Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.
1A. Continuum of Care (CoC) Identification

Instructions:
Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

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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

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Resources:
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1B-1. CoC Meeting Participants.
For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:
1. participated in CoC meetings;
2. voted, including selecting CoC Board members; and
3. participated in the CoC’s coordinated entry system.

<table>
<thead>
<tr>
<th>Organization/Person</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including selecting CoC Board Members</th>
<th>Participates in Coordinated Entry System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>EMS/Crisis Response Team(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability Advocates</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
1B-1a. CoC’s Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.

Applicants must describe how the CoC:
1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2. communicates information during public meetings or other forums the CoC uses to solicit public information;
3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and
4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF. (limit 2,000 characters)

1) Intentionally solicit opinion from CoC Board & Committees (Coord. Entry, Sys Performance, CoC Ranking) during monthly mtgs. Members include lived experience, regional funders, electeds, PHAs, VA Health, prevention/homeless service providers & CBOs (immigrant/refugee, AI/AN, unsheltered, LGBTQ, DV, YYA, HCHN, FBO). Agendas reserve time for public comment/member discussion & two-way info sharing. Consumer Advisory, Youth Action & Lived Experience each meet 2x month, w/ weekly leadership convening to develop strategies for CoC efforts. Input solicited more broadly (esp. homeless/formerly homeless) w/ surveys, focus groups, community meetings held county-wide/after-hours w/ facilitated discussion & targeted solicitation of feedback from by/or orgs & communities marginalized by historic & current discriminatory practice

2) CoC communicates verbally, graphically, in writing, via data walks. Meeting
times, locations, materials, & summaries posted on CoC website. Gov mtg materials avail. 1 wk b/4; broad community mtg materials 1 mo b/4. Notes/handouts 1 wk after. Meetings open to public, materials shared w/ attendees. CoC uses video conferencing

3) Stakeholder input, esp. lived experience, critical to CoC planning/decision-making. Board & Committee: notes taken, summarized & posted. Small group discussions, meetings, forums scribed, synthesized & reported out. Recently input informed best practices/gaps in prevention services; CoC Governance; HUD YHDP implementation; diversion; unsheltered in vehicles; housing barriers for AI/AN, CE process; system performance

4) Staff trained in accessibility, follow all federal and local requirements outlined in Americans with Disabilities Act, & communicate ability to make accommodations in all materials & advertisements. Meeting locations selected w/ accessibility in mind & materials available online in PDF format. Meets annually w/local disability advocates (ARC of King County, Alliance for People with Disabilities)

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 the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;
4. how often the CoC solicits new members; and
5. 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) CoC solicits new members actively / regularly. Staff & committee co-chairs conduct bi-annual membership review to assess need for add’l members for new/diff insights. Partners wishing to participate can contact CoC at any time. Board / Committees affirm all new. New members engaged thru on-boarding. As members turn over, CoC & Board chairs may target invites to specialized groups where representation is needed to align w/ CoC governance charter or more broadly as an open invite

2) New member recruitment/invitations (targeted or open) solicited through social media, email, CoC website & weekly newsletter, word of mouth by sitting members, or directly by CoC staff

3) CoC staff trained in event accessibility & follow all federal & local ADA requirements. CoC communicates the ability to make any meeting accommodations up front in materials & advertisements. Meeting locations selected w/ accessibility needs in mind. Video conferencing. Sign-language at events as requested. CoC makes materials available online in PDF format. Materials are also reviewed for formatting & reading comprehension

4) Open membership. New member recruitment occurs regularly & as needed
with opportunities to engage and join the CoC throughout the year. Members asked to commit to minimum terms established in Charter. Board votes annually whether new representation is needed on the Board.

5) CoC governance includes two committees composed of persons with lived experience: Consumer Advisory Council (CAC) and Youth Action Board (YAB). 2 members of the CAC sit on the CoC Board & liaison back to the CAC. The YAB is composed of YYA under age 25. CAC & YAB members are compensated and supported by CoC staff. Member solicitation occurs at least quarterly w/intentionality to ensure diverse representation of sup pops (LGBTQ, disabled, race and ethnicity, Vets, household composition, age). Members engage in word of mouth recruitment, broader focus groups and CoC events/meetings.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded.

Applicants must describe:
1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;
2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;
3. the date(s) the CoC publicly announced it was open to proposal;
4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and
5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.
(limit 2,000 characters)

1) New CoC Program proposals solicited thru multiple CoC funding opportunities (federal, state, local) included in a single Combined Funders NOFA announced annually for capital, operating, rent, PHA vouchers, services for non-time limited housing. NOFA reflects priorities outlined in the CoC Strategic Plan with an emphasis on permanent housing models & CH. Posted on public website and e-mailed to stakeholders, including those not previously funded with CoC Program dollars and distributed widely by All Home newsletter & participating funder lists (City of Seattle, King County, United Way of King County, A Regional Coalition for Housing, King County and Seattle PHA’s) and forwarded further by housing & service coalitions, city planners. The Combined NOFA reflects CoC emphasis on new permanent housing units for high need/CH households meeting HUD program requirements.

2) Coordinated between all 7 funders (public/private), staff available year round for pre-application questions, guidance, and TA. Staff meet with providers regardless of prior CoC Program funding to discuss plans, service models, project budgets and the allocation of HUD CoC funds and/or other dollars that best match project need/scope. All projects are reviewed for eligibility,
organizational capacity, feasibility, population priority, sub-regional priority and alignment with CoC priorities. New projects ID’d for CoC Program funding by CoC Rank Order committee including lived experience and youth action board based on project readiness, CoC gaps/needs, HUD priorities, and availability of funding.

3) The date of public announcement in 2018 was 7/19/18 and in 2019 on 7/8/2019.

4) CoC follows all federal/local requirements outlined in the Americans with Disabilities Act, communicates ability to make accommodations in all materials and workshops. Meeting sites selected for accessibility, materials reviewed for formatting/reading comprehension and available online in PDF format.

5) N/A
1C. Continuum of Care (CoC) Coordination

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1C-1. CoCs Coordination, Planning, and Operation of Projects.

Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.

<table>
<thead>
<tr>
<th>Entities or Organizations the CoC coordinates planning and operation of projects</th>
<th>Coordinates with Planning and Operation of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opportunities for Persons with AIDS (HOPWA)</td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>Yes</td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY)</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start Program</td>
<td>Yes</td>
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<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>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
</tr>
<tr>
<td>VA, VA Health; local/state DV; DD; DCYF</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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;
2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and
3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.

(limit 2,000 characters)

1) WA-500 ESG recipients active in CoC. Seattle & King County (KC), w/ remainder under WA Statewide (Auburn, Bellevue, Burien, Federal Way, Kent, Kirkland, Redmond, Renton, Shoreline). Recipients participate in planning & allocation. ESG funds distributed via RFP, under CoC requirements & system performance (SPM) framework. ESG recipients represented in planning bodies. Local RFPs include ESG (Seattle, KC, & WA pass thru), & processes managed by ESG recipient staff (Seattle & KC) that also participate in CoC workgroups. Jurisdictional reps are reviewers (no less than 5 - different jurisdictions & regions). For KC ESG the Joint Recommendations Committee (interjurisdictional body includes all above listed jurisdictions) confirms final recommendations on projects funded w/ ESG (as well as KC CDBG Human Services)

2) Projects funded w/ ESG operate under WA-500 CoC SPM. As such, CoC is directly involved in evaluating & reporting performance of ESG recipients & subs. All projects, including ESG-funded included in SPM & dashboards as managed by CoC & posted on CoC website. CoC SPM Committee co-chaired by ESG recipient (KC) w/ Seattle & WA also represented. SPM reviews performance & IDs issues. Info shared w/ workgrps (include ESG recipients) to effect project & system improvement. Performance as ID’d through this process impacts eligibility to apply for ESG & other CoC funds, as well as RFP scoring

3) WA-500 has 6 Con Plan jurisdictions: Auburn, Bellevue, Federal Way, Kent, Seattle, KC. CoC works in close partnership to align planning efforts w/ Con Plan jurisdictions w/ designated reps on all CoC planning bodies & workgroups (i.e., SPM, Point in Time, Coord. Board). All jurisdictions participate in annual Point in Time Count, & lead regional teams for unsheltered street count. CoC provides regional homeless data & presents to con. plan bodies. All Con. Plans speak to participation in & collaboration w/ CoC & CoC’s strategic plan to end homelessness

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions.

Applicants must indicate whether the CoC provided 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. Yes

Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.

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 protocols for coordinated entry and the CoC’s emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and
2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

1. Safety is paramount to addressing the needs of households fleeing or attempting to flee DV, dating violence, sexual assault or stalking. CoC Policies include a DV policy that reinforces compliance with VAWA, including but not limited to confidentiality, Housing First, client choice, & informing survivors of their rights. CE protocols include an emergency transfer plan policy that aligns with VAWA, & assessors & referral specialists adhere to all related policies, including confidentiality and HMIS consent. Coordinated Entry access point staff assessors are required to be trained in working with survivors, trauma-informed care, and motivational interviewing strategies to engage and solicit from people their own goals and motivations.

2. As CE assessors identify households requesting services as needing DV services, households are immediately referred to the regional DV hotlines. Following DV protocols, if the DV helpline determines the household is either not eligible or cannot be accommodated by the DV system, the household is referred to CE access points for assessment and referral. Survivors can also choose not to be referred to DV services at any time. CE participating agencies are trained in engaging with and soliciting the goals and needs of each person and follow the client’s lead in making those arrangements. Other CE policies ensuring safety and maximizing choice include: a) sending non-consenting household info to CE for purposes of making a housing referral ensures households who are de-identified in HMIS have equal access to housing resources; b) mobility transfer policy which prioritizes households for referral to other housing if they experience an imminent safety issue and wish to relocate; c) a client refusal policy which values client choice in housing referral and does not limit eligible households in the number of resources they can refuse and works to connect people with the resources they want (pending eligibility and capacity).
1C-3a. Training–Best Practices in Serving DV Survivors.

Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:
1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and
2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.

1. The CoC provided Trauma-Informed Care training to the broad CoC area in 2019. The local Offices of Fair Housing hold regular trainings for non-profit housing providers which include overviews of relevant regional regulations and VAWA requirements. The Seattle/King County Coalition on Homelessness provided a DV and Housing First training. The WA State Coalition Against DV (WSCADV) provides online trainings on the fundamentals of safety planning and other best practices in serving survivors. DV providers are actively involved in our CoC workgroups and learning circles, and assertively ensure that DV safety and best practices are part of the conversation. The CoC advertises all relevant trainings as they are made available to the broader continuum via their weekly newsletter.

2. CE staff and partner agencies are trained annually by WSCADV to ensure trauma-informed practices are employed in screening, assessment and referral processes. CEA, in alignment with HUD CE Notice requirements, has written policies and procedures in place to address the needs of households surviving DV.

Our 2018 SSO-CE DV Bonus Project added a staff specifically to strengthen CoC capacity in best practices on safety and planning protocols in serving survivors of DV. A key part of this work will be to provide DV-related trainings to CE staff and homeless service agencies.

1C-3b. Domestic Violence–Community Need Data.

Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking.

The CoC utilizes WA State Dept of Social & Human Services Domestic Violence Unit data compiled by county, & annual DV Counts results. This data describes both services rendered & needed & related special needs. For instance, WA DSHS-funded DV in King Co served 701 adult & child survivors (7/1/17-6/30/18) in ES & an additional 1,796 people in non-residential services, i.e. 830 adults civil/criminal advocacy, & 411 children individual/group therapy. 441 unmet requests for hsing reflect a need for additional DV hsing. Other special service needs tracked include: DV prevention/education, transportation, LGBTQ advocacy, mental health, child welfare/protective services, elder abuse, substance use, immigration, technology abuse (cyberstalking), human trafficking, health care, disability, financial literacy, translation, Veteran victims, job training, childcare, HIV/AIDS, lethality assessment, visitation support, etc.
Four KC DV providers (including CoC RRH funded New Beginnings, & Lifewire – a partner in CoC Regional RRH for DV) also participate in WSCADV Housing First efforts, including a research component that collects detailed info about survivor backgrounds, economic status, housing and safety obstacles & examine the match btwn their needs & service provided. Looking at changes in hsg stability, safety, health, & well-being of survivors & their children, researchers will document special needs related to DV, & the impact of the DV Hsg 1st approach, to include community-based advocacy & flex/tailored services & financial assistance. Early findings point to several DV-specific needs – advocacy over a longer period of time & mental health support related to PTSD for adults and children.

*1C-4. PHAs within CoC. Attachments Required.

Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC’s geographic area.

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 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., Moving On</th>
</tr>
</thead>
<tbody>
<tr>
<td>King County Housing Authority</td>
<td>53.00%</td>
<td>Yes-Both</td>
<td>Yes-Both</td>
</tr>
<tr>
<td>Seattle Housing Authority</td>
<td>59.00%</td>
<td>Yes-Both</td>
<td>No</td>
</tr>
</tbody>
</table>

1C-4a. PHAs’ Written Policies on Homeless Admission Preferences.

Applicants must:
1. provide the steps the CoC has taken, with the two largest PHAs within the CoC’s geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference—if the CoC only has one PHA within its geographic area, applicants may respond for one; or
2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)

1. The two largest PHAs in WA-500 are King County Housing Authority (KCHA) and Seattle Housing Authority (SHA). Both KCHA and SHA are Moving to Work Housing Authorities. Each PHA has a Homeless Preference for both Public Housing and Housing Choice Vouchers, and has for some years. Both KCHA and SHA are actively involved in the CoC participating in workgroups and the CoC governance structure, with SHA Executive Director currently serving on the CoC Coordinating Board.

KCHA & SHA programs address the varied & diverse needs of CoC’s most vulnerable homeless populations – those experiencing chronic mental illness; exiting the criminal justice system; homeless YA & former foster youth; homeless students & their families; veterans experiencing homelessness; & people escaping DV. Many of these HH need supportive services to stabilize their housing that traditional housing subsidy programs lack. PHAs are actively
part of CE & BNL efforts, process for allocating Mainstream and VASH vouchers to the development of PSH units, & CoC Move On.

Data sharing agreements in place w/ both PHAs allowing for HH experiencing homelessness that receives HCV or Public Housing to be documented in HMIS. In 2018 both PHAs adopted portability policies & prioritized homeless HH in Mainstream NOFA application. KCHA used HMIS data matching / CE case conf to ID households on HCV waitlist & enrolled in CoC program for voucher prioritization in 2018/19.

2. N/A

1C-4b. Moving On Strategy with Affordable Housing Providers.

Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.

Yes

If “Yes” is selected above, describe the type of provider, for example, multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs. (limit 1,000 characters)

CoC Move-on initiative is continued partnership between King County Housing, Homelessness & Community Development (HHCDD), King County Housing Authority (KCHA) & more recently Seattle Housing Authority (SHA). CoC strategy is to work w/ PSH providers to ID households (HH) who no longer need intensive services & are ready to move-on – freeing up PSH units, both facility-based & vouchered for new HH needing intensive supports.

KCHA & SHA provide non-elderly disabled vouchers, HHCDD coordinates & serves as intermediary, & partner agencies (Evergreen Treatment, Valley Cities, Harborview, Catholic Community Services, Asian Counseling & Referral Services, Community Psychiatric Clinic, YWCA - all CoC Program partners) identify individuals & families & provide hands on support to effect transfer. Agencies agree to 1) identify eligible HH, 2) help navigate the process to secure the voucher, 3) commit to support housing stability during 12 months following Move-on.

2019: HHCDD piloting expansion of Move On to include small # of RRH households who, through progressive engagement are identified as needing continued rental subsidy. HHCDD is working w/ most successful RRH provider to develop policy to determine prioritization of HH. This opens-up RRH slots. All HHs must meet disability, income, & jurisdictional requirements. Additionally, HH have achieved & maintained housing stability, demonstrate no/minimal need for intensive services, & are ready and voluntarily willing to move on from PSH.

An additional 92 new vouchers (52 KCHA; 40 SHA) were committed to Move-on this year, & CoC on track to make use of each. Result: 92 service rich (& more costly) units of PSH will open up, increasing the capacity of CoC homeless system.

HHCDD collaborated w/ KCHA+SHA on FY19 HUD mainstream applications
and awaits award notices. CoC hopeful for continued expansion of project.

1C-5. Protecting Against Discrimination.

Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. (limit 2,000 characters)

CoC Interim Policies apply regardless of funding. Policies prohibit discrimination against all protected classes under Fair Housing & additional local protections & protected classes: a) VAWA ensures survivors not discriminated against in denial, termination or eviction if victim of DV, dating violence, sexual assault or stalking; b) Non-Discrimination, Reasonable Accommodation & Affirmatively Furthering Fair Housing ensures compliance w/ Fair Housing in screening, hsg & termination; c) Equal Access ensures all CoC resources made available to all eligible persons regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, marital status, height, or weight; d) Grievance ensures those who report or file cannot be retaliated against; e) Hsg 1st ensures all have access to PH opportunities regardless of perceived “housing readiness” or service requirements; f) Preserving & Maintaining Family Composition / Involuntary Family Separation ensures families cannot be discriminated against based on configuration or self-identification; g) Faith-Based Requirements ensure recipients of public funds cannot discriminate against participants based on religion / religious belief

Funders monitor contracts & investigate complaints. CE has explicit non-discrimination policies, & functions as a point to further monitor intake & screening processes of participating programs. As concerns arise, CE staff & funders work to address practices that may have discriminatory impacts on those served. CoC provides TA

Ingersoll gender center 2019 “Recommendations for Improving Conditions for Transgender and Gender Diverse Communities within Shelters” completed. Related trainings scheduled for Q4 2019. CoC developing Homeless System Ombuds Office to address complaints &/or concerns elevated by people experiencing homelessness & interfacing w/ regional progs & systems

*1C-5a. Anti-Discrimination Policy and Training.

Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source? Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act? Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing? Yes
**1C-6. Criminalization of Homelessness.**

Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC’s geographic area.

<table>
<thead>
<tr>
<th>Strategy Description</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Engaged/educated local policymakers:</td>
<td>X</td>
</tr>
<tr>
<td>2. Engaged/educated law enforcement:</td>
<td>X</td>
</tr>
<tr>
<td>3. Engaged/educated local business leaders:</td>
<td>X</td>
</tr>
<tr>
<td>4. Implemented communitywide plans:</td>
<td>X</td>
</tr>
<tr>
<td>5. No strategies have been implemented:</td>
<td></td>
</tr>
</tbody>
</table>

**6. Other:**
- Local Encampment Task Force
- Seattle Implementation of Fair Chance ordinance
- Regional encampment, safe parking efforts

**1C-7. Centralized or Coordinated Assessment System. Attachment Required.**

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 for homelessness assistance in the absence of special outreach; and
3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner. (limit 2,000 characters)

1) Coordinated Entry (CE) well advertised, w/ strategy to ensure process available / accessible to all eligible. 5 Regional Access Points (RAPs), key CE front door, located across county w/ assigned areas covering entire CoC. RAPs accessible by transit & to those w/ disabilities, where add'l resources accessed. RAP staff meet where accessible as needed + community-based assessors. Use aux. aids & services for effective communication (e.g. Braille, audio, large type, assistive listening, & sign language)

2) RAPs responsible for regional outreach to HH not accessing svcs. Ensures libraries, schools, jails, hosp, imm/refugee & culturally specific groups know about CE. Materials in 12 lang, interp available, & accessible. YA, Vets & DV
also access at pop-specific sites. Designated outreach workers for hard to reach (i.e. unsheltered CH, YYA, vets) trained to assess per CE guidelines

3) Implementing DyPri w/priority factors (CH, LOT, vulnerability). VI-SPDAT = vulnerability & priority triage tool. Access to resources prioritizes vulnerability ensuring HH needing assistance most receive timely & consistently. Tiebreakers determine next HH to be contacted. Disability accommodations thru provisional assessment processes specifically for HH w/ developmental and/or behavioral health disability that make them unable to consent or complete triage tool. Weekly Case Conferencing (CC) ensures triage closely aligns w/ local priorities; accounts for unique pop-based vulnerability & risk factor for more rapid housing (hsing). CC matches priority HH to Navigators & hsing resources. Navigators facilitate HH & provider connection & help collect documentation

CE promotes hsing stability. Mobility request policy for circumstances which may require a change to hsing. Eligible HH prioritized for hsing transfer: for imminent safety issue; need for geographic change; change in service need; aging out w/o other hsing options; reasonable accommodation; or family size change
1D. Continuum of Care (CoC) Discharge Planning

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
The FY 2019 CoC Application Detailed Instruction can be found at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1D-1. 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>Foster Care:</th>
<th>X</th>
</tr>
</thead>
<tbody>
<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. Local CoC Competition

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
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*1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.

Applicants must indicate whether the CoC:

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition; Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline; Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and Did not reject or reduce any project
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline. Yes


Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served); Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served. Yes

Applicants must describe:
1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and
2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.

(limit 2,000 characters)

(1) CoC prioritizes projects dedicated to serving those who meet the HUD definition for Chronically Homeless (CH), are highly vulnerable and longest term homeless. These funding priorities are key to determining the CoC Rank Order and therefore used as part of the project ranking and selection process (+35% 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 are reflected in the CoC Program scoring schema. Recognizing the unique barriers certain projects face, additional points are awarded to projects when 100% of CoC Program funded units are dedicated to serving the following population types: CH, YYA, persons fleeing DV, and persons in recovery.

(2) HMIS data from APR for period 4/1/18-3/31/19 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) and are highly vulnerable / long term homeless; b) The extent to which PSH participants remained stably housed (12 months+) or moved to other suitable permanent housing; c) The extent to which programs connect HH to a source of income (cash / non-cash). All projects were evaluated according to Housing First principles and extent to which HH entered from either streets or shelter. Strategy affirmed by CoC SYS PM Committee and Application & Ranking Committee.


Applicants must:
1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or
2. check 6 if the CoC did not make public the review and ranking process; and
3. indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or
4. check 6 if the CoC did not make public the CoC Consolidated Application.

<table>
<thead>
<tr>
<th>Public Posting of Objective Review and Ranking Process</th>
<th>Public Posting of CoC Consolidated Application Including: CoC Application, CoC Priority Listing, Project Listings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Email</td>
<td>X 1. Email</td>
</tr>
<tr>
<td>2. Mail</td>
<td>X 2. Mail</td>
</tr>
<tr>
<td>3. Advertising in Local Newspaper(s)</td>
<td>X 3. Advertising in Local Newspaper(s)</td>
</tr>
<tr>
<td>4. Advertising on Radio or Television</td>
<td>X 4. Advertising on Radio or Television</td>
</tr>
<tr>
<td>5. Social Media (Twitter, Facebook, etc.)</td>
<td>X 5. Social Media (Twitter, Facebook, etc.)</td>
</tr>
</tbody>
</table>

1E-5. Reallocation between FY 2015 and FY 2018.

Applicants must report the percentage of the CoC’s ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.

Reallocation: 23%


Applicants must:
1. describe the CoC written process for reallocation;
2. indicate whether the CoC approved the reallocation process;
3. describe how the CoC communicated to all applicants the reallocation process;
4. describe how the CoC identified projects that were low performing or for which there is less need; and
5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.
(limit 2,000 characters)

1) CoC reallocation policy/procedures guided by principles adopted by the CoC. Any reallocation must: a) ensure CoC submits an application consistent with HUD requirements, guidelines & priorities; b) maximize CoC system performance w/high quality & effective programs; c) ensure reallocation dollars sufficient to fund effective programs; & d) meet housing /service needs of homeless households and CoC values & priorities. Reallocation may be voluntary or involuntary. Projects notify the CoC, through the Intent to Renew process, if they are voluntarily choosing to fully or partially reallocate to better
align w/ HUD/CoC priorities or because they intend to close, reduce scope, or seek other funding. An involuntary reallocation is based on CoC assessment of project capacity/utilization, spending, & historical performance based on local application review during the annual NOFA process. Local competition scoring tool results in a performance score used for reallocation decisions.

2) CoC Board affirmed reallocation framework in the FY 2019 Local Application and related processes

3) CoC communicated the reallocation process during two mandatory Application Workshops held on 5/29 and 7/24. Final rank order also presented at community meeting on 9/4

4) While it is necessary to rank all projects and some projects do perform lower than others, our 2019 process did not identify projects that were “low performing” or not needed. In prior years we did identify projects as low performing / not needed and effected reallocation, but not in 2019

5) 2019: no projects deemed low performing. CoC has reallocated all non-CE/HMIS SSO [except new YHDP] & most TH. Only PSH, TH/RRH, RRH, & TH that meet a population gap or critical need remain. The CoC has reallocated a total of $5.2M in the last 5 years. We will continue to reallocate as needed to strengthen system performance
DV Bonus

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
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https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources
The FY 2019 CoC Program Competition Notice of Funding Availability at:

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1F-1   DV Bonus Projects.

Applicants must indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing:

Yes

1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.

1. PH-RRH

X

2. Joint TH/RRH

3. SSO Coordinated Entry

Applicants must click “Save” after checking SSO Coordinated Entry to view questions 1F-3 and 1F-3a.

*1F-2. Number of Domestic Violence Survivors in CoC’s Geographic Area.

Applicants must report the number of DV survivors in the CoC’s geographic area that:

Need Housing or Services

1,789.00

FY2019 CoC Application Page 22 09/26/2019
1F-2a. Local Need for DV Projects.

Applicants must describe:
1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and
2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).
(limit 500 characters)

Need: # of family & single heads of HH completing CE assessment in CY2018 responding yes to homelessness caused by an experience of abuse or trauma. Source: CE database

Currently Serving: # of HH served on 7/1/19 in homeless housing programs (including DV-specific) who responded “yes” at enrollment to experience of DV, dating violence, sexual assault, stalking or other life-threatening condition that has taken place within HH primary nighttime residence. Source: HMIS & state data warehouse

1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.

Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing–using the list feature below.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>DUNS Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>King County</td>
<td>120806786</td>
</tr>
</tbody>
</table>
1F-4. PH-RRH and Joint TH and PH-RRH Project

Applicant Capacity

<table>
<thead>
<tr>
<th>DUNS Number:</th>
<th>120806786</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name:</td>
<td>King County</td>
</tr>
<tr>
<td>Rate of Housing Placement of DV Survivors–Percentage:</td>
<td>40.00%</td>
</tr>
<tr>
<td>Rate of Housing Retention of DV Survivors–Percentage:</td>
<td>85.00%</td>
</tr>
</tbody>
</table>

1F-4a. Rate of Housing Placement and Housing Retention.

Applicants must describe:
1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and
2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)

Data above reflects performance for WA-500 & King Co., the project applicant on behalf of the CoC. Sub-recipient performance metrics informed choice of (3) Regional RRH for DV partners: Placement=61%; Retention=89%.

Placement = % ES, SH, TH, & RRH exits of DV survivors to PH.

Retention = % of exits of DV survivors to PH (excluding RRH as a PH destination) that maintained PH for at least 12 months.

Data Source: HMIS and statewide data warehouse (4/1/18 - 3/31/19)

1F-4b. DV Survivor Housing.

Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing. (limit 2,000 characters)

King Co is applicant on behalf of CoC. CE policies follow VAWA; Immediate referral of HH to DV system and DV system to CE (based on survivor choice/safety) for assessment & referral. DV crisis housing is platform for hsing HH quickly thru DV & other RRH. CoC Program invests in 8 DV specific programs = 2 TH [Broadview & Anita Vista]; 2 Joint Component [Lifewire, Hickman House]; 1 RRH [New Beginnings] & 2018 DV Bonus - Regional DV RRH [Lifewire, Solid Ground, YWCA] all trauma-informed hsing w/ DV expertise.

Regional RRH for DV Expansion is to enhance CoC capacity to quickly move DV HH into PH w/ three regionally based partners w/strong histories of successfully serving households fleeing DV & dating violence, sexual assault or stalking (Lifewire, Solid Ground, YWCA). All strong CoC providers w/ long histories of supporting survivors, all close partners w/ regional DV Housing First efforts, and all experienced Rapid Re-housing providers.
Each org/project utilizes learnings from local DV Housing 1st pilot and innovations which focus on survivor-centered, trauma-informed practices. Housing is central to safety and family stability and quick housing attainment occurs by utilizing mobile advocacy, progressive engagement, tailored/voluntary services, and flexible client assistance paired with housing search and advocacy. Additionally, the DV community has been refining coordinated entry practices which include coordinating access to RRH and other PH interventions from DV shelter or community advocacy programs for survivors fleeing DV. Project staff are deeply involved in local DV CE practices emphasizing rapid access to PH interventions.

Movement to PH in 64 days (down from 70 in 2018; 84 in 2017) w/ crisis hsing in interim

1F-4c. DV Survivor Safety.

Applicants must describe how project applicant:
1. ensured the safety of DV survivors experiencing homelessness by:
   (a) training staff on safety planning;
   (b) adjusting intake space to better ensure a private conversation;
   (c) conducting separate interviews/intake with each member of a couple;
   (d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
   (e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;
   (f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and
2. measured its ability to ensure the safety of DV survivors the project served.
   (limit 2,000 characters)

1. King Co. applicant on behalf of CoC & (3) DV partners (Lifewire, Solid Ground, YWCA). King Co./CoC works w/ partners to ensure highest standard for DV survivor safety:
   a. All staff complete extensive training at hire & annually; includes safety planning
   b. As DV orgs, trained in trauma informed care (TIC) & adhere to strict confidentiality. Staff offices used to ensure privacy & confidentiality
   c. Separate conversations w/ intact HH to ensure each adult can talk privately re: needs & goals. Staff training re: serving survivors who wish to remain in relationships &/or where DV a factor after services begin is 2019 focus. State coalition including in provider trainings (attended by RRH-DV partners)
   d. Service & goal planning include hsing & explore type (i.e., scattered sites, master leased, rent assistance), location & other preferences. Staff trained in empowerment models to ensure survivor leads needs & goal setting
   e. Whether survivor wishes to stay in home where DV occurred or relocate, conversations focus on survivor safety. Staff trained in working w/ landlords to ensure maintenance & upkeep meet required standards (lighting, locks, etc.) & to other accommodations to ensure survivor safety. Safety features & precautions driven by survivors & their expressed preferences/needs
   f. Survivors & staff discuss confidentiality - strategy for maintaining own safety & that of other survivors in hsing. Adhering to survivor-centered services
acknowledges that many survivors desire to reunite & reconnect w/ partners so this is discussed re: location confidentiality

CoC & CE Policies include DV & VAWA. CE & provider staff trained re: TIC, confidentiality & refer to DV. New CE-DV staff strengthening policies & trainings for all homeless providers

2. Partners measure survivor reported improvement in safety & stability as a result of services: YW: 95%; LWire: 90%; SGround: 80%. Measurement occurs at program exit w/ exit interviews & surveys

1F-4d. Trauma-Informed, Victim-Centered Approaches.

Applicants must describe:
1. project applicant’s experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors; and
2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:
   (a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;
   (b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
   (c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;
   (d) placing emphasis on the participant’s strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
   (e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
   (f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
   (g) offering support for parenting, e.g., parenting classes, childcare.

   (limit 4,000 characters)

1) King Co, applicant on behalf of CoC & subrecipients. CE in alignment w/ HUD CE Notice. Written policies & procedures in place to address needs of DV HH. CE staff & partner agencies trained annually by state DV coalition to ensure trauma-informed (TI) practices employed in screening, assessment & referral processes

Regional DV RRH Expansion to be delivered by 3 regional DV providers, assists survivors to move thru trauma of violence to PH. Providers selected for commitment to trauma informed care (TIC), highly qualified staff that deliver person-centered, TI services, & demonstrated success at improving hsing stability & survivor safety. Survivor driven empowerment model, gives survivors voice re: service & hsing options that reflect expressed preferences/needs. Approach gives power to survivors, places priority on survivor’s feelings of safety, choice, & control, focusing on strengths & resiliency
2) How project will use TIC:
   a) TIC core to program set up & service delivery. Housing 1st w/ minimal/no
      pre-requisites embedded in all services from readiness prep to finding &
      retaining hsing. Core intervention is mobile advocacy & progressive
      engagement. Focus on matching hsing options to each participant for “just-right”
      hsing solution prioritizing hsing attainment while addressing safety & other
      needs ID by survivor
   b) Belief in & respect for the survivor is central value of partners w/ a TIC
      approach & participant engagement in service & decision-making. This is a
      central value regularly discussed in daily operations & staff supervision. All staff
      & volunteers trained on concepts of survivor-centered services, impacts of
      trauma, TI services, secondary trauma & self-care. Individual housing/service
      plan designed by survivor & TIC is integrated into policies, procedures &
      practices
   c) TIC includes informing survivors of impact of trauma & how it can show up in
      their lives: parenting, children, relationships, etc. Program staff trained re:
      various modalities where impacts may manifest (physiological, behavioral,
      emotional & interpersonal) & incorporate TIC approach during conversations by
      sharing info, connecting HH w/ resources to help ID causes & impacts of trauma
      & build resiliency
   d) Staff trained to engage, use coaching, motivational interviewing & other
      strength-based/person-centered approaches. Each employs a hsing/economic
      stability assessment tool w/ survivors to help develop a flexible, participant
      driven, individual plan reviewed regularly & adjusted as needed w/ hsing goals,
      steps to achieve them, long/short-term non-hsing goals/resources. Participants
      receive the correct level of support & follow Plan because they designed it
   e) CoC plan & trainings have strong focus on cultural/racial equity. Partners
      have long history working w/ survivors from different cultures & backgrounds.
      Two programs utilize anti-racism at an organizational level, a third incorporates
      racial equity in strategic plan. All work closely w/community-based orgs to
      access culturally tailored services. Each ensures survivors can connect w/ an
      advocate of the same racial or cultural background, if desired. Each recruits &
      hires staff of various backgrounds w/ multiple languages represented so
      survivors can better connect w/ their advocate
   f) Each deeply understands need for community & survivor-centered supports to
      help survivors emerge from trauma. Advocates/survivor collaborate to develop
      connections: weekly groups for adults, youth & children; mental health therapy
      & group counseling; mentorships & resource connection to broader community.
      Each works to help survivor re-engage/create new social networks
   g) Each has specialized advocates & offers specialized groups/therapeutic
      services for children impacted by trauma & their parents. Each has on-site
      childcare, services post hsing, parenting/childcare resources for job
      search/working parents, respite care, informal childcare options, as needed

1F-4e. Meeting Service Needs of DV Survivors.

Applicants must describe how the project applicant met services needs
and ensured DV survivors experiencing homelessness were assisted to
quickly move into permanent housing while addressing their safety
needs, including:

- Child Custody
- Legal Services
King Co., applicant for CoC & subrecipients. CE & CoC agency staff trained annually by state DV coalition to ensure trauma-informed practices in screening, assessment & referral that meet service needs of DV survivors.

To enhance CoC efforts we are expanding Regional RRH for DV. Quick intervention & housing attainment are essential elements of this RRH program grounded in DV Housing 1st. 3 expansion partners leverage full range of culturally responsive survivor services, mobile advocacy, & rich housing expertise/knowledge.

Service begins w/ trauma-informed assessment of survivor needs/strengths in following domains: child custody; legal service; criminal & credit hx; education/training & employment; physical & mental health; substance abuse & childcare needs. Driven by client choice, staff trained in motivational interviewing build rapport & trust to explore survivor needs/barriers to housing & safety. Implications for survivor safety & housing attainment complicated by emotional trauma & action of the abusive partner (financial abuse, stalking at the workplace, limiting survivor access to healthcare).

King Co uses safety planning framework prioritizing action to improve acute health/safety needs, quickly pivoting to housing attainment while continuing progress in survivor ID’d areas. Housing process begins early: a) identify/remove housing barriers via connection to housing navigator for housing search/landlord advocacy; b) improve economic stability/income, connection to mainstream benefits, employment & financial empowerment resources; c) connect to resources for help w/past debt (flexible private funds); d) connect to public housing, affordable community housing/private landlords; e) help complete applications, review housing choices, safety/proximity to abuser, etc; f) Survivor stabilization services--counseling, safety planning, legal assistance, childcare etc.; g) budgeting for post housing expenses i.e. transportation, utilities, & childcare.
2A. Homeless Management Information System (HMIS) Implementation

Instructions:
Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
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Warning! The CoC Application score could be affected if information is incomplete on this formlet.

2A-1. HMIS Vendor Identification. Bitfocus

Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.

2A-2. Bed Coverage Rate Using HIC and HMIS Data.

Using 2019 HIC and HMIS data, applicants must report by project type:

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Number of Beds in 2019 HIC</th>
<th>Total Beds Dedicated for DV in 2019 HIC</th>
<th>Total Number of 2019 HIC Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ES) beds</td>
<td>4,540</td>
<td>245</td>
<td>3,621</td>
<td>84.31%</td>
</tr>
<tr>
<td>Safe Haven (SH) beds</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>100.00%</td>
</tr>
<tr>
<td>Transitional Housing (TH) beds</td>
<td>2,129</td>
<td>319</td>
<td>1,359</td>
<td>75.08%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) beds</td>
<td>1,102</td>
<td>55</td>
<td>1,047</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) beds</td>
<td>6,066</td>
<td>0</td>
<td>4,971</td>
<td>81.95%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) beds</td>
<td>1,652</td>
<td>43</td>
<td>1,492</td>
<td>92.73%</td>
</tr>
</tbody>
</table>

2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-2., applicants must describe:
1. steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2. how the CoC will implement the steps described to increase bed coverage to at least 85 percent.
(limit 2,000 characters)

WA-500 < 85% in 3 areas –
ES –approx. 1% (603 bed) coverage increase over 2018; 30 bed gap is 52% reduction over 2018 gap. Total gap (674 beds) mostly faith-based (FBO). 445/66% = UGM. Will pass 85% threshold if successful in bringing on 5% of remaining beds. Effective 7/2018 UGM is now using same database platform as WA-500 HMIS. CoC & HMIS Lead staff will work with UGM agency & IT leadership with an end of UGM inclusion through data integration. UGM participation will bring us to target for ES

TH –180 bed HIC gap is 7% reduction over 2018 gap. Total remaining gap (451 beds) mostly faith-based (FBO), of which 132/29% UGM. Will pass 85% threshold if successful in bringing on 40% of total remaining beds. 322 fewer TH beds overall in 2019 – most were gov’t funded & in HMIS. As government investment in TH is reduced, increasing proportion of TH is FBO & not in HMIS which affects this element. Effective 7/2018 UGM is using same database platform as WA-500 HMIS. CoC & HMIS Lead staff will work with UGM agency & IT leadership with an end of HMIS inclusion through data integration. CoC will also engage other FBO (Acres, Jubilee, Ply HoH, Vine Maple, WayBack) 1:1 regarding HMIS & value of participation.

PSH – 185 bed gap. Of beds not in HMIS, 99% (1,087 beds) are VASH. Local PHA (KC, Renton, Seattle) strong partners; CoC HMIS Lead will continue working & meeting regularly w/ PHA & VA to include VASH in HMIS. VA data requirements are proving a challenge. Some project based VASH now in. Focus on additional project based will cover most of gap (135 beds). Additionally, non-VASH PSH under devel. in HIC (DESC Clement – 100; Sound June Leonard - 104; Compass Shoreline - 13) & 166 new PSH in CoC app will increase coverage going forward.


Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0.

Yes

*2A-4. HIC HDX Submission Date.

Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).

04/30/2019
2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:
Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

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The FY 2019 CoC Program Competition Notice of Funding Availability at:

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

2B-1. PIT Count Date. 01/24/2019
Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).

2B-2. PIT Count Data—HDX Submission Date. 04/30/2019
Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).

Applicants must describe:
1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and
2. how the changes affected the CoC’s sheltered PIT count results; or
3. state “Not Applicable” if there were no changes.
(limit 2,000 characters)
NOT APPLICABLE

*2B-4. Sheltered PIT Count—Changes Due to Presidentially-declared Disaster.
Applicants must select whether the CoC added or removed emergency shelter, No
transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially-declared disaster, resulting in a change to the CoC’s 2019 sheltered PIT count.

2B-5. Unsheltered PIT Count–Changes in Implementation.

Applicants must describe:
1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and
2. how the changes affected the CoC’s unsheltered PIT count results; or
3. state “Not Applicable” if there were no changes.
(limit 2,000 characters)

NOT APPLICABLE

*2B-6. PIT Count–Identifying Youth Experiencing Homelessness.

Applicants must:
Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count.

Yes

2B-6a. PIT Count–Involving Youth in Implementation.

Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:
1. plan the 2019 PIT count;
2. select locations where youth experiencing homelessness are most likely to be identified; and
3. involve youth in counting during the 2019 PIT count.
(limit 2,000 characters)

1) The YYA count methodology was comprised of 2 primary components: a) street-based survey of unsheltered and unaccompanied YYA conducted in specific areas throughout the region, and b) site-based survey of YYA ages 18-24 at youth shelters, drop-in centers, libraries, schools, community centers, and other organizations serving young people. Planning for the general count as well as the street-based survey of the YYA count included representatives from several YA homeless service providers, as well as young people with lived experience.

2) A focus group of young people identified locations where unsheltered YYA were known to congregate. The info was supplemented with additional hot spots identified by YYA 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) YYA with lived experience of homelessness and outreach workers administered surveys, in addition to including YYA in overall PIT implementation. 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. YA w/ lived experience hired to provide PIT admin support & facilitate guide recruitment, training & pay

2B-7. PIT Count–Improvements to Implementation.

Applicants must describe the CoC’s actions implemented in its 2019 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)

(1) Count /surveys of unsheltered implemented by people w/ lived experience particularly to better count unsheltered CH not connected to services. Special outreach to safe parking, (un)sanctioned encampments, late night bus routes continued to improve. Providers w/ expertise in serving people experiencing CH included in planning efforts and are critical partners in the actual count activities. Guides had direct knowledge of places to look and w/ outreach workers are better able to engage CH. Sheltered counts well enumerated through HMIS / survey

(2) Continued to improve upon new strategy for outreach to unsheltered families started in 2018. Mary’s Place, largest family shelter provider operates 24/7 ES access line for families experiencing homelessness, an initiative that coordinates emergency shelter for households with children and pregnant women. Mary’s Place maintains active daily list that includes basic data on HH, living situation, & specific needs. Sheltered families well enumerated through HMIS & sheltered survey. Additionally, providers with expertise in serving families are included in the planning efforts leading up to the night of the count and are critical partners in the actual count activities.

(3) CoC approach to coordinating services / referrals to Veterans through CE has grown more robust w/ navigation & outreach connecting w/ Veterans experiencing homelessness not yet connected to housing & a highly inclusive By-Name-List. These efforts and providers involved in them were included in planning efforts leading up to the night of the count and were critical partners in the count activities. Survey tool asked explicit questions about serving in US Military/ Reserves as does HMIS data
3A. Continuum of Care (CoC) System Performance

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

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*3A-1. First Time Homeless as Reported in HDX.

Applicants must:

| Report the Number of First Time Homeless as Reported in HDX. | 9,938 |


Applicants must:
1. describe the process the CoC developed to identify 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) Analyze HMIS inflow data, CE Assessment, homelessness prevention screening tool, utilization of diversion, & PIT survey asks cause of homelessness. Use regional eviction data to cross walk eviction & entry to homelessness. CoC part of longitudinal study of homeless families - includes analysis of risk factors (Westat Family Homelessness Initiative/Gates Foundation). Factors ID’d include prior homeless, eviction hx, DV, illness, age, substance use, rent burden, sudden & significant loss of income. Local data shows communities of color (esp. Black/African American & American Indian/Alaska Native) & LGBTQ YYA over-represented & at higher risk
(2) Targeted prevention a) research based prevention screening tool to determine imminent risk, prog. eligibility, & service needs. Causation questions (sudden income loss, DV, hx of eviction, etc.) mirror PIT count survey; b) connection to prevention programs, employment / legal supports at CE RAPS/known points of entry help divert HH at risk; c) increased prevention funding thru 3 voter-approved levies, includes BSK investment in communities w/ high rates of poverty/evictions, VSHSL funded legal assistance & UWKC Family Resource Exchanges; d) CoC Student Homeless Partnership strategy for universal screening in King Co schools; e) Launched End Youth Homeless Now to focus efforts to keep YYA from becoming homeless. Examining cycle of criminalization/homelessness seeking effective early interventions

Use eviction prevention, 1-time/short to med term financial assist, mediation/legal/hsing stabilization svcs; leverage employment, education, food & utility programs to increase earnings & offset monthly expenses for at risk low-income renters, & employ targeted cross-system diversion w/ flexible funds & client-centered strategies to quickly return HH to hsing; CoC & VA work w/ SSVF providers to implement new shallow rent subsidy program to help prevent returns to homelessness

(3) All Home

*3A-2. Length of Time Homeless as Reported in HDX.

Applicants must:

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.


Applicants must:
1. describe the CoC’s strategy to reduce the length of time individuals and persons in families remain homeless;
2. describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
3. 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.

(1) Data reflects challenges CoC faces in accessing housing while it undertakes multiple strategies at different levels to address LOT. CoC tracks /analyzes outcomes by population, intervention & race w/on-line data dashboard. CoC adopted system-wide diversion w/ flexible/creative problem solving thru every model/intervention. Ground-breaking train-the-trainer/coaching model & centralized pool of funds improved diversion results system-wide to shorten stays. Q4 2018, implemented Housing Connector, CoC redesign of centralized housing location staffed w/ real estate professionals & focused on locating units & building relationships w/ landlords. CoC increased investment in RRH w/ targeted training & TA. CoC adopted common CoC-wide RRH guidelines to ensure provider fidelity to best practices. Add’l TA for YYA RRH providers in
2019. CoC TH providers continue to strengthen Housing 1st & some converting to PH. Master leasing RFP to more quickly house those w/ highest housing barriers. Performance-based contracting adopted to incentivize improvement. Ad-hoc reporting tool in HMIS allows for self-evaluation. Shift to Dy Pri in CE designed to move households to PH more quickly.

(2) LOT homeless data collected during CE assessment & is prioritization factor. Weekly case conferencing w/ by name lists for all sub-pops allows referral specialists, assessors & advocates to discuss prioritization factors & vulnerability scores for housing referrals. Housing Navigators instrumental in by-name calls & continue to work w/ households not yet connected to housing to ensure households can be reached/have necessary identification / documentation to remove barrier to quicker housing placement. Landlord engagement through Housing Connector is critical for the re-housing efforts for all housing interventions. CoC hired Executive Director and key personnel in 2019 and work is underway to bridge relationships with landlords and expedite housing referrals

(3) All Home

*3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.

Applicants must:

<table>
<thead>
<tr>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.</td>
</tr>
<tr>
<td>2. Report 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 as reported in HDX.</td>
</tr>
</tbody>
</table>

3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.

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;
2. provide the organization name or position title responsible for overseeing 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;
3. 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; and
4. provide the organization name or position title responsible for overseeing 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 PH (EPH) from ES/SH/TH/RRH increased to 35%, a 3%/549 person improvement over 2018 per HDX. Trend supported by STELLA showing EPH increased 9% since 2016 w/ biggest gains for Single Adults & Families. In 2018, 63% of families exited to PH. CoC tracks/analyzes EPH by population, project type & evaluates outcomes by race & ethnicity (AI/AN & Black/Af Am) to ensure exits at comparable rates. Strategy includes: a) performance-based contracting to incentivize improvement; b) system-wide redesign of centralized housing location services now staffed w/ real estate professionals expert in creative solutions; c) re-direct/expand resources for housing navigators & enhanced case management at ES/TH & re-focus services to PH attainment & RRH; d) expanded legal services in suite of tools for RRH re: past debt/eviction; e) expanded housing-oriented flexible funding paired w/ Diversion; f) expand move-on to RRH for highest-need HH thru progressive engagement; g) Implemented employment/education services at CE; h) used public facing data dashboards/system-wide tracking of EPH & LOT in RRH housing search; i) Increased TA for underperformers.

2) All Home

3) 95% CoC housing retention rate. CoC tracks/analyzes by pop/program type & race/ethnicity. Strategies: a) Increased investment in prevention case management for HH w/previous homeless history; b) Added conflict mediation, dispute resolution/family reunification services & training to suite of hosing retention supports; c) Cross sector partnerships with mainstream employment/education services to increase/maintain employment; d) Utilize move-on strategy in PH; e) leverage Medicaid hosing supports in PH & on-site nursing thru levies; f) Use non-CoC resources for PH when primary hosing barrier is affordability; g) Reinforce Hsing 1st strategies to limit evictions related to rule compliance; h) Expand CE mobility transfer policy to help relocate when all other efforts exhausted.

4) All Home

*3A-4. Returns to Homelessness as Reported in HDX.

Applicants must:

<table>
<thead>
<tr>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.</td>
<td>6%</td>
</tr>
<tr>
<td>2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.</td>
<td>10%</td>
</tr>
</tbody>
</table>

3A-4a. Returns to Homelessness—CoC Strategy to Reduce Rate.

Applicants must:
1. describe the strategy the CoC has implemented to identify 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 of individuals and persons in families return to homelessness. (limit 2,000 characters)

1. CoC identifies HH who return & related risk factors thru analysis of HMIS data & national research. Factors & vulnerabilities include prior homelessness, history of eviction, DV, rent burden, & sudden & significant loss of income. PIT survey questions regarding cause of homelessness also used, & mirrored in local research-based prevention tool to target services for those most likely to return to homelessness.

2. CoC effort to further reduce rate of return includes tracking performance by population, project type & program & analyzing outflow / return data. Additional strategies: a) Investment in homeless prevention case management & rental assistance & UWKC Family Resource Exchange / Home Base eviction prevention, w/ improved targeting for HH w/ previous homeless hx; b) Cross sector partnerships w/ mainstream employment & education services to increase & maintain employment; c) Cross sector partnerships w/ behavioral health; d) Move on strategies for households residing in PSH who no longer require intensive supports & high-need in RRH w/ progressive engagement; e) Using local resources to provide other permanent housing (PH) for HH whose primary hsing need is related to affordability; f) Reinforcing orientation to Housing First w/ training that emphasizes client engagement strategies to reduce evictions for housing compliance issues; g) strong focus on permanent connections to communities of support, particularly for YYA to support long-term housing stability; h) Utilizing mobility transfer policy once in PH to relocate to alternative PH if all other efforts to maintain PH have been made & transitioning to a different site may improve housing outcomes for the household; i) Re-tooling project for centralized housing search & landlord relationships with risk mitigation funds to support housing retention; j) shallow rent subsidy: SSVF & local levy; k) End Youth Homelessness Now implementing creative solutions to prevent returns among YYA

3. All Home

*3A-5. Cash Income Changes as Reported in HDX.

Applicants must:

<table>
<thead>
<tr>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
</tr>
<tr>
<td>21%</td>
</tr>
</tbody>
</table>

1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.

2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.


Applicants must:
1. describe the CoC's strategy to increase employment income;
2. describe the CoC's strategy to increase access to employment;
3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
4. provide the organization name or position title that is responsible for overseeing the CoC’s strategy to increase jobs and income from employment.

(limit 2,000 characters)

1) Increase employment income: 
   a) Income/employment covered at 1st contact
   b) employment navigators at CE access points
   c) Cross system training b/w CoC & Workforce Development Council (WDC) on supporting homeless job seekers
   d) YWCA & TRAC Associates provide formal job training/employment assistance & Goodwill, job search/training opportunities
   e) Co-enroll YYA in RRH & Career Launchpad
   f) CE Access points co-located w/ Worksource one stop
   g) Connect w/ employment supports in ES & RRH
   h) Local levies target homeless YYA employment (FOY, YouthCare, YMCA)
   i) Coordinate w/ CoC agency financial empowerment programs (Solid Grnd, YWCA, Nhood Hse).

2) To increase access CoC targets local resources to employment including United Way $1.7M (12 projects) & Raikes Foundation for Youth employment connected to RRH & YDHP. Also a) align WDC & WorkSource one-stop center employment strategies w/ needs of homeless job seekers; b) Targeted hiring events focused on LMI & homeless & same day hiring events thru Worksource; c) CoC notifies of recurring events including job recruitment fairs & sponsored a resource fair during weather emergency at severe weather center; d) CoC Program funded agencies actively engaged in efforts to increase access to employment. Strategies include dedicated staffing/proactive job connect w/ formal/informal employer partnerships (Vigor Ship Building, Amazon, Best Buy, Starbucks). CCS Mind the Gap - 6-month IT training w/ industry mentors, pre-exam help. Aspiring Social Service Employee Training (ASSET) - employment prep / volunteer internship in social services w/ additional training for janitors.

3) WDC is primary mainstream employment organization, overseeing local WorkSource one-stop centers. WDC & local levies fund employment services w/ King Co. as coordinator. CoC, WDC, King County participate in Connections Project including CEA RAP: Home & Work to strengthen CoC employment strategy & employer/career pathways

4) All Home


Applicants must:
1. describe the CoC’s strategy to increase non-employment cash income;
2. describe the CoC's strategy to increase access to non-employment cash sources;
3. provide the organization name or position title that is responsible for overseeing the CoC’s strategy to increase non-employment cash income.

(1) CoC Program funded agencies actively link households with mainstream benefits. 97% of CoC funded providers assist clients identify, access &
maintain appropriate mainstream benefits. Case managers work directly & indirectly with mainstream programs to understand benefits & track referrals. Almost 65% have been SOAR trained within the last 24 months & each follows up to ensure benefits are renewed & advocate to resolve issues in eligibility screening & benefit denial. CE staff trained to use WA Connections, on-line benefit tool to screen & enroll. VA navigators use 12 point assessment to link VETS to available systems. 2 BFET case managers work in South King County for benefits enrollment. By name case conferencing includes mainstream connection for streamlined connection. Navigators assist with securing ID. Piloting WA Medicaid Waiver for Foundational Community Support (FCS) for housing and supported employment for Medicaid eligible with complex needs. CoC working with Amerigroup to ensure program design works in King County to ensure service/housing providers are trained in FCS so eligible HH get access. Working to leverage FCS at CE.

(2) To increase access to benefits CoC educates & informs providers. CoC provides updates on services & community training. Also info/updates directly from CoC mainstream partner listserves (WA DSHS, VA/WDVA, SSA, Behavioral Health, Criminal Justice, Child Welfare/EDU) - all committed to ensuring service providers know about, & all homeless & at risk households access & receive benefits. CoC/TA cross sector training w/ homeless housing/mainstream providers to improve utilization of benefit/financial systems; Hosts quarterly SOAR Cross Agency Systems Training (CAST); local Homeless Coalition sponsors annual Public Benefits 101 w/ Solid Ground Benefits Assistance Attorney & Statewide Poverty Network (covers TANF, Food Stamps, Childcare, Medicare Savings); 201 on SSI/SSDI & SOAR.

(3) All Home


Applicants must describe how the CoC:
1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and
2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being. (limit 2,000 characters)

1) CoC actively promotes private employer partnerships & access to job opportunities through the following: (a) Direct job referral relationships developed w/ Vigor Ship Building, Amazon, Best Buy, Starbucks, Chipotle, Mighty O Donuts, Taco Time, Mod Pizza, Home Depot; b) Private social enterprises like Orion Industries for training, paid internships & employment connections to companies including Boeing; c) Custom training & apprenticeships linked to private employers (Information Technology, Janitorial, Culinary Arts/Barista, Flagger & Forklift Operator); d) Temporary job placement through Link Staffing, Parker Staffing, Terra Staffing, Pace Staffing Network; e) Private industry mentorship of CoC employment & training programs; f) Worksource Weekly Hot Jobs Alerts disseminated widely, King County
Communities of Opportunity, Work Source, Port of Seattle email listservs, Solid Grounds on-line Resource Wire posts job opportunities/hiring fairs

2) CoC works directly w/ community partners to support residents of permanent supportive housing. Interested & eligible tenants encouraged to enroll in Supported Employment Programs within King County Integrated Care Network for job readiness assessment, employer outreach & job support. Many tenants find day labor through Millionaires Club & other CoC partners. The Seattle Conservation Corps provides employment/on the job training in a structured program that carries out community projects & VA provides assistance through Compensative Work Therapy program. Other partners include Seattle Jobs Initiative, apprenticeships w/ WA Department of Labor & Industries, partnerships w/ Cares of Washington. To further resident recovery & well-being programs also create volunteer opportunities within their housing (sweeping, meal prep, donation pick-up, etc.) & meaningful community work (West Seattle Food Banks, the Center for Wooden Boats, South Seattle Chinese Garden)


Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC’s geographic area:

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.

2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).

3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.

4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.

5. The CoC works with organizations to create volunteer opportunities for program participants.

6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).

7. Provider organizations within the CoC have incentives for employment.

8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.

3A-6. System Performance Measures

Data–HDX Submission Date 05/23/2019

Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)
3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

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Warning! The CoC Application score could be affected if information is incomplete on this formlet.

3B-1. Prioritizing Households with Children.

Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.

<table>
<thead>
<tr>
<th>Factor</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)</td>
<td></td>
</tr>
<tr>
<td>2. Number of previous homeless episodes</td>
<td>X</td>
</tr>
<tr>
<td>3. Unsheltered homelessness</td>
<td>X</td>
</tr>
<tr>
<td>4. Criminal History</td>
<td>X</td>
</tr>
<tr>
<td>5. Bad credit or rental history</td>
<td>X</td>
</tr>
<tr>
<td>6. Head of Household with Mental/Physical Disability</td>
<td>X</td>
</tr>
</tbody>
</table>

3B-1a. Rapid Rehousing of Families with Children.

Applicants must:
1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;
2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once
assistance ends; and
3. provide the organization name or position title responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of them becoming homeless.

(limit 2,000 characters)

1. CoC working toward more rapid rehousing of families. Current 76 days down from 89 in 2017, & 125 in 2016. Strategies toward 30 include: a) expand RRH resources following local & national guidelines for RRH best practices; b) utilize standard set of RRH guidelines across system to improve fidelity; c) utilize provider/funder learning circles to share best practices & ideas for landlord engagement & housing search/attainment; d) public facing data dashboards that distinguish length of time in housing search & program enrollment; e) performance based funding & contracting that includes standards for time to housing; f) implementation of Housing Connector (redesigned landlord liaison project) to improve access to landlords, centralizing housing search location w/a business-to-business model; g) investments in legal representation for families with past debt or eviction judgements; h) weekly CE case conferencing; i) local legislation continues to support prohibition of both source of income discrimination & consideration of most criminal histories in rental screening; j) expansion of diversion services & flexible funding at multiple intervention points; k) UWKC Family Resource Exchange & Home Base eviction prevention funding at courts.

2. CoC programs support families to access natural supports and mainstream benefits & maintain stability should future housing crisis arise. Housing Connector w/risk mitigation funds can support housing retention. Local RRH guidelines allow for additional case management support after financial assistance ends. Services include “know your rights,” info sharing especially new tenant protections. CEA mobility request policy addresses increased service needs. Homelessness Prevention programs work w/HH that need addition support after being stably housed (former homelessness priority factor for prevention services). Partnered with PHAs to submit 2019 Mainstream NOFA to expand Move On to include RRH.

3. All Home

3B-1b. 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 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 any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or Insured Housing.

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.

3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.

4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.

3B-1c. Unaccompanied Youth Experiencing Homelessness—Addressing Needs.

Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:

<table>
<thead>
<tr>
<th>Need</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Unsheltered homelessness</td>
<td></td>
</tr>
<tr>
<td>2. Human trafficking and other forms of exploitation</td>
<td></td>
</tr>
<tr>
<td>3. LGBT youth homelessness</td>
<td></td>
</tr>
<tr>
<td>4. Exits from foster care into homelessness</td>
<td></td>
</tr>
<tr>
<td>5. Family reunification and community engagement</td>
<td></td>
</tr>
<tr>
<td>6. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs</td>
<td></td>
</tr>
</tbody>
</table>

3B-1c.1. Unaccompanied Youth Experiencing Homelessness—Prioritization Based on Needs.

Applicants must check all that apply that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.

<table>
<thead>
<tr>
<th>Factor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)</td>
<td>X</td>
</tr>
<tr>
<td>2. Number of Previous Homeless Episodes</td>
<td>X</td>
</tr>
<tr>
<td>3. Unsheltered Homelessness</td>
<td>X</td>
</tr>
<tr>
<td>4. Criminal History</td>
<td>X</td>
</tr>
<tr>
<td>5. Bad Credit or Rental History</td>
<td>X</td>
</tr>
</tbody>
</table>

3B-1d. Youth Experiencing Homelessness—Housing and Services Strategies.

Applicants must describe how the CoC increased availability of housing and services for:

1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific.
or youth-inclusive; and
2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.

(limit 3,000 characters)

1. CoC Youth Homelessness Demonstration Program (YHDP) has significantly increased housing resources & services to serve close to 300 additional YYA each year w/ critical services to move them out of homelessness. Learning those that have achieved functional zero w/ Vets &CH, as well as evidence-informed practices for racial equity, social innovation, human centered design, our region developed a Coordinated Community Plan for ending youth homelessness. CoC launched End Youth Homelessness Now Campaign; a 2-year initiative to operationalize YHDP plan to right-size system & reach functional zero for YYA. EYHN relies on 3 key components for success: transparent & readily accessible data; use of nimble, command center-style implementation team; flexible resources that can be shifted in response to data to a proven menu of strategies & interventions optimized for equity & impact. It is a collaborative partnership w/ local government, providers, philanthropy, businesses, CE, evaluation staff, & Youth Action Board. YHDP Bridge Housing pilots the new HUD joint TH/RRH project model. Crisis housing is the platform from which YYA are rapidly rehoused. Staff includes housing location & RRH case management, emphasizing finding & moving YA to longer-term/independent housing w/ connections to community. The program is supported by Career Launchpad, an employment support program

2. Unsheltered: YHDP YYA Navigation Diversion ensures system-wide capacity for housing navigation & diversion services & provides flexible funding to support opportunities. The project utilizes best practices & adopts shared principles & practices w/ system-wide training. Housing Navigators provide CE assessment, diversion & navigation assistance using progressive engagement. The Diversion model is flexible, youth driven, relationship-based & embraces problem-solving & financial assistance to identify stable housing options. The Youth Engagement Team houses & supports youth & families either immediately prior to impending homelessness or w/in the first few days of the experience. This strength-based approach uses a multi-system team w/ legal aid to help youth quickly reunify w/ family or access short term housing while services are delivered. YHDP also expanded & enhanced the Children’s Crisis Outreach Response System (CCORS) to ensure immediate access to young adults, families, law enforcement officers, YYA housing providers & other community orgs to mobilize crisis outreach 24/7 across KC. CCORS works to deescalate current crisis, providing in-home & community-based supports for up to 8 weeks. When situations can’t be stabilized &/or calls for more intensive stabilization, the crisis team has access to crisis stabilization beds, where YA can stay up to 14 days. Expanding CCORS increases capacity to extend services beyond current focus to serve YA ages 18-24 living in housing programs w/in the YYA homeless housing system, further promoting successful housing stability

3B-1d.1. Youth Experiencing Homelessness–Measuring Effectiveness of Housing and Services Strategies.

Applicants must:
1. provide evidence the CoC uses to measure each of the strategies in question 3B-1d. 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 both strategies in question 3B-1d.; and
3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d. (limit 3,000 characters)

1. CoC uses following to measure strategies above:

a) Bridge: YYA connected w/ stable housing & permanent connections as quickly as possible; CoC system wide performance standards for length of stay (LOS), % of exits to PH & % returns

b) Nav/Diversion & Youth Engagement: YYA prevented from becoming homeless or diverted from homeless housing system where possible; LOS, % of exits to PH & % returns; No YYA on CE By Name List (BNL) >/= 60 days b/4 exiting to stable housing

c) CCORS: YYA prevented from becoming homeless or diverted from homeless housing system where possible; YYA connected w/ stable housing & permanent connections as quickly as possible; % of exits to PH & % returns; No YYA seeking Basic Center Cervices (BCS), ES, or other homeless interventions turned away; YYA do not return to homelessness; YYA connected w/ services & supports to promote long-term stability

2. a) No YYA experiencing unsheltered homelessness: # of unsheltered YYA <\= average monthly placement rate
b) YYA prevented from becoming homeless or diverted from homeless housing system: Reduce inflow by at least 10%
c) No YYA exit from systems into unsheltered homelessness: # of YYA who ID previous foster care or criminal justice
d) No YYA on CE BNL >60 days: Length of time from assessment to safe stable housing/placement <60 days

e) YYA connected w/ stable housing & connections ASAP: Avg. length of homeless episode (days); 90% of YYA report stronger connections to mainstream programming;
f) No YYA seeking BCS, ES, or other intervention turned away: Zero turnaways &/or denials from homeless housing, BCS or ES
g) All YYA housing programs will meet system wide performance standards for LOS & % of exits to PH: LOS (days) & % exits to PH
h) YYA do not return to homelessness: < 5% of YYA who exit to PH return to homelessness w/in 2 years
i) YYA connected w/ supports to promote long-term stability: 90% of YYA report stronger connections to mainstream programming
j) Access to CE housing & exits to PH comparable among race & ethnicity: System & program outcomes for YYA of color >/= to those of white & non-Hispanic YYA & system & program outcomes for LGBTQ identifying YYA are >/= YYA who do not ID as LGBTQ
k) All YYA (esp. YYA of color) have geographic access to services: 80% of YYA report they were able to be served in preferred geographic area;
l) Ensure staff & board members reflect race, culture, &/or lived experience of populations served: Demographics of staff at all levels at all YYA agencies,
Joint Committee members reflect the diversity of YYA experiencing & at risk of homelessness

3. Measures listed above allow the CoC to measure & analyze at project & system level outcomes in the following areas: inflow; LOS; exits to PH; returns; community connection; education & employment; reducing disparities for historically disenfranchised populations. These measures w/ continuous quality improvement will allow us to iterate & improve

3B-1e. Collaboration–Education Services.

Applicants must describe:

1. the formal partnerships with:
   a. youth education providers;
   b. McKinney-Vento LEA or SEA; and
   c. school districts; and

2. how the CoC collaborates with:
   a. youth education providers;
   b. McKinney-Vento Local LEA or SEA; and
   c. school districts.

(limit 2,000 characters)

1. a) CoC-led Student Homelessness Workgroup (SHW) resulted in expanded education & housing efforts w/ King County (KC) School Districts (Highline) & KC Public Housing Authority. SHW, w/ support of their NCHE TA voted on three primary goals 10/2019: Upstream/Universal screening to prevent student homelessness; single-point of contact; & comprehensive early intervention/prevention action plan. The SHW efforts all align & coordinate w/ broader End Youth Homelessness Now Campaign

   b) WA Office of Public Instruction (McKV State Ed Agency) staff participate in SHW & provide data for needs/gaps analysis. WA Office of Homeless Youth (OHY) is close partner in CoC YHDP work & contributes funds to the Youth Engagement Team connecting to homeless housing, Seattle Public Schools, Legal Services & Behavioral Health for unaccompanied minors w/ strong family reunifications emphasis. McKV staff trained by CoC in Diversion services/approach & have specific/restricted funds set aside for students & families to access Diversion services to address & end their homelessness – a collaboration w/ Building Changes, the Pearl Jam Home Show efforts, & Schultz Family Foundation

   c) SHW resulted in expanded ed. & housing efforts to KC School Districts (Highline) & King County PHA. SHW is currently designing Upstream pilot at two KC school districts, Tukwila & Renton –collaboration between school districts, CoC & Chapin Hall

2. a) Seattle School District sits on SHW (30 participants: funders, philanthropy, providers, school personnel) to identify how homeless housing & education systems can better target YYA & their families for hsing stabilization & supports

   b) Local McKV staff & school personnel participate in CoC-led trainings;
Collaborate with McKV staff to provide school district-specific diversion trainings. McKV liaisons also collaborate in SHW.

c) Puget Sound ESD also a partner in cross-training & advocacy for student homelessness. School districts are represented on SHW.

3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.

Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services. (limit 2,000 characters)

The Education Services Policy is included in the CoC Interim Policies.

Procedures include: Programs serving families w/ children & school-aged youth & young adults must inform families & 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; programs must designate a staff person to ensure children are enrolled in school & connected to education services. Programs are additionally required to ask participants to sign verification of their receipt of McKinney-Vento Act eligibility. The Seattle/King County Coalition on Homelessness offers an annual training: Helping Homeless Students: McKinney-Vento 101, which is attended by both school personnel and homeless service providers (135 registered from fall 2019 offering). The Coalition also produces “Understanding Educational Rights for homeless and unstably housed students – a guide for parents, students, teachers and social workers”, which outlines homeless student rights, and also provides McKinney-Vento contacts for each King County school district. The brochure is made available to providers, libraries, schools, & is posted on the Coalition website.

3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

Applicant must indicate whether the CoC has an MOU/ MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.

<table>
<thead>
<tr>
<th>Early Childhood Providers</th>
<th>MOU/ MOA</th>
<th>Other Formal Agreement</th>
</tr>
</thead>
<tbody>
<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>No</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>No</td>
</tr>
</tbody>
</table>

Applicant: Seattle/King County CoC

Project: WA-500 CoC Registration FY2019

COC_REG_2019_170555

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### 3B-2. Active List of Veterans Experiencing Homelessness.

Applicant must indicate whether the CoC uses an active list or by-name list to identify all veterans experiencing homelessness in the CoC. Yes

#### 3B-2a. VA Coordination–Ending Veterans Homelessness.

Applicants must indicate whether the CoC is actively working with the U.S. Department of Veterans Affairs (VA) and VA-funded programs to achieve the benchmarks and criteria for ending veteran homelessness. Yes

#### 3B-2b. Housing First for Veterans.

Applicants must indicate whether the CoC has sufficient resources to ensure each veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach. No

### 3B-3. Racial Disparity Assessment. Attachment Required.

Applicants must:
1. select all that apply to indicate the findings from the CoC’s Racial Disparity Assessment; or
2. select 7 if the CoC did not conduct a Racial Disparity Assessment.

1. People of different races or ethnicities are more likely to receive homeless assistance. X
2. People of different races or ethnicities are less likely to receive homeless assistance. X
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance. X
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance. X
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance. 
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance. 
7. The CoC did not conduct a racial disparity assessment. 

---

**Applicant:** Seattle/King County CoC  
**Project:** WA-500 CoC Registration FY2019  
**COC_REG_2019_170555**

<table>
<thead>
<tr>
<th>Birth to 3 years</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tribal Home Visiting Program</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Other: (limit 50 characters)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ChildCare Resources - homeless childcare subsidies</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Preschool Facility Fund</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

---

**3B-3. Racial Disparity Assessment. Attachment Required.**

Applicants must:
- Select all that apply to indicate the findings from the CoC’s Racial Disparity Assessment; or
- Select 7 if the CoC did not conduct a Racial Disparity Assessment.

1. People of different races or ethnicities are more likely to receive homeless assistance.

2. People of different races or ethnicities are less likely to receive homeless assistance.

3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.

4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.

5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.

6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.

7. The CoC did not conduct a racial disparity assessment.
3B-3a. Addressing Racial Disparities.

Applicants must select all that apply to indicate the CoC’s strategy to address any racial disparities identified in its Racial Disparities Assessment:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.</td>
<td>X</td>
</tr>
<tr>
<td>2. The CoC has identified the cause(s) of racial disparities in their homeless system.</td>
<td>X</td>
</tr>
<tr>
<td>3. The CoC has identified strategies to reduce disparities in their homeless system.</td>
<td>X</td>
</tr>
<tr>
<td>4. The CoC has implemented strategies to reduce disparities in their homeless system.</td>
<td>X</td>
</tr>
<tr>
<td>5. The CoC has identified resources available to reduce disparities in their homeless system.</td>
<td>X</td>
</tr>
<tr>
<td>6. The CoC did not conduct a racial disparity assessment.</td>
<td></td>
</tr>
</tbody>
</table>
4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:
Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
The FY 2019 CoC Application Detailed Instruction can be found at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

4A-1. Healthcare–Enrollment/Effective Utilization

Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and 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></td>
<td></td>
</tr>
<tr>
<td>Medicaid - Foundational Community Supports</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>


Applicants must:
1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;
2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;
3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in
health insurance;
4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and
5. 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 directs TA/ training re: benefit/financial systems: Hosting quarterly SOAR & Cross Agency Systems Training (CAST); Local Homeless Coalition Public Benefits training series: "Benefits 101" (held 9/13/19) led by Solid Ground Benefits Assistance Atty & Statewide Poverty Network covers TANF, Food Stamps, Childcare, Medicare Savings, & recent changes to State HEN & ABD). "Benefits 201" is deeper dive into SSI/SSDI w/ Community Law Center, SOAR Trainers, & SSA to cover SSI/SSDI; 160+ attended two 2019 trainings offering practical tools for making benefit programs work for HH & targeted to service providers. 97% of CoC-funded providers assist clients with identifying, accessing, & maintaining mainstream benefits.

2) CoC uses mail blasts and web postings with new information; adds training updates and alerts to weekly All Home newsletter; Public Health, Healthcare for the Homeless Network, Homeless Coalition newsletters & e-mail updates are received directly by CoC providers; most programs receive direct notification from multiple public listservs.

3) Public Health directly contracts for health benefit enrollment thru Health Point, Evergreen, YWCA & PSKS, w/ Mobile Medical, Access, & outreach.

4) CoC through Public Health & Healthcare for the Homeless Network ensures HH are enrolled for Medicaid and other benefits for which they are eligible, leveraging & not replacing these resources. WA has Medicaid Waiver for Foundational Community Supports (FCS) w/ benefits for supportive housing & supported employment for Medicaid-eligible w/ complex needs. For effective utilization of the benefit CoC working w/ state to: a) ensure program design works in King Co; b) service & housing providers FCS trained; c) appropriate HH get access & providers set-up to use FCS to support HH. CoC program agencies involved (CCS, DESC, Plymouth, REACH, Sound, VCCC). CoC working to leverage FCS w/ CE; CE staff trained

5) All Home

4A-2. Lowering Barriers to Entry Data:

Applicants must report:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.</td>
<td>59</td>
</tr>
<tr>
<td>2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.</td>
<td>59</td>
</tr>
<tr>
<td>Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.</td>
<td>100%</td>
</tr>
</tbody>
</table>

Applicants must:
1. describe the CoC’s street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
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 aims to ID & engage all unsheltered. Seattle (Sea) organizes outreach coverage in Sea, w/ learning circles for best practice & local policy. Healthcare for the Homeless: mobile medical outreach & coord. outreach support for South King County (KC). Congregations for Homeless works w/ cities & first responders for East KC. Veterans by name list (BNL) & navigator support. CE includes mobile & outreach-based assessment. Priority pool is top 40 household (HH) or BNL. All not service-connected are assigned a population-specific navigator who keeps connection & collects documentation. In addition to CE Navigator (CCS), Mary’s Place & Kids+ provide outreach to families. Piloting outreach targeting HH living in vehicles throughout KC w/ TA (Cloudburst) thru HUD Unsheltered TA Initiative

2. 100% geography covered by outreach, w/ providers contracted to cover all CoC regions. Professional outreach workers partner w/ first responders & faith-based providers in resource-scarce regions

3. CoC employs full-time, paid outreach throughout KC. Outreach occurs daily through standard business & later hours, including overnight outreach through Operation Nightwatch

4. Once HH in priority pool, SHARP provides assertive community treatment & assists w/ hsing documentation. Family CE Navigators connect w/ prioritized HH to help w/ documentation & ensure connection. Navigators works w/ YYA prioritized in CE. Vets Navigators / Pathfinders support Vets BNL until HH housed or service connected. Sea contracted w/ American Indian/Alaska Native orgs to meet unique needs of AI/NA. Sea interdisciplinary Nav Team focus: linking HH to enhanced shelter.

Street outreach to YYA in encampments & spaces where unsheltered YYA gather, & help navigate CE. Cross-sector partnership outreach to gang-involved YYA. Tailored outreach for YYA fleeing sex trafficking. Effort underway to develop common assessment tool in schools for early ID of YYA experiencing homelessness: Upstream KC

4A-4. RRH Beds as Reported in 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 2018 and 2019.
Applicant: Seattle/King County CoC  
Project: WA-500 CoC Registration FY2019

<table>
<thead>
<tr>
<th>RRH beds available to serve all populations in the HIC</th>
<th>2018</th>
<th>2019</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1,068</td>
<td>1,102</td>
<td>34</td>
</tr>
</tbody>
</table>

4A-5. Rehabilitation/Construction Costs–New Projects.  No

Applicants must indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting $200,000 or more in funding for housing rehabilitation or new construction.

4A-6. Projects Serving Homeless under Other Federal Statutes.  No

Applicants must indicate whether the CoC is 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.
4B. Attachments

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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2019 CoC Competition Report (HDX Report)</td>
<td>Yes</td>
<td>FY 2019 CoC Compe...</td>
<td>09/18/2019</td>
</tr>
<tr>
<td>1C-4. PHA Administration Plan–Moving On Multifamily Assisted Housing Owners' Preference.</td>
<td>No</td>
<td>Moving On Multifa...</td>
<td>09/26/2019</td>
</tr>
<tr>
<td>1C-4. PHA Administrative Plan Homeless Preference.</td>
<td>No</td>
<td>PHA Administratio...</td>
<td>09/26/2019</td>
</tr>
<tr>
<td>1C-7. Centralized or Coordinated Assessment System.</td>
<td>Yes</td>
<td>CE Assesment Tool</td>
<td>09/26/2019</td>
</tr>
<tr>
<td>1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.</td>
<td>Yes</td>
<td>Projects Accepted...</td>
<td>09/23/2019</td>
</tr>
<tr>
<td>1E-1. Public Posting–30-Day Local Competition Deadline.</td>
<td>Yes</td>
<td>Local Competition...</td>
<td>09/20/2019</td>
</tr>
<tr>
<td>1E-1. Public Posting–Local Competition Announcement.</td>
<td>Yes</td>
<td>Local Competition...</td>
<td>09/24/2019</td>
</tr>
<tr>
<td>1E-4. Public Posting–CoC-Approved Consolidated Application</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3A. Written Agreement with Local Education or Training Organization.</td>
<td>No</td>
<td>Local Education o...</td>
<td>09/20/2019</td>
</tr>
<tr>
<td>3A. Written Agreement with State or Local Workforce Development Board.</td>
<td>No</td>
<td>State or Local Wo...</td>
<td>09/20/2019</td>
</tr>
<tr>
<td>3B-3. Summary of Racial Disparity Assessment.</td>
<td>Yes</td>
<td>Racial Disparity ...</td>
<td>09/26/2019</td>
</tr>
<tr>
<td>4A-7a. Project List-Homeless under Other Federal Statutes.</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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</tbody>
</table>
Attachment Details

Document Description: FY 2019 CoC Competition Report

Attachment Details

Document Description: Moving On Multifamily Preference

Attachment Details

Document Description: PHA Administration Plan Preference

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: Projects Accepted Notification

Attachment Details

Document Description: Project Rejected/Reduced Notification
Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: Local Competition Announcement

Attachment Details

Document Description:

Attachment Details

Document Description: Local Education or Training Agreement

Attachment Details

Document Description: State or Local Workforce Agreement
Document Description: Racial Disparity Assessment Summary

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

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

<table>
<thead>
<tr>
<th>Page</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A. Identification</td>
<td>09/13/2019</td>
</tr>
<tr>
<td>1B. Engagement</td>
<td>09/26/2019</td>
</tr>
<tr>
<td>1C. Coordination</td>
<td>09/26/2019</td>
</tr>
<tr>
<td>1D. Discharge Planning</td>
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<td>1E. Local CoC Competition</td>
<td>09/26/2019</td>
</tr>
<tr>
<td>1F. DV Bonus</td>
<td>09/26/2019</td>
</tr>
<tr>
<td>2A. HMIS Implementation</td>
<td>09/26/2019</td>
</tr>
<tr>
<td>2B. PIT Count</td>
<td>09/26/2019</td>
</tr>
<tr>
<td>3A. System Performance</td>
<td>09/26/2019</td>
</tr>
<tr>
<td>3B. Performance and Strategic Planning</td>
<td>09/26/2019</td>
</tr>
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<td>4A. Mainstream Benefits and Additional Policies</td>
<td>09/26/2019</td>
</tr>
<tr>
<td>4B. Attachments</td>
<td>Please Complete</td>
</tr>
<tr>
<td>Submission Summary</td>
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Applicant: Seattle/King County CoC
Project: WA-500 CoC Registration FY2019

COC_REG_2019_170555
### Total Population PIT Count Data

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
<th>2019 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count</td>
<td>10730</td>
<td>11643</td>
<td>12112</td>
<td>11199</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>3200</td>
<td>3,491</td>
<td>3,585</td>
<td>4065</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>42</td>
<td>43</td>
<td>41</td>
<td>43</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>2983</td>
<td>2,624</td>
<td>2,166</td>
<td>1863</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>6225</td>
<td>6158</td>
<td>5792</td>
<td>5971</td>
</tr>
<tr>
<td>Total Unsheltered Count</td>
<td>4505</td>
<td>5485</td>
<td>6320</td>
<td>5228</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>
<th>2019 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>
<td>2213</td>
</tr>
<tr>
<td>Sheltered Count of Chronically Homeless Persons</td>
<td>456</td>
<td>986</td>
<td>1,038</td>
<td>1313</td>
</tr>
<tr>
<td>Unsheltered Count of Chronically Homeless Persons</td>
<td>358</td>
<td>1,787</td>
<td>2,514</td>
<td>900</td>
</tr>
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</table>
### Homeless Households with Children PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
<th>2019 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>
<td>763</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Households with Children</td>
<td>904</td>
<td>883</td>
<td>757</td>
<td>744</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Households with Children</td>
<td>28</td>
<td>22</td>
<td>25</td>
<td>19</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>
<th>2019</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>
<td>830</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Veterans</td>
<td>546</td>
<td>536</td>
<td>636</td>
<td>392</td>
<td>365</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Veterans</td>
<td>41</td>
<td>120</td>
<td>693</td>
<td>529</td>
<td>465</td>
</tr>
</tbody>
</table>
## HMIS Bed Coverage Rate

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2019 HIC</th>
<th>Total Beds in 2019 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>4540</td>
<td>245</td>
<td>3621</td>
<td>84.31%</td>
</tr>
<tr>
<td>Safe Haven (SH) Beds</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>100.00%</td>
</tr>
<tr>
<td>Transitional Housing (TH) Beds</td>
<td>2129</td>
<td>319</td>
<td>1359</td>
<td>75.08%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) Beds</td>
<td>1102</td>
<td>55</td>
<td>1047</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) Beds</td>
<td>6066</td>
<td>0</td>
<td>4971</td>
<td>81.95%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) Beds</td>
<td>1652</td>
<td>43</td>
<td>1492</td>
<td>92.73%</td>
</tr>
<tr>
<td><strong>Total Beds</strong></td>
<td><strong>15,534</strong></td>
<td><strong>662</strong></td>
<td><strong>12535</strong></td>
<td><strong>84.29%</strong></td>
</tr>
</tbody>
</table>
### PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

<table>
<thead>
<tr>
<th>Chronically Homeless Bed Counts</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
<th>2019 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>
<td>2530</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Households with Children</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
<th>2019 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>
<td>211</td>
</tr>
</tbody>
</table>

### Rapid Rehousing Beds Dedicated to All Persons

<table>
<thead>
<tr>
<th>All Household Types</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
<th>2019 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>
<td>1102</td>
</tr>
</tbody>
</table>
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.
# Universe

<table>
<thead>
<tr>
<th>1.1 Persons in ES and SH</th>
<th>14412</th>
<th>14179</th>
<th>15502</th>
<th>86</th>
<th>90</th>
<th>96</th>
<th>6</th>
<th>35</th>
<th>39</th>
<th>41</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>16834</td>
<td>16400</td>
<td>17366</td>
<td>146</td>
<td>145</td>
<td>141</td>
<td>-4</td>
<td>55</td>
<td>58</td>
<td>58</td>
<td>0</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.
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</th>
<th>Total # of Persons who Exit was from a Permanent Housing Destination (2 Years Prior)</th>
<th>Returns to Homelessness in Less than 6 Months</th>
<th>Returns to Homelessness from 6 to 12 Months</th>
<th>Returns to Homelessness from 13 to 24 Months</th>
<th>Number of Returns in 2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revised FY 2017 FY 2018 Revised FY 2017 % of Returns</td>
<td>Revised FY 2017 FY 2018 % of Returns</td>
<td>Revised FY 2017 FY 2018 % of Returns</td>
<td>Revised FY 2017 FY 2018 % of Returns</td>
<td>Revised FY 2017 FY 2018 % of Returns</td>
</tr>
<tr>
<td>Exit was from SO</td>
<td>77 106 5 12 11%</td>
<td>4 4 4%</td>
<td>6 3 3%</td>
<td>19 18%</td>
<td></td>
</tr>
<tr>
<td>Exit was from ES</td>
<td>1392 1678 180 164 10%</td>
<td>77 94 6%</td>
<td>87 131 8%</td>
<td>389 23%</td>
<td></td>
</tr>
<tr>
<td>Exit was from TH</td>
<td>1197 1118 38 51 5%</td>
<td>27 33 3%</td>
<td>48 48 4%</td>
<td>132 12%</td>
<td></td>
</tr>
<tr>
<td>Exit was from SH</td>
<td>12 12 2 1 8%</td>
<td>0 0 0%</td>
<td>0 0 0%</td>
<td>1 8%</td>
<td></td>
</tr>
<tr>
<td>Exit was from PH</td>
<td>2063 2784 64 111 4%</td>
<td>54 76 3%</td>
<td>83 124 4%</td>
<td>311 11%</td>
<td></td>
</tr>
<tr>
<td>TOTAL Returns to Homelessness</td>
<td>4741 5698 289 339 6%</td>
<td>162 207 4%</td>
<td>224 306 5%</td>
<td>852 15%</td>
<td></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 person as reported on the PIT (not from HMIS).

<table>
<thead>
<tr>
<th></th>
<th>January 2017 PIT Count</th>
<th>January 2018 PIT Count</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered persons</td>
<td>11643</td>
<td>12112</td>
<td>469</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>3491</td>
<td>3585</td>
<td>94</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>43</td>
<td>41</td>
<td>-2</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>2624</td>
<td>2166</td>
<td>-458</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>6158</td>
<td>5792</td>
<td>-366</td>
</tr>
<tr>
<td>Unsheltered Count</td>
<td>5485</td>
<td>6320</td>
<td>835</td>
</tr>
</tbody>
</table>

Metric 3.2 – Change in Annual Counts

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2017</th>
<th>Revised FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total sheltered homeless persons</td>
<td>17167</td>
<td>16557</td>
<td>17535</td>
<td>978</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>14524</td>
<td>14290</td>
<td>15605</td>
<td>1315</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>54</td>
<td>54</td>
<td>57</td>
<td>3</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>3368</td>
<td>2918</td>
<td>2570</td>
<td>-348</td>
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</table>
Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2017</th>
<th>Revised FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>1695</td>
<td>1658</td>
<td>1863</td>
<td>205</td>
</tr>
<tr>
<td>Number of adults with increased earned income</td>
<td>46</td>
<td>53</td>
<td>53</td>
<td>0</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>3%</td>
<td>3%</td>
<td>3%</td>
<td>0%</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 2017</th>
<th>Revised FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>1695</td>
<td>1658</td>
<td>1863</td>
<td>205</td>
</tr>
<tr>
<td>Number of adults with increased non-employment cash income</td>
<td>401</td>
<td>389</td>
<td>508</td>
<td>119</td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>24%</td>
<td>23%</td>
<td>27%</td>
<td>4%</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 2017</th>
<th>Revised FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>1695</td>
<td>1658</td>
<td>1863</td>
<td>205</td>
</tr>
<tr>
<td>Number of adults with increased total income</td>
<td>432</td>
<td>425</td>
<td>545</td>
<td>120</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>25%</td>
<td>26%</td>
<td>29%</td>
<td>3%</td>
</tr>
</tbody>
</table>
Metric 4.4 – Change in earned income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2017</th>
<th>Revised FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>1121</td>
<td>969</td>
<td>1108</td>
<td>139</td>
</tr>
<tr>
<td>Number of adults who exited with increased earned income</td>
<td>159</td>
<td>158</td>
<td>167</td>
<td>9</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>14%</td>
<td>16%</td>
<td>15%</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 2017</th>
<th>Revised FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>1121</td>
<td>969</td>
<td>1108</td>
<td>139</td>
</tr>
<tr>
<td>Number of adults who exited with increased non-employment cash income</td>
<td>212</td>
<td>211</td>
<td>229</td>
<td>18</td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>19%</td>
<td>22%</td>
<td>21%</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 2017</th>
<th>Revised FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>1121</td>
<td>969</td>
<td>1108</td>
<td>139</td>
</tr>
<tr>
<td>Number of adults who exited with increased total income</td>
<td>352</td>
<td>350</td>
<td>370</td>
<td>20</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>31%</td>
<td>36%</td>
<td>33%</td>
<td>-3%</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 2017</th>
<th>Revised FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH or TH during the reporting period.</td>
<td>13847</td>
<td>14382</td>
<td>14421</td>
<td>39</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>4506</td>
<td>4421</td>
<td>4483</td>
<td>62</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>9341</td>
<td>9961</td>
<td>9938</td>
<td>-23</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 2017</th>
<th>Revised FY 2017</th>
<th>FY 2018</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>17018</td>
<td>17635</td>
<td>17812</td>
<td>177</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>5121</td>
<td>5300</td>
<td>5500</td>
<td>200</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>11897</td>
<td>12335</td>
<td>12312</td>
<td>-23</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 FY2018 (Oct 1, 2017 - Sept 30, 2018) reporting period.

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

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2017</th>
<th>Revised FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons who exit Street Outreach</td>
<td>951</td>
<td>963</td>
<td>1588</td>
<td>625</td>
</tr>
<tr>
<td>Of persons above, those who exited to temporary &amp; some institutional destinations</td>
<td>154</td>
<td>154</td>
<td>212</td>
<td>58</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>145</td>
<td>144</td>
<td>711</td>
<td>567</td>
</tr>
<tr>
<td>% Successful exits</td>
<td>31%</td>
<td>31%</td>
<td>58%</td>
<td>27%</td>
</tr>
</tbody>
</table>

Metric 7b.1 – Change in exits to permanent housing destinations
### 2019 HDX Competition Report

**FY2018 - Performance Measurement Module (Sys PM)**

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2017</th>
<th>Revised FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing</td>
<td>12294</td>
<td>13026</td>
<td>13385</td>
<td>359</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>4165</td>
<td>4153</td>
<td>4702</td>
<td>549</td>
</tr>
<tr>
<td>% Successful exits</td>
<td>34%</td>
<td>32%</td>
<td>35%</td>
<td>3%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2017</th>
<th>Revised FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in all PH projects except PH-RRH</td>
<td>6714</td>
<td>6380</td>
<td>6765</td>
<td>385</td>
</tr>
<tr>
<td>Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations</td>
<td>6387</td>
<td>6020</td>
<td>6455</td>
<td>435</td>
</tr>
<tr>
<td>% Successful exits/retention</td>
<td>95%</td>
<td>94%</td>
<td>95%</td>
<td>1%</td>
</tr>
</tbody>
</table>
This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

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

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.
<table>
<thead>
<tr>
<th>1. Number of non-DV Beds on HIC</th>
<th>All ES, SH</th>
<th>All TH</th>
<th>All PSH, OPH</th>
<th>All RRH</th>
<th>All Street Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td>2702</td>
<td>2957</td>
<td>3312</td>
<td>3669</td>
<td>3134</td>
<td>2912</td>
</tr>
<tr>
<td>2. Number of HMIS Beds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2123</td>
</tr>
<tr>
<td>3. HMIS Participation Rate from HIC (%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Unduplicated Persons Served (HMIS)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Total Leavers (HMIS)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Destination of Don't Know, Refused, or Missing (HMIS)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Destination Error Rate (%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Date of PIT Count

| Date CoC Conducted 2019 PIT Count | 1/24/2019 |

### Report Submission Date in HDX

<table>
<thead>
<tr>
<th>Submitted On</th>
<th>Met Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 PIT Count Submittal Date</td>
<td>4/30/2019</td>
</tr>
<tr>
<td>2019 HIC Count Submittal Date</td>
<td>4/30/2019</td>
</tr>
<tr>
<td>2018 System PM Submittal Date</td>
<td>5/23/2019</td>
</tr>
</tbody>
</table>
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 Plan pages 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 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
below may be housed ahead of Category 1 applicants for vouchers under specific targeted programs. The HA may limit the number of vouchers issued annually under each targeted program, based upon the number of vouchers allocated by HUD and current and projected program utilization.

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
Tenant-based Administrative Plan

- Shelters
- HOPWA funded transitional programs

- Disabled applicants who have been determined by an agency to be prepared to transition from a supervised living arrangement to a supported living arrangement, such as clients who are transitioning from:
  - Group Homes
  - Hospitals
  - Living with Family Care Givers
  - Congregate Care Facilities
  - Assisted Living Facilities

- Physical Rehabilitation Facilities Applicants that are participating in an agency-coordinated and/or sponsored program.

b. **Homeless Family Supportive Housing Programs** - These programs serve families with children who are Homeless, at risk of Homelessness, at risk of separation as a result of poor living conditions, exiting KCHA-recognized emergency and transitional housing, and survivors of domestic violence. Referrals are made from supportive service providers and government child welfare agencies that are operating under a written agreement with KCHA to provide housing search, crisis intervention, housing stabilization, and/or case management services to participants. Examples include Family Unification Program, Domestic Violence and 2163 Homeless programs.

c. **Terminally Ill Housing Program** – This program serves applicants who have a terminal illness and are likely to die before they could receive and use assistance in the form of a Voucher if they had to wait their chronological turn on the waiting list. Terminally ill applicants are defined as individuals with a medical prognosis that their life expectancy is three years or less. In the case of applicants suffering from the AIDS virus, only individuals classified with an AIDS Indicator Condition of C1, C2, C3, or B3 meet the definition of terminally ill. The condition must be documented by the attending physician and/or a Social Service Agency that has been working with the applicant and can provide the necessary information.

d. **Additional Special Needs Programs**
These programs will serve participants who are either Homeless or at risk of Homelessness where referrals will be made from the supportive service
providers that are operating under a written agreement with KCHA to provide housing search, crisis intervention, housing stabilization, and/or case management services to participants. An example of this program would include the Veteran Affairs Supportive Housing Program.

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

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

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

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

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

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

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

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

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

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

Actions taken by KCHA to IDENTIFY AND REDUCE IMPEDIMENTS TO FAIR HOUSING CHOICE:

The following are specific King County Housing Authority efforts to identify and reduce impediments to fair housing choice:
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:**

---

U-2 8/9/2019
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 (Document starts on page 3)
✓ Tenant-based Administrative Plan (Document starts on page 14)
✓ Project-Based Section 8 Administrative Plan (Document starts on page 23)

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 (Document starts on page 34)
✓ Housing Choice Voucher Administrative Plan (Document starts on page 40)
King County Housing Authority (KCHA)
Admission and Continued Occupancy Policy

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;
Displacement by action of a housing owner;

Displacement by domestic violence (domestic violence is defined as actual or threatened physical violence directed against one or more members of the applicant family by a spouse or other member of the applicant’s household);

Displacement to avoid reprisals;

Displacement by hate crimes (hate crimes are actual or threatened physical violence of intimidation that is directed against a person or his or her property and that is based on the person’s race, color, religion, sex, national origin, handicap, or familial status);

Displacement by inaccessibility of unit;

Displacement because of HUD disposition of a multifamily project.

3. **Family living in Substandard Housing.** A family is living in substandard housing if they are living in housing that:

- Is dilapidated;
- Does not have operable indoor plumbing;
- Does not have a usable flush toilet inside the unit for the exclusive use of the family;
- Does not have electricity, or has inadequate or unsafe electrical service;
- Does not have a safe or adequate source of heat;
- Should, but does not, have a kitchen;
- Has been declared unfit for habitation by an agency or unit of government

4. **Rent Burdened Household.** A Rent Burdened Household is a family who is currently, and for a minimum of (at least) the last 90 days, has been paying more than 50% of total family income for rent and utilities.

- Individuals and families who choose to pay a rent in excess of the established FMR for their bedroom size will not qualify as rent burdened.

5. **Residents displaced due to KCHA Redevelopment.** Families who have been displaced from a development as a result of HOPE VI demolition or other KCHA sponsored redevelopment activities ONLY—this is intended to allow families who
have indicated a desire to move back to the redeveloped site a priority to do so.

During initial re-occupancy of the site, qualified displaced residents may be selected from the waiting list and housed ahead of other applicants as follows:

- 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 Special Program 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.

18-10 11-1-2010
h. For displacement due to HUD disposition of a multifamily project, certification by HUD of the disposition.

2. **Substandard Housing.** Applicants will be considered to be living in substandard housing if they (a) qualify as a homeless family (as defined in Section 1); or, (b) are living in a unit that is considered dilapidated, does not have operable indoor plumbing, a flush toilet, a usable bathtub or shower, adequate electrical service, a kitchen, an adequate heat source, or has been declared unfit for habitation.

   Required verification includes:

   a. Written certification from a unit of government that the unit's condition meets the federal definition of substandard;

   b. Written certification from an applicant's current landlord that the unit's condition meets the federal definition of substandard;

   c. For "homeless families," written certification of their status from a public/private facility providing shelter to the family, from local police or a social service agency. (This includes applicants receiving HOPWA funding.)

3. **Paying more than 50 percent of Income for Rent and Utilities.** Applicants will be considered to be rent burdened if they are (a) paying more than 50% of their income for rent and utilities, and, have been paying this amount for more than 90 days. Applicants will not qualify for this preference if the reason they are paying more than 50% of their income is because their housing assistance under the Section 8, Public Housing, Rent Supplement, or Section 236 program was terminated for refusal to comply with applicable program policies and procedures.

   Required verification to document eligibility includes:

   a. Third party verification of all income sources, as required by the HA;

   b. For rent, an applicant is required to produce a copy of either a lease (rental agreement) or rent receipts showing the applicant has been paying over 50% of their income for rent for the previous 90 day period. If the submitted documentation is not satisfactory, however, further information will be requested.

   c. For utility allowances, an applicant can choose to either:

   1. Use the HA's Section 8 Utility Allowance (if the applicant provides documentation showing the bedroom size of their current unity); or

   2. Provide information (copies of bills, receipts, etc.) of all utility payments made for the prior 12 month period, or if information is not obtainable,
Admission and Continued Occupancy Policy (ACOP)

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
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.\(^{31}\)

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

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\(^{31}\) Approved under MTW 7/21/08
below may be housed ahead of Category 1 applicants for vouchers under specific targeted programs. The HA may limit the number of vouchers issued annually under each targeted program, based upon the number of vouchers allocated by HUD and current and projected program utilization.

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
Tenant-based Administrative Plan

- Shelters
- HOPWA funded transitional programs

➤ Disabled applicants who have been determined by an agency to be prepared to transition from a supervised living arrangement to a supported living arrangement, such as clients who are transitioning from:
  - Group Homes
  - Hospitals
  - Living with Family Care Givers
  - Congregate Care Facilities
  - Assisted Living Facilities

➤ Physical Rehabilitation Facilities Applicants that are participating in an agency-coordinated and/or sponsored program.

b. **Homeless Family Supportive Housing Programs** - These programs serve families with children who are Homeless, at risk of Homelessness, at risk of separation as a result of poor living conditions, exiting KCHA-recognized emergency and transitional housing, and survivors of domestic violence. Referrals are made from supportive service providers and government child welfare agencies that are operating under a written agreement with KCHA to provide housing search, crisis intervention, housing stabilization, and/or case management services to participants. Examples include Family Unification Program, Domestic Violence and 2163 Homeless programs.

c. **Terminally Ill Housing Program** – This program serves applicants who have a terminal illness and are likely to die before they could receive and use assistance in the form of a Voucher if they had to wait their chronological turn on the waiting list. Terminally ill applicants are defined as individuals with a medical prognosis that their life expectancy is three years or less. In the case of applicants suffering from the AIDS virus, only individuals classified with an AIDS Indicator Condition of C1, C2, C3, or B3 meet the definition of terminally ill. The condition must be documented by the attending physician and/or a Social Service Agency that has been working with the applicant and can provide the necessary information.

d. **Additional Special Needs Programs**
   These programs will serve participants who are either Homeless or at risk of Homelessness where referrals will be made from the supportive service
providers that are operating under a written agreement with KCHA to
provide housing search, crisis intervention, housing stabilization, and/or case
management services to participants. An example of this program would
include the Veteran Affairs Supportive Housing Program.

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

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

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

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

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

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

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

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

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

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

U-2 8/9/2019
Project-based Section 8
Administrative Plan

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.

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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.
Extreme 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.\textsuperscript{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;

\textsuperscript{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
Seattle Housing Authority (SHA)
<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td>An elderly family;</td>
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<tr>
<td>A near-elderly family;</td>
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<tr>
<td>A disabled family;</td>
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<td>A displaced family;</td>
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<tr>
<td>The remaining member of a tenant family; or</td>
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<td>Two or more persons who have a history of living together and sharing resources to meet the needs of the household.</td>
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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>
</tr>
<tr>
<td>HOME</td>
<td>HUD provides SHA with formula grants to fund a wide range of activities, including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low income people. HUD has the Participating Jurisdiction (PJ) to oversee the HOME program at the local level.</td>
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<tr>
<td>Homeless</td>
<td>An applicant household that:</td>
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<td></td>
<td>• Is living on the street, in an emergency shelter, or in a transitional housing facility; or</td>
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<td>• Is an active client of a case-management program serving the homeless; or</td>
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<td>• Has met one of these two conditions within the 12-month period prior to their eligibility determination.</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>
</tr>
<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>
</tr>
<tr>
<td>Income Limits</td>
<td>See Area Median Income.</td>
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<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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<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>
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<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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<tr>
<td>LEP Committee</td>
<td>A committee comprised of representatives appointed by the director from each of the following SHA departments: Housing Operations, Finance and Administration, Communications, Legal, and Housing Choice Voucher. The committee meets annually to review and assess the operation of this policy and the list of Vital Documents.</td>
</tr>
<tr>
<td>Limited English Proficiency (LEP)</td>
<td>Participants, for whom English is not their primary or native language and have limited ability to read, write, speak and/or understand English.</td>
</tr>
<tr>
<td>Literally Homeless</td>
<td>Persons who are literally homeless include people who at program entry or program exit are in one of the following:</td>
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<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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### Admissions and Continued Occupancy Policy (ACOP)
#### Seattle Housing Authority

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| 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 ineligible." Applications will be assigned to the waiting list per the occupancy standards found in the Occupancy Standards section of the Household Composition and Occupancy Standards chapter.

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

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

4. Preferences

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

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

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

Public Housing

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

A. Waiting List Preferences

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

2. Applicant family is homeless, as defined in the Terminology appendix to the Overview of SHA and its ACOP chapter, 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 the Transfers Chapter) 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 appendix to the Overview of SHA and its ACOP chapter, 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

- **Housing Assurance Option (HAO)**: The Housing Assurance Option provides a safety net that gives LIPH residents who move out of their public housing unit a fallback plan if life situations change and their new housing situation is threatened. The Housing Authority would provide immediate access to housing through a preference that would place the qualified former LIPH resident at the top of the approved waiting list. Qualified residents shall be eligible for this preference for a period of 12 months from the date the resident’s household vacates from their public housing unit.

  - **Eligibility**: A household shall be eligible for HAO if all the following criteria are met prior to move out:

    - Household with an annual income greater than or equal to $30,000 for 1 person household or $40,000 for a multi person household (roughly 50
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.
Each tool begins with the Universal Data Elements (HUD) and a set of population specific supplemental questions to determine eligibility for housing programs. Relevant subpopulation versions of the VI-SPDAT used to determine vulnerability.

- Single Adults Intake Housing Triage Tool (starts on page 2)
- Family intake Housing Triage Tool (starts on page 23)
- Transition Age Youth Housing Triage Tool (starts on page 50)
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, whether a household consents to having their information in HMIS or not, 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 and the Coordinated Entry for All Privacy Statement 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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUALITY OF SOCIAL SECURITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Full SSN reported</td>
</tr>
<tr>
<td>☐ Approximate or partial SSN reported</td>
</tr>
<tr>
<td>CURRENT NAME</td>
</tr>
<tr>
<td>----------------------</td>
</tr>
<tr>
<td>Last</td>
</tr>
<tr>
<td>First</td>
</tr>
<tr>
<td>Middle</td>
</tr>
<tr>
<td>Suffix</td>
</tr>
<tr>
<td>Nickname</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUALITY OF CURRENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Full name reported</td>
</tr>
<tr>
<td>☐ Partial, street name, or code name reported</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUALITY OF DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Full DOB reported</td>
</tr>
<tr>
<td>☐ Approximate or partial DOB reported</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Female</td>
</tr>
<tr>
<td>☐ Male</td>
</tr>
<tr>
<td>☐ Transgender male to female</td>
</tr>
<tr>
<td>☐ Transgender female to male</td>
</tr>
<tr>
<td>Specify “Other”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RACE (select all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ American Indian or Alaskan Native</td>
</tr>
<tr>
<td>☐ Asian</td>
</tr>
<tr>
<td>☐ Black/African American</td>
</tr>
<tr>
<td>☐ Hawaiian or Other Pacific Islander</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ETHNICITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Non-Hispanic/Non-Latino</td>
</tr>
<tr>
<td>☐ Hispanic/Latino</td>
</tr>
</tbody>
</table>
### VETERAN STATUS

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

### IF “YES” TO VETERAN STATUS

**Year entered military service (year)**

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

**Theater of Operations: World War II**

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

**Theater of Operations: Korean War**

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

**Theater of Operations: Vietnam War**

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

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

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

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

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

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

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

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

<p>| No | Client doesn’t know |</p>
<table>
<thead>
<tr>
<th>Theater of Operations: Other peace-keeping operations or military interventions (such as Lebanon, Panama, Somalia, Bosnia, Kosovo)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ No</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
<tr>
<td>☐ Data not collected</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Branch of the Military</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Army</td>
</tr>
<tr>
<td>☐ Air Force</td>
</tr>
<tr>
<td>☐ Navy</td>
</tr>
<tr>
<td>☐ Marines</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discharge Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Honorable</td>
</tr>
<tr>
<td>☐ General under honorable conditions</td>
</tr>
<tr>
<td>☐ Other than honorable conditions (OTH)</td>
</tr>
<tr>
<td>☐ Client refused</td>
</tr>
<tr>
<td>☐ Bad Conduct</td>
</tr>
</tbody>
</table>

**CLIENT CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Can we leave a message for you?</th>
<th>Identify preferred contact method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: Yes / No</td>
<td>☐</td>
</tr>
<tr>
<td>Alternate phone: Yes / No</td>
<td>☐</td>
</tr>
<tr>
<td>Text: Yes / No</td>
<td>☐</td>
</tr>
<tr>
<td>Email: Yes / No</td>
<td>☐</td>
</tr>
<tr>
<td>Other (Facebook (name/unique hyperlink), social media, etc.):</td>
<td>Yes / No</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 ________________________________

| ☐ Under 30% AMI | ☐ Client doesn’t know |
| ☐ 30% to 50% AMI | ☐ Client refused |
| Yes | Greater than 50% | Data not collected |

**DO YOU HAVE SUPPLEMENTAL SECURITY INCOME (SSI) OR SOCIAL SECURITY DISABILITY INSURANCE (SSDI)?**

- ☐ No
- ☐ Yes

| Yes | Client doesn't know |
- ☐ No

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

- ☐ Medicaid
- ☐ Medicare
- ☐ VA medical

| Yes | Private Insurance | Client doesn't know |
- ☐ No Health Insurance

| Yes | Client refused |

| Yes | Data not collected |

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

- ☐ No
- ☐ Yes

**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?

- ☐ Are in extended foster care
- ☐ Aged out of foster care in WA State

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

- ☐ No
- ☐ Yes

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

- ☐ This City
- ☐ King County (This region)
- ☐ Another part of the State

| Yes | Client doesn't know |
- ☐ Client refused

| Yes | Data not collected |

**DO YOU HAVE SUPPLEMENTAL SECURITY INCOME (SSI) OR SOCIAL SECURITY DISABILITY INSURANCE (SSDI)?**

- ☐ No
- ☐ Yes

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

- ☐ Medicaid
- ☐ Medicare
- ☐ VA medical

| Yes | Private Insurance | Client doesn't know |
- ☐ No Health Insurance

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

- ☐ No
- ☐ Yes

**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?

- ☐ Are in extended foster care
- ☐ Aged out of foster care in WA State

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

- ☐ No
- ☐ Yes

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

- ☐ This City
- ☐ King County (This region)
- ☐ Another part of the State
**DO YOU HAVE A MEDICAL CONDITION WHICH REQUIRES TREATMENT OR MEDICATION YOU CAN'T CURRENTLY MAINTAIN BECAUSE OF HOMELESSNESS?**

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

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

**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 | ☐ One year or longer |
| ☐ Two to six nights | ☐ Client doesn’t know |
| ☐ One week or more, but less than one month | ☐ Client refused |
| ☐ One month or more, but less than 90 days | ☐ 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?

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

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?

<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 STAY WAS MORE THAN 90 DAYS,

HOW LONG DID YOU STAY? __________________________ ______________

IF STAY WAS LESS THAN 90 DAYS,

HOW LONG DID YOU STAY?

<table>
<thead>
<tr>
<th>☐  One night or less</th>
<th>☐  One month or more, but less than 90 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐  Two to six nights</td>
<td>☐  Client doesn’t know</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>☐  Client refused</td>
</tr>
</tbody>
</table>
IMMEDIATELY PRIOR TO THIS STAY, WERE YOU LIVING ON THE STREET, IN AN EMERGENCY SHELTER, OR SAFE HAVEN?

| ☐ No | ☐ Client doesn’t know |
| ☐ Yes | ☐ 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 | ☐ Client doesn’t know |
| ☐ Two times | ☐ Client refused |
| ☐ Three times | ☐ Data not collected |
| ☐ 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?

_________________________________________________________________

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?

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

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 ☐ Client doesn’t know
☐ Two to six nights ☐ Client refused
☐ 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
☐ Yes ☐ 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 ☐ Client doesn’t know
☐ Two times ☐ Client refused
☐ Three times ☐ Data not collected
☐ 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 ☐ Client doesn’t know
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>Client refused</th>
<th>Data not collected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DO YOU HAVE A PHYSICAL DISABILITY?</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td>Client doesn’t know</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Client refused</td>
<td></td>
</tr>
<tr>
<td><strong>IF YOU HAVE A PHYSICAL DISABILITY, ARE YOU CURRENTLY RECEIVING SERVICES?</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td>Client doesn’t know</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Client refused</td>
<td></td>
</tr>
<tr>
<td><strong>IF YOU HAVE A PHYSICAL DISABILITY, IS IT A LONG TERM PHYSICAL DISABILITY?</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td>Client doesn’t know</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Client refused</td>
<td></td>
</tr>
<tr>
<td><strong>IF YOU HAVE A PHYSICAL DISABILITY, IS IT DOCUMENTED?</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DO YOU HAVE A PERMANENT PHYSICAL DISABILITY THAT LIMITS YOUR MOBILITY?</strong> (ie, wheelchair, amputation, unable to climb stairs?)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td>Client doesn’t know</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Client refused</td>
<td></td>
</tr>
<tr>
<td><strong>DO YOU HAVE A DEVELOPMENTAL DISABILITY?</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td>Client doesn’t know</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Client refused</td>
<td></td>
</tr>
<tr>
<td><strong>IF YOU HAVE A DEVELOPMENTAL DISABILITY, ARE YOU CURRENTLY RECEIVING SERVICES?</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td>Client doesn’t know</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Client refused</td>
<td></td>
</tr>
</tbody>
</table>
### IF YOU HAVE A DEVELOPMENTAL DISABILITY, DOES IT SUBSTANTIALLY IMPAIR YOUR INDEPENDENCE?

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

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

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

### DO YOU HAVE A CHRONIC HEALTH CONDITION?

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

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

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

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

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

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

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

### DO YOU HAVE A MENTAL HEALTH PROBLEM?

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

### IF YOU HAVE A MENTAL HEALTH PROBLEM, ARE YOU CURRENTLY RECEIVING SERVICES?
### IF YOU HAVE A MENTAL HEALTH PROBLEM, IS IT A LONG TERM MENTAL HEALTH PROBLEM?

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

<table>
<thead>
<tr>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

### DO YOU HAVE A SUBSTANCE ABUSE PROBLEM?

<table>
<thead>
<tr>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, both alcohol and drug abuse</td>
</tr>
<tr>
<td>Yes, alcohol abuse</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Yes, drug abuse</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Registered sex offender</th>
<th>Arson</th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meth production</td>
<td>Open warrant</td>
<td>Client refused</td>
</tr>
<tr>
<td>Class A felony w/in 12 mths</td>
<td></td>
<td>Data not collected</td>
</tr>
</tbody>
</table>
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 |
| ☐ | Yes | ☐ | 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 |
| ☐ | Yes | ☐ | 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 |
| ☐ | Yes | ☐ | 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 |
| ☐ | Yes | ☐ | Data not collected |
IF ‘YES’ TO VETERAN STATUS, DO YOU RECEIVE ANY VA FINANCIAL BENEFITS?

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

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.  
Score:

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...

<table>
<thead>
<tr>
<th>Activity</th>
<th>Response Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Received health care at an emergency department/room?</td>
<td>☐ Refused</td>
</tr>
<tr>
<td>b) Taken an ambulance to the hospital?</td>
<td>☐ Refused</td>
</tr>
<tr>
<td>c) Been hospitalized as an inpatient?</td>
<td>☐ Refused</td>
</tr>
<tr>
<td>d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?</td>
<td>☐ Refused</td>
</tr>
<tr>
<td>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?</td>
<td>☐ Refused</td>
</tr>
<tr>
<td>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?</td>
<td>☐ Refused</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Score:</th>
</tr>
</thead>
</table>

#### 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.**

<table>
<thead>
<tr>
<th>Score:</th>
</tr>
</thead>
</table>

#### 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
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

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

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

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

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

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

WA-500 Seattle-King County Continuum of Care
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 |

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

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?

| ☐ No | ☐ Yes | ☐ Refused |

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

| ☐ Yes | ☐ No | ☐ Refused |

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

| ☐ Yes | ☐ No | ☐ Refused |

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

| ☐ Yes | ☐ No | ☐ Refused |

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?

| ☐ Yes | ☐ No | ☐ Refused |

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

| ☐ Yes | ☐ No | ☐ Refused |

D. WELLNESS

WA-500 Seattle-King County Continuum of Care
20. FOR FEMALE RESPONDENTS ONLY: ARE YOU CURRENTLY PREGNANT?

| ☐ Yes | ☐ No | ☐ N/A or Refused |

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 |

WA-500 Seattle-King County Continuum of Care
25. ARE THERE ANY MEDICATIONS THAT A DOCTOR SAID YOU SHOULD BE TAKING THAT, FOR WHATEVER REASON, YOU ARE NOT TAKING?
☐ No  ☐ Yes  ☐ Refused

26. ARE THERE ANY MEDICATIONS LIKE PAINKILLERS THAT YOU DON’T TAKE THE WAY THE DOCTOR PRESCRIBED OR WHERE YOU SELL THE MEDICATION?
☐ No  ☐ Yes  ☐ Refused

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?
☐ No  ☐ Yes  ☐ Refused

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></td>
</tr>
<tr>
<td>B. RISKS</td>
<td>/2</td>
<td></td>
</tr>
<tr>
<td>C. SOCIALIZATION &amp; DAILY FUNCTIONING</td>
<td>/4</td>
<td></td>
</tr>
<tr>
<td>D. WELLNESS</td>
<td>/6</td>
<td></td>
</tr>
<tr>
<td><strong>GRAND TOTAL:</strong></td>
<td>/17</td>
<td><strong>SCORE:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>RESULT:</strong></td>
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<tr>
<td></td>
<td></td>
<td><strong>RECOMMENDATION:</strong></td>
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<tr>
<td></td>
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<td>0-3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4-7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8+</td>
</tr>
</tbody>
</table>

WA-500 Seattle-King County Continuum of Care
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: _____________
**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, whether a household consents to having their information in HMIS or not, 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 and the Coordinated Entry for All Privacy Statement 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**

**SOCIAL SECURITY NUMBER**

|社保编号（-）|  - |  - |

**QUALITY OF SOCIAL SECURITY**

- [ ] Full SSN reported
- [ ] Client doesn’t know
- [ ] Approximate or partial SSN reported
- [ ] Client refused
- [ ] Data not collected

**CURRENT NAME**

<table>
<thead>
<tr>
<th>姓</th>
<th>名</th>
<th>名字</th>
<th>后缀</th>
<th>尼基名</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**QUALITY OF CURRENT NAME**

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

**DATE OF BIRTH**

<table>
<thead>
<tr>
<th>月</th>
<th>日</th>
<th>年</th>
</tr>
</thead>
</table>

**QUALITY OF DATE OF BIRTH**
### Full DOB reported
- ☐ Full DOB reported
- ☐ Client doesn’t know

### Approximate or partial DOB reported
- ☐ Approximate or partial DOB reported
- ☐ Client refused
- ☐ Data not collected

### GENDER
- ☐ Female
- ☐ Male
- ☐ Transgender male to female
- ☐ Transgender female to male
- ☐ Data not collected
- ☐ Client doesn’t know
- ☐ Client refused
- ☐ Data not collected

Specify “Other”

### RACE (select all that apply)
- ☐ American Indian or Alaskan Native
- ☐ White/Caucasian
- ☐ Asian
- ☐ Client does not know
- ☐ Black/African American
- ☐ Client refused
- ☐ Hawaiian or Other Pacific Islander
- ☐ Data Not Collected

### ETHNICITY
- ☐ Non-Hispanic/Non-Latino
- ☐ Hispanic/Latino
- ☐ Client doesn’t know
- ☐ Client refused
- ☐ Data not collected

### VETERAN STATUS
- ☐ No
- ☐ Client doesn’t know
- ☐ Client refused
- ☐ Data not collected
- ☐ Yes
- ☐ Data not collected

WA-500 Seattle-King County Continuum of Care
## IF “YES” TO VETERAN STATUS

<table>
<thead>
<tr>
<th></th>
<th>Year entered military service (year)</th>
<th>Year separated from military service (year)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Theater of Operations: World War II</strong></td>
<td>☐ No</td>
<td>☐ Client doesn’t know</td>
</tr>
<tr>
<td></td>
<td>☐ Yes</td>
<td>☐ Client refused</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Data not collected</td>
</tr>
<tr>
<td><strong>Theater of Operations: Korean War</strong></td>
<td>☐ No</td>
<td>☐ Client doesn’t know</td>
</tr>
<tr>
<td></td>
<td>☐ Yes</td>
<td>☐ Client refused</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Data not collected</td>
</tr>
<tr>
<td><strong>Theater of Operations: Vietnam War</strong></td>
<td>☐ No</td>
<td>☐ Client doesn’t know</td>
</tr>
<tr>
<td></td>
<td>☐ Yes</td>
<td>☐ Client refused</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Data not collected</td>
</tr>
<tr>
<td><strong>Theater of Operations: Persian Gulf War (Desert Storm)</strong></td>
<td>☐ No</td>
<td>☐ Client doesn’t know</td>
</tr>
<tr>
<td></td>
<td>☐ Yes</td>
<td>☐ Client refused</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Data not collected</td>
</tr>
<tr>
<td><strong>Theater of Operations: Afghanistan (Operation Enduring Freedom)</strong></td>
<td>☐ No</td>
<td>☐ Client doesn’t know</td>
</tr>
<tr>
<td></td>
<td>☐ Yes</td>
<td>☐ Client refused</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Data not collected</td>
</tr>
<tr>
<td><strong>Theater of Operations: Iraq (Operation Iraqi Freedom)</strong></td>
<td>☐ No</td>
<td>☐ Client doesn’t know</td>
</tr>
</tbody>
</table>

WA-500 Seattle-King County Continuum of Care
<table>
<thead>
<tr>
<th><strong>Theater of Operations: Iraq (Operation New Dawn)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
</tr>
<tr>
<td>☐ Data not collected</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Theater of Operations: Other peace-keeping operations or military interventions</strong> (such as Lebanon, Panama, Somalia, Bosnia, Kosovo)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ No</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
<tr>
<td>☐ Data not collected</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Branch of the Military</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Army</td>
</tr>
<tr>
<td>☐ Air Force</td>
</tr>
<tr>
<td>☐ Navy</td>
</tr>
<tr>
<td>☐ Marines</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Discharge Status</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Honorable</td>
</tr>
<tr>
<td>☐ General under honorable conditions</td>
</tr>
<tr>
<td>☐ Other than honorable conditions (OTH)</td>
</tr>
<tr>
<td>☐ Bad Conduct</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CLIENT CONTACT INFORMATION</strong></th>
<th>Can we leave a message for you?</th>
<th>Identify preferred contact method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Yes / No</td>
<td>☐</td>
</tr>
<tr>
<td>Alternate phone:</td>
<td>Yes / No</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_____________________

|☐| Under 30% AMI |☐| Client doesn’t know |
|☐| 30% to 50% AMI |☐| Client refused |
|☐| Greater than 50% |☐| Data not collected |

DO YOU HAVE SUPPLEMENTAL SECURITY INCOME (SSI) OR SOCIAL SECURITY DISABILITY INSURANCE (SSDI)?

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

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

|☐| Medicaid |☐| Private Insurance |☐| Client doesn’t know |
|☐| Medicare |☐| No Health Insurance |☐| Client refused |
|☐| VA medical |☐| Other |☐| Data not collected |
HAVE YOU EVER BEEN IN FOSTER CARE?

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

WHERE DID YOU LIVE PRIOR TO BECOMING HOMELESS?

| ☐ This City                              | ☐ Client doesn’t know |
| ☐ King County (This region)              | ☐ Client refused      |
| ☐ Another part of the State              | ☐ Data not collected  |
| ☐ Somewhere else                         |                         |

DO YOU HAVE 51% (OR GREATER) CUSTODY OF AT LEAST ONE CHILD?

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

DO YOU OR SOMEONE IN YOUR FAMILY HAVE A MEDICAL CONDITION WHICH REQUIRES TREATMENT OR MEDICATION YOU CAN’T CURRENTLY MAINTAIN BECAUSE OF HOMELESSNESS?

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

DOES AT LEAST ONE ADULT IN THE HOUSEHOLD HAVE A DISABILITY?

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

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

**APPARENTLY 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
☐ Client refused

WA-500 Seattle-King County Continuum of Care
IMMEDIATELY PRIOR TO THIS STAY, WERE YOU LIVING ON THE STREET, IN AN EMERGENCY SHELTER, OR SAFE HAVEN?

☐ No  ☐ Client doesn’t know
☐ Yes  ☐ 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  ☐ Client doesn’t know
☐ Two times  ☐ Client refused
☐ Three times  ☐ Data not collected
☐ 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?

_________________________________________________________________

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>No</th>
<th>Client doesn’t know</th>
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<tbody>
<tr>
<td>Yes</td>
<td>Client refused</td>
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<tr>
<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?

<table>
<thead>
<tr>
<th>One night or less</th>
<th>Client doesn’t know</th>
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<tbody>
<tr>
<td>Two to six nights</td>
<td>Client refused</td>
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<td></td>
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</table>

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

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

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?

WA-500 Seattle-King County Continuum of Care
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 OR ANY MEMBER OF YOUR FAMILY HAVE A DISABLING CONDITION?

☐ No  ☐ Client doesn’t know

☐ Yes  ☐ Client refused
☐ Data not collected

DO YOU OR ANY MEMBER OF YOUR FAMILY HAVE A PHYSICAL DISABILITY?

☐ No  ☐ Client doesn’t know

☐ Yes  ☐ Client refused
☐ Data not collected

IF YOU OR ANY FAMILY MEMBER HAVE A PHYSICAL DISABILITY, ARE YOU/THEY CURRENTLY RECEIVING SERVICES?

☐ No  ☐ Client doesn’t know

☐ Yes  ☐ Client refused
☐ Data not collected

IF YOU OR ANY FAMILY MEMBER HAVE A PHYSICAL DISABILITY, IS IT A LONG TERM PHYSICAL DISABILITY?

☐ No  ☐ Client doesn’t know
IF YOU OR ANY FAMILY MEMBER HAVE A PHYSICAL DISABILITY, IS IT DOCUMENTED?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>Client refused</th>
<th>Data not collected</th>
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</thead>
<tbody>
<tr>
<td>☐</td>
<td>No</td>
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<td></td>
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<tr>
<td>☐</td>
<td>Yes</td>
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</table>

DO YOU OR ANY MEMBER OF YOUR FAMILY HAVE A PERMANENT PHYSICAL DISABILITY THAT LIMITS YOUR MOBILITY? (ie, wheelchair, amputation, unable to climb stairs?)

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

DO YOU OR ANY MEMBER OF YOUR FAMILY HAVE A DEVELOPMENTAL DISABILITY?

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Client doesn’t know</th>
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<tbody>
<tr>
<td>☐</td>
<td>Yes</td>
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<td>☐</td>
<td></td>
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</tbody>
</table>

IF YOU OR ANY FAMILY MEMBER HAVE A DEVELOPMENTAL DISABILITY, ARE YOU/THEY CURRENTLY RECEIVING SERVICES?

<table>
<thead>
<tr>
<th></th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>☐</td>
<td>Yes</td>
<td>Client refused</td>
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<tr>
<td>☐</td>
<td></td>
<td>Data not collected</td>
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</tbody>
</table>

IF YOU OR ANY FAMILY MEMBER HAVE A DEVELOPMENTAL DISABILITY, DOES IT SUBSTANTIALLY IMPAIR YOUR/THEIR INDEPENDENCE?

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Yes</td>
<td>Client refused</td>
</tr>
<tr>
<td>☐</td>
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<td>Data not collected</td>
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</tbody>
</table>
**IF YOU OR ANY FAMILY MEMBER HAVE A DEVELOPMENTAL DISABILITY, IS IT DOCUMENTED?**

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

**DO YOU OR ANY MEMBER OF YOUR FAMILY HAVE A CHRONIC HEALTH CONDITION?**

<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>
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</tbody>
</table>

**IF YOU OR ANY FAMILY MEMBER HAVE A CHRONIC HEALTH CONDITION, ARE YOU/THEY CURRENTLY RECEIVING SERVICES?**

<table>
<thead>
<tr>
<th>☐ No</th>
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</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ Client refused</td>
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<tr>
<td></td>
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</tbody>
</table>

**IF YOU OR ANY FAMILY MEMBER HAVE A CHRONIC HEALTH CONDITION, IS IT A LONG TERM CHRONIC HEALTH CONDITION?**

<table>
<thead>
<tr>
<th>☐ No</th>
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</thead>
<tbody>
<tr>
<td>☐ Yes</td>
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</tbody>
</table>

**IF YOU OR ANY FAMILY MEMBER HAVE A CHRONIC HEALTH CONDITION, IS IT DOCUMENTED?**

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

**DO YOU OR ANY MEMBER OF YOUR FAMILY HAVE A MENTAL HEALTH PROBLEM?**

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

WA-500 Seattle-King County Continuum of Care
IF YOU OR ANY FAMILY MEMBER HAVE A MENTAL HEALTH PROBLEM, ARE YOU/THEY CURRENTLY RECEIVING SERVICES?

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

IF YOU OR ANY FAMILY MEMBER 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 OR ANY FAMILY MEMBER HAVE A MENTAL HEALTH PROBLEM, IS IT DOCUMENTED?

☐ Yes
☐ No

DO YOU OR ANY MEMBER OF YOUR FAMILY HAVE A SUBSTANCE ABUSE PROBLEM?

☐ No
☐ Yes, both alcohol and drug abuse
☐ Yes, alcohol abuse
☐ Client doesn’t know
☐ Client refused
☐ Yes, drug abuse
☐ Data not collected

IF YOU OR ANY FAMILY MEMBER HAVE A SUBSTANCE ABUSE PROBLEM, ARE YOU/THEY CURRENTLY RECEIVING SERVICES?

☐ Yes
☐ Client doesn’t know
☐ No
☐ Client refused
☐ Data not collected
IF YOU OR ANY FAMILY MEMBER HAVE A SUBSTANCE ABUSE PROBLEM, IS IT A LONG TERM SUBSTANCE ABUSE PROBLEM?

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

IF YOU OR ANY FAMILY MEMBER HAVE A SUBSTANCE ABUSE PROBLEM, IS IT DOCUMENTED?

| ☐ | Yes |
| ☐ | No |

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

| ☐ | Registered sex offender | ☐ | Arson | ☐ | Client doesn't know |
| ☐ | Meth production | ☐ | Open warrant | ☐ | Client refused |
| ☐ | Class A felony w/in 12 mths | | | ☐ | 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
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 BENEFITS?

<table>
<thead>
<tr>
<th></th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>☐</td>
<td>Yes</td>
<td>Client refused</td>
</tr>
<tr>
<td>☐</td>
<td>Data not collected</td>
<td></td>
</tr>
</tbody>
</table>
VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

Administration

Interviewer's Name
Agency
☐ Team
☐ Staff
☐ Volunteer

Survey Date
Survey Time
Survey Location
DD/MM/YYYY ___/___/____ ___:___ AM/PM

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>First Name</th>
<th>Nickname</th>
<th>Last Name</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Age</th>
<th>Social Security Number</th>
<th>Consent to participate</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD/MM/YYYY <em><strong>/</strong></em>/____</td>
<td>___</td>
<td>_____________________</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

☐ No second parent currently part of the household

<table>
<thead>
<tr>
<th>First Name</th>
<th>Nickname</th>
<th>Last Name</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Date of Birth</th>
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</tr>
</thead>
<tbody>
<tr>
<td>DD/MM/YYYY <em><strong>/</strong></em>/____</td>
<td>___</td>
<td>_____________________</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1

SCORE:

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WA-500 Seattle-King County Continuum of Care
VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

FAMILIES

AMERICAN VERSION 2.0

Children

1. How many children under the age of 18 are currently with you? ________ □ Refused

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? ________ □ Refused

3. If household includes a female: Is any member of the family currently pregnant? □ Y □ N □ Refused

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>
</tr>
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<tbody>
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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.

A. 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):
   □ Refused

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? ________ □ Refused

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

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

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B. Risks

8. In the past six months, how many times have you or anyone in your family...

   a) Received health care at an emergency department/room? □ Yes □ No □ Refused
   b) Taken an ambulance to the hospital? □ Yes □ No □ Refused
   c) Been hospitalized as an inpatient? □ Yes □ No □ Refused
   d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? □ Yes □ No □ 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? □ Yes □ No □ 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? □ Yes □ No □ 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? □ Yes □ No □ Refused
10. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year? □ Yes □ No □ 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? □ Yes □ No □ 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? □ Yes □ No □ 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? □ Yes □ No □ 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 with your 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:
VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

FAMILIES

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

**SCORE:**

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

**SCORE:**

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

28. IF THE FAMILY SCORED 1 EACH 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

**SCORE:**

IF "YES", SCORE 1 FOR TRIPLE-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

**SCORE:**

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

**SCORE:**

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

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY LEGAL ISSUES.

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

IF "YES" TO ANY OF QUESTIONS 34 OR 35, OR "NO" TO QUESTION 36, SCORE 1 FOR NEEDS OF CHILDREN.

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

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

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 12 AND UNDER or 13 AND OVER: 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

IF "NO" TO QUESTION 39, OR "YES" TO ANY OF QUESTIONS 40 OR 41, SCORE 1 FOR PARENTAL ENGAGEMENT.

SCORE:
# Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT)

## Scoring Summary

<table>
<thead>
<tr>
<th>Domain</th>
<th>Subtotal</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRE-SURVEY</td>
<td>1/2</td>
<td></td>
</tr>
<tr>
<td>A. HISTORY OF HOUSING &amp; HOMELESSNESS</td>
<td>1/2</td>
<td></td>
</tr>
<tr>
<td>B. RISKS</td>
<td>1/4</td>
<td></td>
</tr>
<tr>
<td>C. SOCIALIZATION &amp; DAILY FUNCTIONS</td>
<td>1/4</td>
<td></td>
</tr>
<tr>
<td>D. WELLNESS</td>
<td>1/6</td>
<td></td>
</tr>
<tr>
<td>E. FAMILY UNIT</td>
<td>1/4</td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>22/22</td>
<td></td>
</tr>
</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

1. On a regular day, where is it easiest to find you and what time of day is easiest to do so?
   - Place: __________________________________________
   - Time: ______:____ or Morning/Afternoon/Evening/Night

2. Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?
   - Phone: (____) ______-___________
   - Email: ____________________________

3. 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
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: _____________
Transition Age Youth 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, whether a household consents to having their information in HMIS or not, 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 and the Coordinated Entry for All Privacy Statement 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

## SOCIAL SECURITY NUMBER

<table>
<thead>
<tr>
<th>SSN 1</th>
<th>SSN 2</th>
<th>SSN 3</th>
</tr>
</thead>
</table>

### QUALITY OF SOCIAL SECURITY

- [ ] Full SSN reported
- [ ] Client doesn't know
- [ ] Approximate or partial SSN reported
- [ ] Client refused
- [ ] Data not collected

## CURRENT NAME

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<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Suffix</th>
<th>Nickname</th>
<th>Quality of Current Name</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### QUALITY OF CURRENT NAME

- [ ] Full name reported
- [ ] Client doesn't know
- [ ] Partial, street name, or code name reported
- [ ] 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
- [ ] Client doesn't know
- [ ] Approximate or partial DOB reported
- [ ] Client refused
- [ ] Data not collected

## GENDER

- [ ] Female
- [ ] Male
- [ ] Other
- [ ] Transgender male to female
- [ ] Client doesn't know
- [ ] Client refused

WA-500 Seattle-King County Continuum of Care
<table>
<thead>
<tr>
<th>RACE (select all that apply)</th>
<th></th>
<th>ETHNICITY</th>
<th></th>
<th>VETERAN STATUS</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>☐ Transgender female to male</td>
<td>☐ Data not collected</td>
<td>☐ Non-Hispanic/ Non-Latino</td>
<td>☐ Client doesn’t know</td>
<td>☐ No</td>
<td>☐ Client doesn’t know</td>
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<tr>
<td>Specify “Other”</td>
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<td>☐ Hispanic/Latino</td>
<td>☐ Client refused</td>
<td>☐ Yes</td>
<td>☐ Client refused</td>
</tr>
<tr>
<td>☐ American Indian or Alaskan Native</td>
<td>☐ White/Caucasian</td>
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<td>☐ Data not collected</td>
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<td>☐ Asian</td>
<td>☐ Client does not know</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Black/African American</td>
<td>☐ Client refused</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Hawaiian or Other Pacific Islander</td>
<td>☐ Data Not Collected</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>VETERAN STATUS</th>
<th></th>
<th>IF “YES” TO VETERAN STATUS</th>
<th></th>
<th>Theater of Operations: World War II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ No</td>
<td>☐ Client doesn’t know</td>
<td>☐ No</td>
<td>☐ Client doesn’t know</td>
<td>☐ No</td>
<td></td>
</tr>
<tr>
<td>☐ Yes</td>
<td>☐ Client refused</td>
<td>☐ Yes</td>
<td>☐ Client refused</td>
<td>☐ Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Data not collected</td>
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<tr>
<td>Theater of Operations: Korean War</td>
<td></td>
<td>☐ No</td>
<td>☐ Client doesn’t know</td>
<td>☐ No</td>
<td></td>
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<tr>
<td></td>
<td>☐ Yes</td>
<td>☐ Client refused</td>
<td>☐ Yes</td>
<td>☐ Client refused</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Data not collected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theater of Operations: Vietnam War</td>
<td></td>
<td>☐ No</td>
<td>☐ Client doesn’t know</td>
<td>☐ No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Yes</td>
<td>☐ Client refused</td>
<td>☐ Yes</td>
<td>☐ Client refused</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Data not collected</td>
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<td></td>
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<tr>
<td>Theater of Operations: Persian Gulf War (Desert Storm)</td>
<td></td>
<td>☐ No</td>
<td>☐ Client doesn’t know</td>
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**WA-500 Seattle-King County Continuum of Care**
<table>
<thead>
<tr>
<th>Theater of Operations: Afghanistan (Operation Enduring Freedom)</th>
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<tbody>
<tr>
<td>☐ No</td>
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<tr>
<td>☐ Yes</td>
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<tr>
<td>☐ Client doesn’t know</td>
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<td>☐ Client refused</td>
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<table>
<thead>
<tr>
<th>Theater of Operations: Iraq (Operation Iraqi Freedom)</th>
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<tbody>
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<td>☐ No</td>
</tr>
<tr>
<td>☐ Yes</td>
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<td>☐ Client doesn’t know</td>
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<td>☐ Client refused</td>
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<table>
<thead>
<tr>
<th>Theater of Operations: Iraq (Operation New Dawn)</th>
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</thead>
<tbody>
<tr>
<td>☐ No</td>
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<tr>
<td>☐ Yes</td>
</tr>
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<td>☐ Client doesn’t know</td>
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<td>☐ Client refused</td>
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<table>
<thead>
<tr>
<th>Theater of Operations: Other peace-keeping operations or military interventions (such as Lebanon, Panama, Somalia, Bosnia, Kosovo)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ No</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
<tr>
<td>☐ Client doesn’t know</td>
</tr>
<tr>
<td>☐ Client refused</td>
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<table>
<thead>
<tr>
<th>Branch of the Military</th>
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</thead>
<tbody>
<tr>
<td>☐ Army</td>
</tr>
<tr>
<td>☐ Air Force</td>
</tr>
<tr>
<td>☐ Navy</td>
</tr>
<tr>
<td>☐ Marines</td>
</tr>
<tr>
<td>☐ Coast Guard</td>
</tr>
<tr>
<td>☐ Client doesn’t know</td>
</tr>
<tr>
<td>☐ Client refused</td>
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<td>☐ Data not collected</td>
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<table>
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<th>Discharge Status</th>
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<tbody>
<tr>
<td>☐ Honorable</td>
</tr>
<tr>
<td>☐ General under honorable conditions</td>
</tr>
<tr>
<td>☐ Other than honorable conditions (OTH)</td>
</tr>
<tr>
<td>☐ Bad Conduct</td>
</tr>
<tr>
<td>☐ Dishonorable</td>
</tr>
<tr>
<td>☐ Uncharacterized</td>
</tr>
<tr>
<td>☐ Client doesn’t know</td>
</tr>
<tr>
<td>☐ Client refused</td>
</tr>
<tr>
<td>☐ Data not collected</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>CLIENT CONTACT INFORMATION</th>
<th>Can we leave a message for you?</th>
<th>Identify preferred contact method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Yes / No</td>
<td>☐</td>
</tr>
<tr>
<td>Alternate phone:</td>
<td>Yes / No</td>
<td>☐</td>
</tr>
</tbody>
</table>
Text: Yes / No □

Email: Yes / No □

Other (Facebook (name/unique hyperlink), social media, etc.): Yes / No □

Last Permanent Zip Code:

Additional Contacts?

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_____________________

☐ Under 30% AMI ☐ Client doesn’t know
☐ 30% to 50% AMI ☐ Client refused
☐ Greater than 50% ☐ Data not collected

DO YOU HAVE SUPPLEMENTAL SECURITY INCOME (SSI) OR SOCIAL SECURITY DISABILITY INSURANCE (SSDI)?

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

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

☐ Medicaid ☐ Private Insurance ☐ Client doesn’t know
☐ Medicare ☐ No Health Insurance ☐ Client refused
☐ VA medical ☐ Other ☐ Data not collected

HAVE YOU EVER BEEN IN FOSTER CARE?

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

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?

| ☐ | Are in extended foster care | ☐ | Client doesn’t know |
| ☐ | Aged out of foster care in WA State | ☐ | Client refused |
| ☐ | Client refused | ☐ | Data not collected |

What Was Your Legal Name When You Were in Foster Care?

<table>
<thead>
<tr>
<th>Last</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td></td>
</tr>
<tr>
<td>Middle</td>
<td></td>
</tr>
</tbody>
</table>

Length of Time in Foster Care?

| Years | ☐ | Client doesn’t know |
| Months | ☐ | Client refused |
| Data not collected |  |

What Was Your Age upon Exit from Foster Care

| Years | ☐ | Client doesn’t know |
| Months | ☐ | Client refused |
| Data not collected |  |

What is the name of the parent or guardian you lived with before entering Foster Care?

| Last |  |
| First |  |
| Middle |  |
| Client doesn’t know |  |
| Client refused |  |
| Data not collected |  |
### ARE YOU ENROLLED IN SCHOOL FULL-TIME?

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

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

| ☐ This City | ☐ Client doesn’t know |
| ☐ King County (This region) | ☐ Client refused |
| ☐ Another part of the State | ☐ Data not collected |
| ☐ Somewhere else |

### DO YOU HAVE A MEDICAL CONDITION WHICH REQUIRES TREATMENT OR MEDICATION YOU CAN’T CURRENTLY MAINTAIN BECAUSE OF HOMELESSNESS?

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

### 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) | ☐ n. Permanent housing for formerly homeless persons (such as: a CoC project, HUD legacy programs; or HOPWA PH) |
| ☐ b. Emergency shelter, including hotel or motel paid for with emergency shelter voucher | ☐ o. Rental by client, no ongoing subsidy |
| ☐ c. Safe Haven | ☐ p. Rental by client, with VASH subsidy |
| ☐ d. Interim Housing | ☐ q. Rental by client, with GPD TIP subsidy |
| ☐ e. Foster care home or foster care group home | ☐ r. Residential project or hallway house with no homeless criteria |
| ☐ f. Hospital or other residential nonpsychiatric medical facility | ☐ s. Staying or living with a family member’s room, apartment or house |
| ☐ g. Jail, prison or juvenile detention facility | ☐ t. Staying or living in a friends’ room, apartment, or house |
| ☐ h. Long-term care facility or nursing home | ☐ u. Transitional housing for homeless persons |
| ☐ i. Psychiatric hospital or other psychiatric facility | ☐ v. Data not collected |

56
<table>
<thead>
<tr>
<th></th>
<th>j. Substance abuse treatment facility or detox center</th>
<th></th>
<th>w. Client doesn’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>k. Hotel or motel paid for without emergency shield voucher</td>
<td></td>
<td>x. Client refused</td>
</tr>
<tr>
<td></td>
<td>l. Owned by client, no ongoing subsidy</td>
<td></td>
<td>y. Data not collected</td>
</tr>
<tr>
<td></td>
<td>m. Owned by client, with ongoing subsidy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

HOW LONG HAVE YOU BEEN IN YOUR CURRENT LIVING SITUATION?

<table>
<thead>
<tr>
<th></th>
<th>One night or less</th>
<th></th>
<th>One year or longer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Two to six nights</td>
<td></td>
<td>Client doesn’t know</td>
</tr>
<tr>
<td></td>
<td>One week or more, but less than one month</td>
<td></td>
<td>Client refused</td>
</tr>
<tr>
<td></td>
<td>One month or more, but less than 90 days</td>
<td></td>
<td>Data not collected</td>
</tr>
<tr>
<td></td>
<td>90 days or more, but less than one year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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?

<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>

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

WA-500 Seattle-King County Continuum of Care
**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 | ☐ Client refused |
| ☐ | ☐ 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 |
| ☐ Yes | ☐ 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?**

WA-500 Seattle-King County Continuum of Care
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?

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

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 | ☐ Client doesn’t know |
| ☐ Two to six nights | ☐ Client refused | ☐ 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?

| ☐ One time | ☐ Client doesn’t know |
| ☐ Two times | ☐ Client refused |
| ☐ Three times | ☐ Data not collected |
| ☐ 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 | ☐ Client doesn’t know |
| ☐ Yes | ☐ Client refused |
| | ☐ Data not collected |

DO YOU HAVE A PHYSICAL DISABILITY?
<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Client doesn’t know</th>
<th></th>
<th>Yes</th>
<th>Client refused</th>
<th>Data not collected</th>
</tr>
</thead>
</table>

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

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

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

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

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

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

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

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

**DO YOU HAVE A DEVELOPMENTAL DISABILITY?**

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

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

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Client doesn’t know</th>
<th></th>
<th>Yes</th>
<th>Client refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>IF YOU HAVE A DEVELOPMENTAL DISABILITY, DOES IT SUBSTANTIALLY IMPAIR YOUR INDEPENDENCE?</td>
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<td>-----------------------------------------------</td>
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<tr>
<td>☐ No</td>
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<tr>
<td>☐ Yes</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>IF YOU HAVE A DEVELOPMENTAL DISABILITY, IS IT DOCUMENTED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ No</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DO YOU HAVE A CHRONIC HEALTH CONDITION?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ No</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IF YOU HAVE A CHRONIC HEALTH CONDITION, ARE YOU CURRENTLY RECEIVING SERVICES?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ No</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IF YOU HAVE A CHRONIC HEALTH CONDITION, IS IT A LONG TERM CHRONIC HEALTH CONDITION?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ No</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IF YOU HAVE A CHRONIC HEALTH CONDITION, IS IT DOCUMENTED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ No</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>
### Do You Have a Mental Health Problem?

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

### If You Have a Mental Health Problem, Are You Currently Receiving Services?

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

### If You Have a Mental Health Problem, Is It a Long Term Mental Health Problem?

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

### If You Have a Mental Health Problem, Is It Documented?

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

### Do You Have a Substance Abuse Problem?

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
<td>Yes, alcohol abuse</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Client refused</td>
<td>Client doesn’t know</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, drug abuse</td>
<td></td>
<td>Data not collected</td>
<td></td>
</tr>
</tbody>
</table>

### If You Have a Substance Abuse Problem, Are You Currently Receiving Services?

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Client refused</td>
<td></td>
<td>Client doesn’t know</td>
<td></td>
</tr>
</tbody>
</table>
IF YOU HAVE A SUBSTANCE ABUSE PROBLEM, IS IT A LONG TERM SUBSTANCE ABUSE PROBLEM?

☐ Yes  ☐ Client doesn’t know
☐ No  ☐ 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  ☐ Arson  ☐ Client doesn’t know
☐ Meth production  ☐ Open warrant  ☐ Client refused
☐ Class A felony w/in 12 mths  ☐ 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?
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Client doesn’t know</th>
<th>Client refused</th>
<th>Data not collected</th>
</tr>
</thead>
</table>

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

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

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

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

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

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

IF ‘YES’ TO VETERAN STATUS, DO YOU RECEIVE ANY VA FINANCIAL BENEFITS?

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

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

<table>
<thead>
<tr>
<th>Survey Date</th>
<th>Survey Time</th>
<th>Survey Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD/MM/YYYY</td>
<td><em><strong>/</strong></em>/___</td>
<td>___:___AM/PM</td>
</tr>
</tbody>
</table>

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>First Name</th>
<th>Nickname</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Age</th>
<th>Social Security Number</th>
<th>Consent to participate</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD/MM/YYYY</td>
<td><em><strong>/</strong></em>/___</td>
<td><em><strong>:</strong></em></td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

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
   - Other (specify): __________


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, 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? __________  □ 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? □ Y  □ N  □ Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year? □ Y  □ N  □ 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? □ 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:
D. Wellness

16. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?

17. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?

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?

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?

20. When you are sick or not feeling well, do you avoid getting medical help?

21. Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant?

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

SCORE:
NEXT STEP TOOL FOR HOMELESS YOUTH

SINGLE YOUTH

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>
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<th>DOMAIN</th>
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<tr>
<td>A. HISTORY OF HOUSING &amp; HOMELESSNESS</td>
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<td></td>
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<td>B. RISKS</td>
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<td></td>
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<tr>
<td>C. SOCIALIZATION &amp; DAILY FUNCTIONS</td>
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<td>D. WELLNESS</td>
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<td>GRAND TOTAL:</td>
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</tr>
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</table>

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Score: Recommendation:
0-3: no moderate or high intensity services be provided at this time
4-7: assessment for time-limited supports with moderate intensity
8+: assessment for long-term housing with high service intensity

WA-500 Seattle-King County Continuum of Care
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>
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</tbody>
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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: _____________
Each tool begins with the Universal Data Elements (HUD) and a set of population specific supplemental questions to determine eligibility for housing programs. Relevant subpopulation versions of the VI-SPDAT used to determine vulnerability.

- Single Adults Intake Housing Triage Tool (starts on page 2)
- Family intake Housing Triage Tool (starts on page 23)
- Transition Age Youth Housing Triage Tool (starts on page 50)
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 9/4/2019. Written letters of notification were hand-delivered or delivered via email after personal contact on 9/4/2019.

✓ Letter of Notification for DV Bonus Project

The DV Bonus Project was also invited to an in-person (community) meeting on 9/4/2019. A Written letter of notification was hand-delivered or delivered via email after personal contact on 9/4/2019.
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Dorothy Day House
HUD Grant # WA0014L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board's decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look 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 2020 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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

CC: Fileen Denham, City of Seattle HSD Community Support & Assistance Division
Kacie Spurlin, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Noel House at Bakhita Gardens
HUD Grant # WA0213L0T001808

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

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If you have questions about the process or HUD's priorities, please feel free to contact me at kira.zylstra@allhomemkc.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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Ozanam House Consolidated PSH
HUD Grant # WA0239L0T001808

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

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If you have questions about the process or HUD's priorities, please feel free to contact me at kira.zylstra@allhunck.org or (206) 263-1203.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Huns
Seattle King County CoC

cc: Eileen Dunham, City of Seattle HSD Community Support & Assistance Division
Kate Spelts, King County DJJS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Patrick Place  
HUD Grant # WA0259L0T001806

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

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If you have questions about the process or HUD's priorities, please feel free to contact me at kira.zylstra@allhomelecc.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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

CC:
Eileen Dunham, City of Seattle HUD Community Support & Assistance Division
Kara Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Rose of Lima
HUD Grant # WA0048LOT001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

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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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

St Martins on Westlake
HUD Grant # WA0056L0T001811

Nationwide, 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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

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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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Anita Vista Domestic Violence Transitional Housing
HUD Grant # WA0004LOTO01811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

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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 Seattle/King County CoC local priorities.

Sincerely,

[Kira Zylstra, Director]
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
    Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

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We are pleased to inform you that the following renewal application was selected for inclusion in the FY2019 CoC application to HUD.

Arbor House (New Ground Bothell)
HUD Grant # WA0005L0T001811

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If you have questions about the process or HUD's priorities, please feel free to contact me at khazylstra@allhomehs.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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Kilee Denham, City of Seattle HSD Community Support & Assistance Division
Katy Spultz, King County DCHS Housing and Community Development Programs
September 4, 2019

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We are pleased to inform you that the following renewal application was selected for inclusion in the FY2019 CoC application to HUD.

Avalon Place
HUD Grant # WA0228LO0T001808

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

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If you have questions about the process or HUD’s priorities, please feel free to contact me at kira.zylstra@allhome.org or (206) 263-1203.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kelu Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

**Broadview Transitional Housing Program**  
HUD Grant # WA0009L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD’s HEARTH Performance
measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Cascade Women's Supportive Housing
HUD Grant # WA0364L0T001802

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board's decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD’s HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Clement Place Consolidated PSH
HUD Grant # WA0384L0T001600

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Coming Home
HUD Grant # WA0012L07T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

DESC PSH Portfolio #1
HUD Grant # WA0345L0T001801

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

DESC PSH Portfolio #2
HUD Grant # WA0018L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HARTH Performance measures and targets. The HARTH measures look 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 2020 funding to take place in the Summer of 2020 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@allhome.lw.org or (206) 263-1293.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Rileen Dehnau, City of Seattle HUD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

ECR Transitional Housing
HUD Grant #] WA0016L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

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The Seattle King County CoC is measured by its progress towards HUD’s LEARNTH Performance measures and targets. The LEARNTH measures look at the performance of all individual projects as well as the performance of the CoC as a whole. We expect our local application to HUD for FY 2020 funding to take place in the Summer of 2020 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@allhomemkc.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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

Edwen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Family Village Redmond PSH
HUD Grant # WA0320L0T001803

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

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The Seattle King County CoC is measured by its progress towards HUD’s HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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.zyfstra@allhomeinc.org or (206) 203-1283.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

Kira Zyfstra, Director
All Home
Seattle King County CoC

CC: Eileen Denham, City of Seattle HSP Community Support & Assistance Division
    Kate Speltz, King County DCRS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Harbor House - Safe Haven
HUD Grant # WA0020IL0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HARTFED Performance measures and targets. The HARTFED measures look 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 2020 funding to take place in the Summer of 2020 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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Fileen Denham, City of Seattle HSD Community Support & Assistance Division
Kale Spritz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

   Home Safe Rapid Re-Housing  
   HUD Grant # WA0363L0T001802

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board's decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HRARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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@allhumelec.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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eilene Denham, City of Seattle HUD Community Support & Assistance Division
Kate Spelter, King County UCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Kerner-Scott Safe Haven
HUD Grant # WA0032L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
    Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

King County Shelter Plus Care SRA
HUD Grant # WA0033L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HIMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD’s HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

King County Shelter Plus Care TRA
HUD Grant # WA0034L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

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Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 and we will again be required to evaluate how well COC-funded projects are performing and how well they align with the priorities of the 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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

CC:
Ellouc Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DHHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Lyon Building
HUD Grant # WA0036L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

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If you have questions about the process or HUD's priorities, please feel free to contact me at kirazylstra@allhomewc.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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Lilcon Denham, City of Seattle (CISU Community Support & Assistance Division)
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Martin Court
HUD Grant # WA0037L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, 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. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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@allhomeca.org or (206) 263-1203.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Donham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County UCDS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Mi Casa
HUD Grant # WA0041LOT001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

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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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
    Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

My Friend’s Place TH/RRH
HUD Grant # WA0392L0T001801

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

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If you have questions about the process or HUD's priorities, please feel free to contact me at kira.zylstra@allhomeckc.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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

CC:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kalu Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Nyer Urness
HUD Grant # WA0227L0T001805

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

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If you have questions about the process or HUD's priorities, please feel free to contact me at kira.zylstra@udhmck.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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle-King County CoC

cc:
Ellece Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Plymouth on First Hill (7th & Cherry)
HUD Grant # WA0344LOT001802

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

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If you have questions about the process or HUD's priorities, please feel free to contact me at kira.zylstra@allhome.net or (206) 263-1203.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

[Kira Zylstra, Director]
All Home
Seattle King County CoC

Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCS Ususing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Ravenna House
HUD Grant # WA0046L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

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The Seattle King County CoC is measured by its progress towards HUD’s HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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@allhumskc.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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Regional RRH for DV
HUD Grant # WA0412D0T001800

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

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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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
    Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Ronald Commons
HUD Grant # WA0316L0T001803

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

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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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Spelts, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Sand Point Families Supportive Housing
HUD Grant # WA0318L0T001803

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HART II Performance measures and targets. The HART II measures look 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 2020 funding to take place in the summer of 2020 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 kirazylstra@allhomenu.org or (206) 263-1203.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Fileen Denham, City of Seattle HSD Community Support & Assistance Division
Kalu Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Sandpoint Youth Group Homes
HUD Grant # WA0052L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look 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 2020 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@allhomewa.org or (206) 263-1288.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Dunham, City of Seattle HUD Community Support & Assistance Division
    Karen Spitz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Scattered Sites Leasing
HUD Grant # WA0053L07001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HART II Performance measures and targets. The HART II measures look 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 2020 funding to take place in the Summer of 2020 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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle ISSU Community Support & Assistance Division
Kate Speltz, King County UCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Severson
HUD Grant # WA0054L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HEARTII Performance measures and targets. The HEARTII measures look 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 2020 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 kirazylstra@allhotwix.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 Seattle/King County CoC local priorities.

Sincerely,

Kiraz Ylstra, Director
All Home
Seattle King County CoC

cc:
Kilean Denham, City of Seattle TTSW Community Support & Assistance Division
Kale Spitz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Straley House
HUD Grant # WA0057L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HART II Performance measures and targets. The HART II measures look 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 2020 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@seattlehomeorg 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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Spelle, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

   The Salvation Army Hickman House Joint Component
   HUD Grant # WA0411L0T001800

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board's decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's LEAN Performance measures and targets. The LEAN measures look 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 2020 funding to take place in the Summer of 2020 and we will again be required to evaluate how well LOT 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@allhomeekc.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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Elloen Dunham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

The Salvation Army William Booth Center Transitional Living Program
HUD Grant # WA0023L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD’s HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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@allhnome.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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle LID Community Support & Assistance Division
Kate Spellz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Valley Cities Landing
HUD Grant # WA0001L0T001809

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

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Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

**Watson Manor Transitional Living Program**
**HUD Grant # WA0065L0T001811**

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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@allhunca.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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

Eileen Dunham, City of Seattle 11SD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Williams Apartments
HUD Grant # WA0244L0T001806

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

YHDP - Bridge Housing
HUD Grant # WA0404Y0T001600

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board's decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Scallie King County CoC is measured by its progress towards HUD's HART Performance measures and targets. The HART measures look 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 2020 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) 263-1203.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and Scallie/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denhim, City of Seattle HSD Community Support & Assistance Division
Kate Spulka, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

**YHDP - Youth Engagement Team**
**HUD Grant # WA0406YOT001600**

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HRARTII Performance measures and targets. The HRARTII measures look 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 2020 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@allhumskc.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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

Or:

Eileen Dunham, City of Seattle HSD Community Support & Assistance Division
Kate Seitz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

YHDP - YYA Navigation/Diversion
HUD Grant # WA0405Y0001600

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

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Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD’s HAYTHM Performance measures and targets. The HAYTHM measures look 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 2020 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 kitazylstra@allhome.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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denhina, City of Seattle HSD Community Support & Assistance Division
Kalu Speltz, King County DCS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

YHDP CCORS YA Expansion
HUD Grant # WA0407Y0T001600

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

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Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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 kdzylstra@allhomekc.org or (206) 263-1263.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Rileen Denham, City of Seattle HSD Community Support & Assistance Division
Katie Spitz, King County DSHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

YWCA Opportunity Place & Seneca  
HUD Grant # WA0045L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

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The Seattle King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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) 263-1233.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Kileen Denham, City of Seattle HUD Community Support & Assistance Division
Kale Speitz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

CoC Planning
HUD Grant # WA0409L0T001800

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

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The Seattle King County CoC is measured by its progress towards HUD’s HEARTH II Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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 of HUD’s priorities, please feel free to contact me at kirazylstra@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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kari Speltz, King County DCIDS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

WA-500 HMIS
HUD Grant # WA0050L0T001811

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, 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. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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@allhomemkc.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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

WA-500 Coordinated Entry
HUD Grant # WA0343LOT001803

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

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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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

WA-500 Coordinated Entry - DV
HUD Grant # WA0413D0T001800

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, 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. The HEARTH measures look 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 2020 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@allhome.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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Katie Spoles, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Rapid Rehousing for Young Adults
HUD Grant # WA0319L0T001803

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, 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. The HEARTH measures look 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 2020 funding to take place in the summer of 2020 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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

Cc: Eileen Dunham, City of Seattle HUD Community Support & Assistance Division
    Kate Spelts, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Seattle Rapid Rehousing for Families Project
HUD Grant # WA0295L0T001804

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

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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 Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Regional RRH for DV
HUD Grant # WA0412D0T001800

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

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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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc: Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

King County Scattered Sites PSH
HUD Grant # WA0297L0T001804

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

Final recommendations, as approved by the All Home Coordinating Board on August 26, 2019, 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 was guided by the CoC Application and Rank Order Committee, with input from the Consumer Advisory Council and Youth Action Board. It considered HUD priorities, target populations, equity, barriers to housing, and outcomes such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

Additionally, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.
The Seattle King County CoC is measured by its progress towards HUD’s HEARTH Performance measures and targets. The HEARTH measures look 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 2020 funding to take place in the Summer of 2020 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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Dunham, City of Seattle HUD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

Rapid Rehousing Expansion
HUD Grant # WA0366L0T001802

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

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As in previous years, All Home was required to rank all projects based on performance, including projects initially funded under the Youth Housing Demonstration Project (YHDP). The Coordinating Board’s decisions resulted in a rank order, placing six percent of CoC annual renewal funding into a second tier as required by HUD.

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If you have questions about the process or HUD's priorities, please feel free to contact me at kira.zylstra@allhomeca.org or (206) 263-1263.

We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

[Signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

CC:
Bileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Spoltz, King County DCHS Housing and Community Development Programs
September 4, 2019

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 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 FY2019 CoC application to HUD.

King County Rapid Re-Housing
HUD Grant # WA0262L0T001805

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

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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 Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

Mr. Daniel Malone  
Executive Director  
Downtown Emergency Service Center  
515 3rd Ave.  
Seattle, WA 98104  

ATTN: Noah Fay  

Dear Mr. Malone:  

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 U.S. Department of Housing and Urban Development (HUD) CoC competition.  

We are pleased to inform you that the following new CoC Program project application was selected for inclusion in the FY2019 CoC application to HUD as a Permanent Housing Bonus project.  

**DESC Plum Street Supportive Housing**  
**Project amount: $329,896**  

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.  

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As in previous years, All Home was required to rank all projects based on performance, including projects initially awarded under the HUD Youth Housing Demonstration Project (YHDP).

The Coordinating Board’s decisions resulted in a rank order, placing 6 percent of our annual CoC renewal funding into a second tier as required by HUD.

In addition, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.

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We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

Mr. Daniel Malone
Executive Director
Downtown Emergency Service Center
515 3rd Ave.
Seattle, WA 98104

ATTN: Noah Fay

Dear Mr. Malone:

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following new CoC Program project application was selected for inclusion in the FY2019 CoC application to HUD as a Permanent Housing Bonus project.

**22nd Avenue Supportive Housing Program #2**

Project amount: $621,724

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 Coordinating Board sets local values and priorities for these funds, informed by recommendations from the CoC Application and Rank Order Committee.

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In addition, we are seeking bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is a brief and one-time occurrence. In addition, our CoC is applying for HUD DV Bonus funds, made available in the FY2019 NOFA for a second year in a row.

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We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

Mr. Sean Heron  
Deputy Director  
Plymouth Housing Group  
2113 Third Avenue  
Seattle, WA 98121

ATTN: Kelli Larsen

Dear Mr. Heron:

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following new CoC Program project application was selected for inclusion in the FY2019 CoC application to HUD as a Permanent Housing Bonus project.

501 Rainier Supportive Housing

Project amount: $1,210,000

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We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

[Kira Zylstra's signature]

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

Mr. Leo Flor
Director
King County Dept. of Community and Human Service
501 4th Avenue
Seattle, WA 98104

ATTN: Hedda McLendon

Dear Mr. Flor:

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following new CoC Program project application was selected for inclusion in the FY2019 CoC application to HUD as a Permanent Housing Bonus project.

Regional RRH for DV Expansion

Project amount: $1,073,225

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We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
All Home
Seattle King County CoC

cc:
Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Programs
September 4, 2019

Ms. Maria Chavez - Wilcox
CEO
YWCA Seattle, King and Snohomish Co.
1118 Fifth Avenue
Seattle, WA 98101-3001

ATTN: Patricia Hayden

Dear Ms. Chavez - Wilcox:

All Home, as the Seattle/King County Continuum of Care (CoC) lead agency, has completed its review of project proposals submitted under the 2019 local renewal application process in response to the FY2019 U.S. Department of Housing and Urban Development (HUD) CoC competition.

We are pleased to inform you that the following new CoC Program project application was selected for inclusion in the FY2019 CoC application to HUD as a Permanent Housing Bonus project.

Auburn Family PSH

Project amount: $57,540

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We look forward to working with you over the coming months and encourage you to talk with us about HUD and Seattle/King County CoC local priorities.

Sincerely,

Kira Zylstra, Director
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
1E – 1 Project Rejected/Reduced Notification

No projects were reduced.
No projects were rejected.
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 FY2019, the deadline for **Phase I - Intent to Renew** was **April 21, 2019**, and the deadline for **Phase II – Full Application** was **June 13, 2019**. The deadline for **Phase III Direct Grantee Applications** was **August 5, 2019**.

The attached evidence of public posting include:

- Screenshot of public posting of notices for Phases I, II and III from CoC website
- Phase I email notice, which notes due date
- Phase II Workshop email notice, which notes due date
- Phase III Direct Grantee workshop notice, which notes due date.
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.

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

CoC Program Project Application Materials

2019

FY 2019 Continuum of Care (CoC) Program Competition: Notice of Funding Availability
Phase I – Intent to Renew posted 5/15/19
Phase II – Application posted 8/15/19
Phase III – Direct Grantee posted 8/15/19

2018

2017

2016
Dear CoC Program Grantee:

All CoC Program funded projects with grants that expire in CY 2020 must renew as part of the HUD FY2019 Continuum of Care (CoC) Program application process for 2020-2021 funding. Our records show that your agency has (a) project(s) that is eligible to renew. **Completion of the 2019 Intent to Renew signals the beginning of the FY2019 CoC Program funding process and your intention regarding participation in this year’s process.**

**The Intent to Renew must be submitted no later than Sunday, April 21, 2019 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.
REMINDER: Submitting the Intent to Renew via ZoomGrants

We are continuing to utilize ZoomGrants for all phases of our 2019 CoC Program local application process. ZoomGrants is an on-line application management tool that King County has used successfully over the past four 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.

**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. See attached instruction sheet for more details.

**This is the direct link to the FY 2019 Intent to Apply via Zoom Grants:** [https://zoomgrants.com/gprop.asp?donorid=2209&limited=2285](https://zoomgrants.com/gprop.asp?donorid=2209&limited=2285)

**Submittal Deadline:** The submittal deadline is **Sunday, April 21, 2019 by 9:59pm**. However, we urge you to start this process as soon as possible.

**Technical Help:** ZoomGrants has a technical help desk that operates Mon-Fri (MST), and can be accessed by phone or email. See attached document for contact details.

**Content-related Help:** Please direct all content-related questions to homeless.housing@kingcounty.gov. Support for the Intent to Renew process will be available up until 4:30pm on Friday, April 19, 2019. “After hours” and weekend support is not available.

As always, please let us know if you have questions. We look forward to working with you during the 2019 CoC Program “McKinney” renewal process.

- Your “McKinney” Team
From: Denham, Eileen <Eileen.Denham@seattle.gov>
Sent: Tuesday, May 28, 2019 2:18 PM
To: Alexandra Weeks; amanda@friendsofyouth.org; Amy FitzGerald; Angela Balderama; Anna Preyapongpisan; Brianna Kiarie (briannak@nhwa.org); Carmen McRoy; Cherry Ann Wang; Ciara Murphy; Corinne McKisson; Crystal Perine; Darcell Slovek-Walker; Denise Haugen; Dina Wilderson; Donna Romanick ; Dora Quach; Eileen McComb; Elissa Miranda; Emily Meyer; Erin Chapman-Smith; Estela Ortega; Flo Beaumon; Ginny Ware; Irina Vodono; Isela Martinez; Jon Grant; Julianne Nilsson; Karina Wiggins; Katie Maloney ; Kelli Larsen; Kiser; Kristen Brennan; Latrice Donahue; Laura Black; lauren.ziegler@youthcare.org; Lisa Dam; Lynn DeMarco; Marco Antonio Vargas; Marian Shagru; Michael Davalos; Michael Garrett-Smalls ; Michael Quinn; Michael Wong; Michelle Smith ; Miguel Maestas; Mimi Daniels; Noah Fay; Philip Smith (philip.smith@usw.salvationarmy.org); Quanetta West; Rochelle Calkins (rochellec@NHWA.ORG); Scott Schubert; Shannon Boussom; Shannon Rae; Sharon Hu; Shelan Aldridge; Skip Waters; Susan Segall; Tamara Brown; Teena Ellison; Terri Stefanovic; Walter Washington; April Aiken; Arlene Hampton; Cheryl Cooper; Chris Meinhold; Cynthia Lusebrink; Dan Wise; Delores Hillis; Doug McKehee; Elizabeth Gay; Jeanice Hardy ; Jessica Lam; Katie Scifres ; Laurie Peterson; Mike Heinisch; Mimi Yee; Sandra Mears; Sharon Angle; Sher Kouhl; Storm Wilder; Agnes Trinidad; Alla Voznyuk ; Ashlea Gentry; Brownlow, Stan; Gale, Chloe; Emma Grochowsky; Giselle Cyr; Greg Hollmann; Irina Rojkova; Jerred Clouse; Craig, Kelly; Kenneth Taylor; Kim McCaulou; LorieAnn Larson; Lorra Antonio; Maria Williams (mariae@lifewire.org); marioparedes@consejocounseling.org; Michael Jackson; Michelle Hankinson; Norma Guzman; Norma Moore; Rochelle Moore; Séla Kennedy; Shekh Ali; Sylvia Fuerstenberg (sylviaf@nexus4kids.org); Tammie Schacher; Traci Chibucous-Judd; Whitney Walker
Cc: Curtin, Marci; Hougen, Janice; Roy, Rebecca; Speltz, Kate; Brickley, Amy; Sheth, Genie; Manriquez, Gabriel; Wood, Ebony; Apostol, Shermein
Subject: CoC Program Reminder: 2019 Local Application Workshop is Tomorrow May 29, 2019!!!!
Attachments: CoC Program 2019 Local Phase II Application-Notice of Mandatory Workshop 5-29-19.docx
Importance: High
Follow Up Flag: Flag for follow up
Flag Status: Completed

[EXTERNAL Email Notice! ] External communication is important to us. Be cautious of phishing attempts. Do not click or open suspicious links or attachments.

You are getting this email because you are the contact person for one or more CoC Program grants that are eligible to renew CoC Program funding under the 2019 HUD Notice of Funding Availability (NOFA) for calendar year 2020-2021 funding.

REMINDER

2019 CoC Program Phase II Application Workshop
ALL project sponsors with existing HUD CoC Program grants that expire in calendar year 2020 are expected to attend. See attached Notice.

The 2019 CoC Program Local Application will be released via Zoom Grants. The completed application and all required attachments will be due on Thursday, June 13, 2019 for each Program project eligible for renewal in the 2019 CoC Process

Please remember that Agencies with multiple CoC program grants must assure that each grant is represented by (an) attendee(s).

We look forward to seeing you tomorrow!!!
From: Denham, Eileen
Sent: Monday, July 15, 2019 2:48 PM
To: 'Arlene Hampton'; 'Cheryl Cooper'; Chris Meinhold; Cynthia Lusebrink; Dan Wise; Delores Hillis; Dina Wilderson; Dora Quach; Doug McKeehen; Eileen McComb; Elizabeth Gay; Emily Meyer; Erin Chapman Smith; Flo Beaumon; Jeanice Hardy; Jessica Lam; Julianne Nilsson; Karina Wiggins; 'Katie Scifres '; 'Kiser; 'Laurie Peterson'; Marian Shagruc; Michael Wong; 'Mike Heinisch'; Mimi Yee; Noah Fay; Quanetta West; Sandra Mears; Shannon Bousom; Sharon Angle; Sher Kouhl; 'Storm Wilder'
Cc: Amy Brickley (Amy.Brickley@seattle.gov); Amy Crawford; Gabriel Manriquez (Gabriel.Manriquez@seattle.gov); Genie Sheth; Janice Hougen; Kate Speltz; Marci Curtin; Rebecca Roy; Schrag, Charles; Sean - CSA Walsh (SeanP.Walsh@seattle.gov)
Subject: CoC Program Update: Mandatory Direct Grantee Information Workshop 7/24 following the General Phase III Workshop
Attachments: 7-24-19 DIRECT GRANTEE-Workshop Notice.docx

You are receiving an invitation to the NOFA session immediately following the 2019 CoC Program All Projects workshop because you are the contact for one or more projects that receive HUD CoC Program funding through a DIRECT GRANT with HUD (see the attached list).

2019 CoC Program NOFA Information Session for DIRECT Grantees Mandatory Meeting

Wednesday, July 24, 2019
YWCA Opportunity Place
Jennings Community Room
2024 Third Avenue,
Seattle, WA
11:20am – 12:30pm

The 2019 Phase III NOFA Application Workshop provide general NOFA application guidance, but direct HUD recipients need specific information and guidance related to submitting a program application(s) in esnaps. You need to understand the changes, additions and required information for submitting your CoC Program renewal application through esnaps.

As a direct recipient of HUD funding, you need to understand your responsibilities for submitting your CoC Program renewal application through esnaps. The above session is devoted to the HUD esnaps electronic application process and timeline.

We look forward to seeing you on the 24th!
FY2019 HUD CoC Program NOFA
CoC Program Project Application Session
Direct Grantees Only

Mandatory Session
Wednesday, July 24, 2019
YWCA Opportunity Place
Jennings Community Room
2024 Third Avenue,
Seattle, WA
11:20am – 12:30pm

You are receiving an invitation to the session immediately following the 2019 CoC Program All Projects workshop because you are the contact for one or more projects that receive HUD CoC Program funding through a DIRECT GRANT with HUD (see the attached list).

- As a direct recipient of HUD funding, you must understand your responsibilities for applying for funds through the 2019 HUD CoC Program NOFA. This session is devoted to the HUD esnaps electronic application process and timeline.
- You need to understand the changes, additions and required information for submitting your CoC Program renewal application through esnaps.
- Applicants that have renewed at least once in a previous CoC Program Competition can import information from your FY 2018 “Exhibit 2” application. We will walk you through registering for the 2019 Funding Opportunity and creating your FY 2019 Application.
- Direct Grantees will complete the HUD “Exhibit 2” in esnaps and submit a copy in pdf for CoC approval by the deadline below. The CoC will do a completeness/quality review and will notify each recipient when it can press the “Submit” button.
- The pdf of your esnaps CoC Program “exhibit 2” application will be due to the CoC for its review no later than 4:00pm on Monday, August 5, 2019!!!!!!

REMEMBER
- **DO NOT** “submit” the application to HUD via esnaps until instructed by the CoC.
- Once approved by the CoC, each applicant will be notified to press the e-snaps “submit” button.
<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>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>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>
The CoC informed project applicants in its local competition announcement about point values and other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition.

Documentation as follows:

<table>
<thead>
<tr>
<th>Public Posting</th>
<th>CoC Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase II- Application Submission Information</td>
<td>Detailed ranking and rating criteria used by the CoC to rank projects can be found on Pages 4 and 5 of the document.</td>
</tr>
<tr>
<td>Screenshot of public posting of Phase II- Application Submission Information from CoC Website</td>
<td></td>
</tr>
</tbody>
</table>
Each year, the U.S. Department of Housing and Urban Development (HUD) provides funding for homeless programs authorized under McKinney Vento as amended by the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act through a competitive Continuum of Care (CoC) NOFA process (Notice of Funding Availability). The NOFA details the requirements for all Continua of Care (CoC) and the individual applicants included in the CoC’s application. In preparation for the NOFA, Seattle and King County, on behalf of All Home, also conduct an annual local evaluation process.

The Seattle King County 2019 renewal process consists of three parts:

1. **Phase I – 2019 Seattle King County CoC Program Local Intent to Renew Process due April 21, 2019.**
   The Phase I results in the preliminary CoC performance-based rank order. Project HMIS data was pulled for the operating period **4/1/18 to 3/31/19**. This data will be used to assess project performance according to the key CoC Program indicators adopted by the All Home System Performance Committee as part of the 2019 Local Process.

2. **Phase II – 2019 HUD CoC Program Phase II Application Due Monday June 13, 2019.**
   Phase I and Phase II data and information will be used to assess project performance according to the key CoC Program indicators endorsed by the All Home System Performance Committee and the CoC Application and Rank Order Committee. Phase II collects the following information:
   a. **Non—HMIS generated project information** related to efficiency/effectiveness measures, one of the rating and review factors necessary to the preliminary rank order; and
   b. **Other project specific information** needed to respond effectively to the NOFA.

3. **Phase III – Submittal of a 2019 HUD NOFA Project Application due at a dated determined by HUD.**
   At the conclusion of the Phase II Application process, projects selected for renewal will be invited to submit a HUD CoC project application.

Please direct your questions via email to [homeless.housing@kingcounty.gov](mailto:homeless.housing@kingcounty.gov).
2019 Local Process Guidance

2019 Project Review and Tiering

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signaling 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.

Here is what to expect with the 2019 NOFA:

- The Tier 1 / Tier2 ranking approach is expected to continue and all CoC’s will again be required to place projects into one of two required “Tiers”. Tiers are financial thresholds based on the value of the CoC annual renewal demand minus a percentage reduction (Tier 2) determined by HUD and published in the Federal Register (6% in 2017 and 2018).

- Each CoC is required to rate and rank each of its projects. HUD then applies its own selection priorities to the tiered ranking, especially for project placement in Tier 2. We expect HUD to continue the following for 2019:
  - Prioritize a housing type preference (Permanent Supportive Housing and Rapid Rehousing)
  - Prioritize the principles of Housing First (no service participation requirements or preconditions to entry);
  - Prioritize performance and rapid placement and stabilization in permanent housing;
  - Prioritize serving those who are literally homeless, coming from streets or shelter or fleeing DV

- Reallocation remains an option. New projects can be created through re-allocation but only to (1) create new Permanent Housing projects, either Permanent Supportive Housing (PSH) projects for chronically homeless, (2) Rapid Re-Housing serving homeless individuals and families who come directly from streets or shelter, or (3) a Rapid Rehousing / Transitional Housing Program (“Joint Component”).

- Bonus funding if there is sufficient funding. If so, it will be targeted to projects that further HUD strategic goals. Likely this means NEW Permanent Supportive Housing projects that will serve 100% chronically homeless individuals/families or new Rapid Re-Housing serving homeless individuals and families who come directly from streets/shelter or fleeing DV.

Preliminary Rank Order

HUD’s evaluation and selection process has been 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 2019 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 values and prioritization considerations to guide development of the FY 2019 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 center leadership of people with lived experience in the planning, programming and evaluation of Continuum of Care services.
4. To promote equitable access and service provision with an intersectional approach, serving the most vulnerable populations in our community, including but not limited to: people living with disabilities, people exiting the foster care system, the aging, people with criminal justice involvement, the LGBTQ community, people living with mental illness and substance use, and all immigrant communities.
5. 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 achieving equitable outcomes for indigenous, black and other people of color
   c. Have movement to permanent housing and subsequent stability as the primary focus
   d. Do not replace mainstream resources
   e. Work to connect people served with community-based, culturally responsive resources
   f. Focus on those who are literally homeless (streets, shelter, transitional housing for homeless, and includes people fleeing domestic violence)
   g. Participate in the HMIS with complete, high quality data per HUD data standards
   h. Demonstrate alignment with HUD Housing First standards (including screening, program entry, person-centered services, and termination policies)
   i. Perform well against HUD Continuum of Care goals and positively impact system performance and equity outcomes
j. Consistently meet and exceed operational standards for spending, match, occupancy, and reporting

6. To elevate the voices of people with lived experience as experts in the development and implementation of planning, programming and evaluation.

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 2019 project rank order status will be determined before we submit the CoC response to the HUD’s FY 2019 NOFA. These preliminary results are shared at a community meeting.

Local Review and Key Indicators
HMIS data was pulled for the operating period 4/1/18 to 3/31/19. 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.

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

<table>
<thead>
<tr>
<th>2019 Key Indicator Measures</th>
<th>96 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Movement to Housing:</strong> Measured against HUD standards and local performance targets for persons obtaining or maintaining housing.</td>
<td></td>
</tr>
<tr>
<td>• PSH: % remaining in PSH for at least 12 months</td>
<td>Up to 15</td>
</tr>
<tr>
<td>• TH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target of 85%</td>
<td></td>
</tr>
<tr>
<td>• RRH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target of 85%</td>
<td></td>
</tr>
<tr>
<td>• Bonus: % TH to PH in 90 days or less</td>
<td>5</td>
</tr>
<tr>
<td>% PSH moving to other PH destinations</td>
<td></td>
</tr>
<tr>
<td>% RRH moving to PH in 30 days or less</td>
<td></td>
</tr>
<tr>
<td>• Extent to which the project is meeting system expectations for length of stay:</td>
<td></td>
</tr>
<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>B. 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>
</tbody>
</table>
### C. Participant Outreach

- Proportion of Households served coming from streets and/or Emergency Shelter

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

- No more than 5% reported missing/not collected etc., for data in any element (excluding Name, SSN, HIV/AIDS status)

### 5. HUD / System / Program Component Priority Measure

- **Program Component Priority:**
  - Permanent Supportive Housing Project = 14pts
  - Rapid rehousing for Families, Individuals, and Young Adults = 12pts
  - Transitional Housing = 8pts

- **Program Population Priority**
  - 100% of units are dedicated / prioritized for Chronically Homeless = 3pts
  - 100% of units serve Youth and Young Adults = 1pt
  - 100% of units operate as "recovery based" housing = 1pt
  - 100% of Households are fleeing Domestic Violence or Human Trafficking = 1 pt

- **Priority Narratives**
  - Housing First / Housing First Narrative = 2pts
  - Program Termination / Low Barrier Housing Narrative = 2pts
  - Consumer Participation /Feedback Narrative = 2pts
  - Racial Equity in Housing Outcomes Narrative = 2pts

### 6. Project Efficiency and Effectiveness Measure

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

### 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: 2019 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, Thursday June 13, 2019.**
- **Get started early!** An opportunity for questions during the application period will be available through an on-line **“Office Hours” call in via Skype** scheduled for **Wednesday, June 5, 2019 from 10am to 11:00am.**
✓ 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.

✓ The Phase II Application is due date is **11:59pm, Thursday, June 13, 2019**. Late submittals will mean your project will not be ranked.
## 2019 Local Process Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 21, 2019</td>
<td><strong>DUE DATE:</strong> 2019 Phase I Application – Notice of Intent to Renew Funding</td>
<td></td>
</tr>
<tr>
<td>May 29, 2019</td>
<td>2019 Mandatory HUD CoC Program NOFA Workshop for Renewal</td>
<td><strong>Wednesday, May 29, 2019 from 10:00am to 11:30am</strong></td>
</tr>
<tr>
<td></td>
<td>YWCA Opportunity Place</td>
<td>Jennings Room</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2024 Third Avenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Seattle, Washington, 98144</td>
</tr>
<tr>
<td>June 5, 2019</td>
<td>2019 Phase II Application Office Call-in Hours via Skype</td>
<td><strong>Wednesday, June 5th from 10am to 11:00am</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="#">Join Skype Meeting</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trouble Joining? <a href="#">Try Skype Web App</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Join by phone: <strong>1.206.263.8114</strong> (Washington State) <strong>English (United States)</strong> Conference ID: 8489917</td>
</tr>
<tr>
<td>June 13, 2019</td>
<td><strong>DUE DATE:</strong> Phase II Application: 2019 CoC Program Renewal Grants</td>
<td><strong>Friday, June 13th by 11:59pm</strong> via Zoom Grants</td>
</tr>
<tr>
<td>May 1, 2019 to TBD</td>
<td>CoC staff: (1) review HMIS Data and Phase II information and (2) prepare preliminary renewal rank order</td>
<td></td>
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<tr>
<td>TBD</td>
<td>2019 Phase III Application Workshop</td>
<td>Mandatory HUD CoC Program NOFA Workshop for All</td>
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<tr>
<td></td>
<td>(Time and Date to be determined based on HUD NOFA release date)</td>
<td></td>
</tr>
<tr>
<td>TBD</td>
<td>Training Workshop CoC Project Application--Direct Grantees Only: Accessing the 2019 NOFA Application in esnaps and preparing your HUD application</td>
<td></td>
</tr>
<tr>
<td>TBD</td>
<td>All CoC Application program applications complete and ready for submittal to esnaps</td>
<td>- Upload federal forms/current 501c.3 documents</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Complete and submit pdf of esnaps application (direct grantees only)</td>
</tr>
<tr>
<td>TBD</td>
<td>2019 CoC Program Community Meeting for presentation of final priority rank order</td>
<td>All projects notified of final CoC Application Project Listing results</td>
</tr>
<tr>
<td>August /September 2019</td>
<td>2019 Seattle King County NOFA Application Due to HUD—TBD</td>
<td></td>
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</tbody>
</table>

*Dates and activities will be determined subject to HUD’s release of the 2019 HUD NOFA. Please be responsive to all CoC Program Alerts! All notifications or requests will come via email.*
2019 CoC Program NOFA Project Application Process Guidance

Be Ready for Your HUD NOFA Application:

You will be notified as soon as the 2019 HUD CoC Application is available in e-snaps!!! This is expected to happen at any time in July. Your HUD Application and Certifications will be due soon after. Timelines are very short and quick turn-around is essential to meet the HUD deadline.

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

NOTE to “Direct Grantees”:

• Get Ready Early!
  – Determine who is responsible for submitting the electronic application(s) and ensure they can access e-snaps. This means reviewing your User Names and Passwords and assuring they still work.
  – Review your Applicant Profile in esnaps and update accordingly. This is of importance if there have been Agency changes including a new Executive Director, Agency name change, address changes. etc

• Ensure the Accuracy of Information in your 2018 Application to prepare for 2019!
  – Review your budget. Did your budget change during the 2018 HUD Grant Agreement process? Did you add a new activity or increase/decrease fte staffing to your services budget?
  – Did anything else change during that process that must be brought forward for 2019. For example, agency contact information. ADVICE: Don’t wait—review now! The HUD electronic application system “esnaps” is not ready for the 2019 applications yet so use this time to get ready. You will not be given much time.

Additional training will be provided to direct HUD grantees to help make sure the electronic application process goes as smoothly as possible, especially for first time users.
## 2019 Seattle King County

**Phase II Application**  
Continuum of Care Program Renewal Request

**DUE: Thursday, June 13, 2019 by 11:59 pm**

### Cover Page

<table>
<thead>
<tr>
<th>Phase II Application</th>
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</thead>
<tbody>
<tr>
<td><strong>A. Project Information</strong></td>
</tr>
<tr>
<td>CoC Program Project Title:</td>
</tr>
<tr>
<td>Name of Lead Agency/Organization (project sponsor):</td>
</tr>
<tr>
<td>Project Address:</td>
</tr>
<tr>
<td>Primary Contact Person:</td>
</tr>
<tr>
<td>Telephone: (   )  Fax: (   )</td>
</tr>
<tr>
<td>e-mail address:</td>
</tr>
</tbody>
</table>
2019 HUD CoC Program Phase II Application

Renewal projects (projects previously funded) with a “CoC Program” funding award that ends in calendar year 2019 must submit the information required in this Phase II Application in order to be included in the HUD FY 2019 Continuum of Care Homeless Assistance Program NOFA process and to be eligible for continued funding for 2019-2020.

Checklist for Submission

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

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

☐ HUD /CoC Priority Measure Information
  ➢ HUD / System / Program Component Priority
  ➢ Project Match
  ➢ Housing First
  ➢ Mainstream Resources and SOAR Training

☐ Project Narratives
  ➢ Housing First Narrative
  ➢ Program Termination / Low Barrier Housing
  ➢ Consumer Participation / Feedback Narrative
  ➢ Racial Equity in Housing Outcomes Narrative

I. CoC Project Efficiency / Effectiveness / Recipient Performance

1. Grant Spending:

a. Did this project expend 100% of awarded HUD funds for the grant most recently ended? ☐ yes ☐ no

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

b. Three Year Spending History: Complete the chart below with information about the three most recently completed grant terms for this project. For projects, whose most recent grant term ended in March or April 2019, you may not have a completed APR with reported final expenditures. In that case, choose the grant with the 2018 end date as your most recently completed term. If the grant has only renewed twice, you will only require two lines. If the grant has only renewed once, enter that recapture amount. If the grant has not yet renewed, enter -0-. NOTE: All amounts listed below will be verified with HUD.
c. **Average Under-spend**: Calculate the average unspent $ amount from the three most recently completed renewal grant years. If the grant only renewed twice, average the unspent amounts for those two years. If the grant only renewed once, enter the unused amount from the single renewal. If the grant has not yet renewed, enter -0-.

   Divide the “Total Unspent Amount” by the number of years for the Average Unspent Amount

<table>
<thead>
<tr>
<th>Average Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ ____________</td>
</tr>
</tbody>
</table>

   **d. Please explain any contributing factors for not expending 100% of the funds:**

2. **HUD Monitoring / Agency Audit:**

   a. Has this program been monitored by HUD since 1/1/16?  □ yes  □ no  Date: ______________

   - Are there any unresolved HUD monitoring findings or concerns related to this HUD CoC Program project or other HUD funded projects within your Agency? HUD programs include, but are not limited to ESG, CDBG, Home, HOPWA.
     - yes
     - no

   - Are there any unresolved Audit findings related to this project or any other HUD funded project in your Agency that required HUD review?
     - yes
     - no

   - End Date for last Agency audit (eg, 6/30/18) / /

   - Has HUD instituted any sanctions on any project of your agency, including but not limited to, suspending disbursements (eg, freezing LOCCS, requiring repayment of grant funds or de-obligating grant funds due to performance)?
     - yes
     - no

   b. **If YES to any of the above, an Attachment is required.**

   Please include a brief narrative (no more than 1 page) describing the issue and status of the concerns/findings and include the following documentation:

   - All correspondence by and between HUD to current for HUD monitoring
   - A copy of the Audit finding and related correspondence and action to resolve the finding.
3. Quarterly LOCCS Drawdowns *(Response required for Direct HUD Grants Only):*

Has this project maintained at least quarterly draws for the most recent grant term related to this renewal grant request? Response will be verified with HUD.

☐ Yes

☐ No

If NO, please attach brief Narrative explanation (no more than ½ page)

4. On-time APR *(for most recent grant ending on or before 2/28/19)*

Was the program’s HUD Annual Progress Report (APR) successfully submitted on time for the most recently expired grant?

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

- Select “Yes” to indicate that an APR was submitted on time for the grant term that most recently expired (for most, this will be your FY 2016 renewal eg., grants ending on or before 12/32/18). For some of you it will be your FY 2017 grant and those with a calendar year term ending 2/28/19.

- Select “No” to indicate that an APR was submitted late or has not been submitted for the grant term most recently expired. **If no,** please explain why the APR was not submitted to HUD in a timely fashion, and the steps you are taking to ensure timely submission in the future.

- Select N/A if this is a first-time renewal for which the original grant term has not yet
II. HUD / CoC Priority System Information

A. HUD/System/CoC Priority:

System Priority

Please check the box that describes your program type

Permanent Supportive Housing

☐ This is a Permanent Supportive Housing Project.

Rapid Rehousing

☐ This is a Rapid Rehousing project serving Families, Individuals, Young Adults, or Persons Fleeing Domestic Violence

Transitional Housing

☐ This is a Transitional Housing Project

Joint Component Transitional Housing and Rapid Rehousing/Youth Housing Demonstration Program (YDHP) Bridge Housing

☐ This is a Joint Component Transitional Housing / Rapid Rehousing project serving Families, Individuals, Young Adults, or Persons Fleeing Domestic Violence

Services Only

☐ This is a YDHP Services Only project.

Population Priority

Please check the box that describes your program’s population priority

☐ Project is 100% chronically homeless dedicated.

☐ Project prioritizes chronically homeless persons and by policy and practice, 100% of units are prioritized at turnover for chronically homeless

☐ 100% of units/services dedicated to Youth and/or Young Adults (ages 18-24)

☐ 100% of units operate as “recovery housing” and provides on-site recovery-based services.

☐ 100% of units are filled by households that are fleeing domestic violence.

B. Match:

What dollar amount of match is the project providing for the upcoming award year (2019-2020) $_____ Match

• NOTE: Match letters do not need to be submitted with the Phase II Application but must be submitted and available for review. % Match
C. Housing First Priority – Checklist and Narratives:

**Housing First** is a model of housing assistance that prioritizes rapid placement / stabilization in permanent housing and does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). It is an approach to: 1) quickly and successfully connect individuals and families experiencing homelessness to permanent housing; 2) without barriers to entry, such as sobriety, treatment or service participation requirements; or 3) other preconditions that might lead to the program participant’s termination from the project. Adherence to Housing First Principles is a system measure and is a scoring element for the Seattle King County consolidated application.

See Below: Please check all that are true for this program

1. **At Program Entry:** This project ensures participants are **NOT screened out** based on:

   - [ ] Having too little or no income
   - [ ] Active substance use
   - [ ] History of substance abuse
   - [ ] Having a criminal record with exceptions for state/SHA-mandated restrictions
   - [ ] Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement).
   - [ ] Sexual Orientation or Gender Identity

2. **At Program Exit:** This project ensures participants are **NOT terminated** from the program for the following reasons:

   - [ ] Failure to participate in supportive services
   - [ ] Failure to make progress on a service plan
   - [ ] Loss of income or failure to improve income
   - [ ] Being a victim of domestic violence
   - [ ] Any other activity not covered in lease agreement typically found in the project’s geographic area.

3. **Housing First Program Narrative:**
   For any element **NOT** checked in question #1 and #2 above, programs must submit a short response narrative that explains why. **(Limit 1 Page)**

4. **Housing First Program Termination / Low Barrier Housing Narrative:**
   Please describe the rules or behavioral expectations participants must follow in your program and whether these are provided in writing. Further, describe the behavior/issues that would cause you to ask someone to leave your program. Briefly describe the process used to terminate someone, including the supports to keep someone from being terminated and returning to homelessness. Include the number of households terminated from your program between 4/1/18 and 3/31/19. For each termination, please include race and the cause for termination. **(Limit 1 Page)**
D. Mainstream Benefits and Other Assistance:

A HUD priority is to ensure CoCs demonstrate CoC Program funded projects work to supplement CoC Program funds with resources from other public and private sources, including mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits. CoCs must demonstrate (1) that program staff are kept systematically up-to-date regarding mainstream resources available for homeless program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs), (2) there is collaboration with healthcare organizations to assist homeless program participants with enrolling in health insurance, and (3) projects provide assistance through the effective utilization of Medicaid and other benefits.

1. Please check all that are true:
   a. Case Managers systematically assist clients in completing applications for mainstream benefit programs.
   b. We supply transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs
   c. We use the DSHS single application form that helps program participants sign up for four or more mainstream programs.
   d. We have staff who systematically follow-up with program participants (at least annually) to ensure that they have applied for and are receiving their mainstream benefits and that benefits are renewed.
   e. We participate in enrollment and outreach activities to ensure eligible households know of and are enrolled in health insurance (e.g., Medicaid, Medicare, Affordable Care Act options).

2. Please check all that are true. Add information as requested
   a. We have specialized staff, or contract with another organization, for the primary responsibility of identifying, enrolling, and following up with clients regarding participation in SSI/SSDI.
      NOTE: If the box for 2a is checked, identify staff by job title, and organization.
      1.
      2.
      3.
   b. We have staff, or contract with another organization who has staff, who participated in an in-person or online SOAR training in the last 24 months.

III. Program Narratives

A. Consumer Participation / Feedback

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

Please respond to the question below
Does the agency solicit and respond to feedback from consumers?  yes no

If yes to Question IIIA, please describe the process you use for residents/clients to provide input and
feedback. Describe how and when the information is collected and provide a specific example of how client feedback has been used in your program within the past two years *(Limit 1 page)*

B. Racial Equity in Housing Outcomes Narrative:

All Home of King County leads with a Theory of Change that states: “If we create a homelessness response system that centers customer voice, then we will be able to focus on responding to needs and eliminating inequities, in order to end homelessness for all”. Additionally, the Coordinating Board adopted the following equity statement: “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”

In keeping with the above, the Seattle King County CoC affirmed a priority for programs that advance the collective goal of addressing racial disproportionality and achieving equitable outcomes across the spectrum of homeless persons, including indigenous, black and other people of color. It is important to understand the disparities that show up in the homeless system and the role of housing and service providers play in ensuring the equitable outcomes for the persons the households they serve.

**Please respond to the question below**

Programs should be considering and addressing racial equity when evaluating their housing outcomes. Using exit data from the Seattle-KC Program Outcomes Report** for the period April 1, 2018 to March 31, 2019, describe your housing outcomes and what racial disparities exist, if any. Describe how this program works to ensure equitable outcomes for all participants and how you are addressing any identified racial disparities. *(Limit 1 page)*

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.

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

CoC Program Project Application Materials

2019

FY 2019 Continuum of Care (CoC) Program Competition: Notice of Funding Availability
Phase I - Intent to Renew posted 5/15/19
Phase II - Application posted 8/15/19
Phase III - Direct Grantees posted 8/15/19

2018

2017

2016
3A. Written Agreement with Local Education or Training Organization

☑ King County (500-WA CoC Collaborative Applicant) contract with YMCA to provide employment training for persons experiencing homelessness

☑ King County (500-WA CoC Collaborative Applicant) contract with Friends of Youth to provide employment training for persons experiencing homelessness
EXHIBIT III
YMCA OF GREATER SEATTLE, ACCELERATOR BRANCH
HOMELESS YOUTH AND YOUNG ADULT INITIATIVE
CLEAR PATH TO EMPLOYMENT

I. WORK STATEMENT

YMCA of Greater Seattle, Accelerator Branch, hereinafter referred to as the “Contractor” shall provide job readiness, work experience and employment services to youth/young adults (YYA) that have experienced homelessness as described hereinafter. The total amount of reimbursement pursuant to this Exhibit shall not exceed $201,000 in a combination of County and Federal BFET funds CFDA 10.561 for the period of January 1, 2019 through December 31, 2019. Funding table for $201,000 billing is as follows:

<table>
<thead>
<tr>
<th>Fund Period</th>
<th>Fund Stream</th>
<th>Program</th>
<th>Funding Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2019 to December 31, 2019</td>
<td>Best Starts for Kids Federal Match</td>
<td>Staff Wages &amp; Benefits</td>
<td>$37,500</td>
</tr>
<tr>
<td>January 1, 2019 to December 31, 2019</td>
<td>BFET Federal</td>
<td>Staff Wages &amp; Benefits</td>
<td>$37,500</td>
</tr>
<tr>
<td>January 1, 2019 to December 31, 2019</td>
<td>Best Starts for Kids County Funds</td>
<td>Other budget line items in Attachment A</td>
<td>$126,000</td>
</tr>
</tbody>
</table>

2019 Total $201,000

2019-2020 Not to Exceed $201,000

II. PROGRAM DESCRIPTION

A. Outcome

1. Increasing participant’s employment skills; and

2. Increasing the number of homeless youth and young adults completing work experiences and placed into unsubsidized employment.

B. Indicators

1. For Outcome One, the number of youth and young adults who have gained work experience, completed a pre-employment program, or work experience.

2. For Outcome Two, the number of young adults placed in unsubsidized employment, as measured by the number of youth and young adults employed at exit.

C. Eligibility

Youth are eligible for enrollment under this Exhibit if they are:

1. Residents of the Seattle or King County; and

2. Young adults ages 18 - 25 currently living in housing programs within the King County YYA Homelessness Continuum, and/or
3. Youth/young adults ages 16 - 25 currently accessing case management services with the aim of obtaining stable housing. Youth/young adults may be unstably housed, homeless or formerly homeless.

4. Minimum of 75 percent of youth/young adults must have a high school diploma or equivalency at enrollment.

D. Definitions

1. Basic Food Employment and Training (BFET): Part of the State’s workforce development program that provides federal funding for job search assistance, job training, and other basic employment opportunities for recipients receiving basic Food Stamps.

2. Carry-In Youth: Youth served in the previous Clear Path to Employment Exhibit that shall continue to receive employment services during this Exhibit period.

3. Individual service strategy (ISS): An individualized plan developed jointly by the youth/young adult and the case manager that defines career, educational, skills attainment and employment goals of the youth/young adults and delineates specific action steps to be taken that shall lead to attainment of these goals.

4. Job placement at time of program completion: Job placement at time of program completion occurs when a youth/young adult is employed in a job earning at least the minimum hourly wage on the day that he or she is exited from the program. For the placement to count, the youth must have worked at that place of employment for at least 20 hours in the seven days prior to and including the exit date. Employment in a post-secondary work-study position shall not be considered as a placement.

5. Retained in employment: A youth is retained in employment when they worked at least 20 hours in any consecutive seven day period during the retention quarter (three, six and nine months following program completion).

6. Unstably Housed: Unstably housed youth and young adults are those who are unable to stay where they are currently staying for the following month or unsure whether they will be able to stay in their current location for at least one month.

7. Work Experience Completion: A youth completes a work experience when they have worked a minimum of 90 hours and received a positive supervisor evaluation.

E. Program Requirements

1. The Contractor shall achieve the following (cumulative) service targets:

<table>
<thead>
<tr>
<th></th>
<th>Quarter ending 3/31/19</th>
<th>Quarter ending 6/30/19</th>
<th>Quarter ending 9/30/19</th>
<th>Quarter ending 12/31/19</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carry-In Youth</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Enrollments</td>
<td>8</td>
<td>16</td>
<td>24</td>
<td>32</td>
<td>32</td>
</tr>
<tr>
<td>Work experience completions</td>
<td>0</td>
<td>7</td>
<td>14</td>
<td>21</td>
<td>21</td>
</tr>
</tbody>
</table>
Youth placed into unsubsidized at program completion

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>7</th>
<th>14</th>
<th>21</th>
<th>21</th>
</tr>
</thead>
</table>

Youth Enrolled into BFET

|          | 7 | 14 | 21 | 28 | 28 |

2. The Contract shall enroll at least six youth from the Lesbian, Gay, Bi-sexual, Transgender, Queer and Questioning (LGBTQ) community.

3. The Contractor shall ensure that at least 21 youth complete work experiences. Work experiences shall be 8-12 weeks in length, for approximately 20 hours per week. The Contractor shall pay youth $16.00 per hour during their work experience.

4. The Contractor shall ensure that all youth are offered the opportunity to participate in the Career Coach Program. The youth shall be matched with a mentor in the employment sector of their choice for up to six months. The mentors shall assist youth in developing soft skills, help youth prepare for interviews and provide guidance on retention and long-term career goals.

5. The Contractor shall ensure that all mentors are trained and pass a Washington State Criminal Background check.

6. The Contractor shall assign at least one full-time case manager to enroll and provide services to all youth enrolled. The case manager shall recruit and assess youth; complete necessary paperwork; assist the youth in accessing education or vocational training; assist the youth in accessing services in the community as needed to address personal barriers; arrange and oversee subsidized worksite training; coordinate access to support services assistance; and assist youth in accessing and succeeding in unsubsidized employment.

7. The Contractor shall assign at least one part-time (0.25 FTE) program director/job developer. The program director shall be responsible for facilitating at least 21 work experience completions for youth that allow them the opportunity to gain the employment skills they need to gain unsubsidized employment.

8. The program director shall also be responsible for developing employer relationships that lead to at least 21 youth gaining unsubsidized employment at program completion.

9. The Contractor shall maintain participant files in accordance with the format approved by the County.

   a. All participant files shall consist of:
      i. Application;
      ii. Release of Information;
      iii. Grievance procedure form;
      iv. Equal Opportunity form;
      v. An Individual Service Strategy;
      vi. Documentation of any attainments/outcomes; and
vii. Detailed case notes for each youth from point of enrollment to completion of the follow-up period that includes:

a. Documentation of all case manager’s contact with youth, youth’s family, and youth’s employers;

b. Description of progress toward short and long term employment goals and short and long term employment goals;

c. Description of personal barriers of each youth and efforts taken to address these barriers and the outcomes of these efforts;

d. At time of program completion, summarize achievements and gains made by the youth.

b. The Contractor shall have participant files for youth in training or follow-up accessible for file monitoring by King County Employment and Education Resources (EER) within 48 hours-notice.

c. The Contractor’s designated staff shall attend meetings with the County as requested.

d. The Contractor shall implement a method for tracking and documenting the placement of participants into work experiences, the training of supervisors, and the payment of participant wages and benefits when youth are engaged in subsidized work-based learning and a method for tracking allocation of financial support services. The Contractor shall ensure that any distribution of funds for subsidized employment and financial support services and the related tracking and documentation related to these activities meets all Federal, State and Local standards and regulations.

e. The Contractor shall assume financial, audit and monitoring responsibility for these functions and for any audit or monitoring findings in relation to these functions.

f. The Contractor shall provide all youth enrolled with a pre and post self-sufficiency assessment. The Contractor shall provide a summary of this information to the County on their final report.

g. The Contract shall provide each youth an opportunity to earn up to $600 in incentives for gaining and maintaining unsubsidized employment.

10. Of the 32 new youth enrolled into services, at least 28 youth shall be enrolled into the Department of Social and Health Services (DSHS) BFET program based on BFET eligibility.

11. The Contractor’s assigned staff shall complete necessary documents that are required by the BFET program including consent signatures and individualized employment plans, and enter monthly notes into the eJAS database. Refer to the State of Washington BFET Provider’s Handbook for additional definitions, requirements, eligible and ineligible services. DSHS BFET Provider Resources - handbook

12. The Contractor’s assigned staff shall develop an Individualized Employment Plan utilizing a variety of tools and resources including labor market information,
assessment tools, budgeting and vocational counseling. The Employment Plan shall identify goals and actions that will enable the participant/youth to make progress toward economic self-sufficiency.

13. The Contractor shall work closely with the participants and potential employers to ensure that the employment plan reflects placement and retention information that is preferred by the participant.

14. The Contractor shall enroll BFET eligible youth into the DSHS eJAS database, enter monthly participant progress notes; and update all components for all youth enrolled in the BFET program.

15. The Employment Specialists shall enter monthly notes in eJAS, missing no less than five percent of the total caseload each month.

16. The Contractor shall work with the County’s assigned staff to ensure compliance per BFET guidelines in the BFET Handbook and BFET Participant Reimbursement Directory. Link for BFET webpage: https://www.dshs.wa.gov/esa/provider-resources

17. Participation in the Homeless Management Information System requirements (HMIS).

Requirements for Contractor participation in the Management Information System are specified on King County Department of Community and Human Services web site under the heading Reporting Requirements. The web site address is: http://www.kingcounty.gov/DCHS/contracts

18. Additional requirements under the BFET program:

a. King County has received a grant from Washington State to administer the Basic Food Employment and Training program within the county. This grant has CFDA number 10.561 and a period of performance of October 1, 2018 through September 20, 2019.

b. The contractor must track and retain detailed expenditure data billed under this contract for six years after the contract end date. This includes financial records, supporting documents, statistical records and all records pertinent to the contract. 2 CFR 200 Subpart D Post Award Requirement and Subpart E Cost Principles applies to this contract.

c. A monitoring site visit will be performed by King County staff to evaluate contractor performance based on measurable deliverables and verifying BFET client eligibility and documentation as associated contract costs.

d. The contractor shall notify DCHS within thirty days of discovery or knowledge that the contractor or sub-contractor has an actual or potential payment error, overpayment or act of fraud.

F. DCHS Web-Referenced Definitions Or Requirements Site Language:

If any changes are made to web-referenced definitions or requirements, the Community Services Division (CSD) shall inform the Contractor by email, in writing or via DocuSign within two business days. It shall be the Contractor’s responsibility to review the definition
changes via the web site and to inform CSD’s contract manager when the definition review is completed, by email, in writing or via DocuSign.

III. COMPENSATION AND METHOD OF PAYMENT

A. Billing Invoice Package

1. The Contractor shall maintain fiscal records, which clearly identify all expenditures related to this Exhibit and then summarize these expenditures per line item as identified in the attached budget (Attachment A). The Contractor shall ensure that any staff time charged to this Exhibit is clearly identified on timesheets as allocated to activities related to this specific Exhibit. The Contractor shall also ensure and document that any indirect costs charged to this Exhibit are based on the proportionate amount of direct Contractor staff time allocated to this Exhibit.

2. The Contractor shall submit a quarterly Billing Invoice Package (BIP) that consists of an invoice in a format provided by the County and other reporting requirements as stated in Section IV, REPORTING REQUIREMENTS, of this Exhibit.

3. If the Contractor fails to submit any of the reporting requirements as stated in Section IV, REPORTING REQUIREMENTS, the current invoice and future invoices shall not be paid until the Contractor submits all required paperwork.

4. The final invoice must be received no later than January 15, 2020.

5. Invoices shall be submitted to: Jennifer Hill, Youth Programs Contract Manager, King County Employment and Education Resources Program, Jennifer.Hill@kingcounty.gov or YouthSource Tukwila, 645 Andover Park West, Suite 200, Tukwila, WA 98188.

B. Method of Payment

1. The Contractor shall be paid on a cost-reimbursable basis according to the attached budget (Attachment A).

2. If the total services provided are below 90 percent of the program requirements as stated in II.E.1, 2, 3, 5, 6 at the end of a quarter, payment for services rendered shall be reduced by the percentage for the total performance below the 90 percent level for the invoice submitted.

3. The Contractor may regain the reduced amount in subsequent quarters if the cumulative level of services reaches 90 percent of the minimum requirements as stated in this Exhibit.

4. The Employment Specialists shall enter monthly notes in eJAS, missing no less than five percent of the total caseload each month. The Contractor may be sanctioned if not meeting this requirement.

5. For any month that have missing eJAS notes, the Contractor may be sanctioned $200. The Contractor will be notified via email of the missed notes. If subsequent months have missing notes, additional sanctions of $200 shall be imposed. If three consecutive months of missed eJAS notes, shall result in a corrective action plan.
6. Payment reductions in accordance with this clause shall be made based on cumulative data presented in the quarterly report and/or invoices unless an acceptable corrective action plan is developed.

IV. REPORTING REQUIREMENTS

A. The Contractor shall submit the following information electronically at time of invoice and in a format approved by the County. The Contractor shall verify, in a format approved by the County, that HMIS data is up-to-date and accurate. This requires that data in HMIS be up-to-date by the tenth working day after the end of each quarter.

B. The Contractor shall submit a quarterly report on the 15th of the month following the end of Exhibit period (March, June, September, December) detailing their progress towards meeting/exceeding the program requirements listed above in a format approved by the County.

C. Each quarterly report shall include at a minimum: the number of referrals to the program and source of the referrals, any employment-related certifications achieved by participants, program successes and lessons learned on the cohort model, and any particular impact of the services on GLBTQ youth/young adults and youth/young adults of color.

D. In the final quarterly report, the Contract shall include a summary of the pre and post self-sufficiency assessments administered to the youth, as well as an analysis of what programs/services young people received and which combination of services was most effective in achieving the Exhibit outcomes.

E. The Contractor shall enroll BFET clients through the DSHS data system, eJAS; enter client monthly progress notes, update components for all clients enrolled in the BFET program, and comply with all the conditions set forth in DSHS contract as administered through the County.
## Budget
January 1, 2019-December 31, 2019
Contract 6060804 – Exhibit III

<table>
<thead>
<tr>
<th>Item</th>
<th>Budgeted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff Wages and Benefits</strong></td>
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</tr>
<tr>
<td>(Case Management/Employment Director)</td>
<td></td>
</tr>
<tr>
<td><strong>Participant Costs</strong></td>
<td>$16,315</td>
</tr>
<tr>
<td>(Support Services and Incentives)</td>
<td></td>
</tr>
<tr>
<td><strong>Operating Costs</strong></td>
<td>$8,003</td>
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<tr>
<td>(Supplies, mileage, communications, rent)</td>
<td></td>
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<tr>
<td><strong>Work Experience Wages and Associated Costs</strong></td>
<td>$52,685</td>
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<tr>
<td>(payroll taxes)</td>
<td></td>
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<tr>
<td><strong>Administrative Costs</strong></td>
<td>$23,115</td>
</tr>
</tbody>
</table>

**Total Budget**: $201,000

Budget modifications must be approved by the County.
I. WORK STATEMENT

Friends of Youth, hereinafter referred to as the “Contractor” shall provide job readiness, work experience and employment services to youth/young adults (YYA) that have experienced homelessness as described hereinafter. The total amount of reimbursement pursuant to this Exhibit shall not exceed $274,000 in a combination of County and Federal BFET funds CFDA 10.561 for the period of January 1, 2019 - December 31, 2019.

II. PROGRAM DESCRIPTION

A. Outcome

1. To provide job readiness, education and employment services to help vulnerable youth and adults increase independence and self-sufficiency and lead more meaningful and productive lives by increasing participant’s employment skills; and

2. Increasing the number of homeless youth and young adults completing work experiences and placed into unsubsidized employment.

B. Indicators

1. Increase the number of youth and young adults who have gained work experience, completed a pre-employment program, or work experience.

2. Increase the number of young adults placed in unsubsidized employment, as measured by the number of youth and young adults employed at exit.

C. Eligibility

Youth are eligible for enrollment under this Exhibit if they are:

1. Residents of Seattle or King County; and

2. Young adults ages 18 - 25 currently living in housing programs within the King County YYA Homelessness continuum, and/or

3. Youth/young adults ages 16 - 25 currently accessing services from the Contractor with the aim of obtaining stable housing. Youth/young adults may be unstably housed, homeless or formerly homeless.

4. At least 50 percent of youth enrolled in services shall have a high school diploma or equivalency.

D. Definitions

1. Basic Food Employment and Training (BFET): Part of the State’s workforce development program that provides federal funding for job search assistance, job
training, and other basic employment opportunities for recipients receiving basic Food Stamps.

2. Carry-In Youth: Youth served in the previous Clear Path to Employment Contract that shall continue to receive employment services during this Exhibit period.

3. Completion of pre-employment activities: Youth may participate in three pre-employment activities: job club, employment support, and/or vocational training programs. A youth has completed pre-employment when they have increased a level on the employability scale agreed to by the Contractor and the County or completed eight hours of pre-employment activities which include job club and/or one-on-one employment support.

4. Individual service strategy (ISS): An individualized plan developed jointly by the youth/young adult and the case manager that defines career, educational, skills attainment and employment goals of the youth/young adults and delineates specific action steps to be taken that shall lead to attainment of these goals.

5. Job placement at time of program completion: Job placement at time of program completion occurs when a youth/young adult is employed in a job earning at least the minimum hourly wage on the day that he or she is exited from the program. For the placement to count, the youth must have worked at that place of employment for at least 20 hours in the seven days prior to and including the exit date. Employment in a post-secondary work-study position shall not be considered as a placement.

6. Retained in employment: A youth is retained in employment when they worked at least 20 hours in any consecutive seven day period during the retention quarter (three, six and nine months following program completion).

7. Unstably Housed: Unstably housed youth and young adults are those who are unable to stay where they are currently staying for the following month or unsure whether they will be able to stay in their current location for at least one month.

8. Work Experience Completion: A youth completes a work experience when they have worked a minimum of 80 hours and received a positive supervisor evaluation.

E. Program Requirements

1. The Contractor shall achieve the following (cumulative) service targets:

<table>
<thead>
<tr>
<th></th>
<th>Period ending 3/31/19</th>
<th>Period ending 6/30/19</th>
<th>Period ending 9/30/19</th>
<th>Period Ending 12/31/19</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carry-in Youth</td>
<td>33</td>
<td></td>
<td></td>
<td></td>
<td>33</td>
</tr>
<tr>
<td>New Enrollments</td>
<td>30</td>
<td>65</td>
<td>95</td>
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<td>Youth completing pre-employment activities</td>
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<tr>
<td>Youth completing subsidized employment</td>
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<td>Youth placed into unsubsidized at program completion</td>
<td>15</td>
<td>30</td>
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<tr>
<td>Youth Enrolled into BFET</td>
<td>13</td>
<td>26</td>
<td>39</td>
<td>52</td>
<td>52</td>
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</tbody>
</table>
2. The Contractor shall subcontract with YouthCare for a portion of these services. They shall be responsible for ensuring all outcomes are achieved, and that youth/young adults receive the services they need to be successful.

3. The Contractor shall assign at least two full-time Employment Specialists to enroll youth/young adults and provide services to all youth enrolled. The Employment Specialist shall recruit and assess youth; complete necessary paperwork; assist the youth in accessing education or vocational training; assist the youth in accessing services in the community as needed to address personal barriers; arrange and oversee subsidized worksite training; coordinate access to support services assistance; and assist youth in accessing and succeeding in unsubsidized employment.

4. Depending upon the youth/young adult’s barriers to employment, they shall receive pre-employment services. Pre-employment services shall include job club, employment support and/or vocational training.

5. The Contractor shall subcontract with YouthCare to employ one full-time and part-time (1.5 full-time equivalent/ FTE) Employment Specialists. The YouthCare Employment Specialist shall perform the same duties as the Contractor’s Employment Specialist.

6. The Contractor shall assign at least one part-time (.30 FTE) Job Developer. The Job Developer shall work to identify subsidized and unsubsidized employment opportunities for enrolled youth and work with the Employment Specialists to place appropriate youth into those opportunities.

7. The Contractor shall subcontract with YouthCare to employ one part-time (.35 FTE) Job Developer. The YouthCare Job Developer shall perform the same duties as the Contractor’s Job Developer.

8. The Contractor shall maintain participant files in accordance with the format approved by the County.

All participant files shall consist of:

a. Application;

b. Release of Information;

c. Grievance procedure form;

d. Equal Opportunity form;

e. An Individual Service Strategy;

f. Documentation of any attainments/outcomes; and

g. Detailed case notes for each youth from point of enrollment to completion of the follow-up period that includes:

i. Documentation of all case manager’s contact with youth, youth’s family, and youth’s employers;
ii. Description of progress toward short and long term employment goals and short and long term employment goals;

iii. Description of personal barriers of each youth and efforts taken to address these barriers and the outcomes of these efforts;

iv. At time of program completion, summarize achievements and gains made by the youth.

9. The Contractor shall have participant files for youth in training or follow-up accessible for file monitoring by King County Employment and Education Resources (EER) within 48 hours-notice.

10. The Contractor’s designated staff shall attend meetings with the County as requested.

11. The Contractor shall implement a method for tracking and documenting the placement of participants into work experiences, the training of supervisors, and the payment of participant wages and benefits when youth are engaged in subsidized work-based learning and a method for tracking allocation of financial support services. The Contractor shall ensure that any distribution of funds for subsidized employment and financial support services and the related tracking and documentation related to these activities meets all Federal, State and Local standards and regulations.

12. The Contractor shall assume financial, audit and monitoring responsibility for these functions and for any audit or monitoring findings in relation to these functions.

13. The Contractor shall provide all youth enrolled with a pre and post self-sufficiency assessment. The Contractor shall provide a summary of this information to the County on their final report.

14. The Contract shall provide each youth an opportunity to earn up to $600 in incentives for gaining and maintaining unsubsidized employment.

15. Of the 130 new youth enrolled into services, at least 52 youth shall be enrolled into the Department of Social and Health Services (DSHS) Basic Food Employment and Training (BFET) program based on BFET eligibility.

16. The Contractor’s assigned staff shall complete necessary documents that are required by the BFET program including consent signatures and individualized employment plans, and enter monthly notes into the eJAS database. Refer to the State of Washington BFET Provider’s Handbook for additional definitions, requirements, eligible and ineligible services. DSHS BFET Provider Resources - handbook

17. The Contractor’s assigned staff shall develop an Individualized Employment Plan utilizing a variety of tools and resources including labor market information, assessment tools, budgeting and vocational counseling. The Employment Plan shall identify goals and actions that will enable the participant/youth to make progress toward economic self-sufficiency.
18. The Contractor shall work closely with the participants and potential employers to ensure that the employment plan reflects placement and retention information that is preferred by the participant.

19. The Contractor shall enroll BFET eligible youth into the DSHS eJAS database, enter monthly participant progress notes; and update all components for all youth enrolled in the BFET program.

20. The Employment Specialists shall enter monthly notes in eJAS, missing no less than five percent of the total caseload each month.

21. The Contractor shall work with the County’s assigned staff to ensure compliance per BFET guidelines in the BFET Handbook and BFET Participant Reimbursement Directory. Link for BFET webpage: https://www.dshs.wa.gov/esa/provider-resources

22. Participation in the Homeless Management Information System requirements (HMIS).

Requirements for Contractor participation in the Management Information System are specified on King County Department of Community and Human Services web site under the heading HMIS Reporting Requirements. The web site address is: http://www.kingcounty.gov/DCHS/contracts

23. Additional requirements under the BFET program:
   a. King County has received a grant from Washington State to administer the Basic Food Employment and Training program within the county. This grant has CFDA number 10.561 and a period of performance of October 1, 2018 through September 20, 2019.
   b. The contractor must track and retain detailed expenditure data billed under this contract for six years after the contract end date. This includes financial records, supporting documents, statistical records and all records pertinent to the contract. 2 CFR 200 Subpart D Post Award Requirement and Subpart E Cost Principles applies to this contract.
   c. A monitoring site visit will be performed by King County staff to evaluate contractor performance based on measureable deliverables and verifying BFET client eligibility and documentation as associated contract costs.
   d. The contractor shall notify DCHS within thirty days of discovery or knowledge that the contractor or sub-contractor has an actual or potential payment error, overpayment or act of fraud.

F. DCHS Web-Referenced Definitions Or Requirements Site Language:

If any changes are made to web-referenced definitions or requirements, the Community Services Division (CSD) shall inform the Contractor by email, in writing or via DocuSign within two business days. It shall be the Contractor’s responsibility to review the definition changes via the web site and to inform CSD’s contract manager when the definition review is completed, by email, in writing or via DocuSign.
III. COMPENSATION AND METHOD OF PAYMENT

A. Billing Invoice Package

1. The Contractor shall maintain fiscal records, which clearly identify all expenditures related to this Exhibit and then summarize these expenditures per line item as identified in the attached budget (Attachment A). The Contractor shall ensure that any staff time charged to this Exhibit is clearly identified on timesheets as allocated to activities related to this specific Exhibit. The Contractor shall also ensure and document that any indirect costs charged to this Exhibit are based on the proportionate amount of direct Contractor staff time allocated to this Exhibit.

2. The Contractor shall submit a quarterly Billing Invoice Package that consists of an invoice in a format provided by the County and other reporting requirements as stated in Section IV, REPORTING REQUIREMENTS, of this Exhibit.

3. If the Contractor fails to submit any of the reporting requirements as stated in Section IV, REPORTING REQUIREMENTS, the current invoice and future invoices shall not be paid until the Contractor submits all required paperwork.

4. The final invoice must be received no later than January 15, 2020.

5. Invoices shall be submitted to: Amanda Nickel, Youth Programs Contract Manager, King County Employment and Education Resources Program, anickel@kingcounty.gov or YouthSource Tukwila, 645 Andover Park West, Suite 200, Tukwila, WA 98188.

B. Method of Payment

1. The Contractor shall be paid on a cost-reimbursable basis according to the attached budget (Attachment A).

2. If the total services provided are below 90 percent of the program requirements as stated in II. E.1, 3, 5, 6, 7, at the end of a quarter, payment for services rendered shall be reduced by the percentage for the total performance below the 90 percent level for the invoice submitted.

3. The Employment Specialists shall enter monthly notes in eJAS, missing no less than five percent of the total caseload each month. The Contractor may be sanctioned if not meeting this requirement.

4. Payment reductions in accordance with this clause shall be made based on cumulative data presented in the quarterly reports and/or invoices unless an acceptable corrective action plan is developed.

5. The Contractor may regain the reduced amount in subsequent quarters if the cumulative level of services reaches 90 percent of the minimum requirements as stated in this Exhibit.

6. For any month that have missing eJAS notes, the Contractor may be sanctioned $200. The Contractor will be notified via email of the missed notes. If subsequent months have missing notes, additional sanctions of $200 shall be imposed. If three consecutive months of missed eJAS notes, shall result in a corrective action plan.
IV. REPORTING REQUIREMENTS

A. The Contractor shall submit the following information electronically at time of invoice and in a format approved by the County. The Contractor shall verify, in a format approved by the County, that HMIS data is up-to-date and accurate. This requires that data in HMIS be up-to-date by the tenth working day after the end of each quarter.

B. The Contractor shall submit quarterly a report on the 15th of the month following the end of a performance period (March, June, September, December) detailing their progress towards meeting/exceeding the program requirements listed above in a format approved by the County.

C. Each quarterly report shall include at a minimum: the number of referrals to the program and source of the referrals, any employment-related certifications achieved by participants, program successes and lessons learned on the cohort model, and any particular impact of the services on LGBTQ youth/young adults and youth/young adults of color.

D. The Contractor shall enroll BFET clients through the DSHS data system, eJAS; enter client monthly progress notes, update components for all clients enrolled in the BFET program, and comply with all the conditions set forth in DSHS contract as administered through the County.
ATTACHMENT A

King County Employment and Education Resources
Friends of Youth

Budget
January 1, 2019-December 31, 2019
Contract 6056635 Exhibit V

<table>
<thead>
<tr>
<th>Item</th>
<th>Budgeted Amount</th>
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<tr>
<td><strong>Staff Wages and Benefits</strong></td>
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<td>(Support Services and Incentives)</td>
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<td>(With YouthCare)</td>
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<td><strong>Total Amount Available:</strong></td>
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No changes may be made to this budget without approval from the County in advance.
3A. Written Agreement with Local Workforce Development Council

- Workforce Development Council of Seattle-King County (WDCSKC) contract with King County (WA-500 CoC Collaborative Applicant) to provide comprehensive and integrated education and training supports for young adults.

- King County Veterans, Seniors and Human Services Levy (VSHSL) (WA-500 CoC Collaborative Applicant) contract with WDCSKC to provide Employment Training, Placement and Support for vulnerable populations.

---

1 “King County Ordinance 18555 defines “vulnerable populations” for the purposes of the VSHSL as persons or communities that are susceptible to reduced health, housing, financial, or social stability outcomes because of current experience of or historical exposure to trauma, violence, poverty, isolation, bias, racism, stigma, discrimination, disability or chronic illness. Examples of vulnerable populations include, but are not limited to... survivors of domestic violence; persons at risk of or experiencing homelessness...”

**CONTRACT AGREEMENT**

<table>
<thead>
<tr>
<th>SUBRECIPIENT INFORMATION:</th>
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<th>Attn:</th>
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<td>Marcelle Wellington, Chief Administrative Officer</td>
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<tr>
<th>SUBRECIPIENT ADDRESS:</th>
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<tbody>
<tr>
<td>401 5th Avenue, Suite 500 Seattle, WA 98104-1818</td>
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<tr>
<td>Name:</td>
<td>Project Manager: Sean Morrin</td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Phone Number: 206-448-0474 x3002</td>
</tr>
<tr>
<td>E-Mail:</td>
<td>E-Mail: <a href="mailto:smorrin@seakingwdc.org">smorrin@seakingwdc.org</a></td>
</tr>
<tr>
<td>Budget Manager: Jeff Sikora <a href="mailto:jsikora@seakingwdc.org">jsikora@seakingwdc.org</a></td>
<td>Phone Number: 206-448-0474 x 3019</td>
</tr>
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</table>
Whereas, the Seattle-King County Workforce Development Council, doing business as Workforce Development Council of Seattle-King County (WDC), a non-profit organization incorporated pursuant to the Washington Nonprofit Corporation Act, Chapter 24.03 of the Revised Code of Washington, and capable of entering into contracts pursuant to its Bylaws, desires to obtain services as described within this contract and attached exhibits;

Whereas, ____________________________, promises and warrants to possess sufficient qualified personnel, material, equipment, management, professional, and technical skills to complete tasks as required and agrees to perform services as described in this contract and attached exhibits;

Now therefore, in consideration of the mutual covenants contained in, or attached to and incorporated, WDC and Subrecipient (the Parties) agree to enter into this cost-reimbursable contract and execute this contract by signature of the authorized representatives below.

Signed versions of this Agreement transmitted by electronic mail shall be the equivalent of original signatures on original versions.

SUBRECIPIENT

________________________________ ______________________________
Authorized Signature  Authorized Signature
Name: __________________________
Title: __________________________
Date: __________________________

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE-KING COUNTY

________________________________ __________________________
Authorized Signature  Marie Kurose
Name: __________________________
Title: Chief Executive Officer
Date: __________________________
SCOPES OF SERVICES

The Subrecipient shall provide services and comply with the requirements set forth in this contract and in the following attached exhibits, which are incorporated herein by reference, or as may be formally amended or modified in writing by signature of the Parties to this contract:

Exhibit A – Statement of Work
Exhibit B – Budget Summary and Detail
Exhibit C – General Terms and Conditions
Exhibit D – Equal Opportunity
Exhibit E – Certification Regarding Lobbying
Exhibit F – Certification Regarding Debarment and Suspension
Exhibit F – Signature Authorization Form
Exhibit H – Special Conditions (if any)

1. Reimbursement

1.1. In consideration of the services to be performed and the costs incurred in their performance, the WDC shall reimburse Subrecipient in accordance with Exhibit B, “Budget Summary and Detail” for only those allowable, allocable, and actual costs incurred, upon receipt and acceptance of:

1.1.1. A WDC invoice form, or WDC approved alternative;
1.1.2. A line item back-up form, when applicable; and
1.1.3. Documentation from Subrecipient’s accounting system of actual expenses incurred.

1.2. Payment shall be made by the WDC only for costs incurred during the effective dates of the contract.

1.2.1. Subrecipient agrees to submit monthly invoices for costs incurred. Invoices will be paid following the “Invoice Submission Schedule” or when the WDC has been reimbursed for Subrecipient’s expenses.

1.2.2. The WDC reserves the right to adjust current or future payments contingent upon review of charges invoiced by Subrecipient that do not fall within the provisions of this WDC and/or to withhold payment contingent on verification of services.

1.2.3. The WDC is not liable for any costs incurred by Subrecipient unless contractual performance is provided as determined by the WDC.

1.2.4. In no event will the amount paid exceed total contract amount without specific prior approval of the WDC.
2. **Budget and Planned Quarterly Expenditure Worksheet Variance**

2.1. The WDC allows a 5% flexibility allowance on each budget line item without prior approval from the WDC provided that the total contract budget is not exceeded.

2.2. Over expenditures of more than 5% of any cost category is subject to disallowance.

2.3. Subrecipient agrees to maintain an expenditure rate of at least 85% of their planned quarterly goals (see Exhibit B, “Budget Summary and Detail”).

2.4. Failure to maintain this rate may lead to a reduction in total contract amount.

3. **Performance Review**

3.1. The WDC will regularly conduct oversight on all programs and contracts issued by the WDC. Desktop monitoring of programs through submitted reports will occur continuously and on-site monitoring will be conducted regularly. Subrecipient agrees to make available to the WDC, grantor agencies, and other Federal/State oversight agencies all documentation pertaining to the operation of this contract. Reasonable accommodation for on-site visits will be afforded to the oversight agencies.

3.2. Performance will be reviewed by the WDC at any time against plan levels. If planned Expenditure Rate or performance varies from plan, a determination may be made by the WDC that a material breach of contract has occurred. In these cases, one or more of the following actions may occur (See Exhibit C, “General Terms and Conditions”):

3.2.1. **Corrective Action**
Whenever possible, the WDC will work with Subrecipient to establish a mutually agreeable plan of action to correct the issues resulting in a Corrective Action requirement. The WDC may require certain actions be taken to correct the issue(s).

3.2.2. **Contract Modification**
The WDC may modify the contract to adjust budgets or performance requirements to account for the over/under expenditure or performance rates/levels.

3.2.3. **Adjustments to Invoices/Repayment**
The WDC reserves the right to adjust future invoices or require immediate repayment of reimbursed expenditures if the WDC determines that Subrecipient has incorrectly invoiced the WDC, has been reimbursed for costs not allowed under the contract, or has been reimbursed in error.

3.2.4. **Termination of the Contract**
The WDC may decide to terminate the contract in whole, or in part.

4. **Reporting Requirements**

4.1. **Quarterly Program Narrative Reports**
Narrative reports must be submitted for each contract to the WDC project manager no later than the 15th day of the month following the end of each calendar quarter (some grants may require monthly reporting). The report format will be provided by the WDC.

4.2. **Quarterly Financial Report**
Subrecipient must submit a quarterly financial report for each contract to the WDC.
Budget Manager no later than the 15th day of the month following the end of each calendar quarter; the report format will be provided by the WDC. Service providers must submit a financial report for each contract even if the report total is zero. The quarterly financial report will include:

4.2.1. Accrued expenditure report;
4.2.2. Leveraged/Match funds report;
4.2.3. Program Income report; and
4.2.4. Planned vs. Actual expenditure report.

4.3. **Management Information System**
See Statement of Work for Management Information System (MIS) reporting requirements, if any.

4.4. **Contract Closeouts**
Contract closeout packages will be sent at the end of a contract period. All closeout packages, including the final billing, are due 45 days after the end of a contract. Failure to receive these forms does not relieve Subrecipient from its responsibility to submit contract closeouts by the due date.

4.5. **Miscellaneous**
Other reports may be requested by the WDC or governing agencies that demonstrate compliance with the covenants and obligations of Subrecipient in this contract.

5. **Contract Modifications**

5.1. Requests for contract modifications must be received by the WDC at least 60 days prior to the end date of the contract, unless approved or requested by the WDC.

6. **Use of Contract Funds for Printed Materials**

6.1. If all or parts of these funds are used for publications and or marketing materials, the Subrecipient agrees to add the following line to those materials:

> This publication was paid for in part and in partnership with the Workforce Development Council of Seattle-King County.

7. **Entire Agreement**

7.1. This contract, including all attached exhibits, and any modifications executed by the authorized signatories for the Parties, sets forth the entire relationship of the Parties to the subject matter of this contract.

7.2. Any other agreement, representation, or understanding dealing in any manner with the subject matter of this contract, verbal or otherwise, is hereby deemed to be null and void and will bear no force and effect.
STATEMENT OF WORK

PROGRAM / PROJECT: Workforce Innovation & Opportunity Act
Title 1B Youth Services, Out-of-School Youth

PROVIDER / CONTRACTOR: King County Employment & Education Resources (KCEER)

CONTRACT NUMBER: 19-109-OSY

EFFECTIVE DATE: July 1, 2019

EXPIRATION DATE: June 30, 2020

1. BACKGROUND

The Workforce Development Council of Seattle-King County (WDC) works with youth providers to develop meaningful education and employment opportunities for young people ages 14 to 24 in the Seattle-King County community. Through year-round implementation of Workforce Innovation & Opportunity Act (WIOA) Title 1B youth services the WDC strives to create a system of support for young adult education and employment.

King County Employment & Education Resources was awarded WIOA Out-of-School Youth funds based on a competitive RFP process for WIOA funding in 2017, which is subject to annual renewal based on available funding and provider performance.

The WDC envisions a system where youth in Seattle-King County have easy access to comprehensive and integrated education and training supports that increase the number of young adults productively engaged in the workforce with the end goal of self-sufficiency. The WDC seeks to develop and lead successful workforce development strategies with added emphasis on career-connected learning opportunities and paid work experience. WDC-funded programs will help youth obtain employment, re-engage in school, prepare for postsecondary education, and/or connect to industry-focused education and training programs.

Out-of-School Eligibility Requirement:
An out of school youth is an individual who is:
- Not attending any school (as defined under state law)
- Not younger than 16 or older than the age of 24 at the time of enrollment
- And one or more of the following:

Additional Conditions (Must Meet At Least One):
- School dropout
- Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
- Recipient of a secondary school diploma or its recognized equivalent who is low-income and either basic skills deficient or an English language learner
- Subject to the juvenile or adult justice system
A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance, or in an out-of-home placement
- Pregnant or parenting
- An individual with a disability
- Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

VISION STATEMENT: The role of WIOA Youth contractors is to champion the initiatives led by the Workforce Development Council of Seattle-King County related to creating a system of reengagement for youth while supplying short and long-term outcomes for youth in support of our regional economy.

2. PROGRAM DESIGN & DELIVERY

WIOA provides an expansive vision for youth services under the federally funded workforce system, which supports an integrated service delivery system to better serve in-school and out-of-school youth. As described by the U.S. Department of Labor, WIOA “affirms the department’s commitment to providing high quality services for youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training within in-demand industries and occupations and culminating with a good job along a career pathway or enrollment into post-secondary education.”

A. WIOA Youth Overview

The overarching goals of WIOA are to increase access to education, training and employment, and connect jobseekers to in demand occupations in the labor market. For the WIOA Title I Youth Program the following are programmatic design requirements:

1. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant; the assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participants, for the purpose of identifying appropriate services and career pathways for participants.

2. Develop service strategies for each participant that are directly linked to one or more of the indicators of performance described in WIOA section 116(b)(2)(A)(ii), and that shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the participant taking into account the assessment.

3. Provide — (i) activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential; (ii) preparation for post-secondary educational and training opportunities; (iii) strong linkages between academic instruction (based on State academic content and student academic achievement standards established under section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)) and occupational education that lead to the attainment of recognized post-secondary credentials; (iv) preparation for unsubsidized employment opportunities, in appropriate cases; and (v) effective connections to employers, including small employers, in in-demand industry sectors & occupations of the local & regional labor market.
B. WIOA Required Sequence of Services

WIOA Youth programs must ensure that all participants receive comprehensive and individualized services consistent with the following WIOA Required Sequence of Services:

1. **Outreach, Recruitment, and Orientation**: Provide equitable access and outreach to serve a diverse customer base, including traditionally underserved populations. Implement innovative outreach strategies, such as a social media campaign or peer ambassadors. Emphasize specific outreach and recruitment strategies for youth, individuals with disabilities, aging out of foster care, veterans and their spouses, limited English speakers, recipients of public assistance, and communities of color. Emphasize outreach and recruitment strategies to individuals with barriers to employment, as specified in WIOA Section 3(24).

2. **Eligibility Determination and Registration**: Gather and complete all necessary documents as required by the WDC's WIOA Policies, Guidelines, and Technical Assistance memoranda published on the WDC's website and as established by the WDC throughout the program year. Required documentation must be kept in case files and be consistent with digital records uploaded into the state’s WorkSource Integrated Technology (WIT), Customer Management System (CMS).

3. **Objective Assessment**: Provide an objective, strengths-based assessment of the academic skill levels and service needs of each participant tied to their identified barrier at eligibility. The assessment will include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive services needs and developmental needs of the participant to identify appropriate services and career pathways. Full requirements are outlined in Employment Security Department’s Comprehensive Monitoring Tool.

4. **Individual Service Strategy (ISS)**: Complete a student-driven Individual Service Strategy (ISS) for each WIOA youth participant. As outlined in WIOA Section 129 (c)(1)(B), the ISS represents an individual plan for each participant that both focuses on eliminating barriers to education and/or employment and is directly linked to one or more of the performance indicators described in section 116(b)(2)(A)(ii), which includes identifying a career pathway in a specific sector, including education, training and employment, credential attainment, and measurable skills gains. The ISS will be reviewed with the youth participant at least quarterly to ensure that expected completion dates are updated and progress is tracked. When goals are achieved, new goals/steps will be added to continue the momentum towards self-sufficiency. Full requirements are outlined in Employment Security Department’s Comprehensive Monitoring Tool.

5. **Comprehensive Case Management**: WIOA case managers will act as navigators who foster youth goals and support the youth attainment of a secondary school diploma or its recognized equivalent, entry into post-secondary education, pre-apprenticeship, apprenticeship, career readiness, and employment. Case managers will take the lead and coordinate the 14 required service elements outlined in Table II-A below. Record keeping is an essential component of case management. Records are used to document and retain information about youth, the process and progress of the services being provided, and are a focal point for accountability to funding. All providers must maintain participant files that meet WDC specifications and comply with the MIS Data Reporting Requirements.
found in Section 3 of this Statement of Work and Employment Security Department’s Comprehensive Monitoring Tool.

6. Access to the full Range of Services from the 14 WIOA youth program elements must be made available to enrolled youth as needed or requested. Documentation must exist that shows that participants were made aware of the availability of the required elements. WIOA Youth programs must demonstrate a service delivery plan that includes the 14 required WIOA youth program elements (Table II-A). If the provider is not providing the service element directly they must indicate what agency/organization will provide the service element and whether there is a formal partnership agreement in place for the service element provision. Any changes to the plan must be immediately provided to the WDC.

7. Follow-Up Services for a minimum 12-month period after program exit.

C. WIOA Emphasis on Work Experience

In order to meet WIOA’s emphasis on work experience, the WDC requires at least 20% of all awarded youth formula funds be devoted to paid work experiences and job development staff to support work experience placements and completions.

1. Job Readiness Training: Contractor will prepare youth for a meaningful, high-quality work experience through a comprehensive job readiness curriculum. Contractor will deliver Job Readiness Training using standardized career planning and assessment tools utilizing labor market and employment information and promote sector strategies with an emphasis on in-demand, high-growth occupations. The chosen job readiness curriculum must be reviewed by the WDC prior to implementation. Any changes to the curriculum should also be reviewed by the WDC. Job readiness curriculum will focus on key competencies identified by employers as essential job skills and qualities. Competencies will include; critical thinking and problem solving, communications, teamwork and collaboration, digital technology, leadership and professionalism/work ethic. Job readiness training will be culminated by creating a portfolio that includes labor market information, interest inventory, job skills desired and learned, resumes, applications, cover letters, effective job search, and interview skills. The provider may also be asked to test job readiness materials created through systems-level collaboration such as the Youth Convening.

2. High-quality, paid work experience/internships are defined as a planned, structured learning experience that takes place in a workplace (private for-profit sector, non-profit sector, or the public sector) for a limited period of time, for youth who have had little or no prior work experience. Youth will develop and apply skills that support their future career success.

Placement: Completed a worksite agreement, or contract, which must be in place prior to the youth start date. The worksite agreement is a signed understanding between the contractor and employer of the requirements and expectations for a WIOA youth participant and must be maintained in the client file. This worksite agreement will include a supervisor onboarding experience that leads to a work-place mentor for the youth participant.

Payment: Work experience/internships will be paid up to the City of Seattle minimum wage. As appropriate, wages above the City of Seattle minimum wage must be approved by the WDC prior to start. Exceptions must be submitted using an exception request form available on the WDC’s website. Maximum period for work experience/internships must not exceed
240 hours. Extensions to the WDC time period must be submitted in writing to the WDC and approved prior to extension.

**Completion:** Work experience/internships will be considered successful with documentation of at least

- Tier 1 WEX: 45 hours of work experience completed (maximum of 89 hours), a positive supervisor evaluation, and identification of skills learned. At least 75% of youth entering work experiences/internships are expected to reach completion.

- Tier 2 WEX: 90 hours of work experience completed (maximum 240 hours), a positive supervisor evaluation, and identification of skills learned. At least 75% of youth entering work experiences/internships are expected to reach completion.

- Tier 3 Pre-apprenticeship: enrollment into a recognized pre-apprenticeship program and completion of that program’s requirements would be considered a successful Tier 3 work experience.

3. **WIOA Career Pathways:** Support WDC efforts to embed Career Pathway approaches into the service delivery system that move youth along a continuum of increased career awareness, career exploration, career preparation, career skills training and education, transition into post-secondary education, and employability. The term “career pathway” means a combination of rigorous and high-quality education, training, and other services that:
   a. aligns with the skill needs of industries in the economy of the State or regional economy involved, including alignment with the State of Washington’s Career Launch model.
   b. prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the National Apprenticeship Act of August 16, 1937 and with Washington State Department of Labor and Industries;
   c. includes counseling to support an individual in achieving the individual’s education and career goals;
   d. includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
   e. organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent possible;
   f. enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized post-secondary credential; and
   g. helps an individual enter or advance within a specific occupation or occupational cluster.

4. **Career Connected Learning:** Contractor will incorporate Career Connected Learning in program design and include opportunities for youth to gain work experience through a continuum of services which includes the following:

**Career Awareness** experiences are those that help students build awareness of the variety of careers available. Career Awareness experiences also broaden students’ options by helping them become aware of opportunities available across a wide range of industry sectors. These activities are normally defined as one-time interactions with
business/industry partners. Career Awareness activities might include: work site tours, career presentations from guest speakers, career fairs;

**Career Exploration** provides students with the opportunity to explore career options in a way that contributes to motivation for learning and informs students' decisions about further experiences and career and educational options. Compared to Career Awareness experiences, Career Exploration experiences are designed to enable students to learn about targeted careers more deeply, are more personalized to the student's interests, and give the student a more active role in selecting and shaping the experience. Exploration activities might include: Student-run enterprises, service learning, mentor/tutor opportunities, career preparation workshop, networking event, job shadow, industry-based design challenge (problem or project based research), project internships; and

**Career Preparation** experiences support higher-level college and career readiness student outcomes, include extended interaction with professionals from industry and the community, and are designed to give students supervised practical application of previously studied theory. While Career Awareness and Exploration have levels of awareness as a primary outcome, Career Preparation marks a shift in the continuum to support a student's levels of performance relative to specific learning outcomes. Preparation activities might include: virtual and onsite internships, work experiences, clinical, cooperative worksite learning, on-the-job training (OJT), work study, youth apprenticeships, employment training.

**Career Launch** programs combine paid, meaningful work experiences with aligned classroom learning so youth can receive a credential and become a competitive job candidate. This includes registered apprenticeships and Career Launch programs in the K-12 system, career and technical colleges, and four-year university systems.

**D. Employer Engagement**

1. Contractor will work directly with the WorkSource Business Services Team (BST) to:
   a. Identify needs and opportunities of businesses with youth-appropriate opportunities e.g. youth work experiences, job shadowing, mentoring, career days, industry-led panels, workshops and any other career-connected learning; the BST will communicate and track these shared opportunities with the contractor.
   b. Co-organize/participate in two hiring events in coordination with the BST. The hiring event must have (1) youth outreach, marketing, and have a method for collecting and reporting youth attendance, (2) collect youth and employer feedback, and (3) employment outcomes. Contractor will track youth enrolled in WIOA programs in attendance and report total number of youth attendance to the WDC.
   c. Work towards internship and job placement of WIOA youth and report the number of placements resulting from the BST connections. Work experience expenditures can fund contracted staff to focus on job/internship development in consultation with the WDC. Work experience expenditures will amount to at least 20% of received funds.

**E. Customer-Centered Design**

1. **Youth Voice**: Incorporate strategies and activities that embed youth voice and customer centered design. Contractor is expected to support youth-centered design across the WorkSource system.
F. Research, Tools, and Innovation

Contractor will utilize the WDC’s Research and Innovation tools which include the following:

1. **Youth Convening:** Contractor and any subcontractors are required to attend quarterly Youth Convening meetings to continuously build a regional system of support for youth. Additionally, the contractor may be required/requested to test tools, products, or best practices that emerge from the Youth Convening community of practice. This may include beta-testing any databases and/or websites that emerge from this community or from the State of Washington, participating in cohorts of learning/workgroups, or testing quality-control around job readiness curricula.

2. **Self-Sufficiency Calculator:** Use the Self-Sufficiency Calculator as part of case management activities to promote the goal of economic self-sufficiency and support career planning. Use the Self Sufficiency Calculator and other diagnostic tests and assessment tools (including Map Your Career, Career Bridge, Career Coach O*NET) to help customers understand labor market demand, wages, training requirements, and cost of living. Documentation of the use of the Self-Sufficiency Calculator is required for all participants. For participants that are 18 years of age or older self-sufficiency data must be saved as a snapshot of household income & expense data at two points in time: at program registration and at exit. Document the use of the Calculator as a counseling tool and data point in case files (see WDC TA memo #6). In limited cases, when a case manager determines it is inappropriate or very difficult to complete a self-sufficiency plan or to save data into the database, the case manager must document an explanation to that effect in the customer’s file. Case managers must receive Self-Sufficiency Calculator training within the first 30 days of employment.

G. WorkSource Youth Integration

WIOA mandates that youth services must be integrated throughout the region’s American Job Centers, which are called WorkSource in Seattle-King County, support WIOA system alignment and youth integration in WorkSource system, especially with the youth-focused WorkSource Tukwila, and bring together regional partnerships to contribute to a comprehensive youth workforce system. Contractor is expected to: facilitate referrals and coordinate service delivery for specialized services through effective partnerships; ensure that each youth participant is provided information on the full array of applicable or appropriate services that are available through the WorkSource system, and other eligible WIOA providers and programs; ensure that an ineligible applicant who does not meet the enrollment requirements of the WIOA program, or who cannot be served shall be referred, for further assessment, as necessary, to appropriate training and educational programs that have the capacity to serve the applicant. Contractor will be familiar with duties and responsibilities outlined in the WorkSource MOU.

Contractor and any subcontractor agrees to actively participate in and support the Seattle-King County WorkSource system. Contractor will support youth integration in the following ways:

a. Attend WorkSource partnership and leadership meetings.

b. All WIOA case managers will participate in additional training activities, such as the WorkSource system professional development trainings and workshops (e.g. assessment, job readiness training, and utilizing community resources) as required by the WDC. Mandatory participation and related activities will have specific deliverables including attending Equal Opportunity training, WDC-led onboarding meetings at start of contract, and data management.
c. All WIOA case managers will have an active Learning Exchange account and receive regular trainings and updates. New employees must register on the Learning Exchange within 30 days of employment.

d. Participate in the WorkSource system In-Community Outreach team as appropriate.

e. Contribute staff time to the development and facilitation of trainings and workshops for the WorkSource system, at least quarterly.

f. Collaborate with the WorkSource system for connections to WorkSource resources for WIOA program participants, including referrals to WIOA Adult program providers.

g. Use the WDC logo in WIOA program marketing, communications materials and events.

h. Contribute to the transformation of resources for youth employment and change the public perception to view WorkSource as a place for youth employment. This includes coordination with the WorkSource Operator team, specifically Youth Integration work.

H. Comprehensive Partnerships

Contractor must demonstrate strong partnerships within the youth serving systems such as alternative education programs, local secondary schools, higher education institutions, law enforcement, juvenile and adult justice systems, local housing programs, community-based agencies, vocational rehabilitation programs, employers, broader youth initiatives in the region, and other organizations possessing expertise and resources relevant to the needs of WIOA Youth population.

Table II-A describes the 14 Required Service Elements Delivery Plan that must all be available to all youth served by WIOA funding per Section 129 (c)(2) of WIOA. Documentation must exist that shows that participants were made aware of the availability of the required elements. If contractor does not directly provide these services, they must demonstrate the ability to partner with other agencies that will provide these services. Contractor is primarily responsible for ensuring that each youth participant has access to the 14 required WIOA service elements. Any changes to the 14 Required Service Elements Delivery Plan must be immediately provided to the WDC.

Table II-A – 14 Required WIOA Service Elements

<table>
<thead>
<tr>
<th>14 REQUIRED WIOA SERVICE ELEMENTS</th>
<th>IF NOT DIRECTLY PROVIDING, INDICATE WHO WILL PROVIDE</th>
<th>MOU (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;</td>
<td>Renton Technical College, Shoreline Community College, Bellevue College, Seattle Central College.</td>
<td>Y</td>
</tr>
<tr>
<td>2 Alternative secondary school services, or dropout recovery services, as appropriate.</td>
<td>Renton Technical College, Shoreline Community College, Bellevue College, Seattle Central College.</td>
<td>Y</td>
</tr>
</tbody>
</table>

Contract #19-109-OSY | WIOA Youth | KCEER
Statement of Work
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include—(a) summer employment opportunities and other employment opportunities available throughout the school year; (b) pre-apprenticeship programs; (c) internships and job shadowing; and (d) on-the-job training opportunities; 

4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations.

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.

7. Supportive services.

8. Adult mentoring for a duration of at least twelve (12) months that may occur both during and after program participation.

9. Follow-up services for a minimum 12-month period.

10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.


12. Entrepreneurial skills training.

13. Services that provide labor market and employment information about in-demand industry sectors and occupations, such as career awareness, career counseling, and career exploration services.

14. Activities that help youth prepare for and transition to postsecondary education and training.

Local community and technical colleges.

Local community and technical colleges.

Renton Technical College, Highline Community College.

Seattle Education Access.
Table II- B describes the Contractor service delivery structure, including program partners and funding amounts, where applicable and key roles and responsibilities associated with each partner. Any changes to the service delivery structure must be immediately provided to the WDC.

**Table II- B – Contractor Service Delivery Structure**

<table>
<thead>
<tr>
<th>Agency</th>
<th>List key roles and responsibilities of each partner agency</th>
<th>Partner receives WIOA funds (Y/N)</th>
<th>IF YES, list amount</th>
<th>Leveraged funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment and Education Resources</td>
<td>Consortium lead, contract management, subcontract development, monitoring and auditing, reporting to the WDC. Some ETO database entry and management, youth recruitment, enrollment, case management, academic support and alternatives, employment training, job and internship development, follow-up services, support services.</td>
<td>Y</td>
<td>$960,412</td>
<td>$750,000</td>
</tr>
<tr>
<td>Shoreline Community College</td>
<td>Operation of Learning Center North, provide basic skills remediation, GED preparation, post-secondary education, transition services including to Career Education Options.</td>
<td>N</td>
<td>$0</td>
<td>$400,000</td>
</tr>
</tbody>
</table>
Bellevue College
Access to WIOA eligible students, space for the OSY case manager, access to the Career Education Options program and other training/post-secondary opportunities.

Renton Technical College
Operation of the Kent Learning Center including basic skills Provide education, case management and employment services to youth in Seattle and at the Kent Learning Center.

YMCA of Greater Seattle

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bellevue College</td>
<td>Access to WIOA eligible students, space for the OSY case manager, access to the Career Education Options program and other training/post-secondary opportunities.</td>
<td>N</td>
</tr>
<tr>
<td>Renton Technical College</td>
<td>Operation of the Kent Learning Center including basic skills Provide education, case management and employment services to youth in Seattle and at the Kent Learning Center.</td>
<td>N</td>
</tr>
<tr>
<td>YMCA of Greater Seattle</td>
<td></td>
<td>Y</td>
</tr>
</tbody>
</table>

Total: $1,063,812 $1,365,000

*Does not include funding for support services and internship wages.

3. PROGRAM ADMINISTRATION & REPORTING

A. Contractor agrees to meet MIS, reporting, and file documentation requirements:
   1. Collect and promptly enter WIOA participant data into the WorkSource Integrated Technology (WIT), Customer Management System (CMS) in accordance with MIS requirements. As of July 1, 2019, the WIT CMS is Efforts to Outcomes (ETO). All MIS requirements herein include ETO and any future WIT CMS that becomes a requirement during the program year.
      a. Per WorkSource Information Notice (WIN) 0082 the allowable time frame for data entry is 14 calendar days from the day that the service is delivered.

   2. Direct data entry by the staff person delivering the service is preferred. If the service provider can demonstrate that a centralized approach can be conducted that mitigates the factors mentioned below, then that process can be requested, but remains subject to WDC approval.

   3. Service providers requesting use of a centralized data entry process must submit a formal data entry plan that addresses critical process factors. The data entry plan must be submitted to the WDC by August 15, 2019. The requested centralized process must:
a. Allow data to be entered into the WIT CMS in a timely manner – per WorkSource Information Notice (WIN) 0082 this time frame is 14 calendar days from the day that the service is delivered.
b. Provide sufficient data security and minimize risk of breach;
c. Increase staff service efficiency (e.g. staff will be able to serve X more customers versus spending Y hours entering data into the WIT CMS);
d. Provide evidence that funding does not pay more than once for data entry into the MIS (for example: measures in place that prevent data entry time recorded for both Career Specialists and Data Entry staff entering data into the MIS);
e. Provide a process that confirms that info entered into the WIT CMS is what is specifically reported by the Career Specialist/Case Manager while minimizing errors and/or interpretation by data entry staff.

4. Ensure that all staff using the WIT CMS, Self-Sufficiency Calculator, and any other designated WIOA customer systems have successfully completed the WDC’s WIT CMS, Self-Sufficiency Calculator, and other system training programs including when there are any systems or database evolutions during a program year.

5. Maintain organized, up-to-date customer files which include assessments, eligibility documentation, self-sufficiency calculations, Individual Service Strategy (ISS), progress and results, case notes which are updated at least monthly and describe customer contacts, job search assistance and other services, and any other documentation as required by WDC WIOA Service Policies, Guidelines, and Technical Assistance Memoranda. All physical customer files must be aligned with and consistent with digital records and data entered into the WIT CMS.

6. Submit quarterly reports to the WDC by the 15th of the month following each program quarter end in a format provided by the WDC. The quarterly report will contain data demonstrating progress towards program outcomes as well as narrative content on the results of the quarterly file review, the contractor’s diversity efforts, how the contractor promoted sector-based services in collaboration with the Business Services Team, work experiences/internships, two youth participant success stories, and the 14 WIOA service elements.

7. Review 5% of active participant files per quarter based on expectations outlined in the Employment Security Department’s Comprehensive Monitoring Tool for the current program year to ensure compliance with federal, state, and local requirements. A quarterly report of file reviews will be sent to the WDC Project Manager. Additional monitoring requirements per Employment Security Department and/or WDC may be required.

8. Authorize and document support service disbursements in accordance with the WDC WIOA Service Policies, Guidelines, and Technical Assistance Memoranda.

9. Inform customers at enrollment of follow-up requirements, including exit interviews and the need to keep customer contact information updated.

10. In addition to information shared in Quarterly Reports, identify and share two WIOA youth success stories to be used in the WDC’s Annual Report, by May 30, 2020. If possible, please provide a corresponding photo of the individuals and/or groups served, along with signed image release(s). If requested, identify and prepare one WIOA youth to
present their success story at a WDC Full Board meeting.

11. Contractor will be required to attend quarterly Contractor Meetings as required by the WDC to review both programmatic and fiscal progress.

12. Coordinate quarterly site visits for the WDC Project Manager, which may include an interview with a case manager and youth participants.

4. PROGRAM PERFORMANCE MEASURES & OUTCOMES

Contractor will meet the federal and state cumulative performance measures for WIOA Youth Services or as stated in Table III-A and achieve the local program outcomes as stated in Table III-B below. These performance measures will be adjusted based on the negotiated federal and state measures.

Table III-A – WIOA Common Measures

<table>
<thead>
<tr>
<th>WIOA COMMON MEASURES – OSY AND ISY</th>
<th>PY19 TARGETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Placement – participants who are in education, training, or employment in the 2nd quarter after exit</td>
<td>59.80%</td>
</tr>
<tr>
<td>Youth Retention – participants who are in education, training, or employment in the 4th quarter after exit</td>
<td>56.30%</td>
</tr>
<tr>
<td>Youth Median Earnings – median earnings of participants employed in 2nd quarter after exit</td>
<td>$2,300</td>
</tr>
<tr>
<td>Credential Attainment – participants who obtain a recognized post-secondary credential, secondary school diploma, or equivalent with one year after exit</td>
<td>51.70%</td>
</tr>
<tr>
<td>Measurable Skills Gain – participants who, during a program year, are in education that leads to a recognized post-secondary credential or employment and who are achieving measurable gains</td>
<td>TBD</td>
</tr>
<tr>
<td>Employer Engagement – effective in serving employers</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Table III-B: PY19 Local Cumulative Performance Measures

<table>
<thead>
<tr>
<th>WIOA YOUTH CUMULATIVE PERFORMANCE MEASURES</th>
<th>Q1 CUMULATIVE ENDS:</th>
<th>Q2 CUMULATIVE ENDS:</th>
<th>Q3 CUMULATIVE ENDS:</th>
<th>Q4 CUMULATIVE ENDS:</th>
</tr>
</thead>
</table>

**ENROLLMENTS**

<table>
<thead>
<tr>
<th>New WIOA Enrollments</th>
<th>20</th>
<th>42</th>
<th>75</th>
<th>85</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth with Credential at Enrollment</td>
<td>0</td>
<td>2</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Total Active (New and Carry-in)</td>
<td>191</td>
<td>213</td>
<td>246</td>
<td>256</td>
</tr>
</tbody>
</table>

**COLLEGE AND CAREER READY**

<table>
<thead>
<tr>
<th>GED/HS Diploma Completion</th>
<th>20</th>
<th>35</th>
<th>40</th>
<th>61</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Readiness Training</td>
<td>15</td>
<td>28</td>
<td>48</td>
<td>60</td>
</tr>
<tr>
<td>Tier 1 WEX – 45 hours</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Tier 2 WEX – 90 hours</td>
<td>15</td>
<td>25</td>
<td>35</td>
<td>46</td>
</tr>
<tr>
<td>Tier 3 – Pre-Apprenticeship</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unsubsidized Employment (Pre-Exit)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Short Term Certification</td>
<td>4</td>
<td>9</td>
<td>15</td>
<td>19</td>
</tr>
</tbody>
</table>

**EXITS AND PLACEMENTS**

<table>
<thead>
<tr>
<th>Exits</th>
<th>30</th>
<th>50</th>
<th>80</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive Placements</td>
<td>22</td>
<td>36</td>
<td>58</td>
<td>73</td>
</tr>
<tr>
<td>with Employment Positive Placements with Employment and/or Post-Secondary Placement will be reported on a quarterly basis.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>with Post-Secondary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exits with Credentials</td>
<td>20</td>
<td>33</td>
<td>52</td>
<td>65</td>
</tr>
</tbody>
</table>

*Final performance measures and targets are subject to adjustment.
WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
BUDGET SUMMARY

CONTRACTOR: King County Employment and Education Resources

CONTRACT NO.: 19-109-OSY

FUNDING SOURCE: CFDA# 17.259

<table>
<thead>
<tr>
<th>COST CATEGORY - BUDGET DETAIL SHEETS ATTACHED</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL COSTS</td>
<td>$ 683,324</td>
</tr>
<tr>
<td>OPERATING COSTS</td>
<td>$ 73,000</td>
</tr>
<tr>
<td>STAFF TRAVEL</td>
<td>$ 9,000</td>
</tr>
<tr>
<td>CAPITALIZED EQUIPMENT PURCHASES</td>
<td>$ -</td>
</tr>
<tr>
<td>CONTRACTUAL COSTS</td>
<td>$ 103,400</td>
</tr>
<tr>
<td>INDIRECT OR SHARED COSTS</td>
<td>$ 69,818</td>
</tr>
<tr>
<td>DIRECT PARTICIPANT COSTS</td>
<td>$ 125,270</td>
</tr>
<tr>
<td>PROFIT MARGIN (FOR PROFIT AGENCIES ONLY)</td>
<td></td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>$ 1,063,812</td>
</tr>
</tbody>
</table>

PARTICIPANT COSTS BREAKDOWN: FOR INFORMATIONAL PURPOSES ONLY

<table>
<thead>
<tr>
<th>COST CATEGORY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDIVIDUAL TRAINING ACCOUNTS</td>
<td>$ 12,000</td>
</tr>
<tr>
<td>OTHER TRAINING (OJT, WEX, VOCATIONAL EXPLORATION)</td>
<td>$ 77,270</td>
</tr>
<tr>
<td>SUPPORT SERVICES</td>
<td>$ 36,000</td>
</tr>
<tr>
<td>TOTAL PARTICIPANT COSTS:</td>
<td>$ 125,270</td>
</tr>
</tbody>
</table>

NON BUDGET DETAIL: FOR INFORMATIONAL PURPOSES ONLY

<table>
<thead>
<tr>
<th>COST CATEGORY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVERAGED FUNDS</td>
<td>$ 1,365,000</td>
</tr>
</tbody>
</table>
## WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY

### STAFF WAGES - SALARIED

**CONTRACTOR:** King County Employment and Education Resources

**CONTRACT NO.:** 19-109-OSY

<table>
<thead>
<tr>
<th>POSITION</th>
<th>ANNUAL SALARY</th>
<th>FTE %</th>
<th># OF MONTHS</th>
<th>PROGRAM STAFF</th>
<th>ADMIN STAFF</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCN Manager (GD)</td>
<td>104,000</td>
<td>20%</td>
<td>12</td>
<td></td>
<td>20,800</td>
<td>20,800</td>
</tr>
<tr>
<td>YouthSource Manager (JJ)</td>
<td>95,000</td>
<td>20%</td>
<td>12</td>
<td></td>
<td>19,000</td>
<td>19,000</td>
</tr>
<tr>
<td>YouthSource CM (CR)</td>
<td>78,000</td>
<td>100%</td>
<td>12</td>
<td>78,000</td>
<td>78,000</td>
<td></td>
</tr>
<tr>
<td>Learning Center North CMs (BG, CM, PK)</td>
<td>78,000</td>
<td>150%</td>
<td>12</td>
<td>117,000</td>
<td>117,000</td>
<td></td>
</tr>
<tr>
<td>Learning Center Seattle CM (RD)</td>
<td>78,000</td>
<td>75%</td>
<td>12</td>
<td>58,500</td>
<td>58,500</td>
<td></td>
</tr>
<tr>
<td>Bellevue College CM (VN)</td>
<td>$78,000</td>
<td>75%</td>
<td>12</td>
<td>$58,500</td>
<td>$58,500</td>
<td></td>
</tr>
<tr>
<td>MIS (DO)</td>
<td>$68,000</td>
<td>40%</td>
<td>12</td>
<td></td>
<td>$27,200</td>
<td>$27,200</td>
</tr>
<tr>
<td>Quality Assurance (DS)</td>
<td>$94,000</td>
<td>40%</td>
<td>12</td>
<td></td>
<td>$37,600</td>
<td>$37,600</td>
</tr>
<tr>
<td>Employment Specialist (TG)</td>
<td>$75,000</td>
<td>100%</td>
<td>12</td>
<td>$75,000</td>
<td>$75,000</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL STAFF WAGES** 387,000 104,600 491,600
WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
FRINGE BENEFITS

CONTRACTOR: King County Employment and Education Resources

CONTRACT NO.: 19-109-OSY

<table>
<thead>
<tr>
<th>FRINGE BENEFITS</th>
<th>% OF STAFF WAGES</th>
<th>PROGRAM STAFF</th>
<th>ADMIN STAFF</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
<td>39%</td>
<td>150,930</td>
<td>40,794</td>
<td>191,724</td>
</tr>
</tbody>
</table>

TOTAL FRINGE BENEFITS 150,930 40,794 191,724
<table>
<thead>
<tr>
<th>OPERATING EXPENSES</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies</td>
<td>8,000</td>
</tr>
<tr>
<td>Communications</td>
<td>65,000</td>
</tr>
</tbody>
</table>

TOTAL OPERATING EXPENSES 73,000
WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNT
STAFF TRAVEL

CONTRACTOR: King County Employment and Education Resources

CONTRACT NO.: 19-109-OSY

<table>
<thead>
<tr>
<th>LOCAL (Within King County)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>9,000</td>
</tr>
</tbody>
</table>

| SUBTOTAL LOCAL TRAVEL     | 9,000 |

<table>
<thead>
<tr>
<th>OUT-OF-AREA (Outside King County)</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

| SUBTOTAL OUT-OF AREA TRAVEL       | 0     |

<p>| TOTAL STAFF TRAVEL                | 9,000 |</p>
<table>
<thead>
<tr>
<th>CONTRACTOR NAME/TYPE OF SERVICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>YMCA of Greater Seattle</td>
<td>103,400</td>
</tr>
</tbody>
</table>

TOTAL CONTRACTUAL SERVICES: 103,400
<table>
<thead>
<tr>
<th>INDIRECT/SHARED COSTS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared administrative costs</td>
<td>69,818</td>
</tr>
</tbody>
</table>

TOTAL INDIRECT COSTS 69,818
<table>
<thead>
<tr>
<th>TUITION, BOOKS AND SUPPLIES</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, books and supplies for post-secondary/training</td>
<td>12,000</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>12,000</strong></td>
</tr>
<tr>
<td>OTHER TRAINING</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Participant wages</td>
<td>77,270</td>
</tr>
<tr>
<td>46 work experiences at 140 hours at $12 per hour</td>
<td></td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>77,270</strong></td>
</tr>
<tr>
<td>SUPPORT SERVICES</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Support Services (non-food)</td>
<td>36,000</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>36,000</strong></td>
</tr>
<tr>
<td><strong>TOTAL DIRECT PARTICIPANT COST</strong></td>
<td><strong>125,270</strong></td>
</tr>
<tr>
<td>SOURCE OF LEVERAGED FUNDS</td>
<td>TOTAL</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>EER Leveraged Costs</td>
<td>750,000</td>
</tr>
<tr>
<td>Staff time, additional administrative costs and operating costs not covered by WIOA funds, support services for food and bus tickets</td>
<td></td>
</tr>
<tr>
<td>Shorline College</td>
<td>400,000</td>
</tr>
<tr>
<td>Bellevue College</td>
<td>35,000</td>
</tr>
<tr>
<td>Renton Technical College</td>
<td>120,000</td>
</tr>
<tr>
<td>YMCA of Greater Seattle</td>
<td>60,000</td>
</tr>
<tr>
<td>TOTAL LEVERAGED FUNDS</td>
<td>1,365,000</td>
</tr>
</tbody>
</table>
WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
PROJECTED EXPENDITURES BY QUARTER

CONTRACTOR: King County Employment and Education Resources

CONTRACT NO.: 19-109-OSY

<table>
<thead>
<tr>
<th>YEAR</th>
<th>QUARTER</th>
<th>QUARTERLY BUDGET</th>
<th>CUMULATIVE TOTAL AT END OF EACH QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>July 1 - Sept. 30</td>
<td>$212,762</td>
<td>$212,762</td>
</tr>
<tr>
<td>2019</td>
<td>Oct. 1 - Dec. 31</td>
<td>$265,953</td>
<td>$478,715</td>
</tr>
<tr>
<td>2020</td>
<td>Jan. 1 - Mar. 31</td>
<td>$319,144</td>
<td>$797,859</td>
</tr>
<tr>
<td>2020</td>
<td>Apr. 1 - Jun. 30</td>
<td>$265,953</td>
<td>$1,063,812</td>
</tr>
</tbody>
</table>

NOTE: Failure to Meet a Minimum of 85% of projected expenditures for any quarter could result in a reduction of the contract amount.
1. INTRODUCTION

1.1 Scope
The purpose of this Agreement is to establish the general terms and conditions to which funding provided by the Workforce Development Council of Seattle-King County (WDC) under Title I of the Workforce Innovation and Opportunity Act is subject to.

1.2 Definitions
“Contractor(s)” shall mean any entity receiving funding under this agreement for the purpose of providing goods or services that are not related to the carrying out of this Agreement.

“DOL” shall mean the United States Department of Labor.

“ESD” shall mean the Washington State Employment Security Department.

“ETA” shall mean the United States Department of Labor Employment and Training Administration.

“Local EO Officer” shall mean the Workforce Development Council of Seattle-King County’s Local Equal Opportunity Officer.

“Materials” shall mean all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions.

“Negotiated Indirect Cost Rate” shall mean the Subrecipient’s maximum allowable costs allowed for indirect/administrative costs that have been developed and approved by the Cognizant Agency from which the Subrecipient receives the most funding in accordance with 2 CFR 200.

“RCW” shall mean the Revised Code of Washington.

“State-Level EO Officer” shall mean ESDs Equal Opportunity Officer.

“Subrecipient” shall mean any non-federal entity that receives funding from the WDC to carry out any part of this Agreement, including, but not limited to, any non-federal entity that receives funding from the WDC to be a One-Stop Operator.

“WDC” shall mean the Seattle-King County Workforce Development Council, a.k.a., Workforce Development Council of Seattle-King County.

“WIOA” shall mean the Workforce Innovation and Opportunity Act (Public Law 113-128).

1.3 Applicable Laws
Throughout the term of this Agreement, Subrecipient shall comply with all applicable federal, state, and local laws, regulations, and policies. This includes, but is not limited to, Public Law 113-128(WIOA), Federal Uniform Administrative Requirements found in 2 CFR 200, both State and Federal Non-discrimination law, and all WIOA Title I and WorkSource System Policies.
1.4 Assignment and Delegation
The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or
delegable by either party in whole or in part, without the express prior written consent of the other
party, which consent shall not be unreasonably withheld.

1.5 Governing Law
This Agreement shall be construed and interpreted in accordance with the laws of the State of
Washington.

1.6 Modification
The WDC may unilaterally modify the terms of this agreement when such modifications are required by
controlling law. Such changes, including any increase or decrease in the amount of reimbursement, shall
be incorporated as a written modification to the Agreement. This Agreement may be amended by mutual
agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by
personnel authorized to bind each of the parties.

1.7 Severability
The provisions of this Agreement are intended to be severable. If any term or provision shall be held
illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the
remainder of this Agreement.

2. SUBAWARDS
In the event the Subrecipient disburses any funding from this Agreement to a sub-recipient, the WDC’s
Subrecipient shall be responsible for the sub-recipient’s compliance with the same general terms and conditions
contained in this Agreement and shall ensure that the sub-recipient spends the funding only on WIOA
allowable costs or for allowable WIOA activities.

3. ASSURANCES
The WDC and the Subrecipient agree that all activity pursuant to this Agreement will be in accordance with all
applicable current or future federal, state and local laws, rules and regulations.
The Subrecipient shall conduct the program in accordance with the existing or hereafter amended WIOA,
DOL’s regulations relating to WIOA, and the Washington State WIOA Title I, WorkSource System Policies and
WDC Policies.

As a condition to the award of financial assistance from the DOL under Title I of WIOA, the Subrecipient
assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following
laws and remain in compliance for the duration of the award of federal financial assistance:

- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination
  against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy,
  childbirth and related medical conditions, transgender status and gender identity), national origin
  (including limited English proficiency), age, disability, political affiliation or belief, and against
  beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially
  assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race,
  color and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against
  qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
  and
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the
  basis of sex in educational programs.
The Subrecipient also assures that as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the Subrecipient operation of the WIOA Title I-financially assisted program or activity. The Subrecipient understands that the United States has the right to seek judicial enforcement of this assurance.

4. SUBRECIPIENT REGISTRATION

If applicable, the Subrecipient shall complete registration with the Department of Revenue, Department of Labor and Industries, Department of Enterprise Services, Office of the Secretary of State and/or the Employment Security Department’s Tax Administration by having filed a master business application prior to the execution of this Agreement and shall pay any taxes, fees or deposits required by the state as a condition of providing services under this Agreement. The Subrecipient will provide the WDC with its Washington Unified Business Identifier (UBI) number/or its Washington Industries account number and its Unemployment Insurance tax number, if registration with these agencies occurred prior to January 2, 1987. The required information will be provided prior to the Subrecipient's commencing services under this Agreement.

5. CONFLICT OF INTEREST

5.1 Conflict of Interest

Subrecipient shall take every reasonable course of action in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism, or questionable or improper conduct. This Agreement will be administered in an impartial manner, free from personal, financial or political gain. The Subrecipient, its executive staff and employees, in administering this Agreement, will avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or personal gain.

A conflict of interest arises when any of the following have a financial interest or other interest in the firm or organization selected for award.

a. Individual;
b. Member of the immediate family;
c. Employing organization; or
d. Future employing organization.

A Subrecipient cannot be involved with decision making if there is a direct financial benefit to themselves or immediate family. Membership on the State Board, a Local Workforce Board, or a Workforce Board standing committee does not by itself violate these conflict of interest provisions. Receipt of WIOA funds to provide training and related services by itself, does not violate these conflict of interest provisions. Subrecipient must abide by WIOA Title I Policy 5405.

5.2 Code of Conduct

Subrecipient shall have a written Code of Conduct for procurement, award and administration of contracts. The Code of Conduct regarding the conflict of interest shall contain penalties, sanctions or other disciplinary actions. The Code of Conduct shall apply to all of Subrecipient’s staff, board members, volunteers, or other individuals involved in the procurement, award, or administration of contracts. The Code of Conduct shall ensure that no one in a decision making capacity shall have a real or apparent conflict of interest in the selection, award, or administration of contracts or subcontracts.

5.3 Gifts

Gratuities in the form of entertainment, gifts or otherwise offered by the Subrecipient, or an agent or representative of the Subrecipient to any officer or employee of the WDC, with a view toward securing this Agreement or securing favorable treatment with respect to the awarding or amending or the making of any determination will render this Agreement voidable at the option of WDC.
5.4 Public Service Ethics
The Subrecipient shall comply with the Ethics in Public Service act of Chapter 42.52 RCW and all Washington State Procurement Ethics rules.

6. CONFLICTING PROVISIONS
If any provision of this Agreement is allegedly in conflict with federal or state law, the conflict will be resolved by giving precedence in the following order:

1. Applicable Federal and Washington State Statutes and Regulations, including, but not limited to, the existing or hereinafter amended WIOA, DOL’s regulations relating to WIOA, Washington State WIOA Title I and WorkSource Policies, WDC Policies;
2. The Agreement and its modifications; and,
3. The Local Workforce Integrated Plan and its modifications for this Workforce Development Area retained by ESD and the Workforce Training and Education Coordinating Board (WTECB).

7. DEBARMENT AND SUSPENSION
The Subrecipient must not be debarred, suspended, or otherwise excluded from participation in Federal Assistance Programs under Executive Order 12549 and “Debarment and Suspension”, Codified at 29 CFR part 98. Subrecipient must not contract with any individuals or organizations who are debarred, suspended, or excluded from participating in Federal Assistance Programs. Subrecipient must provide a signed statement, attached as Exhibit C to this Agreement that it is complying with the requirements of this section.

8. DISPUTE RESOLUTION
8.1 Dispute Resolution
In the event a dispute arises out of this Agreement between the WDC and the Subrecipient, both parties agree to try negotiating in good faith to resolve the dispute before any subsequent action is taken. If no resolution can be obtained through this informal negotiation, WIOA Title I Policy 5410 shall govern the dispute resolution and appeals process.

8.2 Venue
The venue of any action brought hereunder shall be the Superior Court for King County.

8.3 Fees and Costs
If any litigation arises out of this Agreement, each party shall be responsible for its own expenses, costs, and attorney fees.

9. ACCESS AND MONITORING
9.1 Access to Facilities
To the extent permitted by law, the Office of the State Auditor, DOL, the Comptroller General of the United States or any of their duly authorized representatives, and any persons duly authorized by WDC shall have full access to and the right to examine and copy any or all books, records, papers, documents and other material regardless of form or type which are pertinent to the performance of this Agreement, or reflect all direct and indirect costs of any nature expended in the performance of this Agreement. In addition, these entities shall have the right, subject to conformance with the Subrecipient’s safety and security standards provided in advance to the WDC and to the extent permitted by law, to access, examine, and inspect any site where any phase of the program is being conducted, controlled, or advanced in any way. Such sites may include the home office, any branch office, or other locations of the Subrecipient. Access shall be conducted at reasonable times and in a reasonable manner. Access is required to be granted as long as the records are retained and at no additional cost to Subrecipient.
9.2 Audits
To the extent permitted by law, at any time during normal business hours and as often as the WDC, the Office of the State Auditor, DOL, the Comptroller General of the United States or any of their duly authorized representatives, and any other persons duly authorized by WDC deem necessary, the Subrecipient shall make its records available. To the extent permitted by law, these duly-authorized organizations shall have the authority to audit, examine, and make excerpts or transcripts from records including all contracts, invoices, papers, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by the Agreement. The Subrecipient will maintain its records and accounts in such a way as to facilitate the audit and ensure that their sub-recipients also maintain records that are auditable. The Subrecipient is responsible for any audit exceptions resulting from its own actions or those of its sub-recipients.

The Subrecipient and its sub-recipients shall adhere to applicable federal Office of Management and Budget Circulars and other applicable federal and state regulations, including but not limited to, OMB 2 CFR 200. If the Subrecipient expends $750,000 or more during the Subrecipient’s fiscal year of federal award money, Subrecipient must comply with the Single Audit Act as supplemented by the audit requirements of 2 CFR 200, including but not limited to CFR 200.501-.521.

9.3 Records Storage
The Subrecipient shall maintain its records and accounts in such a way as to facilitate any audits or examinations conducted in accordance with this Agreement or under applicable laws, regulations, or policies. The Subrecipient shall also require that their sub-recipients maintain records that are auditable in accordance with Generally Accepted Accounting Principles.

9.4 Subrecipient Application
The Subrecipient shall include all the requirements of section 9 of this Agreement in all contracts or purchase orders with Contractors.

10. RECORDS
10.1 Protection of Confidential information
The Subrecipient shall not publish, transfer, sell, or otherwise disclose any confidential information gained through this Agreement unless:
   a. Related to the purpose of this Agreement;
   b. Required by law; or
   c. Authorized by prior written approval of the person who is the subject of the confidential information.

The Subrecipient shall maintain proper security measures to protect all confidential information.

10.2 Records Retention
The Subrecipient shall:
   a. Retain all records pertinent to grants, grant agreements, interagency agreements, contracts or any other awards, including financial, statistical, property, and supporting documentation, for a period of at least three years after submittal of the final expenditure report (closeout) for that funding period to the awarding agency;
   b. Retain records for non-expendable property for a period of three years after final disposition of the property;
   c. Retain all program and data validation records pertinent to applicants, registrants, eligible applicants/registrants, participants, terminees, employees, and applicants for employment for a period of not less than three years from the point that the record is no longer included in reportable outcomes (as opposed to the close of the applicant’s program year);
   d. Retain records regarding complaints and actions taken on complaints for at least three (3) years from the date of resolution of the complaints;
e. Retain all records beyond the required three (3) years if any litigation or audit is under way or a claim is instituted involving the grant or agreement covered by the records. The records must be retained for at least three (3) years after the litigation, audit, or claim has been resolved;
f. Records regarding discrimination complaints and actions taken thereunder are confidential, and shall be maintained for a period of not less than three years from the final date of resolution of the complaint; and
g. Comply with all other requirements of WIOA Title I Policy #5403.

10.3 Safeguarding of Client Information
Without prior written consent by the recipient or client or as otherwise required by law, the Subrecipient shall not use or disclose any information concerning a program recipient or client for any purpose not directly connected with the administration of the WDC’s or the Subrecipient’s responsibilities under this Agreement.

10.4 Procurement Records
The Subrecipient must maintain records detailing the history of all purchasing and procurement in which funds from this Agreement were used. This includes the rationale for the selected method of procurement, selection of contract type, basis for sub-recipient and/or contractor selection or rejection, and basis for contract price.

11. ENERGY AND POLICY CONSERVATION
The Subrecipient shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

12. ENVIRONMENTAL COMPLIANCE
If Subrecipient is receiving more than $100,000 in federal grants under this Agreement, the Subrecipient shall comply with all applicable standards, Orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

13. FUNDING
13.1 Funding Provided
Funding made available through this Agreement is limited to the funding expressly provided in this agreement. The Subrecipient will use the funding provided in this Agreement only on allowable costs. The WDC will honor all allowable costs submitted within the funding period if funding is available.

13.2 Profit
Any profit generated through Program Income made available under this Agreement, such as but not limited to service and conference fees, commodity sales and rental fees; must be used to pay for allowable WIOA Activities or returned to the WDC in accordance with WIOA Title I Policy #5220.

13.3 Recapture
Funding provided in this Agreement is subject to recapture if expenditure rate falls below acceptable levels.

13.4 Indirect Cost Rate
The Subrecipient shall not spend funding obtained either through this Agreement or any other WIOA grant or contract on indirect or administrative costs in excess of their Negotiated Indirect Cost Rate.
13.5 Repayment of Disallowed Costs
The Subrecipient may be required to repay the WDC for any costs that are determined by the WDC to be a disallowable cost.

14. CONFERENCES AND MEETINGS

14.1 Approval
Conferences sponsored in whole or in part by the Subrecipient using funding obtained through federal awards are allowable only if the conference is necessary and reasonable for the successful performance of the Federal Award. The Subrecipient must use discretion and judgment to ensure that all conference costs charged to the federal grant are appropriate and allowable and must comply with the requirements in 2. CFR 200.432. Costs that do not comply with 2 CFR 200.432 will be questioned and may be disallowed.

14.2 Executive Branch Meetings
The Subrecipient must not use any funds from this Agreement for the purpose of defraying the costs of a conference held by any Executive branch department, agency, board, commission, or office unless it is directly and programmatically related to the purpose this Agreement. No funds from this Agreement may be used for travel and conference activities that are not in compliance with Office of Management and Budget Memorandum M12-12 Date May 11, 2012. (P.L. 113-6, 3003(c)(d)(e)).

14.3 Hotel-Motel Fire Safety Act
Pursuant to 15 U.S.C 2225(a), the Subrecipient must ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with funds from this Agreement complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended).

15. SUBRECIPIENT STAFFING AND WORKPLACE

15.1 Drug-Free Workplace
The Subrecipient and any of their sub-recipients must comply with the government-wide requirements for a drug-free workplace, as codified at 29 CFR part 94 and 48 CFR part 23.504. These requirements include but are not limited to: (1) proper establishment, publishing and distribution of drug free workplace statement and drug-free awareness program, and (2) proper notification procedures of any employee violations. Failure to comply with these requirements may be cause for suspension or disbarment. All WIOA Title I grant recipients and Subrecipients must comply with the government-wide requirements for a drug-free workplace, codified at 29 CFR part 94 and 48 CFR part 23.504.

15.2 Licensing
The Subrecipient shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements/standards necessary for performance under this Agreement.

15.3 Salary and Bonus Limitations
No funds received under this agreement may be used to pay for the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation does not apply to vendors providing goods and services as defined in OMB 2 CFR 200.

15.4 Taxes
The Subrecipient shall be solely liable for payment of payroll taxes, unemployment contributions, and any other applicable taxes, insurance, or other expenses for the Subrecipient’s staff.

15.5 Motor Vehicle Safety Policies
The Subrecipient is encouraged to develop policies and programs for the use of seat belts while driving and for the banning of cell phone use or texting while driving.
15.6 Wages and Hours
The Subrecipient shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by DOL regulations (29 CFR Part 5). (Construction contracts awarded by the Subrecipient and its sub-recipients in excess of $2000, and in excess of $2500 for other contracts which involve the employment of mechanics or laborers.)

Any wages paid by the Subrecipient using funds from this Agreement shall be reasonable, necessary, and allocable for performance of this Agreement, and not in excess of the usual and accustomed wages for individuals with similar qualifications. Wages must also comply with the Washington State Minimum Wage Act, RCW § 49.46.

No funds obtained through this Agreement may be used to pay the wages of incumbent employees during their participation in economic development activities provided through statewide workforce delivery system.

16. INSURANCE AND BONDING

16.1 Bonding
The Subrecipient must ensure that:

a. The Subrecipient has purchased fidelity bonding to protect against risk of loss from all officers, directors, employees, or other individuals who receive or deposit funds into program accounts, or issue other financial documents, checks, or other instruments of payments.

b. Fidelity bonding secured pursuant to this Agreement must have coverage of $100,000 or the highest planned advance or reimbursement for the program year, whichever is greater.

c. The Subrecipient will provide a copy of the bonding instrument or a certification of the same from the bond issuing agency.

16.2 Business Auto Policy
The Subrecipient shall maintain automobile liability insurance, with a minimum limit of $1,000,000, when vehicles owned or leased by the Subrecipient or its employees, its sub-recipients, or volunteers are used to provide services in performance of this Agreement. The Subrecipient will provide a copy of the insurance certificate to the WDC.

16.3 Commercial General Liability Insurance
The Subrecipient shall at all times during the term of this Agreement, carry and maintain commercial general liability insurance that covers bodily injury, property damage and contractual liability with the following minimum limit: Each Occurrence - $1,000,000; General Aggregate - $2,000,000. The Subrecipient will provide a copy of the insurance certificate naming the WDC as Additional Insured.

16.4 Industrial Insurance Coverage
The Subrecipient shall comply with the provisions of Title 51 RCW, Industrial Insurance. If the Subrecipient fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, WDC may collect from the Subrecipient the full amount payable to the Industrial Insurance accident fund.

WDC may:

a. Deduct the amount owed by the Subrecipient to the accident fund from the amount payable to the Subrecipient by Agency under this Agreement; and

b. Transmit the deducted amount to the Department of Labor and Industries (L&I), Division of Insurance Services.

This provision does not waive any of L&I’s right to collect from the Subrecipient. The Subrecipient will provide a copy of the insurance certificate to the WDC.
16.5 Professional Liability Insurance
If the Subrecipient is NOT a 1099 subcontractor to the WDC, they shall carry and maintain professional liability insurance. Such coverage shall cover losses caused by error and omissions in rendering professional services and shall have the following minimum limits: $300,000 per incident, loss or person. The Subrecipient shall ensure employees and any of its sub-recipients are covered by professional liability insurance. The Subrecipient will provide a copy of the insurance certificate to the WDC.

16.6 Additional Provisions

16.6.1 Excess Coverage
The limits of all insurance required to be provided by the Subrecipient shall be no less than the minimum amounts specified.

16.6.2 Identification
All insurance policies shall reference this Agreement.

16.6.3 Insurance Carrier Rating
The insurance required shall be issued by insurance companies authorized to do business within the State of Washington. Insurance is to be placed with an insurer that has a “Best” rating of A-, Class VII or better. Exceptions include placement with a “Surplus Lines” insurer or an insurer with a Best’s rating lower than A-, Class VII.

16.6.4 Material Changes
The WDC shall be given advance notice of any material change to insurance policies coverage for services provided under this Agreement.

16.6.5 Self-Insured
If self-insured, the Subrecipient warrants that it will maintain coverage sufficient to cover any liability specified above that may arise from the performance of this Agreement, and that the Subrecipient’s Risk Officer or appropriate individual will provide the WDC evidence of such insurance. Annually, the Subrecipient will provide the WDC with a copy of the applicable insurance face sheet(s) or certification of self-insurance reflecting this coverage. Insurance coverage(s) must be effective no later than the effective date of the Subrecipient Agreement and for the term of the Agreement.

17. INTELLECTUAL PROPERTY RIGHTS

17.1 Federal Requirements
The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under this Agreement, including a sub-grant or contract under the grant or sub-grant; and ii) any rights of copyright to which the Subrecipient, its sub-recipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:
“This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the Subrecipient and does not necessarily
reflect the official position of the DOL. DOL makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.”

17.2 Ownership of Materials
Unless otherwise provided, and subject to the other requirements listed in this Agreement, the Subrecipient shall retain ownership of all material it creates using funds from this Agreement.

17.3 Licensing of Materials.
The Subrecipient shall license to the public all materials created or modified using funds from this Agreement under the Creative Commons Attribution License.

For materials created using funds from this Agreement, or that were developed using WIOA funding, the Subrecipient hereby grants to the WDC a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Subrecipient warrants and represents that Subrecipient has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the WDC.

18. INTERNAL CONTROLS
Subrecipient must develop and maintain an internal control structure and written policies that are in compliance with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission. These internal controls are needed to provide safeguards to protect personally identifiable information, records, contracts, grant funds, equipment, sensitive information, tangible items, and other information that is readily or easily exchanged in the open market, or that the WDC or the Subrecipient considers to be sensitive, consistent with applicable Federal, State and local privacy and confidentiality laws.

These internal controls must include assurance that the Subrecipient is:
  a. Managing funds under this Agreement in compliance with federal statutes, regulations, and the terms of this Agreement;
  b. Complying with federal statutes, regulations, and the terms and conditions of the federal award;
  c. Evaluating and monitoring Subrecipients’ compliance with applicable laws and terms of this Agreement; and
  d. Taking prompt action when instances of noncompliance are identified.

19. LIMITATIONS ON CONSTRUCTION AND REPAIR
19.1 Copeland Anti-Kickback Act
The Subrecipient shall comply with the Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented in DOL regulations (29 CFR Part 3) for all contracts and sub-grants for construction or repair.

19.2 Davis-Bacon Act
The Subrecipient shall comply with the Davis-Bacon Act (40 U.S.C. 276a-7) as supplemented DOL regulations (29 CFR Part 5) for all contracts and sub-grants for construction or repair in excess of $2,000.

19.3 Flood Insurance
No funds obtained through this Agreement may be used to acquire, modernize, or construct property in identified flood-prone communities, unless the community participates in the National Flood Insurance
program and flood insurance is purchased within one year of the identification. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

19.4 Funding for Construction
Unless specified otherwise in this Agreement, the Subrecipient shall not spend any funds from this Agreement on construction or purchasing of facilities or buildings, or other capital expenditures for improvement to land or buildings. Any new facilities designed or constructed with funds from this Agreement must comply with: The Architectural Barriers Act of 1968, 42 U.S.C. 4151, as amended, the Federal Property Management Regulations (see 41 CFR 102-76), and the Uniform Federal Accessibility Standards issued by GSA (See CFR 36 CFR 1191).

19.5 Religious Construction
The Subrecipient shall not use any funds made available through this Agreement for the construction, operation, or maintenance of any part of any facility used for sectarian instruction or used as a place for religious worship. However, maintenance of facilities that are not primarily used for instruction or worship and are operated by organization providing services to WIOA participants may be allowed.

20. LIMITATIONS ON FUNDING PROVIDED

20.1 ACORN Prohibition
No funds made available under this Agreement may be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations, or successors.

20.2 Business Relocation
No funds obtained through this Agreement may be used to: (1) Encourage or induce any business or part of a business to relocate from any location in the United States, if that relocation will result in any employee losing their job; or (2) provide customized training, skill training, on-the-job training, incumbent worker training, transitional employment, or company specific assessment of job applicants for employees of any business that has relocated from any location in the United States for 120 days after the relocation, if the relocation resulted in an employee losing their job at the original location.

20.3 Religious Activity Trainings
The Subrecipient shall comply with the requirements of 29 CFR part 2, subpart 2 which governs circumstances when any funds made available through WIOA and this Agreement may be used to employ or train participants in religious activities.

20.4 Health Benefits Coverage
The Subrecipient shall ensure that the use of funds obtained through this Agreement used for Health Benefit coverage complies with 506 and 507 of Division G of Public Law 113-235, the Consolidated and Further Continuing Appropriation Act, 2015.

20.5 Trafficking in Persons
No funds obtained through this Agreement may be used to traffic in persons as defined in DOL Standard Federal Award Terms & Conditions found at http://doleta.gov/grants/resources.cfm.

21. LOBBYING

21.1 Restrictions on Lobbying
The Subrecipient shall comply with lobbying restrictions set forth in WIOA; 29 CFR Part 93 (New Restrictions on Lobbying) and any subsequent updates; and RCW 42.17A. The Subrecipient shall also make available upon request required disclosure information if the Subrecipient participates in lobbying activities during the grant period.
21.2 Certification
The Subrecipient shall provide, in Exhibit D to this Agreement, its certification that it is in compliance with the lobbying restrictions listed in WIOA and 29 CFR Part 93.

21.3 Publicity
No funds provided under this Agreement shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself. Nor shall funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature, or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government.

22. NONDISCRIMINATION
The Subrecipient shall comply with all nondiscrimination requirements listed in this agreement, as well as all federal and state nondiscrimination laws, including but not limited to, Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972; and the Americans with Disabilities Act of 1990, Section 188 of WIOA and any DOL regulations relating to Section 188.

The Subrecipient must not discriminate in any of the following areas:
   a. Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
   b. Providing opportunities in, or treating any person in regard to, such a program or activity; or
   c. Making employment decisions in the administration of, or in connection with, such a program or activity.

The Subrecipient also ensures that it will comply with 29 CFR, Part 38; including the Nondiscrimination Plan developed by the Washington Employment Security Department and any WIOA policies and procedures issued.

22.1 Discrimination
No individual in the United States may, on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, transgender status, and gender identity), national origin (including limited English Proficiency), age, disability, or political affiliation or belief, or for beneficiaries on the basis of citizenship status or participation in any WIOA Title I-financially assisted program or activity; be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.

22.2 Program Participation
As long as an individual meets the other program requirements, participation in any programs funded in whole or in part by this Agreement shall be available to all citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees and other immigrants authorized by the Secretary of Homeland Security to work in the United States.
22.3 Notification
The Subrecipient shall post the attached “Equal Opportunity is the Law” notice prominently in reasonable numbers and places and in available and conspicuous physical locations and on the recipient’s website; shall disseminate the notice in internal memoranda, other written or electronic communications; shall include the notice in handbooks or manuals; make the notice available during orientations and to each participant. A signed copy of the notice will also be made a part of the participant’s electronic and paper files. All medical information and/or information regarding a participant’s disability must be kept confidential and maintained in a file that is separate from the participant’s file.

The Subrecipient shall include the following Equal Opportunity tagline in recruitment brochures and other materials that are ordinarily distributed or communicated in written and/or oral form, electronically and/or on paper, to staff, clients, or the public at large, to describe WIOA Title I financially assisted programs or activities or the requirements for participant by recipients and participants.

“(NAME OF ORGANIZATION) is an equal opportunity employer/program. Auxiliary aids and services are available upon request to persons with disabilities.”

Where such materials indicate that the recipient may be reached by voice telephone, the materials must also prominently provide the relay number: Washington Relay Service 711.

22.4 Reporting
The Subrecipient shall promptly notify the Local EO Officer of any administrative enforcement actions or lawsuits filed against it alleging discrimination on the grounds of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief; or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in a WIOA Title I-financially assistance program or activity.

The State EO Officer will notify the Commissioner of Employment Security Department (ESD) and the Civil Rights Center (CRC).

23. PERFORMANCE STANDARDS
The Subrecipient shall comply with the applicable requirements of WIOA section 116. This includes, but is not limited to the tracking, recording, and reporting on their performance accountability measures. The Subrecipient must also enter all necessary data for federal reporting and performance accountability measures into the state MIS case management systems or its successor.

24. PUBLIC ANNOUNCEMENTS
When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, the Subrecipient shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

25. PURCHASING AND CONTRACTING REQUIREMENTS
25.1 Buy American Act
Purchases made under this Agreement using funds made available under WIOA or the Wagner-Peyser Act (29 U.S.C. 49 et seq.) shall comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the “Buy America Act”).

Any person who a court or Federal Agency has determined in final judgment of selling or shipping any good with a false label of being a product made in America shall be ineligible to receive any contract or subcontract with funds made available under this Agreement.
25.2 Procurement Requirements
All purchasing of goods and services by the Subrecipient using funds made available through this Agreement must be done in accordance with 2 CFR 200.317-.326 and other applicable federal, Washington state and local purchasing laws, policies, and regulations. These purchasing requirements include, but are not limited to:

a. Maintaining a procurement policy that complies with the requirements contained in 2 CFR 200.318;
b. Complying with competition requirements of 2 CFR 200.319;
c. Following the proper method of procurement as identified in 2 CRF 200.320, including but not limited to following the simplified acquisition threshold;
d. Providing adequate opportunities for small and minority business, women’s business enterprise, and labor surplus area firms through the process identified in 2 CFR 200.321; and
e. All procurement of professional services must be done in accordance with 2 CFR 200.459.

The Subrecipient is also encouraged to provide subcontracting opportunities to Historically Black Colleges and Universities, and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities.

25.3 Prohibition on Contracting with Corporations with Felony Criminal Convictions
The Subrecipient must not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding twenty-four (24) months.

25.4 Prohibition on Contracting with Corporations with Unpaid Tax Liabilities
The Subrecipient must not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely matter pursuant to an agreement with the authority responsible for collecting the tax liability.

25.5 Prohibition on Contracting with Inverted Domestic Corporations
No funds made available under this Agreement may be used for any contract with any foreign incorporated entity which is treated as an inverted domestic corporation under section 535(b) of the Homeland Security Act of 2002 (6 U.S.C. 395(b)) or any subsidiary of such an entity.

25.6 Oversight
The Subrecipient must maintain oversight over all subcontracts. This includes, but is not limited to, monitoring Subrecipient performance regarding contract terms, conditions, and specifications.

25.7 Equipment and Supplies
25.7.1 Acquisition
The Subrecipient must receive prior approval from the WDC for the purchase of any equipment with a per unit acquisition cost of $5,000 or more, and a useful life of more than one year using funds obtained through this Agreement. This includes the purchases of automatic data processing equipment. Equipment purchases must be made in accordance with 2 CFR 200.313 or 2 CFR 200.439. This Agreement does not give approval for equipment specified in an awardee’s budget or statement of work unless specifically approved.

25.7.2 Equipment Management
All equipment purchased with funds obtained through this Agreement must be managed in accordance with 2 CFR 200.313. This includes, but is not limited to:
a. Maintaining records of the property that includes description of the equipment, title, cost, grant award contribution, and identifiable information;
b. Conducting inventory of equipment at least every two years;
c. A control system developed to adequately safeguard property;
d. Proper maintenance of the equipment; and
e. Disposal of equipment in accordance with federal and state law.

25.7.3 Supplies
Title to supplies acquired with funding provided under this Agreement shall vest with the Subrecipient at acquisition. A residual inventory of unused supplies exceeding $5,000 in value at the time of completion of this Agreement must be used by the Subrecipient on other federal projects or sold. As long as the WDC retains an interest in the supplies, they must not be used to provide services for a fee that is less than private companies charge for equivalent services.

25.7.4 Recovered Materials
Purchases made pursuant to this Agreement must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, which requires purchases of items over $10,000 to contain the highest percentage of recovered materials while maintain satisfactory level of completion. Guidelines for recovered materials are found in 40 CFR part 247.

26. RELATIONSHIP OF THE PARTIES

26.1 Independent Subrecipient
The parties intend that an independent Subrecipient relationship will be created by this Agreement. The Subrecipient and his or her employees or agents performing under this Contract are not employees or agents of the WDC. The Subrecipient will not hold himself/herself out as, nor claim to be an officer or employee of the WDC by reason hereof, nor will the Subrecipient make any claim of right, privilege or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with the Subrecipient.

26.2 Indemnification
Each party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this agreement. In the case of negligence of both WDC and the Subrecipient, any damages allowed shall be levied in proportion to the percentage of negligence attributed to each party.

27. REPORTING

27.1 Closeout
Sub-Subrecipients shall submit a closeout package, that is supplied by the WDC, within forty-five calendar days, or as otherwise instructed, after the end date of this Agreement or when the funding is fully utilized, whichever comes first.

27.2 Quarterly Reports
The Subrecipient must submit quarterly financial reports to the WDC budget manager no later than the 15th day of the month following the end of each calendar quarter. These reports must be sent via email to fiscal@seakingwdc.org in the format provided by the WDC.

27.3 Certifications
Any annual and final fiscal reports or vouchers requesting payment under this Agreement must include a certification, signed by an official who is authorized to legally bind the Subrecipient, which reads: “By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and
accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.”

27.4 Cost Rates
Subrecipient must submit an approved federally recognized indirect costs rate negotiated between the Subrecipient and the Federal Government. If no such rate exists the Subrecipient must submit to the WDC Budget Manager a de minimus cost rate as defined in 2 CFR Part 200.414 – Indirect Facilities and Administrative costs or negotiate a rate with the WDC Budget Manager upon contract execution.

28. MILITARY SELECTIVE SERVICE
The Subrecipient shall ensure that any individual participating or receiving any benefit from funds made available through this contract has complied with the Military Selective Service Act.

29. VETERANS PRIORITY
The Jobs for Veterans Act (Public Law 107-288) requires the Subrecipient to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veteran’s priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program’s eligibility requirements. Subrecipient must comply with the WDC’s guidance on veterans’ priority. The WDC’s policy #02-2001 and Technical Assistance memo #17 provide guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL.

30. VIOLATION OF PRIVACY ACT
No funds made available under this Agreement may be used in contravention of the 5 U.S.C. 552(a) or regulations implementing that section.

31. USE OF NAME PROHIBITED
The Subrecipient shall not in any way contract on behalf of or in the name of the WDC.

32. USE OF STATE RESOURCES
Subrecipients and any of their sub-recipients shall comply with ESD WIOA Policy #5408 and ESD Policy and procedure #2015 when using state-owned information technology resources.

33. WAIVER
A failure by the WDC to exercise its rights shall not constitute a waiver of any rights under this Agreement unless stated to be such in writing signed by an authorized representative of the WDC and attached to the original Agreement.
EXHIBIT D
EQUAL OPPORTUNITY
EQUAL OPPORTUNITY IS THE LAW

29 CFR Part 37.30

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and

Against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA), on the basis of the beneficiary’s citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity. If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within one hundred eighty (180) days from the date of the alleged violation with either: the recipient’s Equal Opportunity Officer (or person whom the recipient has designated for this purpose); or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until ninety (90) days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within ninety (90) days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within thirty (30) days of the ninety- (90-) day deadline (in other words, within one hundred twenty (120) days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within thirty (30) days of the date on which you received the Notice of Final Action.
EXHIBIT E
CERTIFICATION REGARDING LOBBYING
CERTIFICATION REGARDING LOBBYING

APPENDIX A TO TITLE 29, PART 93 - CERTIFICATION REGARDING LOBBYING
Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned (i.e., the Subrecipient signatory) certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form– LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Subrecipient acknowledges that this certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into, that submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., and that any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

SIGNED AND DATED:

________________________________________ Date: ___________________________
Authorized Signature

Name: _______________________________ Title: _______________________________

Page 1 of 1 19-109-OSY WIOA Out-of-School Youth King County Employment and Education Resources Rev. 5/2019
CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

APPENDIX A TO TITLE 29, PART 98 - CERTIFICATION REGARDING DEBARMENT AND SUSPENSION - Certification for Contracts, Grants, Loans, and Cooperative Agreements

1. The undersigned (i.e., the Subrecipient signatory) certifies, to the best of his or her knowledge and belief, that it and its principals:
   A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
   B. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
   C. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(B) of this certification; and,
   D. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation of this proposal (or plan).

SIGNED AND DATED:

________________________________________ Date: ___________________________
Authorized Signature

Name: _______________________________ Title: _______________________________
EXHIBIT G
SIGNATURE AUTHORIZATION FORM
**Signature Authorization**

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**Persons Authorized to Sign Contract Documents**  
*(Contracts, Modifications, Closeouts)*

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## Persons Authorized to E-Mail Invoices

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## Authorizing Authority

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NOTE: Authorizing Authority provides authority to all other signatories and must be completed.
I. WORK STATEMENT

The Workforce Development Council of Seattle-King County (WDC), hereinafter referred to as the “Contractor”, shall execute Veteran, Seniors and Human Services Levy (VSHSL) Financial Stability Strategy 1A Employment Training, Placement and Supports to prepare persons from vulnerable populations for employment, connect them with employment opportunities, and then support them in succeeding as an employee.

The Contractor shall allocate and expend Employment Training, Placement and Support funds:

- To provide case management and support low-income vulnerable populations residents of King County who are unemployed or underemployed;
- To prepare individuals for employment, connect them with employment opportunities, and support them in succeeding as an employee.
- To provide financial assistance for enrolled individuals for vocational education trainings and related employment needs (i.e. clothing or union dues, child care to enable attendance to a training or interview, etc) to ensure success in program completion.
- In a manner consistent with King County Equity and Social Justice Policies.

The Contractor shall administer funds for these activities in an amount not to exceed $600,000 in Veterans, Seniors and Human Services Levy (VSHSL) vulnerable populations funds for the period of July 1, 2019 through December 31, 2020.

II. PROGRAM DESCRIPTION

A. Outcome

Increase the ability of vulnerable populations to secure and retain career employment

B. Outcome Measures

The outcome and performance measures shall be determined in collaboration with the VSHSL Performance Measurement and Evaluation Section as described in Section IV. Reporting Requirements.

C. Eligibility

Adults meeting vulnerable population definition, residing in King County

D. Definitions

1. Assessment is the process of screening individuals for program eligibility and determining the level and initial type of services needed, including identification and plan for elimination of barriers to employment and housing. The assessment may also include examination of client resources and strengths,
including family and other close supports, which can be utilized during service planning.

2. Average monthly wage is the total from all clients placed in a job during a quarter.

3. Case management is the overall coordination of an individual’s use of services, developed in conjunction with an individual client. This includes an initial assessment of client needs, on-going assessment, identification of barriers, development of an individualized case/career plan and when appropriate, arranging, monitoring, evaluating and advocating for a set of services that will provide clients with a strategy for achieving self-sufficiency.

4. Client support services is financial assistance provided to enrolled participants to purchase related employment needs (e.g. tuition, clothing, limited child care related to training or job placement, etc.) to ensure their success in program completion.

5. Cultural Competency is:
   a. Having a defined set of values and principles, and demonstrating behaviors, attitudes, policies and structures that enable the organization to work effectively in cross-cultural situations;
   b. Having the capacity to 1) incorporate equity and social justice, 2) conduct self-assessment, 3) manage the dynamics of difference, 4) acquire and institutionalize cultural knowledge, and 5) adapt to diversity and the cultural contexts of the communities they serve; and
   c. Incorporating the above in all aspects of policymaking, administration, practice, service delivery and involving consumers and key stakeholders.

6. The Department of Community and Human Services (DCHS) web-referenced definitions for the following terms can be found at the CSD Contracts Requirement website. The website address is: http://www.kingcounty.gov/VSHSL-definitions
   a. Administration
   b. Planning
   c. VSHS Implementation Plan
   d. Vulnerable Populations

7. Economic self-sufficiency is an economic standard by which employment income is sufficient to meet the level a working family must have in order to meet their basic needs without public assistance based on geographic location and household composition.
8. Full-time livable wage jobs is defined as jobs starting at $13 per hour, 30 or more hours per week and ideally including health benefits, and that have an identifiable career pathway leading to self-sufficiency as measured by the Self-Sufficiency Calculator.

9. Job placement is the ability to facilitate and provide assistance with job acquisition and retention in career pathways towards self-sufficiency. This includes strong employment connections and the ability to identify key credentials that will increase earnings for self-sufficiency.

10. Pre-employment average monthly household income is the monetary income of all sources (i.e. wages, disability, social security, or any other regular financial payments, child support) of the entire household including the client at time of enrollment into the program.

11. Post-employment average monthly household income is the monetary income of all sources (i.e. wages, disability, social security, or any other regular financial payments, child support) of the entire household including the client at time of client placed into employment.

12. Retention services are provided to ensure participants remain in training and complete training. Assistance applies to employment, and maintaining employment.

E. Program Requirements

1. The Contractor shall be expected to demonstrate how VSHSL funds were utilized to prepare individuals for jobs through vocational training, placement into living wage jobs, and financials supports to assist clients achieving program success.

2. The Contractor shall allocate and expend funds in alignment with the Work Statement. Use of funds by the Contractor for planning and administration is strictly prohibited. This prohibition does not extend to such use by any of the Contractor’s sub-contracted agencies.
3. The Contractor shall conduct Request-for-Proposal (RFP) processes to allocate available VSHSL funds as required in the VSHSL Implementation Plan and which adhere to the following:

a. Invitation to all Councilmembers to designated council district staff to participate in any community planning sessions that may be assembled to develop the implementation approach for executing the strategy identified.

b. Include standard VSHSL questions in the procurement process:
   i. King County Districts of service intent
   ii. The number of full-time equivalent of the applying agency
   iii. Agency’s prior year’s annual budget
   iv. Include core performance measures, solidified from the draft version included in the VSHSL Implementation Plan and developed in partnership with DCHS VSHSL staff, for the VSHSL strategy.

c. The RFP panel shall include:
   i. An invitation to all King County Councilmembers to designate council district staff to participate as nonvoting members of the selection panel for each procurement process. Participation of any district staff shall adhere to the parameters described in the VSHSL Implementation Plan. The Contractor shall consult with the DCHS VSHSL staff to coordinate.
   ii. Anti-bias training for review panels

d. Notification to DCHS of any community planning sessions and RFP launch and award decisions.

4. The Contractor shall assist DCHS VSHSL staff to effectively communicate Employment Training, Placement and Supports programs including:

a. Providing advance notification of community planning sessions and procurement processes.

b. Providing information to effectively answer King County Executive or King County Council requests for information on projects, securing agencies and/or clients to testify at County Council and providing other assistance communicating the benefits of levy funding, as needed.

c. Providing notification of awards from Contractor processes within two weeks of awardee notification and prior to making any media announcements related to these awards.

5. The Contractor shall coordinate and align services with other VSHSL funded community partners to better serve King County residents

da. As appropriate, ensure programs are listed with King County 2-1-1 and that program information is updated, at a minimum, annually.

e. Coordinate with system partners as needed, including the King County Veterans Program and other access hubs through which VSHSL target populations may seek services.
f. A representative from Contractor and any subcontractor shall attend at a minimum of two meetings per 12-month contract period of VSHSL-funded providers coordinated by DCHS VSHSL staff to improve system connection and coordination of existing services.

6. The Contractor shall incorporate relevant contract requirements arising from the VSHSL Implementation Plan with any subcontracts enacted under this Exhibit.

7. The Contractor shall include, and require any subcontractors to include, an attribution to the VSHSL with the use of the VSHSL logo and/or a statement such as “This program receives funding from the King County Veterans, Seniors and Human Services Levy”, in all program marketing materials, digital or hardcopy, developed during this Exhibit period.

8. The Contractor shall, once developed, complete or require any subcontractors to complete and participate in a VSHSL-funded wage study every two years to help inform understanding of prevailing wages among nonprofit providers, and how compensation may be contributing to staff satisfaction, turnover and client outcomes. Results of the survey will be made available to all VSHSL funded providers.

9. DCHS Web-Referenced Definitions or Requirements Site Language

If any changes are made to DCHS web-referenced definitions or requirements, DCHS VSHSL shall inform the Contractor and its subcontractors by email, in writing or via DocuSign within two business days. It shall be the Contractor and their subcontractor’s responsibility to review the definition changes via the web site and to inform the DCHS staff that oversees this contract within five business days when the definition review is completed, by email, in writing or via DocuSign.

III. COMPENSATION AND METHOD OF PAYMENT

A. Billing Invoice Package

1. The Contractor shall submit a Billing Invoice Package (BIP) monthly that consists of an invoice statement, electronic copy of expenses, and other reporting requirements as stated in Section IV., REPORTING REQUIREMENTS, of this Exhibit in a format approved by DCHS. The BIP is due within ten working days after the end of each month.

2. A signed hard copy of the invoice statement shall be submitted through regular mail or by email in PDF format to the DCHS Adult Employment Program Manager. Accompanying reports as stated in Section IV. Reporting Requirements shall be submitted electronically.

B. Method of Payment

1. Reimbursement shall be made monthly.

a. The total amount of payment for Vulnerable Populations pursuant to this Exhibit shall not exceed $200,000 for 2019.

b. The total amount of payment for Vulnerable Populations pursuant to this Exhibit shall not exceed $400,000 for 2020.
2. Funds shall not be used for planning or administration costs.

IV. REPORTING REQUIREMENTS

A. The Contractor shall submit the following monthly activity reports, along with the billing invoice package, in a format to be provided by DCHS. The report shall contain number of clients enrolled, number of individualized employment plans developed, vocational education completions, funds expended for employment supports per client and the purpose of these funds, job placement, and pre-post household income. The Contractor shall submit this report each month.

B. Evaluation Activities:

DCHS VSHSL is committed to sharing with communities and stakeholders what resulted from this funding. The Contractor shall name a person who shall lead evaluation activities for this contract. The evaluation protocol and set of performance measures should reflect the key outcomes Contractor hopes to achieve as a result of the activities in this contract. The evaluation plan shall be developed in partnership with the DCHS VSHSL Performance Measure and Evaluation (PME) Section and is intended to provide the Contractor and DCHS leadership with useful information for decision making, planning and program management.

C. The Contractor shall engage in evaluation activities, including:

1. Meeting with DCHS VSHSL staff and/or their evaluation contractor(s) to create an Evaluation Plan during the first two months of the contracting period.

2. Collecting and reporting client-level data according to DCHS data standards and the timeline outlined in the Evaluation Plan.

3. Reporting system-level implementation data in the bi-annual narrative progress reports.

4. Implementing and reporting data from a client satisfaction survey that will include VSHSL-wide questions beginning in 2020.

5. Participating in activities to support evaluation and learning which may include group meetings to share learning with other Contractors working on similar strategies.

6. Providing additional data or information to DCHS VSHSL staff and/or their evaluation contractor(s) outside of the regular reporting schedule to respond to specific requests.

C. Evaluation Plan

The Contractor shall work in collaboration with DCHS VSHSL staff and/or their evaluation contractor(s) to develop an Evaluation Plan within the first two months of the contracting period. The Evaluation Plan shall use a format to be supplied by DCHS VSHSL and shall include, at a minimum: performance measures, goals (if applicable), reporting requirements, and reporting method. Typically, one of each type of performance measure (below) modeled on the
Results Based Accountability framework shall be included in the final Evaluation Plan. Where there are multiple contractors or subcontractors working on a related strategy, the Evaluation Plan may also include at least one strategy-level performance measure.

1. Quantity of services provided: How much did we do?
   
   *For example, # of clients served or # of activities by activity type*

2. Quantity of service provided: How well did we do it?
   
   *For example, percent of services begun within 30 days of enrollment percent of participants satisfied with services, or measure of fidelity to an evidence-based model.*

3. Quantity of clients that are better off?
   
   *For example, percent of clients with improved health and well-being or with increased skills, knowledge or changed behaviors. For policy, systems, or environmental project, this shall usually be a narrative description of the change that a Contractor/subcontractor has seen as a result of their work.*

4. The Evaluation Plan shall be considered final after the Contractor has been informed by email, in writing, or via Docusign within two business days. It shall be Contractor’s responsibility to review the Evaluation Plan and shall be made available on the VSHSL website at [http://www.kingcounty.gov/VSHSL-Evaluation](http://www.kingcounty.gov/VSHSL-Evaluation).

D. Other Reporting Requirements

1. The Contractor shall submit a bi-annual narrative progress reports providing achievements, challenges, client stories, a list of service sites, and other items as requested. The template for the bi-annual reports shall be provided by the DCHS VSHSL staff and shall be due July 31, and February 15 each year.

2. The Contractor shall provide information as requested by the VSHSL Operations Section of DCHS for VSHSL funded program information as needed to respond to information requests from the King County Council.
In November 2017, the CoC undertook focused review of CEA assessment scores disaggregated by race. Analysis by the Coordinated Entry Policy Advisory Committee and Coordinating Board confirmed disparate impacts. In November 2018 the CoC created an IP workgroup to quickly revise the formula used to identify the most vulnerable single adults, young adults and families for the CEA priority pool. In January 2019 CEA started using the formula revised by the IP workgroup to determine prioritization for housing resources.
12,600 households experiencing homelessness received services in the homeless response system on 6/30/2019

http://allhomekc.org/data-overview/

http://allhomekc.org/rapid-re-housing/#by-race-ethnicity


WA-500 Seattle-King County Continuum of Care
CEA Interim Prioritization Overview

Prepared by the King County Department of Community and Human Services,
Performance Measurement and Evaluation
January 23, 2019
Goal of CEA Interim Prioritization Workgroup

The IP workgroup was tasked with quickly revising the formula used to identify the most vulnerable single adults, young adults, and families on the Coordinated Entry for All (CEA) community queue to be prioritized for housing so that the weekly lists are more racially equitable.

To implement quickly, the interim formula identified by the IP workgroup must be based on currently available data (i.e., without reassessing individuals or collecting new data).
Increased equity in the prioritization scoring formula would look like:

- The likelihood of being prioritized for housing (i.e., appearing on the “Top 40 list”) is more similar across racial groups.
- The proportion of people of color being prioritized for housing (i.e., appearing on the “Top 40 list”) is more similar to the proportion of people of color being assessed via Coordinated Entry for All.

Note that CEA has many other initiatives, including to expand and improve equity in access, diversify the assessor pool, enhance the flag review process, and ensure equitable referrals to housing.