is composed of representatives of stakeholders. These include, agencies funded by the U.S. Department of Housing and Urban Development (“HUD”), homeless services providers, local governments, and other funders. The procedures for the qualifications and meetings of members of the HMIS Steering Committee, and related matters, shall be set forth in the HMIS Governance Charter of the HMIS Steering Committee, which may be amended from time to time according to the terms therein.

Central Server Management Roles: Management of an HMIS requires several skill sets. The Steering Committee has identified the following roles to provide the best and most efficient service to HMIS stakeholders:

- System Administrator—assigns rights for users; merges duplicate files; manages maintenance reporting, backups, and security; updates policy and procedures; monitors login attempts; completes system updates; approves any changes to the system; conducts maintenance and disaster planning; and supervises personnel.
- Report Writer/Technical Assistant/Help Desk Support—assists in the design of reports as needed by Partner Agencies and community stakeholders; answers user questions; and assists users in resolving problems, going on-site if necessary to resolve software issues.
As the user base grows, it is understood that these positions and roles will be re-evaluated to meet the needs of stakeholders.

**New Agency Contractual Requirements and Roles**: Any agency wishing to participate in the HMIS must execute a Partner Agency Privacy and Data Sharing Agreement (MOU).

The roles of every Partner Agency are defined in order to prevent confusion regarding responsibilities and privileges. The following roles must be filled in order for an agency to begin using HMIS:
- Partner Agency HMIS Lead
- Partner Agency Technical Administrator
- Partner Agency Security Officer
- Partner Agency Intake Worker or Case Manager or End User

In addition, some Partner Agencies may also have the following roles:
- Partner Agency Mental Health Worker
- Partner Agency Substance Abuse Counselor
- Partner Agency Health Worker
- Partner Agency Data Analyst
- Continuum of Care Representative
- Continuum of Care Evaluator
- Contract monitor

Note: More than one role may be assigned to the same individual.

The *Partner Agency HMIS Lead* is the primary point of contact between Bitfocus and the Partner Agency.

The *Partner Agency Technical Administrator* is able to edit, create, and append data for all programs and services operated by his or her agency; and is able to run reports regarding agency programs and services.

The *Partner Agency Security Officer* will conduct semi-annual compliance reviews and ensures that all End Users complete required trainings. A semi-annual compliance checklist form is attached as Appendix B.

The *Partner Agency Intake Worker* is able to create client files and run reports at the agency(ies) where they work; able to update and append client records; and able to view sensitive portions of the record if the client has consented and signed a release.

The *Partner Agency Case Manager* is able to create client files and run reports against the data collected at their agency; able to update and append client records; and able to view sensitive portions of the record if the client has consented and signed a release.
The **Partner Agency End User** is able to create client files and run reports against the data collected at their agency; able to update and append client records; and able to view sensitive portions of the record if the client has consented and signed a release.

The **Partner Agency Mental Health Worker** is able to create client files and run reports against the data collected at their agency; able to update and append client records; and able to view sensitive portions of the record generated in that agency.

The **Partner Agency Substance Abuse Counselor** is able to create client files and run reports against the data collected at their agency; able to update and append client records; and able to view sensitive portions of the record generated in that agency.

The **Partner Agency Health Worker** is able to create client files and run reports against the data collected at their agency; able to update and append client records; and able to view sensitive portions of the record generated in that agency.

The **Partner Agency Data Analyst** is able to view global reports regarding homeless persons in our community, demographics, service utilization, total statistics and numbers regarding persons in the system.

The **Continuum of Care Representative** is able to view aggregate-level reports, demographics, service utilization, total statistics and numbers regarding data in the system.

The **Continuum of Care Evaluator** is able to view aggregate-level reports, demographics, service utilization, total statistics and numbers regarding data in the system.

The **Contract Monitor** is able to view program-level data at any agency they are responsible for monitoring.

All users of the system should recognize that rights are assigned on a need-to-know basis.

**Section 2: Participation Requirements**

**Participation Policy:** Agencies that are funded as part of the Seattle / King County Continuum of Care to provide homeless programs and/or services will be required to participate in the HMIS. All other homeless providers are strongly encouraged to participate in the HMIS.

**Participation Requirements:** For the most efficient utilization of the services provided by the HMIS, several steps must be completed at the agency level before implementation can begin. Although the System Administrator can assist with most steps, agencies should be prepared to act without assistance. These steps include:

- Acquisition of High Speed Internet Connectivity with at least one static IP address;
- Identification of an on-site HMIS Partner Agency Technical Administrator to serve as the primary contact, or the name of an outside contractor;
● Completion of a network and security assessment to comply with the most recent version of the U.S. Department of Housing and Urban Development's (HUD's) HMIS Rule, and/or HUD's HMIS Data Standards, and/or HUD's Continuum of Care Program Rule, as applicable;

● Signing and executing a Partner Agency Privacy and Data Sharing Agreement (MOU) or other applicable agreement(s);

● Adopting written procedures concerning client consent for release of information, client grievance procedures, and interview protocols as specific in this document.

Implementation Requirements: Partner Agencies must generate or obtain documents that cover each of the following areas in order for implementation to begin.

Written Client Consent for Data Entry: Partner Agencies must obtain a client's informed written consent prior to entering information concerning the client into the system. If a client does not consent, services should not be denied to the client. The agency can use the client consent refused protocol in appropriate cases.

Confidentiality and Consent Forms: Partner Agencies must use the forms approved by the HMIS Steering Committee. Partner Agencies that share protected health information must have internal procedures for obtaining a client's informed written consent prior to the sharing of this information.

Privacy Statement: Partner Agencies must adopt an HMIS Privacy Statement and incorporate it into their policies and procedures. In addition, HUD mandates that organizations develop policies and procedures for distributing privacy notices or statements to their employees, which include having employees sign to acknowledge receipt of such notices. The Privacy Statement is discussed in further detail in Section 11 of these SOPs. A sample Statement is attached as Appendix C.

Interview Protocols: Each Partner Agency must develop a written program-specific interview guide that includes the minimal data elements and any additional elements the Partner Agency wishes to collect.

Background Check Procedures: Each Partner Agency is responsible for conducting its standard employment background check for any employee, contractor, or volunteer who will use the HMIS.

Staff Confidentiality Agreements: Each Partner Agency must develop a procedure for informing staff of client confidentiality. All users of the system must completed general Clarity Human Services user training prior to being authorized to use the system. In addition, all users of the system are required to attend confidentiality and privacy training.
**Information Security Protocols:** Internal policies must be developed at each Partner Agency to establish a process for the detection and prevention of a violation of any HMIS information security protocols.

**Virus Prevention, Detection, and Disinfection Protocols:** Participation in the HMIS requires that Partner Agencies develop procedures intended to assure that computers with access to the HMIS run updated anti-virus software.

**Data Collection Commitment:** Participation in the HMIS requires that all Partner Agencies collect minimum data elements on all consenting clients in accordance with HUD requirements, unless an exception has been granted by King County.

**Connectivity:** Once implementation has begun, each Partner Agency agrees to use its reasonable best efforts to maintain appropriate internet connectivity in order to continue participation.

**Maintenance of Onsite Computer Equipment:** Each Partner Agency agrees to use its reasonable best efforts to maintain computer equipment to the extent required to continue participation.

**Conversion of Legacy Data or Links to Other Systems:** Partner Agencies using other systems or desiring to have legacy data converted must provide resources and processes that enable conversion without cost to Bitfocus or King County.

### Section 3: Training

**User, Client Privacy, and Basic Security Training:** Bitfocus will provide training to instruct all HMIS users in the proper procedures to operate the HMIS. Bitfocus will also provide training about each user’s responsibility to protect client privacy and ensure that basic system security is maintained, such as logging out of HMIS when it is not in use.

**Partner Agency Technical Administrator and Security Officer Training:** Each Partner Agency will have a Technical Administrator and Security Officer. Each Partner Agency will have a representative participate in any training offered specifically for Technical Administrators and/or Security Officers. Such training will take place in King County, Washington or by webinar. When offered, these trainings will cover practical problem solving strategies needed to improve the operation or security of the HMIS.

**End User Training Schedule:** Bitfocus will provide regular training in the day-to-day use of the HMIS and will announce training dates in advance. Training will use an established demo database, and it will cover the following topics: intake, assessment, information and referral, reports, privacy, and client tracking. Training requires a three to four-hour commitment. Training on any agency-modified fields or screens will be the responsibility of the Partner Agency making the modification.
**Section 4: User, Location, Physical and Data Access**

**Access Privileges to the HMIS:** Access to system resources will only be granted to Partner Agency staff that need access in order to perform their duties.

**Access Levels for HMIS Users:** Each user of the system will be assigned an account that grants access to the specific system resources that he or she requires. A model of least-privilege is used; no user will be granted more than the least amount of privilege needed to perform his or her duties.

**Access to Data:** All data collected by the HMIS will be categorized. Access to data sets, types of data, and all other information housed as part of the HMIS is governed by policies approved by the HMIS Steering Committee and Bitfocus. Reproduction, distribution, destruction of, and access to the data are based on the content of the data. At no time may identifying confidential data be distributed or accessible without the consent of the client(s) in question.

**Access to Client Paper Records:** Partner Agency users should not have greater access to client information through the HMIS than is available through the agency’s paper files.

**Physical Access Control:** The building containing the central server is secured through locked key access. The room housing the central server has keyed entry with access to keys limited to Bitfocus, Inc. staff only.

**System access over wireless networks:** Access to the HMIS over any type of public wireless network is discouraged. Public wireless networks are more susceptible to unauthorized access than private wireless networks. For private networks, only Wi-Fi Protected Access (WPA) or Wi-Fi Protected Access II (WPA2) security protocols are allowed.

**Connecting to the Clarity Human Services Application:** Bitfocus, Inc. uses a Two-Factor Authentication (2FA) solution to ensure that only approved users have access to HMIS data and the Clarity Human Services application. The 2FA system consists of: (1) a unique security certificate issued to each user by Bitfocus and installed on equipment or devices (e.g. computers) used to access Clarity; and (2) a username and password issued by Bitfocus.

**Public Key Infrastructure Security Certificates:** Bitfocus, Inc. will use an enhanced authentication system, issuing security certificates to every user by email. The user must download and install the certificate. Bitfocus will also send each user instructions for retrieving a unique password used in the certificate installation process.

**Unique User ID and Password:** Each user of the system must be individually and uniquely identified. Identification will be verified through a password. Users are not permitted to share their password or permit other users to log in to the system with their password. Passwords will be at least eight characters long and meet reasonable industry standard requirements. These requirements are:

1) Using a combination of at least 3 of the following:
   a. Numbers;
b. Lowercase letters;
c. Capital letters; and
d. Special characters (e.g. ~ ! @ # $ % ^ & * ( ) _);

2) Not using, or including, the username, the HMIS name, or the HMIS vendor's name; and
3) Not consisting entirely of any word found in the common dictionary or any of the above spelled backwards.

Written information specifically pertaining to user access (i.e., username and password) may not be stored or displayed in any publicly accessible location. Individual users will not be able to log on to more than one workstation at a time, or be able to log on to the network at more than one location at a time.

Right to Deny User and Partner Agencies’ Access: King County has the right to suspend, limit, or revoke the access of any Partner Agency or individual for violation of HMIS policies, including these SOPs. Upon remedy of a proven violation, access rights may be reinstated. If privileges have not been reinstated, the Partner Agency or individual may file an appeal to the HMIS Steering Committee for reinstatement.

Monitoring: Access to the HMIS will be monitored. In addition, the HMIS will maintain logs of all actions taken within the system, including login transactions and detailed monitoring of user data transactions within the software. Bitfocus will use its reasonable best efforts to review logs on a quarterly basis. It is understood that Partner Agencies will cooperate with all monitoring requirements. All exceptions that show security policy violations will be investigated.

Data Integrity Controls: Access to the production data is restricted to essential system administrative staff only. Each staff member that has access to production data is contracted not to alter or impact the data in any adverse way.

Section 5: Technical Support and System Availability

Planned Technical Support: Bitfocus will use its reasonable best efforts to offer technical support to all Partner Agencies. Support services of the HMIS include: training, implementation support, report writing support, and process troubleshooting.

Partner Agency Service Requests: System administrative staff is only permitted to respond to service requests that are submitted in writing by the Partner Agency Executive Director or on-site Technical Administrator or Security Officer.

Rapid Response Technical Support: An emergency contact number will be provided for requests for service that require a rapid response (i.e., unable to access system). These service requests will be prioritized above other requests. Partner Agencies should plan accordingly.

Availability: The goal is to have the system available 24 hours a day, subject to scheduled outages for updating and maintenance. Bitfocus will use its reasonable best efforts to achieve a 99% uptime. On occasion, there will be planned system outages. Partner Agencies will be notified a minimum of 48 hours before a planned but unscheduled outage is to occur. Bitfocus
will use its reasonable best efforts to address unplanned interruptions within 24 hours, and agencies will be notified when the system becomes available.

Section 6: Stages of Implementation

Stage 1 – Startup: Partner Agencies must complete all MOUs and agreements, and adopt all policies and procedures required in these SOPs.

Stage 2 – Organization Data Entry: Partner Agencies must define the organization and provide detailed descriptions of programs and eligibility, as well as define user workflow. All programs set up in HMIS are subject to King County approval.

Stage 3 – Initial System Rollout: Partner Agencies must ensure that privacy and confidentiality training is completed by Technical Administrators, Security Officers, and other users. They must also define users and responsibilities. All HMIS training be conducted using a demonstration version of the software and data. Real client data will never be used for training purposes.

Stage 4 – Client Data Entry: Partner Agencies must begin entering client information into the HMIS.

Stage 5 – Client-Program Entry: Partner Agencies must begin entering client use of their programs.

Stage 6 – Case Management: Partner Agencies may use the HMIS as a case management tool in the day-to-day operation of the agencies if such agencies wish to do so.

Stage 7 – Program Management: Partner Agencies may use the HMIS to track program performance on an agency level.

Section 7: Encryption Management

Encryption General: All information should be encrypted in the database per HUD standards. All connections to the HMIS should be encrypted to HUD standards or higher. Encryption should be sufficient to prevent unauthorized personnel from accessing confidential information for any reason.

Encryption Management: In the event that system-wide data decryption becomes necessary, the HMIS Steering Committee must obtain the written authorization of every Partner Agency’s Executive Director.

Section 8: Data Release Protocols

Data Entry: Before any data will be entered into the HMIS, the client must first consent to data entry and agree to what information can be entered. Upon completion of the approved consent
form, the Partner Agency will only enter the information into the system that has been approved by the client. The HMIS will assign the client a unique personal identifier. Partner Agencies should note that services must not be contingent on a client consenting to data entry.

Anonymous Client Data Entry: In the event that a client does not want to have personally identifying information entered into the HMIS, he or she will be entered following the Consent Refuse Data Entry Protocol listed below.

**Basic Consent Refused Client Record Data Entry Protocol**

1. Start with Quality of Name field and enter “Client Refused”
2. Enter zeros for SSN
3. Change to “Client Refused” for Quality of SSN
4. Type “Refused” for Last Name
5. Type “Consent” for First Name
6. Enter 01/01/ and up or down a year or two for Date of Birth
7. Enter “Approximate” for Quality of DOB
8. Enter a unique ID in Alternate Client ID so you can come back to this client and find them again (or leave it blank, if you want the system number to be there instead). If you do fill it in, please make sure it is not in and of itself containing personal information
9. Enter Gender, Race, Ethnicity and perhaps Veteran status with real data if it won’t serve to identify them in any way
10. Leave Middle Name and Suffix blank
11. Click Add Record
12. In the “Unique Identifier” field that now appears with an auto-filled number, copy and paste that into the Alternate Client ID field (if you don’t want to make up your own) and into the First Name field, eliminating the word “Consent.” Alternately, use your Alternate Client ID to replace the word “Consent” in First Name. If you don’t do this, you won’t have an identifier in the top of each screen as you continue to enter data on this client.

Sharing Protected Information: A Client Consent for Data Collection and Release of Information (ROI) document indicating what information the client agrees to have shared with other participating agencies should be signed prior to sharing of any Protected Personal Information (“PII”) including identifying information (such as the client’s name, birth date, gender, race, social security number, phone number, residence address, photographic likeness, and other similar identifying information) and financial information (such as the client’s employment status, income verification, public assistance payments or allowances, food stamp allotments, and other similar financial information). All ROI forms that were valid and officially approved for use by the HMIS Steering Committee at the time they are signed by a client will be accepted.

Printed Information: Printed records disclosed to the client or another party should indicate the identity of the individual or agency to whom the record is directed, the date, and the initials of the person making the disclosure.

Requests for HMIS Client Information: The Partner Agency must notify Bitfocus within one working day when the Partner Agency receives a request from any individual or outside agency for client-identifying information.
Case Notes: It is understood that client case notes will not be shared, and that each Partner Agency will have the ability to enter its own private notes about a client.

The Client Consent for Data Collection and Release of Information (ROI) form will be a dated document with a defined term. The Partner Agency will only be able to access the information specified on the form that was entered into the system during the time the form was in effect. Also, the client can revoke his or her consent at any time, in full or in part, and have his or her file deactivated, by signing a Client Revocation of Consent form or submitting a written and signed request to revoke their consent. In emergency situations, such as domestic violence, clients may revoke consent verbally to Partner Agency staff.

Continuum Approved Uses and Disclosures: HMIS client data may be used or disclosed for case management, administrative, billing, and analytical purposes, or other purposes as required by law. "Uses" involve sharing parts of client information with persons within an HMIS Participating Agency. "Disclosures" involve sharing parts of client information with persons or organizations outside of an HMIS Participating Agency.

Data Release Criteria: No identifiable client data will be released to any person, agency, or organization that is not the owner of said data for any purpose other than those specified in the King County Homeless Management Information System (HMIS) Client Consent for Data Collection and Release of Information without written permission from the individual in question.

Aggregate Data Release Criteria:
All data must be anonymous, either by removal of all identifiers and/or all information that could be used to infer an individual or household’s identity. Identifiers include, but are not necessarily limited to: (1) name; (2) Social Security number; (3) date of birth.

Releases of anonymous client-level data for research purposes must be approved by the HMIS Steering Committee. Aggregate data must meet appropriate data quality and coverage standards.

Anonymous Client-level Data Release Criteria:
All data must be anonymous, either by removal of all identifiers and/or all information that could be used to infer an individual or household’s identity. Identifiers include, but are not necessarily limited to: (1) name; (2) Social Security number; (3) date of birth.

Section 9: HMIS Security Plan

The Department of Housing and Urban Development (HUD), in its Proposed Rule for HMIS Requirements, requires implementation of specified security standards. These security standards are designed to ensure the confidentiality, integrity, and availability of all HMIS information; protect against any reasonably anticipated threats or hazards; and ensure compliance with all applicable standards by end users.
The King County Security Plan includes the following elements: (1) designated security officers; (2) semi-annual and annual security audits; (3) physical safeguards; (4) technical safeguards; (5) rescinding user and/or HMIS Partner Agency when security violations are suspected.

Each portion of this plan is detailed below.

**Security Officers**
The HMIS Lead Agency and all HMIS Partner Agencies must designate Security Officers to oversee HMIS privacy and security.

**King County Lead Security Officer**
1. Bitfocus, Inc., in its role as HMIS System Administrator, is the Lead Security Officer.
2. Bitfocus will assess security measures in place prior to establishing access to HMIS for any new Partner Agency.
3. Bitfocus will review and maintain files of Partner Agency annual compliance certification checklists.
4. Bitfocus will conduct regular security audits of Partner Agencies.

**Partner Agency Security Officer:**
1. May be the HMIS Partner Agency Technical Administrator or another Partner Agency employee, volunteer or contractor who has completed HMIS Privacy and Security training and is adequately skilled to assess HMIS security compliance
2. Conducts a security audit for any workstation that will be used for HMIS data collection or entry
   a. no less than semi-annual for all agency HMIS workstations, AND
   b. prior to issuing a User ID to a new HMIS End User, AND
   c. any time an existing user moves to a new workstation.
3. Continually ensures each workstation within the Partner Agency used for HMIS data collection or entry is adequately protected by a firewall and antivirus software (per Technical Safeguards – Workstation Security)
4. Completes the Semi-Annual Compliance Certification Checklist, and forwards the Checklist to the Lead Security Officer.

**Security Audits**

**New HMIS Partner Agency Site Security Assessment**
Prior to establishing access to HMIS for any new Partner Agency, the Lead Security Officer will assess the security measures in place at the Partner Agency to protect client data. The Lead Security Officer will meet with the Partner Agency Executive Director (or executive-level designee), HMIS Partner Agency Technical Administrator and Partner Agency Security Officer to review the Partner Agency’s information security protocols prior to recommending that King County countersign the HMIS MOU. This security review shall in no way reduce the Partner Agency’s responsibility for information security, which is the full and complete responsibility of the Partner Agency, its Executive Director, and its HMIS Partner Agency Technical Administrator/Security Officer.

**Semi-Annual Partner Agency Self-Audits**
1. The Partner Agency Security Officer will use the HMIS Semi-Annual Compliance Certification Checklist to conduct semi-annual security audits of all Partner Agency HMIS End User workstations.

2. If areas are identified that require action due to noncompliance with these SOPs, the Partner Agency Security Officer will note these on the Compliance Certification Checklist, and the Partner Agency Security Officer and/or HMIS Agency Technical Administrator will work to resolve the action item(s) within 15 days.

3. Any Compliance Certification Checklist that includes 1 or more findings of noncompliance and/or action items will not be considered complete until all action items have been resolved. The Checklist findings, action items, and resolution summary must be reviewed and signed by the Partner Agency Executive Director or other empowered officer prior to being forwarded to the Lead Security Officer.

4. The Partner Agency Security Officer must turn in a copy of the Compliance Certification Checklist to the Lead Security Officer on a semi-annual basis.

Annual Security Audits
1. The Lead Security Officer will schedule annual security audits in advance with selected Partner Agency Security Officers.

2. The Lead Security Officer will use the Semi-Annual Compliance Certification Checklist to conduct security audits.

3. The Lead Security Officer will randomly audit at least 10% of the workstations for each HMIS Partner Agency selected for review. In the event that an agency has more than 1 project site, at least 1 workstation per project site will be audited.

4. If areas are identified that require action due to noncompliance with these standards or any element of these SOPs, the Lead Security Officer will note these on the Compliance Certification Checklist, and the Partner Agency Security Officer and/or HMIS Partner Agency Technical Administrator will work to resolve the action item(s) within 15 days.

5. Any Compliance Certification Checklist that includes 1 or more findings of noncompliance and/or action items will not be considered complete until all action items have been resolved and the Checklist findings, action items, and resolution summary has been reviewed and signed by the Partner Agency Executive Director or other empowered officer and forwarded to the HMIS Lead Security Officer.

Physical Safeguards
In order to protect client privacy it is important that the following physical safeguards be put in place. For the purpose of this section, authorized persons will be considered only those individuals who have completed Privacy and Security training within the past 12 months

1. Computer Location – A computer used as an HMIS workstation must be in a secure location where only authorized persons have access. The HMIS workstation must not be accessible to clients or the public. HMIS-trained and non-HMIS trained staff may use the same computers. Non-HMIS trained staff will need to receive training that incorporates all of the privacy and confidentiality requirements in this SOP document. Alternatively, non-HMIS staff may attend a 30-minute privacy and security training that will be offered by Bitfocus.

2. Printer location – Documents printed from HMIS must be sent to a printer in a secure location where only authorized persons have access. HMIS-trained and non-HMIS trained staff may use the same computers. Non-HMIS trained staff will need to receive...
training that incorporates all of the privacy and confidentiality requirements in this SOP document. Alternatively, non-HMIS staff may attend a 30-minute privacy and security training that will be offered by Bitfocus.

3. Line of Sight – Non-authorized persons should not be able to see an HMIS workstation screen. Monitors should be turned away from the public or clients in order to protect client privacy.

**Technical Safeguards**

**Workstation Security**

1. To promote the security of HMIS and the confidentiality of the data contained therein, access to HMIS will be available only through approved workstations.

2. The HMIS Lead Agency will enlist the use of PKI (Public Key Infrastructure) or another suitably secure method to identify approved workstations, in compliance with Public Access baseline requirement in the HUD Data Standards. The Partner Agency Security Officer will verify that a current PKI certificate (available from the HMIS System Administrator) has been installed on each End User’s workstation.

3. Partner Agency Security Officer will confirm that any workstation accessing HMIS shall have antivirus software with current virus definitions (updated at minimum every 24 hours) and frequent full system scans (at minimum weekly).

4. Partner Agency Security Officer will confirm that any workstation accessing HMIS has and uses a hardware or software firewalls.

**Establishing HMIS User IDs and Access Levels**

1. The HMIS Partner Agency Technical Administrator will ensure that any prospective End User reads, understands and signs the HMIS End User Agreement and maintain a file of all signed HMIS End User Agreements.

2. The HMIS Partner Agency Technical Administrator is responsible for ensuring that all agency End Users have completed mandatory trainings, including HMIS Privacy, Security and Ethics training and End User Responsibilities and Workflow training, prior to being provided with a User ID to access HMIS.

3. All End Users will be issued a unique User ID and password by Bitfocus. Sharing of User IDs and passwords by or among more than one End User is expressly prohibited. Each End User must be specifically identified as the sole holder of a User ID and password. User IDs and passwords may not be transferred from one user to another.

4. The HMIS Partner Agency Technical Agency Administrator will always attempt to approve the most restrictive access that allows the End User to efficiently and effectively perform his/her assigned duties.

5. The HMIS Partner Agency Technical Administrator will notify Bitfocus when new users are approved for user names and passwords.

6. The HMIS Partner Agency Technical Administrator will notify Bitfocus which access level to assign to each authorized user. Access levels may vary across HMIS Partner Agencies, depending upon their involvement with coordinated entry, contract monitoring, program and system evaluation, and other factors.

7. When the HMIS Partner Agency Technical Administrator determines that it is necessary to change a user’s access level, the Partner Agency HMIS Partner Agency Technical Administrator will notify Bitfocus as soon as possible.
Other Technical Safeguards

1. The HMIS Partner Agency Security Officer shall develop and implement procedures that will prevent unauthorized users from connecting to private agency networks, whether or not they are used to access HMIS.

2. Unencrypted PPI may not be stored or transmitted in any fashion—including sending file attachments by email or downloading reports including PPI to a flash drive, to the End User’s desktop, or to an agency shared drive. All downloaded files containing PPI must be deleted from the workstation temporary files and the “Recycling Bin” emptied before the End User leaves the workstation.

3. Encrypted hard drives are recommended

Passwords

1. All user IDs are individual and passwords are confidential. No individual should ever use or allow use of a User ID that is not assigned to that individual, and user-specified passwords should never be shared or communicated in any format.

2. Temporary passwords must be changed on first use. User-specified passwords must be a minimum of 8 characters long and must contain a combination of numbers, lowercase letters, capital letters; and/or special characters (e.g. ~ ! @ # $ % ^ & * ( ) _ ).

3. End users may be prompted by the software to change their password from time to time.

4. End Users must immediately notify their HMIS Partner Agency Technical Administrator and/or Security Officer if they have reason to believe that someone else has gained access to their password.

5. Three consecutive unsuccessful attempts to login will disable the User ID until the password is reset. All user passwords will be reset by Bitfocus.

Rescinding User Access

1. End User access should be terminated within 24 hours if an End User no longer requires HMIS access to perform his or her assigned duties due to a change of job function or termination of employment. The HMIS Partner Agency Technical Administrator is responsible for notifying Bitfocus so that access can be terminated within the specified timeframe.

2. Bitfocus reserves the right to terminate End User licenses that are inactive for 90 days or more. The HMIS System Administrator will attempt to contact the HMIS Partner Agency Technical Administrator for the End User in question prior to termination of the inactive user license.

3. In the event of suspected or demonstrated noncompliance by an End User with the HMIS End User Agreement or any other HMIS plans, forms, standards, policies, or governance documents, Bitfocus will deactivate the User ID for the End User in question until an internal agency investigation has been completed. The HMIS Partner Agency Technical Administrator or Security Officer will notify Bitfocus of any substantiated incidents that may have resulted in a breach of HMIS system security and/or client confidentiality, whether or not a breach is definitively known to have occurred.

4. In the event the HMIS Partner Agency Technical Administrator is unable or unwilling to conduct an internal investigation as described above, Bitfocus is empowered to deactivate any user IDs pending its own investigation of an End User’s suspected
noncompliance with the HMIS End User Agreement, or any other HMIS plans, forms, standards, policies, or governance documents.

5. King County is empowered to permanently revoke a Partner Agency’s access to HMIS for substantiated noncompliance with the provisions of these Security Standards, the King County HMIS Standard Operating Procedures, or the Partner Agency MOU.

Section 10: Internal Operating Procedures

Computer Virus Prevention, Detection, and Disinfection: The goal of the HMIS will be to incorporate and maintain updated virus protection from a reputable single source. Any and all viruses found will be quarantined and analyzed. If irreparable, the virus will be deleted. Participating agencies are required to run and maintain their own antivirus software from an approved source on all computers that have access to the HMIS system.

Operating System Updates: The goal will be to update or patch the HMIS within a reasonable time after review of the vendor’s release of updates and patches and approval by the system administrator.

Backup and Recovery: The goal will be to back up the HMIS on a daily basis. In addition, backups will be stored electronically offsite. A backup of hardware and HMIS software will be stored in an offsite location so that it will be available in the event of a catastrophic failure.

Disaster Recovery Process: The goal will be to review disaster recovery processes and check offsite systems for viability twice per year.

Community Reporting Process: At the direction of the King County, Bitfocus will publish community-wide aggregate reports or dashboards summarizing information about the clients in the HMIS on a periodic basis. These report(s) or dashboard(s) will reflect raw, point-in-time data.

Termination of the HMIS system: In the event the HMIS terminates, Partner Agencies will be notified and provided a reasonable period of time to access and save client data as well as statistical and frequency data from the entire system. Then, the information on the central server will be purged or stored. If the latter occurs, the data will remain in an encrypted and aggregate state.

Termination of Bitfocus as System Administrator: In the event Bitfocus is terminated as the System Administrator, custodianship of the data on the HMIS will be transferred to King County or to a successor System Administrator, and all Partner Agencies will be informed in a timely manner.

Section 11: HMIS Client Grievance Procedures

If a client has any issue with the HMIS at a particular Partner Agency, the client should work with that agency to resolve the issue.
If the problem is still not resolved to the client’s satisfaction, the client can follow the Partner Agency’s grievance procedures or request a Client Grievance Form available on the King County HMIS website: kingcounty.hmis.cc. A copy of the form is included in Appendix D. Specific instructions for clients, including how to submit a grievance, are listed on the form.

Bitfocus will receive the submitted form and distribute copies to all HMIS Steering Committee members. The HMIS Steering Committee will be notified of all grievances received. Bitfocus will use its reasonable best efforts to investigate the issue and will inform the HMIS Steering Committee of the results.

If the issue is not system related, the HMIS Steering Committee will recommend the best course of action to handle the grievance.

Any material change(s) resulting from a grievance (system-related or not) will require approval from the HMIS Steering Committee.

Section 12: HMIS Privacy Statement

An individual client has a right to adequate notice of a Partner Agency’s use and release of PPI and of the individual’s rights in regards to data about them, as well as the Partner Agency’s legal duties with respect to PPI. A Privacy Statement should be prominently displayed or distributed in the program offices where intake occurs. The Partner Agency should promptly revise and redistribute the Privacy Statement whenever there is a material substantive change to the permitted uses or releases of information, the individual’s rights, the Partner Agency’s legal duties, or other privacy practices. Partner Agencies should maintain documentation of compliance with the Privacy Statement requirements by retaining copies of the Privacy Statements issued by them. A client has the right to obtain a paper copy of the Privacy Statement from the Partner Agency upon request.

Content of Privacy Statement: The Partner Agency must provide a Privacy Statement that is written in plain language and contains the elements required by this section. These elements are not exclusive, and either oral or written notice may inform the individual of the permitted uses and releases of information. The following, or a substantially similar, statement must be prominently displayed: “THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.”

- A description of each of the purposes for which a Partner Agency is permitted or required by this notice to use or release PPI without the individual’s written consent or authorization. These include administrative, programmatic, and academic research purposes.

- If a use or release of information is prohibited or materially limited by other applicable law, the description of such use or disclosure must reflect the more stringent law.
A statement that consensual uses and disclosures will be made only with the individual client’s written authorization and that the individual may revoke such authorization.

A statement of the individual client’s rights with respect to PPI and a brief description of how the individual may exercise these rights.

A statement that the Partner Agency is required by law to maintain the privacy of PPI and to provide individuals with notice of its legal duties and privacy practices with respect to protected personal information.

A statement that the Partner Agency is required to comply with the terms of the Privacy Statement currently in effect.

A statement that reserves the right to change the terms of the notice and to make the new notice provisions effective for all PPI. The statement must also describe how the Partner Agency will attempt to provide individuals with a revised notice.

A statement that individuals may complain to the Partner Agency if they believe their privacy rights have been violated.

A brief description of how the individual may file a complaint with the Partner Agency.

A statement that the individual will not be retaliated against for filing a complaint.

The name, or title, and telephone number of a person or office to contact for further information.

The date on which the notice is first in effect, which may not be earlier than the date on which the notice is printed or otherwise published.

Section 13: Participation without using Clarity Human Services software (data integration)

If a Partner Agency wishes to participate in the HMIS, but does not wish to use the Clarity Human Services software, the following additional guidelines must be met:

1. The Partner Agency must obtain authorization from King County to participate via data integration;
2. The Partner Agency understands that it is its responsibility to pay for any additional costs related to feeding data to the HMIS;
3. The Partner Agency must be able to produce an extract file from its existing system;
4. The Partner Agency must be able to produce the extract file in a format specified by Bitfocus and approved by the HMIS Steering Committee;
5. The Partner Agency understands that the extract format will most likely change in the future (one of the main reasons for the file format change is that there is a movement underway to standardize the HMIS import file formats);

6. The Partner Agency data imported into the HMIS will be available for all purposes for which HMIS data may be legitimately used, including but not limited to, generating aggregate reports and identifying the service history of specific clients;

7. If, at a later date, a Partner Agency chooses to use the Clarity Human Services software, the agency understands that some or all of its historical imported data may not be available; and

8. Sections 1 – 8 of this SOP document do not apply to Partner Agencies entering data into the HMIS system.

9. Partner Agencies interested in replicating HMIS data into a non-HMIS data system must obtain permission from King County and must pay for any additional costs related to the replication process.

10. All data synchronized through data replication is subject to all provisions of this SOP document pertaining to client privacy, consent, and use of data.

NOTE: For programs that are part of coordinated entry (CEA), data integration will be possible only AFTER a client has been enrolled into a program that participates in CEA. The coordinated entry and referral tools in Clarity must be used by all agencies participating in CEA up to the point a client is enrolled into a program (which is how referrals are accepted in Clarity) or a referral is denied. The coordinated entry/referral tools include:

- Updating program availability
- Viewing referrals sent to partner agencies by referral specialists
- Indicating when referrals are in process
- Denying referrals
- Accepting referrals by enrolling a client into the program to which they were referred

There are no exceptions to this policy.

If a Partner Agency wishes to integrate data into HMIS and meets all of the requirements in Section 12 listed above:

1. The agency must meet with Bitfocus to discuss and address all details of data sharing (for example, what information is to be shared, the direction of sharing, etc.);

2. The Agency must execute a Partner Agency Privacy and Data Sharing Agreement (MOU)

3. Partner Agencies must comply with Section 8 of this document (relating to obtaining clients’ permission to have their information shared).

Section 14: User Meetings

User meetings will be scheduled periodically with advance notice given via the HMIS mailing list and posted on the King County HMIS website: kingcounty.hmis.cc. The Bitfocus staff responsible for HMIS matters will be available to confer with participating agencies via phone, e-mail, or in person.
While most meetings will be optional to attend, it may be necessary to request mandatory attendance at a particular meeting. If this becomes necessary, ample notice will be given.

Section 15: Guidelines on Removing Partner Agencies or Users

Voluntary Removal: If a Partner Agency or user no longer wants to access the HMIS, they simply need to inform Bitfocus of such decision. In the case of user removal, it is the Partner Agency’s responsibility to contact Bitfocus in a timely manner so the User ID can be deactivated to prevent unauthorized access to the system. A Partner Agency requesting removal from the HMIS understands the following:

1. The Partner Agency will receive one copy of the data it has input into the HMIS. Such copy will be in a format determined by Bitfocus and approved by the HMIS Steering Committee. The Partner Agency will be given an appropriate description of the data format.

2. The data the Partner Agency enters into the system will remain in the system for the purposes of producing aggregate non-identifying reports. The client’s program records will be marked as inactive, and not be available to be accessed. Any Partner Agency information will remain in the system but will be marked as inactive.

3. The Partner Agency must return all hardware (firewalls, etc.) that is owned by Bitfocus.

4. Any fees paid for participation in the HMIS will not be refunded.

5. The Partner Agency understands and accepts any ramifications of not participating in the HMIS, including impacts on coordinated entry (among other things).

Involuntary Removal: It is vital for the King County and Bitfocus to provide a secure service for all users. Any action(s) that threaten the integrity of the system will not be tolerated.

1) Bitfocus reserves the right to modify, limit, or suspend any user account or remove any Partner Agency at any time if there is a security risk to the system.

2) Any improper use of the HMIS is subject to immediate suspension of the user’s account. The penalties imposed on a user for improper system use will vary based on the level of the offense. Typically the user will receive a warning upon the first offense. However, if the offense is severe enough, Bitfocus reserves the right to disable the account immediately and, in extreme cases, to disable all users’ access at the Partner Agency in question.

3) Bitfocus will contact the Partner Agency within one business day of any such suspension.

4) If a user’s account is suspended, only the Executive Director (or acting Executive Director) for a Partner Agency may request account re-activation. Suspended users may be required to attend additional training before having their access reinstated.

5) In the event that a Partner Agency is removed from the system, it must submit a written request for reinstatement to the HMIS Steering Committee and Bitfocus. If the Partner Agency is not reinstated into the system after review of its reinstatement request, the Partner Agency will be given one copy of its data in a format that will be determined by Bitfocus and approved by the HMIS Steering Committee. (The Partner Agency will also be provided with a description of the data format.) Data will not be given to the Partner
Agency until all hardware (firewalls, etc.) belonging to Bitfocus is returned. Any fees paid for participation in the HMIS will not be returned.

Section 16: Additional Participation Standards

System/Data Security: In the event a Partner Agency becomes aware of a system security or client confidentiality breach, the Partner Agency’s Executive Director or Security Officer shall notify the HMIS System Administrator of the breach within one business day.

HMIS related forms and printed material: The Partner Agency agrees to maintain all completed Client Consent for Data Collection and Release of Information (ROI) and Client Revocation of Consent forms, related to the HMIS. When appropriate, this documentation may be stored in Clarity Human Services. This documentation may be requested by the HMIS Steering Committee, Bitfocus, or its contractors for the purposes of periodic audits.

Destruction of HMIS related printed material: Any HMIS forms or printed information obtained by a Partner Agency or user from the HMIS system must be destroyed in a manner that ensures client confidentiality will not be compromised.

Section 17: No Third-Party Beneficiaries

These SOPs have been set forth solely for the benefit and protection of the HMIS Steering Committee, Bitfocus, and the respective Partner Agencies and their respective heirs, personal representatives, successors and assigns. No other person or entity shall have any rights of any nature in connection with or arising from these SOPs. Without limiting the generality of the preceding sentence, no user of the HMIS in his or her capacity as such and no current, former, or prospective client of any Partner Agency shall have any rights of any nature in connection with or arising from these SOPs.

Section 18: Data Quality Procedures

Data must be entered according to the timeliness guidelines below

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Data Timeliness Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency shelter</td>
<td>All Universal Data Elements entered within two business days of intake</td>
</tr>
<tr>
<td>Transitional Housing</td>
<td>All Universal and Program-Specific Data Elements entered within two business days of intake</td>
</tr>
</tbody>
</table>
Permanent Supportive Housing  All Universal and Program-Specific Data Elements entered within two business days of intake

HPRP  All Universal and Program-Specific Data Elements entered within two business days of intake

Service only  All Universal and Program-Specific Data Elements entered within two business days of intake

Data Integration Agencies

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Data Timeliness Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency shelter</td>
<td>All Universal and Program-Specific Data Elements will be uploaded weekly</td>
</tr>
<tr>
<td>Transitional Housing</td>
<td>All Universal and Program-Specific Data Elements will be uploaded weekly</td>
</tr>
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</tr>
<tr>
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<td>All Universal and Program-Specific Data Elements will be uploaded weekly</td>
</tr>
</tbody>
</table>

Data Completeness

The purpose of data completeness requirements are to ensure that our community has the ability to produce accurate unduplicated counts of people served and to fully understand the demographic characteristics and service patterns of clients accessing homeless and preventions services.

Standard: All data entered into HMIS is complete
All Clients Served: 100% of clients in HMIS-participating programs have a record entered in HMIS.

Universal Data Elements: All programs have 95% complete data for the Universal Data Elements. Complete data does not include missing, ‘Don’t know’ or ‘Refused’ answers. For anonymized clients the following data elements will be exempted from the 95% completeness standard: (1) Social Security Number; (2) first name; (3) last name; (4) date of birth. For
large-scale night-by-night shelters, lower targets for data completeness will be considered based on past performance.

Program Specific Data Elements: All programs have 95% complete data for the Universal Data Elements. Complete data does not include missing, ‘Don’t know’ or ‘Refused’ answers. For large-scale night-by-night shelters, lower targets for data completeness will be considered based on past performance.

Bed Utilization Rate: Bed Utilization in HMIS accurately reflects the number of people being served on a given night. The general standard for bed utilization is between 50% and 105%.

Data Quality Monitoring
On a monthly basis, the HMIS Partner Agency Technical Administrator will receive a Monthly Staff Report by email, which will summarize for each individual user and across the agency as a whole: (1) the percentage of “client refused” values; (2) the percentage of “client doesn’t know” values; and (3) the percentage of “data not collected” values. Agencies are expected to review the report and take action to ensure that their agency-level “Client Refused,” “Client Doesn’t Know,” and “Data Not Collected” values do not exceed 5%. On a quarterly basis, Bitfocus will monitor data completeness and follow up with agencies who exceed 5% in any of the categories listed above as described below:

Support Step 1: If an agency is found to be out of data quality compliance, Bitfocus staff will notify the HMIS Partner Agency Technical Administrator in writing within 2 business days. Technical assistance will be available by phone or in person to resolve the data entry difficulties. Agency staff will have 5 business days to correct the issue.

Support Step 2: If the agency is out of compliance a second time within three months or continues to be out of compliance, the Executive Director will be notified and the agency will be required to submit a written action plan to Bitfocus outlining corrective steps. Bitfocus will share the corrective action plan with the King County, City of Seattle or United Way representatives who oversee the agency contracts, and will report monthly to the HMIS Steering Committee on the status and progress of all corrective action plans.

Support Step 3: A third episode of non-compliance within six months or continuation of unresolved data quality issues will result in a potential funding suspension notice issued by the HMIS funding partners.

Support Step 4: A fourth episode of non-compliance or continuing issues of data quality deficiency within six months will result in agency funding being suspended.
# Appendix A: List of King County Policy Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Version History</th>
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<td>v1.1</td>
<td>1 April 2016</td>
</tr>
<tr>
<td>Client Consent for Data Collection and Release of Information (ROI)</td>
<td>v1.3</td>
<td>30 March 2016</td>
</tr>
<tr>
<td>Client Grievance Form</td>
<td>v1.1</td>
<td>11 July 2016</td>
</tr>
<tr>
<td>Client Information Sheet</td>
<td>v1.4</td>
<td>8 April 2016</td>
</tr>
<tr>
<td>Client Revocation of Consent Form</td>
<td>v1.1</td>
<td>31 March 2016</td>
</tr>
<tr>
<td>HMIS Governance Charter</td>
<td>v1.1</td>
<td>Date adopted</td>
</tr>
<tr>
<td>HMIS User Policy, Responsibility Statement and Code of Ethics</td>
<td>v.1.1</td>
<td>1 April 2016</td>
</tr>
<tr>
<td>Partner Agency Privacy Privacy and Data Sharing Agreement (MOU)</td>
<td>v1.1</td>
<td>25 April 2016</td>
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<tr>
<td>Partner Agency Technical Administrator and Security Officer Agreement</td>
<td>v1.1</td>
<td>6 May 2016</td>
</tr>
<tr>
<td>Standard Operating Procedures (SOPs)</td>
<td>v1.1</td>
<td>11 July 2016</td>
</tr>
</tbody>
</table>

- HMIS Client Grievance Procedures
- HMIS Privacy Statement
- HMIS Security Plan
- HMIS Semi-Annual Compliance Certification Checklist
Appendix B: Semi-Annual Compliance Checklist

Drafter’s note: The checklist is in landscape format. Currently, Google docs does not support formatting a single document in both portrait and landscape format, so the checklist cannot be incorporated into this Google document. When drafting is complete, this document will be converted to Word for distribution. At that time, the checklist can be incorporated into a single document.

In the meantime, the Access the Semi-Annual Compliance checklist by clicking here.
Appendix C: Sample HMIS Privacy Statement

HMIS Client Privacy Statement

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY

In partnership with King County, Clarity Human Services Software, a division of Bitfocus, Inc. (“Bitfocus”), administers the County’s Homeless Management Information System (“HMIS”), a shared database software application that confidentially collects, uses, and releases client-level information related to homelessness in the County.

This Partner Agency Privacy Statement (the “Privacy Statement”) describes how ___________________________ (the “Partner Agency,” or simply the “Agency”), may use and disclose clients’ protected personal information (“PPI”), including identifying information (such as client name, birth date, gender, race, social security number, phone number, residence address, photographic likeness, and other similar identifying information) and financial information (such as client employment status, income verification, public assistance payments or allowances, food stamp allotments, and other similar financial information).

The Agency may be required to collect some PPI by law or by funders of the Agency’s programs. The Agency may choose to collect other PPI to improve housing or services quality; to identify patterns and monitor trends over time; to conduct needs assessments and prioritize services for certain homeless and low-income subpopulations; to enhance inter-agency coordination; and to monitor and report on the quality of housing and services.

The Agency will not collect PPI without a client’s written consent in the form of one or more signed Client Consent for Data Collection and Release of Information (ROI) form(s).

The Agency will only use and/or release client PPI to:
1. Verify client eligibility for services;
2. Provide client services or refer clients to services that meet their needs;
3. Manage and evaluate the performance of its programs;
4. Report on program operations and outcomes to funders of its programs or apply for additional funding to support its programs;
5. Collaborate with other local agencies to improve service coordination, reduce gaps in services, and develop community-wide strategic plans to address basic human needs; and/or
6. Participate in research projects to better understand the needs of populations served.

The Agency may also be required to release client PPI for the following reasons:
1. When the law requires it;
2. When necessary to prevent or respond to a serious and imminent threat to health or safety; and/or
3. When a judge, law enforcement agency, or administrative agency issues an order.

The Agency will use and release client PPI to the minimum extent necessary to effect authorized purposes. Use and release of client PPI other than those described above will not be made without each client’s written consent. Clients have the right to revoke their consent by signing a Client Revocation of Consent form or submitting a written and signed request to revoke their consent. In emergency situations, such as domestic violence, clients may revoke consent verbally to Agency staff.

All Clients have the right to request in writing:
1. A copy of all PPI collected;
2. Any change to any PPI used to make decisions about their care and services (provided, however, that such a request may be denied at the Agency’s discretion, in which case the client’s request will be noted in the program records);
3. An account of all releases of client PPI;
4. Restrictions on the type of information released to other Partner Agencies; and
5. A current copy of the Agency’s Privacy Statement and a record of all amendments made hereto.

The Agency reserves the right to refuse client’s written requests described in the paragraph immediate preceding this one under any of the following circumstances:
1. The information responsive to the client’s request was or is being compiled in reasonable anticipation of litigation or comparable proceedings;
2. The record responsive to the client’s request includes information about another individual (other than a health care or homeless services provider);
3. The information responsive to the client’s request was obtained under a promise of confidentiality (other than a promise from a health care or homeless services provider) and release of such information would reveal the source of the information; or
4. The Agency reasonably believes that release of the information responsive to the client’s request would result in the endangerment of the life or physical safety of any individual.

If a client request is denied, the client will receive a written explanation of the reason for such denial. Additionally, the client will have the right to appeal the denial by following Agency grievance procedures. Regardless of the result of the appeal, the client has the right to add to your records a concise statement of disagreement. The Agency will release such statement of disagreement whenever it releases the disputed PPI to another individual or entity.

All agents and representatives of the Agency with access to your PPI are required to complete formal training in privacy requirements.

This Privacy Statement may be amended at any time. Amendments may affect information obtained by the Agency before the date of the change. An amendment to this Privacy Statement regarding use or release of information will be effective with respect to information obtained before the amendment, unless otherwise stated.
This Privacy Statement reflects the basic requirements of the most recent version of the U.S. Department of Housing and Urban Development’s (HUD’s) HMIS Rule, and/or HUD’s HMIS Data Standards, and/or HUD’s Continuum of Care Program Rule, as applicable. To the extent that this Privacy Statement is not consistent with HUD’s basic requirements described above, HUD’s requirements will control.
Appendix D: Sample Client Grievance Form

Homeless Management Information System
Client Grievance Instructions

HMIS Clients are encouraged to work with the agency they are having issues with before submitting a grievance. A grievance should be used as a last resort. All grievances are taken VERY seriously, and reviewed by the King County HMIS Steering Committee on an individual basis.

If you have not been able to resolve your issue with the agency directly, please complete the attached form.

• Complete ALL fields
• Print Legibly
• Be as specific and as detailed as possible
• Attach additional pages as necessary
• Sign and Date the form

After you have completed the form, please deliver the form to Bitfocus, Inc. via US Mail at:
Bitfocus, Inc.
548 Market St #60866
San Francisco, CA 94104

If you have any questions about completing this form, please call (206) 444-4001 and ask to speak with the King County HMIS System Administrator.
Homeless Management Information System (HMIS)
Client Grievance Form

Client Name

Agency Name – List the agency you have been working with to solve this issue

Agency Contact Person – List the name and phone number of the person you have been working with to solve this issue

First date of problem – List the date you first began working on this issue.

Description of issue. Please use the space below to describe your issue. Please print legibly and be as detailed as possible. Attach additional pages as needed.

Please sign and date below:
Appendix E: HMIS User Policy, Responsibility Statement and Code of Ethics
Completed electronically upon each users first log into Clarity

USER POLICY
Partner Agencies who use the Homeless Management Information System (HMIS) and each User within any Partner Agency are bound by various restrictions regarding Client information.
It is a Client's decision what personal information, if any, is entered into the HMIS. The Client Release of Information and Informed Consent form ("Client Release of Information") shall be signed by the Client before any identifiable Client information is entered into the HMIS. User shall insure that, prior to obtaining the Client's signature, the Client Release of Information form was fully reviewed with the Client in a manner reasonably calculated to ensure the client understood the information, and User will verify that the Client has had the opportunity to ask questions and that steps were taken as needed to assist the client in fully understanding the information. (e.g.: securing a translator if necessary).

USER CODE OF ETHICS
Users must be prepared to answer Client questions regarding the HMIS.
Users must faithfully respect Client preferences with regard to the entry and sharing of Client information within the HMIS. Users must accurately record Client's preferences by making the proper designations as to sharing of Client information and/or any restrictions on the sharing of Client information.
Users must allow the Client to opt in or out of releasing information for entry into the HMIS and changes to his/her information sharing preferences upon request. The Client Revocation of Consent form must be on file if Client revokes consent to share his or her personal data.
Users must not refuse services to a Client, or potential Client, if that Client refuses to allow entry of personal information into the HMIS or to share personal information with other agencies via the HMIS.
The User has primary responsibility for information entered by the User. Information that Users enter must be truthful, accurate and complete to the best of User's knowledge.
Users will not solicit from, or enter information about, Clients into the HMIS unless the information is required for a legitimate business purpose, such as providing services to the Client, and/or is required by the program funder.
Users will not use the HMIS database for any violation of any law, to defraud any entity or to conduct any illegal activity.
Upon Client written request, Users must allow a Client to inspect and obtain a copy of the Client’s own information maintained within the HMIS. Information compiled in reasonable anticipation of, or for use in, a civil, criminal or administrative action or proceeding need not be provided to the Client.

Users must permit Clients to file a written complaint regarding the use or treatment of their personal information within the HMIS. Client may file a written complaint with either the Agency or the Department of Commerce – Housing Assistance Unit, HMIS Administrator at PO Box 42525, Olympia, WA 98504-2525. Client will not be retaliated against for filing a complaint.

USER RESPONSIBILITY

Your username and password give you access to the HMIS. Users are also responsible for obtaining and maintaining their own security certificates in accordance with the Agency Partner Agreement. All Users will be responsible for attending a Washington State Department of Commerce (Commerce) approved training class prior to their first use of the HMIS. Furthermore, all Users will be expected to attend a Commerce approved training class at least once every other year to ensure their understanding and acquisition of new material pertaining to the HMIS.

Please place a check in each box below to indicate your understanding and acceptance of the proper use of HMIS access. READ CAREFULLY. Failure to uphold the confidentiality standards set forth below is grounds for immediate termination from HMIS access and may result in disciplinary action from the Partner Agency as defined in the Partner Agency’s personnel policies.

Please read these statements carefully.

I agree to maintain the confidentiality of Client information in the HMIS in the following manner:

- My username and password are for my use only and will not be shared with anyone.
- I will read and abide by the HMIS Client Release of Information
- I will not use the browser capacity to remember passwords. I will enter the password each time I open HMIS.
- I will take reasonable means to keep my password physically secure.
- I will only view, obtain, disclose, or use the database information that is necessary to perform my job.
- I understand that the only individuals who may directly access HMIS Client information are authorized Users.

To prevent casual observers from seeing or hearing HMIS Client information:

- I will log off the HMIS before leaving my work area.
☐ I will not leave any computer that has the HMIS “open and running” unattended.
☐ I will keep my computer monitor positioned so that persons not authorized to use the HMIS cannot view it.
☐ I will not transmit confidential client information in email form.
☐ I will store hard copies of HMIS information in a secure file and not leave such hard copy information in public view on my desk, on a photocopier, printer or fax machine.
☐ I will properly destroy paper copies of HMIS information when they are no longer needed unless they are required to be retained in accordance with applicable law. (RCW 40.14.060)
☐ I will not discuss HMIS confidential Client information with staff, Clients, or Client family members in a public area.
☐ I will not discuss HMIS confidential Client information on the telephone in any areas where the public might overhear my conversation.
☐ I will not leave messages on my agency’s answering machine or voicemail system that contains HMIS confidential Client information.
☐ I will keep answering machine volume low ensuring HMIS confidential information left by callers is not overheard by the public or unauthorized persons.
☐ I will not transmit client identifying information via email.
☐ I understand that a failure to follow these security steps appropriately may result in a breach of Client HMIS confidentiality and HMIS security. If such a breach occurs, my access to the HMIS may be terminated and I may be subject to further disciplinary action as defined in the partner agency’s personnel policy.
☐ If I notice or suspect a security breach, I will immediately notify the Director of my Agency and the Department of Commerce.

I understand and agree to comply with all the statements listed above:

User Policy & Code of Ethics_v3 Revised 02/2014 Page 2 of 2
This form may not be amended except by approval of the Washington State Department of Commerce
Approved as to form by Sandra Adix, Assistant Attorney General, 2/3/14
King County Housing Authority

King County Housing Authority has a homeless preference for both Public Housing and Housing Choice Vouchers.

Attached, with references highlighted are the KCHA:

✓ Admissions and Continued Occupancy Policy
✓ Section 8 Administrative Plan - Tenant Based
✓ Project Based Section 8 Administrative Plan
Admission and Continued Occupancy Policy

ACOP

GOVERNING ADMISSION TO AND CONTINUED OCCUPANCY OF THE PUBLIC HOUSING PROJECTS OPERATED BY THE HOUSING AUTHORITY OF THE COUNTY OF KING, WASHINGTON

This is the latest version as of: 8/22/2016
6: TENANT SELECTION AND ASSIGNMENT PLAN

The Authority has established three (3) separate waiting lists from which eligible applicants will be selected for housing assistance: a Regional, a Site-based and a separate Sound Families program waiting list. At the time of application, applicants will be placed on the waiting list of choice and sorted according to their assigned bedroom size, any claimed local preference (if applicable) and date and time of application.

When a unit becomes available for occupancy, the Authority will rotate Tenant Selection between the Regional, Site-based and Sound Families waiting lists using a ratio of 1 to 1, to select an eligible household to fill the vacant unit.

While the Housing Authority will make a reasonable effort to fill vacant units according to the rotating schedule above, units will not be held vacant to accommodate the Tenant Selection System. In the event that no eligible applicant on a particular waiting list is available to accept a vacant unit, the Authority will move in the rotation to the next waiting list in order to fill the unit with an eligible applicant.

A. ORDER OF SELECTION – LOCAL PREFERENCES

Unless special circumstances exist, as outlined in this section, applications will be selected from their respective waiting lists in order of priority and date and time of application. Families on the regional and site-based waiting lists who have demonstrated an urgent housing need, as defined below, will qualify for a local preference and will be offered housing assistance ahead of those applicants with no qualifying preference.

Qualified categories of urgent housing need, as established by the authority include:

1. Extremely Low-Income Household. Applicants whose total household income is equal to or less than 30% of the Area Median Income for their household size.

   □ Recipients of federal rent subsidy programs are excluded from qualification of a local preference under this category.

2. Involuntarily Displaced Household. An applicant is or will be considered involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:

   □ Displacement by disaster;

   □ Displacement by government action;

   □ Displacement by action of a housing owner;
Admission and Continued Occupancy Policy (ACOP)

- Displacement by domestic violence (domestic violence is defined as actual or threatened physical violence directed against one or more members of the applicant family by a spouse or other member of the applicant's household);

- Displacement to avoid reprisals;

- Displacement by hate crimes (hate crimes are actual or threatened physical violence of intimidation that is directed against a person or his or her property and that is based on the person's race, color, religion, sex, national origin, handicap, or familial status);

- Displacement by inaccessibility of unit;

- Displacement because of HUD disposition of a multifamily project.

3. **Family living in Substandard Housing.** A family is living in substandard housing if they are living in housing that:

   - Is dilapidated;

   - Does not have operable indoor plumbing;

   - Does not have a usable flush toilet inside the unit for the exclusive use of the family;

   - Does not have electricity, or has inadequate or unsafe electrical service;

   - Does not have a safe or adequate source of heat;

   - Should, but does not, have a kitchen;

   - Has been declared unfit for habitation by an agency or unit of government.

4. **Rent Burdened Household.** A Rent Burdened Household is a family who is currently, and for a minimum of (at least) the last 90 days, has been paying more than 50% of total family income for rent and utilities.

   - Individuals and families who choose to pay a rent in excess of the established FMR for their bedroom size will not qualify as rent burdened.

5. **Residents displaced due to KCHA Redevelopment.** Families who have been displaced from a development as a result of HOPE VI demolition or other KCHA sponsored redevelopment activities ONLY—this is intended to allow families who have indicated a desire to move back to the redeveloped site a priority to do so. During initial re-occupancy of the site, qualified displaced residents may be selected from the waiting list and housed ahead of other applicants as follows:
Admission and Continued Occupancy Policy (ACOP)

☐ HOPE VI returnees displaced from Park Lake Homes I will be offered a unit based on their number established through a lottery system, rather than the date of application.

☐ Residents displaced as a result of other KCHA sponsored redevelopment activities may be offered a unit in accordance with the criteria outlined in the relocation plan established for the specific site.

All applicants will be allowed to initially qualify for a local preference by claiming it on the Housing Authority’s preference certification form. Prior to actually being offered housing, all applicants will be required to document that a claimed local preference still exists (see Exhibit G for specific verification requirements). KCHA will waive this requirement for households who are participants in the Rapid Rehousing program (RRP) or any similar short-term (lasting 12 months or less) subsidy program. Such applicants will be eligible to retain their initially claimed local preference during program participation.

Unless waived as noted above, applicants who are unable to document qualification of a local preference when asked to do so, will be considered to have “no preference”.

Applicants who do not qualify for a local preference as outlined above, may be considered otherwise eligible for housing assistance, but receive assistance only after applicants who document qualification for a local preference.

Notwithstanding the above, applicants who are elderly, disabled, or displaced will be offered housing before other single persons (see 6.C.5).

B. EXECUTIVE DISCRETION WAIVER

Applicants receiving a written waiver of the waiting list by the housing authority’s executive director for urgent housing needs not meeting other preferences may receive housing assistance ahead of other applicants on the waiting list. Documentation of the reasons for such waiver will be included in the applicant’s file.

C. SOUND FAMILIES TRANSITIONAL HOUSING PARTNERSHIP

The Housing Authority will administer a separate waiting list for applicants referred through the Sound Families transitional housing partnership between the King County Housing Authority and the Gates Foundation. Applicants will be placed on the Sound Families transitional waiting list according to the Region in which they wish to reside, bedroom size and date/time of graduation from the transitional housing program. Selection of families qualifying for housing assistance will be in rotation with the Housing Authority’s Site-based and Regional Waiting lists as outlined in Section 6.
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- Applicants who have applied to the Housing Authority through the Sound Families partnership may not simultaneously have an active application on the Authority's Site-based or Regional Waiting lists.

- Applicants qualifying for housing assistance under this set-aside program must complete requirements for graduation under the Transitional Housing program prior to being offered a public housing unit.

D. MIXED FINANCE DEVELOPMENTS

Where the Housing Authority has combined the use of Public Housing funds with other government funding or assigned project-based subsidy to a re-developed Public Housing site, selection of applicants from the waiting list will be made in compliance with the partnership and/or cooperation agreements entered into by the Housing Authority for the operation of the development. Specific properties affected by such an agreement and their stipulations include:

- **Bellevue 8 Single Family Homes**: Combines the use of Public Housing funding with funding from King County's Housing Opportunity Fund (HOF) program. Priority for this development is given to families who qualify as Homeless, as outlined under the Bellevue Homeless Families Scattered Site program requirements (See Exhibit X).

- **Greenbridge**: Combines the use of Public Housing funding and funding through the Low Income Housing Tax Credit (LIHTC) program to create a mixed-income neighborhood of new low-income and workforce housing together with affordable and market rate for-sale homes. As outlined in the partnership agreements and LIHTC program requirements, priority for individual developments within the Greenbridge community will be provided as follows:
  
  - **Seola Crossing I and II**: 50% of the units will be given to households whose annual income is at or below 30% of the Area Median Income (AMI) based on family size. Priority for eight (8) units will be provided to families with annual income below 50% of the AMI based on family size. Remaining units will be given to households whose annual income is at or below 60% of the Area Median Income based on family size.

  - **Nia Apartments**: 50% of the units will be given to households whose annual income is at or below 30% of the Area Median Income (AMI) based on family size. An additional 10% of the units will be given to households with annual income at or below 50% of the AMI based on family size. The remaining 40% of the units will be filled with households whose annual income is at or below 60% of the Area Median Income based on family size.

- **Birch Creek**: Replaces Public Housing subsidy with Project-Based Section 8 subsidy and combines the use of Low Income Housing Tax Credit (LIHTC) program funding to support redevelopment of the former Springwood Apartments. As established, 50% of the units...
Admission and Continued Occupancy Policy (ACOP)

are designated for occupancy by households whose annual income is at or below 30% of the Area Median Income based on family size. The remaining 50% of the units are designated for occupancy by households whose income is at or below 50% of the Area Median Income based on family size.

In addition, applicants who qualify for specific set-asides, such as Disabled households and those meeting the definition of large households (as defined in development and program partnership/cooperation agreements) will be given priority for available units to the extent necessary to meet the set-aside requirements.

E. BUILDINGS DESIGNED FOR THE ELDERLY AND DISABLED ("MIXED POPULATION BUILDINGS")

Using the local preferences, preference for "mixed population buildings" will be given to elderly and disabled applicants. If there are no elderly or disabled applicants on the waiting list, preference will then be given to "near-elderly" applicants as defined in Section 1. If there are no "near-elderly" families on the waiting list, units will be offered to applicants who qualify for the appropriate bedroom size.

F. ACCESSIBLE UNITS

Accessible units will be first offered to current tenants who have documented a need to transfer into an accessible unit. If there are no current tenants with this need, units will be offered within the local preferences to applicants who may benefit from the accessible features. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants must, however, sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring a unit with an accessible feature applies. Any family required to transfer will be provided at least 30 days advance notice before being required to move. Failure to move after receipt of proper notification will be considered a violation of the Dwelling Lease.

G. NON-SMOKING AND SMOKE FREE BUILDINGS

The Housing Authority may designate certain buildings as Non-Smoking or Smoke Free. Residents, other household members, visitors and guests are not allowed to smoke within the common areas and hallways of these buildings, inside dwelling units, or, within any designated buffer zones surrounding the building exterior of sites designated as Non-smoking or Smoke Free. Resident failure to adhere to non-smoking and smoke free restrictions established by the Housing Authority, or to ensure their household members, visitors and guests abide by the policy will be considered a violation of the Dwelling Lease and could be cause for termination of tenancy.

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H. INCOME TARGETING REQUIREMENTS

Federal Law requires that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income (extremely low income families). To insure this requirement is met, the Housing Authority will quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, the Housing Authority will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list, the Housing Authority will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

I. INCOME MIXING/DECONCENTRATION OF POVERTY IN FAMILY DEVELOPMENTS

Federal law requires the Housing Authority to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income family developments and lower income families into higher income family developments. Toward this end, the Housing Authority will “skip” families on the waiting list to reach other families with a lower or higher income. The Housing Authority will accomplish this in a uniform and non-discriminating manner.

The Housing Authority will affirmatively market its housing to all eligible income groups. Lower income applicants will not be steered toward lower income developments and higher income applicants will not be steered toward high-income developments.

Where necessary in order to comply with deconcentration regulations, the Housing Authority may offer incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development. Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

Prior to the beginning of each fiscal year, the Housing Authority will analyze the income levels of families residing in its family developments in order to determine whether special marketing strategies or deconcentration incentives need to be implemented.

J. DENIAL OF LOCAL PREFERENCE

An applicant will be denied qualification for a local preference if the applicant is unable to adequately document their qualification for the claimed preference at the time of being offered housing assistance. If such verification cannot be provided, the applicant will be returned to the waiting list based on their original date/time of their application as an applicant who holds no qualified preference.
An applicant denied a preference will receive a prompt written notice giving a brief statement of the reasons for the denial and be given an opportunity to meet with the Area Housing Manager of the appropriate office to review the denial. This review will be limited only to the issue of whether the applicant meets the criteria for receiving a preference.

K. OFFER AND REJECTION OF UNIT

When the Housing Authority determines that a suitable unit has become available, the Housing Authority will offer the unit to the applicant at the top of the Site-based, Regional or Sound Families waiting list according to the rotation schedule and selection criteria outlined in Section 6 above.

In order to keep the waiting list active, the following policies will apply with respect to applicants who refuse (reject) an offered unit:

1. Offers to Applicants from the Area-wide Waiting List:

   If in making the offer to the family, the Housing Authority skipped over other families on the waiting list in order to meet its deconcentration goal or offered the applicant any other deconcentration incentive and the applicant rejects the unit, the applicant will not lose their place on the waiting list and will not be otherwise penalized.

   If the Housing Authority did not skip over other families on the waiting list to reach this applicant, did not offer any other deconcentration incentive and the applicant rejects an offered unit one (1) time without good cause, will result in the applicant being dropped (cancelled) from all waiting lists to which they have applied.

   If the family, however, rejects the unit with documented good cause (as defined below), they will not lose their place on the waiting list.

2. Offers to Applicants from a Site-based Waiting List:

   If in making the offer to the family, the Housing Authority skipped over other families on the waiting list in order to meet its deconcentration goal or offered the applicant any other deconcentration incentive and the applicant rejects the unit, the applicant will not lose their place on the waiting list and will not be otherwise penalized.

   If the Housing Authority did not skip over other families on the waiting list to reach this applicant, did not offer any other deconcentration incentive and the applicant rejects an offered unit without good cause, the applicant will be dropped (cancelled) from all waiting lists to which they have applied.

   If the family, however, rejects the unit with documented good cause (as defined below), they will not lose their place on the waiting list.
L. GOOD CAUSE

For purposes of determining whether an applicant’s refusal of an offered apartment will affect the placement on the waiting list, Good Cause includes the following:

1. Reasons related to health, proximity to work, school and childcare (for those working or going to school); or,

2. Documented situations where an applicant is temporarily unable to move at the time of the offer (such as major surgery requiring a period of time to recuperate, or serving on a jury.); or,

3. Refusal (turndown) of a zero-bedroom apartment (alcove unit) by a household that includes more than a single (one) individual.

4. Refusal by an applicant who has turned down an offered unit in order to continue participating in the transitional housing program from which they have not yet graduated.

5. Refusal by a mixed family who has turned down an offered unit and who is one of the initially qualified residents involved in the Public Housing to Project-based Section 8 subsidy conversion process for 509 of KCHA’s Public Housing units.

Where it is determined that an applicant’s basis for refusal of an offered apartment does not meet established Good Cause criteria, the applicant will be offered the right to an informal review of the decision to cancel their application for housing assistance.

M. RECORD KEEPING OF UNIT OFFER

The Housing Authority shall maintain records concerning the offer of dwelling units which shows the location and size of each unit offered; the name, family size, race/ethnicity and preference ranking of the applicant to whom the offer is made; the date of acceptance or rejection of the offer; and the reason(s) for the rejection of the offer and the action taken by the Authority with respect to the rejection.

N. COMPLIANCE AND MONITORING

The Housing Authority it committed to a policy that ensures full compliance with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U.S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

In the administration of its waiting lists, the Housing Authority shall provide:

1. Full disclosure to applicants regarding the Regional and Site-based waiting list system and selection of the development in which to reside, including basic information about
Admission and Continued Occupancy Policy (ACOP)

the available sites and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different types at each site.

2. For review and monitoring waiting lists, including the site-based waiting lists policy to determine if it is consistent with civil rights laws and certifications in a manner consistent with, but in lieu of the specific requirements of 24 CFR Part 903.
32: EXHIBIT X - OUTLINE FOR “BELLEVUE HOMELESS FAMILY SCATTERED SITE PROGRAM”

I. DESCRIPTION OF PROJECT

This project is a scattered site public housing development providing permanent housing for the homeless. There are eight (8) individual three-bedroom single-family houses averaging 1,200 SF/house. Each house is frame construction with three bedrooms and either one or 1 ½ baths and is located on its own individual lot.

Tenants of these houses will be single head of household families or two head of household families comprised of a minimum of three (3) to a maximum of six (6) persons. It is estimated that the number of tenants housed per year will range from 24 to 48. Naturally, this could fluctuate due to turnover.

II. ELIGIBILITY REQUIREMENTS

This program is targeted to homeless low-income families. In order to be accepted into the Bellevue Homeless Family Scattered Site Program, prospective tenants must demonstrate that their annual incomes do not exceed 50 percent of the annual median income for the Seattle/Everett Metropolitan Statistical Area, adjusted for family size, as estimated from time to time by the U.S. Department of Housing and Urban Development (HUD).

III. SUPPORT SERVICES

The Housing Authority has entered into an agreement with the YWCA which is attached and incorporated into this Management Plan by reference. Through this contract, the YWCA will provide case management and support services which will include, but not be limited to, the following:

Home visitation once every two months for the first six months, thereafter as needed for a minimum of one year. During each home visitation, the YWCA case worker will discuss the participating family’s present situation and will outline the many types of human services and job training programs (including those listed below) which are available to the family.

In addition, the YWCA case worker will assist program participants in their efforts to access these needed human services programs.

Telephone Contract Services every two-three weeks for first three months, thereafter as needed for a minimum of one year. During each contact, the YWCA case worker will discuss the participating family’s present situation and will outline the many types of human services which are available to the family.
Admission and Continued Occupancy Policy (ACOP)

In addition, the YWCA case worker will assist program participants in their efforts to access these needed service programs.

Mental Health & Substance Abuse Referral Service through the King County systems.

Eastside Mental Health (EMH) offers three separate divisions to better serve the diverse needs of the community. They include:

*Community Support Services* – Meeting the needs of those with severe and Persistent forms of mental illness.

- Case Management
- Psychiatric Case
- 24-Hr. Emergency Service

-Housing
-Family Support
-Advocacy

-Vocational
-Daily Activity

Crisis Intervention Services

-Emergency intervention and assessments in community settings
-Walk-in and next day appointments
-Psychiatric care

*Eastside Counseling Services* – Responding to the concerns of families, children and individual adults.

- Individual, family and group therapy
- Specialized services (family sexual abuse and eating disorders)
- School-based programs
- Eastside Behavioral Responsibility Programs
- Psychiatric care & psychological assessments
- Volunteer and intern training and supervision

*Employment and Job Training services* offered through the YWCA Eastside employment program located in Bellevue.

Services Provided:

- Skills Assessment
- Career Choices
- Interviewing Techniques
- Job Search Techniques
- Earning a GED
- Choosing a College/Vocational School

-Applying for Financial Aid

Resources Available:

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- YWCA Job Bank
- Job Hunt Support Group
- Resume Preparation Service
- Classes & Workshops
- Employer Panels
- Educational Counseling

Many services are free; others are based on a sliding scale fee.

Program Location – Eastside

YWCA Eastside Branch
1420 156th Avenue NE
Bellevue, WA 98007
(425) 644-7361
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a. An applicant or Participant/Tenant receiving Social Security benefits or Supplemental Security Income (SSI) disability benefits will be considered to be disabled under HUD's definition, (an applicant receiving veteran disability benefits, however, does not necessarily qualify as disabled under HUD's definition). A family who is not receiving either of the above benefits may still qualify by providing verification from a health or service professional.

b. After admission, a family must continue to qualify as a disabled family at the time of their annual reexamination in order to continue to be considered a disabled household member. However, a person with disabilities who "recovers" can remain in subsidized housing but is no longer considered disabled for deduction purposes.

B. Membership in Family

1. Self-certification of family membership will be accepted at the time of an applicant family’s initial admission to the program. After initial admission to, verification of family relationship will be required for all person(s) added to the household. In such cases the following verifications would be acceptable:

   a. Marriage certificate, birth certificate, adoption papers and/or custody agreements.

C. Medical need for larger unit.

1. Certification from a reliable medical source that such arrangements are medically necessary.

V. VERIFICATION FOR TENANT SELECTION PREFERENCES

A. Local Preference 1:

1. Involuntarily Displaced. Applicants will be considered involuntarily displaced if they are currently displaced and are not living in standard permanent replaced housing, or provide verification that displacement will occur within the next six months. Required verification includes:

   a. Written certification from a unit of government concerning displacement due to a disaster;

   b. Written certification from a unit of government concerning displacement due to code enforcement or public improvement/development;

   c. Certification from an owner concerning displacement due to Owner action
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1. An applicant will not be considered displaced unless there was a prior rental agreement between the owner and the applicant. Verification must include a rental agreement and canceled checks or money orders showing rental payment for not less than 90 days.

2. The individual serving the notice of displacement must legally own the property in which the applicant resides. (Renters can't displace.)

d. Certification from local police, social service agency, court of law, physician or public/private shelter/counseling facility concerning displacement due to domestic violence (verification must indicate that instances of violence are of a recent or a continuing nature). An applicant who qualifies for a Federal Preference based on domestic violence must certify that the abuser will not reside with the applicant without prior HA approval.

e. For displacement due to reprisals, certification from a law enforcement agency indicating that family members provided information on a criminal activity and that the agency recommends relocating the family to avoid or minimize the risk of violence due to retaliation.

f. For displacement due to hate crimes of a recent or continuing nature, certification from a law enforcement agency stating that the family member has been a victim of a hate crime and has vacated the housing unit because of such a crime.

g. For displacement due to inaccessibility, certification by a health care professional that a family member has a mobility or other impairment that makes the current unit inaccessible and a statement by the owner that they are not legally obligated to make the necessary changes to the unit.

h. For displacement due to HUD disposition of a multifamily project, certification by HUD of the disposition.

2. Substandard Housing. Applicants will be considered to be living in substandard housing if they (a) qualify as a homeless family (as defined in Section 1); or, (b) are living in a unit that is considered dilapidated, does not have operable indoor plumbing, a flush toilet, a usable bathtub or shower, adequate electrical service, a kitchen, an adequate heat source, or has been declared unfit for habitation.

Required verification includes:

a. Written certification from a unit of government that the unit's condition meets the federal definition of substandard;

b. Written certification from an applicant's current landlord that the unit's condition meets the federal definition of substandard;
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c. For "homeless families," written certification of their status from a public/private facility providing shelter to the family, from local police or a social service agency. (This includes applicants receiving HOPWA funding.)

3. **Paying more than 50 percent of Income for Rent and Utilities.** Applicants will be considered to be rent burdened if they are (a) paying more than 50% of their income for rent and utilities, and, have been paying this amount for more than 90 days. Applicants will not qualify for this preference if the reason they are paying more than 50% of their income is because their housing assistance under the Section 8, Public Housing, Rent Supplement, or Section 236 program was terminated for refusal to comply with applicable program policies and procedures.

Required verification to document eligibility includes:

a. Third party verification of all income sources, as required by the HA;

b. For rent, an applicant is required to produce a copy of either a lease (rental agreement) or rent receipts showing the applicant has been paying over 50% of their income for rent for the previous 90 day period. If the submitted documentation is not satisfactory, however, further information will be requested.

c. For utility allowances, an applicant can choose to either:
   1. Use the HA’s Section 8 Utility Allowance (if the applicant provides documentation showing the bedroom size of their current unity); or
   2. Provide information (copies of bills, receipts, etc.) of all utility payments made for the prior 12 month period, or if information is not obtainable, for the entire period of an appropriate recent period (such period shall be no less than six consecutive months).

**B. Local Preference 2:**

1. For the **Special Needs Set-aside and Work Training** program, documentation includes verification directly from the partner Agency that the applicant meets the requirements of the program (as outlined in the Memorandum of Understanding entered into with the HA) and has been selected by the Agency to receive one of the allocated set-aside units.

2. For the **Bellevue Homeless Program**, the applicant must document that they (a) are Homeless, as defined in this policy; (b) have a family size that would not result in the unit being over or under occupied; (c) have an income below 50% of the area median income limit, as published by HUD annually and listed in Exhibit E of this policy.

3. For the **Family Restoration** preference, a family will need to provide third party documentation from the appropriate administering agency (Child Protective
Admission and Continued Occupancy Policy (ACOP)

Services, for example) indicating that the applicant meets the requirements of the policy.

4. For Executive Discretion, applicants may be referred for this preference when the Area Property Manager’s review of the application results in the determination that the applicant’s circumstances are of such an urgent need that a waiver of the waiting list is warranted. Under such circumstances, the Area Property Manager must forward to the Director of Housing Management, their request that a waiver of the waiting list be considered by the Executive Director. Approval of such request by the Executive Director will be in writing and forwarded to the Area Property Manager for attachment to the applicant file.

C. Local Preference 3:

Local Preference 3 applicants are determined to have no preference on the waiting list and need only to document their eligibility/suitability for the program to which they apply.

VI. SOCIAL SECURITY DISCLOSURE AND DOCUMENTATION

A. Disclosure and Documentation Requirements

All tenants and applicants to the HA’s Public Housing Program must disclose and document (as listed in item VI.B below) the complete and accurate Social Security Numbers (SSNs) assigned to the applicant/tenant and to each member of the household, including live-in attendants and foster children.

1. A family is required to disclose and document the proper SSN for each household member. However, the HA may not deny assistance to a Mixed Family (see Section 1) due to non-disclosure of an SSN by an individual who does not contend to have eligible immigration status.

2. Rules for Applicants: Submission of SSNs and acceptable documentation must be provided during the applicant’s final determination of program eligibility. Applicants may not be housed in a unit prior to the submission of required information for ALL household members, except as those included as members of a Mixed Family who do not contend to have eligible immigration status (see item VI.A.1 above).

3. Rules for Current Tenants as of January 31, 2010: Excluding persons age 62 or over as of January 31, 2010, disclosure and documentation of a complete and valid SSN is required no later than the date of the next regularly scheduled recertification or interim review of income, family composition and program eligibility for all occupants who:

   a. Have not previously disclosed a SSN;

   b. Previously disclosed an SSN that HUD or the SSA determined was invalid; or
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S8 Voucher Program
SECTION 5: PARTICIPANT SELECTION

Among income eligible applicant families of the size and composition appropriate to available Vouchers, families will be selected without regard to race, color, religion, age, sex, national origin, familial status, marital status, parental status, sensory, mental, or physical disability or the use of a trained guide dog by a visually or hearing impaired person. In addition, no person will be automatically excluded from participation in or denied the benefits of the Housing Voucher Program solely because of membership in a class such as unmarried mothers, recipients of public assistance, persons with a disability, etc.

The HA's Participant Selection system will be administered in a manner that is not incompatible with Title VI of the Civil Rights Act of 1964, the Federal Fair Housing Act, Executive Order 11063, as amended, Executive Order 12259, Executive Order 12892, Title II of the American with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, state or local Fair Housing laws, and any other HUD requirements and regulations issued under the above authorities.

Specific participant selection procedures, definitions and requirements not covered in this Administrative Plan or in the MTW agreement will adhere to the guidelines of 24 CFR Part 882, Part 982 and Part 983.

A. INCOME TARGETING REQUIREMENTS

The HA will adhere to the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income. To ensure this goal is met, the HA will twice yearly monitor incomes of newly admitted families and the income of the families on the waiting list. If it appears the requirement is not being met, the HA retains the right to skip higher income families on the waiting list to reach extremely low-income families. If there are not enough extremely low-income families on the waiting list, the HA will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

B. Definitions OF LOCAL PREFERENCES

1. Extremely Low-Income Household. A family will be considered extremely low-income whose total household income is equal to or less than the higher of the Federal poverty level or 30% of the Area Median Income for their household size.
   - Recipients of federal rent subsidy programs are excluded from qualification of a local preference under this category.
2. **Involuntarily Displaced.** A family is or will be considered involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:

- Displacement by disaster;
- Displacement by government action;
- Displacement by action of a housing owner (where a signed lease existed);
- Displacement by domestic violence. Domestic violence is defined as actual or threatened physical violence directed against one or more members of the applicant's family by a spouse or other member of the applicant's household;
- Displacement to avoid reprisals
- Displacement by hate crimes. Hate crimes are actual or threatened physical violence or intimidation that is directed against a person or his or her property and that is based on the person's race, color, religion, sex, national origin, disability, or familial status;
- Displacement by inaccessibility of unit;
- Displacement because of HUD disposition of a multifamily project.

3. **Substandard Housing.** A family is living in "Substandard Housing" if they are "Homeless" as defined in Section 2 of this administrative plan, or if living in housing that:

- Is dilapidated;
- Does not have operable indoor plumbing;
- Does not have a usable flush toilet inside the unit for the exclusive use of the family;
- Does not have electricity, or has inadequate or unsafe electrical service;
- Does not have a safe or adequate source of heat;
- Should, but does not have a kitchen;
- Has been declared unfit for habitation by an agency or unit of government.
4. **Rent Burden.** A rent burdened family is a family who is currently paying more than 50% of total family income for rent and utilities. Recipients of federal rent subsidy programs are excluded from qualification of a local preference under this category.

**C. VERIFICATION OF LOCAL PREFERENCE**

Prior to be placed on the Section 8 waiting list, all applicants must initially claim qualification for one of the four local preferences on their application for housing. Verification will only be required at this point if the HA has evidence indicating that misrepresentation has occurred or otherwise showing that the declaration is inaccurate. Prior to actually being selected for housing, applicants will be required to document that a preference still exists (See Exhibit E of the Administrative Plan for specific verification requirements). The HA will waive this requirement for applicants who are participants in the Rapid Rehousing Program (RRP) or any similar short-term subsidy program (lasting 12 months or less). Such applicants will be eligible to retain their initially claimed local preference during participation in these programs.

If a Section 8 applicant is currently receiving tenant-based assistance under the HOME Program, the HA determines whether the applicant qualifies for a Federal Preference based on the situation of the applicant at the time they received assistance from the HOME Program.

**D. ESTABLISHING A LOCAL PREFERENCE**

The HA will publicly notify interested parties for comment any time a new local preference is proposed or a current local preference is revised. Interested parties will be invited to comment on the proposed additions and present any concerns they feel should be addressed. Any change in the HA local preference will be made in accordance with the provisions of the MTW agreement and the annual plan.

**E. ORDER OF SELECTION**

Only those applicants qualifying for one of the three categories listed below will be selected for receipt of Housing Voucher assistance. All others will be determined to be ineligible for the Section 8 program.

1. **Category 1 - General Non-targeted Housing Voucher Funding.**
   A family who qualifies for one of the four local preferences will be selected in order by a computer generated random number assigned at the time the application was taken.\(^{31}\)

2. **Category 2 – Targeted Housing Voucher Funding.**

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\(^{31}\) Approved under MTW 7/21/08
Only eligible applicants who qualify for one of the four local preferences and who document qualification for one of the targeted voucher programs as listed below may be housed ahead of Category 1 applicants for vouchers under specific targeted programs.

All targeted voucher preferences are listed below:

a. Scattered-site Permanent Supportive Housing
   i. Housing Access Services Program (HASP) - This program serves people with disabilities, primarily single adults under the age of 62. Referrals are made from one of three sources: 1) current King County Housing Authority residents or applicants described below; 2) a consortium of King County’s mainstream human service and behavioral healthcare systems or 3) specific social service provider agencies. These systems directly provide and financially support contracted services such as housing search, crisis intervention, case management and/or clinical services to referred participants.

Qualifying applicants will be offered HASP vouchers in the following order:

1) Current disabled residents in King County Housing Authority mixed population buildings who are under the age of 62, but only during a specified time period designated by the HA.

2) Current disabled applicants who are under the age of 62 and who are applying for King County Housing Authority mixed population building, but only during a specified time period designated by the HA.

3) Applicants referred by the following outside agencies:

   - A consortium of continuing care facilities, under HASP, working with disabled clientele according to the following criteria:

     ➢ Disabled applicants who are either homeless or have been determined by their service provider agency to be prepared to move to permanent housing from temporary or transitional housing programs such as:

       ▼ Cluster Housing

       ▼ Shelters

       ▼ HOPWA funded transitional programs
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- Disabled applicants who have been determined by an agency to be prepared to transition from a supervised living arrangement to a supported living arrangement, such as clients who are transitioning from:
  - Group Homes
  - Hospitals
  - Living with Family Care Givers
  - Congregate Care Facilities
  - Assisted Living Facilities

- Physical Rehabilitation Facilities Applicants that are participating in an agency-coordinated and/or sponsored program.

b. **Homeless Family Supportive Housing Programs** - These programs serve families with children who are Homeless, at risk of Homelessness, at risk of separation as a result of poor living conditions, exiting KCHA-recognized emergency and transitional housing, and survivors of domestic violence. Referrals are made from supportive service providers and government child welfare agencies that are operating under a written agreement with KCHA to provide housing search, crisis intervention, housing stabilization, and/or case management services to participants. Examples include Family Unification Program, Domestic Violence and 2163 Homeless programs.

c. **Terminally Ill Housing Program** – This program serves applicants who have a terminal illness and are likely to die before they could receive and use assistance in the form of a Voucher if they had to wait their chronological turn on the waiting list. Terminally ill applicants are defined as individuals with a medical prognosis that their life expectancy is three years or less. In the case of applicants suffering from the AIDS virus, only individuals classified with an AIDS Indicator Condition of C1, C2, C3, or B3 meet the definition of terminally ill. The condition must be documented by the attending physician and/or a Social Service Agency that has been working with the applicant and can provide the necessary information.

d. **Additional Special Needs Programs**

These programs will serve participants who are either Homeless or at risk of Homelessness where referrals will be made from the supportive service providers that are operating under a written agreement with KCHA to provide housing search, crisis intervention, housing stabilization, and/or case
management services to participants. An example of this program would include the Veteran Affairs Supportive Housing Program.

3. **Category 3 – Special Admission Assistance**

   a. When the HA receives funding from HUD targeted for families living in specified units, the family may be admitted to the program without placement on a waiting list. Families qualifying for Category 3 may be selected any time the targeted assistance is made available. Examples include current Public Housing residents who are living in units being demolished as a result of HOPE VI or other community redevelopment programs or families being displaced from other HUD assisted housing where the owner is opting out of the contract.

   b. Applicants who, as determined by the HA, are in urgent situations where they may or may not be currently on a waiting list. All such situations will be verified as to the urgency of the applicant’s housing needs and will only be approved by the Executive Director.
EXHIBIT U: AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN

Three Major Impediments to Fair Housing in King County: According to the King County Consolidated Plan, 2005 – 2009, the three major impediments to fair housing are

I. HOUSING DISCRIMINATION IMPEDIMENTS:
   • Rental market discrimination, with the most notable discrimination occurring on the basis of race, national origin, disability and familial status;
   • Discriminatory financing in home ownership including predatory lending, on the basis of race or national origin and sometimes age; and,
   • Discriminatory zoning issues and practices and discrimination by housing associations.

II. ADMINISTRATIVE PRACTICE IMPEDIMENTS:
   • Access to fair housing rights information on a day-to-day basis;
   • Confusion about where to go for help with fair housing and where to send people for help;
   • Local jurisdiction capacity for fair housing enforcement mechanisms where most of the discrimination occurs; and
   • Lack of monitoring for sub-recipients, i.e., entities awarded funds for projects.

III. INADEQUATE SUPPLY OF AFFORDABLE HOUSEHOLDS FOR THE LOWEST INCOME LEVELS:
   Since 2003, King County Housing Authority has been a Moving to Work Housing Authority, as a result of being named a high-performing housing authority by the U.S. Department of Housing and Urban Development. As mandated by Congress, the MTW Demonstration project provides KCHA and other designated housing authorities with significant flexibility to develop approaches to meet the jurisdiction’s housing needs. Two specific goals of the MTW program are to expand KCHA clients’ housing choices and preserving and increasing affordable housing opportunities while focusing on those in greatest needs.

Actions taken by King County Housing Authority (KCHA) to further fair housing through EXAMINATION OF ITS PROGRAMS OR PROPOSED PROGRAMS:

Through the annual submission of an MTW Report to HUD, KCHA outlines program accomplishments and evaluates progress towards upcoming goals. In addition, an MTW Annual Plan is developed and submitted annually to HUD detailing any new projects which are being proposed for the upcoming year. A number of revisions have been made to the Section 8 program to further fair housing including increases to the payment standard, creation of programs to assist homeless and special needs clients, and increased access to the reasonable accommodation process.

Actions taken by KCHA to IDENTIFY AND REDUCE IMPEDIMENTS TO FAIR HOUSING CHOICE:
The following are specific King County Housing Authority efforts to identify and reduce impediments to fair housing choice:

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1. **Expanding its role as the safety net for homeless and special needs populations in King County:**
   In partnership with the Bill and Melinda Gates Foundation and local governments, King County Housing Authority (KCHA) has created a network of service-enriched housing for homeless families. It has redefined tenant selection preferences to move more homeless families into public housing. KCHA’s “Housing First” program, in partnership with local behavioral health care systems and United Way, provides housing and services to chronically homeless individuals, those who are most susceptible to housing discrimination.

2. **Ending Homelessness:** KCHA is a leader in the region’s efforts to end homelessness by expanding housing for homeless and special needs households, working to serve “hard-to-house” populations not traditionally served by mainstream housing programs, and coordinating rental subsidies with private and public service funding. This year, partnering with King County and behavioral health providers, KCHA will house up to 100 chronically homeless and mentally ill individuals who currently cycle between psychiatric hospitals, jails and the street.

3. **Public Housing and Section 8 Admissions Preferences:** When selecting applicants, KCHA uses local preferences for the Public Housing, Section 8 Housing Choice Voucher and Project-based Assistance programs. Each program’s policies are developed in concert with other admissions-related policies. KCHA continues to monitor the impact of the Public Housing site based, regional and Sound families waiting lists and will use MTW authority where needed to address problem areas.

4. **Limited English Persons (LEP):** Communicating with clients with limited English proficiency is a priority to assure that applicants and residents understand program requirements. Since public housing residents speak more than 20 languages, KCHA has developed a plan to assist clients with limited English proficiency navigate our programs. A working group meets regularly to discuss new ideas on improving communication to LEP clients.

5. **Reasonable Accommodations:** When an applicant for housing indicates on the application that he/she needs reasonable accommodations in their housing, the application is referred to KCHA’s Section 504 Coordinator for assistance in locating accessible public housing units that meet the reasonable accommodation needs of the applicant. Those needs include voucher extensions, additional bedroom requests, and higher payment standards to name a few. In 2008 the King County Section 8 program received 591 requests of which 454 were approved.

6. **Staff Training, Advocacy and Tenant Education:** King County Housing Authority pursues the following additional strategies to address identified impediments to fair housing choice, including:
   - Providing staff training on current changes in laws and regulations.
   - Providing active outreach and education to landlords throughout King County about Section 8 to increase the number of potential landlords willing to accept Section 8 tenants.
   - Intervening with landlords to address concerns.
   - Offering education to Section 8 and Public Housing program participants about their fair housing rights and how to file complaints, sometimes assisting them with the filing process.

**Actions undertaken by KCHA to ADDRESS ADMINISTRATIVE IMPEDIMENTS TO FAIR HOUSING IN VIEW OF AVAILABLE RESOURCES:**

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King County Housing Authority
B. ORDER OF SELECTION- ALL PROGRAM CATEGORIES

1. Preferences

Preferences establish groups of Applicants that are prioritized over other Applicants, regardless of date and time. Preferences are established for each Project-based Assistance Program. KCHA will publicly notify interested parties for comment any time a new local preference is proposed or a current local preference is revised. Interested parties will be invited to comment on the proposed changes and present any concerns they feel should be addressed. Any change in the Project-based local preferences will be made in accordance with the provisions of the MTW Agreement with HUD and its MTW Annual Plan.

2. Executive Director’s Waiver

Applicants who, as determined by KCHA, are in urgent situations where they do not qualify for any of the preferences in a particular Program may be approved to receive Project-based Assistance by the Executive Director. All such situations will be verified as to the urgency of the Applicant’s housing needs.

3. Accessible Units

In selecting families to occupy Project-based units with special accessibility features for persons with disabilities, KCHA will refer, and the Owner must select families needing these unit features above others on the waitlist.

4. Eligibility

For purposes of eligibility, all families who qualify for a preference will be considered eligible to be placed on the Project-based waiting list except “other” single persons who are defined as those who are not elderly, near-elderly, or disabled attempting to apply on their own.

5. Existing Tenants Protections

Except where noted in this section, tenants of Existing Housing that are under lease on the date of execution of a Permanent Replacement Housing Program HAP contract will receive Project-based Assistance if they qualify for the Program that will be incorporated into the Development in which they reside. Qualifications may be Program specific. Admission of such families is not subject to income targeting, however existing tenants must meet a local housing preference described under Section G.5 in order to qualify for the Project-based subsidy. Families under lease at the time of execution of a HAP contract will be required to sign a new one-year lease at the time that their subsidy begins.
Project-based Administrative Plan

a. **Notice to Existing Tenants.** KCHA will ensure that Owners of Existing Housing Developments notify all existing tenants of the opportunity to apply for assistance and that all tenants are given ample time and accommodations to make an application for assistance. Once an Owner has notified existing tenants of the opportunity to apply for Project-based assistance, tenants will have a specified time frame (generally not less than 30 days) in which to submit an application for assistance to the Owner. If an existing tenant seeks to apply for assistance after the specified time frame or moves in after the effective date of the HAP contract the Applicant will be required to apply through the standard application waitlist. The Owner will initially screen the existing tenants for eligibility and send this documentation to KCHA for verification.

C. **TIMING/VERIFICATION OF LOCAL PREFERENCE**

All applicants will be allowed to initially qualify for a Preference by claiming their Preference on their application. Before actually being approved for assistance, all applicants will be required to document that a Preference exists. If an Applicant does not certify or cannot provide such verification, or if a change in the applicant’s circumstances has occurred resulting in the loss of a Preference, the Applicant will be withdrawn. The HA will waive this requirement for applicants who are participants in the Rapid Rehousing Program (RRP) or any similar short-term subsidy program (lasting 12 months or less). Such applicants will be eligible to retain their initially claimed local preference during participation in these programs.

If a Project-based Applicant is currently receiving Tenant-based assistance under the HOME Program, the HA determines whether the applicant qualifies for a Local Preference based on the situation of the applicant at the time they received assistance from the HOME Program.

D. **DENIAL OF LOCAL PREFERENCE**

An Applicant denied a Preference will receive a prompt written notice giving a brief statement of the reasons for the denial and given an opportunity to utilize the Informal Review process to review the denial. This review will be limited only to the issue of whether the applicant meets the criteria for receiving a Preference.

E. **REMOVING APPLICANT NAMES FROM A WAITLIST**

The Housing Authority or Owner will not remove an applicant’s name from a waitlist unless:

1. The applicant requests that their name be removed (in writing);

2. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program or misses scheduled appointments;
3. The applicant does not meet the eligibility criteria for the Project; or

4. There is insufficient funding for the Section 8 Program to cover the costs of the Project. Should this occur, the Housing Authority reserves the right to cancel all or a portion of the applications on the Project-based waitlist(s) without prior notice to the Applicants.

Should one of these situations occur, the application will be listed as “Withdrawn”. Sufficient information is to be entered on the application form to establish the ineligibility status and the applicant is to be informed in writing of the reason(s) for the denial and right to appeal the determination.

The Housing Authority will consider written requests for reinstatement of non-responsive applicants within twelve months of the date of withdrawal. In addition, any applicant who subsequently maintains that their failure to respond was caused by their disability will be provided reasonable accommodation to explain their circumstances. Should the Family be reinstated, their application will be placed in their former position on the waitlist.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Housing Authority to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available for the hearing impaired. The TDD telephone number is posted in the Section 8 Office and each Public Housing Management Office.

F. HOUSED STATUS

When an applicant is housed in a Project-based KCHA managed property, the applicant’s name will be withdrawn from all other Project-based waitlists. For those housed in transitional housing, once the applicant completes their transitional program, they would be eligible for Public Housing through the Sound Families Graduation Process. If a tenant later leaves their Project-based unit in good standing, there is no restriction on reapplication for any housing program later.

G. APPLICATION PROCEDURES – PERMANENT REPLACEMENT HOUSING PROGRAM

The Project-based Permanent Replacement Housing Program “replaces” demolished Public Housing units by attaching Project-based assistance to privately-managed Developments in geographic areas of low poverty and high employment rates. The Program is known to the public as the “Private Housing Program”. The Permanent Replacement Housing Application Process mirrors that of the Public Housing Program as closely as possible in order to ensure these Project-based Units are as accessible as the public housing units they are replacing once were.
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1. Permanent Replacement Housing Waitlist Process

After all qualified existing tenants have been assisted; new Applicants will typically be referred by KCHA to Owners in the Permanent Replacement Housing Program at a ratio of 1 to 1 between the Standard Project-based Regional Waitlists and the Sound Families Graduate Waitlist, except in cases where the property maintains a site-based waitlist (see below).

a. Standard Permanent Replacement Housing Waitlists

Unless otherwise stated, Applicants wishing to apply for Permanent Replacement Housing will apply through a Regional Permanent Replacement Housing Waitlist based on bedroom size needed. Those Permanent Replacement Housing Developments not designated in the regional waitlist area will maintain site-specific waitlists until two or more Developments are contracted in a particular region, at which point KCHA may establish a new Regional Waitlist.

Interested households may obtain an initial application for Housing through KCHA’s Central Applications Center (CAC) and/or website www.kcha.org. This form provides the opportunity to apply for a number of KCHA’s subsidized housing programs. Once completed, the CAC places the Applicant Family on the appropriate Waitlists.

The applicant must report changes in their applicant status including changes in family composition, income, or preference factors to the CAC who will make any changes to the application and update their place on the waitlist. Confirmation of the changes will be confirmed with the Family in writing.

b. Identifying the Next Applicant

Due to the large number of unresponsive applicants, KCHA may contact a cluster of applicants on any Permanent Replacement Housing waitlist prior to receiving a Notice of Available Unit from an Owner to pre-screen the applicant for Housing Authority eligibility. When KCHA sends an Update Letter to an applicant, the applicant will have 10 days to respond. If the applicant does not respond within 10 days, their application may be withdrawn from the waitlist. An applicant may be reviewed for re-instatement on the waitlist if s/he responds in writing within 12 months of the date of the Update Letter and request to be reinstated. Updated applicants will be offered available units based upon the date of their response to these inquiries and the certified date of their application.

c. Site-specific waitlists
Project-based Administrative Plan

For a subset of projects, it may be more appropriate for Owners to maintain their own waitlists. KCHA shall make the determination on an individual case-by-case basis as to whether it is appropriate for a Permanent Replacement Housing project to have a site-based waitlist. This may be considered in cases where the project serves a specific target population (i.e. seniors) from which KCHA’s waitlist may not have sufficient eligible applicants to select or when the Owner’s application requirements and/or fees vary from KCHA’s.

In such cases, KCHA will review the Owner’s referral sources and tenant selection methods and criteria at the time of the Owner’s application for Project-based Assistance, to determine that they are broad-based, affirmatively furthering Fair Housing goals, and prohibiting discrimination.

2. Sound Families Graduate Waitlist

Only graduates of KCHA-funded Sound Families programs are eligible for this set-aside waitlist. Upon graduation, the graduate and his/her case manager completes an Update Packet and Graduation Notice and submits them to the CAC. The CAC dates and time-stamps the Update Packets and processes them to the extent necessary to determine whether the applicant is eligible for permanent subsidized housing.

The CAC will update information in KCHA’s management information system according to the bedroom size needed, preference and date/time of application and will keep it in a permanent file at the CAC. Updated graduates are then placed on the Sound Families set-aside waitlist for permanent, subsidized housing at the CAC.

Sound Families transitional housing participants are only eligible for the Permanent Replacement Housing Program upon graduation. They are not, however, eligible for Permanent Replacement Housing projects where a site-specific waitlist has been approved. If a Family applies for Permanent Replacement Housing prior to graduation, KCHA will notify the Family in writing that they are not eligible to be placed on the Permanent Replacement Housing waitlist until KCHA has received a written Graduation Notice and Update Packet confirming their status.

3. Applicant Notification and Eligibility Determination

Prior to or upon receipt of a Notice of Available Unit, KCHA will contact the next qualified applicant from either the Sound Families or Standard Permanent Replacement Housing Waitlist and instruct him/her to contact the Owner.

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immediately. KCHA will also immediately provide the Owner with the name and contact information for the applicant.

KCHA will make a preliminary eligibility determination upon initial contact with the applicant and work with the applicant to collect information to verify preferences and income at the same time as the Owner screening process.

a. **Owner Suitability Determination**

The Owner will screen the applicant using standard screening criteria used for all applicants to the Development. Owners may apply set-aside requirements from the Low-Income Housing Tax Credit Program to their selection criteria. Applicants for Permanent Replacement Housing will be required to pay any screening fees and provide screening documentation directly to the Owner. The Owner is responsible for notifying KCHA whether or not each applicant passes their screening in a timely manner. If the applicant fails to make contact with the Owner within 48 hours, the Owner may request that KCHA refer the next applicant on the waitlist.

b. **Owner Approval of Applicant**

If the applicant passes the Owner’s screening, KCHA will determine the Total Tenant Payment (TTP), brief the applicant, and schedule the inspection in accordance with other Sections of this Administrative Plan.

c. **Owner Rejection of Applicant**

If the applicant does not pass the Owner’s screening, the applicant will be allowed to remain on the Permanent Replacement Housing waitlist and be screened by a second Owner with an available unit. If the applicant does not pass the second Owner’s screening, the applicant will be removed from all Permanent Replacement Housing waitlists. Owner-denial does not apply in the case of applicants who were denied based upon Owner criteria for tax-credit set-asides. Applicants denied by Permanent Replacement Housing Program Owners will not be removed from any other KCHA subsidized housing waitlists. A withdrawal from the Permanent Replacement Housing waitlist does not affect the Public Housing waitlist status.

d. **Applicant Rejection of Unit**

Applicants may only reject the offer of a unit for good cause. Rejection for good cause will preserve the applicant’s placement at the top of the waiting list. Rejection of a unit for other than good cause will result in removal from the Permanent Replacement Housing waitlist. Good cause includes the following:
• Documented reasons related to health, disability or proximity to work, school, or childcare (for those working or going to school), or

• Documented situations where an applicant is temporarily unable to move at the time of the offer (such as major surgery requiring a period of time to recuperate, or serving on a jury; or

• Refusal (turn-down) of a studio apartment by a household that includes more than a single individual; or

• Refusal by an applicant who has turned down an offer for a unit in order to continue participating in a documented transitional housing program from which they have not yet graduated as long as the graduation date does not to exceed 12 months from the date of refusal.

Where it is determined that an applicant’s basis for refusal of an offered apartment does not meet established good cause criteria, the applicant will be offered the right to an informal review of the decision to cancel their application for housing assistance.

4. Permanent Replacement Housing Program Order of Selection

Permanent Replacement Housing Program Applicants who meet one of the following Housing Choice Voucher “Local Preference” Categories will be served before those applicants who do not.

➢ Extremely Low-Income Household. Applicant whose total household income is equal to or less than 30% Of the Area Median Income for Their Household Size.57

• Recipients of federal rent subsidy programs are excluded from qualification of a local preference under this category

➢ Involuntarily Displaced. A Family is or will be considered involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:

• Displacement by disaster;

• Displacement by government action;

• Displacement by action of a housing Owner (where a signed lease existed);

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- Displacement by domestic violence. Domestic violence is defined as actual or threatened physical violence directed against one or more members of the applicant’s Family by a spouse or other member of the applicant’s household;

- Displacement to avoid reprisal;

- Displacements by hate crimes. Hate crimes are actual or threatened physical violence or intimidation that is directed against a person or his or her property and that is based on the person’s race, color, religion, sex, national origin, disability, or familial status;

- Displacement by inaccessibility of unit;

- Displacement because of HUD disposition of a multifamily project.

➤ **Substandard Housing.** A Family is living in “Substandard Housing” if they are “Homeless” as defined in Section 2 of this Administrative Plan, or if living in housing that:

- Is dilapidated;

- Does not have operable indoor plumbing;

- Does not have a usable flush toilet inside the unit for the exclusive use of the Family;

- Does not have electricity, or has inadequate or unsafe electrical service;

- Does not have a safe or adequate source of heat;

- Should, but does not have a kitchen;

- Has been declared unfit for habitation by an agency or unit of government.

➤ **Rent Burden.** A rent-burdened Family is a Family who is currently paying more than 50% of total family income for rent and utilities. (*Applicants currently living in public housing or receiving rental assistance will not be eligible to claim this preference.*)

H. APPLICATION PROCEDURES- PUBLIC HOUSING REDEVELOPMENT

The Project-based Public Housing Redevelopment Program attaches Project-based Assistance to units that were formerly subsidized with Public Housing operating subsidies. The waiting lists, application process, and order of selection for Project-based
units in this Program are operated in accordance with Section 6 of the Public Housing ACOP including any and all amendments.

Income and family composition for residents living in Public Housing at the time of redevelopment will be determined using verification from the most recent Public Housing review (interim, update, or full recertification) provided it is no more than 12 months old. Existing residents will not be required to meet a Local Preference (as described above in G.5) as they are considered to be "continuously assisted".

I. APPLICATION PROCEDURES-LOCAL PROGRAM (INCLUDING TAX CREDIT)

The Project-based Local Program uses Project-based Assistance to preserve the affordability and physical integrity of Existing Housing stock that serves low-income households and is in physical jeopardy due to a lack of capital reserves and/or operating subsidy.

1. Local Program Waitlist

After all qualified existing applicants have been assisted; KCHA will establish a waitlist at the Project site or may pull applicants from existing housing waitlists managed by KCHA. The waitlist must be established according to date and time of application by bedroom size. Interested households may obtain an application on the KCHA website at www.kcha.org or at any property.

2. Order of Selection

Applicants of Local Program Developments will be required to meet one of KCHA's "Local Preference" categories as described in section G.5 above and will be served before those applicants who do not.

J. APPLICATION PROCEDURES- PERMANENT SUPPORTIVE HOUSING

The Permanent Supportive Housing Programs assist households who need supportive services in order to access and remain in their housing. The units subsidized in these Projects are targeted to homeless households and/or those with disabilities.

1. Existing Tenants

Current Tenants of Existing Developments are not eligible for Permanent Supportive Housing Programs. However, no tenants will be displaced from Existing Housing for the purposes of placing a Permanent Supportive Housing participant into a unit. Displacement will only be permissible at the time of demolition in the case of New Construction or when necessary for substantial rehabilitation. In both cases, the Owner is required to comply with applicable State and Federal Regulations. (See Section 9: Other Federal Regulations.)
2. **Permanent Supportive Housing Waitlists**

Because of the urgent housing situation of the households targeted for these Programs, neither KCHA nor Owners will maintain waitlists for Supportive Housing Projects. Instead, Owners and/or their contracted Service Providers will refer households needing Permanent Supportive Housing as units become available. Referring agencies may take roommate-compatibility into consideration in shared housing situations. At the time of the Owner’s application for Project-based Assistance, KCHA will review the Owner’s referral sources and tenant selection criteria to determine that they are broad-based, affirmatively furthering Fair Housing goals, and prohibiting discrimination.

3. **Applicant Referrals**

When a HAP contract is executed for a Supportive Housing Project or unit turnover produces a vacancy, the Service Provider will work with the Owner to ensure suitability prior to referring applicants to KCHA for eligibility determination. The Service Provider will assist applicants in completing the eligibility packet and will designate a representative to answer questions and correspond with KCHA.

The Service Provider will send enough completed eligibility packets to KCHA to fill their vacant contract units. When a large number of applicants are in the process for a particular Project at any given time, KCHA will arrange a group briefing in accordance with Section 18.

4. **Order of Selection for Permanent Supportive Housing for Homeless Families**

As stated in paragraph J.2. above, applicants are selected as units become available and therefore, selection is based on an as needed basis.

5. **Order of Selection for Permanent Supportive Housing for Persons with Disabilities**

When a Supportive Housing Project is established for people with disabilities who are not specifically moving out of homelessness, a Project-specific waiting list can be established with the following preference:

a. Disabled households needing supportive services - A Supportive Housing waiting list may give preference to disabled households who need services offered at a particular Project. The preference is limited to the population of households with disabilities that significantly interfere with their ability to obtain and maintain themselves in housing:

   i. Who, without appropriate supportive services, will not be able to obtain or remain in housing; and

   ii. For whom such services cannot be provided in a non-segregated setting.
been made to the Section 8 program to further fair housing including increases to the payment standard, creation of programs to assist homeless and special needs clients, and increased access to the reasonable accommodation process.

C. Actions taken by KCHA to IDENTIFY AND REDUCE IMPEDIMENTS TO FAIR HOUSING CHOICE:

The following are specific King County Housing Authority efforts to identify and reduce impediments to fair housing choice.

1. Expanding its role as the safety net for homeless and special needs populations in King County: In partnership with the Bill and Melinda Gates Foundation and local governments, King County Housing Authority (KCHA) has created a network of service-enriched housing for homeless families. It has redefined tenant selection preferences to move more homeless families into public housing. KCHA’s “Housing First” program, in partnership with local behavioral health care systems and United Way, provides housing and services to chronically homeless individuals, those who are most susceptible to housing discrimination.

2. Ending Homelessness: KCHA is a leader in the region’s efforts to end homelessness by expanding housing for homeless and special needs households, working to serve “hard-to-house” populations not traditionally served by mainstream housing programs, and coordinating rental subsidies with private and public service funding. This year, partnering with King County and behavioral health providers, KCHA will house up to 100 chronically homeless and mentally ill individuals who currently cycle between psychiatric hospitals, jails and the street.

3. Public Housing and Section 8 Admissions Preferences: When selecting applicants, KCHA uses local preferences for the Public Housing, Section 8 Housing Choice Voucher and Project-based Assistance programs. Each program’s policies will be developed in concert with other admissions-related policies. KCHA will continue to monitor the impact of the Public Housing site based, regional and Sound families waiting lists and use MTW authority where needed to address problem areas.

4. Limited English Persons (LEP): Communicating with clients with limited English proficiency is a priority to assure that applicants and residents understand program requirements. Since public housing residents speak more than 20 languages, KCHA has developed a plan to assist clients with limited English proficiency navigate our programs. A working group meets regularly to discuss new ideas on improving communication to LEP clients.

5. Reasonable Accommodations: When an applicant for housing indicates on the application that he/she needs reasonable accommodations in their housing, the application is referred to KCHA’s Section 504 Coordinator for assistance in locating accessible public housing units that meet the reasonable accommodation needs of the applicant. Those needs include voucher extensions, additional bedroom requests, and
higher payment standards to name a few. In 2008 the King County Section 8 program received 591 requests of which 454 were approved.

6. **Staff Training, Advocacy and Tenant Education:** King County Housing Authority pursues the following additional strategies to address identified impediments to fair housing choice, including:

- Providing staff training on current changes in laws and regulations.
- Providing active outreach and education to landlords throughout King County about Section 8 to increase the number of potential landlords willing to accept Section 8 tenants.
- Intervening with landlords to address concerns.
- Offering education to Section 8 and Public Housing program participants about their fair housing rights and how to file complaints, sometimes assisting them with the filing process.

D. Actions undertaken by KCHA to ADDRESS ADMINISTRATIVE IMPEDIMENTS TO FAIR HOUSING IN VIEW OF AVAILABLE RESOURCES:

- King County Housing Authority staff in all offices including the corporate office, the Section 8 office and the on-site management offices are aware of local resources which can assist tenants to deal with discrimination in housing. When an applicant or tenant calls regarding a landlord/tenant concern, the caller is referred to their local fair housing office and the Tenant's Union. Applicants receiving housing vouchers also are given information regarding fair housing at their orientation. Between 2004 and 2006, King County Housing Authority established site-based management offices at each of its public housing sites in an effort to make services more accessible. In addition an on-line Section 8 Housing application was instituted for greater accessibility.

E. Actions undertaken by KCHA to WORK WITH LOCAL JURISDICTIONS TO IMPLEMENT INITIATIVES TO FURTHER FAIR HOUSING:

1. 1. **Deconcentration:** Utilizing the HOPE VI program, new project-basing rules for Housing Choice vouchers developed under MTW and KCHA's bond and tax credit financed inventory, KCHA is giving low income households greater access to neighborhoods with strong school systems and ample entry-level job opportunities.

2. **Encouraging Homeownership:** Using a Resident Opportunity Self-Sufficiency (ROSS) grant and MTW flexibility, KCHA is helping public housing residents become homeowners. Exceeding the program target, 312 households purchased homes under the program, with 66% utilizing KCHA down payment assistance grants of up to $15,000.
Seattle Housing Authority

Seattle Housing Authority has a homeless preference for both Public Housing and Housing Choice Vouchers.

Attached, with references highlighted are the appropriate sections of the SHA:

✓ Admission and Occupancy Manual
   http://www.seattlehousing.org/residents/information/public/policies/

✓ HCV Administrative Plan
   http://www.seattlehousing.org/residents/pdf/HCVP_AP_Full.pdf
HOUSING AUTHORITY OF THE CITY OF SEATTLE

MANUAL OF OPERATIONS

SUBJECT:  Admission – Waiting List

SCOPE:
This Section shall apply to all applicants of public housing programs and Section 8 New Construction administered by the Seattle Housing Authority.

POLICY:
It is the policy of SHA to ensure that all applicants who express an interest in housing assistance are given an equal opportunity to apply, and are treated in a fair and consistent manner. SHA shall accept an application even if an informal discussion reveals the applicant may not be eligible. Applicants shall not be discouraged from applying or be rejected out of hand, based on “apparent ineligibility.” [HUD Handbook 7465.1]

A. Waiting Lists.
To provide residential choice to all applicants of public housing with respect to building, development, or neighborhood; avoid forcing the most disadvantaged to take the least desirable placements; and reduce unit turnover due to resident dissatisfaction with assigned housing, SHA shall maintain two types of waiting lists for new applicants to public housing buildings for all bedroom sizes (SHA Board Resolution 4558, Applicant Choice Policy, dated June 19, 2000 and approved by HUD and Resolution 4845, dated October 16, 2006 and approved by HUD):

1. Site-Specific Waiting lists
2. Next Available Unit/Expedited Processing Waiting list

B. Preferences.
Applicants shall receive a local preference if one of the following applies (SHA Board Resolution 4680, dated December 16, 2002):

1. Household’s current gross income is at or below 30% of area median income; OR
2. Household’s gross income for the 12-month period prior to the eligibility determination was at or below 30 percent of area median income; OR
3. Applicant is homeless (as defined below); OR
4. Applicant was homeless sometime during the 12-month period prior to the eligibility determination; OR
5. Applicant is a current resident of SHA’s public housing program¹; OR
6. if the applicant is referred by a qualified provider, a Ranking Preference shall be given (see Section B.5. below). OR

¹ Board Resolution 4909 date September 15, 2008
Revised to add a new local preference  Updated language to clarify wait list cancellation and reinstatement.

SHA Website
7. if the applicant is an existing, eligible tenant of a property purchased by SHA for public housing (Resolution 4769, dated 2/22/2005).

Preferences do not guarantee admission. Rather, they establish the order of placement on the waiting list and in which SHA shall consider applicants for housing. New or revised local preferences require a change by Board resolution and are adopted as part of SHA’s Moving to New Ways Plan. Preferences shall be consistent with all laws relating to Civil Rights and HUD’s Affirmative Fair Housing objectives.

In the event of a declared national disaster, the Executive Director is authorized to adopt and implement procedures that provide a housing preference for disaster victims that supersedes the preferences described above. Such procedures shall be adopted in consultation with the Board, but shall not require the Board’s approval.

C. Opening and Closing of Waiting lists

At this time SHA public housing waiting lists are continually open. SHA may elect at any time to close any waiting list, by resolution of the SHA Board of Commissioners or by delegation of the decision through board resolution to the SHA Executive Director.

For public housing units subject to partnership agreements, regulatory agreements and/or financial agreements, that have been incorporated into a management plan approved by HUD and/or SHA, the policies set forth in those documents shall take precedence over this Section.

IMPLEMENTING POLICY:

A. Waiting Lists

1. Site Specific Waiting List.

This offers a waiting list for each SHA public housing community. Applicants may select up to two site-specific lists.

**Smoke-Free Building**

Applicants may select the site-specific waiting list for a smoke-free building if they agree that any household members, guests or visitors agree to not smoke in the unit or on any part of the property and grounds at any time.

**Elderly Only Designated Buildings**

From time to time SHA may designate an LIPH property as an elderly only property, by action of the SHA Board of Commissioners, subject to approval by HUD.

a. An applicant must generally qualify as an elderly household (head or spouse age 62 or older) to be considered for placement at SHA’s elderly only designated properties. However, SHA may at its option open placements in elderly only properties to near elderly households (head or spouse age 50 to 61), if there are insufficient elderly household applicants to fill available vacancies in a timely manner.

2. Expedited Waiting List.

This offers a waiting list for applicants referred from a qualified provider, who claim a local preference. Qualified providers are subject to the terms of a Qualified Provider Referral

Revised to add a new local preference. Updated language to clarify wait list cancellation and reinstatement.

SHA Website
Agreement. Applicants will be required to select up to two site specific locations at the point of approval.

3. Change from one waiting list to another.

Applicants may change their waiting list selection at any time. For the purpose of determining the household’s date of application on the waiting list, the date of their revised waiting list application shall be the date Admissions receives the applicant's written request to change waiting lists.

Where applicants are forced by policy, procedures, or management decision to switch to a different wait list (or bedroom size), applicants will retain the same application date.

4. Removing Applicants from the Waiting List

SHA shall remove applicants from waiting lists when: an applicant has been housed by SHA; the applicant requests their name be removed; the application is withdrawn or rejected; the applicant refuses an offer of housing without good cause; or fails to respond to monthly check-in requirement; or cancelled for failure to complete any part of the application process; or there is a non-response event such as a purge, mail returned, or failed attempt to contact by SHA staff. (24 CFR 960.206)

5. Waiting lists for partnership units operated by other organizations

SHA from time to time enters into agreements with other housing organizations to provide public housing operating subsidy to partnership units owned or managed by the housing organization. The terms and conditions of the public housing operating subsidy are defined by a Regulatory and Operating Agreement executed by SHA and the organization, in which the organization commits to offering the subsidized units to applicants eligible for SHA’s LIPH program, among other things.

To support efficient leasing of non-profit-owned or -managed units assisted by public housing subsidy from SHA, SHA may enter into a Partnership Unit Site-Based Waiting list Agreement, SHA-1277 with housing organizations managing public housing partnership units, which shall permit the organization to create and maintain its own site-based waiting list for the public housing-subsidized units.

a. The Partnership Unit Site-Based Waiting list Agreement may include the following provisions:

1. The organization shall maintain an auditable waiting list for the partnership units, which SHA and/or HUD may review at any time;

2. The organization shall engage in affirmative marketing of its partnership units, including outreach to minority communities and people with disabilities, and shall provide a written copy of its affirmative marketing policies to SHA for approval;

3. The organization shall have written policies for tenant selection and placement in the partnership units, which shall comply with federal, state and local fair housing statutes and ordinances and insure that no applicant for the partnership units shall be discriminated against on the basis of being a member of any protected class;

4. The organization shall have written policies for responding to applicants and residents with disabilities, including providing reasonable accommodations to
applicants and residents upon request, consistent with applicable Section 504 legislation.

5. The organization shall determine applicant eligibility for partnership units using SHA-provided criteria;

6. The organization shall offer partnership units exclusively to applicants with initial anticipated gross income at or below 30% of area median income for the Seattle-Everett PMSA, as established annually by HUD and adjusted for household size;

7. The organization shall apply its own screening and suitability policies for applicants of the partnership units, according to written policies approved by SHA;

8. Other provisions determined by SHA to be necessary to ensure fair public access to the public housing-subsidized partnership units and safeguard the rights of applicants.

B. Local Preferences

SHA shall encourage income mixing and deconcentration of poverty in its public housing communities through a variety of means including its rent policies (which provide incentives for households to increase earned income), community and supportive services, and the revitalization of several public housing communities into mixed income communities. SHA’s preference policies are not designed to promote income mixing and/or deconcentration; rather, they are designed to help SHA accurately and expeditiously identify those applicants with the most urgent housing needs, who could therefore most likely benefit from the housing services that SHA provides.

Applicants must qualify for the preference claimed as of the day of interview. If the applicant cannot produce proof of a preference they shall be returned to the waitlist with a “no preference” status. Applicants who fail to qualify for preference shall be returned to the waitlist with a “no preference” status and must wait six months from the date of interview to self-declare preference again.

1. Income preference

SHA shall consider the applications of all households who claim a local preference based on having a gross income at or below 30% of area median income, currently or for the 12 month period prior to the eligibility determination, before considering the applications of any higher income households.

“30% of area median income” is determined annually by HUD for the Seattle-Everett metropolitan statistical area and is adjusted for household size.

For purposes of determining whether a household can claim a local preference, SHA shall use household gross income without calculating deductions or exclusions used to determine tenant rent, and without calculating imputed income from assets and shall base the determination on anticipated income for the following 12 months.

2. Current SHA Resident preference

A current SHA resident who desires to relocate to another SHA property, but who does not qualify to do so under SHA’s Transfer policy, may apply to the regular LIPH waitlists and receive preference.

Revised to add a new local preference. Updated language to clarify wait list cancellation and reinstatement.

SHA Website
3. **Homelessness preference.**

Homelessness is defined as being in a current state or sometime during the 12 month period prior to the eligibility determination, of lacking a fixed, regular, and adequate nighttime residence and having a primary residence that is one of the following:

a. A supervised publicly- or privately-operated shelter designed to provide temporary living accommodations, including transitional housing programs;

b. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Persons who are clients of a case-management program serving the homeless are also considered to meet the homeless-based preference.

The definition of homelessness does not include time spent imprisoned.

4. **Property Acquisition preference**

To minimize displacement of existing tenants of properties purchased by SHA for public housing, existing tenants shall be given a local preference for occupancy of units in the property in which they reside when ownership transfers to SHA, and shall not be placed on a waiting list in order to be considered for housing assistance. Existing tenants who are income-eligible and do not have criminal histories that would make them ineligible for public housing shall be permitted to remain in residence as public housing tenants, subject to requirements of the public housing lease. Existing tenants who have criminal histories that make them ineligible to receive public housing assistance shall be given 90 days notice to move when SHA assumes ownership of the property. Existing tenants whose incomes are over 80 percent of the area median income or who are otherwise ineligible for public housing shall be permitted to remain in residence for no more than one year at market rent.

5. **Ranking preference: referral by qualified providers**

To support households' movement through the continuum of affordable housing in Seattle, by facilitating the transition to public housing units for households ready to move from more highly supported environments, in order free up services for people who need them, SHA shall give a ranking preference to applicants who can claim a local preference as defined above, who are referred by qualified providers subject to the terms listed below. Applicants with a ranking preference shall have the benefit of an expedited application process, as described below.

a. **Qualified Providers**

A qualified provider meets all of the following criteria:

1. Is a nonprofit tax-exempt 501(c)3 corporation or a division of local government;

2. Has as part of its mission providing services to very low income and homeless households in the greater Seattle area;

3. Offers one or more of the following services to its clients, residents, or program participants:
   a. Time-limited shelter or transitional housing program(s) for homeless individuals or families;
   b. Service-enriched permanent housing programs for very low-income and homeless households;

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Revised to add a new local preference. Updated language to clarify wait list cancellation and reinstatement.

SHA Website
i. The term, "service-enriched permanent housing programs," refers to programs that:
   1. provide conventional rental units with no time limits for residency; and
   2. provide supportive services in addition to regular property management services designed to assist formerly homeless or very low income or disabled residents in maintaining their housing and increasing their self-sufficiency (e.g., mental health or chemical addiction counseling, job counseling or training and referral, etc.).
   c. On-going case-management services to very low income persons with disabilities; or
   d. Case-management for homeless households to assist them in securing and stabilizing in permanent housing, including follow-up case management services for a period of at least six months following placement in housing.

b. Qualified provider referral agreement, SHA-1276

A qualified provider shall agree to perform the following:

1. Identify clients wishing to lease in public housing, and select them to participate in the agency referral process in a fair and reasonable way which does not discriminate against households or individuals on the basis of any protected class;
2. Provide clients with information prepared by SHA about all of SHA’s housing programs, eligibility and suitability requirements, and the rights and obligations of applicants and tenants, so that clients are fully informed of their housing options;
3. Make a preliminary determination, based on information provided by SHA, of clients’ likely eligibility and suitability for public housing, and ability to claim a local preference;
4. Assist clients in completing the SHA full application for admission to LIPH, including documentation of income, assets, current employment or progress in school, disability, housing history, and other attributes relevant to eligibility and suitability for LIPH;
5. Provide a professional reference and/or a positive housing reference for clients based on the agency’s direct experience; assure the clients’ likely ability to live with the level of independence required for residents of public housing;
6. If necessary and appropriate to build a case for clients’ suitability under SHA policy, execute a Commitment of Social Services Agreement (described in Section L10.3-1) for each client, committing to provide on-going support to the client after a lease is executed;
7. Communicate pro-actively with designated SHA staff regarding the completeness of each client’s application; assist SHA staff in communicating with the client as necessary; and
8. Upon the client’s admission to LIPH, assist the client in the leasing process as needed.

SHA agrees to perform the following:

Revised to add a new local preference. Updated language to clarify wait list cancellation and reinstatement.

SHA Website
1. Designate a SHA staff to respond to designated Qualified Provider staff and referred applicants;
2. Train designated Qualified Provider staff in the details of SHA’s housing programs and application process;
3. Enter referred applications on a separate Expedited Processing Waiting List;
4. Consider referred applications in the order received relative to other referred applications submitted by the Qualified Providers under the terms of Qualified Provider Referral Agreements;
5. Waive mandatory in-person application workshop and interview requirements, but provide in-person, telephone or email information to referred applicants and designated Qualified Provider staff as needed regarding the progress of the referred application;
6. Inform designated Qualified Provider staff prior to canceling an application for non-response, and provide five additional business days for the applicant to provide requested information or documentation after contacting Agency staff, before canceling an application for non-response; and
7. Upon approval of the application, refer the application to an available unit on a regular rotation with other waiting lists, consistent with SHA’s tenant selection and placement policies.

Applicants who do not meet eligibility and/or suitability requirements will be declined for the expedited program and placed on the regular wait list with the sequence date of the original qualified application unless they are already on the regular wait list with an earlier date.

SHA reserves the right to refuse to accept referrals from providers which have previously failed to meet their obligations as described herein.

6. Claiming a preference while on waiting list

An applicant, who initially applies without claiming a local preference, may at any time while on the waiting list claim a preference upon notifying SHA of the changed circumstances. SHA shall change the status of the applicant to give the local preference. The date of the application for the purpose of establishing processing order shall remain the initial date of the applicant’s housing application.

C. SHA live-in employees

SHA live-in employees (e.g., resident managers or others who are provided housing as a condition of SHA employment) may apply for LIPH as applicants at any time, in anticipation of the time when they separate in good standing from SHA employment and need affordable housing.

SHA shall give a preference to the applications of live-in employees and allow their applications to "ride at the top" of a site-specific waiting list until such time as they separate from SHA employment.

D. Waiting list purge /Monthly Check-in Requirement

Revised to add a new local preference. Updated language to clarify wait list cancellation and reinstatement.

SHA Website
SHA shall require all applicants on the waiting list who have not yet been contacted for an interview, and all applicants who have been drawn from the waiting list but not yet leased, to confirm monthly his or her continued interest in remaining on the waiting list(s). The monthly confirmation shall be done by telephone, SHA's website or other means that may be implemented over time with access 24 hours a day, 7 days a week. A 1-800 number and telephone voice recordings in several different languages shall be provided to ensure equal access to the monthly confirmation systems. Applicants who fail to confirm his or her continued interest within a given month, will be removed from all active waiting list(s).

In addition, SHA may conduct a waiting list update from time to time by mailing a notice to all applicants on the waiting list who have not yet been contacted for an interview. The notice shall ask the applicant for written or telephone confirmation within 30 business days of his or her continued interest in remaining on the waiting list(s) being updated. Applicants who fail to respond within the specified time period will be removed from the waiting list(s) being updated.

SHA shall provide a 6 month grace period for applicants who fail to complete monthly check-in requirements or respond to wait list update requests, during which they can be reinstated to their original application date.

E. Opening and closing of waiting lists

At this time SHA public housing waiting lists are continually open. SHA may elect at any time to close any waiting list, by resolution of the SHA Board of Commissioners or by delegation of the decision through board resolution to the SHA Executive Director.

1. Closing the Waiting list

SHA will announce the closing of the waiting list by public notice in a newspaper of general circulation such as Real Change Newspaper, by notice in its publication of record, the Daily Journal of Commerce, and by notice in various newspapers serving minority communities such as The Facts, The Asian Weekly, the Chinese Post, and other publications. SHA will also notify housing and service providers in the Seattle area, including public housing authorities serving adjacent jurisdictions (King County Housing Authority, Snohomish County Housing Authority, Renton Housing Authority) and agencies serving individuals with disabilities.

SHA will give at least 30 business days' notice prior to closing the list.

Upon request from a person with a disability, additional time not to exceed sixty (60) days may be given as an accommodation for submission of an application after the closing deadline. This accommodation shall be offered upon suitable third party documentation of its necessity and of its relationship to the presence of a disability as defined by applicable law.

2. Opening the Waiting list

SHA will announce the re-opening of the waiting list by public notice in newspapers of general circulation; by notice in SHA’s publication of record and in various newspapers serving minority communities. SHA will also notify housing and service providers in the Seattle area.

The notice will contain:

a. The dates, times, and the locations where families may apply;
b. The programs/buildings/waiting lists re-opening;

Revised to add a new local preference. Updated language to clarify wait list cancellation and reinstatement.

SHA Website
c. Information on eligibility criteria and local preferences;
d. How to submit an application;
e. Limitations, if any, on who may apply;
f. SHA's address and telephone number.

The notices will be made in an accessible format upon request by a person with disabilities, as a reasonable accommodation.

F. Pre-application

To indicate interest in receiving housing assistance, all members of the general public must submit a completed pre-application form to the Housing Authority. While SHA shall make every effort to review the completeness of pre-applications prior to accepting them from prospective applicants, the applicant is responsible for the accuracy and completeness of the pre-application.

SHA shall not be responsible for failure to contact households for housing opportunities for which they may be qualified, if the applicant does not correctly indicate the applicant's interest, eligibility, or priority for those programs, or does not provide adequate identification or contact information on the pre-application.

The purpose of the pre-application is to collect the necessary data from interested households to establish general waiting lists for various SHA programs.

The pre-application shall gather enough information about the applicant household to enable SHA to identify and contact the household for any housing opportunity that becomes available in the programs for which they have expressed an interest and for which they may qualify, in the order of priority consideration established by SHA preference. The pre-application will also include data elements required by HUD regulations as described in Exhibit A.

SHA shall retain the written pre-application (or its electronic image) on the same records retention schedule accorded full applications for SHA housing programs, regardless of whether the household subsequently submits a full application.

Pre-applications received from applicants whose housing application has been recently denied may be placed on the waiting list at any time but shall receive an application date that is six months from the date of denial by SHA to allow sufficient time for the applicant to address the reasons for denial of their previous application and minimize the administrative burden of re-processing an application too soon after denial.

G. Cancellation and Reinstatement of applications for non-response/non-performance

1. Cancellation for non-response/non-performance

Applicants are required to inform SHA in writing of all changes in address. This requirement remains in effect from the time the applicant submits a pre-application to SHA for housing assistance to the date of referral.

Any mailing to an applicant on a waiting list which requires a response will state that failure to respond within 30 calendar days from the date on the mailed notice will result in the applicant's name being removed from all active waiting list. If the applicant does not respond within the
prescribed time period, the applicant will be cancelled off all active waiting lists without further notice for non-response.

If a letter to an applicant is returned by the post office, the applicant will be removed from all waiting list(s) without further notice, and the envelope and letter will be retained by Admission for SHA’s records.

Applicants who fail to appear at a scheduled eligibility interview and fail to reschedule a second interview within 30 calendar days of the date of the initial eligibility interview shall have all active waiting lists cancelled for non-performance.

Applicants who reschedule their interview but fail to appear at their second scheduled eligibility interview shall have all active waiting lists cancelled without further notice for non-performance.

2. Reinstatement within 30 days with cause

All files canceled for non-response or non-performance may be re-instated within 30 days following the date of non-response or non-performance, as defined below upon verbal or written request.

After 30 days, applicants may appeal in writing (via postal mail or email) for reinstatement. Appeals cannot be made by telephone or any other means. Mailed written appeals must be addressed to the Admission Manager.

Applicants must show reasonable justification for non-performance, together with the request for reinstatement.

Examples of reasonable justification may include but are not necessarily limited to personal or family sickness, hospitalization, or other emergency, or an event beyond the applicant’s control preventing mail delivery. The lack of transportation will not be considered reasonable justification where public transportation is available and accessible.

Events of non-performance which are eligible for 30-day reinstatement include:

a. failure to keep current address
b. failure to keep second appointment
c. failure to respond to invitation to interview
d. failure to respond to inquiry, directive, or request for information, e.g. wait list purge inquiries. SHA written requests for documentation, etc.
e. failure to pay debt to SHA, in accordance with SHA Manual L10.3-1.

To establish the date of non-response and non-performance, SHA will use the following:

a. Mail returned: The date stamped into PorchLight
b. No show for second appointment: Date of second appointment
c. Failure to respond: Date of deadline stated in the notification

Revised to add a new local preference. Updated language to clarify wait list cancellation and reinstatement.

SHA Website
ADMINISTRATIVE PLAN

FOR THE

SEATTLE HOUSING AUTHORITY

HOUSING CHOICE VOUCHER PROGRAM

Approved by the SHA Board of Commissioners November 17, 2003, December 21, 2015
Chapter 4

VOUCHER ISSUANCE PROCESS

[24 CFR 982.204]

It is the policy of Seattle Housing to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply and are treated in a fair and consistent manner. This Chapter describes the local preferences which structure the order in which applicants on the Housing Choice Voucher Program waiting list are considered, and Seattle Housing’s policies and procedures for applying for the Housing Choice Voucher Program through Seattle Housing’s general public waiting list.

The application process for agency-based vouchers is described in Chapter 6, and the application process for project-based vouchers is described in Chapter 5.

A. Family Outreach

Seattle Housing will publicize and disseminate information about the availability of housing assistance for very low-income families on a regular basis.

Seattle Housing will communicate the status of housing availability to other service providers in the community, and advise them of eligibility requirements and guidelines so that they can make proper referrals for housing assistance.

B. Opening and Closing of the Waiting List [24 CFR 982.206, 982.54(d)(1); Seattle Housing Board Resolution 4692 dated May 19, 2003]

At this time Seattle Housing’s waiting list for the Housing Choice Voucher Program is closed to new applications. Seattle Housing’s Executive Director may elect to open the Housing Choice Voucher waiting list at any time.

Opening the General Public Waiting List: Notice

Seattle Housing will give at least 30 days advance notice of the re-opening of the waiting list by public notice in a newspaper of general circulation such as Real Change Newspaper, by notice in its publication of record, the Daily Journal of Commerce, and by notices in various newspapers serving minority communities such as The Facts, The Asian Weekly, and other publications.

Seattle Housing will also notify housing and service providers in the Seattle area, including public housing authorities serving adjacent jurisdictions (King County Housing Authority, Snohomish County Housing

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Authority, Renton Housing Authority) and housing and service providers in the Seattle area, including agencies which serve individuals with disabilities.

The notice will contain:

1. The dates, times, and the locations where families may apply;
2. The programs for which applications will be taken;
3. A brief description of the Housing Choice Voucher Program;
4. A statement that public housing residents must submit a separate application if they want to apply for a Housing Choice Voucher;
5. Limitations, if any, on who may apply;
6. Seattle Housing’s address and telephone number;
7. How to submit an application; and
8. Information on eligibility criteria and local preferences.

The notices will be made in an accessible format upon request by a person with disabilities, as a reasonable accommodation.

Lottery Option

Upon re-opening the waiting list after a closure, Seattle Housing may assign positions on the waiting list to new applicants using any fair means, including “by lottery,” i.e., assigning random numbers to all families who submit applications within a given time period, and then considering their applications in the order of the random numbers assigned to them. Random numbers thus assigned shall replace date and time of application for the purpose of structuring the order in which applications are considered. Under the Lottery Option, Seattle Housing Authority may set a finite number of applicants who will receive a place on the Housing Choice Voucher waitlist.

Open Period

The open period and/or defined number of applicants placed on the waitlist under the lottery option, shall be long enough to achieve a waiting list adequate to cover projected turnover and new allocations of vouchers for a period between 6 and 36 months, as determined by the Seattle Housing Executive Director or designated staff.

Closing the Waiting List: Notice

If Seattle Housing again re-opens the waiting list for an indefinite period, it may decide to close it again by Seattle Housing board resolution. Seattle Housing will give at least 30 days notice to the community by public notice in a newspaper of general circulation such as Real Change Newspaper, by notice in its

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publication of record, the Daily Journal of Commerce, and by notice in various newspapers serving minority communities such as The Facts, The Asian Weekly, and other publications. Seattle Housing will also notify housing and service providers in the Seattle area, including public housing authorities serving adjacent jurisdictions (King County Housing Authority, Snohomish County Housing Authority, Renton Housing Authority) and agencies serving individuals with disabilities.

Upon request from a person with a disability, additional time not to exceed 60 days may be given as an accommodation for submission of an application after the closing deadline. This accommodation shall be offered upon suitable third-party documentation of the disability and the person's inability to apply by the closing date because of the disability.

C. Local Preferences [24 CFR 982.207; Seattle Housing Board Resolution 4680 dated December 16, 2002]

Seattle Housing has established local preferences for the tenant-based Housing Choice Voucher Program to accomplish the following goals:

1. Address first the most urgent housing needs of applicants able to live independently in privately owned rental housing;
2. Provide a rational, efficient admissions process that treats applicants with respect, fosters honesty and open communication between staff and applicants and minimizes inconvenience for applicants;
3. Maximize use of Seattle Housing resources by encouraging high Housing Choice Voucher utilization rates; and
4. Support households moving through the continuum of affordable housing in Seattle from more highly supported environments into less highly supported housing, when the household no longer needs intensive case management or other support services.

Statement of Local Preferences

The Seattle Housing Authority shall give preference to applicants on the general public waiting list for the Housing Choice Voucher Program, as described below:

First priority shall be given to the following (equally assigned):

1. Households whose current gross income is at or below 30 percent of area median income on the date they complete their application, as established annually by the U.S. Department of Housing and Urban Affairs for the Seattle/Bellevue area and adjusted for family size;
2. Households whose gross income for the 12-month period prior to the date they complete their application is at or below 30 percent of median income, as established annually by the U.S.

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Department of Housing and Urban Affairs for the Seattle-Bellevue area and adjusted for family size; and
3. **Households who are homeless**, which is defined as:
   a) Living on the street, in an emergency shelter, or in a transitional housing facility;
   b) Being a client of a case-management program serving the homeless; or
   c) Meeting one of these conditions within the 12-month period prior to the eligibility determination.

Second priority:

1. All applicants who do not meet the criteria to claim one of the preferences described above but meet other eligibility criteria as described in chapter 2.

**Priority within Preference Groupings**

All first priority applicants on the general public waiting list will be contacted in the order of date their assigned lottery number, before any second priority applicant on the waiting list is contacted.

**After Initial Waiting List Contact, Assistance is Based on Date Application Process is Completed**

After the point of initial contact with an applicant on the waiting list, housing assistance will be offered to applicants in the order in which they complete the application process. However, if an applicant is currently assisted in another program, his/her application will be held until the end of his/her initial lease term.

**Public Notice for Changes in Preferences**

Seattle Housing will provide notice to the public when changing its preference system using the same guidelines as those for opening and closing the waiting list. In addition, Seattle Housing shall hold a public hearing for the purpose of taking comment on proposed changes in its preference policies.

**Sequence Dates/Date and Time of Application**

For all applicants with the same priority on the general public waiting list, Seattle Housing shall use an assigned sequence date to determine the order in which applicants on the waiting list are contacted. Under the Lottery Option, a preference is not assigned at the time of lottery registration and the sequence is determined by the assigned lottery number.

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If an applicant household’s circumstances change such that it is no longer able to claim a higher priority, the original sequence date shall not change. However, if an applicant household’s circumstances subsequently change such that the applicant is able to claim a higher priority for admission than when he or she initially applied, the sequence date shall change to the date the applicant claimed the higher priority.

**Income Targeting**

In general, Seattle Housing exceeds the income targeting requirements for the Housing Choice Voucher Program, through the natural operation of its local preferences described above. Seattle Housing shall review the income levels of current program participants at least annually to determine that at least 75 percent of the participants and at least 75 percent of new voucher issuances are provided to families at or below 30 percent of area median income as determined by HUD.

**Verification of Preference Qualification/Preference Denial [24 CFR 982.207]**

Seattle Housing will verify all preference claims at the time of the eligibility determination, using standards described in Chapter 9. If the preference verification indicates that an applicant does not qualify for the preference at the time of the eligibility determination, the applicant will be returned to the waiting list without the preference but with the same sequence date, until such time as Seattle Housing is able to consider second priority applicants.

If Seattle Housing denies a preference, Seattle Housing will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for a meeting with the Issuance Supervisor. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

Appeals of the Issuance Supervisor’s decision not to grant a preference may be made in writing to the HCV Manager, who will make the final decision.

If the applicant falsifies documents or makes false statements in order to qualify for a preference, they will be removed from the waiting list and may not reapply.

**Other Housing Assistance [24 CFR 982.205(b)]**

Other housing assistance means a federal, state or local housing subsidy, as determined by HUD, including public housing.
Seattle Housing may not take any of the following actions because an applicant has applied for, received, or refused other housing:

1. Refuse to list the applicant on the Seattle Housing waiting list for tenant-based assistance;
2. Deny any admission preference for which the applicant is currently qualified;
3. Change the applicant’s place on the waiting list based on preference, date and time of application, or other factors affecting selection under Seattle Housing selection policy; or
4. Remove the applicant from the waiting list.

D. Selection Process for Special/Targeted Vouchers

Seattle Housing shall carefully observe the eligibility and tenant selection requirements for targeted vouchers, as they are described in the HUD Notice Of Funding Availability (NOFA) announcing the availability of the vouchers, and in HUD award letters. Seattle Housing shall also carry out the commitments it makes in its grant applications submitted to HUD in response to NOFAs for targeted vouchers.

Seattle Housing currently is responsible for the following voucher programs which carry additional eligibility requirements and in some cases unique selection processes:

Family Unification Vouchers

Seattle Housing administers Family Unification Program (FUP) vouchers for at-risk families and youth receiving services from the Washington State Department of Children and Family Services. The purpose of the program is to reduce the number of children delayed in returning to their parent/guardians, when the primary problem is decent, safe, and affordable housing. Applicants are referred by participating social services agencies under the terms of a Memorandum of Understanding. Local preferences do not apply.

The following agencies participate in the FUP program with Seattle Housing:

1. Seattle-King County Health Department;
2. First Place;
3. New Beginnings;
4. YouthCare;
5. YMCA;
6. Children’s Administration of DSHS; and
7. Wellspring Family Services

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The PHA, upon receipt of the CA list of families and youths currently in the Division of Child and Family Services caseload, will compare the names with those families and youths already on the Seattle Housing's HCV waiting list. Any family or youth on the waiting list that matches with the CA's list will be assisted in order of their position on the waiting list in accordance with Seattle Housing admission policies. Any family or youth certified by CA as eligible and not on the HCV waiting list will be placed on the waiting list. If Seattle Housing’s HCV waiting list is closed at the time the CA list is received, Seattle Housing will reopen the wait list to accept an FUP applicant family or youth who is not currently on the waiting list.

Seattle Housing will determine if any families with children, or youths age 18 through 21 on its HCV waiting list are living in temporary shelters or on the street and may qualify for the FUP due to their current or past involvement with CA, and refer such applicants to the CA for certification for FUP participation.

Seattle Housing will determine if families with children, or youths age 18 through 21 referred by CA are eligible for HCV assistance and place eligible families/youths on the HCV waiting list.

**Veteran's Administration Supportive Housing Vouchers**

Seattle Housing administers Veteran's Administration Supportive Housing (VASH) vouchers for homeless Veterans receiving services from the Veteran's Administration (VA). The purpose of this program is to reduce the number of homeless veterans in Seattle/King County by providing subsidy for decent, safe and affordable housing. This program pairs case management and clinical services through the VA with a voucher from Seattle Housing. Applicants meeting VA criteria are referred by Seattle VA under the terms of a Memorandum of Understanding. For VASH voucher applicants, SHA does not have the authority to deny eligibility based on criminal background, with the exception of any member of the household being subject to lifetime registration requirement under any state sex offender program. Local preferences do not apply. Additionally households referred to SHA by the VA are income eligible up to 80% area median income and are required to comply with SHA policy procedures.

**Mainstream Disability Vouchers**

Seattle Housing administers 75 Mainstream Disability vouchers for disabled families. Eligible families are selected from the general public waiting list in the order of their application sequence date or assigned lottery number. Local preferences apply.

**Designated Housing Vouchers (NED – Non Elderly Disabled)**

Seattle Housing administers 500 Designated Housing vouchers for non-elderly disabled families from the general public waiting list in the order of their application sequence date or assigned lottery number. Local preferences apply.

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Enhanced Vouchers

Seattle Housing administers enhanced vouchers, a specific type of tenant protection voucher, for residents living in specific HCV opt-Out/prepayment buildings, for the period of time in which the original residents continue to live in the building. The vouchers are “enhanced” in that the family is assured it will not pay a higher portion of its income on housing expense than it did at the time the building opted out of the HCV program. When the original residents move out, they are issued a regular Housing Choice Voucher. Local preferences do not apply.

E. Cancellation/Reinstatement Policies [24 CFR 982.204(c)]

Requirement to Provide Current Mailing Address [CFR 982.204]

If a letter is returned by the Post Office, the applicant will be removed from the waiting list without further notice, and the envelope and letter will be maintained on file.

While on the waitlist, applicants are required to inform Seattle Housing in writing of a change in mailing address. Applicants are also required to respond to requests from Seattle Housing to update information on their application and to confirm their interest in assistance. Failure to do so may result in removal of their name from the waiting list.

Any mailings to an applicant which require a response will state that failure to respond within 10 business days will result in the applicant's name being removed from the waiting list. If the applicant fails to respond by the deadline stated in the written notice, the applicant will be removed from the waiting list without further notice. If the applicant contacts Seattle Housing within 5 days of their name being removed from the waitlist, the housing authority may place them back on the waitlist.

Purges

The general public waiting list may be purged from time to time at the discretion of the Director of Rental Assistance Programs, based on an assessment of the vitality of the current waiting list. The purge will be conducted by a mailing to all applicants that will ask for confirmation within 30 days of continued interest in obtaining a Housing Choice Voucher. Applicants who fail to respond within the specified time period will be removed from the waiting list without further notice.

Reinstatement of Canceled Applications

Applicants whose applications have been cancelled for failure to respond to a written notice may request reinstatement of their application for a period of 12 months following the deadline for response. The
Issuance Supervisor shall reinstate the application if the applicant has no previous history of failure to respond to written notices. The Issuance Supervisor may reinstate the application even with previous history of non-response if:

1. There is evidence that the applicant never received the notice;
2. There is evidence of Seattle Housing error;
3. The Issuance Supervisor determines that circumstances beyond the applicant’s control prevented timely response to the notice (e.g., death in the family, hospitalization); or
4. There is evidence that the applicant is now able to complete the application process in a timely fashion (e.g., now has a case manager or other support services that will assist the applicant in the application process).

No applications will be reinstated after 12 months from a deadline to respond, unless the Issuance Supervisor determines that the applicant’s failure to respond is caused by documented Seattle Housing error.

Appeals of the Issuance Supervisor’s decision not to reinstate a canceled application may be made in writing to the HCV Manager, who will make the final decision.

Reinstated Applications: Priority for Funding

Reinstated applications shall be offered a voucher on the same timeline as other applications with the same preference and the same date of application, if funds are available.

However, all applications in progress as of the date of reinstatement shall have priority for funding over the reinstated application, even if they were submitted after the reinstated application’s initial date of application. If funds are not available at the time of reinstatement after all applications in progress are offered a voucher, the reinstated application shall remain on the top of the waiting list until such time as vouchers are available for applications with the same or later dates of initial application.

Application Information and Assistance

A complete Application Guide for Seattle Housing programs is available in print from our office and on the Seattle Housing Web site in the following languages: English, Chinese, Spanish, Russian, Vietnamese, and Somali.

Applicants may obtain assistance in completing the pre-application for any open waitlists by visiting our office and using the automated workshop kiosk in the lobby of our office or attending an application workshop if one is offered.

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Upon request, Seattle Housing staff may also conduct “one-on-one” application workshops in our office, in an applicant’s home, or at other convenient and appropriate locations, as a reasonable accommodation for a person with a disability.

F. Issuance Process

Summary of Issuance Process

When an applicant reaches the top of the waiting list, the family will be sent a full application packet, at which time the family must submit documents required to verify household income, assets and family composition. After the family has submitted all required documentation, Seattle Housing shall complete a criminal/credit check on the family. Provided the family meets all eligibility criteria, the family will be invited to a family briefing, after which a Voucher may be issued and the family can begin its housing search.

Scheduling the Issuance Interview

The invitation to the issuance interview shall be provided in writing, and shall include information on the assigned date and time of the interview.

The invitation shall be provided in an accessible format upon request, as a reasonable accommodation for a person with a disability.

Applicants who cannot attend on the assigned date of the issuance interview will be given one opportunity to reschedule it.

Seattle Housing shall provide language interpreters to families who request them in writing when the interview is scheduled.

An applicant with a disability may request a private issuance interview at our office or at a more accessible location, as a reasonable accommodation.

Cancellation and Reinstatement of Applications for Non-Response/No Show

Applicants who miss the initial issuance interview appointment may request to reschedule it, once. The request must be made within 10 business days following the original interview date. If an applicant misses the scheduled interview and does not request to reschedule the interview within 10 business days, or misses the second interview, Seattle Housing will cancel the application.

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Seattle Housing shall follow the cancellation/reinstatement policy described above for applicants who fail to respond to a written notice of an interview appointment, or fail to show up for their scheduled interview.

**Denial of an Application Based on Information on Pre-Application**

If the family is determined to be ineligible based on the information provided in the pre-application, Seattle Housing will notify the family in writing, state the reason(s), and inform them of their right to an informal review, as described in Chapter 20.

**Applicant Denied Because They are Younger than Age 18**

Applicants who are not eligible because they are younger than 18 years old may remain on the HCV waiting list until they are 18, at which time their application will be processed if funds are available. Their sequence date will not change.

**Final Application Mailed Out Before Issuance Interview**

Prior to the issuance interview, Seattle Housing shall provide the applicant with a packet including the full, final application and instructions on documents the family must bring to the interview in order to verify the information on the final application. The full application will be completed when the applicant attends the interview.

The applicant is expected to complete the full application in his or her own handwriting, prior to or in the issuance interview, unless a request for accommodation is made by a person with a disability for special assistance in filling out the application.

**Format of Issuance Interview**

Issuance interviews may be conducted in a group format.

The head of household, co-head, or spouse is required to attend the interview, and provide certifications needed for the family.

Applicants (with or without a disability) may bring family members, case-managers or advocates with them to the issuance interview, who may assist them with the application process, but only with the permission of the applicant.

**Required Releases of Information**

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All adult members must sign a Release of information, the application form and all supplemental forms required by Seattle Housing, and any other documents required by Seattle Housing.

Applicants will be required to sign specific verification forms for information that is not covered by the Release of Information. Failure to do so will be cause for denial of the application for failure to provide necessary certifications and release as required by Seattle Housing.

Every adult household member must sign a consent form to release criminal, credit, and rental history records and to allow Seattle Housing to receive records and use them in accordance with HUD regulations.

Applicants who wish to have case-managers, advocates or other intermediaries act on their behalf must sign a release of information authorizing Seattle Housing staff to discuss their application information with the intermediary.

Completing the Final Application After the Issuance Interview

If Seattle Housing determines at or after the interview that additional information or document(s) are needed, Seattle Housing will request the document(s) or information in writing. The family will be given 10 business days to supply the information.

If the information is not supplied within this time period, Seattle Housing will cancel the application for non-response. The reinstatement policy described above will apply to applications cancelled for not responding to requests for information.

Resubmission of Outdated Income Documentation

As a general rule, income information must be current within 60 days of the date of issuance of a voucher, although some documents may have different standards of currency, as described in Chapter 9, Verification Procedures. Applicants may have to re-submit documentation if the documentation previously submitted is no longer current according to the standards described in Chapter 9.

Verification of Information [24 CFR 982.201(e)]

Information provided by the applicant will be verified, using the verification procedures in Chapter 9, Verification Procedures. Family composition, income, allowances and deductions, assets, student status, immigration status, eligibility and rent calculation factors, and other pertinent information will be verified.
Credit/Criminal Check

After an applicant's file is complete with respect to income documentation and other elements of eligibility, Seattle Housing will order a criminal background/credit check for the applicant. If the criminal background check reveals criminal history that does not meet Seattle Housing's standards for eligibility/criminal history outlined in Chapter 2, Seattle Housing will notify the applicant in writing that the application is denied based on criminal history, and provide information on how to request an informal review as described in Chapter 20. A copy of the criminal history report will be mailed to the applicant along with the notice of denial.

If the credit information reveals information about the household that is not consistent with information about income or family composition on the application, or raises other questions, Seattle Housing will request a written clarification from the applicant. If the applicant does not respond, the application will be cancelled, subject to the cancellation and reinstatement policy described above.

If the applicant does respond but the response is not satisfactory, Seattle Housing will notify the applicant in writing that the application is denied based on failure to provide satisfactory documentation of income, family composition, or other eligibility factors. The notice will provide information on how to request an informal review as described in Chapter 20.

Family Briefing and Voucher Issuance

After an applicant household has cleared the credit/criminal history check, the family will be invited to the next available family briefing session, at which time they will pick up their voucher. The briefing is mandatory; no family will be issued a voucher until they have attended one.

Voucher briefings are described in Chapter 10.

G. Changes in Household Circumstances Prior to Lease-Up

Applicants who have been issued a Voucher but have not yet leased a unit with Voucher assistance are required to report all changes in their household income, assets, expenses, composition, student status, immigration status, and name changes in writing within 10 business days of the change.

Split Households While on the Waitlist

When a household on the waiting list splits into two eligible households for any reason, the household will be removed from the waitlist. If, within ten days of informing the Housing Authority that the household has divided, the households agree that one of the households should remain on the waitlist, the Housing...
Authority will replace the household name on the waitlist with the name of the household designated to remain on the waitlist.

**Split Households After Issuance and Before Lease-Up [24 CFR 982.315]**

In those instances when a family assisted under the Housing Choice Voucher Program becomes divided into two eligible families for any reason, and the new families cannot agree as to which new family unit should continue to receive the assistance, the HCV Manager shall consider the following factors to determine which of the families will continue to be assisted:

1. Which of the two new family units has custody of dependent children;
2. Which family member was the head of household when the voucher was initially issued (listed on the initial application);
3. The composition of the new family units, and which unit contains elderly or disabled members;
4. Whether domestic violence was involved in the breakup;
5. Which family members remain in the unit; and
6. Recommendations of social service professionals.

Documentation of these factors will be the responsibility of the requesting parties.

If documentation is not provided, Seattle Housing will terminate the Voucher on the basis of failure to provide information necessary for a determination of eligibility.
3B – 1.4a  CoC Written Standards for Orders of Priority

✓ Screen shot of location of written standards
✓ Written Standards as approved October 26, 2015
Resources for Partners

All Populations  Single Adults/Veterans  Families  Youth/Young Adults

HUD Prioritization for CoC-funded PSH – Adopted by Funder Allignment Committee October 2015

HUD Prioritization for CoC Funded PSH – As Adopted

2014 Crisis Response Planning

Interim Survival Mechanisms

Veteran and Single Adult Supporting Documents

(from time to time you might find a glitch in a form – particularly if you use Chrome. If so – contact Gretchen Bruce at 206-263-9085 or gretchen.bruc@allhomekc.org to trouble shoot. You may also need to check which form of Adobe Reader you have downloaded on your computer, and make sure you have the most recent version.)

Triage and Assessment for Veteran Single Adults

- COMPLETE PACKETS – VI-SPDAT + Supplemental Questions + ROI’s
  - VI-SPDAT SA Fillsheet + suppQ + ROI Does the Math For You! [updated 4.16 w/new ROI]
  - VI-SPDAT SA Blank + suppQ + ROI  [updated 4.16 w/new ROI]
  - Partial Packets – VI-SPDAT + Supplemental Questions (but no ROI)
    - VI-SPDAT, SingleAdultsKC, Fillsheet + suppQ Does the Math For You!
Written Standard
Orders of Priority for Dedicated and Prioritized Permanent Supportive Housing Beds (adopted by Funder Alignment Committee on October 26)

The Seattle-King County Continuum of Care requires all HUD Continuum of Care Program-funded permanent supportive housing projects to follow this order of priority when selecting participants for housing and in a manner consistent with their current grant agreement. This document is part of the Seattle-King County Continuum of Care.

Order of Priority in CoC Program-funded Permanent Supportive Housing (PSH) Beds Dedicated to Persons Experiencing Chronic Homelessness and Permanent Supportive Housing Prioritized for Occupancy by Persons Experiencing Chronic Homelessness

<table>
<thead>
<tr>
<th>First Priority</th>
<th>Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:</td>
</tr>
<tr>
<td></td>
<td>i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and</td>
</tr>
<tr>
<td></td>
<td>ii. The CoC or CoC Program recipient has identified the chronically homeless individual or head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs</td>
</tr>
</tbody>
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<tr>
<th>Second Priority</th>
<th>Chronically Homeless Individuals and Families with the Longest History of Homelessness</th>
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<td>A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:</td>
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</tr>
<tr>
<td>Third Priority</td>
<td>Chronically Homeless Individuals and Families with the Most Severe Service Needs</td>
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<td>ii. The CoC or CoC program recipient has identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.</td>
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<tr>
<th>Fourth Priority</th>
<th>All Other Chronically Homeless Individuals and Families</th>
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<td>A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:</td>
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<td>i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for on at least four separate occasions in the last 3 years, where the cumulative total length the four occasions is less than 12 months; and</td>
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<td>ii. The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.</td>
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</tbody>
</table>

Notes:

- Recipients of CoC Program-funded PSH should follow the order of priority above while also considering the goals and any identified target populations served by the project.
- Where a recipient of CoC Program-funded PSH beds that are dedicated or prioritized is not able to identify chronically homeless individuals and families, the order of priority below, for Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing Chronic Homelessness, may be followed.
- Recipients of CoC Program-funded PSH must exercise due diligence when conducting outreach and assessment to ensure that persons are served in the order of priority. Some persons, particularly those living on the streets or in places not meant for human habitation, might require significant engagement and contacts prior to their entering housing and recipients are not required to keep units remain vacant where there are persons who meet a higher priority within the CoC and who have not yet accepted the PSH opportunities offered to them. Street outreach providers should continue to make attempts to engage those persons and the CoC and CoC Program-funded PSH providers are encouraged to follow a Housing First approach to the maximum extent practicable.
- For eligibility in dedicated or prioritized PSH serving chronically homeless households, the individual or head of household must meet all of the applicable criteria to be considered chronically homeless.
**Order of Priority in Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing Chronic Homelessness**

Recipients of non-dedicated and non-prioritized PSH to offer housing to chronically homeless individuals and families first, but minimally would be required to place otherwise eligible households in an order that prioritizes, in a nondiscriminatory manner, those who would benefit the most from this type of housing, beginning with those most at risk of becoming chronically homeless. For eligibility in non-dedicated and nonprioritized PSH serving non-chronically homeless households, any household member with a disability may qualify the family for PSH.

<table>
<thead>
<tr>
<th>Priority Level</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
</table>
| First Priority| **Homeless Individuals and Families with a Disability with the Most Severe Service Needs.**  
An individual or family that is eligible for CoC Program-funded PSH who has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter for any period of time, including persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution and has been identified as having the most severe service needs. |
| Second Priority| **Homeless Individuals and Families with a Disability with a Long Period of Continuous or Episodic Homelessness.**  
An individual or family that is eligible for CoC Program-funded PSH who has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution and had been living or residing in one of those locations for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months. |
| Third Priority| **Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters.**  
An individual or family that is eligible for CoC Program-funded PSH who has been living in a place not meant for human habitation, a safe haven, or in an emergency shelter. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution. |
| Fourth Priority| **Homeless Individuals and Families with a Disability Coming from Transitional Housing.**  
An individual or family that is eligible for CoC Program-funded PSH who is coming from transitional housing, where prior to residing in the transitional housing lived on streets or in an emergency shelter, or safe haven. This priority also includes homeless individuals and homeless households with children with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and are living in transitional housing—all are eligible for PSH even if they did not... |
Definitions

1. Housing First.

Housing First is an approach in which housing is offered to people experiencing homelessness without preconditions (such as sobriety, mental health treatment, or a minimum income threshold) or service participation requirements and in which rapid placement and stabilization in permanent housing are primary goals. PSH projects that use a Housing First approach promote the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. HUD encourages all recipients of CoC Program-funded PSH to follow a Housing First approach to the maximum extent practicable. Any recipient that indicated that they would follow a Housing First approach in the FY 2013 CoC Project Application must do so for both the FY 2013 and FY 2014 operating year(s), as the CoC score for the FY 2013–FY 2014 CoC Program Competition was affected by the extent in which project applications indicated that they would follow this approach and this requirement will be incorporated into the recipient’s FY 2013 and FY 2014 grant agreement. HUD recognizes that this approach may not be applicable for all program designs, particularly for those projects formerly awarded under the SHP or SPC programs which were permitted to target persons with specific disabilities (e.g., “sober housing”).

2. Chronically Homeless.

The definition of “chronically homeless” currently in effect for the CoC Program is that which is defined in the CoC Program interim rule at 24 CFR 578.3, which states that a chronically homeless person is:

(a) An individual who:
   i. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

   ii. 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 least four separate occasions in the last 3 years; and

   iii. 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;

(b) 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 [as described in Section I.D.2.(a) of this Notice], before entering that facility; or

(c) 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 (as described in Section I.D.2.(a) of this Notice, including a family whose composition has fluctuated while the head of household has been homeless.

3. Severity of Service Needs. This Notice refers to persons who have been identified as having the most severe service needs.

(a) For the purposes of this Notice, this means an individual for whom at least one of the following is true:

i. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; or

ii. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing.

Severe service needs as defined in paragraphs i. and ii. above should be identified and verified through data-driven methods such as an administrative data match or through the use of a standardized assessment tool that can identify the severity of needs such as the Vulnerability Index (VI), the Service Prioritization Decision Assistance Tool (SPDAT), or the Frequent Users Service Enhancement (FUSE). The determination must not be based on a specific diagnosis or disability type, but only on the severity of needs of the individual.

(b) In states where there is an alternate criteria used by state Medicaid departments to identify high-need, high cost beneficiaries, CoCs and recipients of CoC Program-funded PSH may use similar criteria to determine if a household has severe service needs instead of the criteria defined paragraphs i. and ii. above. However, such determination must not be based on a specific diagnosis or disability type.

So adopted by Funder Alignment Committee on October 26, 2015.
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.

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

<table>
<thead>
<tr>
<th><img src="https://example.com/table.png" alt="Table" /></th>
<th><img src="https://example.com/table.png" alt="Table" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Universe (Persons)</strong></td>
<td><strong>Average LOT Homeless (bed nights)</strong></td>
</tr>
<tr>
<td>Previous FY</td>
<td>Current FY</td>
</tr>
<tr>
<td>1.1 Persons in ES and SH</td>
<td>10185</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>14053</td>
</tr>
</tbody>
</table>

*b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.*
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.

<table>
<thead>
<tr>
<th>Exit was from</th>
<th>Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)</th>
<th>Returns to Homelessness in Less than 6 Months (0 - 180 days)</th>
<th>Returns to Homelessness from 6 to 12 Months (181 - 365 days)</th>
<th>Returns to Homelessness from 13 to 24 Months (366 - 730 days)</th>
<th>Number of Returns in 2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># of Returns</td>
<td>% of Returns</td>
<td># of Returns</td>
<td>% of Returns</td>
<td># of Returns</td>
</tr>
<tr>
<td>Exit was from SO</td>
<td>10</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Exit was from ES</td>
<td>1106</td>
<td>74%</td>
<td>37</td>
<td>3%</td>
<td>48</td>
</tr>
<tr>
<td>Exit was from TH</td>
<td>1380</td>
<td>7%</td>
<td>12</td>
<td>1%</td>
<td>5</td>
</tr>
<tr>
<td>Exit was from SH</td>
<td>15</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Exit was from PH</td>
<td>1111</td>
<td>18%</td>
<td>13</td>
<td>1%</td>
<td>19</td>
</tr>
<tr>
<td>TOTAL Returns to Homelessness</td>
<td>3622</td>
<td>99%</td>
<td>62</td>
<td>2%</td>
<td>72</td>
</tr>
</tbody>
</table>
Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY PIT Count</th>
<th>2015 PIT Count</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered persons</td>
<td>8949</td>
<td>10122</td>
<td>1173</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>2906</td>
<td>3282</td>
<td>376</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>42</td>
<td>44</td>
<td>2</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>3265</td>
<td>2993</td>
<td>-272</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>6213</td>
<td>6319</td>
<td>106</td>
</tr>
<tr>
<td>Unsheltered Count</td>
<td>2736</td>
<td>3803</td>
<td>1067</td>
</tr>
</tbody>
</table>

Metric 3.2 – Change in Annual Counts

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total sheltered homeless persons</td>
<td>14322</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>10299</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>4614</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>1309</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased earned income</td>
<td>19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>1%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Performance Measurement Module (Sys PM)

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td></td>
<td>1309</td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased non-employment cash income</td>
<td></td>
<td>235</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td></td>
<td>18%</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td></td>
<td>1309</td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased total income</td>
<td></td>
<td>243</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td></td>
<td>19%</td>
<td></td>
</tr>
</tbody>
</table>

Metric 4.4 – Change in earned income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td></td>
<td>664</td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased earned income</td>
<td></td>
<td>98</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td></td>
<td>15%</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td></td>
<td>664</td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased non-employment cash income</td>
<td></td>
<td>214</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td></td>
<td>32%</td>
<td></td>
</tr>
</tbody>
</table>

Metric 4.6 – Change in total income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td></td>
<td>664</td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased total income</td>
<td></td>
<td>292</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td></td>
<td>44%</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH or TH during the reporting period.</td>
<td></td>
<td>14836</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td>3188</td>
<td></td>
</tr>
<tr>
<td>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).</td>
<td></td>
<td>11648</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH, TH or PH during the reporting period.</td>
<td></td>
<td>17771</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td>3633</td>
<td></td>
</tr>
<tr>
<td>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.)</td>
<td></td>
<td>14138</td>
<td></td>
</tr>
</tbody>
</table>

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 2016.
Performance Measurement Module (Sys PM)

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons who exit Street Outreach</td>
<td></td>
<td>161</td>
<td></td>
</tr>
<tr>
<td>Of persons above, those who exited to temporary &amp; some institutional destinations</td>
<td></td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td></td>
<td>47</td>
<td></td>
</tr>
<tr>
<td>% Successful exits</td>
<td></td>
<td>52%</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in ES, SH, TH and PH-RRH who exited</td>
<td></td>
<td>13899</td>
<td></td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td></td>
<td>3506</td>
<td></td>
</tr>
<tr>
<td>% Successful exits</td>
<td></td>
<td>25%</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in all PH projects except PH-RRH</td>
<td></td>
<td>6964</td>
<td></td>
</tr>
<tr>
<td>Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations</td>
<td></td>
<td>6560</td>
<td></td>
</tr>
<tr>
<td>% Successful exits/retention</td>
<td></td>
<td>94%</td>
<td></td>
</tr>
</tbody>
</table>