

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:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
 2. Ensuring all questions are answered completely.
 3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
 4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
 5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
 6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.
- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.
 - 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 application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

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

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

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	Yes	Yes
Hospital(s)	Yes	No
EMT/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		

Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.

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

Our process of including a variety of opinions and ideas from a broad range of individuals and organizations throughout the CoC begins with an open invitation to participate in CoC-level decision-making, including monthly Steering Committee teleconference and quarterly in-person meetings. Our 33-county CoC structure includes an active local County CoC base, involving service providers who meet to coordinate locally and to communicate information/new ideas up through County CoC Coordinators. Last year we tripled the number of Committees, doubling participants previously involved. Our very active Youth Committee led the process of preparing a YHDP application. The Committee, composed of local providers and the State Office of Homeless Youth, broadly solicited input from local providers to develop a strong YHDP Application. To revise and update our Rating and Ranking criteria, we asked for volunteers to join an Ad Hoc Committee for a 4-month, 7-meeting process to upgrade the system.

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

The Continuum recognizes the importance of participation from a breadth of persons representing the interests of each homeless subpopulation, organizations providing a variety of housing services, funders, government, health agencies, law enforcement, homeless persons, advocates and a variety of non-profit agencies engaged in homeless services or housing. The Continuum has made a major effort over the past 2 years to obtain applications and broad participation from counties and organizations previously not funded or involved. Emails and web postings were sent out in late July to discuss the CoC 2017 NOFA and inviting applications for new. We further announced and broadly distributed that we prioritize TA to applicants from previously unfunded counties and that such applications receive bonus points. One of the selected bonus projects for 2017 was selected because of these bonus points. New members are solicited by targeted outreach as per the Governance Charter of the CoC (Pg 20).

1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must

**include the date(s) the CoC made publicly knowing they were open to proposals.
(limit 1000 characters)**

The CoC solicits Bonus Fund applications from previously uninvolved organizations and unfunded counties and awards extra points to these projects. We announced this policy throughout the RFP process beginning with an e-mail and website announcement on 7/25/17 and subsequent e-mails to the full Continuum as well as in monthly CoC meetings. Priority for TA to previously unfunded counties was announced in the same method. Over recent years, this has resulted in 5 of 10 2015 Bonus Funds applicants from new organizations, 2 from unfunded counties with one new county/grantee receiving HUD approval. In 2016, 4 of the 8 applications were from new organizations, including 2 from previously unfunded counties which was selected by HUD. This year, a previously unfunded county and grantee (Grays Harbor) was selected for a Bonus funding and the Priority List.

1C. Continuum of Care (CoC) Coordination

Instructions:

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

1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoCs coordination; planning and operation of projects.

Only select "Not Applicable" if the funding source(s) do not exist in the CoC's geographic area.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation 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 Department of Justice (DOJ) resources	No
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

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

The Collaborative Applicant for the CoC (Commerce) is also the only ESG recipient in the CoC. ESG utilization and funding planning occurs at the CoC Steering Committee meetings as well as Statewide Coordinating Committee

meetings which include all CoCs and ESG recipients in the state. Local governments, non-profits, housing authorities, advocates, state agencies, mainstream service providers, and funders all participate in these meetings. HMIS, HIC and PIT data are shared with these committees as well as CDBG, HOME and HOPWA recipients and subrecipients in the state. These data are analyzed monthly. ESG, CoC, state and local program performance is measured quarterly, broken down by county and provider, and shared via email, newsletter and online tableau. This analysis of our progress toward the Con Plan and CoC priorities informs state funding decisions, CoC strategies and the development of the Con Plan.

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

The CoC contact (and primary service provider) for three very rural counties is also the domestic violence/sexual assault victim services agency. In these counties, survivors are provided with survivor-centered services in a way that prioritizes their safety and fully takes into consideration their unique circumstances. This response varies in the remaining jurisdictions from close cooperation between victim services agencies and the housing organizations to secure access and prioritize safety and confidentiality of program participants to outgoing relationship building between the disciplines. The Department of Commerce houses the Office of Crime Victims Advocacy and there is a strong relationship between Commerce and the Washington State Coalition Against Domestic Violence. Efforts are made to assure that regional staff contacts are trained in the dynamics of domestic violence and can provide guidance to their jurisdictions on the special needs of victims.

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

In the three rural counties where the CoC contact is the victim services provider, all staff are fully trained in domestic violence and sexual assault and are required to have 30 hours of continuing education each year in order to integrate new and changing practices into their knowledge. In all jurisdictions, the domestic violence agencies routinely offer domestic violence training to their community partners. HMIS allows for domestic violence agencies and other agencies serving victims to add data that does not include personally identifying information. This provides data on a county by county basis on the numbers of DV survivors accessing services, some basic demographics, services provided while in the agency, and type of exit destination. The HMIS consent forms provided require that a question be asked at the beginning of the

interview/assessment about safety and whether the client is in fear of someone trying to hurt them.

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

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

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
Thurston County Public Housing Authority	42.00%	Yes-Both
Walla Walla Housing Authority	40.00%	No
Bellingham Housing Authority	50.00%	Yes-Both
Housing Authority of Island County	63.00%	Yes-HCV
Peninsula Housing Authority	1.00%	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-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)

Three of our largest Housing Authorities have homeless preferences in place. We have been working with other PHAs where homeless preferences are not part of their written policies to adopt policies. We have encouraged their adoption among PHAs in the Balance of State PHAs through personal contact, promotion through our CoC Steering Committee meetings and e-mails as well as through letters to Executive Directors with offers of support and assistance. Our 2017 State Homeless Housing Strategic Plan also calls out the idea specifically to "explore promoting local prioritization of locally-controlled housing funding (recording fees and federal funds awarded to housing authorities) for priority populations in the 2019 homeless grants awarded from (the Washington State Department of) Commerce."

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

**including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy.
(limit 1000 characters)**

Grantees must comply with all federal, state, and local nondiscrimination laws, regulations and policies, including the Washington State Law Against Discrimination, which prohibits discrimination or unfair practices based on sexual orientation, sex and family make-up. Grantees must comply with the Federal Fair Housing Act (FHA) and it's amendments. Training on the FHA for each region in the BoS is a priority in the new contract period.

The BoS highlighted the "Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs" HUD final rule in the February 2017 Consolidated Homeless Grant newsletter and included links to resources on serving LGBT homeless households and informing clients of the Equal Access rule. The annual Washington State Conference on Ending Homeless offers session on meeting the needs of LGBT families. In 2017, a session titled, "Housing and Gender Justice: Awareness of Housing Rights for Trans People."

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

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders	<input type="checkbox"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 50 characters)	
Public Education	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

When "No Strategies have been implemented" is selected no other checkbox may be selected.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

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

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

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

Foster Care:	<input checked="checked" type="checkbox"/>
Health Care:	<input checked="checked" type="checkbox"/>

Applicant: Washington Balance of State CoC

WA501

Project: WA-501 CoC Registration FY2017

COC_REG_2017_149666

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

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

Instructions

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

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

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

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	No

1E-2. Severity of Needs and Vulnerabilities

**CoCs must provide the extent the CoC considered the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Describe: (1) the specific vulnerabilities the CoC considered; and (2) how the CoC takes these vulnerabilities into account during the ranking and selection process. (See the CoC Application Detailed Instructions for examples of severity of needs and vulnerabilities.)
(limit 1000 characters)**

The selection criteria for Renewal projects (up to 100 points) includes up to 10 points for serving Chronic Homeless, up to 10 points for serving Families with Children and up to 10 points for serving unsheltered clients. We also awarded up to 10 points for serving clients that were 'hard to serve populations' as per last APR year (Q22 multiple characteristics, Q7 Unaccompanied youth), Q19 DV Victims). All other points are based upon performance outcomes.

Bonus/Reallocation 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.

1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.

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

Public Posting	
CoC or other Website	<input checked="checked" type="checkbox"/>
Email	<input checked="checked" type="checkbox"/>
Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

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

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.

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

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between FY 2013 and FY 2017 CoC Program Competitions.

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

Reallocation: Option 2

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

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps. 09/11/2017

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

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps. 09/12/2017

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

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

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

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

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

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? Attachment Required: If the response was "Yes", attach a copy of the HMIS Policies and Procedures Manual. Yes

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

2A-4. Using the drop-down boxes, select the HMIS implementation Coverage area. Regional (multiple CoC)

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

FY2017 CoC Application	Page 15	09/26/2017
------------------------	---------	------------

in that project type.

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	2,567	528	1,536	75.33%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	1,649	89	1,178	75.51%
Rapid Re-Housing (RRH) beds	3,188	0	2,492	78.17%
Permanent Supportive Housing (PSH) beds	2,203	273	1,664	86.22%
Other Permanent Housing (OPH) beds	164	0	164	100.00%

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

(limit 1000 characters)

The CoC intends to increase HMIS coverage over the next 12 months with expanded outreach and TA efforts. For RRH, ES, and TH projects, we will contact each provider, beginning with the largest. Each will 1st receive an overview including: HMIS history at the national and state level; CoC and community benefits (reporting, perf. measurement, and by name lists); provider benefits (CM tool, inter-agency data sharing opportunities, easier linkage to CE, and perf. measurement); costs (only staff time and hardware as the licenses and technical assistance are free); the security and confidentiality of HMIS; and address any questions or concerns they have or have heard from others about HMIS. Then the director and potential users will be invited to a demo. Should they still choose not to participate, the CoC will check in and offer HMIS quarterly. Should coverage for those project types remain under 85%, the CoC, Collab. App. and HMIS vendor will discuss options for incentives for HMIS.

**2A-6. Annual Housing Assessment Report 7
(AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR?**

**2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). 05/05/2017
(mm/dd/yyyy)**

2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:

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

2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception. 01/26/2017

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy) 05/05/2017

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

Instructions:

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

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

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. Programs that actively use HMIS were able to have their data pulled automatically, removing the requirement of additional surveys. The leads informed other service providers (programs that do not regularly use HMIS) of the sheltered count to ensure all ES and TH participants completed a PIT survey. Historically all clients were asked to fill out a survey. This new method lead to a more accurate count, eliminating opportunities for human error via additional data entry.

2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? Yes

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

Beds Added:	369
Beds Removed:	150
Total:	219

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

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

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017? No

CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

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

We made no changes from 2016-2017.

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

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

The BoS CoC held in person and online trainings throughout the state in preparation for the PIT Count. Special emphasis was placed on the importance of counting youth during the PIT Count, including the sharing of best practices and strategic discussions around how and where to count youth. The BoS CoC solicited input from the Office of Homeless Youth and various service providers including the CoC's Youth Subpopulation Committee and provided this guidance in written resources and technical assistance. These resources included materials created by HUD and also by organizations such as Voices of Youth and the True Colors Fund. The Office of Homeless Youth is housed within the Department of Commerce (Collaborative Applicant) and worked closely with the Balance of State to lend their expertise.

2C-6. Describe any actions the CoC implemented in its 2017 PIT count to

**better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness.
(limit 1000 characters)**

The BoS CoC offered trainings in person and online that discussed the importance of these subpopulations. Input from HUD and our CoC's subpopulation committees was included and distributed throughout the state. By coordinating with SSVF and other Veteran specific providers and in conjunction with the CoC's By Name List efforts, the CoC made a concerted effort to gather an accurate count of Veterans experiencing homelessness. Our efforts to house families with children have resulted in a significant drop in unsheltered families with children (from 667 in 2016 to 254 in 2017). The CoC has made specific efforts to prioritize PSH projects and to count the chronically homeless population. By having thoughtful conversations about the need to serve the most vulnerable populations, local county leads were instructed to seek out clients experiencing chronic homelessness.

3A. Continuum of Care (CoC) System Performance

Instructions

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

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

(limit 1000 characters)

The primary factor contributing to individuals and families becoming homeless for the first time is increases in market rents and decreases in vacancy rates. Targeted prevention scores households higher if they have experienced homelessness, domestic violence or have a severe condition. Washington's homeless housing plan identifies the homeless crisis response strategies, goals and performance measures for reducing the number of people experiencing homelessness for the first time. These efforts have resulted in an overall decrease of 52 fewer persons experiencing first time homelessness. The Department of Commerce is the responsible organization and continues to invest in affordable housing in the CoC through the state trust fund and in permanent housing solutions; supporting realignment of temporary housing resources to more proportionately serve unsheltered and CH individuals; and using performance based contracting to ensure best practices are implemented in every program.

3A-2. Performance Measure: Length-of-Time Homeless.

CoC 's must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC's strategy to reduce the length-of-time individuals and families remain homeless.

(limit 1000 characters)

Housing first principles coupled with low barrier access to shelters and rapid rehousing programs with exits to permanent housing is the primary activity of the CoC's to reduce the average length-of-time individuals and families remain homeless. Average length of time homeless has remained constant at 23

nights, median length of time decreased slightly from 35 to 34 nights. The Department of Commerce is the responsible organization for reducing length of time homeless and provides HMIS and outreach training and technical assistance to grantees. 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 improve awareness of unsheltered homeless. 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.

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

Describe: (1) the numerical change the CoC experienced; (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC's strategy for retention of, or placement in permanent housing.
(limit 1000 characters)

Washington's homeless housing plan identifies the homeless crisis response strategies and performance measures for increasing exits to permanent housing. The Department of Commerce is responsible for directing the CoC's strategy on successful exits. The successful exits increased from 46% to 50% for ES, SH, TH and PH-RRH and from 88%-89% in PSH projects. Diversion strategies are used first to solve a housing crisis. People are prioritized based on need, via a transparent and consistent coordinated entry process. Access to housing and services is contingent on rules no more restrictive than typical leases. Clients are supported in developing housing stability plans that address client safety, barriers to permanent housing, and self-sufficiency. Programs quickly move clients into market rate housing, and stay available to maintain housing stability. Programs provide the minimum assistance needed to secure housing but offer more when necessary to prevent a return to homelessness.

3A-4. Performance Measure: Returns to Homelessness.

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

Programs intervene with permanent supportive housing when clients have a disability that impacts their ability to live independently and market-rate housing placements are ineffective in resolving their homelessness. The Department of Commerce is responsible for developing the CoC's strategy to reduce returns to homelessness.

Our HMIS data show participants from ES returned to homelessness after two years 7 percent of the time from FFY2015. This is down from a 15 percent rate during the previous year. Returns from TH went down from 7 percent two years ago to 3 percent, and returns from PH went down from 12 percent two years ago to 7 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.

3A-5. Performance Measures: Job and Income Growth

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

Strategies increasing income: Since $\frac{3}{4}$ of CoC projects are PSH, there is a focused 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. The Department of Commerce is responsible for overseeing the CoC's strategy. The CoC has made considerable success over the past years-total income increased from 7 percent in 2015 to 12 percent in 2016 for system stayers and leavers' stays increased from 39 percent to 41 percent.

3A-6. Did the CoC completely exclude a geographic area from the most recent PIT count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests). No

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

3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016. 06/01/2017
(mm/dd/yyyy)

FY2017 CoC Application	Page 23	09/26/2017
------------------------	---------	------------

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

Instructions

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

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

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	427	555	128

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

Total number of beds dedicated as Dedicated Plus	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	503
Total	503

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

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

History of or 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 with Mental/Physical Disability	<input type="checkbox"/>

**3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC's strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 1000 characters)**

Engage families at the earliest point by diverting them from ES and growing RRH resources. The CoC has altered its approach to focus on outreach to unsheltered homeless. We are increasing the use of HMIS to track unsheltered families and housing outcomes. 95% of our grantees have committed to housing first and all of them are low-barrier. The Department of Commerce and chair of Families with Children Committee are responsible for overseeing the implementation and success of housing first and low barrier models. A state policy, implemented after consultation with the CoC, requires grantees to demonstrate functional zero in two subpopulations or increase unsheltered served by 10% each year. Staff of the CoC are monitoring and providing TA to CE staff to improve the entry process. The CoC also seeks new funding opportunities including a USDA Rural Community Development Grant for Grays Harbor county which will provide additional TA, training and implementation of housing best practices.

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

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	758	649	-109

**3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing.
(limit 1000 characters)**

BoS CoC providers must comply with the Americans with Disabilities Act (ADA) and other federal, state and local anti-discrimination laws, including those that call out denying admission to or separating families based on protected statuses, sexual orientation or family make-up. Providers must have funding

guidelines that state that programs serving households with children may not use the age of a minor to deny any household's admission to the program and must serve all family compositions. If a program operations gender-segregated facilities, the program must allow the use of facilities consistent with the client's gender expression or identity.

The BoS CoC via the Department of Commerce reviews program policies and procedures to confirm that that programs understand and adhere to Fair Housing laws and are not discriminatory to those with disabilities. This includes ensuring that services not directly related to housing are voluntary.

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

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

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

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
Number of Previous Homeless Episodes	<input type="checkbox"/>
Unsheltered Homelessness	<input checked="" type="checkbox"/>
Criminal History	<input type="checkbox"/>
Bad Credit or Rental History	<input type="checkbox"/>

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

Funding resources from the Family and Youth Services Bureau, The Department of Commerce Office of Homeless Youth (OHY), local Document Recording Fees, and partnerships with family-serving organizations to house LGBTQ fleeing Domestic Violence through the Office of Violence against

Women have increased our youth bed inventory and service capacity. Shelter services increased via the Crisis Residential Center programs and the Young Adult Shelter program. Some counties within the CoC sought Federal Street Outreach funding from the Family and Youth Services bureau and funding through the OHY. Future strategies include the creation of local housing levies to create additional units and services for youth.

The CoC Youth Committee and OHY developed CE Guidelines specifically for youth, which will increase the effectiveness of CE and reduce potential barriers to accessing the system. Performance measures such as exits to stable housing, returns to homelessness, length of time between enrollment and engagement, school attendance, newly engaged youth, increased income, etc. will measure progress toward the CoC and OHY goal to reduce and end homelessness through five priority areas: stable housing, family reconciliation, social and emotional well-being, education and employment, and permanent connections. Reporting on these performance measures will be required 1/1/18 for all OHY programs.

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

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 regularly attend our local CoC meetings to discuss issues around serving students, such as identification of homeless youth, transportation, academic achievement, establishing service needs, identifying service providers, counseling needs and housing. Staff from service providers are designated as liaisons to the schools, coordinate frequently with counselors on the needs of students in families they house, creating family stabilization plans. Homeless project staff also attend meetings held by State Education Agencies to raise awareness and facilitate coordination. Schools refer identified families in need of assistance to both housing providers and Coordinated Entry Systems. These collaborative efforts have resulted in additional resources such as the Homeless Student Stability Program.

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

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes	No
Head Start	No	Yes
Early Head Start	No	Yes
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No

Birth to 3	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

**3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
(limit 1000 characters)**

The CoC operates outreach and CE systems throughout our counties where Veterans are screened for VA benefits including medical, SSVF, VASH. SSVF and the VA have a master list of homeless Vets that operates in conjunction with the CoC's BNL outreach. In Whatcom County, a local Veteran's Assistance Fund (VAF) is administered by the Whatcom Health Department. VAF can assist Veterans in need with short-term assistance for basic needs, such as eviction prevention, housing assistance, and case management. VASH case managers refer clients to GPD by working with the Seattle VA or other GPD programs. The Opportunity Council in Whatcom is the lead grantee of a five county SSVF program, bringing rental assistance and case management. OC is a sub-grantee with the Metropolitan Development Council's SSVF program that funds more of the above and helps with Veterans outreach and Landlord Liaison services. Outreach teams inform Veterans experiencing homelessness of the above programs.

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

No

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

Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran is assisted to quickly move into permanent housing using a Housing First approach?

Yes

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

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

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

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

4A-1a. Mainstream Benefits

CoC program funded projects must be able to demonstrate they supplement CoC Program funds from other public and private resources, including: (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits. (limit 1000 characters)

Housing providers connect eligible clients to mainstream resources including but not limited to Department of Social and Health Services (DSHS) benefits, unemployment benefits, and SSI/SSDI benefits, which create pathways to increased housing stability. Many providers also conduct Department of Commerce-funded SOAR community initiatives and facilitate training. Counties such as Jefferson and Grays Harbor work directly with DSHS Community Service Offices to rapidly move people through the system. The CoC and Commerce provide TA and peer support to ensure that our communities stay updated on best practices and partner closely with DSHS, involving agency representatives on our CoC Leadership Committee. Progressive engagement services in Thurston county provide advocates for program participants for obtaining mainstream benefits. Service providers give referrals for Work Source

employment services and many providers receive bus ticket grants for participant access to transportation.

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

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	43.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	43.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

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

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	43.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	41.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	95.35%

4A-4. Street Outreach: Describe (1) the CoC's outreach and if it covers 100 percent of the CoC's geographic area; (2) how often street outreach is conducted; and (3) how the CoC has tailored its street outreach to those that are least likely to request assistance. (limit 1000 characters)

Outreach is conducted at camps and other places not intended for human habitation, which reaches a great percentage of people who normally do not engage in mainstream services, many of whom have disabilities of various types. In Cowlitz county, Coordinated Entry added a mobile access point in 2016 to make entry to services available wherever needed. Medical outreach and PATH outreach include transportation to services. Skagit county has developed a working partnership with a local police department. Thurston's PATH provides outreach and case management to those who are recovering from mental health challenges and are experiencing homelessness, or are at risk of homelessness. Case management may include coordinating mental health and substance abuse treatment and referrals to other services as needed. Once a family or individual is identified as having alternative communication needs, every effort is made by our CoC partners to meet that need.

**4A-5. Affirmative Outreach
Specific strategies the CoC has implemented that furthers fair housing as**

detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach.

Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)

County Coordinated Entry Systems must comprehensively advertise CE access points through mainstream systems of care and community partners. Funding for street outreach is available as a strategy to engage people who may otherwise not access services. Programs must have a grievance procedure and written termination and denial of service policies accessible to households that seek or receive services, including a description of how households can report concerns.

The BoS CoC requires that programs adhere to the Fair Housing Act (FHA) through program guidelines, monitoring and technical assistance. Grant managers for state funding in the BoS have received training on the FHA and have prioritized providing fair housing training to all regions served by the BoS. The Washington State Homeless Housing Strategic Plan includes a goal of fair and equitable resource distribution through staff training on system disparities.

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

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	3,325	3,414	89

4A-7. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statutes who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). No

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Notice to Accepte...	09/26/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	Public Posting of...	09/26/2017
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	BoS CoC Rating an...	09/26/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	CoC RFP Posting	09/26/2017
05. CoCs Process for Reallocating	Yes	Process for Reall...	09/26/2017
06. CoC's Governance Charter	Yes	Governance Charter	09/19/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policies and...	09/21/2017
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	Public Housing Au...	09/18/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	WA-501 CoC-HMIS MOU	09/26/2017
11. CoC Written Standards for Order of Priority	No	Prioritization St...	09/26/2017
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	2016 WA501 Perf M...	09/25/2017
14. Other	No		
15. Other	No		

Attachment Details

Document Description: Notice to Accepted and Rejected Projects

Attachment Details

Document Description: Public Posting of Completed Application

Attachment Details

Document Description: BoS CoC Rating and Review

Attachment Details

Document Description: CoC RFP Posting

Attachment Details

Document Description: Process for Reallocation

Attachment Details

Document Description: Governance Charter

Attachment Details

Document Description: HMIS Policies and Procedures

Attachment Details

Document Description:

Attachment Details

Document Description: Public Housing Authority documentation of Homeless Preference

Attachment Details

Document Description: WA-501 CoC-HMIS MOU

Attachment Details

Document Description: Prioritization Standards for PSH

Attachment Details

Document Description:

Attachment Details

Document Description: 2016 WA501 Perf Measures

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	08/28/2017
1B. Engagement	09/26/2017
1C. Coordination	09/26/2017
1D. Discharge Planning	09/16/2017
1E. Project Review	09/26/2017
2A. HMIS Implementation	09/26/2017
2B. PIT Count	09/25/2017
2C. Sheltered Data - Methods	09/26/2017
3A. System Performance	09/26/2017
3B. Performance and Strategic Planning	09/26/2017
4A. Mainstream Benefits and Additional Policies	09/26/2017
4B. Attachments	09/26/2017

FY2017 CoC Application	Page 36	09/26/2017
------------------------	---------	------------

Submission Summary

No Input Required

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>

Table of Contents

ROLES AND RESPONSIBILITIES.....	5
Washington State Department of Commerce.....	5
Participating Agency Responsibilities	5
IMPLEMENTATION POLICIES AND PROCEDURES	6
HMIS Agency Participation Agreement	6
HMIS User License Agreement.....	6
Data Collection Requirements	6
HMIS Program Entry and Exit Date	7
HMIS Technical Support Protocol	7
Participation Fees.....	8
SECURITY POLICIES AND PROCEDURES	8
Training	8
User Authentication	8
Passwords	9
Hardware Security Measures	9
Security Review	9
Security Violations and Sanctions	9
CLIENT INFORMED CONSENT AND PRIVACY RIGHTS	10
DATA POLICIES AND PROCEDURES	11
Data Quality.....	11
Data Use and Disclosure	11
Data Release	12
APPENDICES	13

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
Executive Management Oversight <i>responsibility for all activities associated with agency/organizations Participation in HMIS.</i>	<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. •
Outcome/Program Manager and/or Agency HMIS Contact <i>Internal agency/org resource for HMIS planning and implementation.</i>	<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 •
HMIS End User	<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. •
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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	Course Detail
New User Training	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

18/11/15
12/12/15
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

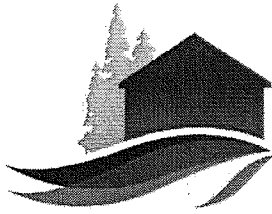
- Families who are homeless, families who have a member with a mental illness and individuals and families who have been victims of domestic violence.

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

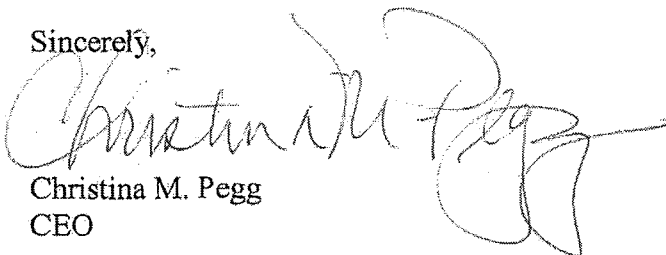
Dear Mr. Porter;

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

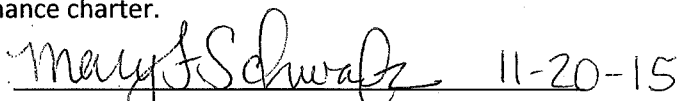
The CoC Lead and the HMIS Lead are the same entity: Washington State Department of Commerce. The two individuals working in the jobs of "Operations Manager, Federal Housing Assistance Programs" and "Data Systems and Performance Manager" are considered the CoC Lead and the HMIS Lead, respectively, for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


Nick Mondau, CoC Lead Date 11-12-15


Mary Schwartz, HMIS Lead Date 11-20-15

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%	

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

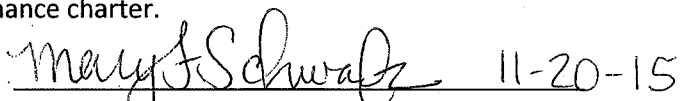
The CoC Lead and the HMIS Lead are the same entity: Washington State Department of Commerce. The two individuals working in the jobs of "Operations Manager, Federal Housing Assistance Programs" and "Data Systems and Performance Manager" are considered the CoC Lead and the HMIS Lead, respectively, for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


Nick Mondau, CoC Lead Date 11-12-15


Mary Schwartz, HMIS Lead Date 11-20-15

Continuum of Care Program Permanent Supportive Housing Prioritization for Chronically Homeless and Most Vulnerable Homeless Populations

Purpose

The purpose of this policy statement is to implement requirements for prioritizing beds based upon the vulnerability of participants in all Permanent Supportive Housing (PSH) projects funded by the Continuum of Care Program in the Balance of State (BoS) Continuum of Care (CoC).

The BoS CoC Homeless Steering Committee and CoC Program recipients in the BoS CoC chose to adopt the orders of priority detailed in [Notice CPD-16-11](#). This establishes the practice of ensuring the most vulnerable homeless individuals and families with the longest and most severe service needs are given first priority for services from CoC Program-funded Permanent Supportive Housing (PSH) projects in each community. All CoC Program-funded PSH projects will comply with the prioritization order described in the Notice.

Priority (excerpt; see Notice for full details)

The order of priority for CoC Program-funded PSH projects' beds that are dedicated or prioritized for Chronically Homeless persons is as follows:

1. Chronically Homeless Individuals and Families with the **Longest History of Homelessness** and with the **Most Severe Service Needs**.
 - i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights; and
 - ii. The CoC or CoC Program recipient has identified the chronically homeless individual or head of household of the family as having severe service needs
2. Chronically Homeless Individuals and Families with the **Longest History of Homelessness**.
 - i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights; and

- ii. The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household of the family as having severe service needs.
3. Where there are no chronically homeless individuals and families within the geographic area, recipients of CoC Program-funded PSH with dedicated or prioritized beds are encouraged to follow the order of priority below.

The order of priority for CoC Program-funded PSH projects' beds that are not dedicated or prioritized for chronically homeless persons, or if there are no chronically homeless individuals and families in the geographic area, is as follows:

1. Homeless Individuals and Families with a Disability with a **Long Period of Continuous or Episodic Homelessness**. An individual or family that is eligible for CoC Program-funded PSH who has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months and has been identified as having severe service needs.
2. Homeless Individuals and Families with a Disability with the **Most Severe Service Needs**. An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or in an emergency shelter and has been identified as having severe service needs. The length of time in which households have been homeless should also be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.
3. Homeless Individuals and Families with Disability **Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters**. An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the individual or family has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.
4. Homeless Individuals and Families with a Disability **Coming from Transitional Housing**. An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

CoC Program-funded PSH projects should follow the order of priority above while also considering the goals and any identified target populations served by the project. For example, a CoC Program-funded PSH project that is permitted to target homeless persons with a serious mental illness that has been identified as a project that will prioritize a portion or all of its turnover beds to persons experiencing chronic homelessness should follow the order of priority to the extent in which persons with serious mental illness meet the criteria.

Coordinated Entry

The adoption of this priority also includes the Coordinated Entry (CE) system configuration to identify CoC Program-funded PSH projects with beds dedicated or prioritized for persons experiencing Chronic Homelessness (CH) and CoC Program-funded PSH projects without CH-dedicated or prioritized beds to follow the order of priority described in this document. Each community in the BoS CoC will use their standardized assessment tool to establish a single list of the most vulnerable persons and families eligible for CoC Program-funded PSH. This list will be used to refer households to CoC Program-funded PSH projects rather than separate lists that may rely on date of application or disability diagnosis for priority of referral.

Standardized Assessment

As required by the state Consolidated Homeless Grant (CHG), the standardized assessment tool used for the CE system must include elements that will determine CH status and vulnerability for the purpose of placement within the priority order defined in this document. Communities may use the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT) or another standardized assessment tool that meets these needs. This tool must be used at all points of access.

Recordkeeping

All CoC Program-funded PSH projects will maintain records that prove CH status including homeless status, duration of homelessness, homeless status at least 4 times in the past 3 years and diagnosis of a qualifying disability. In addition, with the adoption of the new priority standards for CoC Program-funded PSH projects, those projects will maintain records that contain evidence of cumulative length of episodes of homelessness, evidence of severe service needs and evidence that they are following the priority order in this document.

Reporting

CoC Program-funded PSH projects are responsible for reporting to the Collaborative Applicant, the Department of Commerce, quarterly their performance in serving persons eligible for PSH. The report will include number of new participants served, CH status, priority category (CH with

severe needs, non-CH with long period of continuous homelessness, etc.) date participant presented to CE and date of entry in CoC Program-funded PSH project. The report will not include personally identifying information. The Collaborative Application will share this information with the Homeless Steering Committee at least quarterly.

FY2016 - Performance Measurement Module (Sys PM)

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

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

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

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

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

Measure 1: Length of Time Persons Remain Homeless

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

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

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

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

FY2016 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY2015	Revised FY2015	Current FY	Submitted FY2015	Revised FY2015	Current FY	Difference	Submitted FY2015	Revised FY2015	Current FY	Difference
1.1 Persons in ES and SH	8667	8571	8806	60	46	47	1	28	23	23	0
1.2 Persons in ES, SH, and TH	10498	10243	10468	108	91	98	7	42	35	34	-1

b.

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

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

	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	-	8803	-	69		-	31	
1.2 Persons in ES, SH, and TH	-	10465	-	119		-	47	

FY2016 - Performance Measurement Module (Sys PM)

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)		Returns to Homelessness in Less than 6 Months			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY2015	# of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	1	2	0	0	0%	0	0	0%	0	0	0%	0	0%
Exit was from ES	2401	2657	88	106	4%	35	45	2%	51	45	2%	196	7%
Exit was from TH	764	716	5	12	2%	14	5	1%	7	6	1%	23	3%
Exit was from SH	0	0	0	0		0	0		0	0		0	
Exit was from PH	2720	3489	51	136	4%	13	53	2%	37	45	1%	234	7%
TOTAL Returns to Homelessness	5886	6864	144	254	4%	62	103	2%	95	96	1%	453	7%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

FY2016 - Performance Measurement Module (Sys PM)

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

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	4951	5294	343
Emergency Shelter Total	1345	1383	38
Safe Haven Total	0	0	0
Transitional Housing Total	1351	1376	25
Total Sheltered Count	2696	2759	63
Unsheltered Count	2255	2535	280

Metric 3.2 – Change in Annual Counts

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	10927	10758	10824	66
Emergency Shelter Total	9080	9085	9158	73
Safe Haven Total	0	0	0	0
Transitional Housing Total	2169	2015	1997	-18

FY2016 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	176	377	458	81
Number of adults with increased earned income	1	2	9	7
Percentage of adults who increased earned income	1%	1%	2%	1%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	176	377	458	81
Number of adults with increased non-employment cash income	1	23	50	27
Percentage of adults who increased non-employment cash income	1%	6%	11%	5%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	176	377	458	81
Number of adults with increased total income	2	25	56	31
Percentage of adults who increased total income	1%	7%	12%	5%

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	211	370	475	105
Number of adults who exited with increased earned income	34	64	126	62
Percentage of adults who increased earned income	16%	17%	27%	10%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	211	370	475	105
Number of adults who exited with increased non-employment cash income	57	87	95	8
Percentage of adults who increased non-employment cash income	27%	24%	20%	-4%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	211	370	475	105
Number of adults who exited with increased total income	84	143	196	53
Percentage of adults who increased total income	40%	39%	41%	2%

FY2016 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	10238	9200	9112	-88
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	1440	1404	-36
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	7760	7708	-52

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	14503	13891	14607	716
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	2042	2114	72
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	11849	12493	644

FY2016 - Performance Measurement Module (Sys PM)

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

This Measure is not applicable to CoCs in the FY2016 Resubmission reporting period.

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

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons who exit Street Outreach	285	1499	665	-834
Of persons above, those who exited to temporary & some institutional destinations	9	18	61	43
Of the persons above, those who exited to permanent housing destinations	10	13	68	55
% Successful exits	7%	2%	19%	17%

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

FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	12017	12146	13458	1312
Of the persons above, those who exited to permanent housing destinations	5209	5568	6714	1146
% Successful exits	43%	46%	50%	4%

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	2132	2101	2121	20
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	1877	1852	1894	42
% Successful exits/retention	88%	88%	89%	1%

FY2016 - SysPM Data Quality

WA-501 - Washington Balance of State CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

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

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

FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	1372	1777	1837	1890	1817	1662	1748	1787	1763	1812	2593	2442	2989	2181	3664	3217				
2. Number of HMIS Beds	962	1253	1188	1491	1617	1343	1130	1482	1313	1523	1210	2028	2956	2020	2209	2639				
3. HMIS Participation Rate from HIC (%)	70.12	70.51	64.67	78.89	88.99	80.81	64.65	82.93	74.48	84.05	46.66	83.05	98.90	92.62	60.29	82.03				
4. Unduplicated Persons Served (HMIS)	9070	9554	9422	9219	2260	2078	2015	2029	1828	2039	2147	2141	5821	6952	7329	8542	6	14	134	803
5. Total Leavers (HMIS)	7892	8590	8317	8137	1335	1179	1045	1035	566	595	630	572	3605	4637	4629	5912	0	0	6	316
6. Destination of Don't Know, Refused, or Missing (HMIS)	2779	3141	3719	3696	273	183	262	241	131	130	127	111	612	788	663	703	0	0	5	193
7. Destination Error Rate (%)	35.21	36.57	44.72	45.42	20.45	15.52	25.07	23.29	23.14	21.85	20.16	19.41	16.98	16.99	14.32	11.89			83.33	61.08