1A. Continuum of Care (CoC) Identification

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 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 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including selecting 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>Yes</td>
</tr>
<tr>
<td>EMS/Crisis Response Team(s)</td>
<td>Yes</td>
<td>Yes</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>Mental Illness Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 2,000 characters)

Intentionally solicit opinions from CoC Board & Committees (Funder Alignment, Consumer Advisory, Youth Action Board, Coordinated Entry, & System Performance Committees) occurs during monthly meetings. Members represent people with lived experience, regional funders, electeds, local PHAs, VA Health Care System, prevention & hmls housing providers, & various other targeted community based organizations (serving immigrant & refugees, AI/AN, unsheltered, LGBTQ, DV, YYA, HCHN&Behavioral Health, & FBO). Agendas include deliberate times for member discussion for input/feedback, & two-way information sharing. CoC Board agendas include time for public comment. Meeting times, locations, materials, & summaries are made public via the CoC website.

The region has a broad & diverse set of stakeholders that provide input. Depending on the topic (whether specific & targeted or broad, regional/geographic, based on a specific population, etc.) the CoC actively solicits community opinion & input using variety of methods including surveys & focus groups (particularly for community members experiencing homelessness), community meetings in various locations with time for facilitated group discussions, Annual Membership Conference, and CoC staff participation at monthly stakeholder meetings (i.e. Refugee Housing Taskforce, HealthCare for the Homeless Network Governing Council, East King County Homeless Action Committee, South King County Homeless Action Council, etc.). Stakeholder engagement activity over the last year has included surveys on best practices and gaps in prevention services, CoC Policies, CoC Governance, & HMIS; focus groups/community mtgs re: implementation of HUD’s YHDP, barriers in accessing housing for AI/AN, CE processes, & system performance (eg util. rate for ES). Feedback & input collected is critical to all of our planning and decision-making.

1B-2. Open Invitation for New Members. Applicants must describe:
(1) the invitation process;
(2) how the CoC communicates the invitation process to solicit new members;
(3) how often the CoC solicits new members; and
(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)

(1) Membership open to all. Formal Board/Committees - CoC solicits new
members actively / regularly for committees operating under CoC Board. CoC staff regularly engage Consumer Advisory Council (CAC), Youth Action Board (YAB) to solicit new members. CoC staff also conduct mbrshp reviews 2x/yr w/ committee co-chairs to discuss need for add’l members w/ new/diff insights. Board & Committee info shared via CoC website, wkly newsletter. Partners wishing to participate can reach out any time. As Board mbrshp turns over, CoC & Board co-chairs may target invites to specialized groups where representation is needed to align w/ CoC governance charter &/or more broadly as an open invite. Open membership– CoC has numerous workgroups, info sessions, capacity building opps, stakeholder feedback sessions - all open to public, widely publicized, & invite new members to join in work of CoC. Frequency, time period, & intention of various opps varies based on need.

(2)Recruitment solicited thru social media, email comms, wkly CoC Newsletter, CoC website, & directly

(3) Formal Board / Committees - Members asked to commit to minimum terms, staggered as outlined in CoC Charter, so member recruitment occurs based on term limits & transitions. Open membership–CoC meetings public w/ open membership, w/ various opps to engage / join that occur through the year.

(4)Board includes 2mbrs w/ lived experience. They serve as liaisons to CAC & YAB - comprised of formerly/hmls persons. CoC provides staff support & stipends to both committees (w/ add’l staff support from local YYA non-profit for YAB). Solicitation occurs at least qtrly w/ intentionality to ensure members include diverse representation of sub-pops incl. LGBTQ & disabled persons, & representative of racial demogs of broader hms population. Committee mbrs add’ly engage in word-of-mouth recruitment, broader focus groups & surveying to ensure input & membership is solicited from a broad range of ppl w/ lived experience

1B-3.Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals. (limit 2,000 characters)

Public notification made available through multiple CoC funding rounds included in a single Combined Funders NOFA announced annually (6/30/17, 7/19/2018) for capital, operating, rent, PHA vouchers, services for non-time limited housing. The NOFA reflects priorities outlined in the CoC Strategic Plan with an emphasis on permanent housing models. The NOFA is announced by King County and distributed widely by All Home and participating funder distribution lists (City of Seattle, King County, United Way of King County, A Regional Coalition for Housing, King County and Seattle Housing Authorities), and forwarded further by housing and service coalitions. All of these lists include non-CoC funded agencies and programs. As with the CoC Program process, the Combined NOFA is developed and affirmed through the Funder Alignment Committee and CoC Board. All new PSH projects creating new housing units for high need households meeting HUD program requirements, including chronic homelessness identified through the Combined NOFA and related
application process with review and scoring processes and are then prioritized for HUD CoC Program funding.

To identify projects for the new DV bonus funding opportunity the CoC held a special process to solicit letters of interest from organizations serving survivors of domestic violence to identify projects. The CoC worked closely with the state coalition and local coalition against gender based violence to disseminate information about this local process and the opportunity to apply to all organizations — including those not previously funded with CoC dollars. A public information session was held on July 23rd.
1C. Continuum of Care (CoC) Coordination

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

<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>
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<tr>
<td>Head Start Program</td>
<td>Yes</td>
</tr>
<tr>
<td>Funding Collaboratives</td>
<td>Yes</td>
</tr>
<tr>
<td>Private Foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs</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 services programs funded through State Government</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through Local Government</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through private entities, including foundations</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Other:(limit 50 characters)
- VA, VA Health; local/state DV orgs/providers
- Schools, YYA state agencies, hmls/public healthcare

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
(1) consulted with ESG Program recipients in planning and allocating ESG funds; and
(2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.
(limit 2,000 characters)

WA-500 ESG recipients are active members of the CoC. ESG recipients include: Seattle, & King County (KC), with the remainder under WA Statewide (Auburn, Bellevue, Federal Way, Kent, Kirkland, Redmond, Renton, Shoreline). Recipients are consulted in both planning & allocation. ESG funds are
distributed through RFPs, under CoC requirements & system performance framework. All ESG recipients are represented on CoC Board/Committees. Funder Alignment Com. coordinates all fund sources. Its co-chairs are ESG recipients: Seattle, KC & WA Statewide (Redmond), w/ three additional members from Sound Cities selected by that group to represent the listed cities. Local RFPs include ESG funds (Seattle, KC, & WA passed through to KC), & the processes are managed by ESG recipient staff (Seattle & KC) that also participate in CoC workgroups.

Jurisdictional representatives are reviewers (generally no less than 5 representing different jurisdictions & regions). Also, for KC ESG the Joint Recommendations Committee (interjurisdictional body that includes all the above listed jurisdictions) makes the final recommendations on which projects are funded with ESG (as well as any KC CDBG Human Services being distributed).

Projects funded with ESG operate under WA-500 CoC system-wide performance measures (SPM). As such, the CoC is directly involved in evaluating & reporting performance of ESG recipients & sub-recipients. All projects, including ESG-funded are included in SPM & dashboards as managed by the CoC & posted on the All Home website. CoC SPM Committee is co-chaired by ESG recipient (Seattle) w/ KC & WA also represented. This committee reviews performance & IDs performance issues. Information is shared w/ population workgroups (which include ESG recipients) to effect project & system improvement. Performance as identified through this process impacts both eligibility to apply for ESG & other COC funds, as well as scoring in the competitive process.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area?

Yes to both

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)?

Yes

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe:
(1) the CoC’s protocols, including the existence of the CoC’s emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and
(2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)
(1) Safety is paramount to addressing needs of households (HH) fleeing, or attempting to flee, DV, dating violence, sexual assault, or stalking. CoC Interim Policies reinforce this with policies related to assuring agency compliance w/ VAWA and related policies/procedures, including confidentiality, housing 1st, & client choice.

CE assessors adhere to strict confidentiality standards, trained to assess for DV and in trauma-informed, client centered approaches to services & interventions. HMIS Consent, User Policy, Partner Agency Agreement, Standard Operating Procedures all contain language directly addressing need for confidentiality for HH who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking. HMIS/CE system admin provider training & FAQ’s also include revocation of consent process.

(2) Homeless HH ID’d by CE as needing domestic violence (DV) services, are referred immediately to DV hotline. Following protocols in CE Operations manual, should a HH not choose DV specific services, they have full access to CE. Following DV protocols, if DV helpline determines the HH is either not eligible or cannot be accommodated by DV system, they refer HH to a CE access point for assessment & referral.

Additional CE policies to ensure safety/maximize choice: a) Sending Non-Consenting HH Information to CE for Purposes of Making a Housing Referral policy--ensures that a HH, de-identified in HMIS, has equal access to housing resources and can be easily contacted by a CE Referral Specialist when housing is available; b) Mobility Transfer (emergency transfer) policy -- prioritizes HH for referral to other housing if they experience an imminent safety issue, require a geographic change, service needs or family size changes and have no other housing options; c) Client Refusal policy values client choice in housing referral and does not limit eligible households in the number of resources they can refuse.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

The CoC provides Motivational Interviewing, Housing First & Harm Reduction trainings as part of the broader training curriculum including applications for survivors of DV, dating violence & sexual assault. Trauma-Informed Care training is offered quarterly (introductory & advanced topics). The local Offices of Fair Housing hold regular trainings for non-profit housing providers which include regulations re: housing survivors & compliance with applicable legislation. WA State Coalition Against DV (WSCADV) provides regular trainings to DV providers (many CoC funded), ensuring providers have the basic & more advanced training needed to support survivors with their nuanced & specialized needs. Trainings include compliance w/ VAWA & other State requirements, as well as best practices in serving survivors & other specialized topics. The CoC & WSCADV planning training topics for the broader CoC, including VAWA compliance and working with survivors who want to remain with their abusive partners. Lastly, local DV providers are often called upon to train other projects as new funding or projects come on line. For example, Lifewire provided training to over twenty organizations receiving new, local homelessness prevention funding.
CE staff & partner agencies trained annually by WSCADV to ensure trauma-informed practices are employed in screening, assessment, & referral processes. CEA, in alignment with HUD CE Notice requirements, has written policies & procedures in place to address the needs of individuals & families fleeing or attempting to flee DV. There are plans for more DV-focused CE work with the Coalition Ending Gender-Based Violence if CoC secures DV-bonus SSO CE grant.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)

The CoC uses quantitative data from HMIS (including assessment data from CE), the PIT, and a statewide point in time estimate of survivors of DV to inform local understanding of community needs around DV. Qualitative data is solicited from local DV advocates. 36% of PIT survey respondents reported a history of DV or partner abuse, and 7% reported that they were currently experiencing DV. Histories of DV or partner abuse were most prevalent among individuals identifying as LGBTQ+ (55%), unaccompanied youth and young adults under 25 years old (45%), and families with children (40%). Additionally, in 2017, 947 households were served in regional domestic violence programs (State Data Warehouse). Lastly, WA State conducts a version of the Point in Time for survivors of domestic violence. Requests for housing is listed as the highest unmet need at 95%. State DV advocates estimate that King County represents a majority of this unmet need.

Public Health Seattle King County social/health indicator data (jail/criminal justice) shows 59% of King County’s 10,157 reported DV offenses included use of a non-lethal weapon, 23% reported violations of protective orders, 12% were considered major DV (murder, forcible rape, aggravated assault including a lethal weapon). South King County regional cities had the highest 5-year DV non-lethal weapon offense and highest rate of protective order violations. Seattle had the highest rate of major DV while East region had the lowest. More than 1 in 5 murders committed in King County were DV murders. 2018 statewide data from WA DSHS shows that 19.7% DV homicide victims were born outside the US. The rate of intimate partner homicide for American Indian and Alaska Native women is 2.8 times higher than white, non-Hispanic. Consistent with national trends, 30% of female homicide victims in WA are killed by intimate partners. Data reported in 2016 by WA DSHS indicated an 8% increase year over year in unmet requests for help.

1C-4. DV Bonus Projects. Is your CoC applying for DV Bonus Projects? Yes

1C-4a. From the list, applicants must indicate the type(s) of DV Bonus project(s) that project applicants are applying for which the CoC is including in its Priority Listing.

<table>
<thead>
<tr>
<th>SSO Coordinated Entry</th>
<th>X</th>
</tr>
</thead>
</table>

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1C-4b. Applicants must describe:
(1) how many domestic violence survivors the CoC is currently serving in the CoC’s geographic area;
(2) the data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

1) As of 7/1/18, there were 3,204 households w/ at least one open enrollment in HMIS who responded ‘Yes’ to being a domestic violence victim/survivor at project start. Clients respond ‘Yes’ if the person has experienced any domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions that relate to violence against the individual or family member (including a child), that has either taken place w/in the individual’s or family’s primary nighttime residence. Among the 3,204 households, there were 712 households who also responded ‘Yes’ to currently fleeing domestic violence at project start.

2) Data Source: HMIS data element 4.11 (Domestic Violence Victim/Survivor and Currently Fleeing). WA-500 HMIS+State Data Warehouse.

3) Agencies collect this data at program enrollment.

1C-4c. Applicants must describe:
(1) how many domestic violence survivors need housing or services in the CoC’s geographic area;
(2) data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

1) Estimated # of DV survivors needing housing/services: a) 4,361 people (36% of 12,112) in 2018 PIT census reported history of DV or partner abuse with 848 in current DV episode b) 3,204 households in non-DV programs (July ‘18) responded “yes” to initial HMIS intake question asking if they experienced any domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions that relate to violence against the individual or family member (including a child), that had taken place within the primary nighttime residence; and 712 were currently fleeing domestic violence; c) in 2017, 947 households housed in regional DV programs; d) 5,762 clients on CE community queue reported that their homelessness was caused by abuse or trauma; e) Of 872 unmet requests for services, 828 were for housing per DV Counts survey; f) 3,570 King Co calls to WA DV hotline for emergency housing turned away due to lack of capacity; g) 10,157 criminal DV offenses reported in King County statistics.

2) Data sources used for survivor # estimates included: a) CoC 2018 PIT census count; b) HMIS data from initial intake questions; c) CoC CE assessment data of those already housed and those waiting to be housed in the community queue and state data warehouse; d) federal Domestic Violence Counts survey of 69 reporting agencies; the majority from King County report unmet for housing; e) WA DSHS DV referral line turn-away data related to lack
of DV housing capacity; and f) King County criminal justice data.
(3) CoC utilized own data, gathered data from CoC agencies, WA DSHS, and state/local DV coalition, criminal justice partners.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:
(1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;
(2) quantify the unmet need for housing and services for DV survivors;
(3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and
(4) describe how the CoC determined the unmet need for housing and services for DV survivors.
(limit 3,000 characters)

1. Housing is critical to DV survivors in this CoC. Currently 5,762 households on CE community queue indicate their experience of homelessness resulted from abuse/trauma. Data shows only 947 housed in regional DV programs in 2017 (State Data Warehouse). DV programs report a 26:1 turnaway rate. WA DSHS turnaway data for King County reports 3,570 unmet calls for help because DV system had reached capacity. Housing is a challenge in King County due to high demand and high rents. DV providers repeatedly identify lack of available housing as a barrier, forcing providers to identify housing and safety resources outside the County.

Lack of alternative, safe housing is a primary reason why survivors return to abusive relationships. Expanding DV RRH provided by organizations with expertise in mobile DV advocacy services that are survivor-centered and trauma-informed can be critical and life-saving. Data from the DV RRH Housing First pilot showed 96% of participating families retained their housing at 18 months while focus group data revealed additional positive outcomes related to increased safety, restored dignity and improved health/well-being. The RRH model supports safety planning and mobile flexible resources are vital to improving housing stability for survivors with multiple, complex issues/barriers requiring longer more sustained DV advocate support. Barriers include immigrant/refugees, ESL, substance use, housing/other debt, childcare, or specialized advocacy for survivors of color or LGBTQ.

The CoC is also applying for the SSO-CE project type. Even as the CoC expands DV-focused services for survivors, survivors need access to housing options outside the DV system. In 2015, the DV system was granted exemption from CoC CE and has worked to develop separate, but comparable model. The SSO CE request recognizes the inherent limitations/duplication of two systems. It further acknowledges that the CE system already serves survivors, but requires refinement including trauma-informed assessments; systematic coordination; and more consistent system cross training to ensure survivors have access to DV-specific supports and safety planning, regardless of where they first connect to homeless housing system.

2) In 2017, there were 3,570 calls for emergency shelter turned away in King County because the DV system was at capacity. Unmet need further supported by data showing 947 survivor households housed in regional DV programs compared to over 5,500 HH (66% of all assessed) waiting for a housing referral
in CE community queue.

3) Data Source: a) CE data tracked via VI-SPDAT; b) InfoNet System-Unmet DV shelter needs/calls; c) CoC PIT data; d) HMIS/StateDataWarehouse.

4) Unmet need determined by: # of people/calls requesting assistance; # assessed in CE but in the queue waiting for housing; HIC data.

1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors. (limit 2,000 characters)

Regional RRH for DV selected for partners’ collective DV expertise & performance, adherence to Housing 1st, & capacity to quickly implement programs. Program is survivor-centered, trauma-informed & utilizes best practices to quickly stabilize survivors per local DV Housing 1st research & efforts supported by WA State Coalition Against DV. Project will serve additional 50-60 households (HH) each year, making a significant impact to the # of survivors served. Lack of alternative, safe housing is cited as a primary reason HH return to abusive relationships. This RRH is vital to immediate safety & housing stability.

Quick intervention/ housing stability is a predictor of success & this RRH program will be essential to CoC strategy to quickly stabilize survivor HH. Grant funds will build a culturally responsive network of survivor services located, available, & accessible throughout the county. The program linked to DV services including full range of culturally sensitive, strong programming & rich expertise in survivor-driven mobile advocacy, legal asst, & serving traumatized children.

RRH will fund 3 fte Mobile Housing Specialists w/flexible funds to quickly reconnect HH to housing through services including housing location, landlord advocacy & mediation. Interventions will be tailored to unique needs of HH. Financial assistance to include short & medium-term rental assist, move-in costs, & supports to promote safety & maintain stability. Core intervention will be mobile advocacy & progressive engagement w/ just the right amount of assistance for housing stability.

DV Bonus SSO CE application will strengthen the CoC CE system to better serve persons fleeing domestic violence through enhanced coordination & staffing, as well as expanded training for all providers, & any necessary technical updates to the CE system. Local DV coalition will work w/ CE to better connect the two systems & move the work forward.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:

(1) rate of housing placement of DV survivors;
(2) rate of housing retention of DV survivors;
(3) improvements in safety of DV survivors; and
(4) how the project applicant addresses multiple barriers faced by DV survivors.
The Regional RRH for DV application has three regionally based partners with a strong history of successfully serving households fleeing DV and dating violence, sexual assault or stalking. These agencies: Lifewire, Solid Ground, YWCA all strong CoC providers

1) Collectively, the rate of permanent housing placement averaged just over 82% for the three DV Program partners: LifeWire: 78%; YWCA: 90%; Solid Ground: 71% (data 4/1/2017-3/1/2018)

2) Each Agency is well-versed in providing permanent housing to vulnerable populations, and collectively, 96% of households remain in permanent housing offered by these organizations: LifeWire (DV-PH) at 100%; YWCA (includes PSH) at 95%; Solid Ground (includes PSH) at 97%. (data 4/1/17-3/31/18)

3) Collectively, the improvement in DV Safety is measured at 88% of households served. LifeWire: 90% of households report improved safety and stability; YWCA: 95% of households improved safety and stability; Solid Ground: 80% of households made progress on Family Safety and Stability Plans.

4) The group of providers proposed for DV Bonus address the unique and considerable needs of survivors in the following ways: providing survivor-centered, trauma-informed advocacy meeting survivors in safe locations; provide safety planning; connecting survivors with other community-based resources and culturally relevant services, behavioral health, mainstream benefits; onsite children’s advocacy services/support. All projects work closely with the State Coalition Against DV and the local Coalition to End Gender-Based Violence. All programs operate DV housing programs in addition to offering robust DV advocacy services. All adhere to Housing First principles combined with progressive engagement with voluntary tailored services and mobile advocacy that is survivor driven. Services are comprehensive and include DV education, safety planning, provision of basic needs, support with transportation, mental health substance recovery and legal needs. The projects have successfully managed rental assistance through other federal/local resources and have honed their skills in providing financial assistance for housing deposits, short term rental and move in assistance. They are adept at finding housing and working with landlords, etc.

Lifewire: served 4,850 survivors in 2017 and intensively served 978 through advocacy and housing. The majority served were adult, non-white (52%), and female. Of all survivors served, 20% identified as Black/African American. Lifewire has 3 Asian and 1 Latina staff, who speak 5 languages. This agency has expertise in serving survivors who are in recovery from chemical dependency. Lifewire programming is centered in east and north King County.

YWCA: Served 1,585 survivors in 2017 and deeply served 1,195 through advocacy and housing programs. The majority were adults with 75% identified as people of color. YWCA DV program honors history, lived experience, culture of Black/African-American survivors, and provides culturally sensitive services including anti-Black racism, its intersections with violence, domestic violence/sexual assault prevention offered in one-on-one advocacy, support groups, and workshops. YWCA programming is centered in south Seattle and south King County.
Solid Ground: Served 390 survivors in 2017 in its 10 unit ES program and had to turn away 1,949 HwC and singles seeking help. Of those turned away, 67% were children; 65% identify as African American, 12% Hispanic and 55 as Alaskan Native/native American and 15% refugee/immigrant. Over 40% of staff are bilingual and over 20% identify as DV survivors themselves. Solid Ground is known for especially impactful programming to support boys in HH fleeing DV. Solid Ground programming is centered in Seattle.

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC’s geographic areas:

(1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;

(2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and

(3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry</th>
<th>PHA has General or Limited Homeless Preference</th>
<th>PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?</th>
</tr>
</thead>
<tbody>
<tr>
<td>King County Housing Authority</td>
<td>48.30%</td>
<td>Yes-Both</td>
<td>Yes</td>
</tr>
<tr>
<td>Seattle Housing Authority</td>
<td>59.00%</td>
<td>Yes-Both</td>
<td>No</td>
</tr>
<tr>
<td>Renton Housing Authority</td>
<td>20.00%</td>
<td>No</td>
<td>No</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-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 2,000 characters)

Three Housing Authorities (HA) operate in WA-500: Seattle (SHA), King Co (KCHA), Renton (RHA) and all work actively with CoC. RHA does not have a homeless admission preference at this time. The CoC continues to engage and collaborate with RHA, and there is substantial growth in terms of serving homeless households. In FY2017 20% of new admissions were experiencing homelessness at entry. This is a 233% increase over FY2016 (6%).

In 2016 RHA worked with the CoC to prevent renters with Housing Choice Voucher from eviction, leading the City of Renton to add source of income discrimination to tenant protections. RHA also directly supports CoC w/ homeless housing for various homeless sub-populations. This includes
Homeless Families – 4 large units (YWCA) and 17 PBV for DV (Vision House and DAWN); Veterans - administers 83 VASH. 56 of these are at Renton Veteran Center where the CoC provides non-CoC funding for supportive service staff. In yet another collaboration, targeting single individuals, RHA has 10 homeless dedicated units at Cedar. RHA in collaboration with Catholic Community Services applied for and was awarded funds through a local RFP for the service staffing at this property (with CCS as the provider).

The CoC is continuing to build upon this partnership to further engage RHA in our homeless response and leverage additional housing for households that are experiencing homelessness. In conjunction with recently awarded local capital investment RHA has committed 10 (of 50) units in a new property (Sunset Court) for homeless households coming thru CE in addition to ten 811 program set- asides (20 units total).

Through these projects and related interactions the CoC is developing a stronger working relationship w/ RHA to encourage homeless focus & preference.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)?

Yes

Move On strategy description. (limit 2,000 characters)

CoC Move-on initiative is a partnership of King County Housing Authority (KCHA) & King County Housing & Community Development (HCD). The CoC strategy is to work with PSH providers to ID households (HH) who no longer need intensive services & who are ready to move-on – freeing up PSH units for a new HH in need of the intensive supports.

KCHA provides non-elderly disabled vouchers, HCD coordinates & serves as intermediary, & partner agencies (i.e., Evergreen Treatment, Valley Cities, Harborview, Lifelong AIDS) identify HH & provide hands on support to effect transfer.

HHs must meet disability, income, & jurisdictional requirements. Additionally, HHs have achieved & maintained housing stability, demonstrate no/minimal need for intensive services, & be ready & voluntarily willing to move on from PSH.

Agencies agree to 1) identify eligible HHs, 2) as needed, help navigate the process to secure the voucher 3) commit to be available to provide housing stability support during the 12 months following Move-on.

128 vouchers were made available for the 2-year pilot phase (2017-18). As of Aug 2018, 108 HH have successfully moved-on. As a result 108 service rich (& more costly) units of PSH have opened up for new homeless HH in need of the more intensive services – units prioritized for chronically homeless HH.
At HUD’s request, HCD staff provided a briefing of our Move-on pilot to high-level HUD officials in March 2018. We are proud of this project & its outcomes & are hopeful for its expansion.

HCD collaborated with SHA on FY18 HUD mainstream application to expand project. We are looking for ways to support with local funds the staffing needed to work with a HH to find & secure a new unit if they are moving out of a facility-based program. Additionally, on the capital side, housing development conversations for low-income housing include units specifically set-aside as move-on destinations.

1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness. (limit 2,000 characters)

CoC assesses scope/need of LGBTQ+ in PIT & other community needs assessments including Youth of Color Needs Assessment & Voices of Youth Count. Results of quantitative & quality data collection reflect significant over-representation in the hmls population of those identifying as LGBTQ+, especially YYA w/ significant disparities (LGBTQ+ youth of color).

In 2018, 8% of PIT survey respondents identified as bisexual, 6% gay/lesbian, 1% queer. Third of unaccompanied YYA identified as LGBTQ+, compared to 16% of all other respondents. Histories of DV & partner abuse most prevalent among LGBTQ+ surveyed compared to non-LGBTQ+. Those identifying as LGBTQ+ also indicated higher rates of foster care compared to other respondents (25% VS 15%).

The CoC Interim Policies include Anti-Discrimination, Equal Access & Involuntary Family Separation Policies. Includes specific requirements re: rights of LGBTQ households. Choice in CE to request specialized services. Qtrly Trauma-Informed Care training includes emphasis on historical trauma, which is critical for LGBTQ experience. Other relevant training includes Motivational Interviewing, Housing 1st & Racial Equity & Homelessness (discrimination / bias relevant to all marginalized communities). Local funded targeted TA for providers to improve/strengthen services for LGBTQ. Due to the intersectionality of violence & identifying as LGBTQ+, region has targeted services like the NW Network of Bi, Trans, Lesbian & Gay Survivors of Abuse & the Gender Justice League.

Under YHDP, Youth Action Board w/ members identifying as LGBTQ+ advised on the needs of LGBTQ+ YYA. Recommendations elevated in programming & training needs w/ specific strategies in the Coordinated Community Plan including staff training, focus on safe, non-binary housing, employing LGBTQ peer mentors & navigators, & ensuring staff able to support LGBTQ+ YYA in understanding their rights in housing & employment.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Did the CoC conduct annual 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 (Equal Access Final Rule)?</td>
<td>No</td>
</tr>
<tr>
<td>3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual’s Gender Identity (Gender Identity Final Rule)?</td>
<td>No</td>
</tr>
</tbody>
</table>

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC’s geographic area. Select all that apply.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaged/educated local policymakers:</td>
<td>X</td>
</tr>
<tr>
<td>Engaged/educated law enforcement:</td>
<td>X</td>
</tr>
<tr>
<td>Engaged/educated local business leaders:</td>
<td>X</td>
</tr>
<tr>
<td>Implemented communitywide plans:</td>
<td>X</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 mbrs on SEA encampment policy taskforce</td>
<td>X</td>
</tr>
<tr>
<td>City of SEA adopted Fair Chance ordinance</td>
<td>X</td>
</tr>
<tr>
<td>CB mbrs in reg’l encmpmt, safe prkg, other efforts</td>
<td>X</td>
</tr>
</tbody>
</table>

1C-8. Centralized or Coordinated Assessment System. Applicants must:
(1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
(3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC’s standard assessment tool.

(limit 2,000 characters)

1) 5 Regional Access Points (RAPs), the key front door to Coordinated Entry for All (CEA) are located across King Co w/ assigned geographic catchment areas covering the entire CoC geography. RAPs are accessible by transit & to those with disabilities, & located where add’l community resources can be accessed.
If households (HH) can't access a RAP. RAP is responsible for deploying staff to meet where accessible.

2) RAPs are responsible for outreach w/in their region to engage HH experiencing homelessness who may not be accessing services. This includes ensuring that libraries, schools, jails, hospitals, & immigrant/refugee & other culturally specific groups/orgs know about CE. Materials are in 12 languages, interp available, & accessible. Young adults & Vets also access assessments at pop-specific sites. Designated outreach workers for hard to reach pops (i.e. unsheltered CH, YYA, veterans) are trained to complete assessment in the field in compliance w/ CE guidelines.

3) CoC selected VI-SPDAT as hsg triage tool to determine vulnerability & related priority for housing. Access to homeless housing resources is prioritized based on vulnerability to ensure HH who need assistance the most can receive it in a timely & consistent manner.

Prioritization implemented using a ‘Banding Order’, meaning the HHs’ Housing Triage Tool scores are associated w/ a band of housing resources (“High”, “Medium”, or “Low”). HH prioritized for housing referrals based on score within the corresponding band.

Weekly Case Conferencing (CC), w/ strong confidentiality parameters, ensures outcomes of the triage more closely align with community priorities by accounting for unique population-based vulnerabilities & risk factors & that housing occurs more rapidly. During CC high-priority HH matched to Housing Navigators & available housing resources. Navigators follow up & facilitate meetings b/w the HH & housing agency in a nimble/efficient way & help collect needed documentation.
1D. Continuum of Care (CoC) Discharge Planning

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

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

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

<table>
<thead>
<tr>
<th>System of Care</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Care</td>
<td>X</td>
</tr>
<tr>
<td>Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Mental Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Correctional Facilities</td>
<td>X</td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:

(1) objective criteria;
(2) at least one factor related to achieving positive housing outcomes;
(3) a specific method for evaluating projects submitted by victim services providers; and
(4) attach evidence that supports the process selected.

| Used Objective Criteria for Review, Rating, Ranking and Section | Yes |
| Included at least one factor related to achieving positive housing outcomes | Yes |
| Included a specific method for evaluating projects submitted by victim service providers | Yes |

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:

(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.

(limit 2,000 characters)

(1) The CoC has identified a funding priority for projects dedicated to serving those who meet the HUD definition for Chronically Homeless (CH), are highly vulnerable and longest term homeless. The CoC Program project ranking was thus informed by the extent to which a project met this system priority which is reflected in the CoC ranking and selection process (+30% of total points).

The CoC drives program/system performance through local priorities and system-wide performance metrics (successful movement to/stability in permanent housing, income progress, length of stay in homelessness/vulnerability, rate of return). Program targets are established by intervention type and sub population (single adult, youth/young adult, families with children) and reflected in the CoC Program scoring schema. Recognizing the unique barriers certain projects face, additional points were awarded to projects when 100% of CoC Program funded units are dedicated to serving the following population types: CH, youth/young adult, persons fleeing DV, and persons in recovery.
(2) CoC HMIS data for period 4/1/17-3/31/18 was the primary data source for evaluating each CoC Program project compared to local targets and expectations. The following elements were weighted to ensure that projects serving those with the highest vulnerabilities and need received consideration in the rank order. Final project ranking was informed by: a) The extent to which a project met the CoC system priority for serving exclusively those who are Chronically Homeless (CH), are highly vulnerable and long term homeless; b) The extent to which PSH participants remained stably housed (12 months or longer) or moved to other suitable permanent housing; c) The extent to which programs connect HH to a source of income (cash or non-cash). All projects were evaluated according to Housing First principles and extent to which HH entered from either streets or shelter. Eval strategy affirmed by CoC SYS PM cmte.

1E-3. Public Postings. Applicants must indicate how the CoC made public:
(1) objective ranking and selection process the CoC used for all projects (new and renewal);
(2) CoC Consolidated Application—including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and
(3) attach documentation demonstrating the objective ranking, rating, 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, that legibly displays the date the CoC publicly posted the documents.

<table>
<thead>
<tr>
<th>Public Posting of Objective Ranking and Selection Process</th>
<th>Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC or other Website</td>
<td>CoC or other Website</td>
</tr>
<tr>
<td>Email</td>
<td>Email</td>
</tr>
<tr>
<td>Mail</td>
<td>Mail</td>
</tr>
<tr>
<td>Advertising in Local Newspaper(s)</td>
<td>Advertising in Local Newspaper(s)</td>
</tr>
<tr>
<td>Advertising on Radio or Television</td>
<td>Advertising on Radio or Television</td>
</tr>
<tr>
<td>Social Media (Twitter, Facebook, etc.)</td>
<td>Social Media (Twitter, Facebook, etc.)</td>
</tr>
</tbody>
</table>

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: Yes

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:
(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline—attachment required.  
Yes

(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline—attachment required.  
Yes

(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?  
Yes
2A. Homeless Management Information System (HMIS) Implementation

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your 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? Attachment Required.

Yes

2A-1a. Applicants must:
(1) 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, and
(2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).

MOA between CoC & HMIS Lead attached (6 pgs)


Yes

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

Bitfocus

2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area.

Single CoC

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type:
(1) total number of beds in 2018 HIC;
(2) total beds dedicated for DV in the 2018 HIC; and
### (3) total number of beds in HMIS.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2018 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 (ES) beds</td>
<td>3,842</td>
<td>223</td>
<td>3,018</td>
<td>83.39%</td>
</tr>
<tr>
<td>Safe Haven (SH) beds</td>
<td>50</td>
<td>0</td>
<td>50</td>
<td>100.00%</td>
</tr>
<tr>
<td>Transitional Housing (TH) beds</td>
<td>2,578</td>
<td>446</td>
<td>1,618</td>
<td>75.89%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) beds</td>
<td>1,068</td>
<td>40</td>
<td>1,028</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) beds</td>
<td>5,767</td>
<td>0</td>
<td>4,746</td>
<td>82.30%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) beds</td>
<td>1,794</td>
<td>58</td>
<td>1,672</td>
<td>96.31%</td>
</tr>
</tbody>
</table>

2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5, applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months.

(limit 2,000 characters)

WA-500 < 85% in 3 areas – all improving year over 2017

ES – 4% increase over 2017; 58 bed gap is 69% reduction over 2017 gap. Total gap (601 beds) mostly faith-based (FBO). 430/72% = UGM. Will pass 85% threshold if successful in bringing on 10% of remaining beds.

TH – 1% increase over 2017; 194-bed HIC gap is 23% reduction over 2017 gap. Vision House now in (83 beds) = 111-bed gap. Total remaining gap (431 beds) mostly faith-based (FBO). 160/37% UGM. Will pass 85% threshold if successful in bringing on 26% of remaining beds.

After CoC made intro & cultivated relationship, effective 7/2018 UGM is using same database platform as WA-500 HMIS. Over next 12 mos. CoC & HMIS Lead staff will continue to work directly with UGM agency & IT leadership with an end of HMIS inclusion through data integration. UGM participation will bring us to target. CoC will also engage other FBO (Acres, Jubilee, Ply HoH, Vine Maple, WayBack) 1:1 regarding HMIS & value of participation.

PSH – 1.6% increase over 2017; 156 HIC bed gap is 34% reduction over 2017 gap. REACH Expansion now in (61 beds) = 95-bed gap. Of beds now not in HMIS, 97% (934 beds) are VASH. Local PHA (KC, Renton, Seattle) strong partners; Over next year CoC HMIS Lead will continue working & meeting regularly w/ PHA & VA to include VASH in HMIS. Some project based now in. Focus on additional project based will cover gap. Additionally, non-VASH PSH under devel. in HIC (DESC Estelle – 91 beds) & 168 new PSH in CoC app will increase coverage going forward.


2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC 04/30/2018
submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).

(mm/dd/yyyy)
2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy).

01/25/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).

04/30/2018
2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC’s sheltered PIT count results. (limit 2,000 characters)
Not Applicable

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count? No

2C-2a. If “Yes” was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Beds Added:</td>
<td>0</td>
</tr>
<tr>
<td>Beds Removed:</td>
<td>0</td>
</tr>
<tr>
<td>Total:</td>
<td>0</td>
</tr>
</tbody>
</table>

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. 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 2018 sheltered PIT count? No

2C-3a. If “Yes” was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>Beds Added:</td>
<td>0</td>
</tr>
<tr>
<td>Beds Removed:</td>
<td>0</td>
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<tr>
<td>Total:</td>
<td>0</td>
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</table>
2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable. **Yes**

2C-4a. If “Yes” was selected for question 2C-4, applicants must:
(1) describe any change in the CoC’s unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018; and
(2) specify how those changes impacted the CoC’s unsheltered PIT count results.
(limit 2,000 characters)

(1) Our 2018 Unsheltered count was unchanged from 2017 w/ one exception: strengthened identification of unsheltered families. CoC leveraged new 24/7 Family Shelter Access Line, operated by CoC’s largest family shelter provider, which opened in November 2017. They maintain active daily list that includes basic data on living situation & specific needs of unsheltered homeless families who call to access shelter. This data was used for the unsheltered PIT count. Data quality was unchanged.

(2) This change did not impact the CoC unsheltered PIT count results.

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count? **Yes**

2C-5a. If “Yes” was selected for question 2C-5., applicants must describe:
(1) how stakeholders serving youth experiencing homelessness were engaged during the planning process;
(2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and
(3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count.
(limit 2,000 characters)

(1)YYA count methodology was comprised of 2 primary components: a) A site-based survey of YYA ages 18-24 at youth shelters, drop-in centers, libraries, schools, community centers, and other organizations serving young people; and b) A street-based survey of unsheltered and unaccompanied YYA conducted in specific areas throughout the region. YYA with lived experience of homelessness and outreach workers administered surveys. This was in addition to including YYA awareness in overall PIT implementation.

(2)Planning for the street-based survey of the YYA count included representatives from several YA homeless service providers, as well as young
people with lived experience. A focus group of young people identified locations where unsheltered youth were known to congregate. The info was supplemented with additional hot spots identified by youth outreach workers. These hot spots were included in general count areas assigned to youth and young adult street count teams meeting at the seven deployment locations throughout Seattle/King County.

(3) Teams were comprised of at least one team leader (a youth outreach worker or service provider) and 2-3 youth guides with lived experience. Approximately 50 youth guides and 30 team leaders participated in the youth street count. Teams surveyed any young person under age 25 who was unsheltered and provided young people who completed the survey with a $5 food card incentive. Teams also used tally sheets to count any young person determined to be unsheltered but were unable to complete a survey due to refusal or safety concerns. Young people who participated in planning and conducting the street-based youth survey were paid $15/hour for their time.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count:
(1) individuals and families experiencing chronic homelessness;
(2) families with children experiencing homelessness; and
(3) Veterans experiencing homelessness.
(limit 2,000 characters)

To better count CH/HC/Vets, PIT Steering Committee included orgs tailored for these pops as well as people w/ lived experience, regional partners, & providers serving historically marginalized communities. Steering Committee provided guidance to CoC & Applied Survey Research (contracted partner; nat’l org known for expertise in executing & conducting analysis of PIT). While methodology remained consistent from 2017, both volunteer and guide participation increased, specifically 50 additional guides with lived experience (CH & veteran among others) were recruited to participate in PIT bringing total participation of people with lived experience to 206.

(1) Count /surveys of unsheltered implemented by people with lived experience particularly to better count unsheltered CH not connected to services. Guides had direct knowledge of places to look and w/ outreach workers are better able to engage CH. Sheltered counts well enumerated through HMIS /sheltered survey. New in 2018, 7 Seattle sanctioned encampments are using HMIS. As a result data on needs /characteristics of individuals residing in these locations is captured in HMIS for unsheltered count, better informing details of chronic homelessness.

(2) In 2018, ID of unsheltered families for PIT was coord through the family ES access line, newly implemented in CoC in Nov 2017. Largest family shelter provider operates the 24/7 ES access line for families experiencing homelessness, & maintains active daily list that includes basic data on the HH, living situation, & specific needs. Sheltered families well enumerated through HMIS & sheltered survey.

(3) The survey tool asked explicit questions about serving in the US Military as does the information captured in HMIS. Staff of the VA Puget Sound Health Care System participated in the PIT Steering Committee and helped inform the
guide recruitment and survey collection process
3A. Continuum of Care (CoC) System Performance

Instructions
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

<table>
<thead>
<tr>
<th>Number of First Time Homeless as Reported in HDX.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9,341</td>
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3A-1a. Applicants must:
(1) describe how the CoC determined which risk factors the CoC uses to identify persons becoming homeless for the first time;
(2) describe the CoC’s strategy to address individuals and families at risk of becoming homeless; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

(1) CoC uses data, consumer/provider focus grps, nat’l research to ID risk factors most common to 1st-time hmls households (HH) & custom prevention screening tool to ID most at risk for targeted interventions. PIT survey questions re: cause of homelessness mirrored in prevention tool to target svcs, & for further learning re: risk factors. Factors/ vulnerabilities include prior homelessness, eviction, illness, age, substance use, job loss. Local data further shows communities of color & LGBTQ YYA over-represented in hmlss pop. CoC priority is early ID/intervention w/ prevention resources that are accessible, tailored, & culturally appropriate & meet service needs. Recent allocations thru Best Starts for Kids (BSK) intentionally invested resources in jurisdictions w/ higher rates of poverty & evictions. Investments target FWC & unaccompanied YYA to minimize trauma & future homelessness. YYA eligible for hmlss housing/services if at imminent risk.

(2) # of hmlss HH continues to outpace # housed/mo. In response: a) three voter approved levies: BSK Homeless Prevention, King County Vets, Seniors, & Human Service Levy, Seattle Family & Education Levy have prevention focus b) implemented targeted prevention c) Seattle / Suburban Cities / King Co “One Table” initiative developed strategies related to 5 areas key to hmlss prevention: Affordable Housing, Employment, Criminal Justice, Child Welfare, Behav Health; (d) CoC Student Hmlss partnership (school McKV liaisons, PHAs, providers, other key stakeholders) convened to target unaccompanied youth & students in at risk families to implement universal screening into King Co schools.

Prevention includes eviction prevention, financial assistance, mediation, legal &
housing stabilization svcs. Employment, education, food & utility progs leveraged as cost-saving ways to enhance hsg stability. Should HH become hmlss, CoC cross system diversion plan includes flexible financial resources at CE, outreach & ES.

(3) AllHome

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC’s strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

(1) As reported in HDX, the Average Length of Time (LOT) individuals & persons in families remained homeless is 86 bednights for ES /SH, & 146 for ES/SH/TH. Early findings from Family Hmlss Initiative longitudinal outcome eval show significant reduction in LOT from 1st to 2nd cohort w/ intervening significant system change.

(2) CoC undertakes multiple strategies at different levels to address LOT. CoC tracks/analyses performance outcomes in this area by population served, project type, & by race. Performance-based contracting adopted to facilitate progress. CoC also adopting system-wide diversion approach emphasizing creative problem solving to reduce LOT thru every model/intervention –learning from Diversion program model. Increasing resources for Diversion also shortens LOT for people who are otherwise experiencing homelessness by preventing entry into the homeless system where they would experience longer lengths of service delivery. CoC has been increasing RRH resources & targeting training & technical assistance to providers to shorten stays, as well as decreasing TH resources to further orient the system to a Housing First approach. CE shift to Dynamic Prioritization designed to house HH more quickly. Lastly, CoC provides targeted training & tailored technical assistance to all providers to improve performance across multiple strategies, including LOT.

(3) Household LOT hmlss is collected during CE assessment process & factors into prioritization. Case conferencing using by name lists are in place for youth & young adults, families, single adults, & Veterans which allows referral specialists, assessors & other advocates to discuss prioritization factors & vulnerability scores in consideration of housing referrals. The Landlord Liaison Project is key for landlord recruitment to support rapid housing. LLP is being re-designed to better leverage opportunities w/ large-scale owners/management companies, & hiring for an Executive Director is in progress.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:
(1) provide the percentage of individuals and persons in families in
emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

| Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX. | 34% |
| Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX. | 95% |

3A-3a. Applicants must:
(1) describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
(2) describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

(1) Exits to Permanent Housing (EPH) improved by 4% over 2017. CoC tracks/analyses EPH by population/project type & evaluates outcomes by race/ethnicity to ensure HH exit to PH at comparable rates, with emphasis on AI/AN & Black/Af Am HH. CoC began performance-based contracting to incentivize program improvement. Other efforts: a) System-wide re-design of centralized housing location services (Landlord Liaison Project) staffed w/ real estate experts in rental housing market & more creative housing solutions, interim efforts held by King County; b) Re-direct CoC/local resources to housing navigator positions w/in ES, TH, day centers & re-focus services at 24hr shelters toward PH attainment & RRH; c) Expand investment in enhanced shelter w/ housing navigation/case management; d) Add legal services to suite of tools for RRH families re: past debt/eviction judgement; e) Expand housing-oriented flexible funding; f) Attach mainstream employment & education services to CE; g) Public facing data dashboard & system-wide tracking of EPH all programs & LOT in RRH housing search; h) TA for underperformers; i) Capacity building of Hsg 1st strategies.

2) CoC tracks/analyses housing retention/exits to other PH by population/program type using performance-based contracting to incentivize program improvement. Other efforts: a)Increase investment in prevention case management & funds targeting HH w/ previous homeless history; b) Conflict mediation, dispute resolution & family reunification training; c) Target cross sector partnerships w/ mainstream, employment, education re: increase/maintain employment; d) Encourage and increase investment in move-on housing; e) use local resources to provide OPH for HH whose primary housing need related to income & affordability; f) reinforce Hsg 1st approach/strategic engagement to limit the use of evictions related to rule compliance.

(3) AllHome
3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>3%</th>
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3A-4a. Applicants must:
(1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;
(2) describe the CoC’s strategy to reduce the rate of additional returns to homelessness; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the rate individuals and persons in families returns to homelessness.

(limit 2,000 characters)

1) CoC identifies common factors through local data and national research to prioritize and target prevention resources for those most likely to return to homelessness. PIT survey questions re: cause of homelessness mirrored in prevention tool to target svcs, & for further learning re: risk factors. Factors/vulnerabilities include prior homeless, eviction, illness, age, substance use, job loss. CoC continues to refine targeting/assessment tools with efforts underway to consider additional factors including eviction rates and rates of returns disaggregated by racial demographics.

(2) CoC effort to further reduce the rate of return, tracks performance by population and project type, by implementing performance-based pay to incentivize program-level improvements. Additional strategies include: a) Investments in homeless prevention case management and rental assistance and improved targeting for households with previous homeless history; b) Training in conflict mediation, dispute resolution and family reunification; c) Cross sector partnerships with mainstream, employment, education to increase/maintain employment; d) Cross sector partnership with behavioral health; e) move-on strategy for HH residing in PSH who no longer require intensive supports; f) Using local resources to provide other permanent housing HH whose primary housing need is related to income and affordability; g) Reinforce orientation to Hsing 1st with training that emphasizes client engagement strategies to reduce evictions for housing compliance issues; h) Strong focus on permanent connections, particularly for YYA, to connect people with community-based programming to support long-term housing stability.

(3) All Home responsible for CoC Performance Strategy

3A-5. Job and Income Growth. Applicants must:
(1) describe the CoC’s strategy to increase access to employment and non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
(3) provide the organization name or position title that is responsible for overseeing the CoC’s strategy to increase job and income growth from
employment.

(limit 2,000 characters)

1) Strategies to increase access to employment & non-employment cash sources include a) apply research-based best practices, local & nat'l learning through Connections Project: Home & Work, funded by Heartland Alliance; b) position employment nav capacity at entry of Coordinated Entry (CE), all navigators trained in creating employment pathways & assessing cash assist. eligibility; c) cross system trng betw. CoC & workforce on how best support hmls jobseekers; d) targeted WorkSource (American Jobs Center) hiring events focused on low income & hmls job seekers included sameday hiring optnty; e) align performance & data collection standards for hmls employment investments; f) co-enroll YA in RRH & Career Launch Pad; g) CE access points co-located w/ local one stop WorkSource; h) SOAR trainings offered reg'ly & listed on CoC website under trng & capacity building; i) financial empowerment programs include Solid Ground’s Financial Fitness Boot Camp, YWCA’s Hope & Power, & Neighborhood House’s Financial Empowerment Centers; j) local investment - Best Starts for Kids & Vets, Senior & Human Services Levy fund employment srvcs; k) United Way KC $1.7 for 12 employment projects; l) Raikes foundation funding youth employment connected to RRH & YHDP proj.

2) Workforce Development Council (WDC) - primary mainstream employment org in CoC; KC oversees basic & YYA WorkSource (local one-stops). WDC & local levies fund hmls employment srvcs w/ King Co as coordinator. BFET w/ 2 case mgrs engage w/ hmls. CoC, WDC & King Co participate in nat'l initiative: Connections Project: Home & Work to strengthen employment services at the front door of CE, align funding & outcomes amongst hmls employment funders, & build job/career pathways w/ employers. DCHS aligned employment case mgrs w/ hmls system CE. Mainstream employment case managers often co-located w/ targeted hmls employment case managers. Career Launch Pad initiative has expanded employment service capacity for hmls YYA.

3) AllHome

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy)

05/31/2018
3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:
(1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and
(2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.

| Total number of beds dedicated as DedicatedPLUS | 0 |
| Total number of beds dedicated to individuals and families experiencing chronic homelessness | 1,963 |
| Total | 1,963 |

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written 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? Attachment Required.

Yes

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

| History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse) | X |
| Number of previous homeless episodes | X |
| Unsheltered homelessness | X |
| Criminal History | X |
| Bad credit or rental history | X |
| Head of Household with Mental/Physical Disability | X |
3B-2.2. Applicants must:
(1) describe the CoC’s current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.

(limit 2,000 characters)

1) CoC strategy to rapidly re-house families w/ children include: a) expansion of RRH resources following local & national guidelines for rapid re-housing best practices with housing location a required program component; b) utilizing provider/funder learning circles to share best practices & ideas for landlord partnership; c) public facing data dashboards that distinguish length of time in housing search & program enrollment; d) performance based funding & contracting that includes standards for time to housing; e) current redesign of system-wide centralized housing location entity (Landlord Liaison Project), which will expand private market housing options for hmlss HH; f) investment in legal representation for families w/ past debt or eviction judgements; g) working w/ local housing authorities to waive/negotiate outstanding debt & eviction barriers; h) weekly CE case conferencing to ID barriers/problem resolution; i) upholding local/state legislation that does not allow for source of income discrimination; j) upholding Seattle ordinance that does not allow consideration of most criminal histories in rental screening; k) expand diversion approach to all access points with more flexible funds w/ focus at family ES & expansion of outreach for HH seeking shelter.

2) CoC holds a strong hsing 1st expectation for all hmlss services & housing. RRH is a hsing 1st strategy that relies on trauma informed case management w/ progressive engagement a core component. Case management ensures a family connects w/ natural supports & mainstream institutions they will need once programming ends. They are also key to helping families create a contingency plan should a future housing stability crisis arise. Local rapid re-housing guidelines allow for up to 2 months of additional case management after financial assistance ends. Services include “know your rights” information sharing, especially new tenant protections in local municipalities and statewide.

3) All Home

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination 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.

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics. □
CoC conducts optional training for all CoC and ESG funded service providers on these topics. □
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients. □
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.

CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied homeless youth includes the following:

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

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.

| History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse) | X |
| Number of Previous Homeless Episodes | X |
| Unsheltered Homelessness | X |
| Criminal History | X |
| Bad Credit or Rental History | X |

3B-2.6. Applicants must describe the CoC’s strategy to increase:
(1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
(2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.

(1) Resources added in CY18 to increase housing/services for (un)sheltered YYA include: HUD YHDP ($5.4 million/2 years) two Bridge Housing, Youth Engagement Team, and Navigation and Diversion Initiative; WA Office of Hmlss – 28 new HOPE beds, new Young Adult Housing Program beds & Youth Engagement Team; Seattle - 50 new beds (34 shelter/16 RRH) and $160,000 to increase case management in HUD funded YYA RRH to serve additional 16 - 20 YYA thru 2018 RFP; King County - $200K in new services for Keeping Families Together w/ FUP for YA HH; $550K new youth shelter in South King; $200K for cont. National Safe Place; $320K for expanded + new Host Homes KC w philanthropy, KCHA additional YYA FUP Vouchers and SHA participated
(2) CoC coordinates comprehensive set of strategies spanning schools, child welfare/juv justice & YYA service/hsing providers focused on quick/early intervention building on existing resources for YYA, especially unsheltered: In addition to the new resources listed above (1) Re-enforce Hsing 1st; remove barriers to crisis housing / services at all access points; (2) ID unsheltered YYA, especially those resistant to housing & services & engage/offer assistance at least weekly; (3) Continue to fund training for cross system providers - Trauma-Informed Care / Pos Youth Devel / Diversion; (4) Increase family support, including family reunification/kinship care; (5) Support statewide effort to create “Family in Need of Services” (FINS) homeless YYA prevention/intervention including statutory changes, operational enhancement, services, funding for improved system response for minors (age 12-17) unable to live at home due to family conflict & not served through child welfare; (6) improve system mapping of non-homeless resources to improve diversion response & income options (employment, education, public benefits, healthcare); (7)Establish multi-system team for tight connections /warm handoff b/w systems; (8)Strengthen early ID of unaccompanied students (K-12 & post-secondary) & YYA interacting w/juvenile justice, child welfare, behavioral health for targeted prevention, early intervention.

3B-2.6a. Applicants must:
(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC’s strategies.
(limit 3,000 characters)

1)Understanding the scope & nature of YYA homelessness has been a priority in Seattle/King County for many years. The CoC utilizes local data captured in HMIS, HIC, CE, numerous stakeholder workgroups, & Rapid Results 100 day Challenge learnings / recommendations to further understand the housing/service needs & evaluate system response to YYA homelessness, including unaccompanied YYA, those at-risk of homelessness, & pregnant/parenting YYA. The use of data helped inform decision makers of the potential impact of proposals included in the YHDP Plan, which launched in 2018 & included funding for two YYA Bridge Housing Programs, Youth Engagement Team, & a Navigation & Diversion program. Additionally, based on data informed strategies: the CoC added expanded young adult & is piloting an under 18 Host Homes program based on a recommendation of our Rapid Results 100 Day Challenge process; is launching a Keeping Families Together enhanced housing program for teen parents utilizing FUP vouchers resulting from participation in CSH One Roof Initiative; is continuing to fund the National Safe Place model for runaway youth; & launched an under 18 shelter in South King County to address a regional service gap. These efforts account for $6M+ annual increase in YYA investments.

2)CoC relies on various measures to determine overall effectiveness of its YYA strategies. These measures include Length of time homeless, return to homelessness, Access/coverage, overall reduction in number of YYA who
experience homelessness, job & income growth for persons who are homeless, reduction in first time homeless, effectiveness of prevention & diversion efforts. Specifically for YYA housing investments the performance indicators are: Rate of Exit to Permanent Housing; Length of Stay; Return to Homelessness; & Utilization Rate. Targets/minimums for each were developed based on a review of existing project type data taking sub-population distinctions into consideration. Targets are:

Length of Stay:     ES= 20 days / TH= 180 days / RRH: 120 days / PH= N/A
Exits to PH:          ES= 50% / TH= 85% / RRH= 85% / PH= 90%
Utilization Rate:   ES/TH/RRH/PH= 95%
Return Rate:         ES/TH/RRH/PH= 5%
Entry from ES/Streets:       ES/TH/RRH/PH= 95%

Performance on measures is reviewed for racial equity, & broken down by YYA subpopulations (eg minors, LGBTQ, system involvement)

3) In addition to collecting HEARTH measures to determine overall effectiveness of YYA strategies as indicated by HUD, aligned w/ USICH benchmarks, & best practices, CoC collects HHS Runaway & Homeless Youth Program (RHY) measures for all projects in HMIS regardless of fund source. This assures CoC captures critical data about gender, specifically for LGBTQ YYA, & HHS developmentally appropriate data elements. CoC is test community for new USICH criteria/benchmarks for ending YYA homelessness. Provider agencies access HMIS training, TA, & report on performance data as needed.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:
(1) youth education providers;
(2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);
(3) school districts; and
(4) the formal partnerships with (1) through (3) above.
(limit 2,000 characters)

4) CoC formal partnerships w/ edu service providers described below

1) Youth ed providers: Seattle School District sits on CoC-led Student Homelessness Wkgrp (30 participants: funders, philanthropy, providers, school personnel) to ID how hmls hsg & edu systems can better target YYA & their families for housing stabilization & supports. Workgroup members expanded edu/hsg efforts to King Co School Districts (Highline) & King Co. PHA. Local McKV staff & school personnel part of CoC-led training; Developed diversion skills training for local advocates to be Diversion Coaches to provide school district-specific trainings in Diversion; Seattle Public Schools received TA via CoC’s YHDP work thru NCHE (cont’d TA w/CoC)

2) WA Office of Public Instruction (McKV State Ed Agency) staff participate in CoC Student Homelessness Wkgrp & provide hmls student data for needs/gaps analysis. WA Office of Hmls Youth (OHY) close partner in the CoC YHDP work & contributes funds to the Youth Engagement Team connecting to homeless housing, Seattle Public Schools, Legal Svces, & Behav Health for unaccompanied minors w/ strong family reunification emphasis. OHY working
w/ CoC on A Way Home WA community of practice effort

SchoolHouse WA: monthly learning circle includes state/local McKV. Capacity devev grants w/ diversion funding in 3 hi need districts

McKV liaisons/school partners: YYA drop-in centers host Seattle alternative schools; Seattle, SHA, SPS Home from School pilot to improve ed outcomes & housing stability thru program of HCV vouchers/RRH services to hmlss students/families; Seattle passes $7M Families, Ed, Preschool, & Promise levy for student homelessness; Schoolhouse WA (CoC, state funders, state/local ed services) provided policy advice re: WA state “Homeless Student” challenge; $4m in WA Homeless Student Stability Program expanded passport to college program

3) Puget Sound ESD: Partners in cross-training /advocating for student homelessness activities

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.

(limit 2,000 characters)

This policy is included in the CoC Interim Policies, the Education Services Policies, and is summarized as follows: Programs serving families with children and school-aged youth and young adults must inform families and youth experiencing homelessness of their eligibility for McKinney Vento services during intake; programs cannot require school enrollment as a condition of program entry; programs cannot prohibit children from remaining in their school of origin; programs must develop relationships with colleges to access Higher Education Services; program must designate a staff person to ensure children are enrolled in school and connected to education services. Programs are additionally required to ask participants to sign verification of their receipt of McKinney-Vento Act eligibility.

3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”. Applicants must select “Yes” or “No”, from the list below, if the CoC has written formal agreements, MOU/MAO’s or partnerships with providers of early childhood services and support.

<table>
<thead>
<tr>
<th>Early Childhood Providers</th>
<th>MOU/MAO</th>
<th>Other Formal Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Early Head Start</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Child Care and Development Fund</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Federal Home Visiting Program</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Healthy Start</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Public Pre-K</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Birth to 3 years</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Tribal Home Visiting Program</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).

Veteran households are identified thru outreach by Veteran Navigators, VA outreach, or other community outreach teams; walk-ins to the VA CRRC; or calls to 211 at one of five Regional Access Points (RAPs). Each of these entry points administer the Coordinated Entry universal assessment tool and enter the information into HMIS. A weekly list is pulled from HMIS of veteran households newly assessed or who have had an update to their assessment in the previous seven days. A team of 15-20 veteran service providers (VA and non-VA funded) meet weekly and take referrals from the weekly list into VA and non-VA housing and service programs for which veterans are eligible based on VA eligibility and a score range determined by the Coordinated Entry universal assessment tool. Veteran choice is always considered and a denial of an interim or permanent housing resource does not negatively impact a household’s future offers of housing. To ensure the system is supporting veteran households through a successful lease up following a referral to a housing and services program, the Veteran Operations Leadership Team (VOLT) meets weekly to review active veteran households on the Veteran By Name List. Supplemental data needed for effective management of the Veteran By Name List is collected and entered into HMIS at both of these weekly meetings. A household may be moved to the inactive list due to being housed, incarcerated, deceased, having no contact in the previous 90 days, or moving out of King County. The VOLT team uses the Veteran By Name List and HOMES data to identify gaps and find solutions that may be a barrier for a veteran household to successfully obtain and retain housing.

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 experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?

No
3B-5. Racial Disparity. Applicants must: Yes
(1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance;
(2) if the CoC conducted an assessment, attach a copy of the summary.

3B-5a. Applicants must select from the options below the results of the CoC’s assessment.

| People of different races or ethnicities are more or less likely to receive homeless assistance. | X |
| People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance. | X |
| There are no racial disparities in the provision or outcome of homeless assistance. | |
| The results are inconclusive for racial disparities in the provision or outcome of homeless assistance. | |

3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.

- The CoC’s board and decisionmaking bodies are representative of the population served in the CoC.
- The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.
- The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.
- The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.
- The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.
- The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.
- The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness.
- The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.
- The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.
- The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.
- The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.
- Other:
4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:
(1) assists persons experiencing homelessness with enrolling in health insurance; and
(2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.

<table>
<thead>
<tr>
<th>Type of Health Care</th>
<th>Assist with Enrollment</th>
<th>Assist with Utilization of Benefits?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Care Benefits (State or Federal benefits, 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>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Medicaid Waiver - Foundational Community Supports</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

4A-1a. Mainstream Benefits. Applicants must:
(1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;
(2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits.
(limit 2,000 characters)

(1) CoC mainstream partners: WA DSHS, VA/WDVA, SSA, Behavioral Health, Healthcare/Pub Hlth, Criminal Justice, Child Welfare/Educ - committed to ensure homeless/at-risk households (HH) know about, access & receive mainstream benefits. CoC actions strengthened: CoC on Healthcare for the Homeless board & coords w/ civil legal aid on targeted approaches to improve homeless prevention; By-name list case conferencing w/ mainstream connections. CE staff trained/use WA Connections – online DSHS benefit tool, w/ 2 CE next to DSHS w/ warm handoff. Vet navigators use 12-point assessment so Vets link w/ available systems. BFET employs 2 case mgrs in south King Co, employ & benefits enrollment w/ hmls focus
WA Medicaid Waiver for Foundational Community Supports (FCS) w/ benefits for supportive housing & supported employment for Medicaid-eligible w/ complex needs. CoC working w/ Amerigrp to ensure program design works in King Co, svc & hsing providers are trained re: FCS, that appropriate HH get access, & providers set-up to use FCS to support HH. CoC program agencies (CCS, DESC, REACH, Sound, VCCC) contracted as pilot begins. Working to leverage FCS w/ CE

(2) CoC TA cross sector training w/ homeless housing/mainstream providers to improve utilization of benefit/financial systems; Hosting quarterly SOAR & Cross Agency Systems Training (CAST); local homeless coalition sponsored “Public Benefits 101” led by Solid Grnd Benefits Assistance Atty & Statewide Poverty Network covering TANF, Food Stamps, Childcare, Medicare, Savings, & recent changes to State HEN & ABD. 100+ attended the two 2018 trainings offering practical tools for making benefit programs work for HH & targeted to service providers; Fall 2018 –hmls coalition partnering w/ Community Law Center, SOAR Trainers, & SSA for Pub Benefits 201 to cover SSI/SSDI; Public Health directly contracts for hlth benefit enrollment thru HlthPoint, Evergreen, YWCA & PSKS, w/ Mobile Medical, Access, & outreach.

(3) AllHome

4A-2. Housing First: Applicants must report:

(1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and

(2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.

| Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition. | 62 |
| Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements. | 62 |
| Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First. | 100% |

4A-3. Street Outreach. Applicants must:

(1) describe the CoC’s outreach;
(2) state whether the CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;
(3) describe how often the CoC conducts street outreach; and
(4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)

(1) CoC Outreach: CoC deploys interdisciplinary teams. Targets unsheltered w/ assertive engagement, VI-SPDAT, care coord, lang line, hsing navigation i.e, DESC HOST (severe MI); REACH (encampments, SUD, Law Enforcement
Assisted Diversion) YouthCare (YYA); & KC BH, Redmond, Valley Cities. Specific strategies target <18 & CSEC. Mobile medical vans & ACT teams outreach to those w/ behavioral health needs & crim justice involvement.

(2) Ensures 100% geo covered: Teams organized to cover both urban & rural areas & can be quickly dispatched as needed. Coord Entry (CE) Regional Access Points ensure full geo coverage w/a) mobile assessors, 200+ community assessors, & CE navigators to support those least likely to request help; b) multi-lingual staff/interpreters/Braille & sign; c) outreach & transport for those no phone/internet/ID contacts. CE informs outreach staff of housing intake appointments for hard to reach.

(3) CoC conducts daily outreach

(4) Teams tailor outreach to needs/barriers, ID hardest to reach in monthly case conf & implement daily outreach: a) known settings (i.e. meals, day centers, encampments), & data driven hot-spotting; b) citizen / 911 calls; c) known rural areas - more staff needed. Monthly Outreach Workgroup strategize svc delivery, care coord & cult responsive svcs. Seeing increased svs for persons of color, esp AI/AN Black/Af Am; historically under-rep in shelter/housing sys & over-rep in unsheltered pop. Targeted outreach resulting in increased svc. Seattle increased dedicated street outreach. Navigation Team w/ outreach staff & police for assertive outreach across City, w/ real time access to shelter (ES), which increased acceptance of ES referral by ~ 30% over 2016. Nav Team works w/ other outreach to link resources & svc delivery based on need. Targeted vehicle outreach in pockets throughout CoC, primary focus on Seattle w/dedicated resources. King Co RFP is out for targeted outreach to HH living in vehicles outside Seattle

4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC 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; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above. (limit 2,000 characters)

(1) CoC affirmative outreach / furthering Fair Housing (FH) strategies include: a) Regular trainings (at least monthly) conducted by local FH offices for homeless housing providers, property developers, landlords, tenants re: FH laws, rental regulations, anti-discrimination and accommodation standards; b) Coordinated Entry (CE) complies w/ HUD’s Notice for CE Systems & Non-Discrimination and CE/CoC Policies & Procedures include FH & Non-discrimination compliance; c) CE asks all HHs whether they want services from specialized programs and refers all eligible HHs to all programs based on local vulnerability/prioritization policies; d) Local jurisdictions (SEA, Renton) and WA state added additional protected classes to FH laws, including source of income discrimination eg, public rental subsidies; e) CE & local providers do not use data collected from assessments to discriminate against protected classes for purposes of referral & intake; f) Programs with specialized services for particular communities or for people w/specific needs (communities of color, Native populations, refugees,
people w/ disabilities) follow all FH laws & market their programs for all people; 
g) CoC adopted priority to improve access to communities disproportionately 
impacted by homelessness and ensure equitable outcomes by race.

2) CoC written program policies/notices, including FH compliance are 
accessible to persons w/ disabilities & limited English proficiency: CE & HMIS & 
prevention consent forms translated in 12 languages & braille; 2-1-1 & other CE 
access points are ADA accessible, have multi-lingual staff, and contract w/ 
interpreter services including American Sign Language; CE utilizes community-
based assessors located in areas disproportionately impacted by homelessness 
and all entry points include mobile access for those who may need service 
assessments to come to them.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total 
number of rapid rehousing beds available to serve all household types as 
reported in the Housing Inventory Count (HIC) for 2017 and 2018.

<table>
<thead>
<tr>
<th>RRH beds available to serve all populations in the HIC</th>
<th>2017</th>
<th>2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>781</td>
<td>1,068</td>
<td>287</td>
</tr>
</tbody>
</table>

4A-6. Rehabilitation or New Construction Costs. Are new proposed project 
applications requesting $200,000 or more in funding for housing rehabilitation or new 
construction? No

4A-7. Homeless under Other Federal Statutes. Is the CoC requesting to designate one or 
more of its SSO or TH projects to serve families with children or youth defined as 
homeless under other Federal statutes? 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:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>1C-5. PHA Administration Plan–Homeless Preference</td>
<td>No</td>
<td>PHA Administration...</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference</td>
<td>No</td>
<td>Move-on Multifami...</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>1C-8. Centralized or Coordinated Assessment Tool</td>
<td>Yes</td>
<td>CE Assessment Tool</td>
<td>09/15/2018</td>
</tr>
<tr>
<td>1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)</td>
<td>Yes</td>
<td>CoC Rating and Ra...</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>1E-3. Public Posting CoC-Approved Consolidated Application</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)</td>
<td>Yes</td>
<td>Public Posting Pr...</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>1E-4. CoC’s Reallocation Process</td>
<td>Yes</td>
<td>CoC Process for R...</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>1E-5. Notifications Outside e-snaps–Projects Accepted</td>
<td>Yes</td>
<td>Projects Accepted...</td>
<td>09/12/2018</td>
</tr>
<tr>
<td>1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced</td>
<td>Yes</td>
<td>Project Rejection...</td>
<td>09/12/2018</td>
</tr>
<tr>
<td>1E-5. Public Posting–Local Competition Deadline</td>
<td>Yes</td>
<td>Local Competition...</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)</td>
<td>Yes</td>
<td>CoC and HMIS Lead...</td>
<td>09/11/2018</td>
</tr>
<tr>
<td>3A-6. HDX–2018 Competition Report</td>
<td>Yes</td>
<td>FY 2018 CoC Compe...</td>
<td>08/22/2018</td>
</tr>
<tr>
<td>3B-2. Order of Priority–Written Standards</td>
<td>No</td>
<td>Order of Priority</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>3B-5. Racial Disparities Summary</td>
<td>No</td>
<td>Racial Disparity ...</td>
<td>09/15/2018</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----</td>
<td>---------------------</td>
<td>------------</td>
</tr>
<tr>
<td>4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td></td>
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</tr>
</tbody>
</table>
Attachment Details

Document Description: PHA Administration Plan

Attachment Details

Document Description: Move-on Multifamily Assisted

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: CoC Rating and Ranking Procedure

Attachment Details

Document Description: Public Posting Project Selections, Ranking and
Attachment Details

Document Description: CoC Process for Reallocation

Attachment Details

Document Description: Projects Accepted Notification

Attachment Details

Document Description: Project Rejection-Reduction Notification

Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: CoC and HMIS Lead Governance
Attachment Details

Document Description: FY 2018 CoC Competition Report

Attachment Details

Document Description: Order of Priority

Attachment Details

Document Description: Racial Disparity Assessment Summary

Attachment Details

Document Description:
Attachment Details

Document Description:

Attachment Details

Document Description:
Submission Summary

Ensure that the Project Priority List is complete prior to submitting.
| Submission Summary | No Input Required |

**Applicant:** Seattle/King County CoC  
**Project:** WA-500 CoC Registration FY2018
1C-5 PHA Administration Plan – Homeless Preference

**King County Housing Authority (KCHA)** has a homeless preference for both Public Housing and Housing Choice Vouchers.

Attached in order are highlighted excerpts from KCHA’s:

- Admissions and Continued Occupancy Policy
- Tenant-based Administrative Plan
- Project-Based Section 8 Administrative Plan

**Seattle Housing Authority (SHA)** has a homeless preference for both Public Housing and Housing Choice Vouchers.

Attached in order are marked up/highlighted excerpts from SHA’s:

- Admissions and Continued Occupancy Policy
- Housing Choice Voucher 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: 11-1-2016
Family Self-Sufficiency Program (FSS Program): The program established by a Housing Authority to promote self-sufficiency among participating families, including the coordination of supportive services.

Foster Child Care Payment: Payments to eligible households by state, local or private agencies.

Handicapped Assistance Expenses: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care or auxiliary apparatus for a Handicapped or Disabled Family member, and that are necessary to enable a Family member (including the Handicapped or Disabled member) to be employed or further his/her education, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.

Head of Household: The adult member of the Family who is the head of the household for the purposes of determining income eligibility and rent. A Head of Household must be 18 years of age or older.

Homeless Family: For selection preference purposes, an applicant is considered a Homeless Family if they:

1. Lack a fixed, regular and adequate night time residence; and

2. Have a primary night time residence that is:
   a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill);
   b. An institution that provides a temporary residence for individuals intended to be institutionalized; or
   c. A public or private place not designed for or ordinarily used as, a regular sleeping accommodation for human beings.

A Homeless Family does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

Housing Authority (HA): The Housing Authority of the County of King, a public corporation.

HUD: The U.S. Department of Housing and Urban Development.
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 Special Program Set-Aside 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. [See Section 6.D (below) regarding exceptions to these general selection standards for specific targeted housing programs established by the Housing Authority.]

When a unit becomes available for occupancy, the Authority will rotate Tenant Selection between the Regional, Site-based and Special Program Set-Aside waiting lists using a ratio of 1:1:1, 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 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 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;
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:

- 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. SPECIAL PROGRAM SET-ASIDE**

The Housing Authority will administer a separate waiting list of applicants referred under any of the following SpecialProgram Set-Asides established by KCHA:
Admission and Continued Occupancy Policy (ACOP)

- Sound Families transitional housing partnership between the King County Housing Authority and the Gates Foundation.
- Passage Point Conditional Housing program.

Applicants will be placed on the Special Programs Set-Aside waiting list according to the Region in which they wish to reside, bedroom size and date/time of graduation from the targeted 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. In addition, the following rules will apply in determining eligibility and tenant selection under this category:

- Applicants who have applied to the Housing Authority through Special Program Set-Aside 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, as designated by the applicable KCHA Agency Partner, prior to being offered a public housing unit.

D. TARGETED, MIXED FINANCE AND REDEVELOPED PUBLIC HOUSING DEVELOPMENTS

Where the Housing Authority has combined the use of Public Housing funds with other government funding (direct or through provision of support services) 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.

Pacific Court: Acquired with financial assistance provided through King County, the development combines the use of Public Housing Operating Subsidy with on-site intensive support services funded through the County’s Department of Community and Human Services and the Mental Health and Chemical Abuse and Dependency Services Division (DCHS/MHCADSD) to establish a Permanent Supportive Public Housing program for individuals who are formerly homeless or are at-risk of homelessness. The development is operated in conjunction with the Memorandum of Agreement between DCHS/MHCADSD, Seattle Mental Health (SMH) and the Housing Authority. Occupancy of the site is limited to applicants who are screened, determined eligible and referred for occupancy by SMH as a suitable unit assignment becomes available, in accordance with the Memorandum of Agreement between participating agencies.

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.
32: EXHIBIT X - OUTLINE FOR “BELLEVUE HOMELESS FAMILY SCATTERED SITE PROGRAM”

I. DESCRIPTION OF PROJECT

This project is a scattered site public housing development providing permanent housing for the homeless. There are eight (8) individual three-bedroom single-family houses averaging 1,200 SF/house. Each house is frame construction with three bedrooms and either one or 1 ½ baths and is located on its own individual lot.

Tenants of these houses will be single head of household families or two head of household families comprised of a minimum of three (3) to a maximum of six (6) persons. It is estimated that the number of tenants housed per year will range from 24 to 48. Naturally, this could fluctuate due to turnover.

II. ELIGIBILITY REQUIREMENTS

This program is targeted to homeless low-income families. In order to be accepted into the Bellevue Homeless Family Scattered Site Program, prospective tenants must demonstrate that their annual incomes do not exceed 50 percent of the annual median income for the Seattle/Everett Metropolitan Statistical Area, adjusted for family size, as estimated from time to time by the U.S. Department of Housing and Urban Development (HUD).

III. SUPPORT SERVICES

The housing Authority has entered into an agreement with the YWCA which is attached and incorporated into this Management Plan by reference. Through this contract, the YWCA will provide case management and support services which will include, but not be limited to, the following:

Home visitation once every two months for the first six months, thereafter as needed for a minimum of one year. During each home visitation, the YWCA case worker will discuss the participating family's present situation and will outline the many types of human services and job training programs (including those listed below) which are available to the family.

In addition, the YWCA case worker will assist program participants in their efforts to access these needed human services programs.

Telephone Contract Services every two-three weeks for first three months, thereafter as needed for a minimum of one year. During each contact, the YWCA case worker will discuss the participating family’s present situation and will outline the many types of human services which are available to the family.
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.
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 unit); 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
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.
- 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
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subsidy programs are excluded from qualification of a local preference under this category.

C. VERIFICATION OF LOCAL PREFERENCE
Prior to being 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.**
   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

\(^{31}\) Approved under MTW 7/21/08

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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. For preference qualification purposes, households moving-on from a KCHA funded sponsor-based program, the Shelter Plus Care program or an approved service enriched program in collaboration between KCHA and King County will retain the preference documented at the time of entry into the service-enriched housing program from which they are transitioning.

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

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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.
management services to participants. An example of this program would include the Veteran Affairs Supportive Housing Program.

3. **Category 3 – Special Admission Assistance**

   a. When the HA receives funding from HUD targeted for families living in specified units, the family may be admitted to the program without placement on a waiting list. Families qualifying for Category 3 may be selected any time the targeted assistance is made available. Examples include current Public Housing residents who are living in units being demolished as a result of HOPE VI or other community redevelopment programs or families being displaced from other HUD assisted housing where the owner is opting out of the contract.

   b. Applicants who, as determined by the HA, are in urgent situations where they may or may not be currently on a waiting list. All such situations will be verified as to the urgency of the applicant’s housing needs and will only be approved by the Executive Director.
EXHIBIT U: AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN

Three Major Impediments to Fair Housing in King County: According to the King County Consolidated Plan, 2005–2009, the three major impediments to fair housing are

I. HOUSING DISCRIMINATION IMPEDIMENTS:
   - Rental market discrimination, with the most notable discrimination occurring on the basis of race, national origin, disability and familial status;
   - Discriminatory financing in home ownership including predatory lending, on the basis of race or national origin and sometimes age; and,
   - Discriminatory zoning issues and practices and discrimination by housing associations.

II. ADMINISTRATIVE PRACTICE IMPEDIMENTS:
   - Access to fair housing rights information on a day-to-day basis;
   - Confusion about where to go for help with fair housing and where to send people for help;
   - Local jurisdiction capacity for fair housing enforcement mechanisms where most of the discrimination occurs; and
   - Lack of monitoring for sub-recipients, i.e., entities awarded funds for projects.

III. INADEQUATE SUPPLY OF AFFORDABLE HOUSEHOLDS FOR THE LOWEST INCOME LEVELS:

Since 2003, King County Housing Authority has been a Moving to Work Housing Authority, as a result of being named a high-performing housing authority by the U.S. Department of Housing and Urban Development. As mandated by Congress, the MTW Demonstration project provides KCHA and other designated housing authorities with significant flexibility to develop approaches to meet the jurisdiction’s housing needs. Two specific goals of the MTW program are to expand KCHA clients’ housing choices and preserving and increasing affordable housing opportunities while focusing on those in greatest needs.

Actions taken by King County Housing Authority (KCHA) to further fair housing through EXAMINATION OF ITS PROGRAMS OR PROPOSED PROGRAMS:

Through the annual submission of an MTW Report to HUD, KCHA outlines program accomplishments and evaluates progress towards upcoming goals. In addition, an MTW Annual Plan is developed and submitted annually to HUD detailing any new projects which are being proposed for the upcoming year. A number of revisions have been made to the Section 8 program to further fair housing including increases to the payment standard, creation of programs to assist homeless and special needs clients, and increased access to the reasonable accommodation process.

Actions taken by KCHA to IDENTIFY AND REDUCE IMPEDIMENTS TO FAIR HOUSING CHOICE:
The following are specific King County Housing Authority efforts to identify and reduce impediments to fair housing choice:

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1. Expanding its role as the safety net for homeless and special needs populations in King County:
In partnership with the Bill and Melinda Gates Foundation and local governments, King County Housing Authority (KCHA) has created a network of service-enriched housing for homeless families. It has redefined tenant selection preferences to move more homeless families into public housing. KCHA’s “Housing First” program, in partnership with local behavioral health care systems and United Way, provides housing and services to chronically homeless individuals, those who are most susceptible to housing discrimination.

2. Ending Homelessness: KCHA is a leader in the region’s efforts to end homelessness by expanding housing for homeless and special needs households, working to serve “hard-to-house” populations not traditionally served by mainstream housing programs, and coordinating rental subsidies with private and public service funding. This year, partnering with King County and behavioral health providers, KCHA will house up to 100 chronically homeless and mentally ill individuals who currently cycle between psychiatric hospitals, jails and the street.

3. Public Housing and Section 8 Admissions Preferences: When selecting applicants, KCHA uses local preferences for the Public Housing, Section 8 Housing Choice Voucher and Project-based Assistance programs. Each program’s policies are developed in concert with other admissions-related policies. KCHA continues to monitor the impact of the Public Housing site based, regional and Sound families waiting lists and will use MTW authority where needed to address problem areas.

4. Limited English Persons (LEP): Communicating with clients with limited English proficiency is a priority to assure that applicants and residents understand program requirements. Since public housing residents speak more than 20 languages, KCHA has developed a plan to assist clients with limited English proficiency navigate our programs. A working group meets regularly to discuss new ideas on improving communication to LEP clients.

5. Reasonable Accommodations: When an applicant for housing indicates on the application that he/she needs reasonable accommodations in their housing, the application is referred to KCHA’s Section 504 Coordinator for assistance in locating accessible public housing units that meet the reasonable accommodation needs of the applicant. Those needs include voucher extensions, additional bedroom requests, and higher payment standards to name a few. In 2008 the King County Section 8 program received 591 requests of which 454 were approved.

6. Staff Training, Advocacy and Tenant Education: King County Housing Authority pursues the following additional strategies to address identified impediments to fair housing choice, including:
- Providing staff training on current changes in laws and regulations.
- Providing active outreach and education to landlords throughout King County about Section 8 to increase the number of potential landlords willing to accept Section 8 tenants.
- Intervening with landlords to address concerns.
- Offering education to Section 8 and Public Housing program participants about their fair housing rights and how to file complaints, sometimes assisting them with the filing process.

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

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King County Housing Authority
13: TENANT APPLICATION PROCESS

A. GENERAL APPLICATION REQUIREMENTS

The following application requirements apply to ALL Project-based Assistance Programs.

1. Income Targeting Requirements

KCHA applies the statutory requirement of the Housing Choice Voucher Program requiring 75% of newly admitted families in any fiscal year be Extremely Low-Income families to the Project-based Assistance Programs. This requirement does not apply to each individual Project; rather it applies to the Project-based Assistance Program as a whole. To ensure that this goal is met, KCHA will twice yearly monitor incomes of newly admitted families and the income of the families on the waitlists. If it appears the requirement is not being met, KCHA will determine whether particular projects are not meeting the requirement and work with them to make adjustments in program outreach and screening as needed. KCHA 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, KCHA will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach this goal.

2. Waitlists

KCHA and/or Owners will administer waitlists in a manner that affirmatively furthers Fair Housing goals and prohibits discrimination. Waitlists and selection will be administered in a manner that is in accordance 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.

In addition, KCHA will ensure compliance with the Violence Against Women Act of 2013 (VAWA 2013) which provides that an applicant for assistance under a covered housing program may not be denied admission to or denied assistance on the basis or as a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant otherwise qualifies for admission, assistance, participation, or occupancy.

Waitlists are Program specific. Generally applicants applying for Permanent Replacement Housing would apply through the Central Applications Center and choose “Private Housing” as their waitlist choice. Supportive Housing Programs do not maintain a waitlist due to the urgent situation of the households targeted.
The Housing Authority will allow a Family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. The decision as to the qualifications of “good cause” will be made on a case-by-case basis and will be at the discretion of the Housing Authority. Applicants who are being removed from a waitlist for reasons other than lack of response will be offered the right to an informal review before being removed from a waitlist.

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 Tenant Protections

In order to minimize displacement of in-place families, the HA will have full discretion to either turn on Project-based subsidies upon vacancy at the property, or to offer in-place protections. In-place protections are applicable if an existing unit
that is to be placed under contract is occupied by an eligible family on the date of
the execution of the Project-based HAP contract. These protections also apply to
occupied units where rehabilitation is planned. If this is the case, families will be
given the opportunity to apply for assistance. Admission of such families is not
subject to income targeting, however existing tenants must meet a local housing
preference described under Section G.4 in order to qualify for the Project-based
subsidy. If an existing family is determined eligible and placed on KCHA’s waitlist,
they will be given an absolute selection preference and referred to a unit that is
appropriately sized for the family. 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. If Project-based Assistance is to be turned on upon
unit vacancy, this section does not apply. KCHA will ensure that Owners of
Existing Housing Developments notify all existing eligible 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.
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

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.

51 Approved MTW Policy Section V.7
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 the higher of the Federal poverty level or 30% Of the Area Median Income for Their Household Size.\(^{52}\)

- 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);
- Displacement by domestic violence;
- 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;

\(^{52}\) Approved under MTW 11/18/09
• 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.4) 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. 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.

2. 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.

3. 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.

4. Order of Selection for Permanent Supportive Housing for Persons with Disabilities
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.

B. 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
### TERM DEFINITION

- An elderly family;
- A near-elderly family;
- A disabled family;
- A displaced family;
- The remaining member of a tenant family; or
- Two or more persons who have a history of living together and sharing resources to meet the needs of the household.

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<tr>
<th>TERM</th>
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<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>
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<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>
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<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>
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</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. |
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<tr>
<td>Applicants living temporarily with family and/or friends are not considered homeless for the purpose of claiming priority under this policy.</td>
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<tr>
<td>HOPE VI</td>
<td>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 ACOP.</td>
</tr>
<tr>
<td>Household</td>
<td>Can include additional people who are not members of the family, but who with SHA’s permission, live with the family in a public housing unit, such as live-in aides, foster children, and foster adults.</td>
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<tr>
<td>Housing Choice Voucher (HCV) Program</td>
<td>The Housing Choice Voucher provides rental assistance to low income families to rent units in the private market. Families pay up to 40% of their income for rent and utilities, and SHA pays the remainder.</td>
</tr>
<tr>
<td>Housing Operations (Department of)</td>
<td>The business unit that administers SHA’s various housing programs.</td>
</tr>
<tr>
<td>Impact Property Management</td>
<td>SHA’s Impact Property Management (IPM) division operates under the Department of Housing Operations and is responsible for administering the HOPE VI and Special Portfolios.</td>
</tr>
<tr>
<td>Income</td>
<td>See definition of income in 24 CFR 5, Subpart F.</td>
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<tr>
<td>Income Limits</td>
<td>See Area Median Income.</td>
</tr>
<tr>
<td>Interactive Process</td>
<td>Related to reasonable accommodations, a conversation or series of conversations between the person making the request and the person receiving the request in order to find the appropriate accommodation.</td>
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<tr>
<td>Interest Card</td>
<td>In some cases applicants may submit an interest card to request placement on the waiting list of their choice.</td>
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### Admissions and Continued Occupancy Policy (ACOP)
Seattle Housing Authority

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<tr>
<td>Internal Emergency Transfer</td>
<td>An emergency relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process.</td>
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<tr>
<td>Interpretation</td>
<td>Words spoken in English that are simultaneously converted into words in a participant’s language or, written text in English that is read to a participant in their chosen language.</td>
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<tr>
<td>Interpreter</td>
<td>The person who provides interpretation and/or translation.</td>
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<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>
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<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>
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<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>
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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

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.

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| • 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  
  • Fleeing a domestic violence situation.      |                                                                                                                                                                                                           |
| Live-In Aide                                    | A person who resides with an elderly person, near-elderly person or disabled person, and who:                                                                                                               |
|                                                |  • Is determined to be essential to the care and well-being of the person;  
  • Is not obligated for the support of the person; and  
  • Would not be living in the unit except to provide necessary supportive services.                                                               |
| Low Income Family                               | A family whose income does not exceed 80% of the area median income (AMI), but whose income is greater than 50% of AMI.                                                                                       |
| Low Income Housing Tax Credits (LIHTC)          | The LIHTC program was established as part of the Tax Reform Act of 1986 and is commonly referred to as section 42, the applicable section of the Internal Revenue Code (IRC). The LIHTC program provides tax incentives to encourage individual and corporate investors to invest in the development, acquisition, and rehabilitation of affordable rental housing. Housing units developed under this program are subject to income and rent limits. |
| Low Income Public Housing (LIPH) High Rises     | SHA communities traditionally known as LIPH High Rises are funded by the Public Housing program, and 21 properties within the LIPH High Rises have Low Income Housing Tax Credit combined with public housing and are now known as homeWorks communities. |
| Medical Expenses                                | Medical expenses, including medical insurance premiums, which are not covered by insurance or reimbursed from other sources.                                                                               |
| Minimum Rent                                    | The minimum amount of rent a resident must pay to SHA regardless of income.                                                                                                                                  |
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.
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.

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.
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 that are 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 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. 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.
King County Housing Authority (KCHA) has a preference for current PSH program participants no longer needing intensive supportive services (i.e., move-on).

Attached is an excerpt from KCHA’s Tenant-based Administrative Plan (see 5-4)
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.
- 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.\(^3\)

2. **Category 2** – Targeted Housing Voucher Funding.
   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

\(^{3}\) Approved under MTW 7/21/08
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. For preference qualification purposes, households moving-on from a KCHA funded sponsor-based program, the Shelter Plus Care program or an approved service enriched program in collaboration between KCHA and King County will retain the preference documented at the time of entry into the service-enriched housing program from which they are transitioning.

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
Each tool begins with the Universal Data Elements (HUD) and same supplemental questions to determine eligibility for housing programs. Relevant subpopulation versions of VI-SPDAT used to determine vulnerability.

✓ Single Adults Intake Housing Triage Tool (in full)
✓ Family Intake Housing Triage Tool (VI-SPDAT only)
✓ Transition Age Youth Housing Triage Tool (TAY VI-SPDAT only)
Single Adults Intake Housing Triage Tool (in full)
Single Adults Intake Housing Triage Tool

**IMPORTANT** Assessors must read the following script verbatim to the client:

Completing this Housing Triage Tool allows Coordinated Entry for All (CEA) to make referrals on your behalf to Partner Agencies for housing and services. The only information shared with Partner Agencies will be for the purpose of coordinating a housing or service referral. Partner Agencies receiving a housing or service referral from CEA will be provided your name and contact information. A complete list of Partner Agencies can be found in the CEA Operations Manual found on the CEA website.

*I confirm that I read the above script to this client

Enter staff initials and date: ____________________________________

Introductory Script

The Housing Triage Tool I would like to complete with you should take about 30 minutes to complete. This will help me determine if you are eligible for homeless housing through Coordinated Entry for All. This Housing Triage Tool is not used to screen you out of housing rather it is used to help figure out what you are eligible for.

Most questions only require a "yes" or "no." Some questions require a one-word answer. You do not need to provide any additional details or information if you are not comfortable. Simply answering yes or no is okay. You may refuse to answer or skip any question. If you do not understand a question I can give you clarification, feel free to stop me and ask a question at any time. There are no 'right' or 'wrong' answers, so please be as honest as you can.

The information collected goes into a secure database, the Homeless Management Information System (HMIS) which will ensure that instead of going to agencies all over town to get on waiting lists, you will only have to fill out this paperwork one time.

If you have a case manager who is helping you apply for housing, you should still work with them once you have finished this Housing Triage Tool. I want to make sure you know that there are limited housing resources that are connected to the Housing Triage Tool, so you will not receive a housing referral today.

UNIVERSAL DATA ELEMENTS FOR CLIENT CREATION

<table>
<thead>
<tr>
<th>SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>QUALITY OF SOCIAL SECURITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full SSN reported</td>
</tr>
<tr>
<td>Client doesn't know</td>
</tr>
<tr>
<td>Approximate or partial SSN reported</td>
</tr>
<tr>
<td>Client refused</td>
</tr>
<tr>
<td>Data not collected</td>
</tr>
</tbody>
</table>
## CURRENT NAME

<table>
<thead>
<tr>
<th>Field</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last</td>
<td></td>
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<tr>
<td>First</td>
<td></td>
</tr>
<tr>
<td>Middle</td>
<td></td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>Nickname</td>
<td></td>
</tr>
</tbody>
</table>

## QUALITY OF CURRENT NAME

- Full name reported
- Partial, street name, or code name reported
- Client doesn't know
- Client refused
- Data not collected

## DATE OF BIRTH

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Age:</th>
</tr>
</thead>
</table>

## QUALITY OF DATE OF BIRTH

- Full DOB reported
- Approximate or partial DOB reported
- Client doesn't know
- Client refused
- Data not collected

## GENDER

- Female
- Male
- Transgender male to female
- Transgender female to male
- Other
- Client doesn't know
- Client refused
- Data not collected

## RACE (select all that apply)

- American Indian or Alaskan Native
- Asian
- Black/African American
- Hawaiian or Other Pacific Islander
- White/Caucasian
- Client does not know
- Client refused
- Data Not Collected

## ETHNICITY

- Non-Hispanic/Non-Latino
- Hispanic/Latino
- Client doesn't know
- Client refused
- Data not collected
### VETERAN STATUS

<table>
<thead>
<tr>
<th>No</th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Client refused</td>
</tr>
<tr>
<td></td>
<td>Data not collected</td>
</tr>
</tbody>
</table>

### IF “YES” TO VETERAN STATUS

**Year entered military service (year)**

**Year separated from military service (year)**

**Theater of Operations: World War II**

<table>
<thead>
<tr>
<th>No</th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Client refused</td>
</tr>
<tr>
<td></td>
<td>Data not collected</td>
</tr>
</tbody>
</table>

**Theater of Operations: Korean War**

<table>
<thead>
<tr>
<th>No</th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Client refused</td>
</tr>
<tr>
<td></td>
<td>Data not collected</td>
</tr>
</tbody>
</table>

**Theater of Operations: Vietnam War**

<table>
<thead>
<tr>
<th>No</th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Client refused</td>
</tr>
<tr>
<td></td>
<td>Data not collected</td>
</tr>
</tbody>
</table>

**Theater of Operations: Persian Gulf War (Desert Storm)**

<table>
<thead>
<tr>
<th>No</th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Client refused</td>
</tr>
<tr>
<td></td>
<td>Data not collected</td>
</tr>
</tbody>
</table>

**Theater of Operations: Afghanistan (Operation Enduring Freedom)**

<table>
<thead>
<tr>
<th>No</th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Client refused</td>
</tr>
<tr>
<td></td>
<td>Data not collected</td>
</tr>
</tbody>
</table>

**Theater of Operations: Iraq (Operation Iraqi Freedom)**

<table>
<thead>
<tr>
<th>No</th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Client refused</td>
</tr>
<tr>
<td></td>
<td>Data not collected</td>
</tr>
</tbody>
</table>

**Theater of Operations: Iraq (Operation New Dawn)**

<table>
<thead>
<tr>
<th>No</th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Client refused</td>
</tr>
<tr>
<td></td>
<td>Data not collected</td>
</tr>
</tbody>
</table>

**Theater of Operations: Other peace-keeping operations or military interventions (such as Lebanon, Panama, Somalia, Bosnia, Kosovo)**

| No  | Client doesn’t know |
### Branch of the Military
- Yes
- Client refused
- Data not collected

<table>
<thead>
<tr>
<th>Branch of the Military</th>
<th>Yes</th>
<th>Client refused</th>
<th>Data not collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Army</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Force</td>
<td></td>
<td>Client doesn’t know</td>
<td></td>
</tr>
<tr>
<td>Navy</td>
<td></td>
<td>Client refused</td>
<td></td>
</tr>
<tr>
<td>Marines</td>
<td></td>
<td>Data not collected</td>
<td></td>
</tr>
</tbody>
</table>

### Discharge Status
- Honorable
- Dishonorable
- General under honorable conditions
- Uncharacterized
- Other than honorable conditions (OTH)
- Client doesn’t know
- Client refused
- Bad Conduct
- Data not collected

### CLIENT CONTACT INFORMATION
- Can we leave a message for you?
- Identify preferred contact method

<table>
<thead>
<tr>
<th>Field</th>
<th>Yes / No</th>
<th>Identification Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate phone:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Facebook (name/unique hyperlink), social media, etc.)</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>Last Permanent Zip Code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Contacts?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ON A REGULAR DAY, WHAT TIME AND PLACE IS EASIEST TO FIND YOU?
Write in ____________________________

### TOTAL MONTHLY INCOME AND PERCENT AMI
Write in Total Income from all sources

<table>
<thead>
<tr>
<th>Income Category</th>
<th>Yes / No</th>
<th>Identification Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 30% AMI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30% to 50% AMI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greater than 50%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Client doesn’t know</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Client refused</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data not collected</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**DO YOU HAVE SUPPLEMENTAL SECURITY INCOME (SSI) OR SOCIAL SECURITY DISABILITY INSURANCE (SSDI)?**

<table>
<thead>
<tr>
<th>□</th>
<th>No</th>
<th>□</th>
<th>Client doesn't know</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Yes</td>
<td>□</td>
<td>Client refused</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
<td>Data not collected</td>
</tr>
</tbody>
</table>

**WHAT TYPE OF HEALTH INSURANCE DO YOU HAVE, IF ANY?**

<table>
<thead>
<tr>
<th>□</th>
<th>Medicaid</th>
<th>□</th>
<th>Private Insurance</th>
<th>□</th>
<th>Client doesn't know</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Medicare</td>
<td>□</td>
<td>No Health Insurance</td>
<td>□</td>
<td>Client refused</td>
</tr>
<tr>
<td>□</td>
<td>VA medical</td>
<td>□</td>
<td>Other</td>
<td>□</td>
<td>Data not collected</td>
</tr>
</tbody>
</table>

**HAVE YOU EVER BEEN IN FOSTER CARE?**

<table>
<thead>
<tr>
<th>□</th>
<th>No</th>
<th>□</th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Yes</td>
<td>□</td>
<td>Client refused</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
<td>Data not collected</td>
</tr>
</tbody>
</table>

**IF ‘YES’ TO HAVING EVER BEEN IN FOSTER CARE**

There are some housing programs that specialize in serving those with specific life experiences or situations. Would you be interested in a housing program that specializes in serving those who have had or have the following life experiences?

<table>
<thead>
<tr>
<th>□</th>
<th>Are in extended foster care</th>
<th>□</th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Aged out of foster care in WA State</td>
<td>□</td>
<td>Client refused</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
<td>Data not collected</td>
</tr>
</tbody>
</table>

**ARE YOU ENROLLED IN SCHOOL FULL-TIME?**

<table>
<thead>
<tr>
<th>□</th>
<th>No</th>
<th>□</th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Yes</td>
<td>□</td>
<td>Client refused</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
<td>Data not collected</td>
</tr>
</tbody>
</table>

**WHERE DID YOU LIVE PRIOR TO BECOMING HOMELESS?**

<table>
<thead>
<tr>
<th>□</th>
<th>This City</th>
<th>□</th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>King County (This region)</td>
<td>□</td>
<td>Client refused</td>
</tr>
<tr>
<td>□</td>
<td>Another part of the State</td>
<td>□</td>
<td>Data not collected</td>
</tr>
<tr>
<td>□</td>
<td>Somewhere else</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DO YOU HAVE A MEDICAL CONDITION WHICH REQUIRES TREATMENT OR MEDICATION YOU CAN’T CURRENTLY MAINTAIN BECAUSE OF HOMELESSNESS?**
<table>
<thead>
<tr>
<th>□</th>
<th>□</th>
<th>□</th>
<th>□</th>
<th>□</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Client refused</td>
<td>Data not collected</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WHAT IS YOUR CURRENT LIVING SITUATION?**

- a. Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
- b. Emergency shelter, including hotel or motel paid for with emergency shelter voucher
- c. Safe Haven
- d. Interim Housing
- e. Foster care home or foster care group home
- f. Hospital or other residential non-psychiatric medical facility
- g. Jail, prison or juvenile detention facility
- h. Long-term care facility or nursing home
- i. Psychiatric hospital or other psychiatric facility
- j. Substance abuse treatment facility or detox center
- k. Hotel or motel paid for without emergency shelter voucher
- l. Owned by client, no ongoing subsidy
- m. Owned by client, with ongoing subsidy
- n. Permanent housing for formerly homeless persons (such as: a CoC project, HUD legacy programs; or HOPWA PH)
- o. Rental by client, no ongoing subsidy
- p. Rental by client, with VASH subsidy
- q. Rental by client, with GPD TIP subsidy
- r. Residential project or halfway house with no homeless criteria
- s. Staying or living with a family member’s room, apartment or house
- t. Staying or living in a friends’ room, apartment, or house
- u. Transitional housing for homeless persons
- v. Data not collected
- w. Client doesn’t know
- x. Client refused
- y. Data not collected

**IF CURRENT LIVING SITUATION IS LITERALLY HOMELESS (ITEMS A – D), THEN**

**HOW LONG HAVE YOU BEEN IN YOUR CURRENT LIVING SITUATION?**

- □ One night or less
- □ Two to six nights
- □ One week or more, but less than one month
- □ One month or more, but less than 90 days
- □ 90 days or more, but less than one year
- □ One year or longer
- □ Client doesn’t know
- □ Client refused
- □ Data not collected

**APPROXIMATELY WHEN DID THIS HOMELESS SITUATION BEGIN?**
IN THE PAST THREE YEARS, WHAT IS THE TOTAL NUMBER OF TIMES YOU HAVE BEEN HOMELESS ON THE STREET, IN EMERGENCY SHELTER, OR SAFE HAVEN?

| ☐ One time       | ☐ Client doesn't know |
| ☐ Two times      | ☐ Client refused      |
| ☐ Three times    | ☐ Data not collected  |
| ☐ Four or more times |                          |

IN THE PAST THREE YEARS, WHAT IS THE TOTAL NUMBER OF MONTHS YOU HAVE BEEN HOMELESS ON THE STREET, IN EMERGENCY SHELTER, OR SAFE HAVEN?

IF CURRENT LIVING SITUATION IS INSTITUTIONAL (ITEMS E – J), THEN

DID YOU STAY LESS THAN 90 DAYS?

| ☐ No               | ☐ Client doesn't know |
| ☐ Yes              | ☐ Client refused      |
|                    | ☐ Data not collected  |

IF STAY WAS MORE THAN 90 DAYS,

HOW LONG DID YOU STAY?

IF STAY WAS LESS THAN 90 DAYS,

HOW LONG DID YOU STAY?

| ☐ One night or less | ☐ One month or more, but less than 90 days |
| ☐ Two to six nights | ☐ Client doesn't know                      |
| ☐ One week or more, than less than one month | ☐ Data not collected                        |

IMMEDIATELY PRIOR TO THIS STAY, WERE YOU LIVING ON THE STREET, IN AN EMERGENCY SHELTER, OR SAFE HAVEN?

| ☐ No               | ☐ Client doesn't know |
If yes (living on the street, emergency shelter or safe haven), approximately when did this homeless situation begin?

If yes (living on the street, emergency shelter or safe haven), in the past three years, what is the total number of times you have been homeless on the street, in emergency shelter, or safe haven?

<table>
<thead>
<tr>
<th></th>
<th>One time</th>
<th></th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Two times</td>
<td></td>
<td>Client refused</td>
</tr>
<tr>
<td></td>
<td>Three times</td>
<td></td>
<td>Data not collected</td>
</tr>
<tr>
<td></td>
<td>Four or more times</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If yes (living on the street, emergency shelter or safe haven), in the past three years, what is the total number of months you have been homeless on the street, in emergency shelter, or safe haven?

If current living situation is a transitional or permanent housing situation or client doesn’t know or refuses (items K – X), then

Did you stay less than 7 nights?

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th></th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td></td>
<td>Client refused</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Data not collected</td>
</tr>
</tbody>
</table>

If stay was more than 7 nights,

How long did you stay? ____________________________

If stay was less than 7 nights,
HOW LONG DID YOU STAY?

- One night or less
- Two to six nights
- Client doesn't know
- Client refused
- Data not collected

IMMEDIATELY PRIOR TO THIS STAY, WERE YOU LIVING ON THE STREET, IN AN EMERGENCY SHELTER, OR SAFE HAVEN?

- No
- Yes
- Client doesn't know
- Client refused
- Data not collected

IF YES (LIVING ON THE STREET, EMERGENCY SHELTER OR SAFE HAVEN), APPROXIMATELY WHEN DID THIS HOMELESS SITUATION BEGIN?

IF YES (LIVING ON THE STREET, EMERGENCY SHELTER OR SAFE HAVEN), IN THE PAST THREE YEARS, WHAT IS THE TOTAL NUMBER OF TIMES YOU HAVE BEEN HOMELESS ON THE STREET, IN EMERGENCY SHELTER, OR SAFE HAVEN?

- One time
- Two times
- Three times
- Four or more times

IF YES (LIVING ON THE STREET, EMERGENCY SHELTER OR SAFE HAVEN), IN THE PAST THREE YEARS, WHAT IS THE TOTAL NUMBER OF MONTHS YOU HAVE BEEN HOMELESS ON THE STREET, IN EMERGENCY SHELTER, OR SAFE HAVEN?

DISABLING CONDITION AND BARRIERS

DO YOU HAVE A DISABLING CONDITION?

- No
- Yes
- Client doesn't know
- Client refused
- Data not collected

DO YOU HAVE A PHYSICAL DISABILITY?
|☐ No | ☐ Client doesn’t know |
|☐ Yes | ☐ Client refused |
|☐ | ☐ Data not collected |

**IF YOU HAVE A PHYSICAL DISABILITY, ARE YOU CURRENTLY RECEIVING SERVICES?**

|☐ No | ☐ Client doesn’t know |
|☐ Yes | ☐ Client refused |
|☐ | ☐ Data not collected |

**IF YOU HAVE A PHYSICAL DISABILITY, IS IT A LONG TERM PHYSICAL DISABILITY?**

|☐ No | ☐ Client doesn’t know |
|☐ Yes | ☐ Client refused |
|☐ | ☐ Data not collected |

**IF YOU HAVE A PHYSICAL DISABILITY, IS IT DOCUMENTED?**

|☐ No | ☐ Client doesn’t know |
|☐ Yes | ☐ Client refused |
|☐ | ☐ Data not collected |

**DO YOU HAVE A PERMANENT PHYSICAL DISABILITY THAT LIMITS YOUR MOBILITY?** (ie, wheelchair, amputation, unable to climb stairs?)

|☐ No | ☐ Client doesn’t know |
|☐ Yes | ☐ Client refused |
|☐ | ☐ Data not collected |

**DO YOU HAVE A DEVELOPMENTAL DISABILITY?**

|☐ No | ☐ Client doesn’t know |
|☐ Yes | ☐ Client refused |
|☐ | ☐ Data not collected |

**IF YOU HAVE A DEVELOPMENTAL DISABILITY, ARE YOU CURRENTLY RECEIVING SERVICES?**

|☐ No | ☐ Client doesn’t know |
|☐ Yes | ☐ Client refused |
|☐ | ☐ Data not collected |

**IF YOU HAVE A DEVELOPMENTAL DISABILITY, DOES IT SUBSTANTIALLY IMPAIR YOUR INDEPENDENCE?**
| ☐ No | ☑ Client doesn't know |
| ☑ Yes | ☐ Client refused |
| | ☑ Data not collected |

**IF YOU HAVE A DEVELOPMENTAL DISABILITY, IS IT DOCUMENTED?**

| ☐ No |
| ☑ Yes |

**DO YOU HAVE A CHRONIC HEALTH CONDITION?**

| ☐ No | ☑ Client doesn't know |
| ☑ Yes | ☐ Client refused |
| | ☑ Data not collected |

**IF YOU HAVE A CHRONIC HEALTH CONDITION, ARE YOU CURRENTLY RECEIVING SERVICES?**

| ☐ No | ☑ Client doesn't know |
| ☑ Yes | ☐ Client refused |
| | ☑ Data not collected |

**IF YOU HAVE A CHRONIC HEALTH CONDITION, IS IT A LONG TERM CHRONIC HEALTH CONDITION?**

| ☐ No | ☑ Client doesn't know |
| ☑ Yes | ☐ Client refused |
| | ☑ Data not collected |

**IF YOU HAVE A CHRONIC HEALTH CONDITION, IS IT DOCUMENTED?**

| ☐ No |
| ☑ Yes |

**DO YOU HAVE A MENTAL HEALTH PROBLEM?**

| ☐ No | ☑ Client doesn't know |
| ☑ Yes | ☐ Client refused |
| | ☑ Data not collected |

**IF YOU HAVE A MENTAL HEALTH PROBLEM, ARE YOU CURRENTLY RECEIVING SERVICES?**

| ☐ No | ☑ Client doesn't know |
| ☑ Yes | ☐ Client refused |
| | ☑ Data not collected |
IF YOU HAVE A MENTAL HEALTH PROBLEM, IS IT A LONG TERM MENTAL HEALTH PROBLEM?

- [ ] No
- [ ] Yes
- [ ] Client doesn't know
- [ ] Client refused
- [ ] Data not collected

IF YOU HAVE A MENTAL HEALTH PROBLEM, IS IT DOCUMENTED?

- [ ] Yes
- [ ] No

DO YOU HAVE A SUBSTANCE ABUSE PROBLEM?

- [ ] No
- [ ] Yes, alcohol abuse
- [ ] Yes, drug abuse
- [ ] Yes, both alcohol and drug abuse
- [ ] Client doesn't know
- [ ] Client refused
- [ ] Data not collected

IF YOU HAVE A SUBSTANCE ABUSE PROBLEM, ARE YOU CURRENTLY RECEIVING SERVICES?

- [ ] No
- [ ] Yes
- [ ] Client doesn't know
- [ ] Client refused
- [ ] Data not collected

IF YOU HAVE A SUBSTANCE ABUSE PROBLEM, IS IT A LONG TERM SUBSTANCE ABUSE PROBLEM?

- [ ] No
- [ ] Yes
- [ ] Client doesn't know
- [ ] Client refused
- [ ] Data not collected

IF YOU HAVE A SUBSTANCE ABUSE PROBLEM, IS IT DOCUMENTED?

- [ ] Yes
- [ ] No

DO YOU HAVE A CRIMINAL BACKGROUND IN ANY OF THE FOLLOWING?

- [ ] Registered sex offender
- [ ] Meth production
- [ ] Class A felony w/in 12 mths
- [ ] Arson
- [ ] Open warrant
- [ ] Client doesn't know
- [ ] Client refused
- [ ] Data not collected
ARE YOU INTERESTED IN BEING REFERRED TO PROGRAMS THAT SPECIALIZE IN SERVING THOSE WHO

| ☐ Identify as Asian | ☐ Identify as Black or African American |
| ☐ Identify as Hispanic/Latino | ☐ Client doesn't know |
| ☐ Identify as LGTBQ | ☐ Client refused |
| ☐ Identify as Native American/Alaskan Native | ☐ Data not collected |
| ☐ Identify as an immigrant or refugee | |

ARE YOU INTERESTED IN BEING REFERRED TO PROGRAMS THAT SPECIALIZE IN SERVING THOSE WHO

| ☐ Are in recovery | ☐ Client doesn't know |
| ☐ Are Ex-offenders/re-entry | ☐ Client refused |
| ☐ Are Deaf/hearing impaired | ☐ Data not collected |

SOME PROGRAMS REQUIRE PROOF OF A VALID SOCIAL SECURITY NUMBER AND LEGAL IMMIGRATION STATUS. ARE YOU INTERESTED IN BEING REFERRED TO ONE OF THESE PROGRAMS?

| ☐ No | ☐ Client doesn't know |
| ☐ Yes | ☐ Client refused |
| | ☐ Data not collected |

IF 'YES' TO VETERAN STATUS, ARE YOU REGISTERED WITH THE VA PUGET SOUND HEALTH CARE SYSTEM?

| ☐ No | ☐ Client doesn't know |
| ☐ Yes | ☐ Client refused |
| | ☐ Data not collected |

IF ‘YES’ TO VETERAN STATUS, DID YOU SERVE AS AN ARMY NATIONAL GUARD OR RESERVE MEMBER?

| ☐ No | ☐ Client doesn't know |
| ☐ Yes | ☐ Client refused |
| | ☐ Data not collected |

IF ‘YES’ TO VETERAN STATUS, HAVE YOU HAD AT LEAST ONE DAY OF ACTIVE DUTY?

| ☐ No | ☐ Client doesn't know |
| ☐ Yes | ☐ Client refused |
| | ☐ Data not collected |

IF ‘YES’ TO VETERAN STATUS, DO YOU RECEIVE ANY VA FINANCIAL BENEFITS?
VULNERABILITY INDEX – SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

SINGLE ADULTS  
AMERICAN VERSION 2.0

BASIC INFORMATION
In what language do you feel best able to express yourself?

IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.

A. HISTORY OF HOUSING AND HOMELESSNESS
1. WHERE DO YOU SLEEP MOST FREQUENTLY? (Check one)

☐ Shelters  ☐ Transitional Housing  ☐ Safe Haven
☐ Outdoors  ☐ Other (specify): ________  ☐ Refused


Score:

2. HOW LONG HAS IT BEEN SINCE YOU LIVED IN PERMANENT STABLE HOUSING?

______________________________  ☐ Refused

3. IN THE LAST THREE YEARS, HOW MANY TIMES HAVE YOU BEEN HOMELESS?

______________________________  ☐ Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.

Score:

B. RISKS
4. IN THE PAST SIX MONTHS, HOW MANY TIMES HAVE YOU...
a) Received health care at an emergency department/room? □ Refused
b) Taken an ambulance to the hospital? □ Refused
c) Been hospitalized as an inpatient? □ Refused
d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? □ Refused
e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? □ Refused
f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? □ Refused

**IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.**

Score:

5. HAVE YOU BEEN ATTACKED OR BEATEN UP SINCE YOU’VE BECOME HOMELESS?
[ ] No [ ] Yes [ ] Refused

6. HAVE YOU THREATENED TO OR TRIED TO HARM YOURSELF OR ANYONE ELSE IN THE LAST YEAR?
[ ] No [ ] Yes [ ] Refused

**IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.**

Score:

7. DO YOU HAVE ANY LEGAL STUFF GOING ON RIGHT NOW THAT MAY RESULT IN YOU BEING LOCKED UP, HAVING TO PAY FINES, OR THAT MAKE IT MORE DIFFICULT TO RENT A PLACE TO LIVE?
[ ] No [ ] Yes [ ] Refused

**IF “YES,” THEN SCORE 1 FOR LEGAL ISSUES.**

Score:
8. DOES ANYBODY FORCE OR TRICK YOU TO DO THINGS THAT YOU DO NOT WANT TO DO?
☐ No  ☐ Yes  ☐ Refused

9. DO YOU EVER DO THINGS THAT MAY BE CONSIDERED TO BE RISKY LIKE EXCHANGE SEX FOR MONEY, RUN DRUGS FOR SOMEONE, HAVE UNPROTECTED SEX WITH SOMEONE YOU DON’T KNOW, SHARE A NEEDLE, OR ANYTHING LIKE THAT?
☐ No  ☐ Yes  ☐ Refused

IF "YES," THEN SCORE 1 FOR RISK OF EXPLOITATION. Score:

C. SOCIALIZATION & DAILY FUNCTIONING
10. IS THERE ANY PERSON, PAST LANDLORD, BUSINESS, BOOKIE, DEALER, OR GOVERNMENT GROUP LIKE THE IRS THAT THINKS YOU OWE THEM MONEY?
☐ No  ☐ Yes  ☐ Refused

11. DO YOU GET ANY MONEY FROM THE GOVERNMENT, A PENSION, AN INHERITANCE, WORKING UNDER THE TABLE, A REGULAR JOB, OR ANYTHING LIKE THAT?
☐ No  ☐ Yes  ☐ Refused

IF "YES," TO QUESTION 10 OR "NO" TO QUESTION 11, THEN SCORE 1 FOR MONEY MANAGEMENT. Score:

12. DO YOU HAVE PLANNED ACTIVITIES, OTHER THAN JUST SURVIVING, THAT MAKE YOU FEEL HAPPY AND FULFILLED?
☐ No  ☐ Yes  ☐ Refused

IF "NO", THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY. Score:

13. ARE YOU CURRENTLY ABLE TO TAKE CARE OF BASIC NEEDS LIKE BATHING, CHANGING CLOTHES, USING A RESTROOM, GETTING FOOD AND CLEAN WATER AND OTHER THINGS LIKE THAT?
☐ No  ☐ Yes  ☐ Refused
14. IS YOUR CURRENT HOMELESSNESS IN ANY WAY CAUSED BY A RELATIONSHIP THAT BROKE DOWN, AN UNHEALTHY OR ABUSIVE RELATIONSHIP, OR BECAUSE FAMILY OR FRIENDS CAUSED YOU TO BECOME EVICTED?

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes</th>
<th>Refused</th>
</tr>
</thead>
</table>

D. WELLNESS

15. HAVE YOU EVER HAD TO LEAVE AN APARTMENT, SHELTER PROGRAM, OR OTHER PLACE YOU WERE STAYING BECAUSE OF YOUR PHYSICAL HEALTH?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
</tr>
</thead>
</table>

16. DO YOU HAVE ANY CHRONIC HEALTH ISSUES WITH YOUR LIVER, KIDNEYS, STOMACH, LUNGS, OR HEART?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
</tr>
</thead>
</table>

17. IF THERE WAS SPACE AVAILABLE IN A PROGRAM THAT SPECIFICALLY ASSISTS PEOPLE THAT LIVE WITH HIV OR AIDS, WOULD THAT BE OF INTEREST TO YOU?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
</tr>
</thead>
</table>

18. DO YOU HAVE ANY PHYSICAL DISABILITIES THAT WOULD LIMIT THE TYPE OF HOUSING YOU COULD ACCESS, OR WOULD MAKE IT HARD TO LIVE INDEPENDENTLY BECAUSE YOU'D NEED HELP?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
</tr>
</thead>
</table>

19. WHEN YOU ARE SICK OR NOT FEELING WELL, DO YOU AVOID GETTING HELP?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
</tr>
</thead>
</table>

20. FOR FEMALE RESPONDENTS ONLY: ARE YOU CURRENTLY PREGNANT?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A or Refused</th>
</tr>
</thead>
</table>

IF "YES", TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH.

Score:
21. HAS YOUR DRINKING OR DRUG USE LED YOU TO BEING KICKED OUT OF AN APARTMENT OR PROGRAM WHERE YOU WERE STAYING IN THE PAST?
☐ No ☐ Yes ☐ Refused

22. WILL DRINKING OR DRUG USE MAKE IT DIFFICULT FOR YOU TO STAY HOUSED OR AFFORD YOUR HOUSING?
☐ No ☐ Yes ☐ Refused

IF "YES", TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE. Score:

23. HAVE YOU EVER HAD TROUBLE MAINTAINING YOUR HOUSING, OR BEEN KICKED OUT OF AN APARTMENT, SHELTER PROGRAM OR OTHER PLACE YOU WERE STAYING, BECAUSE OF:
   A) A MENTAL HEALTH ISSUE OR CONCERN?
      ☐ No ☐ Yes ☐ Refused

   B) A PAST HEAD INJURY?
      ☐ No ☐ Yes ☐ Refused

   C) A LEARNING DISABILITY, DEVELOPMENTAL DISABILITY, OR OTHER IMPAIRMENT?
      ☐ No ☐ Yes ☐ Refused

24. DO YOU HAVE ANY MENTAL HEALTH OR BRAIN ISSUES THAT WOULD MAKE IT HARD FOR YOU TO LIVE INDEPENDENTLY BECAUSE YOU'D NEED HELP?
☐ No ☐ Yes ☐ Refused

IF "YES", TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH. Score:

IF THE RESPONDENT SCORED 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY. Score:

25. ARE THERE ANY MEDICATIONS THAT A DOCTOR SAID YOU SHOULD BE TAKING THAT, FOR WHATEVER REASON, YOU ARE NOT TAKING?
26. ARE THERE ANY MEDICATIONS LIKE PAINKILLERS THAT YOU DON'T TAKE THE WAY THE DOCTOR PRESCRIBED OR WHERE YOU SELL THE MEDICATION?

<table>
<thead>
<tr>
<th>☐ No</th>
<th>☐ Yes</th>
<th>☐ Refused</th>
</tr>
</thead>
</table>

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS. Score:

27. YES OR NO: HAS YOUR CURRENT PERIOD OF HOMELESSNESS BEEN CAUSED BY AN EXPERIENCE OF EMOTIONAL, PHYSICAL, PSYCHOLOGICAL, SEXUAL, OR OTHER TYPE OF ABUSE, OR BY ANY OTHER TRAUMA YOU HAVE EXPERIENCED?

<table>
<thead>
<tr>
<th>☐ No</th>
<th>☐ Yes</th>
<th>☐ Refused</th>
</tr>
</thead>
</table>

IF "YES", SCORE 1 FOR ABUSE AND TRAUMA. Score:

SCORING SUMMARY

<table>
<thead>
<tr>
<th>DOMAIN</th>
<th>SUBTOTAL</th>
<th>RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRE-SURVEY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. HISTORY OF HOUSING &amp; HOMELESSNESS</td>
<td>/1</td>
<td>SCORE:</td>
</tr>
<tr>
<td>B. RISKS</td>
<td></td>
<td>0-3</td>
</tr>
<tr>
<td>C. SOCIALIZATION &amp; DAILY FUNCTIONING</td>
<td>/4</td>
<td>RECOMMENDATION:</td>
</tr>
<tr>
<td>D. WELLNESS</td>
<td></td>
<td>4-7</td>
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<tr>
<td>GRAND TOTAL:</td>
<td>/17</td>
<td>8+</td>
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<tr>
<td></td>
<td></td>
<td>An assessment for Rapid Re-Housing</td>
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<td></td>
<td></td>
<td>An assessment for Permanent Supportive Housing/Housing First</td>
</tr>
</tbody>
</table>

ASSESSOR – FLAG CLIENT AS UNABLE TO COMPLETE VI-SPDAT? (check if applicable)

☐ Yes, flag this Housing Triage Tool for review, due to following specific concerns. Please identify which questions you are flagging. Then include specific information and/or examples below
Was this Housing Triage Tool flagged as part of a CEA Housing Triage Tool Disability Accommodation? *(check only if applicable)*

☐ Yes

HOUSING TRIAGE TOOL ADMINISTRATION INFORMATION

ASSESSOR INFORMATION

**DATE HOUSING TRIAGE TOOL COMPLETED**

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
</table>

First

Last

Agency

Survey Location

Was this Housing Triage Tool completed by RAP staff?

☐ Yes, RAP staff

☐ Yes, RAP mobile staff

☐ No

If this Housing Triage Tool was completed by RAP staff, at which RAP do you work?

☐ CCS - East

☐ CCS - Seattle

☐ Solid Ground – North Seattle

☐ MSC – Federal Way

☐ YWCA - Renton

If this Housing Triage Tool was completed by RAP staff, was this a walk-in appointment or scheduled?

☐ Walk-in appointment

☐ Scheduled

If this Housing Triage Tool was completed by RAP MOBILE staff, where did the Housing Triage Tool take place?
I confirm that this client’s consent status (Release of Information) has been documented in HMIS under their privacy shield.
Please enter initials here: ____________
Family Intake Housing Triage Tool (VI-SPDAT only)
Administration

<table>
<thead>
<tr>
<th>Interviewer's Name</th>
<th>Agency</th>
<th>Team</th>
<th>Staff</th>
<th>Volunteer</th>
</tr>
</thead>
</table>

Survey Date

<table>
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<tr>
<th>DD/MM/YYYY</th>
<th>Survey Time</th>
<th>Survey Location</th>
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<tr>
<td></td>
<td>___ : ___ AM/PM</td>
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Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script, you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only “Yes,” “No,” or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

<table>
<thead>
<tr>
<th>Parent 1</th>
<th>Parent 2</th>
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<tbody>
<tr>
<td>First Name</td>
<td>Nickname</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Age</td>
</tr>
<tr>
<td>DD/MM/YYYY</td>
<td>___ : ___</td>
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<tr>
<td>☐ No second parent currently part of the household</td>
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</tr>
<tr>
<td>First Name</td>
<td>Nickname</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Age</td>
</tr>
<tr>
<td>DD/MM/YYYY</td>
<td>___ : ___</td>
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If either head of household is 60 years or older, then score 1
### Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT)

#### Children

1. How many children under the age of 18 are currently with you?  
2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed?  
3. *If household includes a female:* is any member of the family currently pregnant?  
4. Please provide a list of children's names and ages:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Age</th>
<th>Date of Birth</th>
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**SCORE:**

- If there is a single parent with 2+ children, and/or a child aged 11 or younger, and/or a current pregnancy, then score 1 for family size.
- If there are two parents with 3+ children, and/or a child aged 6 or younger, and/or a current pregnancy, then score 1 for family size.

#### History of Housing and Homelessness

5. Where do you and your family sleep most frequently? (check one)

- Shelters
- Transitional Housing
- Safe Haven
- Outdoors
- Other (specify):

**SCORE:**

- If the person answers anything other than "shelter," "transitional housing," or "safe haven," then score 1.

6. How long has it been since you and your family lived in permanent stable housing?  

7. In the last three years, how many times have you and your family been homeless?

**SCORE:**

- If the family has experienced 1 or more consecutive years of homelessness, and/or 4+ episodes of homelessness, then score 1.
B. Risks

6. In the past six months, how many times have you or anyone in your family...
   a) Received health care at an emergency department/room? □ Refused
   b) Taken an ambulance to the hospital? □ Refused
   c) Been hospitalized as an inpatient? □ Refused
   d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? □ Refused
   e) Talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they must move along? □ Refused
   f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? □ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

9. Have you or anyone in your family been attacked or beaten up since they've become homeless? □ Y □ N □ Refused

10. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year? □ Y □ N □ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.

11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live? □ Y □ N □ Refused

IF "YES" THEN SCORE 1 FOR LEGAL ISSUES.

12. Does anybody force or trick you or anyone in your family to do things that you do not want to do? □ Y □ N □ Refused

13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that? □ Y □ N □ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.
C. Socialization & Daily Functioning

14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money?  □ Y □ N □ Refused

15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?  □ Y □ N □ Refused

IF "YES" TO QUESTION 14 OR "NO" TO QUESTION 15, THEN SCORE 1 FOR MONEY MANAGEMENT.

SCORE:

16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled?  □ Y □ N □ Refused

IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY.

SCORE:

17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water, and other things like that?  □ Y □ N □ Refused

IF "NO," THEN SCORE 1 FOR SELF-CARE.

SCORE:

18. Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted?  □ Y □ N □ Refused

IF "YES," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.

SCORE:

D. Wellness

19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family?  □ Y □ N □ Refused

20. Do you or anyone in your family have any chronic health issues such as liver, kidneys, stomach, lungs or heart?  □ Y □ N □ Refused

21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family?  □ Y □ N □ Refused

22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?  □ Y □ N □ Refused

23. When someone in your family is sick or not feeling well, does your family avoid getting medical help?  □ Y □ N □ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH.

SCORE:
24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past?  □ Y □ N □ Refused

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing?  □ Y □ N □ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE.

26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:
   a) A mental health issue or concern?  □ Y □ N □ Refused
   b) A past head injury?  □ Y □ N □ Refused
   c) A learning disability, developmental disability, or other impairment?  □ Y □ N □ Refused

27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed?  □ Y □ N □ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH.

28. IF THE FAMILY SCORED TEACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH: Does any single member of your household have a medical condition, mental health concerns, and experience with problematic substance use?  □ Y □ N □ N/A or Refused

IF "YES", SCORE 1 FOR TRI-MORBIDITY.

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking?  □ Y □ N □ Refused

30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication?  □ Y □ N □ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.

31. YES OR NO: Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced?  □ Y □ N □ Refused

IF "YES", SCORE 1 FOR ABUSE AND TRAUMA.

SCORE:
E. Family Unit

32. Are there any children that have been removed from the family by a child protection service within the last 180 days?  □ Y □ N □ Refused

33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing?  □ Y □ N □ Refused

34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation?  □ Y □ N □ Refused

35. Has any child in the family experienced abuse or trauma in the last 180 days?  □ Y □ N □ Refused

36. IF THERE ARE SCHOOL-AGED CHILDREN: Do your children attend school more often than not each week?  □ Y □ N □ N/A or Refused

37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that?  □ Y □ N □ Refused

38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed?  □ Y □ N □ Refused

39. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that?  □ Y □ N □ Refused

40. After school, or on weekends or days when there isn’t school, is the total time children spend each day where there is no interaction with you or another responsible adult:
   a) 3 or more hours per day for children aged 13 or older?  □ Y □ N □ Refused
   b) 2 or more hours per day for children aged 12 or younger?  □ Y □ N □ Refused

41. IF THERE ARE CHILDREN BOTH UNDER 13 AND OVER 13: Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?  □ Y □ N □ N/A or Refused

Score: [Blank]

Score: [Blank]
### Scoring Summary

<table>
<thead>
<tr>
<th>DOMAIN</th>
<th>SUBTOTAL</th>
<th>RESULTS</th>
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</thead>
<tbody>
<tr>
<td>Pref-Survey</td>
<td>2/2</td>
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</tr>
<tr>
<td>A. History of Housing &amp; Homelessness</td>
<td>2/2</td>
<td></td>
</tr>
<tr>
<td>B. Risks</td>
<td>4/4</td>
<td></td>
</tr>
<tr>
<td>C. Socialization &amp; Daily Functions</td>
<td>4/4</td>
<td></td>
</tr>
<tr>
<td>D. Wellness</td>
<td>6/6</td>
<td></td>
</tr>
<tr>
<td>E. Family Unit</td>
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<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>22/22</td>
<td></td>
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</tbody>
</table>

Score: **Recommendation:**
- 0-3: no housing intervention
- 4-8: an assessment for Rapid Re-Housing
- 9+: an assessment for Permanent Supportive Housing/Housing First

### Follow-Up Questions

| On a regular day, where is it easiest to find you and what time of day is easiest to do so? | Place: __________________________ |
|                                                                                           | Time: _____ PM or Morning/Afternoon/Evening/Night |
| Is there a phone number and/or email where someone can safely get in touch with you or leave you a message? | Phone: (____) _______ _______ |
|                                                                                           | Email: __________________________ |
| Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so? | Yes ☐ No ☐ Refused ☐ |

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning
Transition Age Youth Housing Triage Tool (TAY VI-SPDAT only)
Administration

Interviewer's Name ___________________________ Agency ___________________________

☐ Team ☐ Staff ☐ Volunteer

Survey Date ____________________ Survey Time ________________________ AM/PM

Survey Location ____________________________

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

• the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
• the purpose of the VI-SPDAT being completed
• that it usually takes less than 7 minutes to complete
• that only “Yes,” “No,” or one-word answers are being sought
• that any question can be skipped or refused
• where the information is going to be stored
• that if the participant does not understand a question that clarification can be provided
• the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

First Name ___________________________ Nickname ___________________________ Last Name ___________________________

In what language do you feel best able to express yourself? ___________________________

Date of Birth ___________________________ Age ______ Social Security Number ____________ Consent to participate ☐ Yes ☐ No

DD/MM/YYYY ______/______/______ ______:____ AM/PM

IF THE PERSON IS 17 YEARS OF AGE OR LESS, THEN SCORE 1.
A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)
   - [ ] Shelters
   - [ ] Transitional Housing
   - [ ] Safe Haven
   - [ ] Couch surfing
   - [ ] Outdoors
   - [ ] Refused
   - [ ] Other (specify): 

   If the person answers anything other than "shelter", "transitional housing", or "safe haven", then score 1.

2. How long has it been since you lived in permanent stable housing?

3. In the last three years, how many times have you been homeless?

   If the person has experienced 1 or more consecutive years of homelessness, and/or 4+ episodes of homelessness, then score 1.

B. Risks

4. In the past six months, how many times have you...
   a) Received health care at an emergency department/room?
   b) Taken an ambulance to the hospital?
   c) Been hospitalized as an inpatient?
   d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?
   e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along?
   f) Stayed one or more nights in a holding cell, jail, prison or juvenile detention, whether it was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?

   If the total number of interactions equals 4 or more, then score 1 for emergency service use.

5. Have you been attacked or beaten up since you've become homeless?

6. Have you threatened to or tried to harm yourself or anyone else in the last year?

   If "yes" to any of the above, then score 1 for risk of harm.
7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?  □ Y □ N □ Refused

8. Were you ever incarcerated when younger than age 18?  □ Y □ N □ Refused

If "YES" to any of the above, then score 1 for legal issues.  

SCORE:

9. Does anybody force or trick you to do things that you do not want to do?  □ Y □ N □ Refused

10. Do you ever do things that may be considered to be risky like exchange sex for money, food, drugs, or a place to stay, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?  □ Y □ N □ Refused

If "YES" to any of the above, then score 1 for risk of exploitation.  

SCORE:

C. Socialization & Daily Functioning

11. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money?  □ Y □ N □ Refused

12. Do you get any money from the government, an inheritance, an allowance, working under the table, a regular job, or anything like that?  □ Y □ N □ Refused

If "YES" to question 11 or "NO" to question 12, then score 1 for money management.  

SCORE:

13. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?  □ Y □ N □ Refused

If "NO," then score 1 for meaningful daily activity.  

SCORE:

14. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?  □ Y □ N □ Refused

If "NO," then score 1 for self-care.  

SCORE:
15. Is your current lack of stable housing...
   a) Because you ran away from your family home, a group home or a foster home?  □ Y □ N □ Refused
   b) Because of a difference in religious or cultural beliefs from your parents, guardians or caregivers?  □ Y □ N □ Refused
   c) Because your family or friends caused you to become homeless?  □ Y □ N □ Refused
   d) Because of conflicts around gender identity or sexual orientation?  □ Y □ N □ Refused

IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.

   e) Because of violence at home between family members?  □ Y □ N □ Refused
   f) Because of an unhealthy or abusive relationship, either at home or elsewhere?  □ Y □ N □ Refused

IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR ABUSE/TRAUMA.

D. Wellness

16. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?  □ Y □ N □ Refused
17. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?  □ Y □ N □ Refused
18. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?  □ Y □ N □ Refused
19. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you’d need help?  □ Y □ N □ Refused
20. When you are sick or not feeling well, do you avoid getting medical help?  □ Y □ N □ Refused
21. Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant?  □ Y □ N □ Refused

IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH.
22. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? □ Y □ N □ Refused
23. Will drinking or drug use make it difficult for you to stay housed or afford your housing? □ Y □ N □ Refused
24. If you’ve ever used marijuana, did you ever try it at age 12 or younger? □ Y □ N □ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE.

25. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:
   a) A mental health issue or concern? □ Y □ N □ Refused
   b) A past head injury? □ Y □ N □ Refused
   c) A learning disability, developmental disability, or other impairment? □ Y □ N □ Refused

26. Do you have any mental health or brain issues that would make it hard for you to live independently because you’d need help? □ Y □ N □ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH.

IF THE RESPONDENT SCORED 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY

27. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? □ Y □ N □ Refused
28. Are there any medications like painkillers that you don’t take the way the doctor prescribed or where you sell the medication? □ Y □ N □ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.

Scoring Summary

<table>
<thead>
<tr>
<th>DOMAIN</th>
<th>SUBTOTAL</th>
<th>RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRE-SURVEY</td>
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<tr>
<td>A. HISTORY OF HOUSING &amp; HOMELESSNESS</td>
<td>/2</td>
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</tr>
<tr>
<td>B. RISKS</td>
<td>/4</td>
<td></td>
</tr>
<tr>
<td>C. SOCIALIZATION &amp; DAILY FUNCTIONS</td>
<td>/5</td>
<td></td>
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<tr>
<td>D. WELLNESS</td>
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<tr>
<td><strong>GRAND TOTAL:</strong></td>
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</tbody>
</table>

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The attached reflects the incorporation of the stated review, ranking, and selection criteria used to select projects as part of the FY 2018 CoC Program Competition, including the DV Bonus process.

<table>
<thead>
<tr>
<th>Attached documents, in order</th>
<th>CoC Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ CoC Ranking Policies and Values and Project Priorities</td>
<td>These are overarching process guidance and considerations.</td>
</tr>
<tr>
<td>CoC Prioritization Considerations</td>
<td>Description of local review and ranking process</td>
</tr>
<tr>
<td>✓ Local Process</td>
<td></td>
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</tbody>
</table>
| ✓ 2018 Rating and Review Tool  
  NOTE: second page 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 | Tool used for objective rating and ranking process |
| ✓ DV Bonus process | Selection criteria, rating tool, and guide for special DV Bonus process |
**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

**All Home King County – Values and Project Priorities**

The All Home Coordinating Board affirmed the following values and prioritization considerations to guide development of the FY 2018 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, and includes people fleeing domestic violence)
   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.

Kira Zylstra, Acting Director for All Home

8/18/18 Date
All Home King County – 2018 Priority Listing Decision Factors

All Home King County frames the CoC policies and priorities, including those for the HUD CoC Program. All Home Coordinating Board reviews the CoC Program policies regarding Tier 2 project placement. The following assumptions are proposed for use in FY 2018 to guide decisions regarding priority placement in Tier 2:

1. Include only those projects that can receive full points for commitment to policy priorities; i.e., Housing First approach.
   
   **Rationale:** Maximizing points for each of HUD’s scoring factors ensures the greatest likelihood of maintaining current funding and securing additional funding for the CoC.

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

3. Value Realignment Projects as the first priority in Tier 2.
   
   **Rationale:** These projects are voluntarily reallocating funds and realigning in collaboration with and in support of system realignment efforts, which are designed to rebalance our system and better match homeless housing program types with the needs of the homeless households and current best practices. Permanent Supportive Housing for Chronically Homeless households is a HUD priority, and supports HUD’s goal to end chronic homelessness; while Dedicated PLUS may allow for a slightly expanded target population. Rapid Rehousing is nationally recognized as a best practice for rehousing homeless households quickly and in the case of certain projects expands local DV Rapid-rehousing efforts. Joint TH-RRH expands on the RRH model. These projects, if using a housing first approach and targeting priority populations will get HUD’s maximum score for commitment to policy priorities

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

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

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

7. Value maintenance of number of Chronically Homeless dedicated units in the Housing Inventory when considering new project types or other program changes.
   
   **Rationale:** Maintaining the number of CH dedicated units in the inventory will positively affect our CoC score in future years.
Project Review and Tiering
Each year the U.S. Department of Housing and Urban Development (HUD) releases a Continuum of Care (CoC) program Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among Continua 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.

The Tier 1 / Tier 2 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 (7% in 2016 and 6% in 2017).

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 projects placed in Tier 2. We expect HUD to continue the following priorities for 2018:

- housing type (Permanent Supportive Housing and Rapid Rehousing)
- principles of Housing First (no service participation requirements or preconditions to entry);
- performance and rapid placement and stabilization in permanent housing;
- serving those who are literally homeless, coming from streets or shelter or fleeing DV

Preliminary Rank Order
HUD’s evaluation and selection process has been 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--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 2018 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;
- preserving the ability to serve a spectrum of sub-populations;
  - Young Adults
  - Victims of Domestic Violence
  - Chronically Homeless
- 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. All Home Coordination Board affirmed the following CoC Program values:

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 / Sharing Results

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 2018 project rank order status will be determined before we submit the CoC response to the HUD’s FY 2018 NOFA. These preliminary results will be shared at a community meeting.

Local Review and Key Indicators

On or around June 7, 2018, HMIS data was pulled for the operating period 4/1/17 to 3/31/18. This data will be used to assess project performance according to the key indicators that populate the 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.
# Key Indicator Measures 2018

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<thead>
<tr>
<th>2018 Key Indicator Measures</th>
<th>94 Points</th>
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<tbody>
<tr>
<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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</tr>
<tr>
<td>· PSH: % remaining in PSH for at least 12 months</td>
<td>Up to 15</td>
</tr>
<tr>
<td>· TH: % moving to PH (zero points if &lt; 50%). Full points to meet/exceed system target of 85%</td>
<td></td>
</tr>
<tr>
<td>· RRH: % moving to PH (zero points if &lt; 50%). Full points to meet/exceed system target of 85%</td>
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</tr>
<tr>
<td>· Bonus: % TH to PH in 90 days or less</td>
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<tr>
<td>% PSH moving to other PH destinations</td>
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</tr>
<tr>
<td>% RRH moving to PH in 30 days or less</td>
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<tr>
<td>· Extent to which the project is meeting system expectations for length of stay:</td>
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<tr>
<td>PH: Participants stay at least 12 months or move to other permanent housing</td>
<td>5</td>
</tr>
<tr>
<td>TH: The project meets or exceeds performance targets</td>
<td></td>
</tr>
<tr>
<td>- Single Adult Target = 90 days</td>
<td></td>
</tr>
<tr>
<td>- Family Target = 90 days</td>
<td></td>
</tr>
<tr>
<td>- Young Adult = 180 days</td>
<td></td>
</tr>
<tr>
<td>RRH: Participants meet or exceed system target of 120 days</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 meets or exceeds system target for program and population type.</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 &quot;no financial resources&quot; (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 from streets and/or Emergency Shelter</td>
<td>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 status)</td>
<td>7</td>
</tr>
<tr>
<td><strong>5. HUD / System / Program Component Priority</strong></td>
<td></td>
</tr>
<tr>
<td>· Program Component Priority:</td>
<td>Up to 20</td>
</tr>
<tr>
<td>- Permanent Supportive Housing Project = 16pts</td>
<td></td>
</tr>
<tr>
<td>- Rapid rehousing for Families, Individuals, and Young Adults = 12pts</td>
<td></td>
</tr>
<tr>
<td>- Transitional Housing =10pts</td>
<td></td>
</tr>
<tr>
<td>· Program Population Priority:</td>
<td></td>
</tr>
<tr>
<td>- 100% of units are dedicated / prioritized for Chronically Homeless =4 pts</td>
<td></td>
</tr>
</tbody>
</table>
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: 2018 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 **11:59pm, Friday, June 29, 2018**.
- 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 ZoomGrants** by the specified deadline to meet the deadline requirement.

<table>
<thead>
<tr>
<th>6. CoC Priority Narratives</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Client Participation and demonstration of consumer input</td>
</tr>
<tr>
<td>• Housing First / Program Termination Policies</td>
</tr>
<tr>
<td>7. Project Efficiency and Effectiveness Measure</td>
</tr>
<tr>
<td>• Project Expenditures: Extent to which the project drew down 100% of HUD funds</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
</tbody>
</table>
## 2018 Local Process Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12, 2018</td>
<td>DUE DATE: 2018 Phase I Application – Notice of Intent to Renew Funding</td>
</tr>
<tr>
<td>June 15, 2018</td>
<td>2018 Mandatory HUD CoC Program NOFA Workshop for Renewal</td>
</tr>
<tr>
<td></td>
<td><strong>Friday, June 15, 2018 from 10:00am to 11:30am</strong></td>
</tr>
<tr>
<td></td>
<td>YWCA Opportunity Place</td>
</tr>
<tr>
<td></td>
<td>Jennings Room</td>
</tr>
<tr>
<td></td>
<td>2024 Third Avenue</td>
</tr>
<tr>
<td></td>
<td>Seattle, Washington, 98144</td>
</tr>
<tr>
<td>June 29, 2018</td>
<td>DUE DATE: Phase II Application: 2018 CoC Program Renewal Grants</td>
</tr>
<tr>
<td></td>
<td><strong>Friday, June 29, 2018 via Zoom Grants</strong></td>
</tr>
<tr>
<td>July 2, 2018 to TBD</td>
<td>CoC staff: review HMIS Data and Phase II information and prepare preliminary renewal rank order</td>
</tr>
<tr>
<td></td>
<td>All Home Coordinating Board and Funder Alignment Committee review preliminary rank order</td>
</tr>
<tr>
<td>TBD</td>
<td>2018 Phase III Application Workshop</td>
</tr>
<tr>
<td></td>
<td>Mandatory HUD CoC Program NOFA Workshop for All</td>
</tr>
<tr>
<td></td>
<td>(Time and Date to be determined based on HUD NOFA release date)</td>
</tr>
<tr>
<td>TBD</td>
<td>All CoC Application program applications complete and ready for submittal to esnaps</td>
</tr>
<tr>
<td></td>
<td>· Upload federal forms/current 501c.3 documents</td>
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<tr>
<td></td>
<td>· Complete and submit pdf of esnaps application (direct grantees only)</td>
</tr>
<tr>
<td>TBD</td>
<td>CoC Program Community Meeting</td>
</tr>
<tr>
<td></td>
<td>Presentation of FY 2018 priority rank order. All projects notified of final CoC Application Project Listing results</td>
</tr>
<tr>
<td>September / October 2018</td>
<td>2018 Seattle King County NOFA Application Due to HUD—TBD</td>
</tr>
</tbody>
</table>

*Dates and activities will be determined subject to HUD’s release of the 2018 HUD NOFA. Please be responsive to all CoC Program Alerts! All notifications or requests will come via email.*
<table>
<thead>
<tr>
<th>Project [for CoC Rank Order]</th>
<th>Organization Name</th>
<th>Proj Type</th>
<th>Trgt Pop</th>
<th>Active Timeframe</th>
<th>Met 3 Core Target</th>
<th>LPH Rate Calc</th>
<th>Avg LOE</th>
<th>Avg LOE Calc</th>
<th>Return Rate Calc</th>
<th>Return Rate Calc</th>
<th>Percent Homeless Calc</th>
<th>Utilization Rate</th>
<th>Use of RPH for 12+ months Calc</th>
<th>Use of RPH for 12+ months Calc</th>
<th>Stability Bonus Calc</th>
<th>Stability Bonus Calc</th>
<th>Data Completeness Calc</th>
<th>Data Completeness Calc</th>
<th>Exit no Resource Calc</th>
<th>Exit no Resource Calc</th>
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</tr>
</tbody>
</table>
### 2018 Rating and Review Tool FY 2018 HUD CoC Application

**Project (for CoC Rank Order)**

<table>
<thead>
<tr>
<th>Project</th>
<th>Exit Calc</th>
<th>Earned Income</th>
<th>Non-Earned Income</th>
<th>Total Raw Score (NOFA)</th>
<th>Final Raw Score</th>
<th>Program Type</th>
<th>CH Adj’t</th>
<th>DV Adj’t</th>
<th>No Exit Adj’t</th>
<th>Spend</th>
<th>Client Prtcptn</th>
<th>Hsg 1st</th>
<th>FINAL SCORE</th>
<th>FINAL ORDER</th>
</tr>
</thead>
</table>

**Note:** DV programs’ scores are adjusted since the ‘HMIS Data Quality/Completeness’ and ‘Literally Homeless’ criterion are waived for confidential DV programs.
The 2018 NOFA includes Domestic Violence Bonus Funding ("DV Bonus") for any Continuum proposing eligible new Permanent Housing projects using one of three models directly linked to achieving HUD's goals for the program: Joint Component (TH/RRH), Rapid Re-Housing, and Coordinated Entry.

The Seattle-King County Continuum of Care is eligible to apply for $1,123,733 in DV Bonus Funding. This is equal to 10% of the Preliminary Pro Rata Need. The Continuum of Care will be applying for $173,733 in Coordinated Entry funding to better address people fleeing from domestic violence. The remaining $950,000 is included in the DV Letter of Interest.

DV Bonus funding is limited to the following two housing project types:

1. Rapid Re-housing (PH-RRH)
2. Joint Transitional Housing (TH) and Rapid Re-housing (PH-RRH) ("Joint Component")

HUD Funding Process for DV Bonus:

For projects the CoC indicates it would like to consider as part of the DV Bonus, HUD will award a point value to each project application combining both the CoC Application Score and responses to the domestic violence specific questions in the CoC Application using the following 100-point scale for Rapid Re-housing and Joint Component projects:

(a) CoC Score. Up to 50 points in direct proportion to the score received on the CoC Application.
(b) Need for the Project. Up to 25 points based on the extent the CoC can quantify the need for the project in its portfolio, the extent of the need, and how the project will fill that gap.
(c) Quality of the Project Applicant. Up to 25 points based on the previous performance of the applicant in serving survivors of domestic violence, dating violence, sexual assault, or stalking, and how the project will fill this need.

All Home issued a Request for Letter of Interest (LOI) Notice on Monday, July 23, 2018, to solicit applications for the 2018 DV Bonus funding. Four agencies responded by submitting by the deadline of Monday, August 6, 2018. The four proposals asked for a total of $1,913,413 in funding for two Rapid Re-housing projects ($1,000,440) and two Joint Component projects ($912,973).

Each proposal was required to address the following project quality and readiness factors:

- Experience supporting the target population
- Project adherence to Housing First
- Type and scale of project staffing
- How the project will ensure racial equity and culturally appropriate and responsive services
- Coordination with other partners for the delivery of services
- How the project will quickly move participants to permanent housing
- Projected outcomes
- Ability to report client and program outcomes
- Project Readiness
- Organization experience with federal funding
• Organization experience with the housing model
• Budget

A team of four raters reviewed and scored each application within the above framework AND evaluated how well the project clearly addressed the following HUD priorities outlined in the NOFA.

Projects must address:

• Person-centered
• Trauma-informed
• Safety
• Housing First
• Regional Services
• Rapid re-housing and Joint housing models
• Performance
• DV Experience
• Gaps in unmet needs

All four proposed projects fully addressed the HUD priorities and are recommended for consideration in the CoC Application:

Rapid Re-housing
• YWCA
• Lifewire

Joint Component:
• The Salvation Army
• Solid Ground

While all four projects are worthy of consideration, the panel agreed that the Salvation Army Rapid Re-housing project was the strongest proposal for inclusion in the CoC application.
Rater: _____

Agency Name: ______________________

Total Score: _____

Project: Rapid Re-housing or Joint Component (Please circle)

DV LOI Proposal Rating Tool and Guide
Rater Meeting: August 9, 2018

Thank you for serving on the review committee. Please use the following pages and guidance to rate each proposal.

Feel free to make comments or highlights directly on the proposals. Please use a pencil to score the proposals and write comments on the rating sheets to be included in decision-making and recommendations. Give each section a numeric score.

We will collect all copies of the proposals, rating sheets, etc. from you when the rating panel is finished.

Total Points

A. _____ Project Summary (10 points)

Applicant presents a description of the program that includes an understanding of the service area, program service and strategy. Applicant clearly defines the number of people to be served in the program.

Applicant proposes a Housing First approach, as outlined in the DV.LOI.

The program has a sufficient number of qualified staff (or partners) to deliver the services as described, or a plan to build staff capacity in a short time.

(Only rate for applicants applying for the Joint Component) Joint Component (TH-RRH) applicants include the type of transitional housing proposed and include the number and configuration of units.

| High (8-10) | Demonstrates excellence in all and/or most of the criteria |
| Med (5-7) | Adequately addresses the criteria |
| Low (1-4) | Does not meet and/or address most criteria |

Comments:
B. Project Description (35 points)

Applicant describes agency experience and staff team with qualifications and federal, state, and locally-required trainings to provide person-centered, trauma informed services that improve housing stability and the safety of the individual and family members fleeing domestic violence, dating violence, sexual assault, or stalking.

The project will adhere to a Housing First approach.

Applicant provides a regional and mobile approach to services ensuring staff will meet participants in the community. Housing is described as countywide and based off the participant's identified location needs.

Applicant identifies agency strategies to address racial inequities and achieve positive outcomes for all program participants. The applicant describes specific steps taken to ensure access and successful program outcomes of Black/African American and American Indian/Alaskan Native program participants.

Applicant has a plan to ensure program participants are assisted in obtaining the benefits of mainstream systems including: employment/income, TANF, SSI/SSDI, other public benefits, healthcare, etc.

Applicant has identified strategies to connect program participants to critical domestic violence services that may not be offered by the agency.

Applicant provides a clear strategy for assisting program participants in obtaining and remaining in permanent housing and have strong landlord relationships to help in identifying housing.

Applicant clearly defines the number of people to be served in the program during a 12-month period and the basis for project outcome projections.

Applicant presents evidence of likely success in meeting system-wide performance standards.

Survivor safety and stability procedures are outlined in the application.

<table>
<thead>
<tr>
<th>High (24-35)</th>
<th>Demonstrates excellence in all and/or most of the criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med (12-23)</td>
<td>Adequately addresses the criteria</td>
</tr>
<tr>
<td>Low (1-11)</td>
<td>Does not meet and/or address most criteria</td>
</tr>
</tbody>
</table>

Comments:
C. Project Readiness (5 points)

Ready to provide rental assistance within 12 months of the HUD award to the CoC (usually December). If applying for the Joint Component, ready to shift transitional housing beds to the Joint Component program when rental assistance is added, within 12 months of the HUD award to the CoC.

Sufficient readiness to work with CoC partners to a) complete an initial HUD application between August 13 and August 17, 2018 and b) develop and submit the final project description as part of the CoC application by September 7, 2018.

<table>
<thead>
<tr>
<th>High (5)</th>
<th>Demonstrates excellence in all and/or most of the criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med (3-4)</td>
<td>Adequately addresses the criteria</td>
</tr>
<tr>
<td>Low (1-2)</td>
<td>Does not meet and/or address most criteria</td>
</tr>
</tbody>
</table>

Comments:
**D. Organizational Experience (35 points)**

- Experience effectively utilizing federal funds and performing the activities described in the proposal description.

- Ability to develop a management plan and adhere to an implementation schedule.

- Experience in providing housing (knowledge of property management or delivery of rental assistance), mobile advocacy, and domestic violence services (including trauma-informed, survivor-centered advocacy).

- Experience with implementation of the proposed model.

- Experience providing services tailored to those fleeing domestic violence, dating violence, sexual assault, or stalking, and their ability to house survivors and meet safety outcomes.

- Ability to report client and program outcomes in HMIS.

- Ability to meet Rapid Re-housing system-wide performance standards, including: exits to permanent housing, length of stay, return rate to homelessness and transitional housing program utilization. If the agency has struggled to meet performance standards, outline what actions the agency has taken to improve programming to meet performance standards.

<table>
<thead>
<tr>
<th>High</th>
<th>(24-35)</th>
<th>Demonstrates excellence in all and/or most of the criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med</td>
<td>(12-23)</td>
<td>Adequately addresses the criteria</td>
</tr>
<tr>
<td>Low</td>
<td>(1-11)</td>
<td>Does not meet and/or address most criteria</td>
</tr>
</tbody>
</table>

Comments:
E. Budget (10 points)

Costs are reasonable and appropriate given the nature of the services, the focus/target population, and the proposed level of services, and the proposed outcomes.

Demonstrates the financial and management capacity and experience to carry out the project as detailed in the project application and to administer Federal funds.

Ability to provide the required 25% match (cash or non-cash/in-kind resources) for the proposed program budget.

<table>
<thead>
<tr>
<th>High  (8-10)</th>
<th>Demonstrates excellence in all and/or most of the criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med (5-7)</td>
<td>Adequately addresses the criteria</td>
</tr>
<tr>
<td>Low (1-4)</td>
<td>Does not meet and/or address most criteria</td>
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</table>

Comments:
<table>
<thead>
<tr>
<th>$ Request Ratings</th>
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<tbody>
<tr>
<td>Rating 1</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
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<tr>
<td>Rating 2</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
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<tr>
<td>Rating 3</td>
<td>A</td>
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<td>A</td>
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<td>C</td>
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</table>

| Rapid Rehousing   |   |   |   |   |   |
| Joint Component   |   |   |   |   |   |
| Agency Location   |   |   |   |   |   |
| Households/Units Total |   |   |   |   |   |
| Comments          |   |   |   |   |   |
| Questions         |   |   |   |   |   |
1E – 3 Public Posting Project Selections, Ranking and CoC Application.

The CoC made public objective ranking and selection processes via emails, at process-specific workshops, and by posting materials on the All Home website.

Documentation as follows:

<table>
<thead>
<tr>
<th>Public Posting</th>
<th>CoC Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I – Intent to Renew email notice sent on 5/4/2018</td>
<td>See 4B. Attachment Screen for 1E-5 Public Posting-Local Competition Deadline</td>
</tr>
<tr>
<td>Phase I – Intent to Renew application and guides posted on AllHome website</td>
<td>See first screenshot below</td>
</tr>
<tr>
<td>Phase II – Full Application Workshop held on 6/15/2018</td>
<td>See 4B. Attachment Screen for 1E-5 Public Posting-Local Competition Deadline</td>
</tr>
<tr>
<td>Phase II – Full Application and objective ranking and selection process documents from 6/15/2018 workshop posted on AllHome website</td>
<td>See first screenshot below</td>
</tr>
<tr>
<td>Phase III – Direct Grantee application and objective ranking and selection process documents from 7/31/2018 workshop posted on AllHome website</td>
<td>See first screenshot below</td>
</tr>
<tr>
<td>Domestic Violence Bonus application, objective ranking and selection process criteria from 7/23/2018 workshop posted on AllHome website</td>
<td>See first screenshot below</td>
</tr>
<tr>
<td>Notice of DV Bonus process as sent via AllHome’s community newsletter</td>
<td>See AllHome newsletter attached (relevant snips only)</td>
</tr>
<tr>
<td>2017 &amp; 2018 Combined Funders NOFAs, local process that helps identify new projects for CoC NOFA application processes.</td>
<td>Re: 2017 – see second screenshot below</td>
</tr>
<tr>
<td>8/31/2018 Community Meeting of FINAL priority lists and objective ranking and selection process criteria posted on AllHome website</td>
<td>Re: 2018 -- See AllHome newsletter attached (relevant snips only), and see first screenshot below</td>
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<tr>
<td></td>
<td>See first screenshot below</td>
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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 30% (from $23 million to $34 million)

Interim Continuum of Care Policies were affirmed by the Coordinating Board (8/1/2018).

CoC Program Project Application Materials

2018

FY 2018 Continuum of Care (CoC) Program Competition: Notice of Funding Availability
Signed 2018 CoC Ranking Policies and Values and Project Priorities
Domestic Violence Bonus Local Application Workshop
Phase I: Intent to Renew posted 5/4/18
Phase I: Application posted 6/1/18
Phase III: Direct Grantees posted 7/20/18
Final 2018 Rank Order Coordinating Board approved 8/30/18; posted 9/3/2018
August 31, 2018 Community Meeting
- Agenda
- Provider Order Overview
- CoC Prioritization Considerations
CoC Program Project Application Materials

2018

2017

FY 2017 Key Dates:
- Phase I: FY 2017 Intent to Renew Application (posted 6/15/17)
- Phase II: FY 2017 Local CoC Program Project Application (posted 7/27/17)
- Phase III: FY 2017 Grants Application (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 - 7/5/17 and 8/7/17

FY 2017 Renewal Project Applications:
People with Lived Experience are Experts in Ending Homelessness

Actively engaging people with lived experience helps to create a more responsive and effective system for preventing and ending homelessness. Sheila White, an advocacy fellow for the D.C.-based non-profit Miriam’s Kitchen, explains the value her real-world perspective offers for the U.S. Interagency Council on Homelessness (USICH) blog:

"Miriam’s Kitchen knows that people with lived experience of homelessness - people like me - are experts in ending homelessness. I know how it feels to be homeless and what hurts
about being homeless because I’ve been there and lived it... Miriam’s Kitchen connects guest engagement to racial equity. Disproportionate numbers of people who experience homelessness are people of color, most of whom are Black. This is not a coincidence. Racial equity work helps explain why some groups have resources while others do not. As a Black woman, I see and feel the sting of racism every day, and I know that we cannot keep deprioritizing the needs of Black people. People of color and people experiencing homelessness often have their voices silenced, their experiences marginalized, and their bodies stigmatized. To end chronic homelessness, we must address racial inequity and we must center the voices of people who have been silenced in all that we do."

Read the full blog here.

CoC Domestic Violence (DV) Bonus Funding Opportunity

The FY-2018 U.S. Department of Housing and Urban Development (HUD)-CoC Program Notice of Funding Availability (NOFA) included $50 million in Bonus Funding for projects that assist households “fleeing or attempting to flee domestic violence, dating violence, sexual assault and stalking”.

The Seattle King County CoC is eligible to apply for one project each of Rapid Rehousing (PH-RRH) and Joint Transitional Housing (TH) and PH-RRH. There will be an informational meeting held on Monday, July 23, 2018 from 1-3:00 p.m. at the 2100 Building (2100 24th Ave S) in Room B. The meeting will describe the opportunity and local letter of interest process for entities experienced in providing services designed to meet the needs of households “fleeing or attempting to flee domestic violence, dating violence, sexual assault and stalking” The process has a very short turn-around to meet HUD deadlines.

Provide Comments on Regional Homeless Governance Reforms

In May of 2018, King County Executive Dow Constantine and Seattle Mayor Jenny Durkan signed a Memorandum of Understanding (MOU) between the City of Seattle and King County to increase collaboration of homelessness services and set a path for governance reforms to better coordinate investments. A critical task outlined in the MOU is the development of governance recommendations for increasing the effectiveness, reach and efficiency of the countywide homeless response system.

Some of the current challenges highlighted by internal and external community partners include the overlapping and redundant responsibilities of All Home, King County, and the City of Seattle, each holding varying degrees of responsibility in setting policies and strategic direction, managing support functions, and allocating funding. While addressing these challenges are a priority, it's critical to acknowledge that improved governance is
As we prepare the first set of Interim Policies, we will be looking for your initial input. (Additional opportunities for discussion and input will occur through August. Please look out for further announcements.) By Friday, July 13th, we will have posted the draft, Interim Policies for your review and comment at the following link: http://allhomekc.org/coc-policies/. We ask that you please review and provide comment by Friday, July 20th. You can direct any additional questions to trina.vah@allhomekc.org.

**Combined Funder NOFA**

The All Home Homeless Housing Funder Alignment Committee announces the King County Combined Funders Notice of Funding Availability for Homeless Housing. The NOFA describes funder principles and priorities and upcoming funding opportunities for capital funding for new affordable housing, and operating support, rental assistance and supportive services for new and existing housing.

**From Our Federal Partners: Unique Housing Needs of Individuals with Criminal Justice Histories Webinar**

The Substance Abuse and Mental Health Services Administration’s (SAMHSA) Homeless and Housing Resource Network (HHRN) is hosting this upcoming webinar to provide insights into client service strategies from someone who has walked in their shoes.

Date: Wednesday, July 25, 2018  
Time: 1:00 PM – 2:15 PM EDT  
Registration: [Register for the webinar](#)

Individuals returning to the community from jail or prison must overcome significant barriers in obtaining and maintaining housing in the community. The webinar features peers with a history of involvement in the criminal justice system identifying what strategies and supports were most helpful to them in their efforts to obtain permanent and affordable housing.

**July & August HMIS User Support Office Hours**

Need more support around HMIS? Join the next online Office Hours session! This is a great opportunity to get your questions answered, see demos of anything you can't figure out, and participate in discussions with other users and the System Administration team around solutions to common challenges. In addition to general questions, each Office Hours session will focus on a specific topic.

**July 24 @ 10:30am:** New fields (city and vehicle residency) - [Register](#)  
**August 2 @ 1:30pm:** Running and reviewing HMIS reports -
only one component of addressing homelessness at scale in our region.

To that end, this survey is a tool to share your feedback on the current structure governing regional homeless investments and policies and to offer recommendations for the future state of governance that promote:

- Improved outcomes for people experiencing homelessness
- Solutions that address racial disproportionality
- Urgency, adaptability and commitment to continuous improvement
- Open and accountable communication of policies and progress
- Strong cross-system collaborations that prevent the experience of homelessness whenever possible

Thank you for taking the time to complete this survey and for your dedication to making homelessness rare, brief and one-time in King County.

**Continuum of Care Policies**

As many of you heard during our Annual Conference, All Home is working in partnership with the community to develop Continuum of Care-wide policies. In addition to complying with a Federal HUD requirement, these standards of practice will guide organizations serving people with experiences of homelessness across common values, principles and regulatory requirements. These policies will reinforce shared, system values and will streamline funding requirements for grantees.

This work includes 3 phases:

1. The development of **Interim Policies** which will primarily articulate and consolidate established system policies and minimum requirements of Federal CoC Program, ESG, CDBG, and State CHG fund sources.

2. Building on Interim Policies to develop **Final Policies** which will ensure alignment with local priorities and best practices.

3. Ongoing **continuous improvement** to address any unintended, adverse consequences.

*Your Input Requested*
WA-500, the Seattle – King County Continuum of Care cumulatively reallocated 37.79% of our 2013 ARD in the 2013, 2014, 2015, 2016, and 2017 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]
  - Project Priority List FY2017 [$1,269,712]

  Total Reallocation/ARD = Percentage $9,049,975 / $23,947,462 = 37.79%
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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<tr>
<th>CoC Number and Name</th>
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<th>ARD less 5%</th>
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</thead>
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</table>
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.

| Reallocated funds available for new project(s): | $1,197,373 |
| Amount requested for new project(s): | $1,197,373 |
| Remaining Reallocation Balance: | $0 |
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.

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

Instructions

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

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

<table>
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<th>Reallocation Chart: Reallocation Balance Summary</th>
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<td>Remaining Reallocation Balance: $0</td>
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Project Priority List FY2015

Page 19
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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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
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<td>Remaining Reallocation Balance:</td>
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</table>
6. Reallocation: Balance Summary

Instructions
For guidance on completing this form, please reference the FY 2017 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 request 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.

Reallocation Chart: Reallocation Balance Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reallocated funds available for new project(s):</td>
<td>$1,269,712</td>
</tr>
<tr>
<td>Amount requested for new project(s):</td>
<td>$1,269,712</td>
</tr>
<tr>
<td>Remaining Reallocation Balance:</td>
<td>$0</td>
</tr>
</tbody>
</table>
1E - 5 Projects Accepted Notification

Attached is a copy of the written notification to each project that was renewed or new.

✓ Letters of Notification for New or Renewal Projects

New and renewal projects were invited to an in-person (community) meeting on 8/31/2018. Written letters of notification were hand-delivered or delivered via email after personal contact on 8/31/2018.

✓ Letters of Notification for DV Bonus Projects

Projects were personally notified via phone call followed by a written letter dated 8/10/18. DV Bonus Projects were also invited to the 8/31/18 community meeting.
August 31, 2018
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PHG 501 Rainier Project
$1,027,191

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Sincerely,

Kira Zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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22nd Avenue Supportive Housing Project
$1,019,436

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Hickman House Joint Component
$291,726

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Regional RRH for DV
$950,733

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Coordinated Entry for DV
$173,000

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1811 Eastlake
HUD Grant #WA0002L0T001710

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Anita Vista
HUD Grant #WA0004L0T001710

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Arbor House (New Ground Bothell)
HUD Grant #WA0005L0T001710

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Auburn Transitional Housing
HUD Grant #WA0007L0T001710

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Aurora Supportive Housing
HUD Grant #WA0242L0T001706

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Avalon Place  
HUD Grant #WA.0228L0T001707

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Broadview Transitional Housing Program
HUD Grant #WA0009L0T001710

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Final recommendations, as approved by the All Home Coordinating Board on August 30, 2018, funded a priority order that is best positioned to maximize our potential to receive funding this year and in the future. The local application process considered HUD priorities, target populations, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, leveraging and HMIS data quality and completeness.

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The Seattle King County CoC is measured by its progress towards HUD’s HEARTH Performance measures and targets. This looks at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2019 funding to take place in the Summer of 2019 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 kira.zylstra@allhomekc.org or (206) 263-1283.

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,

Kira Zylstra
All Home
Seattle King County CoC

corn: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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 2018 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Canaday House
HUD Grant #WA0214L0T001707

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.

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[Signature]

Kira Zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Cascade Women’s Supportive Housing
HUD Grant #WA0364L0T001701

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.

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Sincerely,

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Kira Zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Coming Home
HUD Grant #WA0012L0T001710

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.

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Sincerely,

Kira Zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Cottage Grove Commons
HUD Grant #WA0260L0T001705

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Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

DESC RRH Expansion
HUD Grant #WA0366L0T001701

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Sincerely,


Kira Zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Dorothy Day House
HUD Grant #WA0014L0T001710

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All Home
Seattle King County CoC

cc:

Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

ECR Transitional Housing
HUD Grant #WA0016LOT001710

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Kira Zylstra
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
    Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Evans House
HUD Grant #WA0018L0T001710

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Seattle King County CoC

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Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Family Village Redmond PSH for Families
HUD Grant #WA0320L0T001702

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All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Harbor House – Safe Haven
HUD Grant #WA0020L0T001710

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Seattle King County CoC

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Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD:

Home Safe Rapid Rehousing
HUD Grant #WA0363L0T001701

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Kira Zylstra  
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Seattle King County CoC

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Eileen Denham, City of Seattle HSD Community Support & Assistance Division  
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Homeless Families Transitional Housing
HUD Grant #WA0025L0T001710

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If you have questions about the process or HUD's priorities, please feel free to contact me at kira.zylstra@allhomekc.org or (206) 263-1283.

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]

Kira Zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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 2018 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Interbay Supportive Housing
HUD Grant #WA0287L0T001703

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 August 30, 2018, funded a priority order that is best positioned to maximize our potential to receive funding this year and in the future. The local application process considered HUD priorities, target populations, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, leveraging and HMIS data quality and completeness.

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Kira Zylstra
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Seattle King County CoC

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Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Kerner Scott House
HUD Grant #WA003L0T001710

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.

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Seattle King County CoC

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Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

King County Rapid Rehousing Program
HUD Grant #WA0054L0T001710

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Seattle King County CoC

cc:

Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

King County Scattered Sites Supportive Housing
HUD Grant #WA0297L0T001703

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Seattle King County CoC

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Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

King County Shelter Plus Care Program - SRA
HUD Grant #WA0001L0T001708

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Sincerely,

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Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

King County Shelter Plus Care Program - TRA
HUD Grant #WA0034L0T001710

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Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
    Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Lyon Building
HUD Grant #WA0036L0T001710

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Sincerely,

kira zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Martin Court
HUD Grant #WA0037L0T001710

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Seattle King County CoC

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Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speitz, King County DCHS Housing and Community Development Programs
August 31, 2018

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Mi Casa
HUD Grant #WA00401L0T001710

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Seattle King County CoC

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Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Noel House at Bakhita Gardens
HUD Grant #WA0213L0T001707

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August 31, 2018

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Nyer Urness
HUD Grant #WA0227L0T001704

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August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Ozanam 2
HUD Grant #WA0243L0T001706

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Seattle King County CoC

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Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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Ozanam House
HUD Grant #WA0239L0T001707

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The Seattle King County CoC is measured by its progress towards HUD’s HEARTH Performance measures and targets. This looks at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2019 funding to take place in the Summer of 2019 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 kira.zylstra@allhomekc.org or (206) 263-1283.

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,

Kira Zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Patrick Place
HUD Grant #WA0259L0T001705

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[Signature]

Kira Zylstra
All Home
Seattle King County CoC

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Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Rainier Supportive Housing Project
HUD Grant #WA0201L0T001709

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.

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Seattle King County CoC

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Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Rapid Rehousing for Young Adults
HUD Grant #WA0319L07001702

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Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Ravenna House
HUD Grant #WA0046LOT001710

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.

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Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

REACH Scattered Sites PSH #1
HUD Grant #WA0348L0T001702

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Seattle King County CoC

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Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

REACH Scattered Sites PSH Expansion
HUD Grant #WA0365L0T001701

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Seattle King County CoC

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Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Ronald Commons
HUD Grant #WA0316L0T001702

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Sincerely,

[Signature]

Kira Zylstra
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
    Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Rose of Lima House
HUD Grant #WA0048L0T001710

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Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Sandpoint Families Supportive Housing
HUD Grant #WA0318L0T001702

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Seattle King County CoC

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Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Sandpoint Youth Group Homes
HUD Grant #WA0228L0T001707

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August 31, 2018

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Scattered Site Leasing
HUD Grant #WA0053L0T001710

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August 31, 2018

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Seattle Rapid Rehousing for Families Project
HUD Grant #WA0295L0T001703

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If you have questions about the process or HUD's priorities, please feel free to contact me at kira.zylstra@allhomekc.org or (206) 263-1283.

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,

Kira Zylstra
All Home
Seattle King County CoC

cc:

Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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 2018 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Severson Program
HUD Grant #WA0054L0T001710

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 August 30, 2018, 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. 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. In addition, we are applying for the new HUD DV Bonus funds.

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 2019 funding to take place in the Summer of 2019 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 kira.zylstra@allhomек.орг or (206) 263-1283.

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]

Kira Zylstra
All Home
Seattle King County CoC

cc:

Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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 2018 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

St. Martin’s on Westlake
HUD Grant #WA0056L0T001710

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 August 30, 2018, 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. 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. In addition, we are applying for the new HUD DV Bonus funds.

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 2019 funding to take place in the Summer of 2019 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 kira.zylstra@allhomekc.org or (206) 263-1283.

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,

Kira Zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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 2018 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Straley House
HUD Grant #WA0057L0T001710

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 August 30, 2018, 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. 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. In addition, we are applying for the new HUD DV Bonus funds.

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 2019 funding to take place in the Summer of 2019 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 kira.zylstra@allhomekc.org or (206) 263-1283.

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,

[Signed]

Kira Zylstra
All Home
Seattle King County CoC

cc:

Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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 2018 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

The Estelle
HUD Grant #WA0345L0T001500

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 August 30, 2018, 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. 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. In addition, we are applying for the new HUD DV Bonus funds.

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 2019 funding to take place in the Summer of 2019 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 kira.zylstra@allhomekc.org or (206) 263-1283.

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]

Kira Zylstra
All Home
Seattle King County CoC

cc:

Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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 2018 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Valley Cities Landing
HUD Grant #WA0001L0T001708

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 August 30, 2018, 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. 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. In addition, we are applying for the new HUD DV Bonus funds.

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 2019 funding to take place in the Summer of 2019 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 kira.zylstra@allhomekc.org or (206) 263-1283.

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,

Kira Zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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 2018 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Watson Manor Transitional Living Program
HUD Grant #WA0065L0T001710

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 August 30, 2018, 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. 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. In addition, we are applying for the new HUD DV Bonus funds.

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 2019 funding to take place in the Summer of 2019 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
kira.zylstra@allhomekc.org or (206) 263-1283.

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]

Kira Zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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 2018 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

Williams Apartments
HUD Grant #WA0244L0T001705

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 August 30, 2018, 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. 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. In addition, we are applying for the new HUD DV Bonus funds.

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 2019 funding to take place in the Summer of 2019 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 kira.zylstra@allhomekc.org or (206) 263-1283.

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,

Kira Zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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 2018 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

William Booth
HUD Grant #WA0023L0T001710

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 August 30, 2018, 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. 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. In addition, we are applying for the new HUD DV Bonus funds.

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 2019 funding to take place in the Summer of 2019 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 kira.zylstra@allhomekc.org or (206) 263-1283.

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]

Kira Zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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 2018 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

   Working for Housing Stability RRH Project
   HUD Grant #WA0346L0T001702

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 August 30, 2018, 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. 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. In addition, we are applying for the new HUD DV Bonus funds.

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 2019 funding to take place in the Summer of 2019 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 kira.zylstra@allhomekc.org or (206) 263-1283.

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]

Kira Zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

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 2018 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following renewal application was selected for inclusion in the 2018 All Home application to HUD.

YWCA Opportunity Place and Seneca
HUD Grant #WA0045L0T001710

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 August 30, 2018, 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. 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. In addition, we are applying for the new HUD DV Bonus funds.

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 2019 funding to take place in the Summer of 2019 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 kira.zylstra@allhomekc.org or (206) 263-1283.

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,

Kira Zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 10, 2018

RE: Solid Ground Letter of Interest Submission for Continuum of Care Domestic Violence Bonus Funds

Dear McHenry,

Thank you for your recent Letter of Interest submission for the Continuum of Care Domestic Violence Bonus Funds.

The review panel has reviewed and confirmed Solid Ground as eligible for inclusion in the Continuum of Care (CoC) application. Your project was ranked in second position for the Joint Transitional-Rapid Re-housing Component. This recommendation was approved by the Coordinating Board on August 10, 2018. CoC staff will be contacting your organization to discuss next steps regarding your proposal.

Thank you again, and we appreciate all the work your organization is doing to respond to homelessness and domestic violence in our region. We look forward to our continued partnership.

Sincerely,

Kira Zylstra
Director, All Home

Cc: Maya Hemachandra
Mari Chavez Wilcox, CEO
YWCA Seattle | King | Snohomish
1118 Fifth Avenue
Seattle, WA 98101

August 10, 2018

RE: YWCA Letter of Interest Submission for Continuum of Care Domestic Violence Bonus Funds

Dear Ms. Wilcox,

Thank you for your recent Letter of Interest submission for the Continuum of Care Domestic Violence Bonus Funds.

The review panel has reviewed and recommended the YWCA for conditional inclusion in the Continuum of Care (CoC) application. This recommendation was approved by the Coordinating Board on August 10, 2018. CoC staff will be contacting your organization to discuss next steps including details and proposed adjustments to the scope and amount of your proposal.

Thank you again, and we appreciate all the work your organization is doing to respond to homelessness and domestic violence in our region. We look forward to our continued partnership.

Sincerely,

Kira Zylstra
Director, All Home

Cc: Michael Wong
Rachel Krinsky, Executive Director
LifeWire
P.O. Box 6398
Bellevue, WA 98008

August 10, 2018

RE: LifeWire Letter of Interest Submission for Continuum of Care Domestic Violence Bonus Funds

Dear Ms. Krinsky,

Thank you for your recent Letter of Interest submission for the Continuum of Care Domestic Violence Bonus Funds

The review panel has reviewed and recommended LifeWire for conditional inclusion in the Continuum of Care (CoC) application. This recommendation was approved by the Coordinating Board on August 10, 2018. CoC staff will be contacting your organization to discuss next steps, including details and proposed adjustments to the scope and amount of your proposal.

Thank you again, and we appreciate all the work your organization is doing to respond to homelessness and domestic violence in our region. We look forward to our continued partnership.

Sincerely,

Kira Zylstra
Director, All Home

Cc: Kim McCaulou
Bill Dickinson, Divisional Commander  
The Salvation Army  
111 Queen Anne Avenue North, Suite 300  
Seattle, WA 98109

August 10, 2018

RE: The Salvation Army Letter of Interest Submission for Continuum of Care Domestic Violence Bonus Funds

Dear Mr. Dickinson,

Thank you for your recent Letter of Interest submission for the Continuum of Care Domestic Violence Bonus Funds. The review panel has reviewed and recommended The Salvation Army for inclusion in the Continuum of Care (CoC) application. Your project was ranked in first position for the Joint Transitional-Rapid Re-housing Component. This recommendation was approved by the Coordinating Board on August 10, 2018. CoC staff will be contacting your organization to discuss next steps regarding your proposal.

Thank you again, and we appreciate all the work your organization is doing to respond to homelessness and domestic violence in our region. We look forward to our continued partnership.

Sincerely,

[Signature]

Kira Zylstra  
Director, All Home

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

✓ Letters for projects being reduced or not being renewed
   Projects being reduced were contacted individually via telephone August 24-28, 2018. Projects not being renewed were contacted in an in-person meeting on 8/21/2018 and via hand-delivered letter on 8/31/2018.
August 31, 2018

Catholic Community Services of Western Washington
100 23rd Ave.
Seattle, WA 98144

Dear Bill Hallerman:

All Home, as the Seattle - King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2018 local renewal application process in response to the FY 2018 U.S. Department of Housing and Urban Development (HUD) CoC competition.

As per our earlier conversation, your renewal application for Aloha Inn will not be included in the 2018 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 Continuum of Care.

Final recommendations, as approved by the All Home Coordinating Board on August 30, 2018, 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 2018, All Home reallocated funding to a new Joint Component projects, Rapid Re-housing/Transitional Housing. We are also 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. In addition, we are applying for the new DV Bonus.

If you have questions about the process or HUD’s priorities, please feel free to contact me at kira.zylstra@allhomekc.org or 206-263-1283.

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,
Kira Zylstra
All Home
Seattle King County CoC

cc:
  Eileen Denham, City of Seattle HSD Community Support & Assistance Division
  Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

Lifewire
1401 140th Place NE
Bellevue, WA 98007

Dear Kim McCaulou:

All Home, as the Seattle - King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2018 local renewal application process in response to the 2018 U.S. Department of Housing and Urban Development (HUD) CoC competition.

Your renewal application for My Friend's Place Joint Component has been selected for inclusion in the 2018 Seattle King County CoC application to HUD, but at a reduced amount of $367,752. As already discussed with you, this project was reduced by a small amount due to 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 August 30, 2018, 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 a new Joint Component Project Rapid Re-housing/Transitional Housing. We are also 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. In addition, we are applying for the new DV Bonus funds.
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 2019 funding to take place in the Summer of 2019 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 kira.zylstra@allhomekc.org or (206) 263-1283.

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,

Kira Zylstra
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
August 31, 2018

Plymouth Housing Group
2113 Third Ave.
 Seattle, WA 98121

Dear Kelli Larsen:

All Home, as the Seattle - King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2018 local renewal application process in response to the 2018 U.S. Department of Housing and Urban Development (HUD) CoC competition.

Your renewal application for PHG 7th and Cherry has been selected for inclusion in the 2018 Seattle King County CoC application to HUD, but at a reduced amount of $265,297. As already discussed with you, this project was reduced by a small amount due to 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.

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If you have questions about the process or HUD’s priorities, please feel free to contact me at kira.zylstra@allhomekc.org or (206) 263-1283.

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,

Kira Zylstra
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 CoC employs a Phase I, Phase II, and Phase III local application process for grants that are eligible to renew CoC program funding.

For FY2018, the deadline for **Phase I - Intent to Renew** was **May 12, 2018**, and the deadline for **Phase II – Full Application** was **June 29, 2018**. The deadline for **Phase III Direct Grantee Applications** was **August 8, 2018**.

The attached evidence of public posting include:

- ✓ Phase I email notice, which notes due date
- ✓ Phase II Workshop email notice and attached materials, which note due date
- ✓ Phase III Direct Grantee workshop agenda, which notes due date.

Additionally, the CoC ran a special process to solicit project applications related to CoC DV Bonus. This process was made available to providers of domestic violence services with experience providing housing and services to the target population, per FY2018 CoC Program NOFA Section II.B.10.g.

The deadline for the **DV Bonus process** was **August 6, 2018**.

The attached evidence of public posting include:

- ✓ Post-workshop email to providers, which notes the DV Bonus process due date

**NOTE:** Phase I, Phase II, Phase III, and DV Bonus materials are all posted on AllHome website. See **4B. Attachment Screen** for 1E – 3 Public Posting Project Selections, Ranking and CoC Application.
Dear CoC Program Grantee:

All CoC Program funded projects with grants that expire in CY 2019 must renew as part of the HUD FY2018 Continuum of Care (CoC) Program application process for 2019-2020 funding. Our records show that your agency has (a) project(s) that is eligible to renew. Completion of the 2018 Intent to Apply signals the beginning of the FY2018 CoC Program funding process and your intention regarding participation in this year’s process. **The Intent to Renew must be submitted no later than Saturday, May 12, 2018 by 9:59pm**

- An agency with multiple projects up for renewal, must submit an Intent to Renew Funding 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 be ranked in the local priority rank order.
- **ZOOM GRANTS**: The Intent to Renew must be submitted via ZoomGrants.

```
From: Denham, Eileen <Eileen.Denham@seattle.gov>
Sent: Friday, May 4, 2018 8:20 AM
To: Amy FitzGerald; Anna Preyapongpisar; Carole Antonicich; Cherry Ann Wang; Cheryl Cooper; Corinne McKisson; Craig Spottsville; Daniel Burton; Darcellw@transitionalresources.org; David Moser; Denise Haugen; Eileen McComb; Emily Meyer; Emily Stallman; Flo Beaumon; Gabriel Manriquez; Ginny Ware; Hodan Kariye; Irina Vododos; Justin Phillippi; Katie Maloney; Katie Scifres; Kelli Larsen; Kiser; Kristen Brennan; Krystal Koop; Latrice Donahue; Lauren.Ziegler@youthcare.org; Lisa Dam; Lori Sommerfelt; Lynn DeMarco; Marco Antonio Vargas; Margaret King; Marge Morrison; Marian Shagru; Michael Garrett-Smalls; Michael Quinn; Michael Wong; Mimi Daniels; Nikisha Richardson; Quanetta West; Sara Holbrook; Scott Schubert; Shannon Boussom; Shannon Ra; Sharon Poole; Shelan Aldridge; Skip Waters; Susan Segall; Susan Vaughn; Tamara Brown; Terri Stefanovic; Terry Pottmeyer; Tom Teicher; Annie Alexander; April Aiken; Arlene Hampton; Carmen McRoy; Chris Meinhold; Ciara Murphy; Cynthia Lusebrink; Dan Wise; Delores Hillis; Doug McKeehen; Elizabeth Gay; Gina Yarwood; Jeanice Hardy; Jessica Lam; Julia Dillon; Lauren Kastanas; Laurie Peterson; Liz Quackenbush; Lori Sommerfelt; Manuela Gannett; Michelle Smith; Mike Heinisch; Milissa Smith; Mimi Yee; Philip Smith (philip.smith@usw.salvationarmy.org); Sandra Mears; Sharon Angle; Sher Kouhi; Storm Wilder; Tammy Money; Tom Walker; Agnes Trinidad; Ashlea Gentry; Brownlow, Stan; Chloe Gale; Claire Tadych; Emma Grochowsky; John Argerious; Craig, Kelly; Kenneth Taylor; Kim McCaulou; Lorra Antonio; Maria Williams (mariaew@lifewire.org); Mario Paredes; Melissa Glenn; Michael Jackson; Michelle Hankinson; Norma Guzman; Rochelle Moore; Shekh Ali; Sylvia Fuerstenberg (sylviap@nexus4kids.org); Traci Chibucous-Judd; Whitney Walker
Cc: Speltz, Kate; Curtin, Marci; Roy, Rebecca
Subject: CoC Program "McKinney" Alert: 2018 Local Application Phase 1: Intent to Renew due no later than Saturday, May 12, 2018 by 9:59pm
Attachments: Zoomgrants_Brief Instructions.docx
Importance: High
```
NEW !!! Submitting the Intent to Renew via Zoom Grants

We are utilizing ZoomGrants for all phases of our 2018 CoC Program local application process. ZoomGrants is an on-line application management tool that King County has used successfully over the past three years. Many of you may already be familiar with it if you have responded to any one of several Requests for Proposals issued through King County.

**Step by step ZoomGrants instructions:** Guidance is attached to walk you through account set-up, accessing the Intent to Apply, and final submittal. Please read the instructions carefully. Because this is an on-line application the submittal deadline is **Saturday, May 12, 2018 by 9:59pm.** However, we urge you not to wait!

**This is the direct link to the FY 2018 Intent to Apply via Zoom Grants:**
[https://zoomgrants.com/gprop.asp?donorid=2209&limited=1842](https://zoomgrants.com/gprop.asp?donorid=2209&limited=1842)

**Technical Help:** ZoomGrants has a technical help desk that operates Mon-Fri. and can be accessed by phone or email. All contact information is included in the attached guidance.

**Content Related Help:** New this year, we are guiding all application related questions to a single web address [homeless.housing@kingcounty.gov](mailto:homeless.housing@kingcounty.gov). Please direct all application related questions to this address to ensure a quick response. NOTE: the question button in Zoom Grants will direct you to this same address.

**IMPORTANT NOTE:** If your agency has multiple renewals we strongly recommend that the person who will be your Agency’s primary contact for all/any applications create the first account for your agency (completing the agency information). Once the primary contact creates their account, gets logged in, and starts the application(s), they will be able to invite other people to collaborate on all or some of the applications in their account. [more details on the instructions sheet]

As always, please let us know if you have questions. We look forward to working with you during the 2018 CoC Program “McKinney” renewal process.
You are getting this email because you are the contact person for one or more “McKinney” CoC Program grants that are eligible to renew CoC Program funding under the FY 2018 HUD Notice of Funding Availability (NOFA) for 2019-2020.

*************************************************************************

REMINDER

2018 CoC Program Phase II Application Workshop

Friday, June 15, 2018
10:00a to 11:30a

YWCA Opportunity Place
Jennings Community Room
2024 Third Avenue,
Seattle, WA

• ALL project sponsors with existing HUD CoC Program grants that expire in calendar year 2019 are expected to attend this workshop.

• The 2018 CoC Program Local Application will be released via Zoom Grants at the conclusion of the workshop.

• The completed application and all required attachments will be due on Friday, June 29, 2018 for each Program project eligible for renewal in the 2018 CoC Process

• Agencies with multiple CoC program grants must assure that each grant is represented by (an) attendee(s).

We look forward to seeing you on the 15th!!!

Your “McKinney” Team!
FY2018 HUD Continuum of Care Program NOFA
Seattle King County Continuum of Care
Mandatory Meeting

Friday, June 15, 2018
10:00a to 11:30a

YWCA Opportunity Place
Jennings Community Room
2024 Third Avenue,
Seattle, WA

<table>
<thead>
<tr>
<th>Who MUST Attend?</th>
<th>This is a mandatory meeting for representatives from ALL project sponsors with existing HUD CoC Program grants that expire in calendar year 2019. Agencies with multiple McKinney grants must assure that each grant is represented by (an) attendee(s). Please see the attached list of Direct Grantees (direct HUD recipients) and projects that are sub-recipients of King County or the City of Seattle who have eligible renewal grants.</th>
</tr>
</thead>
<tbody>
<tr>
<td>What’s the Purpose of the Meeting?</td>
<td>▪ Understand the 2018 NOFA local application process and deadlines! ▪ Understand CoC priorities and HUD goals/expectations for this NOFA ▪ Learn what we might expect with the 2018 HUD NOFA ▪ Understand your responsibilities for applying for funds through 2018 NOFA</td>
</tr>
</tbody>
</table>

❖ We expect TIGHT TIMELINES and VERY SHORT DEADLINES!! We are still waiting for HUD to release the 2018 NOFA. This workshop is launching Phase 2 of the Seattle King County local process.

❖ Do Not Act on HUD’s NOFA updates. It is very important that you wait for our guidance to ensure that your individual project proposals (renewals) are accurate and correct.

❖ Watch for Seattle King County CoC Program Alerts from your CoC Program (McKinney) Team. We will roll out more information about our process and your role in ensuring a competitive application as HUD makes the information available. Notices will come through email ALERTS!!

Please feel free to contact your McKinney Team (Eileen and Kate) if you have any questions at all. See you on Friday June 15, 2018!!

City of Seattle contact: Eileen Denham
City of Seattle
Phone (206) 684-0915
E-mail: eileen.denham@seattle.gov

King County contact: Kate Speltz
King County
Phone (206) 263-9084
E-mail: kate.speltz@kingcounty.gov
## 2018 Local Process Tentative Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>May 12, 2018</strong></td>
<td>DUE DATE: 2018 Phase I Application – Notice of Intent to Renew Funding</td>
</tr>
<tr>
<td><strong>June 8, 2018</strong></td>
<td>CoC Program 2018 Phase II Application - Distributed</td>
</tr>
<tr>
<td><strong>June 15, 2018</strong></td>
<td>CoC Program 2018 Phase II Application Workshop: MANDATORY</td>
</tr>
<tr>
<td></td>
<td><strong>Friday, June 15, 2018 from 10:00am to 11:30am</strong></td>
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<tr>
<td></td>
<td>YWCA Opportunity Place</td>
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<tr>
<td></td>
<td>Jennings Room</td>
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<tr>
<td></td>
<td>2024 Third Avenue</td>
</tr>
<tr>
<td></td>
<td>Seattle, Washington, 98144</td>
</tr>
<tr>
<td><strong>June 29, 2018</strong></td>
<td>DUE DATE: 2018 CoC Program Phase II Application</td>
</tr>
<tr>
<td></td>
<td><strong>Friday, June 29, 2018 via ZoomGrants</strong></td>
</tr>
<tr>
<td><strong>May 7, 2018 to</strong></td>
<td>CoC staff: review HMIS Data and Phase II information and prepare</td>
</tr>
<tr>
<td><strong>TBD</strong></td>
<td>preliminary renewal rank order</td>
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<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><strong>TBD</strong></td>
<td>2018 Phase III Application Workshop</td>
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<tr>
<td></td>
<td>Mandatory HUD CoC Program NOFA Workshop for All</td>
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<tr>
<td></td>
<td>(Time and Date TBD)</td>
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<tr>
<td><strong>TBD</strong></td>
<td>Training Workshop -Direct Grantees Only Accessing the 2018 NOFA</td>
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<tr>
<td></td>
<td>Application in esnaps and preparing your HUD application</td>
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<tr>
<td></td>
<td>(Time and Place TBD)</td>
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<tr>
<td><strong>TBD</strong></td>
<td>All CoC Application program applications complete and ready for submittal to</td>
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<tr>
<td></td>
<td>esnaps</td>
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<td></td>
<td>· Upload federal forms/current 501c.3 documents, etc</td>
</tr>
<tr>
<td></td>
<td>· Complete and submit pdf of esnaps application (direct grantees only)</td>
</tr>
<tr>
<td><strong>TBD</strong></td>
<td>2018 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><strong>September /</strong></td>
<td>2018 Seattle King County NOFA Application Due to HUD—TBD</td>
</tr>
<tr>
<td><strong>October 2018</strong></td>
<td>?????????????????</td>
</tr>
</tbody>
</table>

*Dates and activities will be determined subject to access to the 2018 HUD NOFA. Please be responsive to all CoC Program Alerts! All notifications or requests will come via email.*
### HUD Direct Grantees

**List of Projects that contract directly with HUD**

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archdiocesan Housing Authority</td>
<td>Rose of Lima House</td>
</tr>
<tr>
<td>Archdiocesan Housing Authority</td>
<td>St. Martin's on Westlake</td>
</tr>
<tr>
<td>Catholic Community Services</td>
<td>Aloha Inn</td>
</tr>
<tr>
<td>Community Psychiatric Clinic</td>
<td>Harbor House - Safe Haven</td>
</tr>
<tr>
<td>DESC</td>
<td>Lyon Building</td>
</tr>
<tr>
<td>Friends of Youth</td>
<td>New Ground Bothell</td>
</tr>
<tr>
<td>Kent Youth and Family Services</td>
<td>Watson Manor</td>
</tr>
<tr>
<td>Multi-Service Center</td>
<td>Homeless Families THP</td>
</tr>
<tr>
<td>Solid Ground Washington</td>
<td>Broadview</td>
</tr>
<tr>
<td>YouthCare</td>
<td>Ravenna House</td>
</tr>
<tr>
<td>YouthCare</td>
<td>Straley House</td>
</tr>
<tr>
<td>YWCA</td>
<td>Anita Vista</td>
</tr>
<tr>
<td>YWCA</td>
<td>Auburn Transitional Housing</td>
</tr>
</tbody>
</table>

### King County Grantees

**List of Projects that Contract for CoC Program funds through King County**

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auburn Youth Resources</td>
<td>Severson House</td>
</tr>
<tr>
<td>VCCC</td>
<td>Valley Cities Landing</td>
</tr>
<tr>
<td>King County</td>
<td>King County SPC - SRA</td>
</tr>
<tr>
<td>King County</td>
<td>King County SPC - TRA</td>
</tr>
<tr>
<td>Consejo</td>
<td>Mi Casa</td>
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<tr>
<td>Lifewire</td>
<td>My Friend's Place TH/RRH</td>
</tr>
<tr>
<td>DESC</td>
<td>King County Rapid Rehousing and Rapid Rehousing Expansion</td>
</tr>
<tr>
<td>DESC</td>
<td>King County Scattered Sites</td>
</tr>
<tr>
<td>YWCA</td>
<td>Family Village Redmond PSH for Families</td>
</tr>
<tr>
<td>King County</td>
<td>REACH Scattered Sites PSH #1 and #2</td>
</tr>
<tr>
<td>Agency Name</td>
<td>Project Name</td>
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<td>-----------------------------</td>
<td>--------------------------------------------------</td>
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<tr>
<td>AHA</td>
<td>Dorothy Day House</td>
</tr>
<tr>
<td>AHA</td>
<td>Noel at Bakhita Gardens</td>
</tr>
<tr>
<td>AHA</td>
<td>Ozanam 2</td>
</tr>
<tr>
<td>AHA</td>
<td>Ozanam House</td>
</tr>
<tr>
<td>AHA</td>
<td>Patrick Place</td>
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<tr>
<td>Compass Housing Alliance</td>
<td>Compass Cascade Women PSH</td>
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<tr>
<td>Compass Housing Alliance</td>
<td>Nyer Urness</td>
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<tr>
<td>Compass Housing Alliance</td>
<td>Ronald Commons</td>
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<tr>
<td>DESC</td>
<td>1811 Eastlake</td>
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<tr>
<td>DESC</td>
<td>Aurora Supportive Housing</td>
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<tr>
<td>DESC</td>
<td>Canaday House</td>
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<tr>
<td>DESC</td>
<td>Cottage Grove Commons</td>
</tr>
<tr>
<td>DESC (First Renewal)</td>
<td>Estelle</td>
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<tr>
<td>DESC</td>
<td>Evans House</td>
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<td>DESC</td>
<td>Interbay Supportive Housing</td>
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<tr>
<td>DESC</td>
<td>Kerner Scott House</td>
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<tr>
<td>DESC</td>
<td>Rainier Supportive Housing</td>
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<tr>
<td>DESC</td>
<td>Scattered Site Leasing</td>
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<tr>
<td>El Centro de la Raza</td>
<td>ECR Transitional Housing</td>
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<tr>
<td>LIHI</td>
<td>Martin Court</td>
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<tr>
<td>Neighborhood House</td>
<td>Working for Housing Stability RRH Project</td>
</tr>
<tr>
<td>New Beginnings</td>
<td>New Beginnings RRH</td>
</tr>
<tr>
<td>PHG</td>
<td>Coming Home</td>
</tr>
<tr>
<td>PHG</td>
<td>Williams Apartments</td>
</tr>
<tr>
<td>PHG</td>
<td>Plymouth on First</td>
</tr>
<tr>
<td>The Salvation Army</td>
<td>Hickman House</td>
</tr>
<tr>
<td>The Salvation Army</td>
<td>William Booth Center</td>
</tr>
<tr>
<td>Seattle / King County</td>
<td>Rapid Rehousing for Young Adults</td>
</tr>
<tr>
<td>Seattle / King County</td>
<td>Seattle Rapid Re-Housing for Families Project</td>
</tr>
<tr>
<td>Solid Ground</td>
<td>Sandpoint Families Supportive Housing</td>
</tr>
<tr>
<td>Transitional Resources</td>
<td>Avalon Place</td>
</tr>
<tr>
<td>Youthcare</td>
<td>Sandpoint Youth Group Homes</td>
</tr>
<tr>
<td>YWCA</td>
<td>YWCA Supportive Housing</td>
</tr>
</tbody>
</table>
The Seattle - King County Continuum of Care
Consolidated CoC Program Application Process for FY 2018

HUD Continuum of Care Program Application Workshop

On-line Training Opportunity

DIRECT HUD Grantees
Wednesday, August 1, 2018
10:00am – 11:00am

AGENDA

Welcome
❖ Updating the Applicant Profile
  – Form 2880 embedded in esnaps
  – Data pre-populates forms in the Project Application
  – Must upload 501c.3. Code of Conduct and Supplemental SF424
❖ Accesssing the FY 2018 Project Application
  ▪ Complete Part 1 -- SF 424
    – Screen a. Application Type - Grant PIN#
    – Screen d. Congressional District-Q 17: grant start/end dates = 2019-2020
  ▪ Complete HUD Forms –embedded in esnaps
    ❖ HUD 50070 – check :“I Agree”
    ❖ Form 2880 – Prepopulated from Applicant Profile: review and check “I agree”
    ❖ SF-LLL - Select Yes/No to reveal additional questions then check “True and Correct”
❖ Magic! The Rest of Your Project Application Appears
  – Everthing is in Read Only Mode
  – Option for “Submission without Changes “
  – Question 3B. Project Description and 3c Housing First
  – Budget Information. No Budget Detail Required --Verify Budget Summary from GIW handout
  – Match: if your project receiced a FY 2017 FMR bump; update match $

VERIFY!!  VERIFY!!  VERIFY!!

PDF of esnaps CoC Program application is due to the CoC:

Thursday, August 9, 2018 by 4pm—Submit to: eileen.denham@seattle.gov
Greetings:

The Seattle King County Continuum of Care’s Domestic Violence (DV) Bonus Letters of Intent (LOI) is now open. The DV Bonus LOI can be found here.

The LOI will close at 12-noon on Monday, August 6, 2018. Late and incomplete submissions will not be accepted.

Attached is an instructional guide to help you access the DV Bonus LOI, create/manage accounts, and submit application(s) in ZoomGrants.

Thank You,

The “McKinney” Team
### DV Bonus Funding

The FY 2018 U.S. Department of Housing and Urban Development (HUD) CoC Program Notice of Funding Availability (NOFA) included $50 million in Bonus Funding for rapid re-housing and services projects that assist households “fleeing or attempting to flee domestic violence, dating violence, sexual assault and stalking”.

The Seattle King County CoC is eligible to apply for one project under each of the following two identified housing types:

- **Rapid Rehousing (PH-RRH):** Intervention that quickly moves DV survivors into permanent stable housing through short to medium term rent assistance and targeted services.
- **Joint Transitional Housing (TH) and PH-RRH:** a type of transitional/crisis housing that emphasizes stabilization through short lengths of stay with rent assistance and permanent housing.

### Who should Attend?

Providers of domestic violence services with experience providing housing and services to the target population.

### What’s the Purpose of the Meeting?

- Understand the 2018 NOFA DV Bonus and the local application process and deadlines!
- Understand the DV Bonus priorities
- Learn about HUD’s goals/expectations for this funding opportunity.
- Understand your responsibilities for applying for funds through DV Bonus and Zoomgrants!
MEMORANDUM OF AGREEMENT

Between

ALL HOME (WA-500: the Seattle-King County Continuum of Care)

and

KING COUNTY DEPARTMENT OF COMMUNITY AND HUMAN SERVICES

This Agreement is between All Home, the Continuum of Care (CoC) lead entity, and the King County Department of Community and Human Services ("County"). The McKinney-Vento Homeless Assistance Act As Amended by S.896 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 created the CoC Program and in 2012, the CoC Program Interim Rule provided details on the regulatory implementation of the CoC Program including the responsibility of the CoC to designate an eligible applicant to manage the Continuum’s HMIS, to be known as the HMIS lead. The purpose of this agreement is to designate the County as the HMIS lead and to articulate the roles of each party to coordinate and guide the ongoing development, operation and maintenance of a King County-wide Homeless Management Information System (HMIS).

The King County HMIS is a shared database and software application that confidentially collects, uses, and shares client-level information related to homelessness in King County. On behalf of the Seattle/King County Continuum of Care, HMIS is administered by the County as the HMIS lead in a software application called Clarity Human Services, a product of Bitfocus, Inc. The County has also contracted with Bitfocus to serve as the System Administrator for the HMIS.

HMIS is designed to capture comprehensive and timely information about services supporting persons and families who are homeless or at risk of homelessness in King County and to measure results and outcomes of those services. Goals of HMIS are to:

- Ensure accurate data about the nature of homeless services and clients in King County;
- Ensure accurate data about the nature and extent of prevention services provided to households at risk of homelessness in King County;
- Assist in facilitating a coordinated system of care for homeless and at risk populations;
- Collect data that fulfills federal, state and local requirements for homeless reporting; and 5) provide client information capacity to facilitate potential collaborative information collection and service development and provision initiatives.

As the HMIS lead, the County is responsible for:

- Assuring that the Seattle/King County CoC remain in compliance with federal regulations including the HEARTH Act of 2009, the HMIS Requirements Proposed Rule of 2011, and the HMIS Data Standards (most recently updated in 2017).
- Developing all the written policies, procedures, and plans for all Covered Homeless Organizations (CHOs) in accordance with the HEARTH Act and HMIS proposed rule to be reviewed and approved by the Continuum of Care (System Performance Committee).
- Executing a HMIS participation agreement with all CHOs, which includes the requirements
of the security plan, privacy policies, and the sanctions for violating the HMIS participation agreement.

- Assuring that the HMIS is administered and operated under high standards of data quality and security including the appropriate collection, maintenance, use, disclosure, transmission, and destruction of data and the maintenance of privacy, security, and confidentiality protections. The County will establish a security plan, disaster recovery plan, and setting data quality benchmarks with review and approval from the Continuum of Care System Performance Committee.
- Submitting reports to HUD as required.
- Oversight of the HMIS vendor and ensuring the software comply with HMIS standards issued by HUD.
- Serving as the applicant to HUD for any HMIS grants.

The Continuum of Care (CoC) System Performance Committee

The Continuum of Care System Performance Committee, staffed by All Home, is designed to support data collection and evaluation efforts for the Seattle/King County Continuum of Care in order to assess and inform progress on ending homelessness. The core objectives include guiding the administration of the 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. The Committee is responsible to inform the administration of the HMIS, including developing the vision for HMIS and approving the HMIS System Administrator annual work plan; reviewing the daily operations and strategic initiatives for HMIS to support consistent participation in HMIS and positive user experience and support; reviewing and approving policies for the HMIS, including privacy mechanisms, security plan, data quality plan, and the MOU and data sharing agreements; and on a quarterly basis, reviewing the outcomes of any submitted requests to share client-level data made to King County during that time period. The Agreement for the Continuum of Care System Performance Committee can be referenced in Appendix 1.

Note: This committee as proposed is subject to change as appropriate to meet requirements of the Continuum of Care structure and governance.

This Agreement may be amended in writing by all Parties. Notices of amendments shall be mailed or delivered to the System Performance Committee members as the HMIS governing body or to their successors at such addresses as may be from time to time provided by the Parties.
This Agreement shall be from January 1, 2018 through December 31, 2018. The Agreement shall renew automatically each year thereafter unless either of the Parties sends written notice of nonrenewal to the other Party no less than thirty days prior to the January 1st renewal date. Any Party may terminate this Agreement at a date prior to the renewal date specified in this Agreement, by giving 30 days written notice to the other parties.

**SIGNATURES**

**All Home**

Kira Zylstra, Acting Director of All Home Seattle/King County Continuum of Care Lead

Date: 9/10/18

**King County**

Adrienne Quinn, Director of the Department of Community and Human Services

Date: 9-10-18
Appendix 1

CoC System Performance Committee Agreement

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. The role of the committee is to support regional evaluation efforts and related methodological activities. The committee supports the policy development work of other committees and measures the impact of implemented policies.

Core objectives include:
1) Guiding 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) Use data to measure the performance of the homeless system to identify successes and opportunities for improvements for people experiencing homelessness.

The CoC System Performance Committee is responsible to:
Inform administration of the HMIS:
• Develop the vision for HMIS and approving the HMIS System Administrator annual work plan;
• Review the daily operations and strategic initiatives for HMIS to support consistent participation in HMIS and positive user experience and support;
• Review and approve policies for our local HMIS, including privacy mechanisms, security plan, data quality plan, and the MOU and data sharing agreements;
• Quarterly, review the outcomes of any submitted requests to share client-level data made to King County over the past three months.

Inform accurate measurement and improvements of CoC system performance:
The committee will:
• Utilize data from a variety of sources and partners (HMIS, Point in Time, community indicators, other) necessary to assess, inform, and communicate progress on the All Home Strategic Plan (to the Coordinating Board, other system committees and the broader community);
• Inform the use and development of methods for evaluating system gaps and analysis of homelessness needs and services;
• Inform the analysis and measurement of racial disproportionality in the homeless system;
• Inform policies and practices for local reporting on the HEARTH performance measures including system-wide dashboards, performance by population and program type, and program-level performance on the HEARTH measures;
• Recommend performance targets consistent with the Plan and system vision for each program type and subpopulation;
- Regularly monitor system-level performance and initiate targeted analysis, as needed, to identify areas of success and potential best practices or address poor performance in the areas of system performance, racial disproportionality, performance by population and program type (i.e. performance sprints). Thresholds to initiate performance sprints may include:
  - A sudden and significant increase or decrease in performance
  - When a declining performance trend is observed and may indicate worsening performance
  - When performance remains under target and no notable change has been observed over a number of quarters
  - When any racial disparities are identified in system and/or intervention-level outcomes;
- On a quarterly basis (typically one month after reviewing updated performance data), elevate high-level information and messages regarding system performance to the Coordinating Board (to include recommendations or next steps to improve system performance and/or increase support and technical assistance for COC membership as needed);
- Ensure the timely submission of key 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) (incorporated into the committee’s work plan);
- Contribute to the analysis of system and programmatic data, impacts of policy and system design, and evaluation and methodological strategies related to new or developing policies of other All Home committees and workgroups.

Committee members will:
- Support performance sprints on a rotating basis by leading and participating in time-limited workgroups and identifying other representatives to participate, or solicit input from partners and other stakeholders to inform committee discussions;
- Provide updates on data and research related to system level initiatives and strategies occurring in their respective organizations or partner organizations;
- Serve as Committee ambassadors to other regional meetings and stakeholder groups to inform the broader community about the performance of the overall homeless system;
- On a rotating basis, present to the Coordinating Board and other committees as needed.

Decisions and authority held with the System Performance Committee:
- Review and approve policies for our local HMIS, including privacy mechanisms, security plan, data quality plan, and the MOU and data sharing agreements
- Review the outcomes of any submitted requests to share client-level data made to King County over the past three months
- Approve methodology for system performance measures, Continuum of Care rank order processes, and other analyses of overall system performance
- Initiate 'performance sprints' for deeper analysis into specific areas of system performance in order to identify areas of success, address poor performance, or a potential strategy shift needed (thresholds listed above)

When there is a call for a vote, there needs to be a two-thirds majority, but anyone can call for full consensus if the issue is critical. Consensus will be considered if all voting members agree or can live with the decision. Members must be present to vote. If consensus is required missing members will have 2 business days to cast their vote.

Decisions and authority held with the Coordinating Board:

- A committee decision or action has system-level impacts on people receiving services (CB vote needed)
- A committee decision or action has system-level impacts on the distribution of resources (CB action and direction needed)
- Providing guidance or developing a plan of action based on active reviews of system and input provided by the System Performance Committee (CB action and direction 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
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 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><strong>Night by Night:</strong> All Universal Data Elements entered at or before 30 calendar days after last service date. Exit date backdated to last service <strong>Entry/Exit:</strong> 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>
</tbody>
</table>
### Permanent Supportive Housing

<table>
<thead>
<tr>
<th>Data Elements entered within two business days of intake</th>
<th>Data Elements entered within two business days of exit</th>
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### HPRP

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<th>Data Elements entered within two business days of intake</th>
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### Service only

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<tr>
<th>Data Elements entered within two business days of intake</th>
<th>Data Elements entered within two business days of intake</th>
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### Outreach

<table>
<thead>
<tr>
<th>Data Elements entered within two business days of intake</th>
<th>Data Elements entered at or before 30 calendar days after last service date. Exit date backdated to last service</th>
</tr>
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</table>

| Data Elements entered within two business days of intake | Data Elements entered at or before 30 calendar days after last service date. Exit date backdated to last service |

### Day Centers

<table>
<thead>
<tr>
<th>Data Elements entered within two business days of intake</th>
<th>Data Elements entered at or before 30 calendar days after last service date. Exit date backdated to last service</th>
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</table>

### Data Completeness

The purpose of data completeness requirements are to ensure that our community has the ability to produce accurate unduplicated counts of people served and to fully understand the demographic characteristics and service patterns of clients accessing homeless and preventions services.

**Standard: All data entered into HMIS is complete**

All Clients Served: 100% of clients in HMIS-participating programs have a record entered in HMIS.

*Universal Data Elements*: All programs have 95% complete data for the Universal Data Elements.* Complete data does not include missing, ‘Don’t know’ or ‘Refused’ answers. For anonymized clients the following data elements will be exempted from the 95% completeness standard: (1) Social Security Number; (2) first name; (3) last name; (4) date of birth. For large-scale night-by-night shelters, lower targets for data completeness will be considered based on past performance. For households that do not complete

*Program Specific Data Elements*: All programs have 95% complete data for the Universal Data Elements. Complete data does not include missing, ‘Don’t know’ or ‘Refused’
answers. For large-scale night-by-night shelters, lower targets for data completeness will be considered based on past performance.

**Bed Utilization Rate**: Bed Utilization in HMIS accurately reflects the number of people being served on a given night. The general standard for bed utilization is between 50% and 105%.

* 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>
<th>Date Updated</th>
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<tbody>
<tr>
<td>Agency Desk Sign</td>
<td>v1.1</td>
<td>1April2016</td>
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<tr>
<td>Client Consent for Data Collection and Release of Information (ROI)</td>
<td>v1.3</td>
<td>30Mar2016</td>
</tr>
<tr>
<td>Client Grievance Form</td>
<td>v1.1</td>
<td>11July2016</td>
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<tr>
<td>Client Information Sheet</td>
<td>v1.4</td>
<td>8Apr2016</td>
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<tr>
<td>Client Revocation of Consent Form</td>
<td>v1.1</td>
<td>31Mar2016</td>
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<tr>
<td>Continuous Data Quality Improvement Process</td>
<td>v1.2</td>
<td>31Jan2017</td>
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<tr>
<td>HMIS Governance Charter</td>
<td>v1.1</td>
<td>7Sep2016</td>
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<tr>
<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>
<td>v1.2</td>
<td>7Apr2017</td>
</tr>
<tr>
<td>Partner Agency Technical Administrator and Security Officer Agreement</td>
<td>v1.1</td>
<td>31Oct2016</td>
</tr>
<tr>
<td>Standard Operating Procedures (SOPs)</td>
<td>v1.1</td>
<td>2Jun2017</td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- HMIS Client Grievance Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- HMIS Privacy Statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- HMIS Security Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- HMIS Semi-Annual Compliance Certification Checklist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training and User Support Plan</td>
<td>v1.1</td>
<td>10Feb2017</td>
</tr>
</tbody>
</table>
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.
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 understand and agree to comply with all the statements listed above:

User Policy & Code of Ethics_v3 Revised 02/2014 Page 2 of 2
This form may not be amended except by approval of the Washington State Department of Commerce
Approved as to form by Sandra Adix, Assistant Attorney General, 2/3/14
## Total Population PIT Count Data

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count</td>
<td>10730</td>
<td>11643</td>
<td>12112</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>3200</td>
<td>3,491</td>
<td>3,585</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>42</td>
<td>43</td>
<td>41</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>2983</td>
<td>2,624</td>
<td>2,166</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>6225</td>
<td>6158</td>
<td>5792</td>
</tr>
<tr>
<td>Total Unsheltered Count</td>
<td>4505</td>
<td>5485</td>
<td>6320</td>
</tr>
</tbody>
</table>

## Chronically Homeless PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of Chronically Homeless Persons</td>
<td>814</td>
<td>2773</td>
<td>3552</td>
</tr>
<tr>
<td>Sheltered Count of Chronically Homeless Persons</td>
<td>456</td>
<td>986</td>
<td>1,038</td>
</tr>
<tr>
<td>Unsheltered Count of Chronically Homeless Persons</td>
<td>358</td>
<td>1,787</td>
<td>2,514</td>
</tr>
</tbody>
</table>
## Homeless Households with Children PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children</td>
<td>932</td>
<td>905</td>
<td>782</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Households with Children</td>
<td>904</td>
<td>883</td>
<td>757</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Households with Children</td>
<td>28</td>
<td>22</td>
<td>25</td>
</tr>
</tbody>
</table>

## Homeless Veteran PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Veterans</td>
<td>587</td>
<td>656</td>
<td>1329</td>
<td>921</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Veterans</td>
<td>546</td>
<td>536</td>
<td>636</td>
<td>392</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Veterans</td>
<td>41</td>
<td>120</td>
<td>693</td>
<td>529</td>
</tr>
</tbody>
</table>
# HMIS Bed Coverage Rate

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2018 HIC</th>
<th>Total Beds in 2018 HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ES) Beds</td>
<td>3842</td>
<td>223</td>
<td>3018</td>
<td>83.39%</td>
</tr>
<tr>
<td>Safe Haven (SH) Beds</td>
<td>50</td>
<td>0</td>
<td>50</td>
<td>100.00%</td>
</tr>
<tr>
<td>Transitional Housing (TH) Beds</td>
<td>2578</td>
<td>446</td>
<td>1618</td>
<td>75.89%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) Beds</td>
<td>1068</td>
<td>40</td>
<td>1028</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) Beds</td>
<td>5767</td>
<td>0</td>
<td>4746</td>
<td>82.30%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) Beds</td>
<td>1794</td>
<td>58</td>
<td>1672</td>
<td>96.31%</td>
</tr>
<tr>
<td><strong>Total Beds</strong></td>
<td><strong>15,099</strong></td>
<td><strong>767</strong></td>
<td><strong>12132</strong></td>
<td><strong>84.65%</strong></td>
</tr>
</tbody>
</table>
PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

<table>
<thead>
<tr>
<th></th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC</td>
<td>1896</td>
<td>2413</td>
<td>2444</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH units available to serve families on the HIC</td>
<td>631</td>
<td>156</td>
<td>188</td>
</tr>
</tbody>
</table>

Rapid Rehousing Beds Dedicated to All Persons

<table>
<thead>
<tr>
<th></th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH beds available to serve all populations on the HIC</td>
<td>2291</td>
<td>781</td>
<td>1068</td>
</tr>
</tbody>
</table>
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 FY2017 data for each measure and associated metrics.

RESUBMITTING FY2017 DATA: If you provided revised FY2017 data, the original FY2017 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.
2018 HDX Competition Report
FY2017 - 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>1.1 Persons in ES and SH</td>
<td>13752</td>
<td>14412</td>
<td>79</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>16493</td>
<td>16834</td>
<td>144</td>
</tr>
</tbody>
</table>

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added 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.

The construction of this measure changed, per HUD’s specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

<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>1.1 Persons in ES, SH, and PH (prior to “housing move in”)</td>
<td>14142</td>
<td>14782</td>
<td>185</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, TH, and PH (prior to “housing move in”)</td>
<td>17123</td>
<td>17565</td>
<td>249</td>
</tr>
</tbody>
</table>
**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.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

<table>
<thead>
<tr>
<th>Exit was from SO</th>
<th>Total # of Persons who Exit was from SO</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>Revised FY 2016</td>
<td>77</td>
<td>4</td>
<td>3</td>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td>FY 2017</td>
<td></td>
<td>5%</td>
<td>4%</td>
<td>9%</td>
<td>18%</td>
</tr>
<tr>
<td>Exit was from ES</td>
<td>1389</td>
<td>177</td>
<td>77</td>
<td>86</td>
<td>340</td>
</tr>
<tr>
<td>Revised FY 2016</td>
<td></td>
<td>13%</td>
<td>6%</td>
<td>6%</td>
<td>24%</td>
</tr>
<tr>
<td>FY 2017</td>
<td></td>
<td></td>
<td>3%</td>
<td>3%</td>
<td>8%</td>
</tr>
<tr>
<td>Exit was from TH</td>
<td>1384</td>
<td>39</td>
<td>28</td>
<td>48</td>
<td>115</td>
</tr>
<tr>
<td>Revised FY 2016</td>
<td></td>
<td>3%</td>
<td>2%</td>
<td>3%</td>
<td>8%</td>
</tr>
<tr>
<td>FY 2017</td>
<td></td>
<td></td>
<td>2%</td>
<td>8%</td>
<td>17%</td>
</tr>
<tr>
<td>Exit was from SH</td>
<td>12</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Revised FY 2016</td>
<td></td>
<td>17%</td>
<td>0%</td>
<td>0%</td>
<td>17%</td>
</tr>
<tr>
<td>FY 2017</td>
<td></td>
<td></td>
<td>0%</td>
<td>0%</td>
<td>17%</td>
</tr>
<tr>
<td>Exit was from PH</td>
<td>2029</td>
<td>63</td>
<td>50</td>
<td>83</td>
<td>196</td>
</tr>
<tr>
<td>Revised FY 2016</td>
<td></td>
<td>3%</td>
<td>2%</td>
<td>4%</td>
<td>10%</td>
</tr>
<tr>
<td>FY 2017</td>
<td></td>
<td></td>
<td>2%</td>
<td>4%</td>
<td>10%</td>
</tr>
<tr>
<td>TOTAL Returns to Homelessness</td>
<td>4891</td>
<td>285</td>
<td>6%</td>
<td>158</td>
<td>3%</td>
</tr>
</tbody>
</table>

**Measure 3: Number of Homeless Persons**

Metric 3.1 – Change in PIT Counts
This measures the change in PIT counts of sheltered and unsheltered homeless persons as reported on the PIT (not from HMIS).

<table>
<thead>
<tr>
<th>Universe: Total PIT Count of sheltered and unsheltered persons</th>
<th>January 2016 PIT Count</th>
<th>January 2017 PIT Count</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter Total</td>
<td>3200</td>
<td>3491</td>
<td>291</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>42</td>
<td>43</td>
<td>1</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>2983</td>
<td>2624</td>
<td>-359</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>6225</td>
<td>6158</td>
<td>-67</td>
</tr>
<tr>
<td>Unsheltered Count</td>
<td>4505</td>
<td>5485</td>
<td>980</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>Universe: Unduplicated Total sheltered homeless persons</th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter Total</td>
<td>13833</td>
<td>14524</td>
<td>519</td>
<td>691</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>59</td>
<td>54</td>
<td>-5</td>
<td></td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>3353</td>
<td>3368</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>
2018 HDX Competition Report

FY2017 - 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 FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults</td>
<td>1507</td>
<td>1695</td>
<td>188</td>
<td></td>
</tr>
<tr>
<td>with increased earned income</td>
<td>36</td>
<td>46</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults</td>
<td>2%</td>
<td>3%</td>
<td>1%</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 FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults</td>
<td>1507</td>
<td>1695</td>
<td>188</td>
<td></td>
</tr>
<tr>
<td>with increased non-employment</td>
<td>231</td>
<td>401</td>
<td>170</td>
<td></td>
</tr>
<tr>
<td>cash income</td>
<td>15%</td>
<td>24%</td>
<td>9%</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 FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults</td>
<td>1507</td>
<td>1695</td>
<td>188</td>
<td></td>
</tr>
<tr>
<td>with increased total income</td>
<td>258</td>
<td>432</td>
<td>174</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults</td>
<td>17%</td>
<td>25%</td>
<td>8%</td>
<td></td>
</tr>
</tbody>
</table>
## 2018 HDX Competition Report

### FY2017 - Performance Measurement Module (Sys PM)

**Metric 4.4 – Change in earned income for adult system leavers**

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>1128</td>
<td>1121</td>
<td></td>
<td>-7</td>
</tr>
<tr>
<td>Number of adults who exited with increased earned income</td>
<td>169</td>
<td>159</td>
<td></td>
<td>-10</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>15%</td>
<td>14%</td>
<td></td>
<td>-1%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>1128</td>
<td>1121</td>
<td></td>
<td>-7</td>
</tr>
<tr>
<td>Number of adults who exited with increased non-employment cash income</td>
<td>230</td>
<td>212</td>
<td></td>
<td>-18</td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>20%</td>
<td>19%</td>
<td></td>
<td>-1%</td>
</tr>
</tbody>
</table>

**Metric 4.6 – Change in total income for adult system leavers**

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>1128</td>
<td>1121</td>
<td></td>
<td>-7</td>
</tr>
<tr>
<td>Number of adults who exited with increased total income</td>
<td>375</td>
<td>352</td>
<td></td>
<td>-23</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>33%</td>
<td>31%</td>
<td></td>
<td>-2%</td>
</tr>
</tbody>
</table>
Measure 5: Number of persons who become homeless for the 1st time

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH or TH during the reporting period.</td>
<td>13029</td>
<td>13847</td>
<td>818</td>
<td></td>
</tr>
<tr>
<td>Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.</td>
<td>3910</td>
<td>4506</td>
<td>596</td>
<td></td>
</tr>
<tr>
<td>Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)</td>
<td>9119</td>
<td>9341</td>
<td>222</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</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>16043</td>
<td>17018</td>
<td>975</td>
<td></td>
</tr>
<tr>
<td>Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.</td>
<td>4650</td>
<td>5121</td>
<td>471</td>
<td></td>
</tr>
<tr>
<td>Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)</td>
<td>11393</td>
<td>11897</td>
<td>504</td>
<td></td>
</tr>
</tbody>
</table>
Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD’s Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) 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

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons who exit Street Outreach</td>
<td>1099</td>
<td>951</td>
<td>-148</td>
<td></td>
</tr>
<tr>
<td>Of persons above, those who exited to temporary &amp; some institutional destinations</td>
<td>178</td>
<td>154</td>
<td>-24</td>
<td></td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>119</td>
<td>145</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>% Successful exits</td>
<td>27%</td>
<td>31%</td>
<td>4%</td>
<td></td>
</tr>
</tbody>
</table>
### Metric 7b.2 – Change in exit to or retention of permanent housing

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>Revised FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Universe: Persons in all PH projects except PH-RRH</strong></td>
<td>6502</td>
<td>6714</td>
<td></td>
<td>212</td>
</tr>
<tr>
<td><strong>Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations</strong></td>
<td>6120</td>
<td>6387</td>
<td></td>
<td>267</td>
</tr>
<tr>
<td><strong>% Successful exits/retention</strong></td>
<td>94%</td>
<td>95%</td>
<td></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.
## 2018 HDX Competition Report
### FY2017 - 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>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of non-DV Beds on HIC</td>
<td>2608</td>
<td>3417</td>
<td>4687</td>
<td>76</td>
</tr>
<tr>
<td></td>
<td>2702</td>
<td>3134</td>
<td>6095</td>
<td>1319</td>
</tr>
<tr>
<td></td>
<td>2957</td>
<td>2912</td>
<td>6201</td>
<td>2287</td>
</tr>
<tr>
<td></td>
<td>3312</td>
<td>2459</td>
<td>7497</td>
<td>769</td>
</tr>
<tr>
<td>2. Number of HMIS Beds</td>
<td>2081</td>
<td>2653</td>
<td>3787</td>
<td>76</td>
</tr>
<tr>
<td></td>
<td>2123</td>
<td>2515</td>
<td>5132</td>
<td>1319</td>
</tr>
<tr>
<td></td>
<td>2285</td>
<td>2372</td>
<td>5134</td>
<td>2217</td>
</tr>
<tr>
<td></td>
<td>2637</td>
<td>1837</td>
<td>6396</td>
<td>769</td>
</tr>
<tr>
<td>3. HMIS Participation Rate from HIC (%)</td>
<td>79.79</td>
<td>77.27</td>
<td>80.80</td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td>78.57</td>
<td>77.64</td>
<td>84.20</td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td>77.27</td>
<td>80.25</td>
<td>82.79</td>
<td>96.94</td>
</tr>
<tr>
<td></td>
<td>79.62</td>
<td>81.46</td>
<td>85.31</td>
<td>100.00</td>
</tr>
<tr>
<td>4. Unduplicated Persons Served (HMIS)</td>
<td>10243</td>
<td>3937</td>
<td>6410</td>
<td>3394</td>
</tr>
<tr>
<td></td>
<td>13261</td>
<td>4553</td>
<td>6580</td>
<td>4854</td>
</tr>
<tr>
<td></td>
<td>13970</td>
<td>3369</td>
<td>6787</td>
<td>5554</td>
</tr>
<tr>
<td></td>
<td>14625</td>
<td>3121</td>
<td>7013</td>
<td>5267</td>
</tr>
<tr>
<td>5. Total Leavers (HMIS)</td>
<td>8029</td>
<td>1903</td>
<td>921</td>
<td>866</td>
</tr>
<tr>
<td></td>
<td>10832</td>
<td>2245</td>
<td>1105</td>
<td>1897</td>
</tr>
<tr>
<td></td>
<td>11133</td>
<td>1718</td>
<td>1088</td>
<td>2135</td>
</tr>
<tr>
<td></td>
<td>10712</td>
<td>1610</td>
<td>866</td>
<td>3537</td>
</tr>
<tr>
<td>6. Destination of Don't Know, Refused, or Missing (HMIS)</td>
<td>3290</td>
<td>283</td>
<td>161</td>
<td>134</td>
</tr>
<tr>
<td></td>
<td>6078</td>
<td>194</td>
<td>151</td>
<td>154</td>
</tr>
<tr>
<td></td>
<td>6645</td>
<td>157</td>
<td>142</td>
<td>251</td>
</tr>
<tr>
<td></td>
<td>5683</td>
<td>177</td>
<td>74</td>
<td>230</td>
</tr>
<tr>
<td>7. Destination Error Rate (%)</td>
<td>40.98</td>
<td>14.87</td>
<td>17.48</td>
<td>7.06</td>
</tr>
<tr>
<td></td>
<td>56.11</td>
<td>8.64</td>
<td>13.67</td>
<td>7.21</td>
</tr>
<tr>
<td></td>
<td>59.69</td>
<td>9.14</td>
<td>13.05</td>
<td>7.10</td>
</tr>
<tr>
<td></td>
<td>53.05</td>
<td>10.99</td>
<td>8.55</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>14.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
</tr>
</tbody>
</table>

8/22/2018 1:01:52 PM
2018 HDX Competition Report
Submission and Count Dates for WA-500 - Seattle/King County CoC

Date of PIT Count

| Date CoC Conducted 2018 PIT Count | 1/25/2018 |

Report Submission Date in HDX

<table>
<thead>
<tr>
<th>Submitted On</th>
<th>Met Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 PIT Count Submittal Date</td>
<td>4/30/2018</td>
</tr>
<tr>
<td>2018 HIC Count Submittal Date</td>
<td>4/30/2018</td>
</tr>
<tr>
<td>2017 System PM Submittal Date</td>
<td>5/31/2018</td>
</tr>
</tbody>
</table>
3B – 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

All Populations  Single Adults/Veterans  Families  Youth/Young Adults

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>A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:</td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<tr>
<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>
<td></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>A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:</td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<tr>
<td>Third Priority</td>
<td>Chronically Homeless Individuals and Families with the Most Severe Service Needs</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<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 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</td>
</tr>
<tr>
<td></td>
<td>ii. The CoC or CoC program recipient has identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Priority</th>
<th>All Other Chronically Homeless Individuals and Families</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 on at least four separate occasions in the last 3 years, where the cumulative total length the four occasions is less than 12 months; and</td>
</tr>
<tr>
<td></td>
<td>ii. The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.</td>
</tr>
</tbody>
</table>

Notes:
- Recipients of CoC Program-funded PSH should follow the order of priority above while also considering the goals and any identified target populations served by the project.
- Where a recipient of CoC Program-funded PSH beds that are dedicated or prioritized is not able to identify chronically homeless individuals and families, the order of priority below, for Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing Chronic Homelessness, may be followed.
- Recipients of CoC Program-funded PSH must exercise due diligence when conducting outreach and assessment to ensure that persons are served in the order of priority. Some persons, particularly those living on the streets or in places not meant for human habitation, might require significant engagement and contacts prior to their entering housing and recipients are not required to keep units remain vacant where there are persons who meet a higher priority within the CoC and who have not yet accepted the PSH opportunities offered to them. Street outreach providers should continue to make attempts to engage those persons and the CoC and CoC Program-funded PSH providers are encouraged to follow a Housing First approach to the maximum extent practicable.
- For eligibility in dedicated or prioritized PSH serving chronically homeless households, the individual or head of household must meet all of the applicable criteria to be considered chronically homeless.
Order of Priority in Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing Chronic Homelessness

Recipients of non-dedicated and non-prioritized PSH to offer housing to chronically homeless individuals and families first, but minimally would be required to place otherwise eligible households in an order that prioritizes, in a nondiscriminatory manner, those who would benefit the most from this type of housing, beginning with those most at risk of becoming chronically homeless. For eligibility in non-dedicated and nonprioritized PSH serving non-chronically homeless households, any household member with a disability may qualify the family for PSH.

<table>
<thead>
<tr>
<th>First Priority</th>
<th>Homeless Individuals and Families with a Disability with the Most Severe Service Needs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Priority</th>
<th>Homeless Individuals and Families with a Disability with a Long Period of Continuous or Episodic Homelessness.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Priority</th>
<th>Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Priority</th>
<th>Homeless Individuals and Families with a Disability Coming from Transitional Housing</th>
</tr>
</thead>
</table>
|                | 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 1.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]
3B – 5 Racial Disparity

✓ Screenshot of All Home Coordinating Board Dashboard x Race
✓ Screenshot of Rapid Re-Housing Dashboard x Race

✓ Screenshot of Coordinated Entry Dashboard of (2018 Q1) Referrals x Race
✓ Select slides from presentation made to CoC Coordinating Board at their 5/2/2018 meeting.

Community raised questions about disparate impacts of existing prioritization processes. November 2017, the CoC undertook focused review of assessment scores disaggregated by race. Analysis confirmed apparent disparate impacts. The Single Adult workgroup and Coordinated Entry Policy Advisory Committee reviewed analysis, and recommended elevation to Coordinating Board. Presentation was made to Coordinating board on 5/2/2018 (first four slides provided), which included proposed framework to disaggregate system flow analysis by race (final slide provided) going forward. With the aim of achieving equitable access to housing, the CoC continues to discuss broadly and work with impacted communities, is monitoring system flow, and reexamining prioritization factors and their impacts.

NOTE: CoC developed custom outcomes analysis tool in HMIS which enables agencies and funders to look at program outcomes disaggregated by race.
This dashboard is used by our Coordinating Board and the broader community to monitor exits to permanent housing, average length of stay in homeless housing programs, and the rate of returns to homelessness.

**Coordinating Board Dashboard**

**Heads of Household by Race**

4/1/2017 to 3/31/2018

**Percent of Households Exiting to Permanent Housing**

- **RARE**
  - American Indian or Alaska Native: 25%
  - Asian: 22%
  - Black or African American: 36%
  - Hispanic/Latino: 24%
  - Native Hawaiian/Pacific Islander: 30%
  - Other: 17%
  - Unknown: 22%
  - White: 22%

**Days Spent in Emergency Shelter and Transitional Housing**

- American Indian or Alaska Native: 120
- Asian: 169
- Black or African American: 186
- Hispanic/Latino: 152
- Native Hawaiian/Pacific Islander: 166
- Other: 62
- Unknown: 162
- White: 152

**Percent Returning after Exiting to Permanent Housing**

- **ONE TIME**
  - American Indian or Alaska Native: 10.6%
  - Asian: 11.8%
  - Black or African American: 8.9%
  - Hispanic/Latino: 9.3%
  - Native Hawaiian/Pacific Islander: 5.5%
  - Other: 9.3%
  - Unknown: 6.7%
  - White: 10.6%

**Return Window**

- 6 month
- 12 month
- 24 month

**SOURCE:** [http://allhomekc.org/quarterly-data/](http://allhomekc.org/quarterly-data/)
On average, how long did households in a Rapid Re-Housing program spend searching for housing before moving in?

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian</td>
<td>79</td>
</tr>
<tr>
<td>Asian</td>
<td>108</td>
</tr>
<tr>
<td>Black/African American</td>
<td>64</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>89</td>
</tr>
<tr>
<td>Multi-Racial</td>
<td>95</td>
</tr>
<tr>
<td>Native Hawaiian or Other</td>
<td>160</td>
</tr>
<tr>
<td>White</td>
<td>98</td>
</tr>
</tbody>
</table>

On average, how long did households receive assistance after moving into housing?

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian</td>
<td>99</td>
</tr>
<tr>
<td>Asian</td>
<td>50</td>
</tr>
<tr>
<td>Black/African American</td>
<td>172</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>207</td>
</tr>
<tr>
<td>Multi-Racial</td>
<td>166</td>
</tr>
<tr>
<td>Native Hawaiian or Other</td>
<td>173</td>
</tr>
<tr>
<td>White</td>
<td>130</td>
</tr>
</tbody>
</table>

What percent of households who left a Rapid Re-Housing program gained permanent housing?

- Black/African American: 67%
- Asian: 69%
- Hispanic/Latino: 73%
- Multi-Racial: 66%
- Native Hawaiian or Other: 66%
- White: 67%

What percent of households returned to homelessness within 6 months?

- Black/African American: 25% (6.3%)
- Asian: 16% (4.3%)
- Hispanic/Latino: 10% (2.5%)
- Multi-Racial: 6% (1.5%)
- Native Hawaiian or Other: 4% (1.1%)
- White: 2.5%

SOURCE: [http://allhomekc.org/rapid-re-housing/](http://allhomekc.org/rapid-re-housing/)
Demographics of those referred to housing in Q1 2018

Race

- American Indian or Alaska Native
  - Families: 24%
  - Single Adults: 9%
  - Young Adults: 5%
- Black or African American
  - Families: 1%
  - Single Adults: 4%
  - Young Adults: 5%
- Hispanic/Latino
  - Families: 3%
  - Single Adults: 5%
  - Young Adults: 26%
- Multi-Racial
  - Families: 1%
  - Single Adults: 30%
  - Young Adults: 4%
- Native Hawaiian or Other Pacific Islander
  - Families: 6%
  - Single Adults: 12%
  - Young Adults: 37%
- Unknown
  - Families: 3%
  - Single Adults: 10%
  - Young Adults: 12%
- White
  - Families: 28%
  - Single Adults: 12%
  - Young Adults: 28%

Coordinating Board Agenda  
**May 2, 2018  2:00-4:00 pm**  
All Home  
201 S. Jackson, Seattle, WA 98121  
8th Floor Conference Room

The All Home Strategic Plan commits to reducing racial disparities of those experiencing homelessness. Nearly two thirds of people experiencing homelessness are people and families of color. Institutional and systematic racism contributes to the oppression of people of color, creating inequity, poverty and in some cases, homelessness. Success in reducing racial disparities and creating effective systems both for a dignified emergency response and housing, will require bold action and shared accountability. This commitment will include the proactive reinforcement of policies, practices, attitudes and actions to produce equitable power, access, opportunities, treatment, impacts and outcomes for all.

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00</td>
<td>Welcome &amp; Public Comment</td>
<td>Gordon</td>
</tr>
<tr>
<td>2:10</td>
<td>Introductions</td>
<td>Gordon</td>
</tr>
<tr>
<td>2:15</td>
<td>The Center for Social Innovation's SPARC Study Findings</td>
<td>Sara</td>
</tr>
<tr>
<td></td>
<td>- Having read the SPARC study, what is the one finding or conclusion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>you think is most relevant to King County?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- How would you use the findings of this study to apply a racial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>equity overlay to the Strategic Plan Goal area you are</td>
<td></td>
</tr>
<tr>
<td></td>
<td>responsible for?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- What next steps are needed/what support do you need to carry this</td>
<td></td>
</tr>
<tr>
<td></td>
<td>work out?</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Result</strong>: Board shares responses to homework questions on SPARC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>report and identifies opportunity for action on racial equity.</td>
<td></td>
</tr>
<tr>
<td>2:40</td>
<td>Coordinated Entry for All Continuous Improvement</td>
<td>Gordon</td>
</tr>
<tr>
<td></td>
<td>- Dynamic Prioritization</td>
<td>CEA Staff</td>
</tr>
<tr>
<td></td>
<td>- Explicit Racial Equity Policies</td>
<td>CEA Policy Advisory Committee Members</td>
</tr>
<tr>
<td></td>
<td><strong>Result</strong>: Board provides guidance and direction on latest efforts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>related to CEA improvements to the CEA Policy Advisory Committee.</td>
<td></td>
</tr>
<tr>
<td>3:15</td>
<td>Revised Data Dashboard Framework</td>
<td>Sara</td>
</tr>
<tr>
<td></td>
<td><strong>Result</strong>: Board reviews updated dashboard framework and provides</td>
<td></td>
</tr>
<tr>
<td></td>
<td>input on final methodology.</td>
<td>System Performance Committee Members</td>
</tr>
<tr>
<td>3:40</td>
<td>Director's Report</td>
<td>Kira</td>
</tr>
<tr>
<td></td>
<td>- Update on Count Us In Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Annual Conference</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Youth Homelessness Demonstration Program</td>
<td></td>
</tr>
<tr>
<td>3:50</td>
<td>Board and Staff Updates</td>
<td>Sara</td>
</tr>
<tr>
<td></td>
<td>- Review of April Governance Discussions</td>
<td>One Table Participants</td>
</tr>
<tr>
<td></td>
<td>- One Table</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Open floor: Updates or questions from Board members</td>
<td></td>
</tr>
<tr>
<td>4:00</td>
<td>Adjourn</td>
<td>Gordon</td>
</tr>
</tbody>
</table>

**Next meeting**: June 6th 2pm-4pm, United Way of King County - Gates Conference Room

**Materials**: [http://allhomekc.org/committees/coordinating-board/#fndtn-materials](http://allhomekc.org/committees/coordinating-board/#fndtn-materials)
Racial Impact of our Current System

With each higher vulnerability band, the percent of White single adults increases and the percent of Black or African American single adults decreases.

<table>
<thead>
<tr>
<th>Race</th>
<th>Band 1</th>
<th>Band 2</th>
<th>Band 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaskan Native</td>
<td>4% (n=22)</td>
<td>3% (n=87)</td>
<td>5% (n=157)</td>
</tr>
<tr>
<td>Asian</td>
<td>3% (n=15)</td>
<td>2% (n=64)</td>
<td>2% (n=52)</td>
</tr>
<tr>
<td>Black or African American</td>
<td>40% (n=207)</td>
<td>35% (n=941)</td>
<td>26% (n=882)</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>9% (n=47)</td>
<td>7% (n=201)</td>
<td>8% (n=262)</td>
</tr>
<tr>
<td>Multiple races</td>
<td>5% (n=27)</td>
<td>5% (n=130)</td>
<td>6% (n=214)</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>1% (n=5)</td>
<td>2% (n=44)</td>
<td>1% (n=51)</td>
</tr>
<tr>
<td>Unknown</td>
<td>2% (n=13)</td>
<td>2% (n=47)</td>
<td>2% (n=70)</td>
</tr>
<tr>
<td>White</td>
<td>36% (n=185)</td>
<td>44% (n=1,208)</td>
<td>51% (n=1,726)</td>
</tr>
</tbody>
</table>
The percent of Black or African American single adults decreases with each score increase.
The percent of White families rises with each point increase in score.
<table>
<thead>
<tr>
<th><strong>Families</strong></th>
<th><strong>Single Adults</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Each point increase in assessment score is often associated with an increase in the percent of White family heads of households.</td>
<td>• Fewer Black or African American single adults score into the top of band 3.</td>
</tr>
<tr>
<td>• It is difficult to identify any association between race and score for families at the top of Band 3.</td>
<td>• Distribution based on race is constant for single adult racial groups except for Black or African Americans, who see a decrease in proportionality as scores increase.</td>
</tr>
<tr>
<td></td>
<td>• With each higher vulnerability band, the percent of White single adults increases and the percent of Black or African American single adults decreases.</td>
</tr>
</tbody>
</table>
Proposed Framework

**INFLOW**
How many households are entering the homeless housing system?
- Newly Entering System
- Re-Entering System (Previously Housed or Inactive)

**ACTIVE**
How many households are currently active in the homeless system?
- By-Name List
  - Unsheltered
  - In Shelter
  - In Transitional Housing
  - Searching for Housing (RRH)
- Subset: Prioritized List (aka Coordinated Entry Queue)

**OUTFLOW**
How many households are exiting the homeless system?
- Permanently Housed
  - Subset: Housed through Coordinated Entry
- Inactive

Disaggregated by Race/Ethnicity and Household Type (Family, Single Adult, Youth & Young Adults)