1A. Continuum of Care (CoC) Identification

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

1A-1. CoC Name and Number:   WA-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 application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

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

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including electing CoC Board Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>EMT/Crisis Response Team(s)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability Advocates</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Youth Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>School Administrators/Homeless Liaisons</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Domestic Violence Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>LGBT Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Agencies that serve survivors of human trafficking</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other homeless subpopulation advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.

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

Intentional Recruiting for broad membership perspectives on CoC Board/Committees (Funder Alignment, Consumer Advisory, CEA, System Performance): PHA, VA, people w/ lived experience, Outreach & Housing providers, Drop-In Centers, CBO’s serving Immigrant and Refugees, Native populations, LGBTQ, DV, YYA, HCHN.

Solicit stakeholder opinion: 1) via survey & focus group. Most current input re: how housing debt, arrears, eviction, create barriers to housing; listening sessions in Summer 2017 input CEA redesign. 2) via stakeholder meetings: CoC Annual Conference open stakeholder meeting (150+); Racial equity summit (100+); HCHN aging in place summit (75+); Refugee Housing Taskforce (100+). 3) via monthly Provider Consortium for feedback to CoC Board. Consideration & action incorporated into committee, board, staff work plans; training offerings; funding priorities. All engage people with lived experience.

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

Membership open to all. Social media (Facebook/Twitter), email communication, mainstream media communication tools used to draw new membership (1,666 likes on Facebook, 908 on Twitter, over 500 active users access All Home website on any week). Website invites community sign up for weekly newsletter (distribution 3500) for info on CoC efforts to prevent/end homelessness. Event calendar lists all Committee meetings, trainings, membership events, with open invitation. Hosts special events/forums (Housing First Forum & Racial Equity and Homelessness Forum) w/ community experts, people with lived experience, local providers together for discussions and partnerships. Consumer Advisory Council (CAC) membership expanded participation/perspective in 2016. CAC & Provider Consortium hold meetings prior to monthly Coordinating Board on policy/decision making items. Facilitate population/regional specific listening sessions for consumer input (5 sessions in 2017).

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

New projects ID’d for HUD CoC funds thru multiple CoC funding rounds included in single Combined Funders NOFA announced annually in June (6/30/17) for capital, operating, rent, services for non-timed limited housing. Reflects priorities outlined in CoC Strategic Plan (2015-2019) w/specific focus on PH. NOFA/RFP notification issued thru: All Home website, weekly newsletter (3,500), funder distribution lists. NOFA priorities established by All Home Funder Alignment Committee (Seattle, King Co, United Way of King County, A Regional Coalition for Housing (ARCH), King County/Seattle Housing Authorities, Building Changes, & suburban cities). All new PSH projects creating new housing units for high need households meeting HUD program requirements, including chronic homelessness are ID’d through the NOFA & related applications, review & scoring processes and prioritized for HUD CoC Program funding. 5 new sub-recipients added 2015-2017: ETS, Harborview, Neighborhood House, THS, YMCA
1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

<table>
<thead>
<tr>
<th>Entities or Organizations the CoC coordinates planning and operation of projects</th>
<th>Coordinates with Planning and Operation 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 Department of Justice (DOJ) resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through Health and Human Services (HHS) resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through other Federal resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through state government resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through local government resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through private entities, including foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Other: (limit 50 characters)</td>
<td></td>
</tr>
</tbody>
</table>

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

CoC ESG recipients: Seattle, King Co, WA Statewide (Auburn, Bellevue, Federal Way, Kent, Kirkland, Redmond, Renton, Shoreline). All members CoC Board/Committees. Funder Alignment Com. coordinates all fund sources
including CoC & ESG co-chaired by Seattle & WA Statewide (Redmond). Combined Funder NOFA/RFPs include CoC/ESG funds, managed by CoC staff. CoC part of WA ESG/WA State CoC Planning. CoC manages/distributes WA ESG via RFP. HIC/PIT data to all con-plan jurisdictions (Auburn, Bellevue, Federal Way, Kent City, King County, Seattle, Washington state-wide). All: 1) participate in PIT Count/lead regional teams for unsheltered count; 2) access HMIS/receive regular updates re: needs/characteristics of homeless persons in their region; 3) members of SYS PM Committee, inform target/affirm PIT methodology/oversee HMIS. CoC presents PIT data to County/City Councils/provide Con Plan input (8-10 presentations 2016-2017). Meets monthly w/Suburban Cities Association (38 suburban cities)

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

Prioritizing safe/conf, households fleeing DV eligible for CEA +/- or DV housing resources. Survivor choice. Day One online confidential bed bank. Survivors decline/accept referrals based on want/need. All CoC providers & CEA staff trained by WA State Coalition Against DV to screen for safety, security, confidentiality, & begin exploration of safe/stable housing options & connect survivors w/ DV support ASAP. All CoC trained in following DV data collection policies & will not track personally identifying info for those actively fleeing DV. CEA in compliance w/ safety planning & access to DV svcs as required by HUD CE Notice. Mobility policy allows referral to other confidential housing/community svcs as needed/requested by survivor. All staff guided by Hsing 1st practices/trained in person-centered services & trauma-informed. CoC funders also receive training & tools to ensure program alignment w/ these principles. DV housing funded w/ ESG/CoC. No ID info entered in HMIS or CE System

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

Training per above + Trauma-Informed Care (DV partners facilitate) part of quarterly best practice series for CoC providers & CEA RAPs. DV partners facilitate other trainings re: principles of Hsing 1st & Harm Reduction. Advanced TIC training assist orgs to be trauma-informed fall/winter 2017. Annual King Co DV Symposium convenes nat’l experts in TIC/best practice (DOJ/VAWA) 

Data re: scope of need: (1) annual PIT survey (2) WA DV Coalition. Of respondents, 40%- history of DV, 7% current experience; DV listed as primary
cause of homelessness for subpops at high rate: 58% ID as LGBTQ; 54% families; 43% unaccompanied YYA. King Co part of demo to align DV system w/ Hsing 1st, includes eval. Results informed reallocation of CoC funded DV to RRH.

CoC relies on DV partners to inform safety/planning protocols. CEA policies include DV-specific safety protocols. Upon ID, victim/survivor referred to DV services (client choice). No ID information entered into HMIS or CE System

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

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

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry</th>
<th>PHA has General or Limited Homeless Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renton Housing Authority</td>
<td>6.00%</td>
<td>No</td>
</tr>
<tr>
<td>Seattle Housing Authority</td>
<td>47.20%</td>
<td>Yes-Both</td>
</tr>
<tr>
<td>King County Housing Authority</td>
<td>54.70%</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-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy.

(limit 1000 characters)

Three Housing Authorities (HA) operate in WA-500: Seattle (SHA), King Co (KCHA), Renton (RHA) work actively with CoC. CoC & RHA collaborate on homeless-specific projects, although RHA does not have homeless preference in place. In 2016 RHA worked with CoC to prevent HCV renters from being evicted, leading to City of Renton adding source of income discrimination to tenant protections. RHA directly supports CoC w/ homeless housing. RHA/CoC collaboration: Homeless families- Cedar: 10 RHA units/CoC funds staff (CCS); 11 PBV- Vision; 6PBV- DV; Vets- administers 50 VASH-(22 at Renton Vets). CoC is developing a stronger working relationship w/ RHA to encourage homeless focus & preference.

SHA & KCHA have homeless preference, & are active in CoC. SHA serves on CoC Coordinating Board, SHA & KCHA active on Funder Alignment & Sys
Performance Committees, & Veteran Leadership & Vet Operational Leadership Teams. Pierce Co HA noted in crosswalk is neighboring HA in WA-503 with a few transfer

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

(limit 1000 characters)

All YYA progs in HMIS collect LGBTQ info per RHY. Housing First & Harm Reduction quarterly training incorporates Fair Housing/anti-discrimination policies/principles to reinforce equal access to prevent discrimination based on gender/sexual orientation. Historical and cultural trauma covered in quarterly Trauma Informed Care training w/ provider tools critical to LGBTQ. LGBTQ training/TA part of YA/Family Homelessness Prevention Initiative. Contracted w/ NW Network of BI, Trans, Lesbian, & Gay Survivors of Abuse to directly support Youth Advisory Board for YHDP grant. HHS LGBTQ demo program +8 YYA beds in CoC. 9/ 2016 Funders Statement re: revised set of standardized screening criteria, common language, reduced barriers to homeless housing, services aligned with Hsing 1st principles. Standardized criteria added to all King Co, Seattle, United Way contracts. Anti-Discrimination policy integrated in all CoC policies/practices, all homeless funding contracts, CEA operations manual

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

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaged/educated local policymakers:</td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Engaged/educated law enforcement:</td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Engaged/educated local business leaders</td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>Implemented communitywide plans:</td>
<td><strong>X</strong></td>
</tr>
<tr>
<td>No strategies have been implemented</td>
<td></td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
</tr>
<tr>
<td>CB members on Seattle encampment policy task force</td>
<td><strong>X</strong></td>
</tr>
</tbody>
</table>
When "No Strategies have been implemented" is selected no other checkbox may be selected.
1D. Continuum of Care (CoC) Discharge Planning

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

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

<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></td>
</tr>
<tr>
<td>Correctional Facilities:</td>
<td>X</td>
</tr>
<tr>
<td>None:</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<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>Service Type</td>
<td>Available</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------</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>
1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

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

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

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

<table>
<thead>
<tr>
<th>Used Objective Criteria for Review, Rating, Ranking and Section</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Included at least one factor related to achieving positive housing outcomes</td>
<td>Yes</td>
</tr>
<tr>
<td>Included a specific method for evaluating projects submitted by victim service providers</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

(limit 1000 characters)

Severity of need & vulnerabilities core to CoC ranking & selection. CoC drives project/system-wide performance thru local priorities (exits to PH, length of stay in homelessness/vulnerability, rate of return). CoC established system priority for chronically homeless & System Priority Measure for PH in the ranking & selection process (30% of total points). CoC APR data for 4/1/16-3/31/17 was primary data source for evaluating each project by population and program type compared to local targets/expectations. Final project ranking informed by the extent: 1) project met the CoC system priority for serving exclusively those who are Chronically Homeless (CH), are highly vulnerable and long term homeless; 2) participants remained stably housed (12 months or longer) or moved to other suitable permanent housing; 3) persons were connected to a source of income (cash or non-cash); Consideration included adherence to Housing First and prioritizing those living on streets, in shelter.
1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.

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

<table>
<thead>
<tr>
<th>Public Posting</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC or other Website</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Mail</td>
</tr>
<tr>
<td>Advertising in Local Newspaper(s)</td>
</tr>
<tr>
<td>Advertising on Radio or Television</td>
</tr>
<tr>
<td>Social Media (Twitter, Facebook, etc.)</td>
</tr>
</tbody>
</table>

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

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

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between FY 2013 and FY 2017 CoC Program Competitions.
No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

**Reallocation:** Option 2
No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

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

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

09/12/2017

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

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

09/12/2017
2A. Homeless Management Information System (HMIS) Implementation

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

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

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

2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/ MOA. charter pages 2, 3 & 4


2A-3. What is the name of the HMIS software vendor? Bitfocus

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

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

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2017 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>3,498</td>
<td>231</td>
<td>2,592</td>
<td>79.34%</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>2,902</td>
<td>443</td>
<td>1,837</td>
<td>74.71%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) beds</td>
<td>781</td>
<td>12</td>
<td>769</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH)</td>
<td>5,469</td>
<td>0</td>
<td>4,413</td>
<td>80.69%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) beds</td>
<td>2,086</td>
<td>58</td>
<td>1,983</td>
<td>97.78%</td>
</tr>
</tbody>
</table>

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

WA-500 < 85% in 3 areas.

ES 79.34% - 185 bed gap. Now 81.30% - 121 bed gap (now in: Kenmore 27, Julia’s 22, Rotating 15). Total gap (571 beds) mostly faith-based (FBO): BofL & UGM. 428/75% = UGM. CoC in active dialogue W/ UGM for HMIS participation. UGM considering our HMIS database platform for their new database. 92% coverage with UGM participation.

TH – 74.71% - 253-bed gap. Working on bringing Wellspring TH into HMIS (105). Work with UGM noted under ES will get us over 85%. Most of remainder are also FBO (Acres, Jubilee, Ply HoH, Vine Maple, Vision, WayBack). As we realign projects from TH to RRH, increasing proportion of TH are FBO. We continue work to engage FBO in HMIS.

PSH – 80.69% 236 bed gap. Of beds not in HMIS, 90% (955 beds) are VASH. Local PHA (KC, Renton, Seattle) strong partners; CoC working w/ PHA & meeting regularly w/VA to include VASH in HMIS. Non-VASH PSH under devel. (388 beds) all in HMIS will improve coverage

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

2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 05/04/2017
2B. Continuum of Care (CoC) Point-in-Time Count

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

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

01/26/2017

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

05/04/2017
2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

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

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

The 2017 Sheltered Count was essentially unchanged. For emergency shelters and transitional housing projects not participating in the HMIS a new survey tool was utilized to gather data (using on-line technology), but the data collected was not changed. The use of the new tool had no impact on the CoC’s sheltered Point-in-Time results.

2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? No

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

| Beds Added: | 0 |
| Beds Removed: | 0 |
| Total: | 0 |

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

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

| Beds Added: | 0 |
| Beds Removed: | 0 |
| Total: | 0 |
2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017? CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

Yes

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

PIT method change from known area to 100% census tract blitz; special YYA count included; stipends for homeless-experienced guides; enhanced vehicle/encampment count; more detailed & in-person representative survey extrapolated for demographics. CoC worked w/ consultant (ASR) w/ nat’l approved methodology. Data from temporally & numerically expanded street & service-based in-person survey used to estimate subpop substantially increased CH, vet, YYA, & family numbers. Overall increase impacted by increased coverage coupled w/ real increase (high & increasing rent/low vacancy, heroin epidemic) & inclusion of homeless high-density area excluded in 2016 for safety reasons.

For data quality: CoC convened diverse steering committee to inform locations/survey, etc.; recruited add’l & specialized vols, formalized guide role, & implemented enhanced training – both in-person & video. Dedicated survey-based YYA count to improve data on YYA homelessness; w/ de-duplication from street count.

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

Yes

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

Estimate of # unaccompanied YYA: integration of YYA + general street (visual/survey) + sheltered counts. YYA surveyed during YYA site- & street-based survey de-duplicated w/ unique ID. YYA count method used in prior years + youth-led street count. Survey of YYA at 73 locations, +focused effort to survey unsheltered YYA conducted by approx 50 peer surveyors & 20+ youth outreach staff CoC-wide. Tool modified to include core data for HUD reporting; ensure
adequate de-dup thru unique ID. YYA count previously day b/4 PIT; 2017 all YYA count activities on PIT

Planning for new street-based survey included reps from several youth providers & YYA w/ lived experience. 1/2017, Applied Survey Research facilitated focus group where YYA ID’d locations unsheltered YYA congregate. Plus hot spots ID’d by youth outreach. 12 agencies recruited YYA w/ lived experience & line staff to participate in planning & implementing. YYA-specific trainings + 2 planning mtgs w/ YYA ptnrs & weekly e-mail update

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

Sheltered in these subops are well enumerated through HMIS & sheltered survey. For unsheltered CoC implemented more robust survey tool, & expanded time frame for location & # of surveys to better count chronic, families w/ children, & Vets. Data collected thru survey extrapolated to more accurately represent these subps. Vets previously ID’d by survey, w/ survey more limited & implemented in fewer locations. More robust 2017 survey & related extrapolation is effort to better count Vets. CH previously ID’d thru survey of providers who ID’d documentable CH on caseloads. 2017 expansion included street-based survey, & extrapolation, is effort to better count CH not system connected. Survey tailored to local needs/approach; developed by diverse committee including currently homeless w/ implementation by currently homeless & representative survey coverage. Planning Committee included orgs w/ tailored services for CH, Vets, YYA, & families plus VA & CH outreach coordinators
3A. Continuum of Care (CoC) System Performance

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

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

1st-time homeless 2015-16 increased from 6,574 to 7,214 (10% increase). Overall # increase, but % of total homeless that are first-time homeless decreased 74% to 70%.

Use HMIS inflow data to learn about newly homeless (sub pop, geog, demog) & inform policy/ funding. Custom Targeted Prevention Screening Tool creates score based on risk factors/vulnerabilities (past homeless history, young HH, pregnant/parenting child <6) ID most at-risk for targeted assist.

2017-18: 1) HMIS SYS PM & gap data informed YYA & Fam Prevention Initiative RFP: funds 26 community programs (LGBTQ, imm/refugee) for tailored/culturally appropriate svcs w/financial assist; 2) Added diversion/prevention/flexible funds at CEA RAPS; 3) Developed diversion curriculum w/quarterly training, added prob solving re: preserving natural community supports/quickly ID safe shelter alternative; 4) New laws/ordinances increased tenant protections; 5) Preserve/add affordable housing

Responsible: All Home Director

3A-2. Performance Measure: Length-of-Time Homeless. CoC’s must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC’s strategy to reduce the length-of-time individuals and families remain homeless.
(limit 1000 characters)
Average length of time homeless (LOT) 2015-16 decreased in ES/SH by 3 days (76 to 73) and ES/SH/TH by 6 days (140 to 134). Implemented system-wide performance targets in 2016 and added system targets/min standards in performance based contracts/funding processes. 2017 Q1 to Q2 LOT from 93 to 74 days across ES/TH/ RRH to exit; ES stays reduced from 55 days to 32.

Convened time-limited workgroups to rapidly focus on individual performance metrics including length of stay in shelter. Created new low-barrier shelter for 75 individuals providing 24/7 housing-focused case management, mental/behavioral health services, connections to mainstream benefits. CoC increased navigation at ES to increase housing placement. 2016-2017 converted some TH to PH including RRH, converted TH to joint TH/RRH model. Long-Term Shelter Stayer Initiative uses HMIS to ID individuals w/longest stay in shelter. LOT a CEA prioritization factor.

Responsible: All Home Director

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

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

(limit 1000 characters)

2015-16 successful exits to PH increased by 1,085 (9% increase in proportion of successful exits). PH retention & exits to PH increased by 343 (1% increase w/95% retention rate).

2015-16: expanded RRH w/ongoing communities of practice; increased CoC Program PSH stock [KC Scattered Sites TBRA; Interbay]; CTI trainings introduced for RRH.

2017-18: Q'terly SYS PM dashboards to inform funding; Revamp landlord initiative to increase private market housing/LL engagement; Expand housing navigators to shelters & CEA access points; CEA prioritization/By Name Calls expanded for families/YYA/Veteran/Single Adult/long term shelter stayers; 100 Day Youth Challenge, implement YHDP w/Bridge Housing (joint TH/RRH model); Create new PH Unit pipeline: PHA voucher commitments in local Combined NOFA, Implement CoC-funded PSH-CH TBRA, Include 1new TH-RR, 7 PSH w/2017 NOFA submission; Secure new HUD VASH vouchers; Explore shared housing /modular / ADU.

Responsible: All Home Director


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

Rate of return 2015-2016 decreased from 12% to 11%.

2015-16: Used HMIS to ID patterns of returns/points for assertive outreach and diversion; funded regional network of 11 programs ($2.8M) for comprehensive diversion/prevention services (short term rent assistance/stability services); Implemented custom screening tool to identify those most likely to return to homelessness for service prioritization. Rate of return for Q3 2016 – Q2 2017 decreased to 8%

2017-18: Continue YMCA Housing Stability Program to support YYA post system exit; Expand diversion/prevention funding; continue use of Screening Tool & target HH w/ prior homeless history; continue system-wide capacity building & TA; key meas. for RRH continuous improvement; tailor training to focus on maintaining long-term stability; and continue affirmative connections to employment & education opportunities; increase access to income supports (SSI/SSDI, childcare, TANF)

Responsible: All Home Director

3A-5. Performance Measures: Job and Income Growth
Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC’s strategy to increase job and income growth from employment, non-employment including mainstream benefits.  
(limit 1000 characters)

Raikes Foundation connected employment to CoC-funded RRH YA project. CoC funds Career Launch Pad (164 YA enrolled), Career Connections (106 YA enrolled), Clear Path to Employment (110 YA enrolled). Supplement CEA Navigators (YWCA/TRAC/Nhood House) to co-enroll in mainstream services. Partnered w/WorkSource moved culture from “employment ready” to “employment first”. Two WorkSource hiring events for low income, homeless job seekers w/same day hiring (53 hires). CoC funded programs SOAR trained, 65% of adults exit w/Medicaid, 21% w/SSI. Cross-sector training re: improved access/utilization of local benefit, employment, financial systems for providers included in Phase 2 of All Home training plan. Nat’l Connections Project/Heartland Alliance trained CEA assessors/navigators in “employment first” (12/2016). Employment/housing first promoted in provider learning collaborative/webinars.

Responsible: All Home Director

3A-6. Did the CoC completely exclude a geographic area from the most recent PIT

No
count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests).

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

N/A

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

06/02/2017
3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

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

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

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.</td>
<td>1,896</td>
<td>2,413</td>
<td>517</td>
</tr>
</tbody>
</table>

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

Total number of beds dedicated as Dedicated Plus: 20
Total number of beds dedicated to individuals and families experiencing chronic homelessness: 1,671
Total: 1,691

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

Yes

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

<table>
<thead>
<tr>
<th>Factor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>History of or Vulnerability to Victimization</td>
<td>X</td>
</tr>
<tr>
<td>Number of previous homeless episodes</td>
<td>X</td>
</tr>
</tbody>
</table>
3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of becoming homeless.

(limit 1000 characters)

Families access service thru CEA RAP, 211, outreach, shelter, school. CoC diversion seeks options outside homeless system (safe/stable hsg & flex funds) before completing CEA assessment. CE priority on LOT. Quarterly diversion training, target resources to HH w/ more need. Increase capacity, training/TA re: hsg 1st models that rely on private market. Landlord Liaison Program develops non-profit/private LL partnerships. RRH learning circle focused on hsg location strategies. All RRH have dedicated housing locators &/or LL advocacy to reduce length of housing search, w 30 day target.

Q3 2016 – Q2 2017, average 110 days to move-in, 174 days of assistance, 74% gain PH, only 6.8% return after 6 months. Joint provider & RRH/shelter contract monitor training focused on decreasing LOT pairing hsg 1st w/housing location strategies. 2016: 524 RRH exits to PH. CoC introduced CTI training to decrease LOT for HH w/barriers.

Responsible: All Home Director

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

<table>
<thead>
<tr>
<th>Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.</th>
<th>2016</th>
<th>2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>631</td>
<td>156</td>
<td>-475</td>
</tr>
</tbody>
</table>

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

(limit 1000 characters)

2016: All Home & local funders endorsed a set of standardized screening criteria for projects serving persons experiencing homelessness. Standards
align w/ HUD guidance & Housing First practices to ensure access to housing/resources with no preconditions. Standards are included in all ES, TH, PSH, RRH contracts, including HUD CoC Program, ESG, local King Co, City of Seattle, & United Way. When adopting these standards, CoC provided further guidance regarding anti-discrimination/Fair Housing, clarifying policies to ensure housing & services are not denied to anyone based on age, gender, race, sexual orientation, marital status or disability; & reinforcement of policies ensuring families are not denied shelter or required to separate based on gender or age of family members. CEA reinforces these standards when making referrals & coordinates with appropriate funders to intervene if a referral is denied based on a protected class or in opposition to the low-barrier screening standards.

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

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

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

<table>
<thead>
<tr>
<th>History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)</th>
<th>X</th>
</tr>
</thead>
<tbody>
<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>X</td>
</tr>
<tr>
<td>Bad Credit or Rental History</td>
<td>X</td>
</tr>
</tbody>
</table>

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

2016 - implement CoC funded YYA RRH. Enrolled 70; 56 in PH w/in 1st 9 mos. Private funding- creation of Host Homes/YYA Diversion for housing outside
system. Eval of expanded YYA diversion- 78% exit to PH; 21% to temp safe housing/“other” (i.e. stable housing w/family outside KC). Explore opportunities to sustain/expand Host Homes/prioritize continued YYA Diversion. 20 PH beds-Marion West, +2 shelters (YCare, NHorizons). YMCA launched Youth Villages Model for YYA exiting foster care. 10 YYA Navigators.

2017: 100-day challenge piloted shared housing, resulted in 330 housed; learnings for ongoing policies/procedures. +8 LGBTQ beds (HHS LGBTQ Demo), +20 <18 shelter beds- HOPE Center

$5.4M Youth Homelessness Demonstration award. Community Plan includes: navigation/diversion, multi-disciplinary teams- support YYA referred by other systems i.e., court, child welfare, education; bridge housing model to expedite exit from TH to PH/ case management/financial supports & progressive engagement. YHDP includes peer outreach/mentor for unsheltered YYA- low-barrier services where YYA are.

Youth Funder Group - 15+ public/ private funders meet quarterly to review YYA homeless response, strategize opportunities & highlight resource gaps that funders present might address

PIT, Voice of Youth Count, HMIS data used to evaluate system response. Private support for YYA data analysis- Scenario Planning Tool to model system outcomes. Reaffirmed expanded diversion/prevention/more RRH

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

MV liaisons/school partners participate in CoC- Puget Sound ESD, Seattle Ed Access & Public Libraries (YYA Advisory Committee). PSESD formalized partnership w/ CoC 10/27/16. CoC member of Schoolhouse WA (statewide funders, philanthropy) state/local ed partnership to improve hsing stability/ed success of homeless students; 2016: led to new Homeless Student Stability & Opportunity Gap Act; awarded funds to local Districts to address student homelessness. Fed Way: improved ID of unaccompanied homeless students 2015-16 to 16-17; Kent: new dedicated unaccompanied youth liaison last year (OSPI grant) Seattle alternative schools in homeless YYA drop-in centers. Highline & Seattle Schools teamed w/non-profit & KCHA/SHA to address rising # of homeless students & connect to PHA HCV/RRH/services. Seattle King Co. Coalition on Homelessness hosts annual cross system training w/ 75+ homeless providers & school personnel/state reps on ed rights for homeless & unstably housed

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

<table>
<thead>
<tr>
<th>MOU/MOA</th>
<th>Other Formal Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2017 CoC Application</td>
<td>Page 28</td>
</tr>
<tr>
<td>Service</td>
<td>Yes</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Early Childhood Providers</td>
<td>No</td>
</tr>
<tr>
<td>Head Start</td>
<td>No</td>
</tr>
<tr>
<td>Early Head Start</td>
<td>No</td>
</tr>
<tr>
<td>Child Care and Development Fund</td>
<td>No</td>
</tr>
<tr>
<td>Federal Home Visiting Program</td>
<td>No</td>
</tr>
<tr>
<td>Healthy Start</td>
<td>No</td>
</tr>
<tr>
<td>Public Pre-K</td>
<td>No</td>
</tr>
<tr>
<td>Birth to 3</td>
<td>No</td>
</tr>
<tr>
<td>Tribal Home Visiting Program</td>
<td>No</td>
</tr>
</tbody>
</table>

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

(Please limit 1000 characters)

- PIT- all asked if ever in military. Vet-specific outreach, triage thru VA or WA-DVA call center, thru VA Hsing /Outreach, CRRC, or Coord. Entry (CEA). CoC triage tool= VI-SPDAT; includes vet status; 200 community assessors. Diversion pilot at CRRC, Vet centers. Vets enrolled in svcs not assessed - flag in HMIS alerts providers to advise of vet resources & promote assessment. Upon ID vet referred to vet-specific path: Navigation support & Vet Operational Leadership Team (VOLT); VA, SSVF, GPD, WA DVA, locally-funded vet outreach, CEA. VA look-up vet in real time to ID eligibility for VA-funded svcs. w/ warm hand-off to non-VA orgs. SSVF, VASH & vet navigator assigned thru CEA & confirmed / reassigned thru VOLT case conf. Vet Leadership Team co-chaired by CoC & VAMC to align funds & strategy to house all vets. 9/2016 goal: house 68 vet families by 8/2017; housed 97. Coord. realignment of GPD proj. In Built for Zero w/ monthly data & webinars. VA & HMIS lead executed HMIS agreement.

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

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

**3B-3.4.** Does the CoC have sufficient resources to ensure each Veteran is assisted to quickly move into permanent housing? **No**
using a Housing First approach?
4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

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

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

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

4A-1a. Mainstream Benefits

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

(limit 1000 characters)

Mainstream partners (DSHS, VA/WDVA, Workforce, Legal Aid, HCHN) in monthly population meetings/system workgroups, partner to provide direct pathways to service access (CEA/Prevention). By-name List case conf includes mainstream for direct service access. Regular SOAR & Cross Agency Systems Training (CAST) on CoC website/training calendar offered q’tly w/ overview of service systems & access; includes behavioral health, crisis svcs, police, ADS, child welfare, juvenile justice, special ed, probation/court, DD, VR, Vet, Pub Health, DSHS. CoC TA plan has cross-sector training for homeless hs'ing providers to improve access/utilization of local benefit, job, financial systems. 2016: CoC & Building Changes hosted Performance Partnership Summit. Led to 2 summits to train providers on mainstream benefits/behavioral health access, eligibility, services, to improve services/outcomes. 2017 Medicaid

waiver partnership and HCHN Aging in Place summit.

Responsible: All Home Director

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)</td>
<td>65.00</td>
</tr>
<tr>
<td>Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected “low barrier” in the FY 2017 competition.</td>
<td>64.00</td>
</tr>
<tr>
<td>Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as “low barrier”</td>
<td>98.46%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal)</td>
<td>65.00</td>
</tr>
<tr>
<td>Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.</td>
<td>64.00</td>
</tr>
<tr>
<td>Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.</td>
<td>98.46%</td>
</tr>
</tbody>
</table>

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

- 2016 CoC-wide Outreach wkgp to standardize practice / map areas to cover CoC 100%. Outreach teams i.e, DESC HOST (severe MI); REACH (un- & sanctioned camps); Ycare (YYA camps); CHA (vehicles) & UGM, VA, PATH, HCHN, CFH, KC BH, Redmond, Valley Cities. Teams implement daily outreach in known settings- meals, day centers, encampments, clinics, parks, libraries, & data driven hot-spotting- citizen calls, 911 calls, known areas. Rural areas covered; need more staff. Effort targets unsheltered w/ assertive engagement, VI-SPDAT, care coord, lang. line, hsing navigation. Teams tailor outreach to special needs/barriers & ID hardest to reach. Coord Entry Regional Access ensure full CoC geog coverage w/ YA outreach, mobile assessors, 200+ community assessors, & CEA navigators to support those least likely to request help. Includes multi-lingual staff & interpreters including Braille / sign language; transport support. Those w/out phone/internet ID contacts & known locations for timely contact

### 4A-5. Affirmative Outreach
Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach. 

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

(1000 characters)

CoC partners w/ local fair housing offices for ongoing training re discrimination/fair housing. Coord entry (CEA) in compliance with HUD Notice for CE Systems & non-discrimination. CoC & CEA written policies/ procedures, require compliance w/ applicable civil rights & fair housing law for all recipients. Also assures CE agencies comply w/ equal access & nondiscrimination provisions of Fed civil rights laws, & does not use data collected from assessment to discriminate or prioritize housing/ services on a protected basis. CoC training reinforces fair housing in screening, intake, & enrollment protecting current & prospective participants HMIS consent in 6 languages & braille, disability accommodation to complete triage tool, RAPs ensure effective communication tools for persons w/disabilities, staff multi-lingual, contracted interpreter services, community based assessors located in areas disproportionally affected by homelessness. CEA entry points ADA accessible, w/ mobile access.

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

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH beds available to serve all populations in the HIC</td>
<td>2,291</td>
<td>781</td>
<td>-1,510</td>
</tr>
</tbody>
</table>

### 4A-7. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction?

No

### 4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statutes who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3).

No
4B. Attachments

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

<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>Rejection-Reduction</td>
<td>09/25/2017</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>CoC Rating and Ra...</td>
<td>09/26/2017</td>
</tr>
<tr>
<td>04. CoC's Rating and Review Procedure: Public Posting Evidence</td>
<td>Yes</td>
<td>Public Posting Pr...</td>
<td>09/25/2017</td>
</tr>
<tr>
<td>05. CoCs Process for Reallocation</td>
<td>Yes</td>
<td>CoC Process for R...</td>
<td>09/22/2017</td>
</tr>
<tr>
<td>06. CoC's Governance Charter</td>
<td>Yes</td>
<td>Governance Charter</td>
<td>09/25/2017</td>
</tr>
<tr>
<td>07. HMIS Policy and Procedures Manual</td>
<td>Yes</td>
<td>HMIS Policy and P...</td>
<td>09/21/2017</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>PHA Administration...</td>
<td>09/21/2017</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>CoC Written Stand...</td>
<td>09/22/2017</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>FY 2017 CoC Compe...</td>
<td>09/21/2017</td>
</tr>
<tr>
<td>14. Other</td>
<td>No</td>
<td>Renewed-New 1E-5a</td>
<td>09/25/2017</td>
</tr>
<tr>
<td>15. Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment Details

Document Description: Rejection-Reduction

Attachment Details

Document Description:

Attachment Details

Document Description: CoC Rating and Ranking Procedure - Public Posting

Attachment Details

Document Description: Public Posting Project Selections, Ranking

Attachment Details

Document Description: CoC Process for Reallocation
Document Description: Governance Charter

Attachment Details

Document Description: HMIS Policy and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Administration Plan

Attachment Details

Document Description:

Attachment Details

Document Description: CoC Written Standards for Order of Priority

Attachment Details
Document Description:

Attachment Details

Document Description: FY 2017 CoC Competition Report - WA-500

Attachment Details

Document Description: Renewed-New 1E-5a

Attachment Details

Document Description:
**Submission Summary**

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

<table>
<thead>
<tr>
<th>Page</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A. Identification</td>
<td>08/23/2017</td>
</tr>
<tr>
<td>1B. Engagement</td>
<td>09/26/2017</td>
</tr>
<tr>
<td>1C. Coordination</td>
<td>09/26/2017</td>
</tr>
<tr>
<td>1D. Discharge Planning</td>
<td>08/24/2017</td>
</tr>
<tr>
<td>1E. Project Review</td>
<td>09/26/2017</td>
</tr>
<tr>
<td>2A. HMIS Implementation</td>
<td>09/26/2017</td>
</tr>
<tr>
<td>2B. PIT Count</td>
<td>08/23/2017</td>
</tr>
<tr>
<td>2C. Sheltered Data - Methods</td>
<td>09/26/2017</td>
</tr>
<tr>
<td>3A. System Performance</td>
<td>09/26/2017</td>
</tr>
<tr>
<td>3B. Performance and Strategic Planning</td>
<td>09/26/2017</td>
</tr>
<tr>
<td>4A. Mainstream Benefits and Additional Policies</td>
<td>09/26/2017</td>
</tr>
<tr>
<td>4B. Attachments</td>
<td>Please Complete</td>
</tr>
<tr>
<td>Submission Summary</td>
<td>No Input Required</td>
</tr>
</tbody>
</table>
1E – 5 Rejection-Reduction

Attached is a copy of the written notification to each project that was rejected or reduced.

✓ Evidence of posting on All Home (CoC) Website on September 12, 2017
  ✓ Screenshot of announcement
    ▪ Main CoC page (included to demonstrate site navigation)
    ▪ 2017 CoC page
  ✓ Community meeting e-mail invite and meeting packet with details of Rating and Review process

✓ Letters for projects being reduced or not being renewed
Projects being reduced were contacted individually via telephone August 15-31, 2017. Projects not being renewed were contacted individually via telephone September 7-9, 2017. Letters were delivered (via e-mail and either hand-delivered or sent via U.S. mail) after personal contact and no later than 9/12/2017.

NOTE: To satisfy 1E - 5a required documentation regarding Accepted/New projects, a document entitled Renewed-New 1E-5a has been uploaded into the ‘14. Other’ attachment position.
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. 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 Coordinating Board.

Our CoC has made significant efforts to realign our funding portfolio, shifting to spending more on permanent housing (rapid rehousing and permanent supportive housing). For year by year summaries, see here. From 2012 to 2016:

- Permanent housing increased from 50% of spending to 79%.
- Support services and transitional housing decreased from 45% of funding to 9%.
- Overall funding increased by 50% (from $23 million to $34 million).

CoC Program Project Application Materials

2017
2016
2015
- Support services and transitional housing decreased from 45% of funding to 9%
- Overall funding increased by 50% (from $23 million to $34 million)

CoC Program Project Application Materials

2017

FY 2017 Key Dates:

Phase I: FY 2017 Intent to Renew Application due by 4PM (posted 6/15/17)
Phase II: FY 2017 Local CoC Program Project Application due by 4PM (posted 7/27/17)
Phase III: FY 2017 Grantee Application in PDF format due by 4PM (posted 8/24/17)
2017 Combined NOFA released June 30, 2017

FY 2017 CoC Application Timeline

FY 2017 Renewal Application Policies and Procedures

FY 2017 Policy and Priorities:

FY 2017 Continuum of Care (CoC) Program Competition Funding Availability
FY 2017 CoC NOFA Overview | FY 2017 CoC NOFA Highlights
Coordinating Board CoC Discussions - 7/5/17 and 8/2/17
Funder Alignment Committee CoC Discussions - 7/3/17 and 8/7/17

FY 2017 Renewal Project Applications:

FY 2017 CoC Program Intent to Renew Notice - 5/30/17
FY 2017 CoC Program Local Application Workshop - 7/12/17
FY 2017 CoC Program NOFA Application Workshop - 8/16/17

Final Documents:

FY 2017 CoC Community Briefing Final Priority Listing Overview - 9/12/17
FY 2017 CoC Community Briefing Final Priority Listing - 9/12/17
The Seattle - King County Continuum of Care
Local Application Process for 2017
HUD Continuum of Care Program

As promised, we are scheduling a meeting to present the FY 2017 Priority Listing.

2017 Community Meeting
FY 2017 Priority Listing and Application Process

Tuesday, September 12, 2017
1:30pm to 2:30pm

Seattle Goodwill JTE/Admin Building
700 Dearborn Place S
Seattle, WA 98144

(3-story silver and yellow building on corner of Rainier Avenue S and S Dearborn Street)

We hope to see you there! If you cannot attend the meeting, we will forward the proposed priority rank order and all hand-outs to you once the community meeting is concluded.
Screenshots of BCC list from 9/6/2017 e-mail invitation to 9/12/2017 Community Meeting re: FY 2017 Priority Listing and Application Process

Part 1 of BCC list

The Seattle - King County Continuum of Care
Local Application Process for 2017
HUD Continuum of Care Program

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Seattle, WA 98144

(3-story silver and yellow building on corner of Rainier Avenue S and 5 Dearborn Street)
Part 2 of BCC list

9/12/2017 Community Meeting re: FY 2017 Priority Listing and Application Process

Screenshots of BCC list from 9/6/2017 e-mail invitation to 9/12/2017 Community Meeting re: FY 2017 Priority Listing and Application Process

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Local Application Process for 2017
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Screenshots of BCC list from 9/6/2017 e-mail invitation to 9/12/2017 Community Meeting re: FY 2017 Priority Listing and Application Process

Part 3 of BCC list

The Seattle - King County Continuum of Care Local Application Process for 2017
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1:30pm to 2:30pm
Seattle Goodwill JTF/Admin Building
700 Dearborn Place S
Seattle, WA 98144
(3-story silver and yellow building on corner of Rainier Avenue S and S Dearborn Street)
Background

The Seattle – King County Continuum of Care (CoC) is eligible to apply for $36,759,366, in the 2017 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:

- $33,724,189 in annual renewal funding must be placed in two tiers
  - Tier 1 - 94% of the Annual Renewal Amount
  - Tier 2 - 6% of the Annual Renewal Amount
- $2,023,451 in Permanent Housing Bonus funding for Permanent Supportive Housing (PSH) for Chronically Homeless Households or Rapid Re-housing for any/all populations
- $1,011,726 for Continuum of Care Planning

Overview of Final Recommendation

<table>
<thead>
<tr>
<th>2017 Seattle–King County CoC Tiering</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>55 Renewal projects Tier 1 (94% of Annual Renewal Amount)</td>
<td>31,700,738</td>
</tr>
<tr>
<td>Renewals (4 projects)</td>
<td>753,739</td>
</tr>
<tr>
<td>Reallocation to PSH (2 projects)</td>
<td>896,573</td>
</tr>
<tr>
<td>Reallocation to Joint Component TH-RRH (1 project)</td>
<td>373,139</td>
</tr>
<tr>
<td>Tier 2 (6% of Annual Renewal Amount)</td>
<td>2,023,451</td>
</tr>
<tr>
<td>TOTAL Annual Renewal Amount</td>
<td>33,724,189</td>
</tr>
<tr>
<td>BONUS Projects: Permanent Supportive Housing (2 projects)</td>
<td>2,023,451</td>
</tr>
<tr>
<td>CoC Planning Grant (non-competitive)</td>
<td>1,011,726</td>
</tr>
<tr>
<td>Additional Funds</td>
<td>3,035,177</td>
</tr>
<tr>
<td>TOTAL APPLIED FOR</td>
<td>36,759,366</td>
</tr>
</tbody>
</table>

The above strategy supports local McKinney Application Values as amended by the All Home Coordinating Board (7/5/2017), 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 joint component transitional / rapid re-housing
- Maximizes all potential funding

The strategy:

- Eliminates four transitional housing projects from our HUD CoC application
- Reduces three renewing projects
2017 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>WA-500 Tier 2 TOTAL</td>
</tr>
</tbody>
</table>

The Seattle/King County CoC is eligible to apply for $4,046,902 in Tier 2 funds. Projects must be placed strategically in Tier 2 to maximize 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.

In 2017 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>Commitment to Housing First</td>
<td>10</td>
<td>PH – housing first TH and TH-RRH – low barrier, rapid placement, no service participation requirements or preconditions CEA / HMIS – automatic 10 points</td>
</tr>
<tr>
<td>Project Ranking</td>
<td>40</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>TOTAL</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: In FY 2017 HUD increased the emphasis and impact of project rating over the 2016 competition by eliminating Project Type as a scoring factor.

TIER 2 PROJECT CATEGORIES

a. **Realignment Projects**

Realignment projects are projects changing their project model from Transitional Housing to an eligible Permanent Housing model. Any change would support System Goals and local values for this fund source. Under realignment, sponsoring agencies voluntarily close their programs, and funds are re-directed into permanent housing or permanent supportive housing by the same set of agencies.

b. **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 Tier 2 amount that is not otherwise reallocated from existing projects.

c. **New Projects**

For new projects only the following project types can be funded under the FY 2017 NOFA: (1) Permanent Supportive Housing (chronic or DedicatedPLUS), (2) Rapid Re-housing or transitional/Rapid Re-housing, (3) HMIS (Homeless Management Information System), (3) Coordinated Entry.

- **Reallocation projects**

Reallocation projects are new projects made possible by funding that is redirected from current renewal projects.

- **Bonus Projects**

The Seattle/King County CoC is eligible to apply for bonus funding in an amount determined by HUD.

2017 HUD CoC Competition – community meeting 9-12-17
<table>
<thead>
<tr>
<th>Rank</th>
<th>Sponsor</th>
<th>Project</th>
<th>Target Pop.</th>
<th>Area</th>
<th>Type</th>
<th>Score</th>
<th>Cost</th>
<th>Aggregate $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CCS</td>
<td>Ozanam Place (1)</td>
<td>Chronic</td>
<td>Sea</td>
<td>PSH</td>
<td>86</td>
<td>$316,414</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CCS</td>
<td>Rose of Lima House</td>
<td>Disabled Adults</td>
<td>Sea</td>
<td>PSH</td>
<td>84</td>
<td>$108,288</td>
<td>$424,702</td>
</tr>
<tr>
<td>3</td>
<td>CCS</td>
<td>Ozanam Place (2)</td>
<td>Chronic</td>
<td>Sea</td>
<td>PSH</td>
<td>75</td>
<td>$27,395</td>
<td>$452,097</td>
</tr>
<tr>
<td>4</td>
<td>DESC</td>
<td>1811 Eastlake</td>
<td>Chronic</td>
<td>Sea</td>
<td>PSH</td>
<td>75</td>
<td>$642,114</td>
<td>$1,094,211</td>
</tr>
<tr>
<td>5</td>
<td>CCS</td>
<td>Patrick Place</td>
<td>Disabled Adults</td>
<td>Sea</td>
<td>PSH</td>
<td>71</td>
<td>$143,888</td>
<td>$1,238,099</td>
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As approved by the All Home Coordinating Board (WA-500 - Seattle/King County Continuum of Care) 9-11-2017
## 2017 HUD McKinney Continuum of Care Final Priority Order

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<th>Rank</th>
<th>Sponsor</th>
<th>Project</th>
<th>Target Pop.</th>
<th>Area</th>
<th>Type</th>
<th>Score</th>
<th>Cost</th>
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<td>New Beginnings RRH</td>
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<td>RRH</td>
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<td>$1,146,394</td>
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</table>

### Amount for Tier One Projects (94% of Annual Renewal Demand (ARD))
- **FOY / THS / YMCA / Ycare**
- **PHG**
- **DESC**
- **CPC**

### Amount for Tier Two Projects (6% of ARD)
- **Lifewire**
- **YouthCare**
- **Solid Ground**
- **CCS**
- **DESC**
- **CoC Planning (non-competitive / not part of tiering)**

### WA-500 ARD (the total amount of all CoC renewal projects)
- **$33,724,189**

### BONUS Project – PSH for Chronically Homeless and/or RRH
- **$2,023,451**

### CoC Planning Grant (considered new by HUD each year)
- **$1,011,726**

### Total
- **$36,759,366**

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As approved by the All Home Coordinating Board (WA-500 - Seattle/King County Continuum of Care) 9-11-2017
September 12, 2017

YouthCare
2500 NE 54th St., #100
Seattle, WA 98105

Dear Melinda Giovengo:

All Home, as the Seattle - King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2017 local renewal application process in response to the FY 2017 U.S. Department of Housing and Urban Development (HUD) CoC competition.

As per our earlier conversation, your renewal application for Home of Hope will not be included in the 2017 Seattle King County CoC Program application to HUD. We look forward to continued work with your agency and re-envisioning the use of this facility as part of our collective work under the Seattle King County Youth Housing Demonstration Project (YHDP).

Final recommendations, as approved by the All Home Coordinating Board on September 11, 2017, 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. These considerations included realigning your project from CoC Program Funding to YHDP.

All Home was required this year, as in past years, to rank the projects based on performance. Six percent of the projects must be put into a second tier. For FY 2017, All Home reallocated funding to two Permanent Supportive Housing (PSH) for chronically homeless households; one new and one an expansion of a project partially funded in FY 2016. In addition, we are seeking bonus funding for two Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of making homelessness rare, and for those who become homeless, brief and one time only.

If you have questions about the process or HUD’s priorities, please feel free to contact me at Mark.Putnam@AllHomeKC.org or (206) 263-9001.

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
September 12, 2017

United Indians of All Tribes Foundation
9010 13th Ave. NW
Seattle, WA 98117

Dear Jenna Gearhart:

All Home, as the Seattle - King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2017 local renewal application process in response to the FY 2017 U.S. Department of Housing and Urban Development (HUD) CoC competition.

As per our earlier conversation, your renewal application for United Indians Youth Home will not be included in the 2017 Seattle King County CoC Program application to HUD. We look forward to continued work with your agency and re-envisioning the use of this facility as part of our collective work under the Seattle King County Youth Housing Demonstration Project (YHDP).

Final recommendations, as approved by the All Home Coordinating Board on September 11, 2017, 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. These considerations included realigning your project from CoC Program Funding to YHDP.

All Home was required this year, as in past years, to rank the projects based on performance. Six percent of the projects must be put into a second tier. For FY 2017, All Home reallocated funding to two Permanent Supportive Housing (PSH) for chronically homeless households; one new and one an expansion of a project partially funded in FY 2016. In addition, we are seeking bonus funding for two Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of making homelessness rare, and for those who become homeless, brief and one time only.

If you have questions about the process or HUD’s priorities, please feel free to contact me at Mark.Putnam@AllHomeKC.org or (206) 263-9001.

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
September 12, 2017

Plymouth Housing Group
2113 Third Avenue
Seattle, WA 98121

Dear Rochelle Moore:

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 2017 U.S. Department of Housing and Urban Development (HUD) CoC competition.

Your renewal application for King County Shelter Plus Care Program – TRA has been selected for inclusion in the 2017 Seattle King County CoC application to HUD, but at a reduced amount of $7,335,007. As already discussed with you, while this project continues to lease units well in excess of contractual requirements, there is some underspending. The reduced funds will be used to increase PSH funding for chronically homeless individuals in the CoC.

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 Coordinating Board on September 11, 2017, 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.

Again this year, All Home was required to rank all projects based on performance. We were then required to place six percent of CoC annual renewal funding into a second tier. Through this process, the CoC identified projects that were performing well and realigned an existing project to a new housing model. At the same time we reallocated funding to one new Permanent Supportive Housing (PSH) for chronically homeless households and expanded a second one, partially funded in FY2016. In addition, we are seeking bonus funding for two Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address 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 2018 funding to take place in the Summer of 2018 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 me at Mark.Putnam@AllHomeKC.org or (206) 263-9001.

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
September 12, 2017

Plymouth Housing Group
2113 Third Avenue
Seattle, WA 98121

Dear Kelly Larsen:

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 2017 U.S. Department of Housing and Urban Development (HUD) CoC competition.

Your renewal application for Williams Apartments has been selected for inclusion in the 2017 Seattle King County CoC application to HUD, but at a reduced amount of $ 519,608. As already discussed with you, this project was reduced by a small amount due spending efficiencies found during our project review.

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 Coordinating Board on September 11, 2017, 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.

Again this year, All Home was required to rank all projects based on performance. We were then required to place six percent of CoC annual renewal funding into a second tier. Through this process, the CoC identified projects that were performing well and realigned an existing project to a new housing model. At the same time we reallocated funding to one new Permanent Supportive Housing (PSH) for chronically homeless households and expanded a second one, partially funded in FY2016. In addition, we are seeking bonus funding for two Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address 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 2018 funding to take place in the Summer of 2018 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 me at Mark.Putnam@AllHomeKC.org or (206) 263-9001.

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
September 12, 2017

Neighborhood House
1225 S Weller Street
Seattle, WA 98144

Dear Tanner Phillips:

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 2017 U.S. Department of Housing and Urban Development (HUD) CoC competition.

Your renewal application for Working for Housing Stability has been selected for inclusion in the 2017 Seattle King County CoC application to HUD, but at a reduced amount of $530,884. As already discussed with you, this new RRH project was reduced by a small amount to meet spending efficiencies within the CoC Rapid Rehousing for Families initiative.

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 Coordinating Board on September 11, 2017, 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.

Again this year, All Home was required to rank all projects based on performance. We were then required to place six percent of CoC annual renewal funding into a second tier. Through this process, the CoC identified projects that were performing well and realigned an existing project to a new housing model. At the same time we reallocated funding to one new Permanent Supportive Housing (PSH) for chronically homeless households and expanded a second one, partially funded in FY2016. In addition, we are seeking bonus funding for two Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address 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 2018 funding to take place in the Summer of 2018 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 me at Mark.Putnam@AllHomeKC.org or (206) 263-9001.

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
The attached reflects the incorporation of the stated review, ranking, and selection criteria used to select projects as part of the FY 2017 CoC Program Competition. In addition, included are select sections of 2017 Combined Funders NOFA, a local process that helps identify new projects for CoC NOFA application processes. The Combined Funders NOFA is distributed widely.

- FY 2017 CoC Program Project Rating and Selection Process
  Documents outlining criteria as presented to CoC governing bodies and potential applicants
- Selection Criteria
- Review tool – page 4 of review tool notes adjustment made for DV programs given that the ‘HMIS Data Quality/Completeness' and ‘Literally Homeless’ criteria are waived for confidential DV programs.
- Local Application Process – Phase 1 and Phase II Applications
- Combined Funders NOFA – sections relevant to CoC NOFA included
  Full 29-page document located online:
Seattle King County Continuum of Care
FY 2017 HUD Continuum of Care Program Competition
Local Application and Evaluation Process

U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program funds are competitive funds targeted towards ending homelessness with an emphasis on housing. The competition is annual and begins with release of a formal Notice of Funding Availability (NOFA). The NOFA details the requirements for all Continua of Care (CoC) and the individual applicants included in the CoC’s application. The FY 2017 NOFA was released on July 14, 2017. The CoC is eligible to apply for $36,759,366 in FY 2017 funding (See Appendix A)

On behalf of the CoC, All Home submits the consolidated annual application to HUD for CoC Program funding. Included in the consolidated application to HUD is the CoC priority list for distributing the annual CoC funding. For a program to receive CoC funding, it must appear on the Seattle King County CoC Priority Listing attached to the FY Consolidated Application submitted to HUD by the published due of September 28, 2017.

Before the application is submitted to HUD, each CoC is required to hold a local funding process that rates and ranks all projects according to local criteria. This local review determines which projects will be included in the consolidated application, along with their relative priority. This results in the priority listing.

The information presented here has been approved through the All Home Coordinating Board in consultation with the Funder Alignment Committee. It is a summary of Seattle King County Project Rating and Selection Process.

<table>
<thead>
<tr>
<th>All Home King County - - Key Roles</th>
</tr>
</thead>
</table>

All Home is recognized as the body to coordinate and oversee the HUD CoC Program application. 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. Key roles:

<table>
<thead>
<tr>
<th>CoC Lead Agency</th>
<th>All Home Seattle King County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborative Applicant</td>
<td>King County Department of Community and Human Services</td>
</tr>
<tr>
<td>HMIS Lead Agency</td>
<td>King County Department of Community and Human Services</td>
</tr>
</tbody>
</table>
## FY 2017 CoC Program Timeline

The following is a summary of the Seattle King County CoC timeline for all related CoC Program Application Activities. This timeline has been updated since release of the HUD CoC Program NOFA on July 14, 2017.

<table>
<thead>
<tr>
<th>March – April</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
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<tr>
<td>March</td>
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<td>April 18</td>
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<td>April 28</td>
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<tr>
<th>MAY</th>
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<tr>
<td>May 8</td>
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<td>May 11</td>
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<td>May 30</td>
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<table>
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<th>JUNE</th>
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<tbody>
<tr>
<td>June 14</td>
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<td>June 15</td>
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<td>June 30</td>
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<table>
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<tr>
<th>JULY</th>
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<tbody>
<tr>
<td>July 5</td>
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<tr>
<td>July 5</td>
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<tr>
<td>July 10</td>
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<tr>
<td>July 12 10:30a - 11:30am</td>
</tr>
<tr>
<td>YWCA Opportunity Place</td>
</tr>
<tr>
<td>2024 Third Avenue, Seattle WA</td>
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<tr>
<td>July 14</td>
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<tr>
<td>July 27</td>
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<tr>
<td>July 27 -September 8</td>
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<tr>
<th>AUGUST</th>
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<tbody>
<tr>
<td>August 2</td>
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<tr>
<td>August 7</td>
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<td>August 16</td>
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<td>August 22</td>
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<td>August 24</td>
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<td>August 24 - August 28</td>
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<tr>
<td>Date</td>
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<td>------------</td>
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<tr>
<td>September 6</td>
</tr>
<tr>
<td>September 11</td>
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<tr>
<td>September 12</td>
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<tr>
<td>September 26-28</td>
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<tr>
<td>September 28</td>
</tr>
</tbody>
</table>

### 2017 Review and Ranking Policy Overview

CoC Program funding is a competitive funding source. HUD requires every CoC 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 with a percentage placed in Tier 2 as determined by HUD and published in the Federal Register (15% in 2015; 7% in 2016; 6% in 2017). Approximately $2.1M must be placed in Tier 2 for FY 2107. (See Appendix B FY 2017 NOFA Tiering Overview).

Projects currently Continuum of Care Program funded are not guaranteed continued funding. The Seattle King County CoC relies on Performance Data from HMIS, project efficiency information (eg., spending, occupancy, HMIS data quality), and responsiveness to consumer input and need to determine an initial priority project listing. These factors are used to measure effectiveness of current investments, how well each project adheres to CoC priorities and contributes to the collective impact on ending homelessness in Seattle King County. The emphasis of the review is on how well projects 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. (See Appendix C for FY 2017 NOFA Highlights).

### Renewal Project Considerations

Each CoC is required to hold a local funding process that rates and ranks all projects according to local criteria to determine which projects will be included in the consolidated application, along with their relative priority eg., the priority listing.

All Home King County frames the Seattle King County Homeless CoC policies and priorities, including those for the HUD CoC Program. The CoC holds a local funding process that rates and ranks all projects according to the locally developed / approved criteria. This local review determines which project applications will be included in the consolidated application, along with their relative priority which results in the CoC Priority Listing. For FY 2017, this means a rigorous review of current CoC Program investments, and how well each project aligns with and supports CoC priorities and contributes to the collective impact on ending homelessness in Seattle King County. (See Appendix D for FY 2017 Renewal Application Process).

The Systems Performance Committee of All Home approved the project scoring key indicators (see FY 2017 Renewal Project Scoring). The All Home Coordinating Board affirmed the values and prioritization considerations for FY 2017.

The Seattle King County CoC approach to the competition supports an emphasis on the following at both the individual program and overall 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** where necessary from lower performing projects to the types of projects/practices most likely to reduce homelessness in the CoC; and

• **Reduce barriers to program entry** and utilizing a **housing first approach** to quickly move persons coming from streets or shelter to permanent housing.

### New Project Considerations

The HUD CoC NOFA process is a key funding process for homeless housing and services in our community that does not operate in isolation. In addition to local the HUD CoC process, which results in some project realigning themselves to new best practice program types and models, potential new projects are identified for HUD CoC funding through other continuum funding processes under the **Combined Funders NOFA**.

The Combined NOFA includes capital, operating, rental assistance, and services for non-timed limited projects and reflects the priorities outlined in the All Home Strategic Plan (2015-2019) with a specific focus on permanent housing.

The funding priorities are established by the All Home Funder Alignment Committee (including the City of Seattle, King County, United Way of King County, A Regional Coalition for Housing (ARCH), King County and Seattle Housing Authorities, Building Changes, and suburban cities) and represent a shared commitment by funders for homeless and affordable housing.

All new permanent supportive housing projects creating new housing units for high need households that meet HUD program requirements, including chronic homelessness are identified through the NOFA and related applications, review and scoring processes. These projects are prioritized for HUD CoC Program funding and are positioned for this funding in the CoC project priority listing.

### Project Ranking Policies

The CoC reserves the right to consider additional factors that may adjust the final rank. This would be done to achieve a strong and balanced HUD application that achieves local priorities, maximizes points and thus funding for the entire Continuum. Additional factors to 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, with consideration of the following:
  ➢ No or low barrier to housing
  ➢ Serving literally homeless
  ➢ Rapid exits to permanent housing or long/term housing stability in permanent housing
  ➢ Rapid exits to permanent housing or long/term housing stability in permanent housing
The All Home Coordinating Board affirmed the following values and prioritization considerations to guide development of the FY 2017 Project Priority Listing:

1. To maintain as much HUD Continuum of Care Program funding in our CoC as possible.
2. To promote our goals of reducing racial disparities and making homelessness rare, brief, and one time in King County.
3. To prioritize projects that:
   a) Actively participate in the Continuum of Care
   b) Help advance the collective goals of the CoC, including addressing racial disproportionality, and specifically advance the goal of increasing permanent housing exits for the American Indian/Alaska Native (AI/AN) population
   c) Have movement to permanent housing and subsequent stability as the primary focus
   d) Leverage and do not replace mainstream / other resources
   e) Focus on those who are literally homeless (streets, shelter, transitional housing for homeless)
   f) Participate in the HMIS with complete, high quality data;
   g) Demonstrate low barriers to program entry
   h) Perform well against HUD McKinney Continuum of Care goals and positively impact system performance
   i) Consistently meet and exceed operational standards for spending, match, occupancy and reporting.
4. Listen to, hear, and implement strategies to address the needs of people who access Continuum of Care services.

**Renewal Project Scoring**

The CoC preliminary rank order is based on individual project scores tightly linked to HUD and Seattle King County CoC priorities. HMIS data for the operating period \(4/1/16 \text{ to } 3/31/17\) will be used to assess project performance according to the key indicators noted below:  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.

Renewal projects will be scored based upon the following components, for a total of 87 points possible. The CoC will assess projects in six categories which are outlined in the chart below:

**FY 2017 Program Indicators**

<table>
<thead>
<tr>
<th>1. Movement to Housing: Measured against HUD standards and local performance targets for persons obtaining or maintaining housing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• PSH: % remaining in PSH for at least 12 months or longer</td>
</tr>
<tr>
<td>• TH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target</td>
</tr>
</tbody>
</table>
• RRH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target

### Movement to Housing (continued)

<table>
<thead>
<tr>
<th>Movement to Housing (continued)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bonus:</strong> % TH to PH in 90 days or less</td>
<td>5</td>
</tr>
<tr>
<td>% PSH moving to other PH destinations</td>
<td>5</td>
</tr>
<tr>
<td>% RRH moving to PH in 30 days or less</td>
<td>5</td>
</tr>
<tr>
<td><strong>Extent to which the project is meeting system expectations for length of stay:</strong></td>
<td>5</td>
</tr>
<tr>
<td>TH: The project meets or exceeds system targets</td>
<td>5</td>
</tr>
<tr>
<td>PH: Participants stay at least 12 months or move to other permanent housing</td>
<td>5</td>
</tr>
<tr>
<td>RRH: Participants meet or exceed system targets</td>
<td>5</td>
</tr>
<tr>
<td><strong>Extent to which participants exit to a known destination.</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>Extent to which persons who exit homelessness to permanent housing destination return to homelessness within 6 months. The national target is less than 5%</strong></td>
<td>5</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Income Progress: Measures the extent to which participants show positive changes in income</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exits with Earned Income:</strong> Extent to which adults in the program exit with employment income</td>
<td>3</td>
</tr>
<tr>
<td><strong>Exits with Non-earned income:</strong> Extent to which adults in the program exit with cash income from other sources (e.g. TANF, SSDI) or non-cash (e.g. EBT, Medicaid)</td>
<td>3</td>
</tr>
<tr>
<td><strong>No Financial Resources:</strong> Extent to which no more than 10% of participants exit with “no financial resources” (cash or non-cash)</td>
<td>3</td>
</tr>
</tbody>
</table>

### 3. Participant Outreach

<table>
<thead>
<tr>
<th>Participant Outreach</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proportion of households served coming directly from the Streets and/or Emergency Shelter</strong></td>
<td>Up to 10</td>
</tr>
</tbody>
</table>

### 4. HMIS Data Quality/Completeness: Measures complete/quality data reported in HMIS (this criterion is waived for confidential DV programs)

<table>
<thead>
<tr>
<th>HMIS Data Quality/Completeness: Measures complete/quality data reported in HMIS (this criterion is waived for confidential DV programs)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No more than 5% reported missing/not collected etc., for data in any element (excluding Name/SSN, HIV Aids)</strong></td>
<td>7</td>
</tr>
</tbody>
</table>

### 5. System Priority Measures

<table>
<thead>
<tr>
<th>System Priority Measures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Component Priority:</strong></td>
<td>Up to 20</td>
</tr>
<tr>
<td>15pts=PH</td>
<td>15</td>
</tr>
<tr>
<td>10pts=TH</td>
<td>10</td>
</tr>
<tr>
<td>3pts= Serving Exclusively Chronically Homeless</td>
<td>3</td>
</tr>
<tr>
<td><strong>Client Participation:</strong> Extent to which program demonstrates that it solicits and uses feedback from consumers = 2pts</td>
<td>2</td>
</tr>
</tbody>
</table>

### 6. Project Efficiency and Effectiveness Measures

<table>
<thead>
<tr>
<th>Project Efficiency and Effectiveness Measures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Expenditures:</strong> Extent to which the project drew down 100% of HUD funds</td>
<td>7</td>
</tr>
<tr>
<td><strong>Occupancy:</strong> Extent to which the project maintains capacity/occupancy (zero points if less than 85%). Full points if meet/exceed 95%. Note: RRH scores are determined by move-in rate.</td>
<td>7</td>
</tr>
</tbody>
</table>

**Change to Renewal Project Evaluation for FY 2017:** It is a priority of the Seattle King County CoC as affirmed by All Home Coordinating Board to ensure that services reflect the expressed needs of persons
who are experiencing homelessness. When participants are provided opportunities to contribute experiences and expertise related to the assistance and services, projects and the continuum are strengthened. In FY 2017, a new evaluation criterion for client participation was added that began to measure the extent each program demonstrates that it solicits and uses feedback from consumers in program development and improvement.

### Final Project Priority Listing

#### Rank Order and Recommendations

Following the review and scoring of all renewal applications, a preliminary score based rank order will be developed that identifies each project by name and project type. Projects will be presented to the Funder Alignment Committee which is structured to make recommendations to the Coordinating Board. The Funder Alignment Committee will review all recommendations for funding and project placement in Tier 1 and Tier 2. Projects may be moved between Tiers based on the Values and Priorities outlined above to be responsive to the HUD NOFA and to maximize the funding opportunity. The Committee will present its final recommended project ranking list to the Coordinating Board who makes the final decision on the Project Priority Listing. Once approved by the Coordinating Board, the Project Priority Listing will be presented to the community in a community meeting. In addition, all Projects will be notified of the results in writing in accordance with the timeframe outlined in the HUD Notice of Funding Availability.

#### Placement of New Permanent Housing Projects and Bonus Funding

All new permanent supportive housing projects creating new housing units for high need households that meet HUD program requirements, including chronically homeless are identified through the Combined NOFA process. High ranking projects meeting CoC Program requirements will be identified for CoC Program Bonus funding. The Funder Alignment Committee may recommend that these projects be placed in Tier 2 and identified as either new projects or Bonus projects. These recommendations will be presented to the Coordinating Board who makes the final decision on the Project Priority Listing.

### Minimum Expectations of all HUD CoC Program Funded Projects

- All CoC Program funded will comply with all program regulations as found in the Continuum of Care Program Interim Rule 24 CFR Part 578.
- All Agencies/programs will enter required project and client data into the Homeless Management Information System (HMIS) in accordance with the HMIS Data Standards and HMIS Policies & Procedures.
- All CoC Program funded projects will participate in Coordinated Entry for All as appropriate for project type.
- All data submitted for this project via the APR submitted to HUD via eSNAPS/Sage and any data generated from HMIS will be complete, accurate, and correct.
The FY 2017 HUD CoC NOFA was released July 14, 2017. The NOFA changes each year as HUD considers new data, research and best practices, and looks to meet its priorities for the funds. For FY 2017:

- **Tier 1 / Tier 2 ranking continues.** Tiers are financial thresholds based on the value of the CoC annual renewal demand with set proportions for Tier 1 and Tier 2 (the latter 7% in 2016, and 6% in 2017). Tier 1 is more certain to receive funding, and Tier 2 at a bit more risk.

- Each CoC is required to rate and rank each of its projects according to locally developed criteria. HUD will continue to apply its own selection which includes prioritizing permanent housing, as well as low barrier housing serving literally homeless households, performance, and strategic use of resources.

- **Reallocation remains an option.** New Permanent Housing projects can be created through defunding or reduction of existing projects. Projects can be (1) Permanent Supportive Housing (PSH) projects for chronically homeless, (2) Rapid Re-Housing serving homeless individuals and families who come directly from streets or shelter, or new models: (3) DedicatedPLUS Housing or (4) Rapid Rehousing / Transitional Housing.

- **There is bonus funding.** This funding is targeted to projects that further HUD strategic goals, with strong emphasis on housing first approaches. The same housing types are possible as under reallocation.

### Financial Implications of the FY 2017 NOFA

<table>
<thead>
<tr>
<th>Key Category</th>
<th>Amount</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>The “annual renewal demand” (ARD) for Seattle King County CoC</td>
<td>$33,724,189</td>
<td>Base amount for which we are eligible to apply</td>
</tr>
<tr>
<td>The $ proportion of the ARD that we are required to place in Tier 2 = 6% of ARD</td>
<td>$2,023,451</td>
<td>Requires reallocation and/or strategic placement of existing projects in tier 2</td>
</tr>
<tr>
<td>The amount of bonus funds for which we are eligible to apply = 6% of ARD</td>
<td>$2,023,451</td>
<td>Requires local process to identify eligible projects</td>
</tr>
<tr>
<td>The amount of CoC Planning dollars for which we are eligible to apply = 3% of ARD</td>
<td>$1,011,726</td>
<td>Funds only available for CoC Planning</td>
</tr>
<tr>
<td>Total amount for which we are eligible</td>
<td>$36,759,366</td>
<td>Total Priority Listing</td>
</tr>
</tbody>
</table>

### Key NOFA Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Element</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28, 2017</td>
<td>Deadline for all local project applications to be submitted for CoC review</td>
<td>CoC must establish a deadline for receipt of local project applications no later than 30 days prior to NOFA deadline</td>
</tr>
<tr>
<td>September 11, 2017</td>
<td>Final decisions on projects to be renewed, reduced, eliminated or added to the application communicated</td>
<td>All potential applicants must be notified in writing of all funding decisions 15 days before the NOFA due date.</td>
</tr>
<tr>
<td>September 26, 2017</td>
<td>Consolidated Application and CoC Priority Listing posted on All Home Website</td>
<td>Bonus points for posting Application 2 days prior to the NOFA deadline</td>
</tr>
</tbody>
</table>
NOFA DUE DATE: September 28, 2017
Submit final CoC Consolidated Application to HUD via esnaps.

Technical due date is September 28, 2017. Additional points available for completion two days earlier makes effective

APPENDIX B: 2017 CoC Program Tiering

Projects must be placed strategically in Tier 2 to maximize 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.

In FY 2017, the CoC Program NOFA specifies the following scoring schema for projects placed in Tier 2:

<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>Commitment to Housing First</td>
<td>10</td>
<td>PH – Housing First TH and TH-RRH – low barrier, rapid placement, no service participation requirements or preconditions CEA / HMIS – automatic 10 points</td>
</tr>
<tr>
<td>Project Ranking</td>
<td>40</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>
</tbody>
</table>

TOTAL 100

NOTE: In FY 2017 HUD increased the emphasis and impact of project rating over the 2016 competition by eliminating Project Type as a scoring factor.

TIER 2 PROJECT CATEGORIES

a. **Realignment Projects**
   
   Realignment projects are projects changing their project model from Transitional Housing to an eligible Permanent Housing model. Any change would support System Goals and local values for this fund source. Under realignment, sponsoring agencies voluntarily close their programs, and funds are re-directed into permanent housing or permanent supportive housing by the same set of agencies.

b. **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 Tier 2 amount that is not otherwise reallocated from existing projects.

c. **New Projects**
   
   For new projects only the following project types can be funded under the FY 2017 NOFA: (1) Permanent Supportive Housing (chronic or DedicatedPLUS), (2) Rapid Re-housing or transitional/Rapid Re-housing, (3) HMIS (Homeless Management Information System), (3) Coordinated Entry.

   **Reallocation projects:** Reallocation projects are new projects made possible by funding that is redirected from current renewal projects.
**Bonus Projects:** The Seattle/ King County CoC is eligible to apply for bonus funding in an amount determined by HUD.

### APPENDIX C: 2017 Continuum of Care (CoC) Program Competition NOFA Highlights

<table>
<thead>
<tr>
<th>Local Competition Deadlines</th>
<th>Highlight: The CoC Program Competition NOFAs requires that:</th>
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<tbody>
<tr>
<td></td>
<td>1. <strong>Project applicants must submit their project applications</strong> to the CoC no later than <strong>30 days</strong> before the application deadline; and</td>
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<td>2. <strong>CoCs must notify</strong>, in writing and outside of e-snaps, no later than <strong>15 days before the application deadline</strong> all applications whether their project applications are included as part of the CoC Consolidated Application submission.</td>
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</table>

| Policy Priorities | Highlight: HUD policy priorities still focus on the following: 1) ending homelessness for all persons; 2) creating a systemic response to homelessness, 3) strategically allocating and using resources, and 4) use of a Housing First approach. |

| System Performance | Highlight: HUD system performance measures will be scored based on CoC system-wide performance related to reducing homelessness within the CoC as reported to HUD via HDX comparing FY 2016 information to FY 2015 information. Points will be considered based on the information reported to HDX. |

| Tier 2 | In FY 2017 HUD increased the emphasis and impact of project rating over the 2016 competition by eliminating Project Type as a scoring factor. Emphasis on Housing First continues. |

<table>
<thead>
<tr>
<th>New projects created through reallocation or housing bonus</th>
<th>Types of new project applications permitted through the reallocation process are:</th>
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<tr>
<td></td>
<td>1. Permanent Supportive Housing projects that are 100 percent dedicated for chronically homeless individuals and families or meet requirements of DedicatedPLUS (see below);</td>
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<td>2. Rapid Rehousing projects that serve individuals and families, including unaccompanied youth who meet the specific criteria outlined in the NOFA;</td>
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<td>3. Joint TH and PH-RRH component projects (see below);</td>
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<td>4. HMIS (reallocation only); and</td>
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<td>5. Coordinated Entry (reallocation only).</td>
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<th>DedicatedPLUS</th>
<th><strong>NEW:</strong> DedicatedPLUS is a permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at intake are:</th>
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<tr>
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<td>1. Experiencing chronic homelessness as defined in 24 CFR 578.3;</td>
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</table>
2. Residing in a transitional housing project that will be eliminated and the household meets the definition of chronically homeless in effect at the time in which they entered the transitional housing project;

3. Residing in a place not meant for human habitation, emergency shelter, or safe haven; but the household experiencing chronic homelessness had been admitted and enrolled in a permanent housing project (RRH) within the last year and were unable to maintain a housing placement;

4. Residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness prior to entering the project;

5. Residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or

6. Receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

Applicants may use DedicatedPLUS when creating a new project application through reallocation or bonus. **NOTE:** Opting for this change may impact the overall CoC score in the future in its impact on the number of dedicated CH beds.

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**NEW:** The Joint TH and PH-RRH component includes two existing program components—transitional housing and permanent housing-tenant based rapid rehousing—in a single project. A project must be able to provide both transitional housing units and tenant based rental assistance. This new component projects is not intended to replace transitional housing projects that have been reallocated or lost funding. At a minimum, projects must:

- Use a Housing First approach and a client-driven service model. Participants cannot be required to participate in treatment or services to receive assistance.
- Have low-barriers to entry and accommodate people with possessions, partners, pets, or other needs.
- Incorporate client-choice by helping participants find permanent housing based on their unique strengths, needs, preferences, and financial resources. Participants choose when they are ready to exit the crisis housing portion of the project and move to permanent housing. Providers assist participants with this move.
- Provide or connect participants to resources that help them improve their safety and well-being.
- Target and prioritize people experiencing homelessness with higher needs and who are most vulnerable.

**NOTE:** Projects are expected to: enhance system performance and with clear performance benchmarks; to prioritize people with high needs, especially unsheltered with long or multiple episodes of homelessness, higher barriers to exiting homelessness, and are more likely to be victims of violence or harm. All
projects must pass project quality threshold specified in the NOFA and threshold requirements including: project capacity, prior performance, and past experience.

APPENDIX D: Seattle King County Renewal Application Process

The Seattle King County 2017 renewal process consists of three parts:

1. **Phase I – 2017 Seattle King County CoC Program Local Intent to Renew Process due June 15, 2017**
   The Phase I results in the preliminary CoC performance based rank order. Shortly after June 7, 2017, HMIS data was pulled for the operating period **4/1/16 to 3/31/17**. This data will be used to assess project performance according to the key CoC Program indicators adopted by the All Home System Performance Committee as part of the 2017 Local Process.

2. **Phase II – 2017 HUD CoC Program Phase II Application Due July 27, 2017**
   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 System Performance Committee**.
   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 needed to respond effectively to the NOFA**.

3. **Phase III – Submittal of a 2017 HUD NOFA Project Application and upload to esnaps.**
   At the conclusion of the Phase II Application process, projects selected for renewal will be invited to submit a HUD CoC project application.
# 2017 Key Indicator Measures

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<td><strong>1. Movement to Housing:</strong> Measured against HUD standards and local performance targets for persons obtaining or maintaining housing.</td>
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<td>- PSH: % remaining in PSH for at least 12 months or longer</td>
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<td>- TH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target</td>
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<td>- RRH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target</td>
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| - Bonus: % TH to PH in 90 days or less  
  % PSH moving to other PH destinations  
  % RRH moving to PH in 30 days or less | 5 |
| - Extent to which the project is meeting system expectations for length of stay:  
  TH: The project meets or exceeds system targets  
  PH: Participants stay at least 12 months or move to other permanent housing  
  RRH: Participants meet or exceed system targets | 5 |
| - Extent to which participants exit to a known destination | 7 |
| - Extent to which persons who exit homelessness to permanent housing destination return to homelessness within 6 months. The national target is less than 5% | 5 |
| **2. Income Progress:** Measures the extent to which participants show positive changes in income | |
| - Exits with Earned Income: Extent to which adults in the program exit with employment income | 3 |
| - Exits with Non-earned income: Extent to which adults in the program exit with cash income from other sources (e.g. TANF, SSDI) or non-cash (e.g. EBT, Medicaid) | 3 |
| - No Financial Resources: Extent to which no more than 10% of participants exit with “no financial resources” (cash or non-cash) | 3 |
| **3. Participant Outreach** | Up to 10 |
| - Proportion of households served coming directly from the Streets and/or Emergency Shelter | |
| **4. HMIS Data Quality/Completeness:** Measures complete/quality data reported in HMIS (this criterion is waived for confidential DV programs) | |
| - No more than 5% reported missing/not collected etc., for data in any element (excluding Name/SSN, HIV Aids) | 7 |
| **5. System Priority Measures** | |
| - Program Component Priority: PH =15 pts  
  TH =10 pts  
  Serving Exclusively Chronically Homeless = 3pts  
  Client Participation: Extent to which program demonstrates that it solicits and uses feedback from consumers = 2pts | Up to 20 |
<p>| <strong>6. Project Efficiency and Effectiveness Measures</strong> | |
| - Project Expenditures: Extent to which the project drew down 100% of HUD funds | 7 |
| - Occupancy: Extent to which the project maintains capacity/occupancy (zero points if less than 85%). Full points if meet/exceed 95%. Note: RRH scores are determined by move-in rate. | |</p>
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<th>Organization Name</th>
<th>Project (for CoC Rank Order)</th>
<th>Target Pop</th>
<th>Area</th>
<th>Program</th>
<th>CH</th>
<th>DV</th>
<th>Pop</th>
<th>&lt; 10 beds</th>
<th>Avg Referral Response Time</th>
<th>Avg Referral Acceptance Rate</th>
<th>Referral Acceptance Rate Score</th>
<th>Exits to PH</th>
<th>EPH Rate Score</th>
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Note: DV programs' scores are adjusted since the 'HMIS Data Quality/Completeness' and 'Literally Homeless' criterion are waived for confidential DV programs.

<table>
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<tr>
<th>FINAL RAW SCORE</th>
<th>Program Type</th>
<th>&lt; 10 Adj</th>
<th>CH Adj't</th>
<th>DV Adj't</th>
<th>No Exits Adj't</th>
<th>Avg Referral Response Time Score2</th>
<th>Referral Acceptance Rate Score2</th>
<th>Spend</th>
<th>Client Participation</th>
<th>FINAL SCORE</th>
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2017 Intent to Apply for Renewal Funding

2017 Intent to Apply Form must be e-mailed to eileen.denham@seattle.gov
By 4:00pm -- Thursday, June 15, 2017

Completion of the 2017 Intent to Apply signals the beginning of the 2017 CoC Program process and your intention regarding participation in this year’s CoC Program funding 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 2017 application to HUD.

Please submit one CoC Renewal Intent Form for each CoC Program eligible for renewal in the 2017 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 15, 2017 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>Grant Program Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Operating Year:</td>
<td>begin date:</td>
</tr>
<tr>
<td>Primary contact for this CoC Program Project:</td>
<td>Name:</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>
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</thead>
</table>

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

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

3. Intent to Renew

☐ YES This Agency intends to apply for renewal of the grant identified above in the 2017 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 2017 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
We believe that HUD intends will continue its Tiering strategy for FY2017 which will require the CoC to again place projects in either Tier 1 or Tier 2 based on HUD established amounts. These threshold amounts are generally announced with the NOFA when it’s released.

A preview of HUD’s coming approach to the competition can be found in the FY 2016 CoC Program Competition Recap published in SNAP In Focus at https://www.hudexchange.info/news/snaps-in-focus-fy-2016-coc-program-competition-recap/. There will be continuing emphasis on the following at both the individual program and overall 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** where necessary from lower performing projects to the types of projects/practices most likely to reduce homelessness in the CoC; and
- **Reducing barriers to program entry** and utilizing a **housing first approach** to quickly move persons coming from streets or shelter to permanent housing.

The CoC Local Process will rely on Performance Data from HMIS and the HUD Annual Progress Report (APR) as well as project efficiency measures, such as grant spending, timely reporting. Please review your data and make sure it is complete and accurate.

All projects should be striving to deliver responsive programming that demonstrates positive outcomes for clients. Like FY 2016, this means a rigorous review of current CoC Program investments, how well each project aligns with and supports CoC priorities and contributes to the collective impact on ending homelessness in Seattle King County.

There are risks and opportunity to consider as you prepare for the upcoming 2017 NOFA. You are strongly urged to review your programs and your data and to keep the following in mind:

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

Please let us know if you have questions or want to talk further about your project and plans for renewing. 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
2017 Seattle King County Continuum of Care (CoC) Program Renewal Phase II Application

Due: Thursday, July 27, 2017 by 4:00pm

Phase II Application Submission Information

<table>
<thead>
<tr>
<th>2017 Phase II Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>● ONE (1) ELECTRONIC COPY (with all attachments)</td>
</tr>
<tr>
<td>● Submit to: <a href="mailto:eileen.denham@seattle.gov">eileen.denham@seattle.gov</a></td>
</tr>
</tbody>
</table>

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 conduct an annual local evaluation process.

The Seattle King County 2017 renewal process consists of three parts:

1. **Phase I – 2017 Seattle King County CoC Program Local Intent to Renew Process due June 15, 2017**
   The Phase I results in the preliminary CoC performance based rank order. Shortly after June 7, 2017, HMIS data was pulled for the operating period 4/1/16 to 3/31/17. This data will be used to assess project performance according to the key CoC Program indicators endorsed by the All Home System Performance Committee as part of the 2017 Local Process.

2. **Phase II –2017 HUD CoC Program Phase II Application Due July 27, 2017**
   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 System Performance Committee. 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 needed to respond effectively to the NOFA.

3. **Phase III –Submittal of a 2017 HUD NOFA Project Application due TBD.**
   At the conclusion of the Phase II Application process, 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 CoC Program team as noted below.

Contact: Eileen Denham
City of Seattle Department of Human Services
Phone (206) 684-0915  E-mail: eileen.denham@seattle.gov
2017 Local Process Guidance

2017 Project Review and Tiering

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among Continuum of Care (CoC) across the country. Before the application is submitted to HUD, each CoC is required to hold a local funding process that rates and ranks all projects according to local criteria. This local review determines which project applications will be included in the consolidated application, along with their relative priority. This results in the priority listing.

Here is what to expect with the 2017 NOFA:

- The Tier 1 / Tier2 ranking approach is expected to continue and all CoC’s will again be required to place projects into one of two required “Tiers”. Tiers are financial thresholds based on the value of the CoC 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).

- 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 project placement in Tier 2. We expect HUD to continue the following for 2017:
  - 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 rapid placement and stabilization in permanent housing;
  - Prioritize serving those who are literally homeless, coming from streets or shelter or fleeing DV

- Reallocation remains an option. New projects can be created through re-allocation but only to (1) create new Permanent Housing projects, either Permanent Supportive Housing (PSH) projects for chronically homeless, (2) Rapid Re-Housing serving homeless individuals and families who come directly from streets or shelter, or (3) a new Rapid Rehousing / Transitional Housing Program (details of this component are not known at the time of the release of the Phase 2 application).

- Bonus funding if sufficient funding is available. If so, it will be targeted to projects that further HUD strategic goals. Likely this means 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.

Preliminary Rank Order

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 CoC Program process must be strategic in the use of CoC Program funding within our community and be prepared for the 2017 national CoC Program 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 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

Local 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.

1. Maintain as much HUD Continuum of Care Program funding in our CoC as possible.
2. Promote our goals of reducing racial disparities and making homelessness rare, brief, and one time in King County.
3. Prioritize projects that:
   a. Actively participate in the Continuum of Care
   b. Help advance the collective goals of the CoC, including addressing racial disproportionality, and specifically advance the goal of increasing permanent housing exits for the American Indian/Alaska Native (AI/AN) population
   c. Have movement to permanent housing and subsequent stability as the primary focus
   d. Leverage and do not replace mainstream / other resources
   e. Focus on those who are literally homeless (streets, shelter, transitional housing for homeless)
   f. Participate in the HMIS with complete, high quality data;
   g. Demonstrate low barriers to program entry
   h. Perform well against HUD McKinney Continuum of Care goals and positively impact system performance
   i. Consistently meet and exceed operational standards for spending, match, occupancy and reporting.
4. Listen to, hear, and implement strategies to address the needs of people who access Continuum of Care services.

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 2017 project rank order status will be determined before we submit the CoC response to the HUD’s 2017 NOFA.

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

Shortly after June 7, 2017, HMIS data was pulled for the operating period **4/1/16 to 3/31/17**. 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 System Performance Committee of All Home King County.

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

<table>
<thead>
<tr>
<th>2017 Key Indicator Measures</th>
<th>87 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Movement to Housing:</strong> Measured against HUD standards and local performance targets for persons obtaining or maintaining housing.</td>
<td></td>
</tr>
<tr>
<td>• PSH: % remaining in PSH for at least 12 months or longer</td>
<td>Up to 15</td>
</tr>
<tr>
<td>• TH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target</td>
<td></td>
</tr>
<tr>
<td>• RRH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target</td>
<td></td>
</tr>
<tr>
<td>• Bonus: % TH to PH in 90 days or less</td>
<td>5</td>
</tr>
<tr>
<td>% PSH moving to other PH destinations</td>
<td></td>
</tr>
<tr>
<td>% RRH moving to PH in 30 days or less</td>
<td></td>
</tr>
<tr>
<td>• Extent to which the project is meeting system expectations for length of stay:</td>
<td>5</td>
</tr>
<tr>
<td>TH: The project meets or exceeds system targets</td>
<td></td>
</tr>
<tr>
<td>PH: Participants stay at least 12 months or move to other permanent housing</td>
<td></td>
</tr>
<tr>
<td>RRH: Participants meet or exceed system targets</td>
<td></td>
</tr>
<tr>
<td>• Extent to which participants exit to a known destination.</td>
<td>7</td>
</tr>
<tr>
<td>• Extent to which persons who exit homelessness to permanent housing destination return to homelessness within 6 months. The national target is less than 5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>2. Income Progress:</strong> Measures the extent to which participants show positive changes in income</td>
<td></td>
</tr>
<tr>
<td>• Exits with Earned Income: Extent to which adults in the program exit with employment income</td>
<td>3</td>
</tr>
<tr>
<td>• Exits with Non-earned income: Extent to which adults in the program exit with cash income from other sources (e.g. TANF, SSDI) or non-cash (e.g. EBT, Medicaid)</td>
<td>3</td>
</tr>
<tr>
<td>• No Financial Resources: Extent to which no more than 10% of participants exit with “no financial resources” (cash or non-cash)</td>
<td>3</td>
</tr>
<tr>
<td><strong>3. Participant Outreach</strong></td>
<td></td>
</tr>
<tr>
<td>• Proportion of households served coming directly from the Streets and/or Emergency Shelter</td>
<td>Up to 10</td>
</tr>
<tr>
<td><strong>4. HMIS Data Quality/Completeness:</strong> Measures complete/quality data reported in HMIS (this criterion is waived for confidential DV programs)</td>
<td></td>
</tr>
<tr>
<td>• No more than 5% reported missing/not collected etc., for data in any element (excluding Name/SSN, HIV Aids)</td>
<td>7</td>
</tr>
</tbody>
</table>
5. System Priority Measures

- Program Component Priority: PH =15 pts
  - TH =10 pts
  - Serving Exclusively Chronically Homeless= 3pts
- Client Participation: Extent to which program demonstrates that it solicits and uses feedback from consumers = 2pts

6. Project Efficiency and Effectiveness Measures

- Project Expenditures: Extent to which the project drew down 100% of HUD funds
- Occupancy: Extent to which the project maintains capacity/occupancy (zero points if less than 85%). Full points if meet/exceed 95%. Note: RRH scores are determined by move-in rate.

NOTE: Scoring adjustments are made where needed for projects with fewer than 10 units / where "n" is less than 10, or where there are no exits

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: 2017 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 CoC Program application.

✓ A deadline is a deadline! Submit your Phase II Application by the due date and time of 4:00pm, Thursday, July 27, 2017.

✓ 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.

✓ The Phase II Application is due date is 4:00pm, Thursday July 27, 2017. Late submittals will mean your project will not be ranked.
## 2017 Local Process Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15, 2017</td>
<td><strong>DUE DATE:</strong> 2017 Phase I Application – Notice of Intent to Renew Funding</td>
</tr>
<tr>
<td>July 12, 2017</td>
<td>2017 Phase II Application Distributed</td>
</tr>
<tr>
<td>July 12, 2017</td>
<td>2017 Mandatory HUD CoC Program NOFA Workshop for Renewal</td>
</tr>
<tr>
<td></td>
<td><strong>Wednesday, July 12, 2017 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><strong>Seattle, Washington, 98144</strong></td>
</tr>
<tr>
<td>July 27, 2017</td>
<td><strong>DUE DATE:</strong> Phase II Application: 2017 CoC Program Renewal Grants</td>
</tr>
<tr>
<td></td>
<td><strong>Thursday, July 27, 2017 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>July 27, 2017 to TBD</td>
<td>CoC staff: review HMIS Data and Phase II information and prepare preliminary</td>
</tr>
<tr>
<td></td>
<td>renewal rank order</td>
</tr>
<tr>
<td></td>
<td>All Home Coordinating Board and Funder Alignment Committee review</td>
</tr>
<tr>
<td></td>
<td>preliminary rank order</td>
</tr>
<tr>
<td>TBD</td>
<td>2017 Phase III Application Workshop</td>
</tr>
<tr>
<td></td>
<td>Mandatory HUD CoC Program NOFA Workshop for All</td>
</tr>
<tr>
<td></td>
<td><strong>(Time and Date TBD)</strong></td>
</tr>
<tr>
<td>TBD</td>
<td>All CoC Application program applications complete and ready for submittal to</td>
</tr>
<tr>
<td></td>
<td>esnaps</td>
</tr>
<tr>
<td></td>
<td>- Upload federal forms/current 501c.3 documents</td>
</tr>
<tr>
<td></td>
<td>- Complete and submit pdf of esnaps application (direct grantees only)</td>
</tr>
<tr>
<td>TBD</td>
<td>2017 CoC Program Community Meeting for presentation of priority rank order</td>
</tr>
<tr>
<td></td>
<td>All projects notified of final CoC Application Project Listing results</td>
</tr>
<tr>
<td>September / October</td>
<td>2017 Seattle King County NOFA Application Due to HUD—TBD</td>
</tr>
<tr>
<td>2017</td>
<td><strong>?????????????</strong></td>
</tr>
</tbody>
</table>

*Dates and activities will be determined subject to access to the 2017 HUD NOFA. Please be responsive to all CoC Program Alerts! All notifications or requests will come via email.*
2017 CoC Program NOFA Project Application Process Guidance

Be Ready for Your HUD NOFA Application:

You will be notified as soon as the 2017 HUD CoC Application is available in esnaps!!! This is expected to happen at any time in July. Your HUD Application and Certifications will be due soon after. Timelines are very short and quick turn-around 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 ensure they can access e-snaps. This means reviewing your User Names and Passwords and assuring they still work. Additional training will be provided to direct HUD grantees to help make sure the electronic application process goes as smoothly as possible, especially for first time users.

- **Ensure the Accuracy of Information in your 2016 Application for 2017!**
  a. Review your budgets. Did your budgets change during the 2016 HUD Grant Agreement process? Did you add a new activity or increase/decrease fte staffing to your services budget?
  b. Did anything else change during that process that must be brought forward for 2017. For example, agency contact information. **ADVICE: Don’t wait**—review now! The HUD electronic application system “esnaps” is not ready for the 2017 applications yet so use this time to get ready. You will not be given much time.
# 2017 Seattle King County Phase II Application

## Continuum of Care Program Renewal Request

**DUE: Thursday, July 27, 2017**

### Phase II Application

#### A. Project Information

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

<table>
<thead>
<tr>
<th>Primary Contact Person:</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Telephone: ( )</th>
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<tbody>
<tr>
<td>Fax: ( )</td>
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</table>

<table>
<thead>
<tr>
<th>e-mail address:</th>
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</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 2017 HUD Application. Must be dated between June 1, 2017 and August 14, 2017:

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

#### B. DUNS#, CCR/SAM and Code of Conduct Confirmed: To be eligible for funding under the 2017 NOFA, all recipients (Direct HUD Grants) **MUST** have a current **DUNS number, active registration in CCR/SAM**, and duplicated Code of Conducted 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?

<table>
<thead>
<tr>
<th>Confirmed Agency/Program DUNS#</th>
<th>[ ] Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmed Central Contractor Registry (CCR) /SAM is current</td>
<td>[ ] Yes</td>
</tr>
<tr>
<td>Confirmed Agency Code of Conduct is current and uploaded as required</td>
<td>[ ] Yes</td>
</tr>
</tbody>
</table>

**Authorizing Signature/Title:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>
2017 HUD CoC Program Phase II Application

Renewal projects (projects previously funded) with a “CoC Program” funding award that ends in calendar year 2018 must submit the information required in this Phase II Application in order to be included in the HUD 2017 Continuum of Care Homeless Assistance Program NOFA process and to be eligible for continued funding for 2018-2019.

Checklist for Submission

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

- Efficiency/Effectiveness/Recipient Performance Information
  - Grant Spending
  - HUD Monitoring / Audit Confirmation (Attachment required, as applicable)
  - Recipient / Sub-recipient Grant Information (Timely APR, LOCCS Draws)

- Other Information Collected for the HUD Application Response
  - Project Match Workbook (Attachment required of all)
  - Housing First Table
  - Mainstream Resources and SOAR Training Table
  - Consumer Participation / Feedback

CoC Project Efficiency / Effectiveness / Recipient Performance

1. Grant Spending: Did this project expend 100% of awarded HUD funds. Three Year Spending History

   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.

   Instructions: Complete the chart below with information about the three most recently completed grant terms for which an APR has been submitted. If the project grant term ended in March, April, or May 2017, there may not be a completed APR with reported final expenditures. In that case, you may choose the grant with a 2016 end date as your most recently completed term. (all listed amounts will be verified with HUD). If the grant has only renewed twice, you will only require two lines. If the grant has only renewed once, enter that recapture amount. If the grant has not yet renewed, enter -0-.

<table>
<thead>
<tr>
<th>HUD Grant Number</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA0000L0T001508</td>
<td>200,000</td>
<td>190,000</td>
<td>190,000/200,000,000 x 100</td>
</tr>
</tbody>
</table>

   - A = Total Grant Award
   - B = Total Drawn Down in LOCCS 90 days after the grant ending date
   - C = Percentage of Funds Expended [B/A x 100]
### 2. HUD Monitoring / Audit: When did HUD last monitor this project? ________________

- Are there any unresolved HUD monitoring findings or concerns related to this project or other HUD projects within your Agency? [ ] yes [ ] no
- Are there any unresolved Audit findings related to this project or any project in your Agency that required HUD review? [ ] yes [ ] no
- Has HUD instituted any sanctions on any project of your agency, including but not limited to, suspending disbursements (e.g., freezing LOCCS, requiring repayment of grant funds or de-obligating grant funds due to performance)? [ ] yes [ ] no

**If yes to any of the above, an Attachment is required.** Please include a brief narrative (no more than 1 page) describing the issue and status of the concerns/findings and include the following documentation:

- All correspondence by and between HUD to current for HUD monitoring
- A copy of the Audit finding and related correspondence/action to resolve the finding.

### 3. Quarterly LOCCS Drawdowns (Response required for Direct HUD Grants Only):

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. If marked NO, please attach brief explanation.

- [ ] Yes
- [ ] No

### 4. On-time APR (APR’s due on or before 12/31/16):

Was the program APR successfully submitted on time for the most recently expired grant that ended on or before 12/31/16?

**Instructions:** The APR is due 90 days after the grant term expires*.

- Select “Yes” to indicate that an APR was submitted on time for the grant term that most recently expired (for most, this will be your FY 2015 renewal -- grants ending on or before 11/30/16). For those with a calendar year term it will be your FY 2014 grant which ended on 12/31/16).
- Select “No” to indicate that an APR was submitted late or has not been submitted for the grant term most recently expired. If no, please explain why the APR was not submitted to HUD in a timely fashion, and the steps you are taking to ensure timely submission in the future.
- Select N/A if this is a first-time renewal for which the original grant term has not yet.

**NOTE:** It is recognized that for some of 2016, HUD changes to esnaps prevented APR’s from being submitted on time. For certain projects, due dates were extended to November 30, If this impacted your APR, please indicate YES.
Match:

What dollar amount of match is the project providing for the upcoming award year (2018-2019) $_____ Match

- Complete and submit Project Excel Match Workbook—Attachment requiredatta .
- Insert the summary information from the report in the space to the right. % Match
- 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 2017 HUD application.

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. Adherence to Housing First Principles is a system measure and is a scoring element for the Seattle King County consolidated application.

NOTE: We will verify CEA bands and screening criteria for all projects approved for participation in Coordinated Entry for All

See Below: Please check all that are true

1. At Program Entry: The project ensures participants are NOT screened out based on:
   - Having too little or no income
   - Active or history of substance abuse
   - Having a criminal record with exceptions for state/SHA-mandated restrictions
   - Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement).
   - Sexual Orientation or Gender Identity

2. At Program Exit: The project ensures participants are NOT terminated from the program for the following reasons:
   - Failure to participate in supportive services
   - Failure to make progress on a service plan
   - Loss of income or failure to improve income
   - Being a victim of domestic violence
   - Any other activity not covered in lease agreement typically found in the project’s geographic area.

Projects that are unable to check all the boxes are not Housing First.
For any element not checked, programs may submit a short response that explains why not (one page limit).
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 must demonstrate (1) that 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.

See Below, please check all that are true:

☐ 1. Case Managers systematically assist clients in completing applications for mainstream benefit programs.

☐ 2. We supply transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs.

☐ 3. We use the DSHS single application form that helps program participants sign up for four or more mainstream programs.

☐ 4. We have staff who systematically follow-up with program participants (at least annually) to ensure that they have applied for and are receiving their mainstream benefits and that benefits are renewed.

☐ 5. We are participating in enrollment and outreach activities to ensure eligible households know of and are enrolled in health insurance (e.g., Medicaid, Medicare, Affordable Care Act options).

See Below, please check all that are true and add the required information:

☐ 1. We have specialized staff whose primary responsibility is to identify, enroll, and follow up with clients on participation in SSI/SSD.

   NOTE: If the box is checked, list below those staff by name, job title, and organization.

☐ 2. We have staff, or contract with another organization who has staff who participated in an in person or online SOAR training regarding Social Security in the last 24 months.

   NOTE: If the box is checked, specify the SOAR Training dates below.
Consumer Participation / Feedback

The Seattle King County CoC and All Home affirm the value that all services should reflect the expressed needs of persons who are experiencing homelessness. All Home believes that when consumers are provided opportunities to contribute experiences and expertise related to the assistance and services that they need, projects and the continuum are strengthened.

Please respond to the questions below

Does the agency regularly solicit and respond to feedback from consumers? □ yes □ no

If yes, in the space below, please describe the process you use for residents/clients to provide feedback. Describe how the information is collected and provide an example of how client feedback has been used in your program within the past two years.
Funding and Requests for Proposals

Requests for Proposals

2017 Affordable Multi-Family Rental and Homeownership Housing Capital Funding RFP

The RFP, application instructions, and required forms are available on the King County Procurement website. Download the 2017 Intent to Apply list (updated 7/28/2017).

Deadline is September 14, 2017

2017 RFP for Operating Support, Rental Assistance and Supportive Services (ORS) for Non Time Limited Housing

The RFP, application instructions, and required forms are available through ZoomGrants: Apply via ZoomGrants™

Deadline is September 26, 2017

2017 RFP for 2018 Human Services Bus Ticket Program

Coming soon…

Notice of Funding Availability

King County Combined Funders Notice of Funding Availability.
2017 Combined NOFA for Homeless Housing now posted. Posted on June 30, 2017

NOFAs

Awards

Prior RFPs and RFI
2017 Combined NOFA for Homeless Housing

- Capital Funding for New Affordable Housing
- Operating Support, Rental Assistance & Supportive Services for New and Existing Housing
# Table of Contents

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   - participating funders

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   - other funding opportunity

VI. Appendices
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     - Appendix 2: Funder Application Information
     - Appendix 3: Homeless Housing Definitions
I. OVERVIEW

The King County Homeless Housing Funder Group is pleased to announce a combined funding round for housing with supportive services to address homelessness throughout King County. Five public funders will together allocate approximately $87.86 million in funds through this NOFA.

The intent of the combined NOFA is to provide streamlined application processes, reviews and awards to expedite providers’ ability to implement projects and house homeless households.

II. IMPLEMENTING THE ALL HOME STRATEGIC PLAN IN KING COUNTY

All Home King County is comprised of a coalition of non-profit organizations, governments, faith communities, homeless people, businesses, and other supporters. One of the historic priorities set by All Home governance (then the Committee to End Homelessness in King County Governing Board and Interagency Council) is to improve efficiency and coordination of existing resources. This joint allocation of capital, operating support, rental assistance, and service funding for housing included in the NOFA is designed to address this goal within the context of aligned priorities. Since the previous 2015 Combined NOFA was released, All Home has adopted a new Strategic Plan that seeks to make homelessness rare, brief, and one-time. These goals serve as a local framework for the national expectations and outcomes as guided by the U.S. Department of Housing and Urban Development (HUD).

This is the twelfth countywide homeless funding effort to coordinate the application and allocation process for proposals that meet the goals set forth in the All Home Strategic Plan (2015-2019).

III. 2017 NOFA PRINCIPLES AND PRIORITIES

Funding priorities were established by the All Home Funder Alignment Committee (including the City of Seattle, King County, United Way of King County, A Regional Coalition for Housing (ARCH), King County and Seattle Housing Authorities, Building Changes, and suburban cities). The Funding Priorities are intended to be for three years, although public funders reserve the right to make changes as needed; a NOFA will continue to be released annually. The priorities represent a shared commitment by funders of homeless housing, regardless of whether a particular funder has resources available in the NOFA in a given year.

These priorities apply to non-time-limited housing with supportive services. See the Related Funding Opportunities section for time-limited homeless housing and other related funding opportunities. Applications reviewed under these priorities will be subject to funds available.

Principles

The 2017 Combined NOFA priorities, identified below, reflect those previously adopted by the Governing Board and outlined in the All Home Strategic Plan (2015-2019). This represents a shared commitment by funders of homeless housing, regardless of whether a particular funder has resources available in the NOFA in a given year.

- Implement projects that promote the All Home Strategic Plan.
- Build upon successful programs that are innovative and cost-effective.
• Align funding to match the needs and strengths of people experiencing homelessness.
• Distribute funds countywide to address regional and racial disparities.
• Leverage other resources.
• Promote opportunities for systems change and Housing First principles.
• Reduce screening criteria to improve access.

Priorities
The following priorities are not listed in order of preference. Veterans should be aligned with population-specific groups and access Veteran-specific resources where possible.

• Projects creating or retaining housing units for high need households, including chronically homeless, to access permanent supportive housing and permanent housing with supports.
• Existing transitional housing projects undertaking conversion to a permanent supportive housing facility, permanent housing with supports or alternative, less costly permanent housing.
• Projects that provide a move-up strategy that assists people who have achieved stability in Permanent Supportive Housing (PSH) or permanent housing with supports to move into housing with fewer supports.
• Alternative, less costly permanent housing models (i.e. shared housing, host homes, and SROs).
• Projects that strengthen shelter resources outside the city of Seattle.

Note: These priorities are not exclusive and additional priorities may be held by individual funders in the respective funding rounds advertised in this Combined Funder NOFA.

The funders in the Combined NOFA value projects and programs designed to emphasize recovery, employment connections, and a Move-Up strategy, allowing our system to continue increasing the capacity to end homelessness.

Note: Individual funders administer funding sources with broader eligible uses than the priorities listed above. Applicants must consult the specific funding parameters for each participating funder, beginning on page 5. In addition, applicants may review the other funding opportunity section, beginning on page 11.

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1 The Funding Priorities are intended to be for 3 years, but public funders reserve the right to make changes as needed. A NOFA will continue to be released annually.
2 It is noted that transitional housing may be maintained for certain homeless populations (i.e., domestic violence survivors, youth and young adults, and individuals identified through the Familiar Faces initiative).
3 It should be noted that services and operating support for time-limited programs (i.e., shelter) are not eligible to apply for the ORS RFP.
V. OTHER FUNDING OPPORTUNITY

HUD CONTINUUM OF CARE PROGRAM FUNDING
Formerly known as “McKinney Homeless Assistance Funds”

HUD Continuum of Care (CoC) Program funding is intended to help homeless households: (1) increase their housing stability; (2) increase their skills and/or income; and (3) obtain greater self-sufficiency. Locally, more than 70 projects are currently funded with CoC Program dollars. A single consolidated application covering all of King County is submitted to the U.S. Department of Housing and Urban Development (HUD) each year at a time determined by HUD. The exact date of the competition varies from year to year. The 2017 timeframe is not yet known, but an early summer release is expected.

At the national level, for a number of years there has been a highly-competitive opportunity for “new” funding. The 2017 HUD NOFA is expected to include a bonus opportunity for permanent supportive housing for chronically homeless persons or rapid rehousing. A number of new projects may come through reallocation of funding from existing CoC Program funded projects, as well as the bonus opportunity. Permanent Supportive Housing for Chronically Homeless households and Rapid Rehousing are expected to be the only allowable housing types for new projects.

Because of HUD’s requirements for timely expenditure of funds, CoC Program dollars need to be among the last dollars into a project. Projects funded through this and previous combined funding rounds, as well as projects that are already substantially funded through other sources, will be best positioned for this funding.

Contact:  
City of Seattle – Eileen Denham, (206) 684-0915; eileen.denham@seattle.gov  
King County – Kate Speltz, (206) 263-9084; kate.speltz@kingcounty.gov
Evidence of public posting on CoC Website re: CoC Rating and Review Procedures

Note -- documents are labeled as:

- ‘FY2017 CoC Community Briefing Final Priority Listing Order Overview – 9/12/2017’
- ‘FY2017 CoC Community Briefing Final Priority Listing Order – 9/12/2017’
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. 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 Coordinating Board.

Our CoC has made significant efforts to realign our funding portfolio, shifting to spending more on permanent housing (rapid rehousing and permanent supportive housing). For year by year summaries, see here. From 2012 to 2016:

- Permanent housing increased from 50% of spending to 79%
- Support services and transitional housing decreased from 45% of funding to 9%
- Overall funding increased by 50% (from $23 million to $34 million)

CoC Program Project Application Materials

2017

FY 2017 Key Dates:

Phase I: FY 2017 Intent to Renew Application due by 4PM (posted 6/15/17)
Phase II: FY 2017 Local CoC Program Project Application due by 4PM (posted 7/27/17)
Phase III: FY 2017 Grantee Application in PDF format due by 4PM (posted 8/24/17)
2017 Combined NOFA released June 30, 2017

FY 2017 CoC Application Timeline

FY 2017 Renewal Application Policies and Procedures

FY 2017 Policy and Priorities:

FY 2017 Continuum of Care (CoC) Program Competition: Funding Availability
FY 2017 CoC NOFA Overview | FY 2017 CoC NOFA Highlights
Coordinating Board CoC Discussions – 7/5/17 and 8/2/17
Funder Alignment Committee CoC Discussions – 7/3/17 and 8/7/17

FY 2017 Renewal Project Applications:

FY 2017 CoC Program Intent to Renew Notice – 5/30/17
FY 2017 CoC Program Local Application Workshop – 7/12/17
FY 2017 CoC Program NOFA Application Workshop – 8/16/17

Final Documents

FY 2017 CoC Community Briefing Final Priority Listing Overview – 9/12/17
FY 2017 CoC Community Briefing Final Priority Listing – 9/12/17
WA-500, the Seattle – King County Continuum of Care cumulatively reallocated 32.49% of our 2013 ARD in the 2013, 2014, 2015, and 2016 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]  
  ■ Project Priority List FY2016  [$ 1,593,743]  
                          $  7,780,263

Reallocation/ARD = Percentage  $ 7,780,263/ $23,947,462= 32.49%
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.

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<th>ARD less 5%</th>
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3I. Reallocation: Balance Summary

3I-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>Description</th>
<th>Amount</th>
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<tbody>
<tr>
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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.

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6. Reallocation: Balance Summary

Instructions
For guidance on completing this form, please reference the FY 2016 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 a summary of the information entered on the eliminated and reduced reallocation forms. The last field on this form, “Remaining Reallocation Balance” should equal zero. If there is a positive balance remaining, this means the amount of funds being eliminated or reduced are greater than the amount of funds requested for the new reallocated project(s). 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, which is not permitted.

Reallocation Chart: Reallocation Balance Summary

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2A - 1 Governance Charter

✓ CoC Governance Charter
✓ CoC System Performance Committee Charter
✓ 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”
Continuum of Care Charter

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 that are representative of the relevant organizations and of projects serving homeless subpopulations within the CoC's geographic area.

II. Duration
This Charter shall be adopted on the day it is approved by the All Home Coordinating Board. Thereafter, the Charter shall be updated and affirmed annually 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. (HEARTH requirement)

III. Purpose
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. As the CoC, All Home shall identify key issues that need to be addressed to advance All Home's efforts and mobilize a base of constituents needed to achieve All Home's goals.

IV. Membership and Selection Process
1. Members of the Continuum of Care/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 members of All Home's governing body is outlined in the following sections.

V. 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.

All Home Charter rev March 2017
VI. Structure
On July 1, 2015, All Home launched 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.

In order to provide an effective and efficient governance and system infrastructure, the following values have been developed for all CoC 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.

All Home Organizational Chart

Coordinating Board

- Consumer Focus Groups
- System Committees
- Action Plan Workgroups
- Stakeholder Affinity Groups

Governing Body:
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). Set membership.

Advisory Bodies:
Consumer Focus Groups 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. Consumer Focus Groups will convene no less than quarterly and are open to all participants.
Stakeholder Affinity Groups Provide venue for community feedback on a variety of topics including but not limited to system level and disaggregated data, population-specific strategies, specific program types and system components. Stakeholder Affinity Groups will convene no less than quarterly and are open to all participants.

Implementation Bodies:
System Committees 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. Ensure policy decisions for the HMIS and Coordinated Entry for All. System Committees will meet regularly and will have set membership.
Action Plan Workgroups Work groups as deemed necessary by the Board and focused on deeper investigation and planning of strategies and policy needed to achieve All Home Goals. Action Plan Workgroups will meet as needed and will have set membership.

VII. Conflicts of Interest
All members of the CoC shall abide by the Conflict of Interest guidelines provided in the HEARTH Interim Rules 24 CFR 578.95 Conflicts of Interest. All members of the Coordinating Board will sign a Conflict of Interest statement at the beginning of their membership. 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 of the meeting to All Home staff.

B. Publicly disclose conflicts of interest at relevant All Home 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.

VIII. 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 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.

B. Responsibilities

1. Monitor and guide the implementation of the Plan.

2. 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.

3. 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)

4. 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)

5. Directly make policy decisions related to HUD CoC funds and inform policy decisions related to HUD ESG funds, and direct funders county-wide to use policy decisions to guide funding decisions.

6. Every five years, bring to the CoC an updated Governance Charter for approval by the full CoC. (HEARTH requirement)

7. Establish and oversee All Home bodies that oversee CoC functions, including the Homeless Management Information System (HMIS) and Coordinated Entry.

8. 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.

9. Oversee and adopt the Plan and annual workplans. The annual workplans shall include a description and objectives of the proposed subcommittees.

10. Bring a system-level lens to decision making and act on behalf of the constituency you were selected to represent.

11. Ensure that consumer input is included in policy development and other All Home activities.

12. 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 and implementation bodies.

13. Adopt an annual All Home legislative agenda and advocate for expanding resources and systems reform to implement the Plan.

All Home Charter rev March 2017
14. 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.

15. 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)

16. 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 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.

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. The acting Director of All Home will be granted a vote in the event of a tie.

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

5. 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.

6. 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.

7. Adopt 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).

10. Designate the HMIS software and HMIS Lead, and assure compliance with HEARTH requirements (HEARTH requirement).

11. Designate entity to complete the annual point-in-time count of homeless persons (HEARTH requirement).

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 one year minimum commitment is required.

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 maximum membership of 16 people.
1. Applications for membership will be open to the public and will be selected by 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.

   a. The established seats include:
      
      (i) City of Seattle (2)
      (ii) King County (2)
      (iii) Housing Authorities (1)
      (iv) Federal partners (1)
      (v) Sound Cities Association (2)
      (vi) Philanthropy (1)
      (vii) Individuals currently or formerly experiencing homelessness (at least 2)
      (viii) Nonprofit homeless providers (4)
      (ix) American Indian/Alaskan Native Community representative (1)

2. Members who represent a government department or organization will be appointed by their relative organization for consideration and final approval by the Coordinating Board.

3. The Coordinating Board shall elect co-chairs, at least one of whom should be a funder.

4. Recommendations for changes in representation from each sector will be considered annually at the November Board meeting. New Coordinating Board members shall be appointed under the following circumstances:

   a. The resignation or dismissal of a current member.
   b. Instances in which a current member no longer fills the representation category in which they have been appointed.
   c. 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. A term is a calendar year, January through December.
2. For those members who represent a government department or organization, that person may serve as long as they continue to hold the same job/position.
3. For those members who represent a segment of the population or a named organization, terms shall be for three years, with the option of serving one additional term.
4. Terms for co-chairs shall be for three years from the date of nomination, with the option of serving one additional year.

Revision approved:

Mark Putnam, All Home Director

3/11/2017

date approved
CoC System Performance Committee Charter

Purpose Statement

The Continuum of Care (CoC) System Performance Committee will support data collection and evaluation efforts for the Seattle/King County CoC in order to assess and inform progress on ending homelessness.

Core objectives include:
1) Support to the administration of the Homeless Management Information System (HMIS), to ensure that it is functional and meets local needs for data collection and reporting as well as U.S. Department of Housing and Urban Development (HUD) HMIS standards, and
2) Guidance and recommendations for clear and accurate measurement and communication of CoC system performance in alignment with HUD expectations.

The CoC System Performance Committee is responsible to:

Inform administration of the HMIS:
- Develop the vision for HMIS and approving the HMIS System Administrator work plan;
- Review and monitor the daily operations and strategic initiatives for HMIS to support consistent participation in HMIS and positive user experience and support;
- Review, approve and monitor policies for our local HMIS, including privacy mechanisms, security plan, data quality plan, and the MOU and data sharing agreements;
- Approve HMIS Data Use Requests for access to client-level de-identified data.

Inform accurate measurement and communication of CoC system performance:
- Utilize data from a variety of sources and partners (HMIS, Point in Time, community indicators, other) necessary to assess and inform progress on the All Home Strategic Plan;
- Provide input on policies and practices for local reporting 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;
- Provide input on the use and development of methods for evaluating system gaps and analysis of homelessness needs and services;
- Provide updates on data and research related to system level initiatives and strategies;
- Ensure review of annual reports from HMIS and other data sources including the Annual Homeless Assessment Report (AHAR), System Performance Measures (SYS-PM), annual Point-in-Time Count and Housing Inventory Chart (HIC);
- Bring forth topics to the Coordinating Board to improve system performance and/or increase support and technical assistance for CoC membership;
- Analyze system and programmatic data for trends, cost, performance and compliance, and provide reports to All Home Advisory Bodies and workgroups, as appropriate; and
- Inform the legislative agenda as needed.

As with other All Home System Committees, the CoC System Performance Committee:
- Will meet regularly with membership inclusive of a mix of funders, providers, currently/formerly homeless individuals, and system partners,
- Is accountable for ensuring seamless regional response within core system functions,
- Is charged with implementation of system functions with direction set by the Coordinating Board, providing regular input and feedback, and formal recommendations to the Board when needed,
- Will be staffed by All Home or partners

Mark Putnam, All Home Director  

Date Updated: April 2017  

4/11/17  

approved
All Home Coordinating Board Meeting Summary

December 3, 2015

Members Present:  
Sheila Sebron  
Nancy Backus  
Scott Behrbaum  
Melinda Giovengo  
Gordon McHenry Jr.  
Roger Franz  
Dahkota Beckham  
Alison Eisinger  
Joe McDermott  
Graham Pruss  
Catherine Lester  
Doreen Marchione

Members Absent:  
Colleen Echohawk  
Lainey Sickinger  
John Chelminiak  
Daniel Malone  
Michael Ramos  
Marty Kooistra  
Rebekah Bastian  
Dana Dildine  
Sara Levin  
Brian Robinson  
Mark Okazaki  
Paul Lambros  
Steve Walker  
Hamdi Abdulie  
Patricia Hayden  
Adrienne Quinn

Agenda Item  
Public Comment

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.

State of Emergency

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.

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. WUHA added restoration of Consolidated Homeless Grant funding recently to their legislative agenda that Alison 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

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<tr>
<td>Ann Ku- KC Evaluation</td>
<td>Felicia Salcedo- All Home</td>
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<td>Triina Tennis- All Home</td>
<td>Karen Studders- Advocate</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>Sarah Sausner- KC Public Health</td>
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<td>Ellie Wilson-Jones- Sound Cities Association</td>
<td>Jim Theofolis- City of Seattle HSD</td>
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<td>Danielle Winslow- All Home</td>
<td>Kira Zylstra- All Home</td>
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<td>Hedda McLendon- KC CSD</td>
<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

ATTENT:

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 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 (KCIIT), 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.¹ 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, Adsystech, operating under a statewide

¹ The City of Seattle named the Seattle-King County HMIS “Safe Harbor” 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 HIEARTH 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 HIEARTH 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.
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.

System Performance Committee Role: The HMIS has a steering committee (the “All Home System Performance Committee,” or simply the “System Performance Committee”) to oversee and support the implementation. 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, people experiencing homelessness, local governments, and other funders. The procedures for the qualifications and meetings of members of the System Performance Committee, and related matters, shall be set forth in the HMIS Governance Charter of the System Performance 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 System Performance 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 entitled “King County HMIS Semi-Annual Compliance Certification Checklist” is available on the King County HMIS website as noted in Appendix B.

The *Partner Agency Intake Worker* is able to create client files and run reports at the agencies) 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 specified 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 System Performance 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.
Specific training information will be documented in the annual King County HMIS Training and User Support Plan.

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 System Performance 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 System Performance 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 System Performance 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 (“PPI”) 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 System Performance 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 System Performance Committee and the King County Department of Community and Human Services (DCHS) once data request has been completed. 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 usernames 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
off site 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 System Performance Committee members. The System Performance Committee will be notified of all grievances received. Bitfocus will use its reasonable best efforts to investigate the issue and will inform the System Performance Committee of the results.

If the issue is not system related, the System Performance 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 System Performance 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. At this time King County is honoring historic commitments around data integration but is not allowing new agencies to participate;
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 King County DCHS;
5. The Partner Agency understands that the extract format will most likely change in the future. The Partner Agency agrees to adapt their data integration processes within 30 days of an updated format becoming available in HMIS;;
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

In the event that data integration isn’t available, agencies are responsible for direct entering all data related to CEA in a timely manner. 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).

Agencies participating in data integration must meet the following data timeliness standards. Additional data timeliness standards as described in Section 18 must also be met.

<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>
<tr>
<td>Permanent Supportive Housing</td>
<td>All Universal and Program-Specific Data Elements will be uploaded weekly</td>
</tr>
<tr>
<td>HPRP</td>
<td>All Universal and Program-Specific Data Elements will be uploaded weekly</td>
</tr>
<tr>
<td>Service only</td>
<td>All Universal and Program-Specific Data Elements will be uploaded weekly</td>
</tr>
</tbody>
</table>

**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. More details are provided in Bitfocus’ annual King County HMIS Training and User Support Plan.

**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 System Performance 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 System Performance 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 System Performance 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 System Performance 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.

Coordinated Entry: The Agency shall utilize HMIS as part of the CoC’s Coordinated Entry for All system in accordance with the CEA Operations Manual, and aligned with the HMIS Data and Technical Standards at (CoC Program interim rule) 24 CFR 578.7(a)(8).

Section 17: No Third-Party Beneficiaries

These SOPs have been set forth solely for the benefit and protection of the System Performance 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: At Entry</th>
<th>Data Timeliness Standard: At Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency shelter</td>
<td>All Universal Data Elements entered within two business days of intake</td>
<td>Night by Night: All Universal Data Elements entered at or before 30 calendar days after last service date. Exit date backdated to last service Entry/Exit: All Universal Data Elements entered within two business days of exit</td>
</tr>
<tr>
<td>Transitional Housing</td>
<td>All Universal and Program-Specific Data Elements entered within two business days of intake</td>
<td>All Universal and Program-Specific Data Elements entered within two business days of exit</td>
</tr>
<tr>
<td>Service</td>
<td>Permanent Supportive Housing</td>
<td>HPRP</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Data Completeness Requirements</td>
<td>All Universal and Program-Specific Data Elements entered within two business days of intake</td>
<td>All Universal and Program-Specific Data Elements entered within two business days of intake</td>
</tr>
<tr>
<td>Data Completeness</td>
<td>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 prevention services.</td>
<td>Data Completeness</td>
</tr>
<tr>
<td>Standard</td>
<td>All data entered into HMIS is complete</td>
<td>All Clients Served: 100% of clients in HMIS-participating programs have a record entered in HMIS.</td>
</tr>
</tbody>
</table>

*Missing data includes ‘Don’t know’ answers and ‘Refused’ responses.
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%.

* Clients who are undocumented and/or clients who cannot complete these fields for legal reasons (i.e. those experiencing domestic violence or having a protected HIV status) will not count against the 95% data completeness standard.

**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 System Performance 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.

**Data Quality Improvement Plan**

Bitfocus works with King County to develop a Continuous Data Quality Improvement Plan. That plan is available on the King County HMIS website: kingcounty.hmis.cc.
### Appendix A: List of King County Policy Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Version History</th>
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<td>Agency Desk Sign</td>
<td>v1.1</td>
<td>1April2016</td>
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<td>Client Grievance Form</td>
<td>v1.1</td>
<td>11July2016</td>
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<td>Client Information Sheet</td>
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<td>Client Revocation of Consent Form</td>
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<td>Continuous Data Quality Improvement Process</td>
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<td>31Jan2017</td>
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<td>HMIS Governance Charter</td>
<td>v1.1</td>
<td>7Sep2016</td>
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<td>HMIS User Policy, Responsibility Statement and Code of Ethics</td>
<td>v.1.1</td>
<td>1Apr2016</td>
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<tr>
<td>Partner Agency Privacy Privacy and Data Sharing Agreement (MOU)</td>
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<td>Partner Agency Technical Administrator and Security Officer Agreement</td>
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<tr>
<td>Standard Operating Procedures (SOPs)</td>
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<td>2Jun2017</td>
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<tr>
<td>Includes:</td>
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<td>- HMIS Client Grievance Procedures</td>
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<tr>
<td>- HMIS Privacy Statement</td>
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<tr>
<td>- HMIS Security Plan</td>
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<td>- HMIS Semi-Annual Compliance Certification Checklist</td>
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<td>Training and User Support Plan</td>
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<td>10Feb2017</td>
</tr>
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**STANDARD OPERATING PROCEDURES**

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Appendix B: Semi-Annual Compliance Checklist

The King County HMIS Semi-Annual Compliance Certification Checklist is available as a standalone document on the King County HMIS website. Direct URL is:

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 System Performance 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:

Client Signature ___________________________ Date ____________
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: ☐
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 appropriate sections for KCHA:

- Admission and Continued Occupancy Policy
- Tenant-based Administrative Plan
- 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;
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.
Admission and Continued Occupancy Policy (ACOP)

- 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
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.
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
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 1½ 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.
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
-Daily Activity
-Advocacy

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:
Admission and Continued Occupancy Policy (ACOP)

- 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
Admission and Continued Occupancy Policy (ACOP)

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
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;
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
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
King County Housing Authority

Section 8
Administrative Plan

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 CRF 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.

\[^31\] 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
Tenant-based Administrative Plan

- 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.
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:
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.

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**Actions undertaken by KCHA to ADDRESS ADMINISTRATIVE IMPEDIMENTS TO FAIR HOUSING IN VIEW OF AVAILABLE RESOURCES:**

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U-2 8/22/2016
Project-based Section 8 Administrative Plan

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.
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.
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 Waitlist.

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
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**\(^{56}\)

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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\(^{56}\) Approved MTW Policy Section V.7
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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\(^{57}\) Approved under MTW 11/18/09
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. **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 for SHA:

- Admission and Occupancy Manual
  
  Full 177-page plan is available online:  
  http://www.seattlehousing.org/residents/information/public/policies

- Housing Choice Voucher Administrative Plan
  
  Full 233-page plan is available online:  
  https://www.seattlehousing.org/sites/default/files/u103/HCVP_AP_Full.pdf
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Seattle Housing Authority does business in accordance with the Federal Fair Housing Act. We welcome qualified applicants and tenants without regard to race, color, religion, sex, national origin, age, ancestry, familial status, parental status, disability, sexual orientation, gender identity, marital status, political ideology, military status, veteran status, housing subsidy, use of a service or assistive animal, and breastfeeding in a public place. SHA provides reasonable accommodations to persons with disabilities. If you or anyone in your family is a person with disabilities and you require an accommodation to fully utilize our programs and services, please notify our ADA Coordinator at (206) 615-3550.
## Admissions and Continued Occupancy Policy (ACOP)

### Seattle Housing Authority

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Student</td>
<td>A person who is attending school or vocational training on a full-time basis (carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended).</td>
</tr>
<tr>
<td>Good Standing</td>
<td>Household is in compliance with the terms of their Dwelling Lease and SHA policies and house rules.</td>
</tr>
<tr>
<td>Head of Household</td>
<td>The adult member (or emancipated minor) of the family who is responsible for the lease and is designated the head of the household for purposes of determining income eligibility and rent.</td>
</tr>
<tr>
<td>HOME</td>
<td>HUD provides SHA with formula grants to fund a wide range of activities, including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low income people. HUD has the Participating Jurisdiction (PJ) to oversee the HOME program at the local level.</td>
</tr>
</tbody>
</table>

### Homeless

An applicant household that:

- Is living on the street, in an emergency shelter, or in a transitional housing facility; or
- Is an active client of a case-management program serving the homeless; or
- Has met one of these two conditions within the 12-month period prior to their eligibility determination.

Applicants living temporarily with family and/or friends are not considered homeless for the purpose of claiming priority under this policy.

### HOPE VI

SHA received a number of HOPE VI grants from HUD, which helped to finance the revitalization of several SHA communities along with other funding sources. The administration of all public housing units within HOPE VI communities is subject to the...
<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpreter</td>
<td>The person who provides interpretation and/or translation.</td>
</tr>
<tr>
<td>Language Line</td>
<td>This is an on-demand telephonic interpreter service that provides professional interpreter quality service.</td>
</tr>
<tr>
<td>Lease</td>
<td>A written agreement between an owner and an eligible family for the leasing of a housing unit.</td>
</tr>
<tr>
<td>LEP Committee</td>
<td>A committee comprised of representatives appointed by the director from each of the following SHA departments: Housing Operations, Finance and Administration, Communications, Legal, and Housing Choice Voucher. The committee meets annually to review and assess the operation of this policy and the list of Vital Documents.</td>
</tr>
<tr>
<td>Limited English Proficiency (LEP)</td>
<td>Participants, for whom English is not their primary or native language and have limited ability to read, write, speak and/or understand English.</td>
</tr>
<tr>
<td>Literally Homeless</td>
<td>Persons who are literally homeless include people who at program entry or program exit are in one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Places not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; A supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low income individuals or by charitable organizations, congregate shelters, and transitional housing for homeless persons);</td>
</tr>
<tr>
<td></td>
<td>• A hospital or other institution, if the person was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution; or</td>
</tr>
<tr>
<td></td>
<td>• Fleeing a domestic violence situation.</td>
</tr>
<tr>
<td>Live-In Aide</td>
<td>A person who resides with an elderly person, near-elderly person or disabled person, and who:</td>
</tr>
</tbody>
</table>
|                             | • Is determined to be essential to the care and well-being of
VAWA Self-Petitioners

An applicant or resident may request continued residency as a result of being a VAWA self-petitioner. VAWA self-petitioners are noncitizens who claim to be victims of “battery or extreme cruelty,” which includes domestic violence, dating violence, sexual assault, and stalking. Such persons are allowed by HUD to indicate that they are in “satisfactory immigration status”. To confirm this, the applicant or resident must provide one of the following documents:

- I-360 VAWA Self-Petition
- I-130 Family-Based Visa Petition
- I-797 Notice of Action.

Once one of these documents are received, SHA is prohibited from requesting any additional information from the VAWA self-petitioner, other than what is required to complete the verification. SHA must then verify this through SAVE. Housing assistance and all other VAWA protections will be granted to the self-petitioner throughout the verification process until a final determination of their status is made. If the final determination is to deny the VAWA self-petition, SHA must take actions to evict the petitioner.

E. Documentation

If an applicant or tenant indicates that they are a victim of domestic violence, dating violence, sexual assault, or stalking and needs protections under VAWA, SHA may request documentation as specified below. Any request for documentation must be in writing, and the individual shall be allowed at least 14 business days from receipt of the request to submit the documentation. SHA may extend this time period at its sole discretion.

The individual may comply with SHA’s request for documentation by providing any one of the following:

1. A completed and signed HUD-approved certification form (HUD-50066, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking), which must include the name of the perpetrator;
2. A document:
   - Signed by the applicant/tenant;
   - Signed by an employee, agent, or volunteer of a victim service provider; an attorney; or a medical professional, or a mental health professional (collectively, “professional”) from whom the victim has sought assistance in addressing domestic violence, dating violence, sexual assault or stalking, or the effects of abuse; and
   - That specifies, under penalty of perjury, that the professional believes in the occurrence of the incident domestic violence, dating violence, sexual assault, or stalking that is the ground for protection and remedies under VAWA, and that the incident meets the applicable definition of domestic violence, dating violence, sexual assault, or stalking as defined in the Terminology section of Chapter 1;
Chapter 3: Waiting List

MTW Activities Used in this Chapter: Seattle Housing Authority has been authorized MTW authority to allow partner agencies to maintain their own waiting lists and allow applicants referred by selected providers to receive the next available unit. SHA has also enacted a program designed to connect current and wait listed households with education, employment, and financial literacy services. SHA may offer preference for residents participating in the Home From School program. In order to promote the leasing of a public housing unit, Seattle Housing Authority may offer lease incentives.

1. Overview

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. Applicants interested in assistance must apply on the official application which provides SHA with the information necessary to properly place them on the waiting list(s). This chapter sets forth SHA’s policies for accepting applications for assistance in the Public Housing program, managing the waiting list, and selecting families from the waiting list.

2. Waiting Lists

A. Waiting List Types

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:

- **Site-Specific Waiting Lists**: Each SHA building or community has its own site-based waiting list. Within each site-based waiting list, applicants are ranked by bedroom assignment, preference, and date and time of application; and

- **Expedited Processing Waiting List**: This offers a waiting list for applicants referred from a qualified provider. Applicants are ranked by bedroom assignment, preference, and date and time of application. (This is currently closed.)

B. Partnership Unit Site-Based Waiting List Agreement [MTW 8.P.01, MTW 12.P.02]

SHA occasionally enters agreements with other housing organizations to provide public housing operating subsidies 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, which shall permit the organization to create and maintain its own site-based waiting list for the
public housing-subsidized units. The Partnership Unit Site-Based Waiting List Agreement may include the following provisions:

- The organization shall maintain an auditable waiting list for the partnership units, which SHA and/or HUD may review at any time;
- 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;
- 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 ensure that no applicant for the partnership units shall be discriminated against on the basis of being a member of any protected class;
- 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;
- The organization shall determine applicant eligibility for partnership units using SHA-provided criteria;
- 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;
- The organization shall apply its own screening and suitability policies for applicants of the partnership units, according to written policies approved by SHA; and/or
- 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.

3. Applying for Housing Assistance

Applicants apply for assistance in the Public Housing and Senior Housing programs by submitting an application form which also includes options to apply for subsidized assistance in the HOPE VI and Special Portfolios.

Applicants may select up to two public housing/HOPE VI properties. Applicants may also select up to two Seattle Senior Housing Program (SSHP) properties instead of, or in addition to, any public housing properties they have selected. Note that for the SSHP properties, the head of household, co-head or spouse must be 62 or older, or disabled, at move in. See the SSHP Waiting Lists section in Chapter 7 for SSHP waiting list policy.

Some SHA properties have been designated Elderly Only, in accordance with HUD regulations. These Elderly Only properties are reserved for applicant families with at least one member age 62 years or older. Families that qualify as an Elderly Family may include Elderly Only properties in their two public housing property selections. SHA may, in its discretion, offer placements in Elderly Only properties to Near Elderly households (household member age 50 to 61), if there are insufficient elderly household applicants to fill available vacancies in Elderly Only properties. Minor children may not live in Elderly Only designated housing, except where existing residents have been grandfathered at the time of the Elderly Only designation.
Admissions and Continued Occupancy Policy (ACOP)
Seattle Housing Authority

The applicant is responsible for the accuracy and completeness of their application, and for updating the information if it changes during the time they are on the waiting list(s). Information provided by the applicant is not verified by SHA until the applicant has been selected from the waiting list. When submitting an application, applicants are strongly encouraged to consult with SHA staff for assistance in understanding the process, to help ensure the accuracy and completeness of the information they submit, and to maximize their opportunity for success by making appropriate housing choices.

SHA will accept an application even if an informal discussion reveals the applicant may not be eligible for assistance, or for a specific property or program. Applicants should not be discouraged from applying based on “apparent ineligibility.” Applications will be assigned to the waiting list per the occupancy standards found in the Occupancy Standards section of Chapter 5.

Applicants whose previous housing applications have been denied by SHA may submit a new application at any time following the denial. The circumstances that caused the denial may continue to be relevant to future housing applications.

Applications received from currently housed SHA residents who want to relocate to another SHA unit will be placed on the waiting list according to preference and date and time of application.

4. Preferences

SHA has established preferences that give priority to families in certain categories. Preferences establish the order in which applicants are placed on the waiting list, but they do not guarantee admission.

Information provided by applicants on their application is used to determine whether they qualify for preference. This information includes family income, living situation, place of residence, and other personal circumstances.

An eligibility interview will be scheduled for all applicants after being selected from the waiting list. On the day of the eligibility interview, applicants must qualify for the preference under which they have been ranked on the waiting list. If the applicant does not qualify for preference they will be placed back on the waiting list without preference and must wait six months from the date of interview to re-qualify for preference.

Public Housing

Public housing applicants can qualify for both a ranking preference and a waiting list preference as described below. Applicants with a ranking preference are selected from the waiting list ahead of applicants with a waiting list preference. Public housing applicants may qualify for one or more of three waiting list preferences but may claim only one. Applicants with waiting list preference are ranked by date and time of application on the waiting list behind those with ranking preference, but ahead of all others who do not qualify for preference.
A. Waiting List Preferences

1. Applicant family’s gross income is at or below 30% of area median income either currently or for the 12-month period prior to the eligibility determination. (Gross income, for the purpose of determining preference, means the full amount of income before deductions of any type are taken, and without calculating any of the exclusions, allowances, or deductions which may be available to applicants after they are admitted to housing.);

2. Applicant family is homeless, as defined in the Terminology section of Chapter 1, or was homeless sometime during the 12-month period prior to the eligibility determination; and

3. 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 found in Chapter 11, and is above 30% of median income, may apply to the regular LIPH waiting list and receive a preference point. (This waiting list preference does not apply to the Expedited Waiting List.)

B. Ranking Preferences

Ranking preference is applicable only to the Site Specific Waiting Lists as follows:

- **Executive Director:** The Executive Director shall have the discretion to offer housing units to eligible residents and participants urgently in need of housing as a result of natural or man-caused disasters, government action, contamination, or similar circumstances determined by the Executive Director to justify exercise of the discretion provided herein. The Executive Director shall brief the SHA Board of Commissioners at its meeting immediately following the Executive Director’s decision to exercise the discretion provided herein;

- **Home from School** [MTW 22.A.01]: Seattle Housing Authority may provide housing assistance for homeless or unstably housed low income families with children at selected neighborhood schools.

- **Acquisitions:** Applicant is an existing, eligible tenant of a property acquired by SHA and added to the public housing unit stock;

- **Qualified Provider:** SHA shall give a ranking preference to applicants who can claim a waiting list preference as defined above, who are referred by qualified providers;

- **Former SHA Live-in Employee:** Applicant is an eligible former SHA live-in employee. SHA shall give a preference to the applications of live-in employees in good standing, as defined in Terminology of Chapter 1 and allow their applications to “ride at the top” of a site-specific waiting list until such time as they separate from SHA employment; and

- **SNAP:** Applicant was a previous public housing resident who was approved under the Safety Net Assistance Program (SNAP). For more information, see the Low Income Public Housing Safety Net Assistance Program (SNAP) section in Chapter 13.

The waiting list preferences and ranking preferences listed above do not apply to applicants for the Seattle Senior Housing Program (SSHP). See the SSHP Waiting Lists section of Chapter 7 for SSHP preferences.

SHA has a variety of modified units for persons with disabilities and will fill them according to the policies outlined in the Fair Housing and Equal Opportunity section in Chapter 2.
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 Authority, etc.)

Housing Choice Vouchers Administrative Plan
Seattle Housing Authority
November 2003, Updated December 2015
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

Housing Choice Vouchers Administrative Plan
Seattle Housing Authority
November 2003, Updated December 2015
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.

**Housing Choice Vouchers Administrative Plan**

Seattle Housing Authority

November 2003, Updated December 2015

4-3
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.
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.

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Housing Choice Vouchers Administrative Plan  
Seattle Housing Authority  
November 2003, Updated December 2015
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

Housing Choice Vouchers Administrative Plan
Seattle Housing Authority
November 2003, Updated December 2015
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

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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

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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.
Chapter 5

SHA HOUSING CHOICE VOUCHERS PROJECT-BASED PROGRAM

SHA Board Resolutions 4555, 4578, 4633, 4708 and 4899

SHA MOVE TO WORK CONTRACT

A. Goals

In Board Resolution 4578 dated September 2000, the SHA Commissioners created SHA’s Housing Choice Voucher Project-based policy to achieve three broad goals:

1. To expand the affordable housing stock;
2. To increase the affordability of housing currently not affordable to households below 30 percent of the area’s median income; and
3. To preserve the affordability of existing affordable housing for households below 30 percent of the area’s median income.

SHA may enter into contracts for Project-based assistance based on the rules in this chapter.

B. Project Selection Criteria

SHA considers the following project selection criteria in evaluating proposals to Project-base Housing Choice Vouchers:

1. Housing that serves families with children, consistent with the needs indicated by SHA’s public housing and Housing Choice Voucher Program waiting lists and/or other documented needs;
2. Housing that serves homeless households;
3. Housing that serves households with special needs, including, but not limited to:
   a. People with mental and/or developmental disabilities;
   b. People with physical and/or sensory disabilities;
   c. Domestic violence survivors;
   d. Recent immigrants for whom language is a barrier to utilizing the tenant-based program; and
   e. Young adults aging out of foster care.
4. Housing that reduces concentrations of poverty and/or need by:
   a) Being sited in census tracts with a lower-than-average percentage of Housing Choice Voucher Program tenant-based vouchers;
   b) Serving very low-income populations within mixed-income developments; or
   c) Reducing concentration of poverty/need in existing buildings and developments.
3B – 1.2  CoC Written Standards for Orders of Priority

✓ Screenshot of location of Written Standards
✓ Written Standards as approved on October 26, 2015.
Resources for Partners

**Vehicle Residents Workgroup Materials:**

AH VR Workgroup Mar 3 2017

**Single Adult/Veteran Advisory Group Materials:**

SA AG Special Session 3-28-16 Agenda; SA AG Mtg Summary 3-9-16;

SA AG 3-9-16 Meeting Packet

SA AG 2-10-16 Meeting Packet

SA AG 1-13-16 Meeting Packet

SA AG Strategic Planning Sessions Oct-Dec 2015

SA AG 12-4-15 Meeting Packet

SA AG 11-6-15 Meeting Packet

SA AG 10-20-15 Meeting Agenda

**HUD Prioritization for CoC-funded PSH – Adopted by Funder Alignment Committee October 2015**

HUD Prioritization for CoC-Funded PSH – As Adopted

2014 Crisis Response Planning

Interim Survival Mechanisms
# 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>
</table>

<table>
<thead>
<tr>
<th>Second Priority</th>
<th>Chronically Homeless Individuals and Families with the Longest History of Homelessness</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>Priority</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Third Priority| **Chronically Homeless Individuals and Families with the Most Severe Service Needs** | A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:  
  i. The chronically homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the total length of those separate occasions equals less than one year; and  
  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. |
| Fourth Priority| **All Other Chronically Homeless Individuals and Families**                    | A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:  
  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  
  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. |

**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</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Priority</td>
<td>Homeless Individuals and Families with a Disability with the Most Severe Service Needs.</td>
</tr>
<tr>
<td>Second Priority</td>
<td>Homeless Individuals and Families with a Disability with a Long Period of Continuous or Episodic Homelessness.</td>
</tr>
<tr>
<td>Third Priority</td>
<td>Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters.</td>
</tr>
<tr>
<td>Fourth Priority</td>
<td>Homeless Individuals and Families with a Disability Coming from Transitional Housing.</td>
</tr>
</tbody>
</table>

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.

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.

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 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.

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
live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing.

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.

[Signature]
Summary Report for WA-500 - Seattle/King County CoC

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

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

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

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

Measure 1: Length of Time Persons Remain Homeless

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

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client’s entry, exit, and bed night dates strictly as entered in the HMIS system.
### FY2016 - Performance Measurement Module (Sys PM)

<table>
<thead>
<tr>
<th></th>
<th>Universe (Persons)</th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submitted FY2015</td>
<td>Revised FY2015</td>
<td>Current FY</td>
</tr>
<tr>
<td>1.1 Persons in ES and SH</td>
<td>10185</td>
<td>9265</td>
<td>11041</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>14053</td>
<td>11766</td>
<td>13312</td>
</tr>
</tbody>
</table>

**b.**

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

**NOTE:** Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.
FY2016 - Performance Measurement Module (Sys PM)

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

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

<table>
<thead>
<tr>
<th>Exit was from SO</th>
<th>Total # of Persons who Exit to a Permanent Housing Destination (2 Years Prior)</th>
<th>Returns to Homelessness in Less than 6 Months</th>
<th>Returns to Homelessness from 6 to 12 Months</th>
<th>Returns to Homelessness from 13 to 24 Months</th>
<th>Number of Returns in 2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revised FY2015</td>
<td># of Returns</td>
<td>Revised FY2015</td>
<td># of Returns</td>
<td>% of Returns</td>
</tr>
<tr>
<td>Exit was from SO</td>
<td>34</td>
<td>70</td>
<td>0</td>
<td>1</td>
<td>1%</td>
</tr>
<tr>
<td>Exit was from ES</td>
<td>714</td>
<td>959</td>
<td>60</td>
<td>78</td>
<td>8%</td>
</tr>
<tr>
<td>Exit was from TH</td>
<td>795</td>
<td>804</td>
<td>31</td>
<td>29</td>
<td>4%</td>
</tr>
<tr>
<td>Exit was from SH</td>
<td>11</td>
<td>11</td>
<td>1</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Exit was from PH</td>
<td>887</td>
<td>1369</td>
<td>25</td>
<td>40</td>
<td>3%</td>
</tr>
<tr>
<td>TOTAL Returns to Homelessness</td>
<td>2441</td>
<td>3213</td>
<td>117</td>
<td>148</td>
<td>5%</td>
</tr>
</tbody>
</table>

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts
FY2016 - Performance Measurement Module (Sys PM)

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

<table>
<thead>
<tr>
<th></th>
<th>2015 PIT Count</th>
<th>Most Recent PIT Count</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered persons</td>
<td>10122</td>
<td>10730</td>
<td>608</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>3282</td>
<td>3200</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>2993</td>
<td>2983</td>
<td>-10</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>6319</td>
<td>6225</td>
<td>-94</td>
</tr>
<tr>
<td>Unsheltered Count</td>
<td>3803</td>
<td>4505</td>
<td>702</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>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total sheltered homeless persons</td>
<td>14322</td>
<td>11849</td>
<td>13492</td>
<td>1643</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>10299</td>
<td>9295</td>
<td>11152</td>
<td>1857</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>54</td>
<td>50</td>
<td>58</td>
<td>8</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>4614</td>
<td>2894</td>
<td>2725</td>
<td>-169</td>
</tr>
</tbody>
</table>
FY2016 - Performance Measurement Module (Sys PM)

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

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults</td>
<td>1309</td>
<td>1223</td>
<td>1292</td>
<td>69</td>
</tr>
<tr>
<td>(system stayers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased earned income</td>
<td>19</td>
<td>12</td>
<td>23</td>
<td>11</td>
</tr>
<tr>
<td>Percentage of adults who</td>
<td>1%</td>
<td>1%</td>
<td>2%</td>
<td>1%</td>
</tr>
<tr>
<td>increased earned income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults</td>
<td>1309</td>
<td>1223</td>
<td>1292</td>
<td>69</td>
</tr>
<tr>
<td>(system stayers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased non-employment cash income</td>
<td>235</td>
<td>255</td>
<td>171</td>
<td>-84</td>
</tr>
<tr>
<td>Percentage of adults who</td>
<td>18%</td>
<td>21%</td>
<td>13%</td>
<td>-8%</td>
</tr>
<tr>
<td>increased non-employment cash</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>income</td>
<td></td>
<td></td>
<td></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>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults</td>
<td>1309</td>
<td>1223</td>
<td>1292</td>
<td>69</td>
</tr>
<tr>
<td>(system stayers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased total income</td>
<td>243</td>
<td>263</td>
<td>187</td>
<td>-76</td>
</tr>
<tr>
<td>Percentage of adults who</td>
<td>19%</td>
<td>22%</td>
<td>14%</td>
<td>-8%</td>
</tr>
<tr>
<td>increased total income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Metric 4.4 – Change in earned income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>664</td>
<td>403</td>
<td>505</td>
<td>102</td>
</tr>
<tr>
<td>Number of adults who exited with increased earned income</td>
<td>98</td>
<td>76</td>
<td>64</td>
<td>-12</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>15%</td>
<td>19%</td>
<td>13%</td>
<td>-6%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>664</td>
<td>403</td>
<td>505</td>
<td>102</td>
</tr>
<tr>
<td>Number of adults who exited with increased non-employment cash income</td>
<td>214</td>
<td>140</td>
<td>142</td>
<td>2</td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>32%</td>
<td>35%</td>
<td>28%</td>
<td>-7%</td>
</tr>
</tbody>
</table>

Metric 4.6 – Change in total income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>664</td>
<td>403</td>
<td>505</td>
<td>102</td>
</tr>
<tr>
<td>Number of adults who exited with increased total income</td>
<td>292</td>
<td>200</td>
<td>193</td>
<td>-7</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>44%</td>
<td>50%</td>
<td>38%</td>
<td>-12%</td>
</tr>
</tbody>
</table>
**FY2016 - Performance Measurement Module (Sys PM)**

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

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2015</th>
<th>Revised FY2015</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>14836</td>
<td>8931</td>
<td>10359</td>
<td>1428</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>3188</td>
<td>2357</td>
<td>3145</td>
<td>788</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>11648</td>
<td>6574</td>
<td>7214</td>
<td>640</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>Submitted FY 2015</th>
<th>Revised FY2015</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>17771</td>
<td>12278</td>
<td>13570</td>
<td>1292</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>3633</td>
<td>2948</td>
<td>3831</td>
<td>883</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>14138</td>
<td>9330</td>
<td>9739</td>
<td>409</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 the FY2016 Resubmission reporting period.

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

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons who exit Street Outreach</td>
<td>161</td>
<td>1460</td>
<td>1989</td>
<td>529</td>
</tr>
<tr>
<td>Of persons above, those who exited to temporary &amp; some institutional destinations</td>
<td>36</td>
<td>159</td>
<td>173</td>
<td>14</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>47</td>
<td>86</td>
<td>134</td>
<td>48</td>
</tr>
<tr>
<td>% Successful exits</td>
<td>52%</td>
<td>17%</td>
<td>15%</td>
<td>-2%</td>
</tr>
</tbody>
</table>

Metric 7b.1 – Change in exits to permanent housing destinations
## FY2016 - Performance Measurement Module (Sys PM)

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2015</th>
<th>Revised FY2015</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>13899</td>
<td>9277</td>
<td>9925</td>
<td>648</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>3506</td>
<td>2827</td>
<td>3912</td>
<td>1085</td>
</tr>
<tr>
<td>% Successful exits</td>
<td>25%</td>
<td>30%</td>
<td>39%</td>
<td>9%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in all PH projects except PH-RRH</td>
<td>6964</td>
<td>5656</td>
<td>5989</td>
<td>333</td>
</tr>
<tr>
<td>Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations</td>
<td>6560</td>
<td>5320</td>
<td>5663</td>
<td>343</td>
</tr>
<tr>
<td>% Successful exits/retention</td>
<td>94%</td>
<td>94%</td>
<td>95%</td>
<td>1%</td>
</tr>
</tbody>
</table>
This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

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

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.
## FY2016 - SysPM Data Quality

<table>
<thead>
<tr>
<th></th>
<th>All ES, SH</th>
<th>All TH</th>
<th>All PSH, OPH</th>
<th>All RRH</th>
<th>All Street Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of non-DV Beds on HIC</td>
<td>2504</td>
<td>2608</td>
<td>2702</td>
<td>2957</td>
<td>4365</td>
</tr>
<tr>
<td>2. Number of HMIS Beds</td>
<td>2013</td>
<td>2081</td>
<td>2123</td>
<td>2285</td>
<td>3019</td>
</tr>
<tr>
<td>3. HMIS Participation Rate from HIC (%)</td>
<td>80.39</td>
<td>79.79</td>
<td>78.57</td>
<td>77.27</td>
<td>83.40</td>
</tr>
<tr>
<td>4. Unduplicated Persons Served (HMIS)</td>
<td>9788</td>
<td>9499</td>
<td>12776</td>
<td>13478</td>
<td>3979</td>
</tr>
<tr>
<td>6. Destination of Don't Know, Refused, or Missing (HMIS)</td>
<td>5656</td>
<td>2502</td>
<td>5122</td>
<td>4809</td>
<td>270</td>
</tr>
<tr>
<td>7. Destination Error Rate (%)</td>
<td>70.79</td>
<td>34.62</td>
<td>52.49</td>
<td>54.17</td>
<td>13.91</td>
</tr>
</tbody>
</table>

| FY2016 - SysPM Data Quality | 9/21/2017 6:08:03 PM | 11 |