

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.

- Using the CoC Application Detailed Instructions while completing the application in e-snaps.

- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.

- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.

- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.

- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.

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

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

1A. Continuum of Care (CoC) Identification

Instructions:

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

1A-1. CoC Name and Number: WA-501 - Washington Balance of State CoC

1A-2. Collaborative Applicant Name: State of Washington Department of Commerce

1A-3. CoC Designation: CA

1A-4. HMIS Lead: State of Washington Department of Commerce

1B. Continuum of Care (CoC) Engagement

Instructions:

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

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

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	No
Local Jail(s)	Yes	Yes	Yes
Hospital(s)	Yes	No	No
EMT/Crisis Response Team(s)	Yes	Yes	No
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Youth advocates	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Faith-based organizations	Yes	Yes	Yes
Employment Services Organizations	Yes	Yes	Yes
Washington State Dept of Health and Human Services	Yes	Yes	Yes

1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

The CoC's multi-tiered structure encourages our local County CoCs to engage LOCAL GOVERNMENT in homeless planning and coordination. At regular meetings in most counties, providers and local government and advocates participate in committee planning and program development. Local government and our providers are deeply involved as staff/planners/volunteers on PITs, Con Plans, housing planning and homeless program implementation. Homeless committees have engaged the Mayors/County Commissioners to provide leadership in developing Levies and community education events. Our Steering Committee has 6 local government Reps. The CoC utilizes the expertise of YOUTH advocates/providers through our active Youth Committee. Our 2 youth program grantees, child care providers, school liaisons, HeadStart staff, and other advocates help develop serve on our committees. We are also share information and are coordinating with the new WA State Office of Youth, represented on our Steering Committee.

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

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
Northwest Youth Services	Yes	Yes	Yes
Thurston Youth Services	Yes	Yes	Yes
Kitsap Stand Up for Kids	No	Yes	No
Serenity House Dream Center	No	Yes	Yes
Kitsap R.W. Martin Youth Services	No	Yes	No
Benton-Franklin Community Action Council	No	Yes	Yes
Lower Columbia Community Action Programs	No	Yes	Yes
Housing Opportunities for Students in Transition (HOST)	No	Yes	No
Whatcom Catholic Housing Services	No	Yes	Yes
Skagit Oasis Teen Center	No	Yes	No

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area.

Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
Clallam Forks Abuse Center	Yes	No
Thurston Family Support Center	Yes	Yes
Cowlitz Emergency Support Center	Yes	No
Grays Harbor Domestic Violence Center	Yes	No
Whatcom Dorothy Place	Yes	Yes
Skagit Domestic Violence/Sexual Assault Services	Yes	No
Walla Walla Blue Mountain Action Council	Yes	Yes
Okanogan Support Center	Yes	No
Kitsap YWCA	Yes	No
Pacific Crisis Support Network	Yes	No

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

The Continuum has made a major effort over the past 2 years to obtain applications from counties and organizations previously not funded. We announced on our website, at meetings and broadly distributed to all known organizations in the CoC that we prioritize TA to applicants from previously unfunded counties and that such applications receive bonus points. This resulted in 5 of 10 2015 Bonus Funds applicants from not previously funded organization, including 2 from unfunded counties. One of the 3 which received HUD approval in 2015, was from a new grantee/new county. In 2016, 4 of the 8 applications were from new organizations, including 2 from previously unfunded counties; and 1 of 2 Bonus applications in our Project Listing is from a new organization. The highest rated projects are placed in order in the Project Listing. Criteria include needs, housing first, mainstream resources use, readiness, capacity, approach, HUD priorities, cost effectiveness, unfunded counties and leverage.

1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation? Semi-Annually

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

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

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

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

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	15
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	15
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	15
How many of the Con Plan jurisdictions are also ESG recipients?	1
How many ESG recipients did the CoC participate with to make ESG funding decisions?	1
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1

1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)

At the local level, CoC members meet frequently with 12 of 14 local Con Plan entities on housing and planning committees, event planning, community education, C.P. review and programming; and at least semi-annually with the other 2, (overall average of more than 50 hrs/mo). Examples: 1/4ly CoC meetings with 4 HOME Consortium jurisdictions. Whatcom Co Homeless Coalition and Bellingham CDBG/housing staff meet 2 hrs/mo; 2 hours/mo with CD Advisory Board on needs/gaps/Con Plan; and Mayor 1/4ly. Kitsap Co CoC meets with Kitsap Co and Bremerton Con Plan staff on homeless issues/programs/funding 4 hours monthly.

At the state level, CoC staff are located in the same state agency as the HOME, ESG, CDBG and Con Plan are managed, meeting with them an average of 40 hours a month on homeless and housing planning. The CoC serves as an advisory group to the State. A CoC Executive Committee member meets with WA Health and Human Services staff at least 5 hrs/mo to coordinate on mutual programs.

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

The Collab. Applicant agency for the CoC (Commerce) is also the only ESG recipient in the CoC. To determine the ESG allocation method, the CoC met with CoC Steering Committee (SC) members, local governments and former HPRP grantees. The SC is consulted and engaged in discussion each time a new grant period or ESG amendment is being considered. Monthly, HMIS, PIT results, poverty level and population data is analyzed with the SC to determine funding amounts and which activity types will be allowed, as well as what performance standards ESG providers will be measured against. ESG performance and outcome data, in combination with other federal, state and local program data, is analyzed at least quarterly to track progress toward ending homelessness for populations identified in the Con Plan (in consultation with CDBG, HOME, HOPWA and state programs) and CoC priorities. This data is reported to the SC to assess risk and inform the grant monitoring process and development of a TA plan.

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

**security of participants and how client choice is upheld.
(limit 1000 characters)**

DV survivors and their families may access CE or a separate track of CE depending on their needs for confidentiality, as designed by DV providers and advocates in the CoC. DV are not required to prove income or homeless status before being housed. Services/housing options are discussed based on community resource/client need from all available fund sources such as CoC, ESG, DOJ, HHS, state, local and private. CE & HMIS policies on safety and security are communicated to participants, and personally identifying information (PPI) of DV survivors, whether they are in a DV shelter or not, is not entered into HMIS, based on CoC data confidentiality protocols. Data is maintained in locked steel cabinets. If housing is not currently available, service providers work to secure safe locations until secure housing is obtained. If data is to be shared between DV providers, it is done so in alignment with confidentiality protocols and without PPI (an ID number is used).

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

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Bellingham Housing Authority	49.00%	Yes-Both
Housing Authority of Thurston County	25.00%	Yes-Both
Peninsula Housing Authority	18.00%	No
Joint Pacific County Housing Authority	13.00%	Yes-HCV
Bremerton Housing Authority	42.00%	No

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

**1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness.
(limit 1000 characters)**

All 33 counties in the CoC annually receive proceeds from Real Estate Recording fees (RERF) for homeless housing (\$22.5M for operations/leasing/RRH/PSH) serving 7,897 households annually. LIHTC, VASH also provide homeless housing in our CoC. 15 CDBG jurisdictions and 7 HOME grantees have housing resources for the homeless. Last year, SSFV

resources were made available to our rural areas. The WA Housing Trust Fund annually averages 100 new units and \$1.5 M for affordable housing. Two communities have Housing Levy resources. Additional homeless housing resources are: HOPWA \$35,000 for homeless housing serving with 9 households; WA TBRA \$821,000 for 266 households; and 811 \$3,000 to serve 1 homeless households.

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

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 1000 characters)	
Public Education	<input checked="" type="checkbox"/>
Encampment Response Protocol (steps in community response after a complaint)	<input checked="" type="checkbox"/>
Train provider staff on Restorative Justice practices (focus on needs of victim, offender and community)	<input checked="" type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

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

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

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

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons

**discharged are not discharged into homelessness.
(limit 1000 characters)**

NA

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

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

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

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

The CoC covers 33 counties in the state with urban and rural areas. In collaboration with CoC and ESG grantees, CPD programs, schools, systems of care and mainstream providers, the state CHG program developed standards every county must follow. Counties identify 1 lead CE agency to cover the area and are monitored and provided TA. Access points are advertised and outreach teams (like HOT in Bellingham) cover remote areas to locate those least likely to have or be aware of services. Tools like VI-SPDAT are used for vulnerability and persons are referred based on which intervention is best. Priority is given to those with the most barriers, longest & most episodes. HMIS is used to create unsheltered lists and assess performance and homelessness duration. Each county is required to have at least one low-barrier option in CE. Monthly meetings with providers and relationship-building with jails, hospitals, transit centers, BHAs, media & other community resources expand and build awareness.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list,

enter the information in the blank text box, click "Save" at the bottom of the screen, and then select the applicable checkboxes.

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veterans Advocates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless Response Agencies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faith-based Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Instructions

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

1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	37
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	10
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	27
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

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

Performance outcomes from APR reports/HMIS:	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>
Monitoring criteria:	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input checked="" type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input type="checkbox"/>

Need for specialized population services:

Youth	<input checked="" type="checkbox"/>
Victims of Domestic Violence	<input checked="" type="checkbox"/>
Families with Children	<input type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="" type="checkbox"/>
Veterans	<input type="checkbox"/>
None:	<input type="checkbox"/>

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

The selection criteria for Renewal projects includes up to 4 points for serving Chronic Homeless and up to 10 points for “hard to serve populations” which measures the characteristics of the persons served in the last APR year (Q22 multiple characteristics, Q7 Unaccompanied youth), Q19 DV Victims), representing 16% of the total points. All other points are based upon performance outcomes.

Bonus and Reallocation PSH and RRH project criteria (up to 100 points) include 20 points for serving most vulnerable populations (defined in the selection criteria as: severity of need, process for prioritizing persons with most severe needs, outreach to engage unsheltered pops, and for serving populations in greatest needs such as DV Victims, Chronic Homeless, Veterans, unaccompanied youth, and families with children) and 10 points for Housing First/Low Barriers (projects without barriers to entry/staying such as substance abuse, sobriety, minimum income, employability).

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

We communicate by e-mail with grantees, potential applicants and interested parties. For important notices, we also post on our WA State website. We invited the CoC’s Broadest E-mail List of Interested Parties (BELIP) to a CoC Webinar on 7/29 to discuss potential changes in rating criteria and process. Three RFPS were sent out in separate e-mails to the BELIP on 8/1/16 (Bonus and Reallocation) and 8/4/16 (Renewals) and posted 8/4/2016. The results of the rating process were announced to applicants on 8/24/2016 and to the BELIP on 8/30/2016 and posted on 8/30/2016.with a notice of the right of

appeal. The application and all related documents, including the CoC Policies and Procedures were sent to the BELIP and posted on 9/14/2016.

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

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

1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.) 08/24/2016

1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW? Yes

1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

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

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

Quarterly, the CoC provides grantees and the Steering Committee with a comprehensive APR/HMIS Quarterly Project Performance Report on grantee performance measuring 8 outcomes to monitor individual project/systemic issues and identify TA needs: Housing Stability, Employment/Other Income, Increased Employment Income/Other Income, Non-Cash Resources, Fund Utilization/Recaptures and Hard to Serve Pops. Quarterly CoC monitors APR submission dates, LOCCS Draws (by requests to grantees) and length of time homeless. Semi-annually, the CoC monitors recidivism and HEARTH Ed Liaison compliance. CoC is implementing an annual certification/documentation tool for desk monitoring compliance on participant eligibility as well as admission denial policies (requesting policies and procedures/requiring information to clients that they may appeal a denial). The CoC uses monitoring information to provide TA to poor performers and selectively requires workout plans for improvement.

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

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

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

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

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

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

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

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

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Bitfocus, Inc.

2B. Homeless Management Information System (HMIS) Funding Sources

Instructions

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

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

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

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$143,082
ESG	\$0
CDBG	\$0
HOME	\$0
HOPWA	\$0
Federal - HUD - Total Amount	\$143,082

2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
Other Federal - Total Amount	\$0

2B-2.3 Funding Type: State and Local

Funding Source	Funding
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City	\$0
County	\$0
State	\$36,000
State and Local - Total Amount	\$36,000

2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	\$0
Organization	\$0
Private - Total Amount	\$0

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	\$0
Other - Total Amount	\$0

2B-2.6 Total Budget for Operating Year	\$179,082
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2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

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

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

2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	2,746	555	1,680	76.68%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	1,920	133	1,482	82.93%
Rapid Re-Housing (RRH) beds	3,325	108	2,639	82.03%
Permanent Supportive Housing (PSH) beds	1,893	24	1,669	89.30%
Other Permanent Housing (OPH) beds	736	163	359	62.65%

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

The CoC is adding a requirement for all state and federal (ESG and CoC) grantees of homeless programs to enter participants of all types of publicly-funded homeless programs (including programs funded with locally-generated dollars) in HMIS. This requirement will go into effect during the upcoming grant cycle (to begin January 1, 2017). Grantees are aware of this requirement now and are in the process of adding projects to HMIS and receiving HMIS training. Our CoC migrated to a new HMIS vendor last year and that process paused our CoC's momentum of adding privately-funded projects to HMIS. Now that we completely implemented the new system, our HMIS lead has scheduled numerous HMIS data entry and reporting trainings and demonstrations across the CoC in an effort to advertise the benefits of joining HMIS and adding privately-funded projects to the system. Emphasis will be given to Emergency, Transitional and Rapid Re-housing and Other Permanent Housing Programs not already using HMIS.

2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.

VA Grant per diem (VA GPD):	<input checked="" type="checkbox"/>
VASH:	<input checked="" type="checkbox"/>
Faith-Based projects/Rescue mission:	<input checked="" type="checkbox"/>
Youth focused projects:	<input checked="" type="checkbox"/>
Voucher beds (non-permanent housing):	<input checked="" type="checkbox"/>
HOPWA projects:	<input checked="" type="checkbox"/>
Not Applicable:	<input type="checkbox"/>

2C-4. How often does the CoC review or assess its HMIS bed coverage? Monthly

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

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

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

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	0%	13%
3.3 Date of birth	0%	0%
3.4 Race	0%	4%
3.5 Ethnicity	0%	46%
3.6 Gender	0%	3%
3.7 Veteran status	3%	5%
3.8 Disabling condition	2%	6%
3.9 Residence prior to project entry	2%	4%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	3%
3.15 Relationship to Head of Household	0%	0%
3.16 Client Location	0%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	14%	1%

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

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

None	<input type="checkbox"/>
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2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR? 5

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

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

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

VA Supportive Services for Veteran Families (SSVF):	<input checked="" type="checkbox"/>
VA Grant and Per Diem (GPD):	<input checked="" type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input checked="" type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

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

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

Instructions:

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

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

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

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

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

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: (mm/dd/yyyy) 05/02/2016

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:

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

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

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

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

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input checked="" type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

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

Washington State BoS CoC encompasses a wide geographic area with 33 individual counties each with their own challenges and resources. In order to achieve a Complete Census Count for our sheltered count, the BoS CoC

designated PIT count leads in each of these counties. These county leads were empowered to inform local ES and TH providers of their responsibilities for the PIT count. The leads also informed other service providers of the sheltered count to help make sure all ES and TH participants completed the PIT survey. The Department of Commerce (collaborative applicant) provided technical assistance and compiled data from all of the counties and ensured receipt of data from all the ES and TH programs in our counties via our Housing Inventory Chart.

2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)

We did not make methodological changes to our Sheltered Count from 2015 to 2016.

2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? No

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)

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

Instructions:

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

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

Training:	<input checked="" type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication techniques:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

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

The BoS CoC started conducting individual PIT trainings to county leads and volunteers in preparation for the 2015 PIT Count. The BoS CoC built on that work this year by conducting trainings in counties that did not receive individual training in 2015. We also made some slight improvements to our PIT survey form, at the request of surveyors.

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:

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

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

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

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

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

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 05/02/2016

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:

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

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

Night of the count - complete census:	<input checked="" type="checkbox"/>
Night of the count - known locations:	<input checked="" type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input checked="" type="checkbox"/>
HMIS:	<input type="checkbox"/>
	<input type="checkbox"/>

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

We used the Night of the count - known location methodology and used Serviced based counts throughout our more rural areas. In urban areas of the CoC we conducted a complete census. In some areas of the CoC, a complete census was impossible because of the size of our CoC's geographic area and challenging terrain. In response to this challenge, the region was divided and assigned to various county leads which conducted canvassing efforts in known and likely locations that unsheltered persons congregate and organized local events that provided services to draw unsheltered persons out.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if

applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)

We made no methodological changes to our Unsheltered count from 2015-2016.

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

2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)

2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

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

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

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input type="checkbox"/>
Unique identifier:	<input checked="" type="checkbox"/>
Survey questions:	<input checked="" type="checkbox"/>
Enumerator observation:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)

As noted in the Sheltered PIT Count section, the BoS CoC started conducting individual PIT trainings (sheltered and unsheltered) to county leads and volunteers in preparation for the 2015 PIT Count. The BoS conducted additional PIT Count trainings this year to counties that did not receive individual training in 2015. In the unsheltered trainings we put extra emphasis on best practices for counting hard-to-count populations, especially homeless youth.

3A. Continuum of Care (CoC) System Performance

Instructions

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

3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

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

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

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	4,951	5,294	343
Emergency Shelter Total	1,345	1,383	38
Safe Haven Total	0	0	0
Transitional Housing Total	1,351	1,376	25
Total Sheltered Count	2,696	2,759	63
Total Unsheltered Count	2,255	2,535	280

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	11,969
Emergency Shelter Total	9,746
Safe Haven Total	0
Transitional Housing Total	2,223

3A-2. Performance Measure: First Time Homeless.

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

(limit 1000 characters)

Our providers have become familiar with the risk factors causing first-time homelessness through their networking process with case DSHS managers, Crisis Centers, DV and Sexual Assault Counselors, hospital case managers and landlords. Many homeless providers are co-located in organizations working with people in poverty a major risk factor leading to homelessness. Through these connections and work with specific cases, homeless planners annually assess the results of the PIT question “circumstances causing homelessness” for basic risk factors and community trends.

A major emphasis this year is to improve outreach to organization and locations where low-income congregate, including feeding programs, food distribution programs, housing counselors and employment agencies. Many of our communities are co-locating prevention and diversion services with our Coordinated Entry System, providing the opportunity to work with families and individuals in crisis.

3A-3. Performance Measure: Length of Time Homeless.

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

(limit 1000 characters)

The length of time homeless dropped dramatically from 2014 to 2014. The average number of days homeless RRH was 134 in 2014 and 96 in 2015, for ES 83 in 14 and 78 in 15, and TH 459 in 14 and 381 in 15. The Coordinated Entry System has positively impacted our efforts to track and engage homeless persons. A CoC-wide emphasis on improving and extending outreach should continue to help improve awareness of unsheltered homeless and help HMIS tracking and recording of individuals encountered. With the use of Vulnerability considerations in the SPDAT assessments in the Coordinated Entry System, the length of homelessness has become a measure of priority need. HMIS will be expanded to include more housing and non-housing programs and we are planning to develop a “master list” in HMIS of unsheltered homeless (similar to the Veterans master list). CoC encouragement of low barrier housing helps increase access, shorting stays in homelessness (all CoC-funded projects are low barrier).

*** 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

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

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

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	1,003
Of the persons in the Universe above, how many of those exited to permanent destinations?	835
% Successful Exits	83.25%

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

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	658
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	575
% Successful Retentions/Exits	87.39%

**3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness.
(limit 1000 characters)**

Our HMIS data show participants from ES returned to homelessness after two years 15 percent of the time during FFY2014. This is down from a 21 percent rate during the previous year. Returns from TH went down from 7 to 2 percent, and returns from PH went down from 12 to 5 percent. Progressive engagement is used to increase the duration and scale of assistance to households (HH) that need it most in order to reduce the chance a HH returns to homelessness after the subsidy ends. By connecting HH to mainstream benefits and improving income during program stay, participants will be better equipped to maintain their PH. With expanded CE our CoC is better-able to identify homeless HH right away. If a person is at-risk and eligible for Prevention, if were homeless in the past they are prioritized because they are more likely to return than other prevention-eligible HH. The CoC has been reporting and analyzing returns through HMIS since 2013 quarterly by state and federal CoC program staff.

3A-6. Performance Measure: Job and Income Growth.

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

Strategies increasing income: Since ¾ of CoC projects are PSH, focus development of partnerships with job training, Voc Rehab, sheltered workshops and employment agencies.to develop skills for disabled populations.

Strategies increasing access: Assist in preparing applications, resume writing, interviewing skills, provide job counseling and job retention counseling.

CoC actions: Secure sites and support SOAR Training for homeless project staff to expand their knowledge of sources and eligibility for cash and non-cash assistance and unemployment benefits. Provide technical assistance at project development to assure adequate budget and partnerships for employment services.

We have made considerable success over the past three calendar years in all three outcomes measures. Non-cash Benefits increased from 85% of leaver clients in 2013 to 97% in 2015; Earned Income for stayers/leavers 9% in 2013 to 12% in 2015; and Other Income from 23% in 2013 to 27% in 2015.

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

CoC providers work closely with DSHS WA Voc Rehab, Employment Security, WorkFirst, WorkSource, Labor Ready, DSHS case managers, Behavioral Health and housing providers in an integrated approach to help clients obtain/increase income/retain employment.

Their primary role is to maximize opportunities for client success in job preparation, job placement and job retention. Recent efforts: integrate case management, job training, job and mental health counseling and job placement services. Recent steps: use the Medicaid benefit of supported employment, prepare for the Medicaid Waiver and include housing providers and mental health services. A full day training conference on supported employment and supportive housing was held in 5/16.

CoC funds 33 PH, 6 TH, 4 SSO projects. 60% have a direct relationship with at least 1 of the 4 primary employment providers). Others work with job counseling services and local job readiness programs to increase employment opportunities for clients.

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

Local counties and coordinated entry points of access take the lead on street outreach in specific communities. County leads connect programs with coordinated entry, perform direct street outreach through programs like PATH

and SSVF and utilize formerly homeless persons to reach as many unsheltered persons as possible. Contact with law enforcement, medical providers and businesses help mitigate challenges such as camp sweeps and the concerns of local business. In more rural counties, coordinated entry leads market to the greater community so that unsheltered persons and encampments can be quickly identified. Strategies such as 24 hour hotlines, 100 Day Challenges and assessments like the VI-SPDAT inform our processes. Identified unsheltered persons are entered into HMIS. Providers meet regularly to discuss available housing and placement of the most vulnerable. Coordinated entry and HMIS are augmented by online master lists of identified unsheltered persons to inform these meetings.

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

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

**3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached.
(mm/dd/yyyy)** 07/26/2016

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

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

Objective 1: Ending Chronic Homelessness

Instructions:

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

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

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

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

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	763	693	-70
Sheltered Count of chronically homeless persons	152	102	-50
Unsheltered Count of chronically homeless persons	611	591	-20

3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015. (limit 1000 characters)

The overall decrease (70) in CH persons is largely attributable to the CoC's strategic emphases on developing new PSH-CH beds over the past 3 years. Through TA on development of PSH-CH and giving priority points to CH housing in our CoC-funded rating and ranking criteria, we have increased beds incrementally thereby reducing the homeless CH population in the count. In addition, several members of the CoC Steering Committee have worked closely with the Metropolitan Development Council to improve local coordination of the SSVF program resulting in bringing more CH Vets into housing. The decrease in sheltered CH reflects the moving of CH from ES and TH to PSH resources. Finally, the number of unsheltered CH reflects the movement of several CH persons from unsheltered to permanent housing, through the local Coordinated Entry Systems Housing First efforts and prioritizing CH persons in the SPDAT Vulnerability Assessment.

3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.	398	433	35

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

Our CoC prioritizes the development of PSH projects for Chronically Homeless persons by 1) giving applicants preparing CH projects priority for Project Development Technical Assistance and 2) bonus points in the selection process to new, renewal and reallocation projects serving CH. The increase in 35 units reflects these priorities and annual progress toward the goal of ending chronic homelessness.

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

3B-1.3a. If "Yes" was selected for question p 8, full doc

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

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

This question will not be scored.

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

The CoC will continue to seek funding for new PSH housing resources, the lack of which is the primary barrier to ending chronic homelessness in our Continuum. TheCoC will continue to increase housing for CH persons using 1) the reallocation process, which last year resulted in 7 new PH projects (mostly PSH-CH) and 2) Bonus Funds (2 new Bonus projects approved in 2015), which greatly increased resources. We are submitting another 3 new projects through reallocation and 2 new projects for Bonus Funds in this year’s competition, creating 88 new units. More than half the units are targeted or dedicated to CH persons. In 2016/17, we will provide additional TA to two other SSO and TH projects which may reallocated in 2017. We are currently applying for a national youth homeless grant and will continue to support the need for more SSVF and VASH Vouchers.

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

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

Instructions:

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

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

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

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Number of previous homeless episodes:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Criminal History:	<input type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
Length of time homeless	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)

Engage families at the earliest point by diverting them from shelter's door to growing RRH resources. CoC has altered its approach to focus on outreach to unsheltered homeless. We are increasing the use and frequency of HMIS to track unsheltered families and housing outcomes. 93% of our grantees have committed to Housing First and 100% are low-barrier. Staff of the CoC Collaborative are monitoring and providing TA to Coordinated Entry staff to improve the entry process. Our CoC projects are now all low barrier allowing easier access to housing. In 2016, CoC is submitting 3 new McKinney-Vento applications for 115 RRH beds. State homeless programs are moving resources from shelter to RRH. A new State policy now requires that at least 33% of persons served by State homelessness grant funds are unsheltered homeless (until the unsheltered homelessness is at functional zero in the county). Increased TA will be provided on Progressive Engagement techniques and successful RRH operation.

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

	2015	2016	Difference
RRH units available to serve families in the HIC:	802	792	-10

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

CoC policies and procedures prohibit involuntary family separation:	<input checked="" type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input checked="" type="checkbox"/>
CoC requires an annual Certification of Compliance with Policies	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

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

PIT Count of Homelessness Among Households With Children

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	661	654	-7
Sheltered Count of homeless households with children:	489	458	-31
Unsheltered Count of homeless households with children:	172	196	24

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

The overall number of homeless households with children is somewhat lower, indicating some progress in reducing family homelessness in part as a result of increased RRH resources and other efforts throughout the CoC including a 100 Day Challenge to End Family Homelessness in several of our counties. As a result of our CoC’s commitment and prioritization of PSH & RRH beds, the inventory of emergency shelter and transitional housing has decreased. This decrease and the resulting prioritization of the most vulnerable populations means fewer families sheltered as there is a larger proportion of our beds, TH, PSH, RRH occupied by these persons rather than by families with children. The increase in unsheltered households may reflect on the de-emphasis of TH as a priority. The CoC has been reallocating its resources from TH to PSH or RRH over the past 4 years (a reduction from 11 TH projects to 6 over those years, including one more this year).

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

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

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

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input checked="" type="checkbox"/>
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Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input checked="" type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input checked="" type="checkbox"/>
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input checked="" type="checkbox"/>
Community awareness training concerning youth trafficking:	<input checked="" type="checkbox"/>
Staff skill training and staff sensitivity training	<input checked="" type="checkbox"/>
N/A:	<input type="checkbox"/>

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

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Length of time homeless:	<input type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input type="checkbox"/>
Youth who identify readiness /willingness to enter housing.	<input checked="" type="checkbox"/>
The Youth Committee is considering alternative assessment tools involving additional priorities adopt a tool for Continuum use.	<input checked="" type="checkbox"/>
N/A:	<input type="checkbox"/>

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

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2015)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	289	307	18

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why. (limit 1000 characters)

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

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$1,718,448.00	\$4,855,080.00	\$3,136,632.00
CoC Program funding for youth homelessness dedicated projects:	\$413,351.00	\$519,381.00	\$106,030.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$1,305,097.00	\$4,335,699.00	\$3,030,602.00

3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	56
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	46
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	61

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

Working relationships and cooperative efforts of homeless providers and school liaisons have been improving over the years as the value of each to the other has become apparent. School Liaisons have been invited and regularly attend most of our local CoC meetings to discuss issues around serving students, such as identification of homeless youth, transportation, academic achievement, school and after-school activities, establishing service needs, identifying service providers, truancy, counseling needs and housing. Liaisons are often active as members of youth committees, planning for the needs of homeless youth. At the homeless project level, staff designated as liaisons to the school districts, coordinate frequently with local school liaisons and counselors on the individual needs of students in families they house, creating family stabilization plans. Schools refer identified families in need of assistance to both housing providers and, increasingly, Coordinated Entry Systems.

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

Over the past few years, at the Continuum’s initiative, we have worked with the WA Office of Public Instruction to present workshops for LEA leads and our CoC-funded and ESG grantees on their roles in helping homeless youth to succeed. These sessions provided basic instructions on the responsibilities of each party, strategy sessions on how to improve success of children, identification of potential barriers and an opportunity to pair ED and homeless liaisons for problem-solving.

When a youth or child is referred to a Coordinated Entry System or a homeless provider, identification of current or prior schools are included in the intake process. The designated providers staff or case manager provides information on client rights and eligibility services and contact the school liaison and/or counselors to begin working on the case. School Liaisons, in turn, refer children/families identified as homeless to the homeless providers. As appropriate, children are referred to early childhood education programs and other services as needed. Frequently, there are several points of contact as they work with specific cases of transportation or other services, including follow-up to assure the child is attending and succeeding in school.

By Continuum Policy, our providers are required to designate a staff person as lead, provide information on eligibility for services and their rights, coordinate with School Liaisons, and assure adequate case management. Semi-annually, the CoC uses a monitoring tool for determining basic compliance which requests providers to identify the designated staff person, steps they have taken to collaborate with School Liaisons to identify and inform clients of their rights, how they are considering the needs of children and describe other actions taken. As needed, Technical Assistance is provided in the form of either CoC staff requests to make changes in their procedures or to suggest additional actions to improve their procedures or services.

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

This seems to vary from community to community. Many of our CoC-funded providers have informal agreements, partnerships or relationships with one or multiple early childhood education providers. In several cases, the CoC-funded provider IS the early childhood education provider. In terms of agreements with our CoC-funded providers, Clallam County Serenity House and Peninsula Housing Authority both have agreements with the Olympic Community Action (another CoC-funded provider) Head Start Program. Kitsap County Community Resources and ECEAP programs have contracts with 3 Head Start programs in the county and Thurston County Family Service Center (CoC-funded grantee) has written agreements with early childhood providers and Head Start.

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

Objective 3: Ending Veterans Homelessness

Instructions:

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

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

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

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	323	422	99
Sheltered count of homeless veterans:	158	213	55
Unsheltered count of homeless veterans:	165	209	44

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

In spite of our past successes in reducing Vet homelessness since 2010 and our best efforts in working with homeless providers and SSVF grantees over the past 12 months, the number of CH homeless has increased. Our PIT count of Vets has become more accurate, because the CoC training emphasized asking and determining veteran status. Our housing market shows rapidly increasing rental costs and low vacancies throughout our area. In discussions with Veterans, it appears the number of Vets in our area with drug abuse and mental illness is increasing and the aging of some Vets has led them to come out of the shadows for medical help. This may be reflected in the increase in sheltered and unsheltered counts as Vets are increasingly camping in urban areas and more are seeking help, including shelter. We have recently hosted a Homeless Veterans Summit in an effort to respond to these changes and are taking

advantage of technical assistance to create by-name lists in many of our communities.

3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF. (limit 1000 characters)

The PIT provides an opportunity for extensive outreach to Vets. During the PIT and on an on-going basis in many of our communities, Outreach Teams (some including Vets and formerly homeless Vets such as our CoC Co-Chair who participates) visit areas where Vets are known to be found including camps, jails, day centers and shelters, to identify Vets among the homeless encountered. The presence of Outreach Team members who are Vets assists in the process of locating, engaging and referring Vets. Periodic re-visits and familiarity develop trust, aimed at encouraging the use of services and eventually, housing. Standdown events to help identify Vets are held in 4 communities. Vets are assisted to the Coordinated Entry Coordinator for full assessment, including identification of military status through VI-SPDAT. Vets are referred for program eligibility to VA medical centers and facilities, SSVF Coordinators and other Vet service programs, (including VASH Vouchers in 7 of our communities).

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

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	456	422	-7.46%
Unsheltered Count of homeless veterans:	165	209	26.67%

3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016. No

This question will not be scored.

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

(limit 1000 characters)

Strategies include: 1) Continued high-attention involvement of our CoC Co-Chair (and formerly homeless Vet) and our Veterans Committee, in the Balance of State SSVF outreach effort, including periodic meetings with SSVF staff to coordinate, improve local lists and trouble-shoot issues in the program; 2) Prioritize new projects providing PH to vulnerable populations, including Vets. In 2016, we are submitting 2 Bonus RRH projects for a total of 42 households. Both include targeting of some units for CH-Vets; and 3 new PH projects (using reallocated funds) to provide housing for an additional 46 CH households. Through the vulnerability assessment of our Coordinated Entry System, many of these units will serve referred CH Vets; 3) Continue to support efforts to obtain additional VASH Vouchers, especially for rural areas and small communities and; 4) Continue our effort, begun in 2015, to attend landlord association meetings to obtain commitments by landlords to rent to homeless Vets.

4A. Accessing Mainstream Benefits

Instructions:

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

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

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

FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	42
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	42
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

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

The Opportunity Council and Island County Human Services, using trained Healthcare Navigators, assisted over 1,500 households to enroll in health insurance in 2014 and an additional 800 between Jan 2015 and July 2016.

Continuum of Care members in the small County of Okanogan, working with Healthcare Navigators increased enrollment by 75% over the past 12 months. CoC members working with ABC Health Care Alliance, a children's health care organization to serve homeless families with children, served over 500 children

in the past 12 months.

Two navigator programs, Kitsap Public Health District (KPHD) and Peninsula Community Health Services (PCHS), cooperated to enroll 552 clients in the Washington Apple Health and Qualified Health Plans during the 3-month 2015 open enrollment period.

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

Educational materials:	<input checked="" type="checkbox"/>
In-Person Trainings:	<input checked="" type="checkbox"/>
Transportation to medical appointments:	<input checked="" type="checkbox"/>
Intake and on-going counseling at individual projects	<input checked="" type="checkbox"/>
Accompanying applicants to the insurance provider to support their enrollment	<input checked="" type="checkbox"/>
Personal follow-up to ensure that all services needed are provided	<input checked="" type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

4B. Additional Policies

Instructions:

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

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

FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	42
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	42
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	100%

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

FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	42
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	39
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	93%

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

Direct outreach and marketing:	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">X</div>
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Use of phone or internet-based services like 211:	<input checked="" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input checked="" type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input type="checkbox"/>
Outreach to campsites	<input checked="" type="checkbox"/>
Improved tracking of homeless persons	<input checked="" type="checkbox"/>
Continue Project Connect and Stand-downs to encourage use of need health and other services	<input checked="" type="checkbox"/>
Not applicable:	<input type="checkbox"/>

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

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	2,216	2,077	-139

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

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

NA

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

4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons

defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)

NA

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

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

NA

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

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance:	<input type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>

Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input checked="" type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>
Retooling transitional housing:	<input type="checkbox"/>
Rapid re-housing:	<input type="checkbox"/>
Under-performing program recipient, subrecipient or project:	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance
In-person presentation to providers and CoC	01/13/2016	5
Webinar presentation regarding benchmarks and by-name list	04/26/2016	5
Webinar check-in with CoC Veterans committee	05/24/2016	5
In-persons Veterans benchmark check-in	05/26/2016	5
In-person presentation to providers	07/14/2016	5

4C. Attachments

Instructions:

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

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

Attachment Details

Document Description: Evidence of Communication to Rejected Participants_1F-5

Attachment Details

Document Description:

Attachment Details

Document Description: CoC Rating and Review Procedure_1F-2

Attachment Details

Document Description: Rating and Review Posting Evidence

Attachment Details

Document Description: Process for Reallocating

Attachment Details

Document Description: CoC Policies and Procedures/Governance Charter

Attachment Details

Document Description: HMIS Policies and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description: PHA rules and letters

Attachment Details

Document Description: BoS CoC HMIS Lead MOU

Attachment Details

Document Description:

Attachment Details

Document Description:

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Document Description: HDX System PM Performance Measurement Module

Attachment Details

Document Description: WA-501 2991s 2016

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	08/16/2016
1B. CoC Engagement	09/13/2016
1C. Coordination	09/14/2016
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1D. CoC Discharge Planning	09/10/2016
1E. Coordinated Assessment	09/14/2016
1F. Project Review	09/14/2016
1G. Addressing Project Capacity	09/13/2016
2A. HMIS Implementation	09/14/2016
2B. HMIS Funding Sources	09/08/2016
2C. HMIS Beds	09/14/2016
2D. HMIS Data Quality	08/24/2016
2E. Sheltered PIT	09/14/2016
2F. Sheltered Data - Methods	09/09/2016
2G. Sheltered Data - Quality	09/09/2016
2H. Unsheltered PIT	09/14/2016
2I. Unsheltered Data - Methods	09/13/2016
2J. Unsheltered Data - Quality	09/09/2016
3A. System Performance	09/14/2016
3B. Objective 1	09/14/2016
3B. Objective 2	09/14/2016
3B. Objective 3	09/14/2016
4A. Benefits	09/10/2016
4B. Additional Policies	09/13/2016
4C. Attachments	Please Complete
Submission Summary	No Input Required

The Balance of Washington State Continuum of Care Policies and Procedures/Governance Charter

(With revisions approved by Steering Committee 9/8/16)

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2. Coordination
3. Participation in Continuum Activities
4. Organizational Framework
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3. HMIS Operating Policies and Procedures
4. Full Prioritization Procedures and HUD CPD Notice 14-012
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The Balance of Washington State Continuum of Care

Policies and Procedures/Governance Charter

REV: September 8, 2016

1. Overview and Purpose

The Balance of Washington State Continuum of Care has been organized to provide leadership and coordination in activities throughout its 33-county jurisdiction toward the goal of ending homelessness and working toward preventing its occurrence within the area. The Continuum commits to work toward the specific goals of *Opening Doors*, aiming at ending homeless for major subpopulations of Veterans in 2015, Chronic Homeless persons in 2017, Youth homelessness in 2020 and families with children in 2020. We have endorsed goals of the Federal Plan and have taken the responsibility of providing leadership among stakeholders and stakeholder organizations operating in the Continuum.

The Continuum is led by the Balance of Washington State Continuum Steering Committee, a body of stakeholders at all levels of government, representatives of non-profit organizations throughout the diverse geographical area, advocacy groups, regional and county homeless planning organizations and housing and service providers. Following are key responsibilities of the Continuum:

- Planning to improve the delivery system of housing and services throughout the area, engaging and supporting a variety of organizations committed to ending homelessness
- Development of adequate funding for efforts for preventing homelessness, rapidly re-housing homeless persons and stabilizing their housing
- Promotion of full access to, and effective use of, mainstream programs in supporting homeless persons toward achievement of maximum self-sufficiency
- Oversight and management of HUD McKinney-Vento resources to maximize effectiveness and performance outcomes of projects serving the needs of homeless persons

- As the Continuum of Care covering 33 of the 39 counties of the State, the Continuum also recognizes the unique role it plays in serving as a key sounding board and advisor to the State’s primary housing and homeless services entity, the Washington State Department of Commerce

The CoC works toward ending homelessness through a coordinated community-based process of identifying needs, conducting a system-wide evaluation of existing resources and program activities and building a system of housing and services that addresses those needs. The established CoC governing body is the Balance of Washington State CoC Steering Committee which also serves as an advisor to the Washington State Department of Commerce on policies, issues and opportunities affecting homelessness within the 33-county jurisdiction.

A specific responsibility of the CoC is to effectively coordinate and manage federal resources provided through the HUD McKinney-Vento Program, including Homeless Assistance Grants and to improve its linkages with the efforts of the Emergency Solutions Grant Program (ESG).

The Continuum operates under its Governance Charter and through its adopted Policies, Procedures and Standards developed in consultation with the Steering Committee, its members, the HMIS Lead and the Washington State Department of Commerce.

2. Coordination

A primary responsibility of the Continuum is to coordinate with key entities involved in programs aimed at meeting the needs of homeless persons and other at-risk populations. Included is coordination with other Continuums operating in the state, statewide advocacy groups, representatives operating HOPWA programs, local staff administering ESG, TANF agency staff, HOME Coordinators in several jurisdictions, Headstart Program administrators, Runaway Youth agencies (RHY), Statewide SSVF providers and representatives of other Federal programs. Coordination with these entities includes planning, information exchange, involvement in funding decisions, support and cooperation on homeless programs and projects.

The Balance of State Continuum coordinates planning and implementing strategies through its key local representative entity – the individual County Continuums operating in 33 counties. The Balance of State Continuum through its local County Continuums, coordinates annually and throughout the year with 13 local CDBG Entitlement communities: Anacortes, Bremerton, East Wenatchee, Kennewick, Longview, Mount Vernon, Olympia, Pasco, Richland, Wenatchee, Kitsap County, and Thurston County) operating in 8 of its County Continuums (Bellingham/Whatcom, Cowlitz, Chelan/Douglas, Kitsap, Skagit, Thurston, Benton/Franklin, and Walla Walla. In addition, the Continuum has a strong relationship with the Balance of State Consolidated Planning staff. The Balance of State Continuum and its County Continuums coordinate annually with the 13 local Consolidated Planning jurisdictions and the State

Consolidated Planning jurisdiction during the Annual Plan and the Five-Year Plan development process, providing information on homeless needs (including the Point in Time Count and Homeless Housing Inventory Chart as well as identifying issues and homelessness/prevention strategies for the Consolidated Plans.

The Balance of State Continuum coordinates with the Washington State Department of Commerce, the only ESG grantee in its jurisdiction, consulting on ESG performance standards and evaluation processes and ESG funding decision-making.

Representatives of the Steering Committee serve on multiple statewide Boards and Organizations, including the Interagency Council on the Homeless, the Washington Low Income Housing Alliance, the Washington State Association of Housing Authorities, the Governor's Advisory Board on the Homeless and the Governor's Affordable Housing Board.

3. Participation in Continuum Activities

It is the policy of the Continuum to operate in an open, informative process with decisions made during meetings open to the public and broadly invited. Quarterly in-person Continuum of Care meetings are coordinated to coincide with the Department of Commerce's Quarterly meetings with its State Homeless Program and Emergency Solutions Grant grantees.

The Continuum seeks broad participation in its activities. New members are solicited through periodic notices on the website and e-mail communications with members, inviting new members/participants. The Continuum recognizes the richness of participation from a breadth of persons representing the interests of each homeless subpopulation, organizations providing a variety of types of housing and services, funders, local and state government, the health community, law enforcement, homeless persons, advocates, elected officials and a variety of non-profit agencies engaged in homeless services or housing.

The Continuum will maintain a data base tracking participation by representatives of subpopulations of homeless (include Runaway Homeless Youth grantees and providers of housing/services for persons fleeing domestic violence, for example). The Steering Committee leadership with actively seek to fill gaps in inclusiveness on the Committee and its subcommittees.

4. Organizational Framework

As the below description outlines, at the state level, the Continuum consists of a Steering Committee (assisted by staff), Standing Committees and Ad Hoc Committees. The Steering

Committee coordinates and is linked with Continuum of Care planning groups at the local level (county or multi-county) through Liaisons and communication networks. In addition, the Steering Committee is linked to the Collaborative Applicant Lead Agency (or Unified Funding Agency if established) for purposes of applying, receiving and managing McKinney-Vento Grant funds. Finally, the Continuum coordinates periodically with the other six independent Continuums of the State. The specific responsibilities of these groups are further described in the Appendix and below.

The composition of the CoC is tailored to meet the unique characteristics of the 33-county jurisdiction. The Full Continuum Membership consists of representatives of all entities (local, regional and statewide) operating in the Balance of State Continuum jurisdiction who are included in the broad e-mail communication list maintained by staff of the Continuum. New organizations and individuals serving the homeless within the Continuum jurisdiction are invited to join at any time during the year and can be included on the e-mail list of Full Members by contacting Kathryn.Stayrook@commerce.wa.gov. An open invitation will be included on the Continuum website and the announcement for the Full Membership Meeting will include a special invitation for new members annually.

- The CoC partners with local planning organizations and state-level organizations and governmental agencies in carrying out its responsibilities. Planning and coordination take place at both the CoC-wide level and the local level (county or multi-county). Representatives of local non-profit organizations and advocacy groups, statewide agencies and local government are included among members of the CoC Steering Committee to ensure effective participation by all community stakeholders in developing and implementing a range of housing and services.

Geographic and Organizational Representation

The CoC geographic area of the Continuum includes all counties of the state with the exception of Clark, King, Pierce, Spokane, Snohomish and Yakima. The Balance of State Continuum coordinates with these other six independent continuums through periodic state-wide conference call meetings and other meetings as needed.

Steering Committee Composition/Selection/Operation

The CoC is a representative organization with a diverse and comprehensive membership. It includes community stakeholders from geographic regions of the state, agency staff representing the major homeless populations and representatives of state agencies involved with homeless programs. The Steering Committee will operate in accordance with the requirements at 24 CFR part 578.7(a)(3). The Washington Balance of State Continuum Steering Committee provides leadership in homeless planning for the geographical area of the continuum. In order to provide the broadest participation, the practice of the Continuum is that selection is based on a combination of recruitment by position (see positions below), nomination by organizations listed below and self-nomination. The Continuum goal is to have a

membership composed of representatives from the following designated positions (note: one person may represent the interests of more than one designated position):

1. Representation from large local continuums over 100,000 population (Benton-Franklin, Thurston, Kitsap, Whatcom, Skagit, Chelan-Douglas, and Cowlitz Counties).
2. Geographical representation from other areas of the state. The 24 remaining county continuums are encouraged to send a representative. The goal is to have at least one representative from each of the 5 regional districts of the state.
3. Non-profit organizations
4. Faith-based organizations
5. A homeless or formerly homeless person
6. Representatives from organizations serving each of the major subpopulations of the homeless – Families with Children, Unaccompanied Youth, Chronic Homeless Persons, Veterans, Seriously Mentally Ill, HIV/AIDS, Persons with Substance Abuse Disorders and Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking.
7. Representatives operating programs such as ESG, TANF, HOME, Headstart Program administrators, Runaway Youth agencies (RHY), Statewide SSVF providers
8. Local county continuums of care
9. Local governments
10. Representatives of the major statewide advisory groups – A representative from each of the Governor’s Advisory Council on Homelessness, Washington State Advisory Board on Affordable Housing, Washington Low Income Housing Alliance and the Washington State Association of Housing Authorities.
11. Representatives from each of the major state agencies involved with homelessness, including the Department of Commerce, Department of Health and Human Services, the Office of Public Instruction, Office of Youth Activities and Veterans Affairs.
12. Other representatives may be added by a majority of the Steering Committee in order to meet the responsibilities of the Continuum

The Steering Committee meets monthly in either Webinars or Quarterly in-person meetings. The Steering Committee’s practice is that meetings be operated in an open, public manner, with agendas written and distributed prior to the meeting. Invitations to in-person and Webinar meetings of the Steering Committee are broadly distributed to assure as many interested parties as possible are given the opportunity to join and participate in the meetings. Steering Committee decisions on policy, direction, funding and other major actions must be proposed by formal motion, discussed openly and passed by a majority of those present. Webinar electronic votes are by show of “hands” (identifying the specific registered individual) and recorded counted by staff in attending the conference call. In-person votes are by show of hands, identifying the individual. If discussion of the matter and/or the vote reveals a large minority opinion, the Chair may extend discussion to provide further understanding of the issue. Minutes are prepared and distributed by e-mail to the same broad list used for invitation to the meeting; and are posted on the Continuum website.

Officers

There will be a Chair (or Co-Chairs of the Steering Committee at the discretion of the Steering Committee). To the extent feasible, co-chairs will be nominated from both eastern and western Washington. Other positions may be established at the discretion of the Committee. Positions will be filled by a majority vote of the Committee. Terms will be for a two-year period with the potential for succession by vote at the end of two years.

Members of the Board and its Officers as well as others acting on behalf of the Board must comply with the Continuum's Code of Conduct, Conflict of Interest and Recusal Process found in the Appendix.

Other Committees

Standing Committees – Currently, standing committees include:

- **Executive Committee** (meets as needed for decision-making between Steering Committee meetings)
- **Planning** (Monthly or more often)
- **HMIS** (generally quarterly)
- **Mainstream Resources** (Quarterly)
- **Families with Children** (At least Quarterly)
- **Veterans** (At least Quarterly)
- **Singles/Chronic Homeless** (At least Quarterly)
- **Youth** (At least Quarterly)
- **Rating and Ranking** (Annually during the Rating and Ranking Process)

Members of standing committees may volunteer or be solicited/appointed by the Steering Committee. They need not be members of the Steering Committee. The Chairs (or Co-Chairs) of Committees will be chosen by the membership of the Committees. Terms will be determined by the individual Committees. Committees are responsible for reporting to the Steering Committee periodically on key issues and progress in their area of responsibility.

Ad Hoc Committees – From time to time the Steering Committee or its Chair(s) will appoint ad hoc committees to carry out specific tasks. The Chairs (or Co-Chairs) of Ad Hoc Committees will be chosen by the membership of the Committees. Terms will be determined by the individual Committees. These committees serve at the discretion of the Steering Committee.

5. Continuum Responsibilities

The operation and management of Continuum responsibilities are formalized below for the purpose of accomplishing several goals:

- Provide the framework for a comprehensive, well-coordinated, and clear planning process, including the local county planning processes

- Measure the CoC’s effectiveness in reducing homelessness at both a system and project level Indicators for projects will at least be the standard HUD measures of housing stability, employment and use of mainstream resources. System-wide indicators will include the reduction of recidivism, fewer homeless families, and shortening length of homelessness. Periodically modify its strategic approach to ending homelessness
- Strengthen coordination between CoC-funded activities and other HUD-funded activities directed at ending homelessness, such as activities funded through the Emergency Solutions Grant (ESG) program.

The following specific responsibilities of the Continuum are designed to accomplish those goals:

1. Conduct effective planning processes to develop and update a Plan to End Homelessness

The CoC is responsible for coordinating and implementing a comprehensive system to address the needs of the homeless population and subpopulations and persons experiencing a housing crisis within its geographic area. The Continuum develops long-range strategies and action steps to implement the Plan, periodically evaluating and updating the plan to assure its effectiveness.

The Continuum coordinates the following components of the system:

- Outreach, engagement and assessment
- Shelter, housing, and supportive services
- Homelessness prevention strategies

Given that funding under the Housing Assistance Grant Program is not sufficient to support a comprehensive system for addressing homelessness, additional funding from dedicated homeless programs, including ESG, state-funded homeless programs and mainstream resources is needed to carry out the Continuum’s homelessness activities. Coordination of these funding streams and related services leads to a stronger community response to homelessness at both the Balance of State level and the local (county) level.

2. Coordinate with other entities and organizations in improving the effectiveness of homeless assistance in the Continuum

The Continuum cannot end homelessness and prevent future homelessness without the involvement of human and financial resources from other organizations at state and local levels working toward those goals. Therefore, close coordination with statewide and local organizations is essential while planning and implementing homeless programs and activities in the 33-county area. The Continuum’s primary relationships are with the Local County Continuum of Care organizations and the WA State Department of Commerce, which has responsibilities to the State Legislature for planning and implementing programs statewide.

The Department of Commerce not only manages homeless and housing programs for the state but is also responsible for updating and implementing a statewide Ten Year Plan to End Homelessness. The Continuum will also maintain close coordination with the WA State Homeless Coordinating Committee (WSHCC) to help assure a coordinated approach to ending homelessness in the state. Finally, among other entities where coordination at the local and state levels is necessary are: Regional Support Networks, Washington State DSHS, State Corrections, State Veterans Affairs, Office of Youth Activities and the Office of Public Instruction, including coordination with the statewide Homeless Liaison.

3. Assure an effective performance management system through HMIS to ensure progress in meeting established project and continuum outcomes

The Continuum is accountable to HUD and the community for the HMIS and therefore must maintain a strong relationship with the Department of Commerce who has been charged with the responsibility of implementation of the HMIS system for the State. The Continuum coordinates with the Department to establish performance targets appropriate for population and program type in consultation with recipients and subrecipients. It also reviews periodic reports on performance of Continuum of Care-wide goals and support the Department of Commerce's efforts to obtain accurate and complete data on tracked outcomes. The Continuum is responsible for the following HMIS functions:

- Designating a single HMIS for its geographic area.
- Designating a single eligible applicant to serve as the HMIS lead to manage the HMIS.
- Ensuring that the HMIS is administered in compliance with requirements prescribed by HUD.
- Reviewing, revising, and approving an HMIS privacy plan, security plan, and data quality plan.
- Ensuring the consistent participation of recipients and subrecipients in the HMIS.
- Establishing performance measures for analysis of project type and specific performance for individual projects
- Monitor and report on CoC and statewide measures including returns to homelessness, length of time homeless, new homeless and exits to permanent housing
- Identify providers for monitoring and TA for HMIS data quality and program performance based on HMIS data

Increase HMIS bed coverage of providers in the CoC

4. Maintain an effective HUD McKinney-Vento project monitoring and technical assistance effort to assist grantees with weak performance or management

Monitor recipient and subrecipient performance, evaluate project outcomes, and provide technical assistance to weak poor performers. Manage McKinney-Vento resources to assure maximum impact of funds on improving outcomes; and reallocate funds as necessary.

5. Operate an Effective Coordinated Intake and Assessment System

In consultation with the recipients of Emergency Solutions Grants program funds, other federal funds, state funds and local funds, operate a coordinated entry and assessment system that provides an initial, comprehensive assessment of the housing and services needs of individuals and families within the Continuum. The Continuum will develop and maintain a policy that guides consistent operation of the coordinated assessment system, with respect to how the system will triage and address the particular safety needs of individuals and families who are experiencing homelessness. In addition, the policy will state how the system will address the needs of individuals and families that are fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking. The coordinated system will 1) cover the geographic area served by the Continuum; 2) be easily accessed by individuals and families seeking housing or services; be well-publicized; and 3) include a comprehensive and standardized assessment tool.

In addition, the Continuum's coordinated assessment system incorporates the following standards used to evaluate and refer potential program participants. The written standards include the following:

- a. Policies and procedures for evaluating individuals' and families' eligibility for assistance under the CoC Program
- b. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance
- c. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance
- d. Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance
- e. If the Continuum is designated by HUD as a High Performing Community (HPC), policies will be developed that meet the standards for high-performing communities, as described in the Emergency Solutions Grants program rule at 24 CFR part 576.400(e)(vi) through(e)(ix)
- f. CoC-funded PSH projects will follow the order of priority established in HUD Notice CPD-14-012.
- g. A standard assessment tool, such as VI-SPDAT will be used to assign a score to all households entering Coordinated Entry. This score will be used to prioritize the most vulnerable and refer them to the project that will best meet their need. This will be decided at the Coordinated Entry lead agency, not the provider level according to

standards and a process agreed upon by the CoC and local providers, funders and partner agencies.

- h. Each county or region in the CoC will contain at least one low-barrier housing first housing project. The low-barrier project must participate in Coordinated Entry.
- i. All new projects applying for funding in the CoC will be given more points/highest priority if they follow a low-barrier, housing first model.

6. Encourage increased coordination among federal homeless programs through improved consultation with recipients and sub-recipients of the Emergency Solutions Grant Program.

Coordinate with ESG recipients, sub-recipients, city and county governments, CAP agencies, nonprofit agencies, the Department of Commerce and other state agencies and other service providers on the allocation of resources within the CoC and the progression of the coordinated entry and assessment system. The CoC will consult with ESG recipients and sub-recipients within the CoC and in neighboring CoCs with respect to the plan for allocating ESG funding and reporting on and evaluating the performance of ESG sub-recipients within the CoC's geographic area.

Continue use of HMIS and central Contract Management System by state ESG recipient Department of Commerce to review the performance of ESG projects within the CoC. Commerce performance monitoring includes analyses and monitoring of data quality and completeness, persons served, total exits to permanent housing, program outcomes for specific subpopulations, length of time homeless, returns to homelessness after exits to stable housing and other performance measures. Review performance reports with CoC Homeless Steering Committee to inform decisions regarding technical assistance, policy and resource allocation.

7. Maximize resources by annually preparing competitive applications for the HUD McKinney-Vento Programs

Annually, develop a strong McKinney-Vento application and aggressively seek resources. Assure that McKinney-Vento funds are adequately managed, conduct activities which achieve Continuum outcomes and goals, and maximize the use of the funds. A CoC must establish priorities for funding projects in its geographic area. The selection process must be transparent and inclusive and based on the standards indicated in 24 CFR part 578.19(b).

The Continuum will follow a collaborative process for developing applications and approving the submission of applications in response to a NOFA published by HUD in concert with the funding priorities and plan adopted by the Continuum. In the process, the Continuum will ensure that all project applications are submitted by eligible applicants.

8. Coordinate with the Collaborative Applicant or Unified Funding Agency of the Continuum of Care

Work closely with the WA Department of Commerce which is the designated Collaborative Agency and consider seeking status as the designated Unified Funding Agency for the Continuum. A close working relationship between the two entities will be essential for the effective management of the HUD McKinney-Vento resources and will assure the Continuum is competitive in the national HUD homeless programs application processes.

The Collaborative Applicant is the entity that submits the annual CoC Consolidated Application (HAG) for funding on behalf of the CoC. The CoC retains all of its responsibilities, even if it designates one or more eligible applicants other than itself to apply for funds on behalf of the Continuum. This includes approving the application for funds.

The Continuum may designate the Collaborative applicant to seek Unified Funding Agency (UFA) designation. A collaborative applicant may request UFA designation through the annual CoC Program Registration process. HUD will inform the collaborative applicant and the UFA if it meets the required criteria. If approved by HUD, the UFA must carry out all of the responsibilities of the collaborative applicant as well as additional requirements that are set forth in the CoC Program interim rule. In order to be considered for UFA designation, collaborative applicants are required to:

- Represent the Continuum as stated in the requirements in 24 CFR part 578.7 of the CoC Program interim rule
- Have financial management systems that meet the standards 24 CFR part 85.20 (for States)
- Demonstrate the ability to monitor subrecipients
- Demonstrate and/or address any additional criteria that HUD may require by NOFA

If, after reviewing information submitted by the collaborative applicant addressing the above requirements, HUD designates the collaborative applicant as a UFA, the collaborative applicant will have the following additional responsibilities:

- Apply for HAG funding for all projects within the geographic area and enter into a grant agreement with HUD for all of the projects
- Enter into legally binding grant agreements with subrecipients (project sponsors), and receive and distribute funds to subrecipients for all projects within the geographic area
- Require subrecipients to establish fiscal control and accounting procedures necessary to assure proper disbursement of and accounting for federal funds in accordance with the requirements of 24 CFR parts 84 and 85 and corresponding OMB circulars

- Obtain approval of any proposed grant agreement amendments by the CoC before submitting a request for an amendment to HUD

The Continuum will retain all of its responsibilities, even if it designates the Department of Commerce as the UFA to apply for funds on behalf of the Continuum. This includes approving the application for funds.

9. Conduct an annual assessment of needs and resources through Point in Time Counts and Resources Inventory

Annually assess the needs of homeless persons in the Continuum through a well-coordinated point in time count, an on-going assessment of trends through analysis of HMIS data, and an assessment homeless needs and housing/services resources available within the Continuum. Conduct a gaps analysis and determine unmet needs of the Continuum.

The point-in-time count of homeless persons within the Continuum will enumerate 1) the number of homeless persons who are living in places not designed for or ordinarily used as regular sleeping accommodations for humans (unsheltered homeless persons); 2) identify the number of homeless persons living in emergency shelters and transitional housing projects (sheltered homeless persons); and 3) identify other requirements established by HUD by Notices.

10. Develop written policies, procedures and standards

Establish and consistently follow written standards for providing assistance through Continuum resources, in consultation with the recipients of Emergency Solutions Grants program funds.

The Continuum operates in accordance with the following policies, procedures and standards which are more fully outlined in the Appendix:

- Steering Committee Operating Procedures. Specific requirements are found at 24 CFR part 578.7(a)(3).
- Code of Conduct, Conflict of Interest and Recusal Process Policy (see #3, page 3) The Board must comply with the conflict of interest requirements at 24 CFR part 578.95(b).
- HMIS Operating Procedures
- Technical Assistance to Grantees and Subrecipients

To be established when and if the Continuum applies for UFA status)

- Financial Management and Accountability
- Project Monitoring Plan and Standards

11. Conduct an Annual McKinney-Vento Funding Competition

Follow the principles of fairness and openness when inviting new proposals from previously unfunded counties and non-profit/governmental agencies. It is the policy of the Continuum to provide a preference to unfunded counties (for both TA and extra points in the project rating criteria).

Rating processes will be developed annually in response to the HUD NOFA. Generally, rating criteria for renewals will be performance-based using HMIS and APR outcomes, while new projects will be based upon capacity, impact of the project, likelihood of success and relationship of the project to the priorities of the notice of invitation to submit an application. The potential for appearance of a conflict or an actual conflict of interest will be monitored by the Department of Commerce staff assigned to the Continuum. The procedures found below will prevail.

At least 15 days prior to the deadline for submission of the HUD application, all applicants whose application is rejected or otherwise will not be sent to HUD with the Continuum's application will be provided written notice of the results, the reasoning for the decision and the opportunity for to appeal the results prior to submission of the Continuum's CoC application.

The Final Project Listing, along with the the Continuum's Consolidated Application and attachments, will be posted on the Continuum website and the full membership, stakeholders and interested parties will be provided an e-mail communicating the results of the Project Listing (including the projects rejected and accepted) and where on the Continuum's website the information is located. The goal is to mail and post the results at least 2 days prior to the submission of the HUD application to HUD.

Conflict of Interests

In the administration of duties and responsibilities involving the HUD McKinney-Vento programs, it is critical that those duties be carried out in a fair and open manner without conflicts of interest. The below federal regulations at 24 CFR part 578.95 outline the requirements related to Balance of Washington State Continuum subrecipients, the Continuum leadership and others involved in the execution of the responsibilities of the Continuum. Conflicts and the appearance of conflicts are to be avoided.

Persons serving on the Board or its subcommittees, in particular, must avoid conflicts of interest or the appearance of conflicts. In cases of question, they may 1) request an opinion or a decision of whether a conflict or the appearance of a conflict is present 2) recuse themselves from the portion of their duties which presents the potential conflict or 3) request an exception to the conflict of interest provisions. In questions of conflict of interest, they must either bring it to the attention of the designated staff person of the

Collaborative Applicant (currently the Washington State Department of Commerce), or the Chair of the Balance of State Continuum of Care.

In the case of the Rating and Ranking Committee(s) of the Balance of State Continuum, members should make the Committee Chair or Committee Staff Coordinator aware of the conflict or appearance of conflict and recuse themselves from decisions affecting specific local county continuums, grantees, known subrecipients, and applicants. If a Committee member 1) has been an active member of a local continuum (during the previous 3 years) from which an application has been submitted, or 2) has been an employee of an applicant organization within the past 5 years, or 3) who has a relative who is a current employee of an applicant organization, or 4) has a financial interest in (or business relationship with) the applicant organization, the Committee member must notify the Chair or the Committee Staff Coordinator of the conflict or appearance of a conflict and shall refrain from participating in or voting for or against the specific organization or application unless an exception is granted. In cases of any question of applicability, the Committee member will reveal the potential conflict to the Chair or the Committee Staff Coordinator. In particular, Committee members should follow the general provisions of (d) “other conflicts” and (i) “factors to be considered for exceptions” below for further guidance.

The full certification to be signed by all persons on the Ranking Rating Committee may be found in the Appendix.

12. Conduct Performance Monitoring to Improve Outcomes

Each spring, review project and Continuum-wide performance outcomes and prepare “State of the Balance of State includes McKinney and non-McKinney analysis. Report provided to the Steering Committee for consideration of actions in the coming year.

Staff will review and report on McKinney-Vento project-specific progress/performance and Continuum-wide outcomes for a Performance Report developed Quarterly and Annually. Present to the Planning Committee and summarize for Steering Committee.

Among the Outcomes included in the Review/Report:

- Continuum-wide Point in Time Count for populations/subpopulations as well as sheltered/unsheltered homeless for Annual Spring Report only)
- Continuum-wide Housing Inventory Chart (HIC) Resources (McKinney/non-McKinney) for Annual Spring Report only)
- Chronic Homeless beds in Continuum inventory

- Length of stay
- Length of time homeless
- Returns to homelessness
- Housing Stability Permanent Supportive Housing
- Exits from Transitional Housing to permanent housing destination
- Earned Income and Earned Income Increases
- Other Income and Other Income Increases
- Non-cash Mainstream Services provided
- Funds Returned or not Utilized
- Utilization
- Fund Usage

13. Establish and Monitor Prioritization and Targeting Policies

It is the Continuum’s policy to prioritize resources to serve the most vulnerable populations of homelessness to prevent their continued homelessness on the streets and in areas not met for human habitation and to administer programs and projects within its jurisdiction to reduce barriers to rapid entry and housing, following the principles of Housing First.

Policies:

- It is the policy of the Continuum to focus on resources which will assist in meeting its goals of ending homelessness for specific target populations discussed at the beginning of this document.
- It is the policy of the Continuum to encourage commitments by project sponsors to dedicate Permanent Supportive Housing beds for chronic homeless persons and, where the beds remain undedicated for chronic homeless person, to maximize the number that will be prioritized at turnover to chronic homeless persons.
- Finally, it is the policy of the Continuum to encourage the prioritization of beds for homeless Veterans to the extent feasible.

Prioritization based on Vulnerability – The Continuum adopts the provisions of **HUD CPD NOTICE 14-012** which establish priorities for housing based on factors of need/vulnerability rather than time of application. McKinney-Vento projects will comply with the prioritization procedures including record-keeping and reporting. The responsibilities for carrying out these provisions rest primarily with the McKinney-Vento grantee but also with the Coordinated Entry System at the local level. Coordination and

cooperation are critical in assuring the provisions are effective. The specific provisions of this prioritization process are detailed in the CPD Notice attached.

14. Publish Applications and Plans

Make available on the Continuum website and/or through electronic distribution, major plans of the Continuum, amendments to plans and the annual HUD application submitted by the Continuum.

15. Maintain an active Continuum organizational structure & Conduct regular meetings in an open process

Full Membership Meetings – Due to the nature of the Continuum geography, it is not feasible to hold every Steering Committee and full membership meeting in person. However, the Continuum intends to hold Quarterly in-person meetings of the Full Membership. These meetings will be open to the public and will be announced at least two weeks in advance by an e-mail to the Full Membership and placed on the Continuum website. Agendas of the meeting will be published with the meeting announcement. Among the purposes of the meetings will be to provide updates on progress in meeting plan strategies and evaluating performance, training, disseminating information, obtaining comments on issues and directions and/or planning.

Steering Committee Meetings – The Steering Committee will convene a minimum of 9 meetings a year, generally on a monthly basis. The public is welcome to join. Because of the Continuum geography and travel costs, these meetings will generally be held by conference call. Agendas will be developed by CoC staff and leadership and will be sent to the Steering Committee in advance of meetings. Minutes are taken and major decisions are communicated to the full Membership of the CoC, including local county CoCs and HAG grant recipients/subrecipients as appropriate.

Other Committee Meetings - Standing Committee and Ad Hoc Committees will meet periodically to fulfill their tasks. The Chair(s) will set the meeting times and venue. Reports of Committee work will be made to the Steering Committee as needed. The Continuum has established the following Standing Committees, the roles and responsibilities of which are further described in the Appendix:

- **Executive Committee** (meets as needed for decision-making between Steering Committee meetings)
- **Planning** (Monthly or more often)
- **HMIS** (generally quarterly)
- **Mainstream Resources** (Quarterly)
- **Families with Children** (At least Quarterly)
- **Veterans** (At least Quarterly)
- **Singles/Chronic Homeless** (At least Quarterly)
- **Youth** (At least Quarterly)

- **Rating and Ranking** (Annually during the Rating and Ranking Process)

In addition, the Continuum will engage annually in order to conduct an effective PIT Count, a working group to help guide the process and serve as conduit of information to coordinate the process.

16. Invite new members to participate

New organizations and individuals serving the homeless in the Continuum jurisdictions are invited to join at any time during the year and be included on the e-mail list of Full Members by contacting Kathryn.Stayrook@commerce.wa.gov. An open invitation to participate in Continuum activities will be included on the Continuum website and a specific invitation will be sent out semi-annually to the broadest e-mailing list maintained by the Continuum.

17. Select Leadership in a fair and open process

Select Chairs of the Steering Committee and other standing and ad hoc committees following the written process outline above on pages 5 and 6.

18. Develop and Follow a Governance Charter and Policies and Procedures

In consultation with the Collaborative Applicant and the Homeless Management Information System (HMIS) lead, develop, follow, and update annually a governance charter that includes all procedures and policies needed to comply with 24 CFR part 578.5(b) and with HMIS requirements as prescribed by HUD.

Follow a code of conduct and recusal process for the Board, its Chair(s), and any person acting on behalf of the board or its major Committees. Board members and Committee members must disclose any personal, familial or professional/business relationships when involved in decisions of the Continuum. If there is a conflict of interest or an appearance of a conflict of interest, the member is required to recuse themselves from participating in the discussion and vote on the action item.

19. Provide information needed for Consolidated Plan(s) within the Continuum's geographic area

Coordinate with local jurisdictions through the Department of Commerce framework to supply information needed for Consolidated Plans at the local level and the Balance of State level. Local County Continuums of Care will provide information as needed for Consolidated Plans in their geographic area. This includes providing information on the most recent Point in Time Count (PIT), the Homeless Housing Inventory Chart (HIC), and the strategies and goals of the Continuum of Care.

20. Adoption and Updating the Governance Charter

The initial Draft Charter will be published and distributed to the full Continuum membership for comments to be received within a 21-day period. Comments will be reviewed by the staff and considered by the current Steering Committee. The current Steering Committee will then adopt by majority vote a final Governance Charter and will forward to the full Continuum membership a copy of the final with its response to the comments submitted on the draft. The Charter will be published on the Continuum website. The adoption of the initial policies, procedures and standards will follow this same process (if they have not been already adopted in the same process as the Charter is adopted).

On an annual basis, the Charter will be reviewed and updated by the Continuum using the following process: By March 31st the staff of the Continuum will provide a “State of the Continuum” Report, which includes an evaluation of the performance and operative functions of the Continuum and (with the consultation of the Steering Committee Chair(s) or a Committee assigned by the Chair) recommendations for updating the Charter (including its policies, procedures and standards) to reflect changing needs and actions to further adopted goals. The procedures noted above in the previous paragraph will be followed in the adoption of amendments to the Charter. By a vote of the majority of the Steering Committee, proposed modifications will be published and sent to the full Continuum membership for comment.

21. Application Standards and Thresholds

The Continuum will annually update the requirements for application. An example of the standards and thresholds is the following included in the 2016 RFP for Renewal Applicants.

Threshold Criteria

All Applications must meet the following threshold requirements:

1. Submit a complete application by the deadline
2. The applicant’s organizational capacity is adequate to successfully manage McKinney-Vento funds, including consideration of their ability to manage existing McKinney-Vento grants.
3. The applicants meet the HUD eligibility requirements and thresholds.
4. The proposed activities meet McKinney-Vento eligibility requirements.
5. The grant request is reasonable based upon the proposed scope.
6. A review of their latest Independent Audit reveals no major findings unaddressed (Evidence of agency’s adequate capacity determined by the applicant’s response to the Audit findings) and the receipt of the summary pages of the applicant’s most recent Audit.
7. For applicants with current HUD McKinney-Vento grants, the latest HUD Monitoring letter reveals no major findings unaddressed (Applicants who currently have HUD McKinney grants must also include the latest HUD monitoring letter and, if appropriate, evidence of actions to clear findings or evidence findings have been cleared by HUD).
8. The overall application will be reviewed to determine if the new project is likely to improve the Continuum’s outcome performance and will contribute to reducing homelessness.
9. The project must meet HUD’s specific threshold requirements (found on page 23-27 of the 2016 HUD NOFA) as stated in the attached document entitled HUD’s Threshold Requirements”.

10. The Continuum must receive a county continuum response and a grantee response to the Continuum's request for *"Supplemental Information to Support the Balance of State CoC plication"*.
11. To demonstrate organizational capacity, the most recently reported performance scores for those grants must equal at least the average of all project performance score.
12. Projects serving persons with disabilities must provide a brief statement on how they will ensure that persons with disabilities can interact with other persons without disabilities.
13. Grantees must demonstrate that their project will help improve the local County Continuum operating system.
14. Grantees must demonstrate that their project supports at least one of the 4 HUD Policy Priorities listed in number 6 below.

Supplemental Application Rating and Threshold Requirements:

Following are the required documents for a Preliminary Application for Renewal Funds to be submitted to johneppler@comcast.net and nick.mondau@commerce.wa.gov by the 4:00 PM August 15 deadline:

1. Submit the Summary Pages of the most recently completed Independent Audit Letter showing significant findings and issues and, as appropriate, evidence of adequate responses to findings and issues identified.
2. Submit a copy of the latest HUD monitoring letter and, if appropriate, evidence of actions to clear findings (or evidence HUD has cleared the findings).
3. Projects serving persons with chronic homeless persons and persons with disabilities must provide a brief statement on how they will ensure that persons with disabilities are given opportunities to interact with other persons without disabilities.
4. To assess the grantees compliance with HUD LOCCS Drawdown requirements, submit a list of the date of all LOCCS drawdowns made since August 1, 2015.
5. Provide a brief statement on how your renewal project supports and improves the local County Continuum's operating system.
6. Indicate in a brief statement the extent to which your project supports the current HUD Policy Priorities, including the following 2016 HUD priorities:
 - End Family, Chronic, Veterans and Youth homelessness – Projects target one or more of these HUD priority populations
 - Integration – Programs which ensure that participants with disabilities can interact with persons without disabilities to the extent feasible
 - Improve Outreach – Effectively engage persons in sheltered and unsheltered conditions and provide meaningful access to services and programs, including persons with limited English proficiency (LED).
 - Adopt client-centered service methods – Programs are tailored to the needs of participants to meet their unique needs.

22. Monitoring of Grantees

The Continuum will monitor Grantees for compliance and performance.

- a. Compliance with the responsibilities of the Hearth Act for assuring that homeless children can succeed in the educational system. Grantees will be asked on an annual basis to certify they are in compliance with the education requirements of the Act and to report to the Continuum on the current Educational Liaison for the grantee, the information they provide to clients on their rights and eligibility for educational services the actions taken during the year to carry out their responsibilities. Semi-annual monitoring.
- b. Annual Certification of Compliance with provisions avoiding admission denial and involuntary removals. Beginning in 2016, grantees will be requested to provide copies of written procedures, forms and information they used for advising the client of their rights to avoid denying admission based upon sex, gender, aged or disability and advising the client of the potential and process for appeal of decisions on admissions.
- c. APR Timely submission. The Dept of Commerce will send a notice of APR due dates 90 days before they are due, followed by a 30 day notice. Continuum staff will monitor compliance on due dates and provide TA as needed to obtain the APRs.
- d. LOCCS Drawdown compliance. All grantees are required to submit Quarterly Reports of LOCCS drawdowns to the CoC. Drawdowns and Fund Usage will be monitored and TA provided as necessary.
- e. High Funds Return Rates. Grantees will be monitored for the potential of recapture of funds on a quarterly basis and when APRs are submitted. Grantees with large and frequent recaptures will be subject to a loss of funding at renewal decisions.
- f. Grantee Performance. Grantees will be monitored annually on project performance measures including at least the following: Housing Stability, Employment Income, Other Income, Increased Employment Income Increased Other Income, Non-Cash Resources, Fund Utilization, Recaptures, Hard to Serve Populations and others that may be added. These will be used in the rating and ranking of the project when annual funds competitions are held.
- g. Grantees may request Technical Assistance on areas of compliance. TA will be provided to the extent feasible by Continuum staff.

APPENDIX

Committees of the Continuum Responsibilities and Operation

- Executive Committee Planning
- HMIS
- Mainstream Resources
- Families with Children
- Veterans
- Singles/Chronic Homeless
- Youth
- Rating and Ranking

Policies, Procedures and Standards

- Steering Committee Operating Procedures. Refer to requirements at 24 CFR part 578.7(a)(3).
- Code of Conduct, Conflict of Interest and Recusal Process Policy (also see #11 and 18 above) The Board and Committee members must comply with the conflict of interest requirements at 24 CFR part 578.95(b).
- HMIS Operating Procedures
- Full policies and procedures for Prioritization of homeless populations (the full provisions of HUD CPD 14-012 (July 28, 2024) are attached.
- Technical Assistance Plan for Grantees and Subrecipients (2016 Annual Plan in preparation)
- Coordinated Intake and Assessment System
- Rating and Ranking Policies and Procedures (see website annually)

To be established when Continuum applies for UFA status:

- Financial Management and Accountability
- Project Monitoring Plan and Standards

Homeless Management Information System (HMIS)

Policies and Procedures

Washington State Department of Commerce

Updated: Fall 2015

CONTACT INFORMATION

Washington State Department of Commerce

1011 Plum Street SE

P.O Box 42525

Olympia, WA 98504-2525

Tel: 360-725-4000

Website information on Washington State Homeless Programs:

<http://www.commerce.wa.gov/Programs/housing/Homeless/Pages/default.aspx>

The HMIS team provides ongoing assistance to all participating agencies. An agency can request additional training or onsite visits from the HMIS staff at any time:

<http://www.commerce.wa.gov/Programs/housing/Homeless/Pages/HomelessManagementInformationSystems.aspx>

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PARTICIPATING AGENCY ROLES AND RESPONSIBILITIES

Staffing Responsibilities	Each Participating Agency/Organization will need to have staff for following functions. All roles must be assigned and communicated to the HMIS System Administrator of the Washington State Department of Commerce.
Role	Functions
<p>Executive Management Oversight <i>responsibility for all activities associated with agency/organizations Participation in HMIS.</i></p>	<ul style="list-style-type: none"> • Signs the <i>Agency Agreement/Interagency Data Sharing Agreement</i> and any other required forms before accessing Washington State Department of Commerce HMIS. • Authorizes data access to agency staff and assigns responsibility for custody of the data. • Establishes, adopts and enforces business controls and makes sure the organization obeys HMIS Policies and Procedures. • Assumes liability for any misuse of the software by agency staff. • Communicates control and protection requirements to HMIS users and other agency staff as required. •
<p>Outcome/Program Manager and/or Agency HMIS Contact <i>Internal agency/org resource for HMIS planning and implementation.</i></p>	<ul style="list-style-type: none"> • Serves as the contact between agency executive management, agency managers, HMIS users/housing specialists and Commerce Technical Assistance (TA) staff. • Attends required HMIS training and Technical Assistance (TA) sessions. • Reports any system problems and data-related inconsistencies to Commerce TA staff as needed. • Attends HMIS End User Meetings. • Updates active/inactive users for agency •
<p>HMIS End User</p>	<ul style="list-style-type: none"> • Completes and maintains training on the proper use of HMIS system. • Acknowledges and signs the User Policy, Responsibility Statement and Code of Ethics and HMIS policies and procedures. • Follows agency policies that affect the security and integrity of client information. • Maintains HMIS data quality (timeliness of entry, accuracy and completeness of information collected and reported in HMIS.

	<ul style="list-style-type: none">• Reports data system problems and inconsistencies to agency HMIS contact or directly to Commerce TA staff.• If applicable, secures and stores client's signature on CLIENT CONSENT/INFORMATION RELEASE FORM.• Gives client written copy of Statement of Client Rights.• Verbally tells client his/her rights and uses of client's data.•
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WASHINGTON STATE DEPARTMENT OF COMMERCE HMIS RESPONSIBILITIES

Commerce Responsibilities	Washington State Department of Commerce HMIS responsibilities.
Role	Functions
Commerce HMIS Data Systems Technical Assistance Staff	<ul style="list-style-type: none"> • Maintains organization/agency training records to track HMIS compliance. • Publishes quarterly training calendar • Uses registration tool to track training attendance and provide user feedback • Executes HMIS participation agreements. • Monitors compliance with applicable HMIS standards on a regular basis. • Establishes and reviews End User Agreements annually. • Develops and maintains HMIS agency files to include original signed participation agreements, original signed user license agreements and all other original signed agreements pertaining to HMIS. • Reviews and updates as needed HMIS Policy and Procedures. • Provides new user training and refresher user training monthly. • Pro-actively contacts new users for immediate follow up and issuance of username and password to access HMIS in an effort to begin entry of data as soon as possible following training. • Provides on-site and internet meeting-based technical support to agencies using HMIS for trouble-shooting and data input. • Reviews HMIS data monthly and bed lists to ensure that participating agency programs are using HMIS accurately. • Provides assistance to agencies upon request for additional on-site training and support. • Conducts unduplicated accounting of homelessness annually.
Commerce HMIS Data Systems Manager(s)	<ul style="list-style-type: none"> • Reviews national, state and local laws that govern privacy or confidential protections and make determinations regarding relevancy to existing HMIS policy. • Reviews and updates HMIS Privacy Policy as needed. • Develops and reviews as needed the HMIS Security Plan, including disaster planning and recovery strategy. • Provides copies of the Data Quality Plan, Privacy Policy, Security Plan and Policy and Procedures for review and feedback on an annual basis. • Maintains and updates as needed the files for HMIS software to include software agreements, HUD Technical Submissions, HUD executed agreements and Annual Progress Reports.

IMPLEMENTATION POLICIES AND PROCEDURES

HMIS Agency Participation Agreement

The Executive Director of any Participating Agency shall follow, comply, and enforce the HMIS Agency Participation Agreement (Appendix X). The Executive Director or Agency designee must sign an HMIS Agency Participation Agreement before granted access to HMIS. Signing of the HMIS Agency Participation Agreement is a requirement to training and user access.

- An original signed HMIS Agency Participation Agreement must be presented to the HMIS staff before any program is implemented in the HMIS.
- After the HMIS Agency Participation Agreement is signed, the HMIS staff will train end users to use HMIS.
- A username and password will be granted to end users after required training is completed.

HMIS User License Agreement

End user of any Participating Agency shall follow, comply, and enforce the HMIS User License Agreement (Appendix X). Before given access to HMIS, the end user must sign an HMIS User License Agreement.

- The HMIS staff will provide the end user a HMIS User License Agreement for signature after completing required training.
- The HMIS staff will collect and maintain HMIS User License Agreements of all end users.

Data Collection Requirements

Participating Agencies will collect and verify the minimum set of data elements for all clients served by their programs within the timeframe outlined in the HMIS Data Quality Plan (Appendix C).

During client intake, end users must collect all the universal data elements set forth in the HMIS Data Standards Manual, May 2014. The universal data elements include:

NAME	LENGTH OF TIME ON STREET, IN
SOCIAL SECURITY NUMBER	EMERGENCY SHELTER OR SAFE HAVEN
DATE OF BIRTH	PROJECT EXIT DATE
RACE	DESTINATION
GENDER	RELATIONSHIP TO HEAD OF HOUSEHOLD
VETERAN STATUS	CLIENT LOCATION
DISABLING CONDITION	
ETHNICITY	
RESIDENCE PRIOR TO PROJECT ENTRY	
PROJECT ENTRY DATE	

End users must also collect all the program-specific data elements at program entry and exit set forth in the HMIS Data Standards Manual, 2014. The program-specific data elements include:

HOUSING STATUS	PHYSICAL DISABILITY
INCOME AND SOURCES	DEVELOPMENTAL DISABILITY
NON-CASH BENEFITS	CHRONIC HEALTH CONDITION
HEALTH INSURANCE	HIV/AIDS

MENTAL HEALTH PROBLEM
SUBSTANCE ABUSE
DOMESTIC VIOLENCE
CONTACT
DATE OF ENGAGEMENT
SERVICES PROVIDED

FINANCIAL ASSISTANCE PROVIDED
REFERRALS PROVIDED
RESIDENTIAL MOVE-IN DATE
HOUSING ASSESSMENT DISPOSITION
HOUSING ASSESSMENT AT EXIT

HMIS Program Entry and Exit Date

End users of any Participating Agency must record the Program Entry Date of a client into HMIS no later than three (3) business days upon entering the program.

End Users of any Participating Agency must record the Program Exit Date of a client into HMIS no later than three (3) business days after exiting the program or receiving their last service. Enabling the “auto-exit” feature for programs is available at the Participating Agency’s discretion. If enabled, clients enrolled in the program will automatically exit after the defined number of days of not receiving services defined as a “participating service” for that program, and record the date of the client’s last day in the program as the last day a service was provided.

End user must enter the month, day, and year of program enrollment and program exit.

For returning clients, end user must record a new Program Entry Date and corresponding Program Exit Date.

The system will trigger a warning when end users enter a Program Exit Date that is earlier than the Program Entry Date for a client.

HMIS Technical Support

The HMIS staff will provide a reasonable level of support to Participating Agencies via email, phone, and/or remote.

Technical Support Hours are Monday through Friday (excluding holidays) from 8:00 AM to 5:00 PM.

Provide issue replication details if possible (or help recreate the problem by providing all information, screenshots, reports, etc.) so HMIS staff can recreate problem if required.

The HMIS staff will try to respond to all email inquiries and issues within three (3) business days, but support load, holidays, and other events may affect response time.

The HMIS staff will submit a ticket to software vendor if progress is stalled.

SIGNATURE REQUIREMENTS ON HMIS FORMS

1. A signature by agency director or his/her designee is REQUIRED if any HMIS form has a space for a signature. Any exception(s) will be noted on the form.

2. Forms “complete” only when all required signatures are obtained.

NEW, RETURNING AND ADVANCING USER TRAINING REQUIREMENTS

The HMIS System Administrators will provide training to all HMIS end users. HMIS System Administrators will make sure HMIS users complete training requirements.

a. Training Requirements for New HMIS users:

- i. In-person HMIS 101 course is REQUIRED for HMIS access.
- ii. A signed User Agreement for current agency is REQUIRED before a new user's first training.
- iii. An HMIS 101 Webinar can be substituted for in-person training for six months (182 days) if immediate access is required and no formal training is scheduled in the area.
- iv. HMIS access will be disabled if in-person HMIS 101 training isn't completed within six months of date of HMIS 101 Webinar training.
- v. HMIS access will be reinstated when in-person HMIS 101 training is completed.

b. Training Requirements for Returning HMIS users:

- i. Current HMIS users are required to re-take in-person HMIS 101 training or HMIS 101 Webinar training every 12 to 18 months.
- ii. HMIS users can attend refresher HMIS 101 classes in-person or via Webinar at their discretion.
- iii. A signed User Agreement may be requested if the document is not on file with Department of Commerce.

c. Training Options for Advancing HMIS users:

- i. HMIS users who want more training can take any instructor-led training course if the user has met trainer's HMIS 101 training requirements.
- ii. Advanced trainings may include system tools, software functionality, report generation, report analysis and other interest topics.
- iii. A signed User Agreement may be requested if the document is not on file with Department of Commerce

The table below lists the training courses offered.

Course Description

New User Training

Course Detail

Users will learn the basic skills and concepts needed in order to complete the client intake process.

Refresher Training	Help to refresh the skills of active users, as well as review any issues users may have with navigating through the system or the data collection process.
Reports Training	Users are given an overview of the various reporting options available in ClientTrack.
Data Explorer	Trains experienced users, with good knowledge of existing ClientTrack reports, on the usage of ClientTrack's ad hoc data analysis tool. (Limited to one user per agency per session)

User Authentication

Only users with a valid username and password combination can access HMIS. The HMIS staff will provide unique username and initial password for eligible individuals after completion of required training and signing of the HMIS User License Agreement.

- The Participating Agency will determine which of their employees will have access to the HMIS. User access will be granted only to those individuals whose job functions require legitimate access to the system.
- Proposed end user must complete the required training and demonstrate proficiency in use of system.
- Proposed end user must sign the HMIS User License Agreement stating that he or she has received training, will abide by the Policies and Procedures, will appropriately maintain the confidentiality of client data, and will only collect, enter and retrieve data in the system relevant to the delivery of services to people.
- The HMIS staff will be responsible for the distribution, collection, and storage of the signed HMIS User License Agreements.
- The HMIS staff will assign new users with a username and an initial password.
- Sharing of usernames and passwords is a breach of the HMIS User License Agreement since it compromises the security to clients.
- The Participating Agency is required to notify the HMIS staff when end user leaves employment with the agency or no longer needs access.
- Users not logging into HMIS for more than 45 days will be locked out due to non-activity.

Passwords

Each end user will have access to HMIS via a username and password. Passwords will be reset every 180 days. End users will maintain passwords confidential.

- The HMIS staff will provide new end users a unique username and temporary password after required training is completed.
- End user will be required to create a permanent password that is between eight and sixteen characters in length. It must also contain characters from the following four categories: (1) uppercase characters (A through Z), (2) lower case characters (a through z), (3) numbers (0 through 9), and (4) non-alphabetic characters (for example, \$, #, %).

- End users may not use the same password consecutively, but may use the same password more than once.
- Access permission will be revoked after the end user unsuccessfully attempts to log on five times. The end user will be unable to gain access until the HMIS staff reset their password.

Hardware Security Measures

All computers and networks used to access HMIS must have virus protection software and firewall installed. Virus definitions and firewall must be regularly updated.

Security Review

HMIS staff will complete an annual security review to ensure the implantation of the security requirements for itself and Participating Agencies. The security review will include the completion of a security checklist ensuring that each security standard is implemented.

Security Violations and Sanctions

- Any end user found to be in violation of security protocols of their agency's procedures or HMIS Policies and Procedures will be sanctioned accordingly. All end users must report potential violation of any security protocols.
- End users are obligated to report suspected instances of noncompliance and/or security violations to their agency and/or HMIS staff as soon as possible.
- The Participating Agency or HMIS staff will investigate potential violations.
- Any end user found to be in violation of security protocols will be sanctioned accordingly. Sanction may include but are not limited to suspension of system privileges and revocation of system privileges.

CLIENT INFORMED CONSENT AND PRIVACY RIGHTS

Participating Agencies must obtain informed, signed consent prior to entering any client personal identifiable information into HMIS. Services will not be denied if a client chooses not to include personal information. Personal information collected about the client should be protected. Each Participating Agency and end user must abide by the terms in the HMIS Agency Participation Agreement (Appendix A) and HMIS User License Agreement (Appendix B).

Client must sign the Authorization to Disclose Client Information form (Appendix E) or consent of the individual for data collection may be inferred from the circumstances of the collection. Participating Agencies may use the Inferred Consent Notice (Appendix F) to meet this standard.

Clients that provide permission to enter personal information allow for Participating Agencies within the continuum to share client and household data.

If client refuses consent, the end user should not include any personal identifiers (First Name, Last Name, Social Security Number, and Date of Birth) in the client record.

For clients with consent refused, end user should include a client identifier to recognize the record in the system.

Participating Agencies shall uphold Federal and State Confidentiality regulations and laws that protect client records.

The HMIS standards and the HIPAA standards are mutually exclusive. An organization that is covered under the HIPAA standards is not required to comply with the HMIS privacy or security standards, so long as the organization determines that a substantial portion of its protected information about homeless clients or homeless individuals is indeed protected health information as defined in the HIPAA rules.

HIPAA standards take precedence over HMIS because HIPAA standards are finely attuned to the requirements of the health care system; they provide important privacy and security protections for protected health information; and it would be an unreasonable burden for providers to comply with and/or reconcile both the HIPAA and HMIS rules. This spares organizations from having to deal with the conflicts between the two sets of rules.

DATA POLICIES AND PROCEDURES

Data Quality

All data entered into HMIS must meet data quality standards. Participating Agencies will be responsible for their users' quality of data entry.

Definition:

Data quality refers to the timeliness, completeness, and accuracy of information collected and reported in the HMIS.

Data Timeliness:

End users must enter all universal data elements and program-specific data elements within three (3) days of intake.

Data Completeness:

All data entered into the system is complete.

Data Accuracy:

All data entered shall be collected and entered in a common and consistent manner across all programs.

Participating Agencies must sign the HMIS Agency Participation Agreement (Appendix A) to ensure that all participating programs are aware and have agreed to the data quality standards.

Upon agreement, Participating Agencies will collect and enter as much relevant client data as possible for the purposes of providing services to that client.

All data will be input into the system no more than three (3) days of program entry.

The HMIS staff will conduct monthly checks for data quality. Any patterns of error or missing data will be reported to the Participating Agency.

End users will be required to correct the identified data error and will be monitor for compliance by the Participating Agency and the HMIS staff.

End users may be required to attend additional training as needed.

Data Use and Disclosure

All end users will follow the data use Policies and Procedures to guide the data use of client information stored in HMIS.

Client data may be used or disclosed for system administration, technical support, program compliance, analytical use, and other purposes as required by law. Uses involve sharing parts of client information with persons within an agency. Disclosures involve sharing parts of client information with persons or organizations outside an agency.

Participating Agencies may use data contained in the system to support the delivery of services to homeless clients in the continuum. Agencies may use or disclose client information internally for administrative functions, technical support, and management purposes. Participating Agencies may also use client information for internal analysis, such as analyzing client outcomes to evaluate program.

The vendor and any authorized subcontractor shall not use or disclose data stored in HMIS without expressed written permission in order to enforce information security protocols. If granted permission, the data will only be used in the context of interpreting data for research and system troubleshooting purposes. The Service and License Agreement signed individually by the HMIS Lead Agency and vendor contain language that prohibits access to the data stored in the software except under the conditions noted above.

Data Release

All HMIS stakeholders will follow the data release Policies and Procedures to guide the data release of client information stored in HMIS.

Data release refers to the dissemination of aggregate or anonymous client-level data for the purposes of system administration, technical support, program compliance, and analytical use. No identifiable client data will be released to any person, agency, or organization for any purpose without written permission from the client.

Aggregate data may be released without agency permission at the discretion of the Continuum. It may not release any personal identifiable client data to any group or individual.

Bellingham Housing Authority Whatcom County Housing Authority

4-III.B. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

Local Preferences [24 CFR 960.206]

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

BWCHA Policy

BWCHA will use the following local preferences in the following order. BWCHA will limit the number of local preferences served annually as identified below.

- Ten (10) families from any of the following categories:
 1. Families who have either completed a transitional housing program during the preceding twelve months or who are currently participants of a transitional housing program. Applicants in this category must be verified in writing by a transitional housing program. The term “transitional housing” means housing, the purpose of which is to facilitate the movement of homeless individuals and families to permanent housing. All transitional housing programs under this preference must be approved by the Executive Director of the Housing Authority.
 2. Families who have been involuntarily displaced by domestic violence. An applicant is involuntarily displaced if:
 - a. The applicant has vacated a housing unit because of domestic violence; or
 - b. The applicant lives in a housing unit with a person who engages in domestic violence.

Domestic violence means actual or threatened physical violence or verbal and mental abuse directed against the applicant from a domestic partner. Domestic *partner* can include persons from current or previous dating relationship, marriage or former marriage and/or people that have a child in common.

To qualify as involuntarily displaced because of domestic violence:

The housing authority shall determine that the domestic violence occurred within 60 days of the family’s filing of a pre-application for housing assistance and or is of a continuing nature; and

Whatcom Homeless Service Center
Whatcom Homeless Service Center

The applicant family must provide the name of a person or agency that could verify the occurrence of domestic violence or supply other such documentation that would serve to substantiate the claim that domestic violence occurred. The family must allow the Housing Authority to attempt to verify claims of domestic violence by contacting local law enforcement or social service agencies.

3. Families who have been certified as being homeless by the Whatcom Homeless Service Center. An applicant family will be considered eligible for this preference if the Whatcom Homeless Service Center has referred the family on a form approved by BWCHA.
- To qualify as a homeless family (or individual) the Housing Authority shall determine that a period of homelessness immediately preceded the application for a preference with the exception that any emergency rent or deposit assistance that may be provided by the Whatcom Homeless Service Center or similar agencies shall not disqualify the family.

All other applicants

- All preferences are weighted equally. The date and time of application will be noted and utilized to determine the sequence within the above-prescribed preferences.
- Notwithstanding the above, families who are elderly or disabled will be offered housing before other single persons.

Income Targeting Requirement [24 CFR 960.202(b)]

HUD requires that extremely low-income (ELI) families make up at least 40 percent of the families admitted to public housing during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher [*Federal Register* notice 6/25/14]. To ensure this requirement is met, the PHA may skip non-ELI families on the waiting list in order to select an ELI family.

If a PHA also operates a housing choice voucher (HCV) program, admissions of extremely low-income families to the PHA's HCV program during a PHA fiscal year that exceed the 75 percent minimum target requirement for the voucher program, shall be credited against the PHA's basic targeting requirement in the public housing program for the same fiscal year. However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of: (1) ten percent of public housing waiting list admissions during the PHA fiscal year; (2) ten percent of waiting list admissions to the PHA's housing choice voucher program during the PHA fiscal year; or (3) the number of qualifying low-income families who commence occupancy during the fiscal year of PHA public housing units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

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

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

BHA Policy

Termination due to Insufficient Funding

BHA will offer first priority for reinstatement of assistance to families who's Housing Assistance Payment Contracts have been terminated due to insufficient funding.

Administration of the Program

Consistent with the Housing Authority Agency Plan and federal regulations at 24 CFR 982.207, the Housing Authority will select families with the following preferences based on local housing needs and priorities. Applicants who qualify for a preference are limited annually to the number indicated in each category of those applicants assisted during a calendar year. In general, households with local preferences will be moved to the top of the waitlist. Households with a local preference that are also "other singles" as described below, will only be given priority above "other singles". Applicants for *tenant-based* vouchers meeting these criteria will be assisted in the following order.

1. Individuals or families displaced by government action¹.
2. Five (5) families who are either current residents of the Housing Authority Public Housing Program or other approved subsidized housing who are inappropriately housed or who are on the Public Housing waiting list and for whom the Housing Authority has no appropriate housing.
3. Sixty (60) families served from any of the following local preference categories:
 - **Transitional Housing** - Families who have either completed a transitional housing program during the preceding twelve months or who are currently participants of a transitional housing program. Applicants in this category must be verified in writing by a transitional housing program.

The term "transitional housing" means housing, the purpose of which is to

¹ The Housing Authority will determine whether an applicant or participant has been displaced by activity carried on by an agency of the United States or by a State or local government body or agency in connection with code enforcement or a public improvement or development program. The application of this preference shall be approved at the sole discretion of the Executive Director of the Housing Authority.

facilitate the movement of homeless individuals and families to permanent housing. All transitional housing programs under this preference must be approved by the Executive Director of the Housing Authority.

- Domestic Violence - Families who have been involuntarily displaced by domestic violence. An applicant is involuntarily displaced if:
 - a. The applicant has vacated a housing unit because of domestic violence; or
 - b. The applicant lives in a housing unit with a person who engages in domestic violence.

Domestic violence means actual or threatened physical violence or verbal and mental abuse directed against the applicant from a domestic partner. Domestic *partner* can include persons from current or previous dating relationship, marriage or former marriage and/or people that have a child in common.

To qualify as involuntarily displaced because of domestic violence:

The housing authority shall determine that the domestic violence occurred within 60 days of the family's filing of a pre-application for housing assistance and or is of a continuing nature.

The applicant family must provide the name of a person or agency that could verify the occurrence of domestic violence or supply other such documentation that would serve to substantiate the claim that domestic violence occurred.

- **Homeless** - Families who have been certified as being homeless by the Whatcom Homeless Service Center. An applicant family will be considered eligible for this preference if the Whatcom Homeless Service Center has:
 - a. Referred the family on a form approved by the Bellingham Housing Authority;

To qualify as a homeless family (or individual) the Housing Authority shall determine that a period of homelessness immediately preceded the application for a voucher preference with the exception that any emergency rent or deposit assistance that may be provided by the Whatcom Homeless Service Center or similar agencies shall not disqualify the family.

Types of applicants with preferences over "Other Singles."

"Other Singles" is defined as a one-person household in which the individual member is not elderly, disabled, displaced by government action or eligible for a local preference as cited above. Such applicants will be placed on the waiting list in accordance with their date and time of application but cannot be selected for admission before any elderly family or disabled family.

HOUSING AUTHORITY OF THURSTON COUNTY
EXCERPT ADMINISTRATIVE PLAN 2015

HOUSING CHOICE VOUCHER PROGRAM

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

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

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

All types of households are eligible for the Housing Choice Voucher program as long as the family meets income requirements. The following types of households will receive preference over other qualified households:

The following households who meet the residency preference and a priority will be placed on the waiting list even when the waiting list is closed and will be given top priority over those applicants already on the waiting list:

- Homeless singles/couples who are residing in a short or long-term homeless supportive housing program and are receiving case-managed supportive services-by referral
- Homeless families with children who are residing in a short or long-term homeless supportive housing program and are receiving case-managed supportive services-by referral
- Homeless Households referred by the VA (American Lake) who qualifies for the VA Supportive Housing (VASH) Program (up to 57 vouchers).
- Homeless Households or households where housing is a barrier to the return of children or children aging out of foster care referred by the Division of Children and Family Services who qualify for the Family Unification Program (up to 73 vouchers).

PROJECT-BASED VOUCHER PROGRAM

Preferences [24 CFR 983.251(d)]

The PHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units. The PHA must provide an absolute selection preference for eligible in-place families as described in Section 17-VI.B. above. Although the PHA is prohibited from granting preferences to persons with a specific disability, the PHA may give preference to disabled families who need services offered at a particular project or site if the preference is limited to families (including individuals):

- With disabilities that significantly interfere with their ability to obtain and maintain themselves in housing;

HOUSING AUTHORITY OF THURSTON COUNTY
EXCERPT ADMINISTRATIVE PLAN 2015

- Who, without appropriate supportive services, will not be able to obtain or maintain themselves in housing; and
- For whom such services cannot be provided in a non-segregated setting.
 - PHA Policy
 - The PHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, qualifying families for “excepted units,” mobility-impaired persons for accessible units). The following additional preferences have been established for the following projects, buildings, or sets of units:

Drexel House

- Single individuals who are homeless and willing to enter a supportive service plan and cooperate with the plan as a condition of tenancy.

Evergreen Vista, Phase II

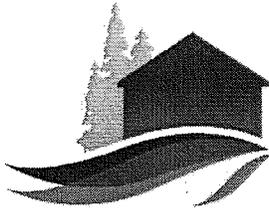
- Families who are homeless, families who have a member with a mental illness and individuals and families who have been victims of domestic violence.

Pear Blossom Place

- Homeless families who are under a plan to achieve self-sufficiency.

Quixote Village

- Single individuals who are homeless and willing to enter supportive services plan and cooperate with the plan as a condition of tenancy.



**HOUSING
OPPORTUNITIES**
of SW Washington

Connecting people to homes, hope and opportunity. Christina M. Pegg, CEO

September 9, 2016

Washington State Department of Commerce
Housing Assistance Unit – Federal Programs
Attn: Mark Porter
1011 Plum St SE
Olympia, WA 98504

RE: CoC Competition

Dear Mr. Porter;

Housing Opportunities of SW Washington, formerly known as the Longview Housing Authority, does not have a preference on our general waiting list for homeless. We do serve homeless clients through a variety of different programs.

We have separate voucher programs that serve the homeless, including NED 2(Non-Elderly Disabled) which is targeted to homeless coming out of institutions (35 vouchers), and our HUD VASH program (35) vouchers, which serves homeless veterans. We also just established a new program for homeless families with children that are referred through the coordinated entry program. We have set aside up to 25 vouchers for this program. We will maintain a separate waiting list for this program. We also operate a HOME Tenant Based Rental Assistance program for homeless veterans that currently serves up to 20 veterans and their families. 13% of new admissions were homeless at the time of admission between July 1, 2015 and June 30, 2016. We expect this number to increase as we bring this new program online.

I hope this letter provides the information you need. Please feel free to contact me if you need additional information.

Sincerely,



Christina M. Pegg
CEO



Memorandum of Understanding

Between the Washington Balance of State Continuum of Care CoC Lead and the Washington Balance of State Continuum of Care HMIS Lead

The CoC Lead and the HMIS Lead are the same entity: Washington State Department of Commerce. The two individuals working in the jobs of "Operations Manager, Federal Housing Assistance Programs" and "Data Systems and Performance Manager" are considered the CoC Lead and the HMIS Lead, respectively, for the purposes of this Governance Charter.

The CoC ensures that the HMIS is administered in compliance with the CoC Program interim rule, conformance with the 2014 HMIS Data Standards and related HUD notices in the following ways:

1. The CoC Lead meets at least quarterly with the HMIS Lead to ensure that the HMIS is administered in compliance with the CoC Program interim rule, conformance with the 2014 HMIS Data Standards and related HUD notices.
2. The HMIS Lead heads a subcommittee of the Balance of Washington State Continuum of Care Steering Committee and meets with subcommittee members annually, and reports back to the Steering Committee annually regarding compliance with the CoC Program interim rule and conformance with the 2014 HMIS Data Standards and related HUD notices.
3. The most current HMIS requirements are outlined in all grant agreements for homeless housing assistance using federal and state funds and are incorporated into federal, state and local funding requirements through the state's revised code of Washington (RCW).
4. The contract with the HMIS software of choice for the Balance of State HMIS includes provisions regarding compliance with the CoC Program interim rule and conformance with the 2014 HMIS Data Standards and related HUD notices. Contract payments are based on performance.
5. The requirements The CoC Lead's role in the governance of HMIS, as described in the position description form for position #1043, is to be responsible for compliance with the HEARTH Act, including data collection & performance management.
6. The requirements of the HMIS Lead's role in the governance of HMIS, as described in the Department of Commerce position description form for position #1222 is to serve as the state expert on homeless and low income housing performance measurement and formerly homeless, homeless and at-risk client data collection, including managing a team of seven technical support specialists and ensuring compliance with HEARTH, state and other federal policies regarding formerly homeless, homeless and at risk client data collection. The HMIS Lead also manages the contract with the HMIS vendor.

The Balance of State CoC formally approved this governance charter.

 11-12-15

Nick Mondau, CoC Lead

Date

 11-20-15

Mary Schwartz, HMIS Lead

Date

Performance Measurement Module (Sys PM)

Summary Report for WA-501 - Washington Balance of State CoC

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 (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		8667		60			28	
1.2 Persons in ES, SH, and TH		10498		108			42	

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-

Performance Measurement Module (Sys PM)

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	2517	204	8%	73	3%	95	4%	372	15%
Exit was from TH	762	4	1%	4	1%	8	1%	16	2%
Exit was from SH	0	0		0		0		0	
Exit was from PH	2410	41	2%	21	1%	56	2%	118	5%
TOTAL Returns to Homelessness	5689	249	4%	98	2%	159	3%	506	9%

Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

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

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	4703	4951	248
Emergency Shelter Total	1291	1345	54
Safe Haven Total	0	0	0
Transitional Housing Total	1330	1351	21
Total Sheltered Count	2621	2696	75
Unsheltered Count	2082	2255	173

Metric 3.2 – Change in Annual Counts

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

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		10927	
Emergency Shelter Total		9080	
Safe Haven Total		0	
Transitional Housing Total		2169	

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		176	
Number of adults with increased earned income		1	
Percentage of adults who increased earned income		1%	

Performance Measurement Module (Sys PM)

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		176	
Number of adults with increased non-employment cash income		1	
Percentage of adults who increased non-employment cash income		1%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		176	
Number of adults with increased total income		2	
Percentage of adults who increased total income		1%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		211	
Number of adults who exited with increased earned income		34	
Percentage of adults who increased earned income		16%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		211	
Number of adults who exited with increased non-employment cash income		57	
Percentage of adults who increased non-employment cash income		27%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		211	
Number of adults who exited with increased total income		84	
Percentage of adults who increased total income		40%	

Performance Measurement Module (Sys PM)

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

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		10238	
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.		1219	
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)		9019	

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		14503	
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.		1615	
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.)		12888	

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

This Measure is not applicable to CoCs in 2016.

Performance Measurement Module (Sys PM)

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

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

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		285	
Of persons above, those who exited to temporary & some institutional destinations		9	
Of the persons above, those who exited to permanent housing destinations		10	
% Successful exits		7%	

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

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		12017	
Of the persons above, those who exited to permanent housing destinations		5209	
% Successful exits		43%	

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

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		2132	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		1877	
% Successful exits/retention		88%	