Before Starting the CoC Application

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

The Collaborative Applicant is responsible for:
- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- Using the CoC Application Detailed Instructions while completing the application in e-snaps.
- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.
- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.
- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.
- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.
- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click here.
1A. Continuum of Care (CoC) Identification

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

1A-1. CoC Name and Number:  WA-507 - Yakima City & County CoC

1A-2. Collaborative Applicant Name:  Yakima County

1A-3. CoC Designation:  CA

1A-4. HMIS Lead:  Yakima Valley Conference of Governments
1B. Continuum of Care (CoC) Engagement

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

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

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including electing CoC Board</th>
<th>Sits on CoC Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>EMT/Crisis Response Team(s)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>School Administrators/Homeless Liaisons</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Youth advocates</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Agencies that serve survivors of human trafficking</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other homeless subpopulation advocates</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Faith Community</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Employment &amp; Training Services</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Emergency Shelter Providers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

The CoC membership is broad based, inclusive and open to any individual or organization in the community with an interest in homeless issues. The CoC holds an annual community planning retreat open to the public to review progress and update strategies of the CoC plan. The CoC has developed a homeless advocate and peer mentoring group that participates in all CoC meetings to provide consumer input. The CoC has organized a faith leader forum on homelessness to solicit input from the larger faith community and support ongoing faith community involvement in homeless services and planning within the CoC.

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

| Youth Service Provider (up to 10) | RHY Funded? | Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016 | Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016 |
|----------------------------------|-------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------
| Rod’s House                      | Yes         | Yes                                                                                             | Yes                                                                                             |
| Sunrise Outreach Center          | Yes         | Yes                                                                                             | No                                                                                              |
| Yakima Neighborhood Health Services | Yes     | Yes                                                                                             | Yes                                                                                             |
| Catholic Family & Child Services | Yes         | Yes                                                                                             | No                                                                                              |

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC’s geographic area. Then select “Yes” or “No” to indicate if each provider is a voting member or sits on the CoC Board.
### 1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016.

(limit 1000 characters)

The CoC published a legal notice in local newspapers, which states that "the CoC is open to proposals from entities that have not previously been funded in prior HUD homeless assistance grants competitions." The CoC also announced the CoC competition through the CoC listserv, which provides opportunities for public comment or for organizations that have a project proposal to inquire about the process, and advertised a RFP specifically for new projects. Communications specified that technical assistance was available via CoC staff as well as a bidder's conference held on July 22, 2016.

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

Monthly
1C. Continuum of Care (CoC) Coordination

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

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

<table>
<thead>
<tr>
<th>Funding or Program Source</th>
<th>Coordinates with Planning, Operation and Funding of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opportunities for Persons with AIDS (HOPWA)</td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>Yes</td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY)</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start Program</td>
<td>No</td>
</tr>
<tr>
<td>Housing and service programs funded through Federal, State and local government resources.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

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

| Number of Con Plan jurisdictions with whom the CoC geography overlaps | 2 |
| How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process? | 2 |
| How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data? | 2 |
| How many of the Con Plan jurisdictions are also ESG recipients? | 1 |
| How many ESG recipients did the CoC participate with to make ESG funding decisions? | 1 |
| How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities? | 1 |
1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)

The Collaborative Applicant for the CoC, Yakima Valley Conference of Governments, is currently contracted by the Yakima County HOME Consortium to assist as needed to write the annual consolidated plan update and 5 year plan update. The CoC provides data for the homeless needs assessment section of the plan and the staff at YVCOG write the homeless section of the plan. In addition, the HOME Consortium staff lead serves on the CoC board, and the Homeless Planning & Policy Council (HPPC), and also served on the 2016 CoC Grant Application Review Committee. The City of Yakima Consolidated Plan staff meet twice per year with CoC and HOME Consortium staff to review PIT data and complete the homeless needs assessment.

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

The CoC Collaborative Applicant is the lead ESG grantee for the jurisdiction. As the lead ESG applicant, YVCOG conducts an RFP process to select ESG sub recipients. Members of the CoC serve on the review committee to establish performance measurements and scoring criteria based on the Opening Doors national goals and strategies. Applicants are then reviewed, scored, and ranked to prioritize potential projects based on their applications and any existing performance data.

1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)

The YWCA of Yakima is a CoC agency providing shelter and transitional housing. Lower Valley Crisis & Support Services receives ESG funding to provide emergency domestic violence shelter. Both agencies are members of the CoC and enter unidentified data into HMIS-compliant systems. While tenants are residing in secure housing, they receive additional tailored supportive services, which may also be available to victims in other CoC housing. Clients served at victim service providers may take advantage of other CoC housing placements as their safety needs warrant, at their discretion in consultation with victim-service advocates. Case managers work with clients on a weekly basis, and entry into other CoC services (particularly rapid re-housing services) may be part of this planning.
1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC’s geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry</th>
<th>PHA has General or Limited Homeless Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yakima Housing Authority</td>
<td>0.00%</td>
<td>Yes-HCV</td>
</tr>
<tr>
<td>Sunnyside Housing Authority</td>
<td>0.00%</td>
<td>No</td>
</tr>
<tr>
<td>Yakama Nation Housing Authority</td>
<td>0.00%</td>
<td>No</td>
</tr>
</tbody>
</table>

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

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

The Collaborative Applicant is the main funder for homeless housing and services in the CoC jurisdiction. The CA oversees state funding, locally-generated homeless document recording fees, and the Emergency Food and Shelter Program (EFSP) to support rapid re-housing, shelter, and feeding support. Of these, the local document recording fees and their state equivalents provide the largest impact, supporting everything from coordinated entry and HMIS to permanent supportive housing.

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

<p>| Engaged/educated local policymakers:               | X |
| Engaged/educated law enforcement:                  | X |
| Implemented communitywide plans:                   |   |</p>
<table>
<thead>
<tr>
<th>No strategies have been implemented</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Other: (limit 1000 characters)</td>
<td></td>
</tr>
</tbody>
</table>
1D. Continuum of Care (CoC) Discharge Planning

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

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

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

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

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

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons
discharged are not discharged into homelessness. (limit 1000 characters)
1E. Centralized or Coordinated Assessment (Coordinated Entry)

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

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

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

The local coordinated entry system, Yakima CARES, has been designed using a de-centralized 'No Wrong Door' approach to ensure that homeless clients across the entire CoC have easy access to the system. CARES intake is intended to be easily available through referral to all community systems that interact with the homeless via a call in line. CARES functions through an Active Client list, conceptually the pool of all those currently homeless in the CoC at an given time. This pool is prioritized using a Vulnerability Index, and openings in participating programs are pulled from the most closely matched homeless households in the pool based on HMIS UDE data for program eligibility and vulnerability scoring.

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

<table>
<thead>
<tr>
<th>Participates in</th>
<th>Makes Referrals to the</th>
<th>Receives Referrals from the</th>
<th>Operates Access Point for</th>
<th>Participate</th>
<th>Does not</th>
<th>Does not</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2016 CoC Application</td>
<td>Page 12</td>
<td>09/11/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization/Person Categories</td>
<td>Ongoing Planning and Evaluation</td>
<td>Coordinate d Entry Process</td>
<td>Coordinate d Entry Process</td>
<td>Coordinate d Entry Process</td>
<td>s in Case Conferencing</td>
<td>Participate</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------------------</td>
<td>----------------------------</td>
<td>----------------------------</td>
<td>------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Local Government Staff/Officials</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDBG/HOME/Entitlement Jurisdiction</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law Enforcement</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospital(s)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMT/Crisis Response Team(s)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Administrators/Homeless Liaisons</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-CoC Funded Victim Service Organizations</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant: Yakima City & County CoC
Project: WA-507 CoC Registration FY2016

COC_REG_2016_135986
1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

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

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many renewal project applications were submitted in the FY 2016 CoC Program Competition?</td>
<td>7</td>
</tr>
<tr>
<td>How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?</td>
<td>1</td>
</tr>
<tr>
<td>How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?</td>
<td>6</td>
</tr>
<tr>
<td>Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Performance outcomes from APR reports/HMIS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>% permanent housing exit destinations</td>
<td>X</td>
</tr>
<tr>
<td>% increases in income</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monitoring criteria:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilization rates</td>
<td>X</td>
</tr>
<tr>
<td>Drawdown rates</td>
<td>X</td>
</tr>
<tr>
<td>Frequency or Amount of Funds Recaptured by HUD</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Need for specialized population services:</th>
<th></th>
</tr>
</thead>
</table>
Youth | X
Victims of Domestic Violence | X
Families with Children | X
Persons Experiencing Chronic Homelessness | X
Veterans | X

None:

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

The CoC included the following objective criteria during the project application review and ranking process, using data from project APRs:
- HUD Priority Populations. 10 points were awarded to projects that targeted families, veterans, or youth.
- Dedicated Chronically Homeless Beds. Two points were awarded per 10% of bed capacity dedicated to chronically homeless.
- Residence Prior to Entry. -10 to +10 points awarded based on the type of residence prior to entry. More points awarded if residence prior to entry a priority homeless situation (emergency shelter, place not meant for human habitation, safe haven); fewer points awarded if residence prior to entry was transitional housing, institutional, or ineligible.

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

- Developed RFP, including review process and ranking/selection criteria
- Posted RFP on YVCOG website at http://www.yvcog.org/yvhn/homeless.htm
- Published legal ad in newspaper of record, Yakima Herald Republic, with link to website posting, on October 24, 2015
- Distributed via email to CoC listserv and renewal applicants on October 25, 2015

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts 09/12/2016
of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached).

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

Yes

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

08/30/2016

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

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

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

1G-1. Describe how the CoC monitors the performance of CoC Program recipients.
(limit 1000 characters)
The Collaborative Applicant, on behalf of the CoC, annually evaluates the performance of HUD renewal project recipients by reviewing the APRs and comparing their performance to CoC-approved performance standards. The measurement standards are objectively measured and scored to determine performance on a 100 point scale. The scores are then used to determine whether projects should be considered for reallocation.

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

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

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

Yes

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

N/A

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

Yes

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

Yes

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

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

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? BitFocus
2B. Homeless Management Information System (HMIS) Funding Sources

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

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

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

2B-2.1 Funding Type: Federal - HUD

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC</td>
<td>$0</td>
</tr>
<tr>
<td>ESG</td>
<td>$0</td>
</tr>
<tr>
<td>CDBG</td>
<td>$0</td>
</tr>
<tr>
<td>HOME</td>
<td>$0</td>
</tr>
<tr>
<td>HOPWA</td>
<td>$0</td>
</tr>
<tr>
<td>Federal - HUD - Total Amount</td>
<td>$0</td>
</tr>
</tbody>
</table>

2B-2.2 Funding Type: Other Federal

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Education</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Health and Human Services</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Labor</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Agriculture</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Veterans Affairs</td>
<td>$0</td>
</tr>
<tr>
<td>Other Federal</td>
<td>$0</td>
</tr>
<tr>
<td>Other Federal - Total Amount</td>
<td>$0</td>
</tr>
</tbody>
</table>

2B-2.3 Funding Type: State and Local

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2016 CoC Application</td>
<td>Page 20</td>
</tr>
<tr>
<td>09/11/2016</td>
<td></td>
</tr>
</tbody>
</table>
### 2B-2.4 Funding Type: Private

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>$0</td>
</tr>
<tr>
<td>Organization</td>
<td>$0</td>
</tr>
<tr>
<td>Private - Total Amount</td>
<td>$0</td>
</tr>
</tbody>
</table>

### 2B-2.5 Funding Type: Other

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation Fees</td>
<td>$0</td>
</tr>
<tr>
<td>Other - Total Amount</td>
<td>$0</td>
</tr>
</tbody>
</table>

### 2B-2.6 Total Budget for Operating Year

$23,073
2C. Homeless Management Information System (HMIS) Bed Coverage

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

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

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

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2016 HIC</th>
<th>Total Beds in HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ESG) beds</td>
<td>411</td>
<td>69</td>
<td>230</td>
<td>67.25%</td>
</tr>
<tr>
<td>Safe Haven (SH) beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing (TH) beds</td>
<td>216</td>
<td>56</td>
<td>154</td>
<td>96.25%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) beds</td>
<td>205</td>
<td>0</td>
<td>182</td>
<td>88.78%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

Coverage rate for Emergency Shelters is depressed by the lack of participation on the part of a privately funded, faith-based rescue mission. Development of a low-barrier publicly-funded alternative will eventually increase the coverage ratio, but most likely not to the full 85% target. Integration of the existing rescue mission by providing value-added services within HMIS such as coordinated entry, live reporting, and shared analysis has been a priority for CoC management for several years, but nothing has yet been attractive enough to overcome resistance by the faith-based management to federally mandated reporting and data collection.

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

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA Grant per diem (VA GPD)</td>
<td></td>
</tr>
<tr>
<td>VASH</td>
<td></td>
</tr>
<tr>
<td>Faith-Based projects/Rescue mission</td>
<td>✔</td>
</tr>
<tr>
<td>Youth focused projects</td>
<td></td>
</tr>
<tr>
<td>Voucher beds (non-permanent housing)</td>
<td></td>
</tr>
<tr>
<td>HOPWA projects</td>
<td></td>
</tr>
<tr>
<td>Not Applicable</td>
<td></td>
</tr>
</tbody>
</table>

2C-4. How often does the CoC review or assess its HMIS bed coverage?  
Annually
## 2D. Homeless Management Information System (HMIS) Data Quality

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

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

<table>
<thead>
<tr>
<th>Universal Data Element</th>
<th>Percentage Null or Missing</th>
<th>Percentage Client Doesn't Know or Refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Name</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.2 Social Security Number</td>
<td>2%</td>
<td>29%</td>
</tr>
<tr>
<td>3.3 Date of birth</td>
<td>1%</td>
<td>7%</td>
</tr>
<tr>
<td>3.4 Race</td>
<td>1%</td>
<td>7%</td>
</tr>
<tr>
<td>3.5 Ethnicity</td>
<td>0%</td>
<td>4%</td>
</tr>
<tr>
<td>3.6 Gender</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.7 Veteran status</td>
<td>1%</td>
<td>2%</td>
</tr>
<tr>
<td>3.8 Disabling condition</td>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td>3.9 Residence prior to project entry</td>
<td>2%</td>
<td>1%</td>
</tr>
<tr>
<td>3.10 Project Entry Date</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.11 Project Exit Date</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.12 Destination</td>
<td>7%</td>
<td>27%</td>
</tr>
<tr>
<td>3.15 Relationship to Head of Household</td>
<td>5%</td>
<td>0%</td>
</tr>
<tr>
<td>3.16 Client Location</td>
<td>38%</td>
<td>0%</td>
</tr>
<tr>
<td>3.17 Length of time on street, in an emergency shelter, or safe haven</td>
<td>3%</td>
<td>3%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Report</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC Annual Performance Report (APR):</td>
<td>x</td>
</tr>
<tr>
<td>ESG Consolidated Annual Performance and Evaluation Report (CAPER):</td>
<td>x</td>
</tr>
<tr>
<td>Annual Homeless Assessment Report (AHAR) table shells:</td>
<td>x</td>
</tr>
</tbody>
</table>
2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?

1

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

Quarterly

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

Both Project and CoC

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

- VA Supportive Services for Veteran Families (SSVF):
  - X
- VA Grant and Per Diem (GPD):
  - 
- Runaway and Homeless Youth (RHY):
  - X
- Projects for Assistance in Transition from Homelessness (PATH):
  - X
- None:
  - 

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

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

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

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

2E-2. Indicate the date of the most recent sheltered PIT count: 01/28/2016

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

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: 05/02/2016
2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

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

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

<table>
<thead>
<tr>
<th>Method</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Census Count</td>
<td>X</td>
</tr>
<tr>
<td>Random sample and extrapolation</td>
<td></td>
</tr>
<tr>
<td>Non-random sample and extrapolation</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Method</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMIS</td>
<td></td>
</tr>
<tr>
<td>HMIS plus extrapolation</td>
<td></td>
</tr>
<tr>
<td>Interview of sheltered persons</td>
<td></td>
</tr>
<tr>
<td>Sample of PIT interviews plus extrapolation</td>
<td></td>
</tr>
</tbody>
</table>

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

The Point in Time shelter count was produced by conducting surveys with those sheltered on the night of the count. All local housing providers participated in the sheltered survey; most surveys were conducted by agency staff, preferably...
the client's usual case manager, and all surveyors were trained on expected methods of data collection. Collected data was validated using hard copy review and reconciliation to both HMIS and agency report, and missing or ambiguous data reported was returned to agencies for clarification and correction whenever possible. This methodology has remained consistent since 2008, including maintaining consistency in data collection survey tools and training as much as possible, in order to maintain comparability of data with previous years as fully as possible.

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

Changes in methodology were intentionally minimized in order to ensure results were as comparable as possible with previous years.

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

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)
2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

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

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

<table>
<thead>
<tr>
<th>Method</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td></td>
</tr>
<tr>
<td>Follow-up</td>
<td></td>
</tr>
<tr>
<td>HMIS</td>
<td></td>
</tr>
<tr>
<td>Non-HMIS de-duplication techniques</td>
<td></td>
</tr>
</tbody>
</table>

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

Changes in implementation were intentionally minimized in order to ensure results were as comparable as possible with previous years.
2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

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

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

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

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

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

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 05/02/2016
## 21. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

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

### 21-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

<table>
<thead>
<tr>
<th>Method</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Night of the count - complete census:</td>
<td></td>
</tr>
<tr>
<td>Night of the count - known locations:</td>
<td>X</td>
</tr>
<tr>
<td>Night of the count - random sample:</td>
<td></td>
</tr>
<tr>
<td>Service-based count:</td>
<td>X</td>
</tr>
<tr>
<td>HMIS:</td>
<td></td>
</tr>
</tbody>
</table>

### 21-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)

Unsheltered data is collected via a survey of potentially homeless individuals and households identified in known locations, at common service locations (including drop-in centers specific to homeless youth), and at Project Homeless Connect events in the largest communities in the CoC geographic area. Data is collected by trained survey teams of professional outreach workers and case managers, community volunteers, and homeless and formerly homeless individuals. Known locations are mapped by homeless participants and service providers with local knowledge, including canvassing of known high-traffic areas. Collected data is reviewed for data quality issues and entered into a local database to be deduplicated using comparisons of personal identifying elements.
2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count).

(limit 1000 characters)

Changes in methodology were intentionally minimized in order to ensure results were as comparable as possible with previous years.

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

Yes

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

(limit 1000 characters)
2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

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

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

<table>
<thead>
<tr>
<th>Training:</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Blitz” count:</td>
<td></td>
</tr>
<tr>
<td>Unique identifier:</td>
<td></td>
</tr>
<tr>
<td>Survey questions:</td>
<td>X</td>
</tr>
<tr>
<td>Enumerator observation:</td>
<td></td>
</tr>
<tr>
<td>None:</td>
<td></td>
</tr>
</tbody>
</table>

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

Changes in implementation were intentionally minimized in order to ensure results were as comparable as possible with previous years.
3A. Continuum of Care (CoC) System Performance

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


* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons
Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

<table>
<thead>
<tr>
<th></th>
<th>2015 PIT (for unsheltered count, most recent year conducted)</th>
<th>2016 PIT</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered persons</td>
<td>538</td>
<td>412</td>
<td>-126</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>228</td>
<td>182</td>
<td>-46</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>238</td>
<td>166</td>
<td>-72</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>466</td>
<td>348</td>
<td>-118</td>
</tr>
<tr>
<td>Total Unsheltered Count</td>
<td>72</td>
<td>64</td>
<td>-8</td>
</tr>
</tbody>
</table>

3A-1b. Number of Sheltered Persons Homeless - HMIS.
Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

<table>
<thead>
<tr>
<th></th>
<th>Between October 1, 2014 and September 30, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total sheltered homeless persons</td>
<td>1,299</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>1,075</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>224</td>
</tr>
</tbody>
</table>

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.
Access to any prevention services in the CoC requires that households that are at risk or at imminent risk complete a risk assessment known as the Targeted Prevention Eligibility Screening. This tool prioritizes access based on factors such as extremely low household income, rent burden, and the presence of established high risk markers such as a young single head of household, eviction history, or young children among others.


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

Existing CoC-funded projects have been reallocated almost entirely to PSH project models, and these projects are increasingly being designed to serve the most vulnerable populations. Part of that targeting incorporates the duration spend on the streets or in shelters.

Yakima CARES, the local coordinated entry solution, will also begin incorporating this vulnerability assessment and will be used to prioritize access to all participating housing interventions are appropriately targeting long term vulnerable homeless households. As part of this effort, rapid re-housing standards are being re-written to explore and include alternative housing models, expanded landlord outreach, housing risk pools, and other factors. The aim of this effort is to remove minimum income standards and other barriers that have steered such programs to serve clients at a lower needs level, compared to what has been observed as the level of need in other housing interventions across the system.

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

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

3A-4a. Exits to Permanent Housing Destinations:

Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.

<table>
<thead>
<tr>
<th>Between October 1, 2014 and September 30, 2015</th>
<th>Universe: Persons in SSO, TH and PH-RRH who exited</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2016 CoC Application</td>
<td>1,201</td>
</tr>
</tbody>
</table>
3A-4b. Exit To or Retention Of Permanent Housing:
In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

<table>
<thead>
<tr>
<th></th>
<th>Between October 1, 2014 and September 30, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in all PH projects except PH-RRH</td>
<td>269</td>
</tr>
<tr>
<td>Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?</td>
<td>251</td>
</tr>
<tr>
<td>% Successful Retentions/Exits</td>
<td>93.31%</td>
</tr>
</tbody>
</table>

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

(limit 1000 characters)

Local prevention programs are required to use a targeted prevention screening that targets known risk factors before the delivery of more intensive homelessness prevention resources. In addition, prevention programs are being redesigned to prioritize long-term stabilization for previously literally homeless households who have been rapidly re-housed. Access to eviction prevention services will be largely restricted to those identified as potentially re-entering the system based on a previous HMIS program entry into housing. Returns to homelessness are measured similarly by comparing new program entry data (including prior living situation) to those who previously exited the system with a permanent destination.

Finally, most of the existing transitional housing has been converted to permanent supportive housing in order to focus on immediate housing retention for the literally and chronically homeless placed into housing.

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

The Continuum of Care does not have a designated employment provider organization and does not have any designated strategies to increase the rate
by which homeless individuals and families increase income from employment and non-employment. The CoC depends on individual providers to identify and assess income barriers and gaps for clients and refer them to appropriate providers such as DSHS, WorkSource or Social Security office as part of their housing stability plans.

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

Providers in the area are participating in a research project in coordination with a local mainstream employment agency, the Workforce Development Center, to provide randomly selected participant households with access to Employment Navigator services. This includes case management, basic employability training, support for training costs, and other necessary basic employment and training services.

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

Multiple providers within the CoC operate outreach teams, but the key element in contacting the homeless population is an advocacy and outreach team of homeless and formerly homeless volunteers. At the time of its formation, all of the funding volunteer members were currently homeless. This team has been highly influential in bringing the opinions of the homeless population more forcefully into the CoC process and for advocating on behalf of the most vulnerable homeless populations in the area to service providers and systems. They also strongly influenced the focus of PIT coverage by helping identifying locality-specific criteria that make areas desirable or hostile to the homeless, to expand known location targeting.

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

No

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

No.

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

07/28/2016

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

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

Objective 1: Ending Chronic Homelessness

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

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

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;

2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and

3. The highest needs for new and turnover units.

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

<table>
<thead>
<tr>
<th></th>
<th>2015 (for unsheltered count, most recent year conducted)</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons</td>
<td>79</td>
<td>72</td>
<td>-7</td>
</tr>
<tr>
<td>Sheltered Count of chronically homeless persons</td>
<td>55</td>
<td>48</td>
<td>-7</td>
</tr>
<tr>
<td>Unsheltered Count of chronically homeless persons</td>
<td>24</td>
<td>24</td>
<td>0</td>
</tr>
</tbody>
</table>

3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.
(limit 1000 characters)
The continued expansion of permanent supportive housing and a further shift of available PSH beds into chronic homeless set asides is credited with a continued decline in chronic homelessness. Along with this, openings are beginning to be targeted to the most vulnerable chronic homeless individuals. In order to affect the 'upstream' or 'front door' of those entering chronic homelessness, some other models are being shifted from a focus on at-risk or low-vulnerability populations, towards those that are unsheltered with elevated vulnerability. Notably, prevention assistance is being diverted to rapid re-housing models, and rapid re-housing programs are being encouraged (and will eventually be required) to reduce historical barriers to entry such as minimum income requirements.

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

<table>
<thead>
<tr>
<th>2015</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.</td>
<td>72</td>
<td>128</td>
</tr>
</tbody>
</table>

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

The CoC continues to focus on creating permanent supportive beds in the inventory, and on encouraging existing providers to dedicate capacity to the chronically homeless. A large part of this emphasis comes as part of this application.

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

Yes

3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate

1
3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017?  No

This question will not be scored.

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

The main issue that is preventing our Continuum of Care from reaching the goal of functional zero for chronic homelessness is a lack of available housing units in the community. We have ESG and other local housing vouchers that can be used to subsidize housing for the chronically homeless but we currently have a vacancy rate that is close to 1%, and even lower in more rural areas of the CoC jurisdiction. Many landlords are not willing to rent to persons who are considered chronically homeless; combined with a state funding mandatory spending minimum in the private market, this has continued a heavy spending emphasis on low-need, homelessness prevention spending as a substantial portion of available funding. Technical assistance on this issue might be welcome, as providers are stakeholders are very open to the idea of ending this pattern.
3B. Continuum of Care (CoC) Strategic Planning Objectives

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

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

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

<table>
<thead>
<tr>
<th>Factor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vulnerability to victimization:</td>
<td></td>
</tr>
<tr>
<td>Number of previous homeless episodes:</td>
<td></td>
</tr>
<tr>
<td>Unsheltered homelessness:</td>
<td>X</td>
</tr>
<tr>
<td>Criminal History:</td>
<td></td>
</tr>
<tr>
<td>Bad credit or rental history (including not having been a leaseholder):</td>
<td></td>
</tr>
<tr>
<td>Head of household has mental/physical disabilities:</td>
<td></td>
</tr>
</tbody>
</table>

### 3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)
Unsheltered families with children have been rare within the CoC, with only 6 individuals in 2 households counted as unsheltered in 2016. Locally-funded rental assistance programs have historically targeted families with fewer barriers and at least some minimal income. This has been done in part to satisfy landlords in a market where some estimates of vacancy rates have been below 2%. Ongoing efforts are being made to redesign these projects to more effectively rapidly re-house the hardest to serve literally homeless families, including a focus on landlord outreach and a shift from very short term assistance to tenant-based voucher models, which may extend up to a year in duration when issued.

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

<table>
<thead>
<tr>
<th>RRH units available to serve families in the HIC:</th>
<th>2015</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

CoC policies and procedures prohibit involuntary family separation: [X]
There is a method for clients to alert CoC when involuntarily separated: [ ]
CoC holds trainings on preventing involuntary family separation, at least once a year: [ ]
None: [ ]

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

PIT Count of Homelessness Among Households With Children

<table>
<thead>
<tr>
<th>2015 (for unsheltered count, most recent year conducted)</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
</table>
3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

More than three quarters of the observed reduction came within transitional housing. This is largely related to the continued reduction in the availability of transitional housing as such projects are redesigned or replaced with permanent solutions, but it is worth noting that the loss of this inventory has not resulted in a large increase in unsheltered family homelessness or emergency shelter utilization in absolute terms.

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

| Human trafficking and other forms of exploitation? | No |
| LGBTQ youth homelessness? | No |
| Exits from foster care into homelessness? | No |
| Family reunification and community engagement? | No |
| Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs? | No |
| Unaccompanied minors/youth below the age of 18? | No |

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

- Diversion from institutions and decriminalization of youth actions that stem from being trafficked: 
- Increase housing and service options for youth fleeing or attempting to flee trafficking: [X] 
- Specific sampling methodology for enumerating and characterizing local youth trafficking: 
- Cross systems strategies to quickly identify and prevent occurrences of youth trafficking: 
- Community awareness training concerning youth trafficking: [X]
3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vulnerability to victimization</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length of time homeless</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unsheltered homelessness</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Lack of access to family and community support networks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry</th>
<th>FY 2014 (October 1, 2013 - September 30, 2014)</th>
<th>FY 2015 (October 1, 2014 - September 30, 2105)</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

The CoC currently does not feature any programs able to house unaccompanied youth. Rod's House, a drop-in resource center for homeless youth, has been unable to produce any reliable data regarding unaccompanied minors served over the course of the past year. HMIS shows no records of.
unaccompanied minors in other projects, and does not currently support ad hoc filtering by the 'youth-headed household' parameter, a term which does not appear in the 2014 HMIS data standards and is not currently available in any system constructed reports. There were a total of 126 unsheltered youth served during the FY15 period regardless of household composition, with 90% served in emergency shelter or rapid re-housing models. This represents an increase of a single individual over FY14 numbers.

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

<table>
<thead>
<tr>
<th></th>
<th>Calendar Year 2016</th>
<th>Calendar Year 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):</td>
<td>$12,164.00</td>
<td>$0.00</td>
<td>($12,164.00)</td>
</tr>
<tr>
<td>CoC Program funding for youth homelessness dedicated projects:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):</td>
<td>$12,164.00</td>
<td>$0.00</td>
<td>($12,164.00)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Cross-Participation in Meetings</th>
<th># Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC meetings or planning events attended by LEA or SEA representatives:</td>
<td>8</td>
</tr>
<tr>
<td>LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:</td>
<td>1</td>
</tr>
<tr>
<td>CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):</td>
<td>12</td>
</tr>
</tbody>
</table>

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

Local McKinney-Vento liaisons have traditionally been invited to serve on the CoC body, and are frequently partners on other projects, notably the Point in Time count. CoC staff also provide training or information to McKinney-Vento school level liaisons, generally no less than once annually.

3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow.
The CoC does not have written policies or procedures directing service providers to inform homeless service providers to receive access to educational services. The CoC relies on individual service providers to partner with McKinney-Vento Homeless Youth Liaisons to identify homeless youth who can benefit from educational services as part of their housing stability plan for homeless families.

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

No.
Objective 3: Ending Veterans Homelessness

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

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

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

<table>
<thead>
<tr>
<th></th>
<th>2015 (for unsheltered count, most recent year conducted)</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT count of sheltered and unsheltered homeless veterans:</td>
<td>27</td>
<td>15</td>
<td>-12</td>
</tr>
<tr>
<td>Sheltered count of homeless veterans:</td>
<td>22</td>
<td>10</td>
<td>-12</td>
</tr>
<tr>
<td>Unsheltered count of homeless veterans:</td>
<td>5</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

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

One transitional housing project set-aside for veterans reported zero utilization during the 2016 count; it is believed they were non-participating, which suppressed the sheltered count and makes comparison with prior years unreliable. This project is privately funded and no HMIS data entry had been completed that would allow inclusion in the count.

3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veteran's Affairs services and housing to appropriate resources such as HUD-VASH and SSVF. (limit 1000 characters)
Veterans in the region are almost always connected with a single office upon identifying as veterans. This office is run through Yakima County, and provides a single initial referral for homeless veterans that is well known throughout the community and staff of area service providers. Connections to VASH and SSVF can also be made by direct referral and SSVF supports outreach efforts itself in our community.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>2010 (or 2009 if an unsheltered count was not conducted in 2010)</th>
<th>2016</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total PIT Count of sheltered and unsheltered homeless veterans:</td>
<td>34</td>
<td>15</td>
<td>-55.88%</td>
</tr>
<tr>
<td>Unsheltered Count of homeless veterans:</td>
<td>2</td>
<td>5</td>
<td>150.00%</td>
</tr>
</tbody>
</table>

### 3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016.

No

This question will not be scored.

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

(limit 1000 characters)

The main issue that is preventing our Continuum of Care from reaching the goal of functional zero for homeless veterans is a lack of available housing units in the community. We have VASH vouchers and other local housing vouchers that can be used to subsidize housing for veterans, but we currently have a vacancy rate that is close to 1% and even lower in more rural areas of the CoC jurisdiction. Many landlords are not willing to rent to persons, whether they are veterans or not, who have no income or who have had bad credit, bad rental histories or criminal convictions. There have also been issues with getting timely case management assistance from our local VA office. If HUD can provide TA to assist these barriers the CoC would be very open to receiving help.
4A. Accessing Mainstream Benefits

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

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

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

| Total number of project applications in the FY 2016 competition (new and renewal): | 8 |
| Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, “Yes” is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, “Yes” is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A). | 7 |
| Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits: | 88% |

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

There are three community health centers located in the CoC that provide training and certification of Navigators for the Affordable Care Act, including the largest provider of permanent supportive housing in the CoC. Navigators provide assistance at health clinics, emergency rooms, the Depot Homeless Resource Center, the Health Care for the Homeless Clinic, emergency shelters, transitional and permanent housing units and the homeless medical respite care program. During the last two years, more than 150 Navigators have been trained to assist low-income and homeless individuals and families enroll in
More than 2,500 individuals newly enrolled in Medicaid are identified as homeless. As part of the enrollment process, consumers are/were also assisted in choosing a health care home and a primary care provider. Navigators also provide bus passes or direct transportation for patients who need help getting to sites to enroll.

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

<table>
<thead>
<tr>
<th>Educational materials:</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Person Trainings:</td>
<td>X</td>
</tr>
<tr>
<td>Transportation to medical appointments:</td>
<td>X</td>
</tr>
<tr>
<td>Not Applicable or None:</td>
<td></td>
</tr>
</tbody>
</table>
4B. Additional Policies

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

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

<table>
<thead>
<tr>
<th>FY 2016 Low Barrier Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):</td>
</tr>
<tr>
<td>Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected “low barrier” in the FY 2016 competition:</td>
</tr>
<tr>
<td>Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as “low barrier”:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>FY 2016 Projects Housing First Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):</td>
</tr>
<tr>
<td>Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:</td>
</tr>
<tr>
<td>Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:</td>
</tr>
</tbody>
</table>

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

Direct outreach and marketing: X
**4B-4.** Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.

<table>
<thead>
<tr>
<th>RRH units available to serve all populations in the HIC:</th>
<th>2015</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

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

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

**4B-7a.** If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must
include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)

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

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

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application. No

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested. This response does not affect the scoring of this application.

<table>
<thead>
<tr>
<th>CoC Governance:</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC Systems Performance Measurement:</td>
<td>☐</td>
</tr>
<tr>
<td>Coordinated Entry:</td>
<td>☐</td>
</tr>
<tr>
<td>Data reporting and data analysis:</td>
<td>☐</td>
</tr>
<tr>
<td>HMIS:</td>
<td>☐</td>
</tr>
<tr>
<td>Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:</td>
<td>☐</td>
</tr>
<tr>
<td>Maximizing the use of mainstream resources:</td>
<td>☐</td>
</tr>
</tbody>
</table>
4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

<table>
<thead>
<tr>
<th>Type of Technical Assistance Received</th>
<th>Date Received</th>
<th>Rate the Value of the Technical Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Applicant: Yakima City & County CoC
Project: WA-507 CoC Registration FY2016

COC_REG_2016_135986
## 4C. Attachments

### Instructions:

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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants</td>
<td>Yes</td>
<td>Evidence Communic...</td>
<td>09/11/2016</td>
</tr>
<tr>
<td>02. 2016 CoC Consolidated Application: Public Posting Evidence</td>
<td>Yes</td>
<td>CoC App Public Po...</td>
<td>09/11/2016</td>
</tr>
<tr>
<td>03. CoC Rating and Review Procedure (e.g. RFP)</td>
<td>Yes</td>
<td>Rating Review Pro...</td>
<td>09/11/2016</td>
</tr>
<tr>
<td>05. CoCs Process for Reallocating</td>
<td>Yes</td>
<td>Reallocation</td>
<td>09/09/2016</td>
</tr>
<tr>
<td>06. CoC's Governance Charter</td>
<td>Yes</td>
<td>CoC's Governance ...</td>
<td>09/11/2016</td>
</tr>
<tr>
<td>07. HMIS Policy and Procedures Manual</td>
<td>Yes</td>
<td>HMIS Policy and ...</td>
<td>09/11/2016</td>
</tr>
<tr>
<td>08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09. PHA Administration Plan (Applicable Section(s) Only)</td>
<td>Yes</td>
<td>PHA Administration...</td>
<td>09/11/2016</td>
</tr>
<tr>
<td>10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. CoC Written Standards for Order of Priority</td>
<td>No</td>
<td>CoC Written Stand...</td>
<td>09/11/2016</td>
</tr>
<tr>
<td>12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. HDX-system Performance Measures</td>
<td>Yes</td>
<td>--</td>
<td>08/24/2016</td>
</tr>
<tr>
<td>14. Other</td>
<td>No</td>
<td>failure to respon...</td>
<td>09/09/2016</td>
</tr>
<tr>
<td>15. Other</td>
<td>No</td>
<td>Con Plan Certific...</td>
<td>09/11/2016</td>
</tr>
</tbody>
</table>
Attachment Details

Document Description: Evidence Communication Rejected Applicants

Attachment Details

Document Description: CoC App Public Posting Evidence

Attachment Details

Document Description: Rating Review Procedures and RFP

Attachment Details

Document Description: Rating and Review Procedure: Public Posting Evidence

Attachment Details

Document Description: Reallocation
CoC's Governance Charter

HMIS Policy and Procedures Manual

PHA Administration Plan

CoC Written Standards for Order of Priority
Document Description:

Attachment Details

Document Description: failure to respond notification

Attachment Details

Document Description: Con Plan Certification
Submission Summary

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

<table>
<thead>
<tr>
<th>Page</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A. Identification</td>
<td>08/23/2016</td>
</tr>
<tr>
<td>1B. CoC Engagement</td>
<td>09/11/2016</td>
</tr>
<tr>
<td>1C. Coordination</td>
<td>09/11/2016</td>
</tr>
</tbody>
</table>
1D. CoC Discharge Planning 08/23/2016
1E. Coordinated Assessment 09/11/2016
1F. Project Review 09/11/2016
1G. Addressing Project Capacity 09/11/2016
2A. HMIS Implementation 08/24/2016
2B. HMIS Funding Sources 08/23/2016
2C. HMIS Beds 09/11/2016
2D. HMIS Data Quality 08/25/2016
2E. Sheltered PIT 08/25/2016
2F. Sheltered Data - Methods 08/23/2016
2G. Sheltered Data - Quality 08/23/2016
2H. Unsheltered PIT 08/25/2016
2I. Unsheltered Data - Methods 09/11/2016
2J. Unsheltered Data - Quality 08/23/2016
3A. System Performance 09/11/2016
3B. Objective 1 09/11/2016
3B. Objective 2 09/11/2016
3B. Objective 3 09/11/2016
4A. Benefits 09/11/2016
4B. Additional Policies 09/11/2016
4C. Attachments Please Complete
Submission Summary No Input Required

Notes:
4C. Attachments list contains 1 incomplete item.
September 2, 2016

To Whom It May Concern:

The Continuum of Care did not reject any projects submitted in the 2016 CoC Application, so no communication was necessary to rejected project applicants.

Sincerely,

Shawn Conrad
Senior Planner
This is the proof of your ad scheduled to run on the dates indicated below.
Please confirm placement prior to deadline, by contacting your account rep at (509) 577-7740.

Date: 09/07/16  
Account #: 110357  
Company Name: YAKIMA VALLEY CONFERENCE OF GOVT  
Contact:  
Address: 311 N 4TH STREET, SUITE 204  
          YAKIMA, WA 98901  
Telephone: (509) 574-1550  
Fax:  

Ad ID: 675924  
Start: 09/12/16  
Stop: 09/12/16  
Total Cost: $179.35  
# of Inserts: 2  
Lines: 71.0  
Ad Class: 6021  
Ad Class Name: Public Legal Notices  
Account Rep: Simon Sizer  
Phone #: (509) 577-7740  
Email: ssizer@yakimaherald.com  

Run Dates:  
Yakima Herald-Republic 09/12/16  
YakimaHerald.com 09/12/16  

On behalf of the Yakima County Continuum of Care (CoC), the Yakima Valley Conference of Governments (YVCOG) has completed the FY 2016 HUD CoC Project Selections, Ranking, and Consolidated Grant Application. These documents are available at http://www.yvcog.org/yvhn/homeless.htm for review.

If you have questions, please contact the RFP Coordinator by email or phone:
Shawn Conrad  
Yakima Valley Conference of Governments  
311 N. 4th Street, Suite 204  
Yakima, WA 98901  
s Shawn.conrad@yvcog.org  
Phone (509) 574-1550  
Fax (509) 574-1551

En nombre de la Continuidad de Atención (CoC) del Condado de Yakima, la Conferencia de Gobiernos de Yakima Valley (YVCOG) ha completado la Selección de Proyectos, Clasificación y Solicitud de Subvención Consolidada de la Continuidad de Atención de HUD para el Año Fiscal 2016. Estos documentos están disponibles en http://www.yvcog.org/yvhn/homeless.htm para revisión.

Si tiene preguntas, por favor, comuníquese con el Coordinador de RFP por correo electrónico o teléfono:
Shawn Conrad  
Yakima Valley Conference of Governments  
311 N. 4th Street, Suite 204  
Yakima, WA 98901  
s Shawn.conrad@yvcog.org  
Teléfono (509) 574-1550  
Fax (509) 574-1551

(675924) September 12, 2016
Yakima Valley Conference of Governments

2016 Continuum of Care Rating and Review Procedure

For the 2016 CoC Consolidated Grant competition, the CoC Application Review Committee will review new and renewal project applications to determine if they meet the following project quality threshold requirements with clear and convincing evidence. The housing and services proposed must be appropriate to the needs of the program participants and the community.

**Renewal projects** will be scored and ranked using the rubric shown in Attachment 1. The review Committee shall have the authority to consider alternate APR sources should approved documents be unavailable, notably HMIS sourced reports or prior year accepted submissions for programs still operating consistently across those periods.

Scoring criteria showed in Attachment 1 include consideration of factors relevant to renewal applications that are required or encouraged by HUD, including:

- % permanent housing exit destinations (5.)
- % increases in income (6.)
- Bed utilization rates (2.)
- Organization drawdown rates (13.)
- Frequency or amount of funds recaptured by HUD (15.)
- Services to specialized populations, including youth, victims of domestic violence, families with children, persons experiencing chronic homelessness, and veterans (3.)

Projects that have not completed a full year of operations shall not be scored due to the lack of performance data, and will be set as the lowest ranked Tier 1 projects.

**New projects** will be scored as shown in Attachment 2. Scoring for new projects will be distributed as follows:

- Program Description and Design 50%
- Management of Program 15%
- Fiscal Management 15%
- Diversity and Multi-Cultural Competence 10%
- Budget 10%

Scoring criteria showed in Attachment 2 include consideration of factors relevant to new applications that are required or encouraged by HUD, including:

- Organization drawdown rates (2. – d.)
- Services to specialized populations, including youth, victims of domestic violence, families with children, persons experiencing chronic homelessness, and veterans (1. – e.)

After the application submittal deadline of August 12, 2016, the CoC Application Review Committee will convene one or more times to review and rank all submitted applications using the above scoring criteria. By August 30, 2016, all applicants will be informed as to whether or not their applications will be included in the Final Prioritization List that will be submitted to HUD for funding as part of the CoC Consolidated Application. Any applicants that are rejected will receive a written explanation for the decision. Applicants whose project was
rejected may appeal the local CoC competition decision to HUD if the project applicant believes it was denied the opportunity to participate in the local CoC competition decision process in a reasonable manner, by submitting a Solo Application in e-snaps directly to HUD prior to the application deadline of 7:59:59 p.m. eastern time on September 14, 2016.
YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
REQUEST FOR PROPOSALS

U.S. Department of Housing and Urban Development-Continuum of Care Program

This is a Request for Proposals (RFP) for new Permanent Supportive Housing projects under the HUD Continuum of Care (CoC) Homeless Housing program.

PROJECT TITLE: HUD Continuum of Care Permanent Supportive Housing and Rapid Rehousing Grant Opportunity

GRANTOR: United States Department of Housing and Urban Development (HUD)

PROPOSAL DUE DATE: August 12, 2016

AMOUNT AVAILABLE: up to $90,000 for single or multiple projects, with the possibility of additional funds to be available.

ADMINISTRATIVE ALLOWANCE: No more than 10 percent of grant award.

TIME PERIOD FOR CONTRACT: One-year renewable grant term for leasing, operating or supportive service projects or one-time grant assistance for construction, acquisition or rehabilitation projects.

IMPORTANT DOCUMENTS:

- Notice of Funding Announcement: Applicants must ensure that program design meets the 2016 CoC HUD NOFA located at: http://tinyurl.com/HUDCOC-2016-NOFA
- FY 2016 NOFA Policy Requirements and General Section:
  - http://tinyurl.com/HUDCOC-2016-NOFA

OBJECTIVE: The Yakima Valley Conference of Governments (YVCOG), acting in its capacity as the local Collaborative Applicant for the Homeless Network of Yakima County HUD Continuum of Care, is requesting new project proposals from qualified applicants that meet the following criteria:

- Provide Permanent Supportive Housing, including leasing, operations, and/or services, and
- The housing targets chronically homeless individuals
d- The housing is low-barrier housing that follows the HUD Housing First approach.

**ELIGIBLE APPLICANTS**: Nonprofit organizations, States, local governments, instrumentalities of State and local governments, and public housing agencies are eligible to apply with that can demonstrate institutional, managerial and financial capability to plan, manage and complete the program as described.

**MATCH REQUIREMENT**: The recipient or sub-recipient must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources.

Cash match must be used for the costs of activities that are listed as eligible under this RFP. A recipient or sub-recipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. The recipient must ensure that any funds used to satisfy the matching requirements are eligible under the laws governing the funds in order to be used as matching funds for a grant awarded under this program.

In-kind contributions: The recipient or sub-recipient may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipient or sub-recipient had to pay for them with grant funds, the costs would have been listed as eligible under this RFP.

**ELIGIBLE ACTIVITIES**
For more detailed information on allowable activities, see the CoC Program Guidelines.

*Permanent Supportive Housing (PSH)*
Permanent housing is community-based housing, the purpose of which is to provide housing without a designated length of stay. Grant funds may be used for acquisition, rehabilitation, new construction, leasing, operating costs, and supportive services. PSH can only provide assistance to individuals with disabilities and families in which one adult or child has a disability. Supportive services designed to meet the needs of the program participants must be made available to the program participants. Placement or retention in housing must not be conditional upon participation in such services.

*PSH Targets Chronically Homeless Individuals*
To be eligible, proposed PSH projects must target chronically homeless individuals, as defined by HUD.

*PSH is Low-barrier and Follows HUD Housing First Approach*
To be eligible, proposed PSH projects must be low-barrier and follow the HUD Housing First Approach.

**USES OF ASSISTANCE**
Funds are available to pay for the eligible costs listed in § 578.39 through § 578.63 when used to:
1. Establish new housing or new facilities to provide supportive services;
2. Expand existing housing and facilities in order to increase the number of homeless persons served;
3. Bring existing housing and facilities into compliance with State and local government health and safety standards, as described in § 578.87;
4. Preserve existing permanent housing and facilities that provide supportive services;
5. Provide supportive services for residents of supportive housing or for homeless persons not residing in supportive housing;
6. Continue funding permanent housing when the recipient has received funding under this part for leasing, supportive services, or operating costs.

**Multiple purposes**
Structures used to provide housing, supportive housing, supportive services, or as a facility for Homeless Management Information System (HMIS) activities may also be used for other purposes. However, assistance under this part will be available only in proportion to the use of the structure for supportive housing or supportive services. If eligible and ineligible activities are carried out in separate portions of the same structure or in separate structures, grant funds may not be used to pay for more than the actual cost of acquisition, construction, or rehabilitation of the portion of the structure or structures used for eligible activities. If eligible and ineligible activities are carried out in the same structure, the costs will be prorated based on the amount of time that the space is used for eligible versus ineligible activities.

**STATUTORY AND REGULATORY REQUIREMENTS**
To be eligible for funding under this RFP, project applicants must meet all statutory and regulatory requirements outlined in the FY 2016 NOFA Policy Requirements and General Section referenced above.

Project applicants must also meet all requirements outlined in the Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program Interim rule, available at [http://tinyurl.com/HUD-InterimRule](http://tinyurl.com/HUD-InterimRule).

**Threshold Requirements**

**SAM Registration Requirement**
All project applicants seeking funding under this RFP must have an active registration at [www.sam.gov](http://www.sam.gov) and provide a DUNS number. See the FY 2016 NOFA Policy Requirements and General Section, Section V.A.1. for additional information.

**Project Eligibility Threshold**
YVCOG will review all projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard. If YVCOG determines that the applicable standards are not met for a project, the proposal will be rejected.

- Project applicants must meet the eligibility requirements of the CoC Program as described in the CoC Program interim rule and provide evidence of eligibility required in the application (e.g., nonprofit documentation).
- Project applicants must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer federal funds. Demonstrating capacity may include a description of the applicant experience with similar projects and with successful administration of other federal funds.
- Project applicants must submit the required certifications as specified in this RFP.
- The population to be served must meet program eligibility requirements as described in the Act, and the project application must clearly establish eligibility of project applicants.
- The project must be cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
- Project applicants must agree to participate in a local HMIS system.
• Whether project applicants administer their programs or activities in the most integrated setting appropriate to the needs of qualified homeless with disabilities. This means that programs or activities must be offered in a setting that enables the homeless with disabilities to interact with others without disabilities to the fullest extent possible.

APPLICATION REVIEW PROCESS

Bidder’s Conference
A Bidders’ Conference will be held on August 22, 2016, at 11:00 a.m. at the YVCOG office at 311 N. 4th Street, Suite 204, Yakima, WA, 98902. The purpose of the Bidders’ Conference will be to review the CoC requirements for this RFP and answer questions. If you have questions but cannot attend the Bidders’ Conference, please contact the RFP Coordinator.

RFP Review Committee
The purpose of the CoC Application Review Committee is to review, score and rank the CoC applications. The Committee will review proposals and select project(s) to submit to HUD. Selection of a new project applicant by the Committee does not guarantee funding of the project by HUD.

Review and Ranking of Proposals
The Review Committee will closely review information provided in each project application to ensure that:
• all proposed participants will be eligible for the project component type;
• the proposed activities are eligible under the CoC Program Interim Rule;
• each project narrative is fully responsive to the question being asked and that it meets all of the criteria for that question included in the detailed instructions;
• the data provided in various parts of the project application are consistent; and
• all required attachments are provided and contain accurate and complete information.

The RFP Review Committee will jointly review, evaluate, score and rank each proposal and may request clarification and/or additional information from applicants. When evaluating proposals, YVCOG also reserves the right to consider the applicant’s performance related to previous contracts that the applicant may have held with Yakima County.

Costs to Submit Proposals
YVCOG will not be liable for any costs incurred by the applicant in preparation of a proposal submitted in response to this RFP or any other activities related to responding to this RFP.

Scoring Criteria
The CoC Application Review Committee will review new project applications to determine if they meet the following project quality threshold requirements with clear and convincing evidence. The housing and services proposed must be appropriate to the needs of the program participants and the community. A determination that a project meets the project quality threshold is not a determination by Review Committee that a recipient is in compliance with applicable fair housing and civil rights requirements.

• Program Description and Design 50%
• Management of Program 15%
• Fiscal Management 15%
• Diversity and Multi-Cultural Competence 10%
• Budget (listed in Applicant Information Form, Attachment A)) 10%

When evaluating proposals, YVCOG also reserves the right to consider the applicant’s performance related to previous contracts that the applicant may have held with Yakima County.

Additionally, YVCOG will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:
• Project applicants with existing HUD CoC projects applying for new projects must have satisfactory capacity, drawdowns, and performance for existing grant(s), as evidenced by regular drawdowns, and timely resolution of any monitoring findings;
• Project applicants with existing HUD CoC projects wishing to expand must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and
• Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing grants.

Additional Requirements
When grant funds will be used for acquisition, rehabilitation, new construction, operating costs, or to provide supportive services, the recipient or sub-recipient must demonstrate that it has site control before a grant agreement can be executed with HUD. Acceptable evidence of site control is a deed or lease. If grant funds will be used for acquisition, acceptable evidence of site control will be a purchase agreement. The owner, lessee, and purchaser shown on these documents must be the selected applicant or intended sub-recipient identified in the application for assistance.

The recipient or sub-recipient must be a participant or agree to participate in the Homeless Management Information System and Coordinated Intake and Assessment system, and meet all data entry and reporting requirements.

The recipient or sub-recipient must have a functioning accounting system that provides for each of the following:
1. Accurate, current and complete disclosure of the financial results of each federally sponsored project
2. Records that identify adequately the source and application of funds for federally sponsored activities.
3. Effective control over and accountability for all funds, property and other assets.
4. Comparison of outlays with budget amounts.
5. Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the use of the funds for program purposes.
6. Written procedures for determining the reasonableness, allocability and allowability of costs.
7. Accounting records, including cost accounting records, which are supported by source documentation.
SUBMISSION OF PROPOSALS

Applicants are required to submit seven (7) copies of their proposal. Two copies must have original signatures. The proposal, whether mailed or hand delivered, must arrive at YVCOG no later than 5:00 p.m., Pacific Standard Time or Pacific Daylight Time on Friday, August 12, 2016.

Submit proposals to:

Shawn Conrad, RFP Coordinator
Yakima Valley Conference of Governments
311 N. 4th Street, Suite 204
Yakima, WA 98901

The envelope should be clearly marked to the attention of the RFP Coordinator.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of YVCOG and will not be returned.

Formatting Guidelines
Proposals must be typewritten in a minimum font size of 11 points in the narrative and 10 points in the budget. For proposals that are submitted in hardcopy, materials must be printed on 8-1/2 inch by 11-inch paper. Each page of the proposal must be numbered. Document footers must also contain the name of the applicant organization.

Proposal Content
Proposals should contain the following components:

- Applicant Information Form (Attachment A)
- Project Narrative
  - Program Description and Design
  - Management of Program
  - Fiscal Management
  - Diversity and Multicultural Competency
- Estimated Spending Plan and Revenue Summary Form (Attachment B)

Applicant Information Form
See form in Attachment A.

Project Narrative
  1. Program Description and Design (Limit your response to five pages)
     a. Program Description
        i. Provide a short, one or two sentence explanation of the purpose of this program.
        ii. Explain why the program is needed.
     b. Provide a detailed description of your entire proposal as below:
i. What types of housing and services are provided? What will the funding be used for?

ii. Describe the housing model for this project, who will be providing the housing and services, and where they will be located (on-site or off-site). Explain how services will increase stability for participants. If services are provided off-site, provide information on how participants will access the services. Also, provide information on how the project will help create linkages for participants to other resources in the community. If the applicant is partnering with another organization to provide housing and/or services to project participants, list the names of the partners and provide information on the specific roles and responsibilities of each.

iii. Detail the program activities under this service model and how each one will help to achieve one or more of HUD’s Program Priorities. Describe how you intend to measure program effectiveness in terms of outcomes to be achieved.

iv. Provide the cost per unit for the project.

b. Participants
   i. Describe how you determined the number of clients to be served with the funding requested in this application.
   ii. Describe the population(s) you intend to serve. Explain how the target population is identified, qualified and monitored. How will the project link populations to units of non-time limited housing?

c. Personnel
   These positions should be the same as those listed in the Fiscal Management and Budget sections of the proposal.
   i. Identify all positions involved in the operation of the services and whether they are full or part-time. Provide a brief description of duties and responsibilities of all project staff involved in carrying out the services outlined in this proposal.
   ii. Who will be responsible for the overall operation of the services and what are their qualifications?
   iii. Describe your process for ensuring that your staff will have the necessary background checks and certification/license required to provide services.

d. Collaboration/Coordination
   a. If partners are involved in your project, indicate whether partnership agreements are in place and attach letters that describe your intent to partner. Provide a list of agencies, community organizations, and/or resources with which the program will have FORMAL partnerships/Memoranda of Understanding with, and how they will be initiated.
   b. If partners are a part of your proposed project, provide information on your history collaborating with one another and how the partnership will facilitate a streamlined process for participants’ access to the housing and/or services being offered.

2. Management of Program
   a. Project Readiness (Limit your response to one page):
i. The timeline and plan for moving participants into housing, and staffing the services for the project.

ii. Describe the organization’s plan to train direct service and supervisory staff regarding contract requirements, including the policies and guidelines.

b. Agency Capacity and Experience (Limit your response to one page):
   Describe your agency's experience providing housing and/or homeless services to the target population and subpopulation(s) described in this proposal.

c. Data Management (Limit your response to one page):
   i. Describe the organization’s experience is using the Homeless Management Information System (HMIS) in Yakima County. If no prior experience, please indicate.

3. Fiscal Management (Limit your response to two pages)
   a. Please outline the organization’s initial program budget, including the availability of other revenue sources. Complete the Estimated Spending Plan and Revenue Summary Form (Appendix A).
   b. As part of the organization's initial program budget, please identify all personnel who will provide direct or indirect support of the organization's proposed services. Include each position title, the number of staff positions within each position title, and the number of Full Time Equivalents (FTEs) within each position title category. Identify additional fund source(s) that pays for each staff member's salary. These positions should be the same as those listed in the Personnel section of the proposal.
   c. Describe how the organization will assure the proper use and safeguarding of public funds. Does your organization have policies and procedures regarding the financial operations of the organization? Have recent reviews or audits of the organization by a certified public accountant or other financial professional identified any weaknesses in the organization's financial internal controls? If so, please provide the written report identifying the weaknesses and describe how the organization has responded to correct weaknesses.

4. Diversity and Multicultural Competency (Limit your response to one page)
   Cultural Competency is defined as:
   • Having a defined set of values and principles, and demonstrating behaviors, attitudes, policies and structures that enable the organization to work effectively in cross-cultural situations; and
   • Having the capacity to 1.) value diversity, 2.) conduct self-assessment, 3.) manage the dynamics of difference, 4.) acquire institutional knowledge, and 5.) adapt to diversity and the cultural contexts of the communities being served; and
   • Incorporating the above in all aspects of policy making, administration, practice, service delivery and involving consumers and key stakeholders.
   a. Explain your agency’s philosophy and the specific efforts that are in place to assure that this project will be culturally competent and linguistically accessible for the population that will be served. Be sure to include the following information in your response:
i. Based on your understanding of the target population and subpopulation(s), describe how your project will be culturally relevant, sensitive, and linguistically accessible for the individuals or households that will be served, including efforts related to staffing, outreach and service design (i.e., how the project will help reduce barriers to housing and services for individuals of color and those households for whom English is not the primary language);
ii. Describe how the ethno-cultural backgrounds of your project staff and agency board reflect that of the identified population to be served and/or how your agency is working to broaden staff and board diversity and knowledge around cultural competency; and
iii. Describe any means or efforts that are in place to assess the cultural competency of your organization and make changes accordingly.

*Estimated Spending Plan and Revenue Summary Form*
See Attachment B.

**REVISIONS TO THE RFP**
In the event it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail to all applicants who have made the RFP Coordinator aware of their interest. It is the applicant’s responsibility to provide their name, e-mail address, and telephone number in order for their organization to receive any RFP addenda.

**RESPONSIVENESS**
All proposals will be reviewed to determine compliance with administrative requirements and instructions specified in this RFP. The Applicant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. YVCOG also reserves the right at its sole discretion to waive minor administrative irregularities.
ATTACHMENTS

A – Applicant Information Form

1. Project title: ____

2. Project location (jurisdiction or area of Yakima County): ______

3. Number of households served on a given day: ____  Number of households served annually: ____

4. Number of individuals served on a given day: ____  Number of Individuals served annually: ____

5.a. This project is specifically designed to serve the following population:
(Please be very specific and check only those that apply)

☐ Homeless single adults
☐ Homeless families with children
☐ Homeless young adults (ages 18 - 25)

5.b. This project is specifically designed to serve the following subpopulation:
(Please check all that apply)

☐ Homeless households living on the streets
☐ Homeless households living in shelters
☐ Homeless households living in transitional housing
☐ Persons who are chronically homeless
☐ Persons with serious mental illness
☐ Persons with significant drug/alcohol addictions
☐ Persons with chronic medical condition(s)
☐ Persons exiting the foster care system
☐ Persons exiting criminal justice facilities
☐ Persons exiting mental health or psychiatric inpatient facilities
☐ Persons exiting residential chemical dependency treatment facilities
☐ Persons exiting hospitals or health care facilities

6. UBI Number: ______

7. Federal Tax ID Number: ______

8. Contact Information for Project Applicant: Lead Applicant Agency: ______
   Agency Mailing Address: ______
   Total Annual Agency Operating Budget (for all activities of the applicant agency from all sources): ______

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<thead>
<tr>
<th>Name</th>
<th>Executive Director</th>
<th>Program Manager</th>
<th>HMIS Data Manager</th>
<th>Finance/Bookkeeper</th>
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B – Estimated Spending Plan and Revenue Summary Form

The Continuum of Care program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381–11389). The program is designed to: (1) Promote communitywide commitment to the goal of ending homelessness; (2) Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; (3) Promote access to and effective utilization of mainstream programs by homeless individuals and families; and (4) Optimize self-sufficiency among individuals and families experiencing homelessness - 24 CFR V 578.1 (a)(b).

Permanent supportive housing is Permanent supportive housing means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently - 24 CFR V 578.3.

A chronically homeless individual (1) an individual who: (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and (iii) Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; (2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless - 24 CFR V 578.3.

Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry. https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf
Request for Proposals (RFP) for 2016 HUD Continuum of Care

Details for Request for Proposals (RFP) for 2016 HUD Continuum of Care

7 hrs ago

Request for Proposals (RFP) for 2016 HUD Continuum of Care Permanent Supportive Housing Grant Opportunity

On behalf of the Yakima County Continuum of Care (CoC), the Yakima Valley Conference of Governments (YVCOG) is requesting proposals for funding for Permanent Supportive Housing projects. The funding is provided by the U.S. Department of Housing and Urban Development (HUD) for up to $90,000. The CoC is open to proposals from entities that have not previously been funded in prior HUD homeless assistance grants competitions. Applicants must ensure that the program meets eligibility and design criteria of the 2016 CoC HUD Notice of Funding Availability (24 CFR 578) located at: http://tinyurl.com/HUDCOC-2016-NOFA. Please access the RFP at http://yvcog.org/yvhn/homeless.htm#COCRFP to determine if you meet the minimum requirements and for instructions to submit a proposal. Proposals are due by 5:00 p.m. on August 12, 2016. If you have questions, please contact the RFP Coordinator by email or phone: Shawn Conrad, YVCOG, (509) 574-1550, shawn.conrad@yvcog.org.

As published in the Yakima Herald-Republic.
Yakima Valley Conference of Governments
Notice of Funding Availability
2016 Emergency Solutions Grant (ESG) Project Proposals

Yakima Valley Conference of Governments (YVCOG) as the lead Homeless Program Grants Administrator for Yakima County invites proposals from existing homeless rental assistance providers to provide up to 30 Rapid Re-housing vouchers and housing stability case management to serve those who are literally homeless and living in encampments or places not meant for human habitation within the City of Yakima.

RELATED DOCUMENTS:

2016 Emergency Solutions Grant - Request for Proposals
ESG Grant Guidelines Documents

Yakima County Continuum of Care RFP

The Yakima County Continuum of Care is requesting proposals for Permanent Supportive Housing projects. Up to $90,000 is available
through the U.S. Department of Housing and Urban Development.

*The proposal deadline is August 12, 2016 at 5:00 p.m.*

**RELATED DOCUMENTS:**

- [2016 Housing and Urban Development Continuum of Care RFP](#COCRFP) (PDF Document)
- [Estimated Spending Plan and Revenue Summary Form](#) (Microsoft Excel XLSX Document)
- [2016 Continuum of Care Rating and Review Procedure](#)

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**Homelessness Reports**

The Yakima Valley Conference of Government conducted its annual Point in Time (PIT) Homeless Count on January 28th and 29th in conjunction with Project Homeless Connect Service Events in Yakima, Toppenish, the Yakama Nation and Sunnyside.

Over the past several months YVCOG Staff reviewed, analyzed and compiled the data into the [2016 PIT Stakeholder report](#) and [Homeless Network Annual Community report](#), both of which were completed at the beginning of July. The YVCOG has posted both reports to this website for you to view and download.

We hope you will take time to read these reports and we would like to hear your thoughts!

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Send mail to [yvcogweb@yvcog.org](mailto:yvcogweb@yvcog.org) with questions or comments about this web site.

Last modified: 06/29/16
Subject: 2016 Yakima County HUD Continuum of Care RFP
Attachments: 2016 HUD CoC RFP_Final.pdf
Yakima Valley Conference of Governments has released the following Request for Proposals. Please Pass this information along to interested applicants.

Thank you

Tim Sullivan
Homeless Programs Manager
Yakima Valley Conference of Governments
311 North 4th Street, Suite 204
Yakima, WA 98901
Office (509) 574-1550
Direct (509) 424-4695
Fax (509) 574-1551
tim.sullivan@yvcog.org
Hello again HUD CoC Recipients,

As you know, HUD’s online application system, e-snaps, is open and you may work on your renewal applications (https://www.hudexchange.info/programs/e-snaps/). Renewal applications will be due August 12, 2016 by 5:00 p.m.

As promised, attached is the scoring criteria that the CoC Application Review Committee will use to rank renewal applications. As an FYI, this will also be posted by the end of next week on our website at www.yvcog.org, along with a general overview of the ranking procedures.

As a reminder, we are available to provide technical assistance on your applications. Please contact me if you have any questions. If I can’t answer your question, I’ll find someone who can or research your question and get back to you as quickly as possible.

Thank you,

Shawn Conrad, Senior Planner
Yakima Valley Conference of Governments
311 N. 4th Street, Ste. 204, Yakima, WA 98901
Phone: (509) 574-1550, Direct: (509) 759-7991

www.facebook.com/YVCOG
Operating Guidelines

Homeless Network of Yakima County

Yakima Valley Conference of Governments
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Introduction

The ten-year plan to end homelessness in Yakima County by 2015 was a coordinated effort out of a community-wide concern at the growing number of those at risk of becoming homeless as well as actual homeless individuals and families in the County. Towards the goal of ending homelessness, a coalition of over 40 local homeless service providers and involved individuals formed the Homeless Network of Yakima County (Network) in 2004. These operating guidelines codify the Network’s policies and procedures as well as governance structure.

Purpose and Authority

The Network was formally established as a “Continuum of Care” (CoC) by the Federal Department of Housing and Urban Development (HUD). The CoC Program is designed to promote community-wide planning and strategic use of federal, state and local resources to address homelessness; improve coordination and integration with mainstream resources and programs targeted to people experiencing homelessness; improve data collection and performance measurement; and allow Yakima County to tailor its programs to the particular strengths and challenges in assisting homeless individuals and families.

Mission

The Mission of the Network is to advocate for the homeless people in Yakima County in order to improve their quality of life, increase public awareness of the issues of homelessness, impact public policy and prevent and end homelessness.

Vision

The Network focuses on achievable strategies to move homeless individuals and families beyond shelter to permanent housing and self-sufficiency by looking at a comprehensive range of needs and developing the local capacity, through collaborative efforts, to meet these needs.

Guiding Principles

1. Participate in developing and supporting public policy toward ending homelessness.
2. Provide a place to share ideas, concerns and resources and foster collaboration.
3. Increase community awareness related to the causes of homelessness, the needs of homeless people and ways to end homelessness through public education and advocacy.
4. Research and develop resources to support Network projects.
5. Implement and annually review county-wide plans to end homelessness.
Homeless Network Organizational Structure

The Network should have an informed and efficient means to conduct its business. To meet this goal, the Network has established a governance structure and operating guidelines. The organizational structure should be inclusive and create opportunities for both members and non-members to engage in solutions that meet the needs of Yakima County’s homeless population.

The structure of the Network includes an Executive Board, General Membership, HMIS/Data Committee and ad-hoc committees. The Network acts as an advisory body to the Yakima County Board of Commissioners regarding the expenditure of County funds in support of the Network’s 5-Year Homeless Housing Plan. Yakima Valley Conference of Governments (YVCOG) Board of Directors oversees the day to day operations of the Network through its Homeless Housing Program Staff consisting of a program manager, HMIS/Program Coordinator, Resource/Communications Coordinator and administrative support staff person.

Executive Board

The Executive Board provides the Network with an informed and efficient means to conduct its business, make administrative decisions, determine legislative priorities, approve position papers, engage in partnerships with other like-associations, present public education, and recommend funding for Network sponsored projects.

The Executive Board will have no more than 15 and not less than 9 members serving. At any time during the operating year the Board may appoint new members to fill vacant board positions. Any person appointed to fill a vacancy on the board must run for re-election at the annual meeting if they wish to continue serving as a board member. Each Board Member serves a staggered two-year term with up to half of the Board turning over every year. Board members may run for re-election and serve additional
Terms. Terms for Board members will begin on July 1st of each year following the Network’s Annual meeting and board member elections. Board Member terms will officially end on June 30th of each year.

**Board Members include the Chair, Vice-Chair, a homeless or formally homeless consumer/advocate and a representative from YVCOG.** The remaining Board positions are persons at-large. Board members whose organizations are recipients of HUD CoC or Yakima County funding may not represent a majority of the Board members. Board members must adhere to the Network’s Conflict of Interest policy (Exhibit B) when voting.

The Vice-Chair position is elected by the Executive Board from its membership following the appointment of a New Board Chair. Election of the Vice-Chair will occur at the first Executive Board meeting following the annual meeting date. The Vice-Chair will assume the role of Executive Board Chair at the completion of their two-year term. If the Vice-Chair decides not to accept the Board Chair position at the end of their term, then the Executive board will select a new board chair from its membership. The Vice-Chairs duties are to assume the duties of the Chair when they are not available to conduct Network business.

The Board can elect two representatives to serve on the Washington Low Income Housing Alliance (WLIHA) Statewide Homeless Advisory Committee (HAC). One member is appointed from the Executive Board and one member is appointed from the General Membership. The HAC representatives serve a two year term. The Lead Staff to the Homeless Network will serve as an alternate.

**Meetings**

Executive Board meetings are held a minimum of 9 times a year with the specific dates and times determined at the annual meeting. Changes to the meeting schedule may be made at the discretion of the Board Chair and staff. When no official agenda has been adopted, the following is the order:

1. Reading of the minutes of the previous meeting (and their approval)
2. **Old Business**
3. **New Business**
4. Planning and discussion
5. Other Business

Agenda’s will be emailed a minimum of 24 hours prior to a scheduled meeting. Members are strongly encouraged to print copies of the agenda to bring to the meetings. A few printed copies will be available at meetings for those who do not have access to a computer or printer or who are new or guests to the Network.

Meeting minutes are the official record of the Board and General Membership’s actions and shall be sent out through email one week prior to scheduled meetings. Approved minutes will be posted on the Homeless Network website [www.yakimahomeless.org](http://www.yakimahomeless.org). Members are strongly encouraged to print copies of the minutes to bring to the meetings. A few printed copies will be available at meetings for those who do not have access to a computer or printer or who are new or guests to the Network.

**Decision Making**
Only members of the Executive Board of Directors may vote on Network Business. Each Board member has one vote. In case of a conflict of interest, Board members will abide by the Network’s Conflict of Interest policy (Exhibit B) and will abstain from voting.

Decisions are determined by a majority quorum of members present during the vote. In the event of a tie, the measure will be tabled for further discussion and a follow up vote will be taken. If there is a second tied vote the Board Chair may cast a vote to break the tie.

In the event the Executive Board faces a short-term, unique procedural situation that is not addressed by these Guidelines and a decision is necessary between meetings, Network staff will e-mail Board members and call for a vote. Votes may be collected by e-mail or an electronic survey tool. Decisions made by email must follow the same procedures as set forth in these guidelines.

**Proxy voting** is a form of voting whereby Executive Board Members may delegate their voting power to other members of the board to vote in their absence, and/or select a representative to represent their vote when the member is unable to attend a meeting. Board members are required to actively participate in Executive Board activities 75 percent of the time during their term. Members wishing to use a proxy must notify the Network Staff by email of who their proxy is, no later than one hour prior to the scheduled meeting. If the staff is not notified within one hour prior to the meeting, the member will not be allowed a proxy for the meeting.

**Duties**

1. Conduct all Network business
2. Coordinate meetings of the General Membership, with published agendas and minutes
3. **Follow, review and recommend updates as needed to the Network Operating Guidelines.**
4. Provide guidance and oversight for HUD’s CoC Program by maintaining an active Executive Board that is representative of the relevant organizations and projects serving homeless subpopulations within Yakima County
5. Establish performance targets appropriate for population and program type in consultation with County Staff and County, State and Federal award recipients and subrecipients.
6. Make recommendations to the Yakima County Board of Commissioners as to the expenditure of public funds. (Recommendations must be made using an established process that involves a fair and unbiased solicitation, screening, review, scoring and ranking of potential projects)
7. Direct Network planning and evaluation efforts to support the 10-year plan, which are evidence based and measurable
8. Implement an HMIS Data Quality Plan based on planning priorities and local outcome measures.
9. Establish ad-hoc committees to complete specific tasks with identified deadlines and measurable outcomes
10. Issue annually, a public invitation within Yakima County for new General Members to join the Network

**General Membership**

The Network strives to recruit broad-based representation from community members, non-profit organizations, government, businesses, faith communities and homeless or formally homeless individuals who care about and want to advocate for homeless people or those at risk of becoming homeless in
Yakima County. The General Membership should be well informed and current on issues, with an eye toward understanding the broad-based big picture effects of homeless issues and to seize opportunities to affect decisions on those issues.

Membership in the Network is open to anyone in the community. Members of the general public may submit a written request for Network Membership using the Network Membership Application found in (Exhibit A). Those who attend Network meetings are considered GUESTS from the point of their first attendance until formally requesting membership to the Network. Network memberships are renewed each year following the annual meeting.

Community members wishing to support the Network without joining the Network membership can choose their level of involvement by participating in or volunteering for Network events, advocating in support of addressing issues of homelessness, assist with fundraising, including an annual membership gift to support Network activities, keeping informed through Network listserv, website and quarterly newsletters. Community members wishing not to be official members are not required to participate in order to be recognized for their support nor are they required to be recognized for their support of the network if they wish to remain anonymous.

In order to become a member of the Network, potential members should:

1. Understand and support the Network’s mission, vision, guiding principles and priorities
2. Complete a membership application, (Exhibit A) listing professional associations, community alliances, and legislative relationships, and be willing to advocate to these groups in support of Network priorities
3. Support and participate in sponsored events and activities that benefit the homeless, not just those causes directly connected to the individual’s personal or professional interest
4. Regularly attend meetings and participate on ad-hoc committees, which best reflect the member’s area of specialty or interest
5. Actively promote and recognize the accomplishments of the Network and its members to the community at large
6. When asked to speak on behalf of the Network, limit comments to positions already affirmed by the Network
7. Agree to use e-mail for meeting notices and other necessary communication
8. Share information on potential resources and collaborative opportunities that will expand and enhance Network supported homeless housing and services

General Membership meetings are open to both members and non-members. General Members are welcomed to participate in discussions and advocacy-development and can nominate and vote during annual elections for Executive Board positions. (Only the Executive Board may vote on Network business).

General Membership meetings are held a minimum of 9 times a year with the specific dates and times determined at the annual meeting in June. Changes to the meeting schedule may be made at the discretion of the Board Chair and County staff. Monthly meetings consist of activity reports, discussion, learning opportunities, service presentations, networking and collective advocacy. When no official agenda has been adopted, the following is the order:

1. Reading of the minutes of the previous meeting (and their approval)
2. **Member Updates and Announcements**
3. **Informational Presentation**
4. **Network Business**
5. **Other Business**

**HMIS/Data Committee**

YVCOG Homeless Housing staff is the designated HMIS Lead Agency for the Network’s (Homeless Management Information System). The HMIS/Data Committee is led by the Homeless Housing HMIS Program Coordinator. Participation on the HMIS/Data Committee is required for grant recipients/sub-recipients of County, State or Federal homeless funds. Committee membership is voluntary for non-recipient organizations participating in HMIS.

**HMIS Staff and Committee Member Duties**

1. Annually review, revise, and approve privacy, security, and data quality requirements of the Network’s HMIS Data Quality Plan
2. Provide monthly reports to the Committee to be reviewed regarding data completeness, timeliness, and accuracy and correct any identified data quality problems
3. Work with the HMIS Coordinator to review comparable data and create monthly dashboard reports and trend analysis for the Executive Board to use in planning and evaluation
4. Support HMIS partner agencies in producing accurate reports and in addressing data quality issues
5. Maintain consistent participation on the HMIS Committee and encourage new agencies to participate in HMIS
6. Support the HMIS Lead Agency in ensuring that the Network’s HMIS is operated in compliance with HUD requirements

**Ad-Hoc Committees**

Ad-Hoc Committees are formed for short term projects. These committees are appointed by the Board Chair and committee members are self-selected and a chair is either appointed by the Board Chair or selected by the committee members. Ad-Hoc Committees must establish a goal and set benchmarks for completing tasks when appropriate. Committee chairs report progress at Executive Board meetings. Committee chairs are non-voting members of the Executive Board, unless the Committee Chair is also a member of the Executive Board.

**Board Chair**

The Network is governed by the Executive Board through the Board Chair. Duties of the Chair include:

1. Chair Board meetings and meetings of the General Membership
2. Meet with staff monthly to help plan and develop meeting agenda for the General membership and Executive Board meetings
3. Call for special or emergency meetings as needed
4. Review reports, correspondence and other requests to the Executive Board prior to meetings
5. Represent the Network at sponsored events and activities
6. Act as a community spokesperson on behalf of the Network
7. Write and or sign letters of support on behalf of the Network

Network staff

The Network is staffed by the YVCOG Homeless Housing Program staff. The staff includes the Senior Program Manager who performs the duties of the Executive Director for the Network, the HMIS/Data Coordinator and Resources/Communications Coordinator. The Executive Director oversees and manages all operational duties of the Network and assigns tasks to the HMIS/Data Coordinator and Resources/Communications Coordinator.

Duties

1. Provide support to the Executive Board, General Membership and Committees
2. Work with Executive Board to develop and update, annually, a plan for Yakima County that includes:
   a. Coordinating implementation of a housing and service system
   b. Conducting a Point-in-Time count of homeless persons that meets or exceeds HUD requirements
   c. Conducting an annual gaps analysis of homelessness needs and services
   d. Providing information required to complete the Consolidated Plan(s)
3. Act as the Collaborative Applicant and HMIS administrator for the Network as required by the Department of Housing and Urban Development (HUD) Continuum of Care Program
4. Maintain contact with state and federal agencies regarding issues that affect the local homeless population
5. Keep abreast of legislative and policy issues affecting homelessness and report to Executive Board
6. Maintain Executive Board, General Membership and Committee rosters and email lists
7. Develop and maintain website and all forms of Network communications
8. Manage and file meeting minutes, agendas and Network related documentation
9. Provide training and technical assistance to existing and new Network members and maintain orientation packet materials
10. Manage existing and new financial resources and donations to the Network
11. Provide event coordination and support for Network sponsored activities
12. Maintain membership with the Washington Low Income Housing Alliance and participate on state committees under the Department of Commerce relating to homelessness and affordable housing issues
13. Monitor recipient/subrecipient performance and outcomes regarding the use of County, State and Federal grant funds, and notify recipients and the Executive Board of poor performance
14. Establish and operate a centralized or coordinated intake and assessment system in consultation with recipients of County, State and Federal funds
15. Design, operate, and follow a collaborative process for the development of applications and approve submission of applications in response to Yakima County and CoC Program NOFA’s
16. Other duties as required to maintain Network operations.
**Nominations**

Two months prior to the annual Network meeting in June, the Board Chair will form a Nomination Committee for the purpose of identifying a slate of candidates to serve as future Board Members. The Nomination Committee is chaired by the Board Chair or their designee. Members of the nominating committee will consist of a minimum of three Board members and three members from the General Membership. When determining potential Board member nominees, the Committee may consider specific representation criteria such as: geographic, professional, business, services, consumers, faith communities, government affiliations, etc.

The Nomination Committee Chair will bring a list of potential candidates to the Executive Board for approval. Once approved by the Board, ballots will be created for the nominees and write-ins. Ballots will be distributed to Network Members in good standing at the annual meeting and a vote of the Membership will be held. Those nominees receiving the greatest number of votes will be sworn in as Board members.
Network Support

The Network is a community based membership organization that does not require its members to pay dues. Though the Network does not require dues it does strive to seek monetary and in-kind donations of products and services to support Network activities, advocacy efforts and educational opportunities to enhance the delivery of services.

To increase the capacity of the Network as a whole, the Network will actively identify resources in the community and maximize collaboration to assist in long-range community planning that will support the Network's Homeless Plan. Activities include:

1. Creating a resource development plan to increase Network capacity.
2. Identifying potential resources in the community to benefit Network activities.
3. Developing a volunteer recruitment program to recruit, support and recognize volunteers for Network projects.
4. Developing awareness campaigns in cooperation with the Network communication plan to support resource development and increase community engagement.
5. Developing an In-Kind Donation Program to solicit and utilize donations of products and services to support Network activities that includes procedures for valuing and recognizing donations.

Donations

The Network receives donations that may be in the form of money or in-kind material goods, household items, and various disposable supplies. Network donations can benefit members through sponsored trainings, conference scholarships for homeless consumers and advocates and purchasing needed items, such as blankets, backpacks, sleeping bags and hygiene items for members to hand out.

For financial donations The Network will designate a non-profit 501c3 organization to serve as its fiscal agent. The fiscal agent will have the following responsibilities:

Financial donations received by the Network will be forwarded to the fiscal agent and deposited in a separate fund account.

The fiscal agent’s finance staff will ensure a receipt is completed for each donor, which will include the dollar amount of the donation, the donor’s name and mailing address.

A receipt will be signed by fiscal agent Executive Director or their designee and mailed to the donor.

The fiscal agent will be reimbursed 10% of the value of the receipts for cost of services.

Volunteers

The Network is supported by volunteers throughout the community. Volunteers are utilized for Network events, such as Point in Time/Project Homeless Connect, fundraising and awareness activities. The Network will maintain policies and procedures for recruiting, screening and training volunteers. Network volunteers are not exclusive to just Network support; they will be encouraged to spend their
time and talents with any Network organization they wish. The Network will help engage interested volunteers in activities that impact homelessness throughout Yakima County.

**Friends of the Network**

“Friends of the Network” is a membership organization that partners with the Homeless Network to connect the community with the work. Members choose their level of engagement, but there is no limit to the opportunities to get involved. The work is done in the community for the community by the community.

Membership with Friends of the Network is open to anyone in the community and provides the following opportunities:

- Members can decide how to show their support and choose their level of involvement
- Members become informed and help spread awareness about the issues of homelessness in Yakima County
- Members provide a voice of support for addressing the issues of homelessness with community leaders and legislators
- Members can host a donation drive or fundraising event or help by giving an individual cash or in-kind donation
- Members can volunteer to be an important part of the events the Network holds throughout the year
- Members participate in outreach and get to know people who are experiencing homelessness

**Non-Discrimination**


The ADA and Section 504 both stipulate that "no otherwise qualified persons with disabilities...shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance (Section 504) or any activities of "public entities," of state or local governments, regardless of whether they receive federal funding (Title II of the ADA). The Fair Housing Amendments Act regulations state "It shall be unlawful for any person to refuse to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford a person with a disability equal opportunity to use and enjoy a dwelling unit including public and private use areas."

**Changes to Guidelines**
Minor changes to the Guidelines can be made by a vote of the Executive Board without a vote of the General Membership unless those changes are related to a change in Governance.

*****Finalized and approved February 13, 2014*****

*****Revised August, 2014*****

*****Revised January, 2015*****
Exhibit A – Membership Application

In applying for membership, I agree to the following guidelines:

- I understand and support the mission and purposes of the Network.
- I can commit to attending at least four Network meetings in the next 12-months.
- I am willing to serve on ad-hoc committees and volunteer or attend Network sponsored events.
- I have regular access to electronic mail, and am willing to accept this as the primary source of communication between Network meetings.

Name: ________________________________________________________________

Organization you represent: ______________________________________________

Mailing Address: _______________________________________________________

Telephone: ________________________________

E-mail Address: ________________________________________________________

Current or past Boards or Committee’s you’ve served on: ___________________

_______________________________________________________________________

_______________________________________________________________________

Signature ____________________________ Date ____________
Exhibit B – Conflict of Interest Policy

HOMELESS NETWORK OF YAKIMA COUNTY

CONFLICT OF INTEREST STATEMENT

Executive Board members must be able to make independent decisions on behalf of the Network and the Yakima County Board of Commissioners without potential influence or perceived influence caused by a conflict of interest. Each member with an actual or perceived conflict of interest should disclose that conflict. In addition each member should:

1. Refrain from voting on any issue that creates the potential to confer any financial benefit on the member or on any entity in which that individual has any significant interest as a stockholder, partner, director, officer, or employee.

   In such situations, the individual should immediately disclose his or her interest and should take no action to influence the decision-of the Executive Board.

2. Disclose his or her affiliation with any organization being recommended for funding prior to a vote.

3. Avoid any situation where personal and business affiliations or relationships could have, or could give the appearance of having undue influence on the individual's judgment as to the matters under consideration.

   **Definition of "Conflict of Interest":** Any situation in which an individual's personal or business relationships could conflict, or could give the appearance of conflicting, with the interests of the Network and its Executive Board.

   I have received and read the foregoing policy statement, conflict of interest statement, and understand fully the facts requiring any possible question of violation.

Name ____________________________________________

(Please Print)

Signature _________________________________________ Date _______________

16
Homeless Management Information System Policies & Procedures

DRAFT

Homeless Network of Yakima County

The Homeless Network of Yakima County has agreed that the below copyright notice will appear for this shared document per agreement and the only text modification appears where changes are necessary when establishing the regional CoC.

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Homeless Network of Yakima County
Working for the Homeless - A Continuum of Care

Revised by Larry Henderson (11/21/2008)
1. Yakima HMIS Historical Background

1.1 Definition of Homeless Management Information System
An HMIS is a computerized data collection tool used by communities to collect longitudinal data on persons who are homeless or who are at risk of being homeless. This data can be used to accurately calculate the size and needs of these populations.

1.2 HUD HMIS Requirement
In July 2003, the Department of Housing and Urban Development (HUD) published a draft notice of an HMIS. By July 2004, HUD finalized the requirements for HMIS. Both notices prompted communities around the nation to set up an HMIS program to capture the requested information. The notices specified what pieces of data to collect as well as establishing minimum baseline policies and procedures that communities must follow when operating their HMIS. An Annual Homeless Assessment Report (AHAR) report was requested of selected continuums starting in 2005. Additionally, the SuperNOFA grant application rates each continuums progress in its HMIS implementation. Therefore, as more agencies and programs participate in HMIS, the stronger our community’s SuperNOFA grant application is for the available funds.

1.3 Vision for HMIS
Different versions of HMIS existed in Yakima many years before HUD required HMIS implementation. The goals and overall vision for HMIS within our state exceeds HUD's reporting requirements. The entire community benefits from HMIS participation. Clients will experience a streamlined process of referrals, intake, and assessment across the entire service delivery experience. Clients can receive coordinated case management across different agencies, programs, and services such that they have one coordinated plan to fulfill. Agencies will be able to track and measure outcomes of their programs. They will be able to coordinate services better internally as well as externally. Agencies will have more information to share with funders, boards, and other stakeholders. Service providers will come to a better understanding of where the problems, issues, and needs are most concentrated. Policies can then be developed or modified to reduce identified service gaps. The functionality contained within HMIS will enable all of these things to happen, as HMIS evolves for our community.
2. Yakima HMIS Structure

2.1 Continuums of Care (CoC)
A CoC is responsible for working with homeless assistance agencies in their geographic area to coordinate the delivery of housing and services to homeless families, individuals, youth, and persons with disabilities. Additionally, the CoCs are responsible for implementing and managing HMIS within their community.

2.2 HMIS Solution
The vendor supplying the HMIS solution is VisionLink, Inc. located in Boulder, Colorado. VisionLink provides database management solutions nationally and its Tapestry module can assist with 2-1-1 operations, disaster preparedness, and volunteer management as well as HMIS. VisionLink is responsible for:
- HMIS software upgrades
- Hosting (maintaining, securing, performing backups, and ensuring availability) of Yakima’s HMIS
- Providing training and technical support to HMIS Administrators
- More information on VisionLink can be found at: www.visionlink.org

2.3 Yakima County
Yakima County has entered into a contract with VisionLink for use of Tapestry. Under this agreement, The County is licensed to use Tapestry with the right to further sub-license it to make the system available to its agency partners and the service providers they represent. User sub-licenses for Yakima HMIS are available at no charge to agencies.

2.4 Yakima Department of Community Services, Supportive Housing & Homeless Programs

2.5 Participating Agencies
Under the HMIS license for Tapestry, any agency may participate in HMIS if they have signed the Agency User Agreement and agree to abide by the policies and procedures outlined in this document. All types of agencies that provide services to persons in need are eligible.

2.6 Users
Users are authorized by their agency's Executive Director or other persons within the agency having the appropriate authority. Users are allowed to use HMIS after signing an End User Agreement with their agency, and completing the necessary training. Users are
responsible for following the policies and procedures outlined in this document, and are ultimately responsible for collecting and entering client data.

2.7 HMIS Users Group
The purpose of the HMIS Users Group is to bring together participating agencies' HMIS users to share information and make recommendations on a number of factors regarding HMIS. It is a forum for sharing best practices among agencies, as well as a way to suggested improvements in policies and procedures. Future enhancements to HMIS will also be discussed during these meetings. It is expected that participating agencies send at least one person to every HMIS users group.

**Policy:** HMIS User Group meetings held at regular intervals.
**Effective Date:** to be announced

2.8 Clients
Clients choose to participate in HMIS with written authorization to allow an agency's users to collect and enter their personal information into HMIS. It is extremely important in the use of HMIS that client confidentiality, privacy, and security are maintained at a very high level. The policies and procedures written in this document fulfill basic HUD HMIS requirements, utilize best practices for the industry, and are further enhanced for our community.

3. Implementing HMIS

3.1 Agency Partnership Agreement

**Policy:** To participate in HMIS, an agency must sign and agree to abide by the terms of the Agency Agreement.
**Effective Date:** January 19th, 2007

**Description:**
The Agency Agreement is a contract between the agency and Yakima County regarding participation in HMIS using the Tapestry software. The agreement outlines specific requirements on confidentiality, data entry, responsibilities, security, reporting, and other items deemed necessary for proper HMIS operation.
Procedures:
The agency's Executive Director (or other empowered officer) will sign 2 copies of the Agency Agreement, and mail them to:

Department of Community Services  
Attn: Homeless Network of Yakima County - HMIS  
Yakima County Court House, Rm. 102  
Yakima, WA. 98901

3.2 Designate Agency Site Administrator
Policy: The agency's Executive Director or other empowered officer must designate an individual to act as the agency's Site Administrator.
Effective Date: January 19th, 2007

Description:
The Agency Administrator possesses different responsibilities than a typical end user. The Agency Administrator is accountable for the following items:
1. Maintain the agency, programs, and service profiles in Tapestry
2. Communicate personnel/security changes to their HMIS users
3. Act as the first tier of support for HMIS users
4. Act as the main point of contact for the Tapestry System Administrator.
5. Ensure client privacy, confidentiality, and security
6. Maintain compliance with technical requirements for participation
7. Store and enforce end user agreements
8. Post Privacy Notice
9. Enforce data collection, entry, and quality standards
10. Assist Tapestry System Administrator with On-Site Technical Assistance/Audits
11. Attending the HMIS Users Group

Procedures:
1. The Agency Agreement must be signed and returned.
2. The Executive Director or other empowered officer will contact the Yakima HMIS helpdesk (Larry Henderson, larry@customst.com (509-860-0864) to notify them which person will act as the Agency Administrator.
3. This individual must sign the End User Agreement with the agency, stating that they understand what is required of them for HMIS.
4. This individual must attend the HMIS Agency Administrator training course before gaining access to HMIS and Agency Administrator privileges.
Best Practices:
1. Depending upon your agency's organization, consider designating a second Agency Administrator to act as a backup.
2. If your organization would like to designate multiple Agency Administrators, contact the Tapestry System Administrator first.

3.3 Technological Requirements for Participation

Policy: All computers authorized to access Yakima HMIS must meet the minimum requirements as established in this manual.
Effective Date: January 19th, 2007

Procedures:
All computers that will access Yakima HMIS on behalf of the agency must meet the minimum requirements. This includes agency's on-site desktops, laptops, as well as home computers. Accessing HMIS from home is allowed, though this practice is strongly discouraged because of security concerns. From an agency's viewpoint, it is difficult to ensure that a computer in the home meets the technical standards and that users are abiding by the same privacy, confidentiality, and security procedures as they would in the office. Unauthorized individuals (spouses, children, and relatives) could gain access to HMIS in a home environment more easily than in an office environment. Agency Administrators must ensure that these computers meet the following standards:
1. Internet access: Any computer that will be used for HMIS must be able to connect to the Internet for the purpose of accessing the HMIS software, as long as it is not AOL.
2. The internet browser must be capable of 128-bit encryption.
3. The internet connection speed must be DSL or higher.
4. The PC speed should be at least 800 MHz.
5. The PC should have at least 256 MB RAM.
6. Screen resolution should be at least 1024 x 768.
7. Firewall: For your computer or network, an active firewall must be present either on that PC or as a part of the network.
8. Virus protection: For your computer or network, virus protection software must be present and active, with current virus definitions.
9. Login access: Each computer must utilize and activate a login screen.
10. Screen-saver password: Each computer must activate a screen-saver password which is set to turn on when the computer is unattended or has not been in use during a reasonable amount of time (around 10 minutes).
Best Practices:
Agencies should also include these recommendations in preparation for fully utilizing all the capabilities within HMIS, as well as incorporating standard industry practices:

1. Operating system version: Each computer should be on a currently supported version of an operating system (e.g. Windows, Mac O/S).
2. Operating system updates: Each computer accessing HMIS should be current in applying all of the available critical security patches. Patches should be installed within 24 hours of notification of availability.
3. Anti-Spyware software: For your computer or network, anti-spyware software should be present, active, and with current definitions.
4. Browser software version: Each computer should be on a current version of the browser.
5. High-speed connection: Ideally each computer should have access to at least a DSL/Broadband high-speed line instead of dial-up connection. This will result in a much improved experience over connecting with dial-up speeds.
6. Standard office software: In order to use downloaded data from HMIS, you should have software that can interpret comma-delimited files, such as spreadsheet, word processing, or database software (examples like Microsoft’s Excel, Word and Access). There are a number of options here. It is not a requirement that you have this software since it is not required that you download HMIS data. There are additional options beyond the Microsoft Office software.
7. Compressed file expander: For computers that will download data from HMIS, it will need a compressed file expander to unzip the file. WinZip and Aladdin Expander are examples. It is not a requirement that you have this software unless you intend to download data.
3.4 Complete Agency Profiles in HMIS

Policy: Agencies are not allowed to enter client data into HMIS until their set of profiles has been completed in HMIS and approved by the Tapestry System Administrator.

Effective Date: January 19th, 2007

Description:
Within HMIS, each agency must set up a group of profiles that define the programs and services the agency offers. Agency Administrators will be trained in creating and updating their HMIS profiles.

Procedures:
1. The Agency Administrator must have successfully attended HMIS Agency Administrator training to learn how to set up their agency's profiles in HMIS.
2. The Agency Administrator will complete the Profile Worksheet to assist in the organization of how an agency's profiles will work in Tapestry, before updating profiles in Tapestry.
3. The Agency Administrator will contact the Tapestry System Administrator, for the purpose of reviewing the Profile Worksheet.
4. The Tapestry System Administrator will work with the Agency Administrator to ensure that the profiles are organized in a way that is useful for the agency, consistent with standard practices, and meets reporting needs.
5. The Agency Administrator will complete the agency profile set up in Tapestry based on the final Profile Worksheet.
6. When finished, the Agency Administrator will contact the Yakima HMIS Helpdesk for the purpose of reviewing the profile set up in Tapestry.
7. The Agency Administrator will make any necessary changes to profiles as required by the Tapestry System Administrator.

Best Practices:
1. It is strongly recommended that Agency Administrators familiarize themselves with the Profile Worksheet before attending HMIS Agency Administrator training.
2. HMIS could produce reports that were previously not possible within the agency. Determine what reporting information members would like to have, in addition to what is currently required. Profiles could be set up in HMIS enabling members to get this information.
3. Once client data entry into the agency's profiles begins, it is difficult to make changes to the structure without having to deal with many issues.
3.5 Data Conversion/Data Integration

Policy: Agencies needing data conversion and/or data integration will be responsible for the costs associated with those tasks.

Effective Date: January 19th, 2007
Contact Larry Henderson: Custom Software & Training 509-860-0864

Description:

Data Conversion Requirements:

Data Integration Requirements:

3.6 Designating HMIS End Users

Policy: Any individual working on behalf of the agency (employee, contractor, and volunteer), that will collect information for HMIS purposes must be designated an HMIS user; and therefore is subject to these policies and procedures.

Effective Date: May 10th, 2005

Description:
Anybody who collects any HMIS data (electronic or paper) or creates reports from the system should be designated as an HMIS user. The reason is that there are client privacy, confidentiality, and security procedures that everyone in those positions must be aware of and follow. Individuals who have not had the proper training will not be equipped to respond to clients’ questions on HMIS informed consent, revocation, intake forms, and other aspects. Individuals who are designated HMIS users that will not work with the HMIS software, are required to take the Policies & Procedures training class. Individuals who will work with the HMIS software, will take this class as well as specific training on the HMIS software.

Procedures:
1. After an individual is identified as an HMIS user, the Agency Administrator must follow the User Administration procedures in this document for adding authorized users.
2. This individual is required to complete the appropriate user training, as outlined in the training procedures stated in this document.
4. User Administration

4.1 Authorizing Personnel for HMIS

Policy: Only authorized individuals that have successfully completed the necessary steps may be allowed to access HMIS on behalf of an agency.
Effective Date: May 10th, 2005

Procedures:
1. The Agency Administrator will update the agency's Approved Users List spreadsheet to reflect the newly authorized individual, assign the security level, and will submit it to the Yakima HMIS helpdesk.
2. This individual must verify that they have read the HMIS Policies & Procedures manual.
3. If this individual needs access to the software, they must also complete the appropriate HMIS User Training class.
4. This individual must sign the End User Agreement with the agency, stating that they understand what is required of them for HMIS.

4.2 End User Agreements

Policy: A Yakima HMIS End User Agreement must be signed and kept for all agency personnel or volunteers that will collect or use HMIS data on behalf of the agency.
Effective Date: May 10th, 2005

Description:
The End User Agreement is a document between a participating agency and its employees, contractors, or volunteers who are authorized to collect HMIS data and/or record that data into the system, for the purpose of agreeing to abide by the rules in the specified agreement.

Procedures:
1. Before an authorized agency personnel begins collecting data on behalf of HMIS, the individual must sign a current Yakima HMIS End User Agreement form.
2. An agency must store the signed Yakima HMIS End User Agreement for each individual that will collect data for HMIS or will operate the HMIS software.
3. An agency must never dispose of a signed Yakima HMIS End User Agreement upon revoking an individual's authorization or in terminating an individual's employment.
Best Practices:
1. An agency could choose to store all of the Yakima HMIS End User Agreements in one central location or with one person (like the HMIS Agency Administrator) as opposed to storing the document in their employee file. With standard business practice, terminated employees’ files tend to get purged after a period of time. Therefore with the need to keep end user agreements indefinitely, it may be easier for an agency to separate this from an individual’s files.
2. For new hires, if their position is authorized to collect HMIS data or utilize the HMIS software, the End User Agreement form can be included in their agency orientation procedures.

4.3 Assigning Security Levels

Policy: Agencies will assign users an appropriate security level such that the user only has access to HMIS functionality or information required to successfully fulfill their role.

Effective Date: January 19th, 2007

Description:
Within HMIS, each user is assigned a security level based on the tabs they have access to. This security allows user to gain access to certain areas of the HMIS application. This security feature is utilized to ensure that individuals can only access the type of client information they need to do their job within the agency. An example would be that an intake specialist would be assigned security to access the general information page so that they could enter or view a client’s demographic information (name, birth date, ethnicity, etc.), however, their security role would not allow them to view any case management notes that may exist. Below is a description of each tab in Tapestry:

- General Information (Universal): basic demographic information like name, birth date, etc. Everyone is granted access to this tab automatically.
- Selected Service (Universal & Program-Specific): enroll and exit in programs, record service delivery
- Homeless Intake (Universal & Program-Specific): homeless status, background on their homeless episodes
- Homeless discharge (Program-Specific): What is the situation upon exit?
- Household (Universal): creation of a household by linking together multiple clients
- Income & Benefits (Program-Specific): recording income by different categories, recording non-cash benefits (TANF, food stamps, etc.)
- Education (Program-Specific): adult and children education status, current school and training information
- Military (Program-Specific): detailed information regarding a client’s military background, such as branch, current status, geographic area(s) served
Health (Program-Specific): data on health status, disability status, dependencies, etc.
Employment (Program-Specific): current job status, employer information
Domestic Abuse (Program-Specific): domestic violence background information
Referral (optional feature): needed if the agency would like to make and track referrals to other agencies listed in 2-1-1
Case Management (optional feature): needed if the agency would like to add general case management notes
History (optional feature): needed if the agency would like to see all of the types of case management notes together in one tab (pulls from other tabs beyond Case Management)
Expenses (optional feature): different categories and line items of expenses for budgeting purposes
Messages (optional feature): allows user to record when email are sent, phone conversations, and/or mail is sent to the client (like contact management)
Addresses (optional feature): allows user to record various types of additional client addresses (seasonality, temporary, new permanent).

Procedures:
1. An agency must first determine what tabs they are required to complete to fulfill reporting requirements. There are tabs related to being able to enter in the Universal data elements, and a set of tabs related for the Program-specific data elements.
2. The agency must then determine any additional tabs they would like access to beyond their required data collection. For example, an agency that is only required to collect the Universal data elements may decide that they would also like to have the Income and Education tabs too.
3. The Agency Administrator is then responsible for granting individuals access to the appropriate tabs based on their role in the organization. An intake specialist could be granted access to all of the tabs to complete the Universal and Program-specific data elements OR just the General Information tab. To assign the security level, the Agency Administrator will updated the Approved Users List, and submit that to the Tapestry System Administrator.

Best Practices:
1. When selecting which tabs an agency wants to use in HMIS, start with the end goal in mind rather than going from what is the least amount of information needed to fulfill reporting requirements. Think about how you currently do business, and how you would like to do business in the future. One might find that HMIS is a conduit for providing additional services to an agency’s clients because of its features.
2. There is a strong tendency to grant access to all information to every staff person because it is easier to administer that way. However, it is important to keep with
the idea of 'minimal access' or more commonly put 'on a need to know basis'. Grant permissions to areas only where that person will need to add or view data. For example, it is generally not appropriate to grant access to the Case Management tab to a volunteer who is performing basic intake.

4.4 Changing Personnel Security Levels

Policy: Agencies request a security level change for an individual by notifying the Homeless Network of Yakima County - HMIS Committee Team.
Effective Date: January 19th, 2007

Procedures:
1. The Agency Administrator will update the agency's Approved Users List spreadsheet to reflect the newly authorized individual, and will submit it to the Yakima HMIS helpdesk.
2. If the security change is to make them the new Agency Administrator, they must first complete the HMIS Agency Administrator training before the Yakima HMIS team will change the security.
3. If the security change is to enable them access to the HMIS software, they must first complete the HMIS User training before the Yakima HMIS team will change the security.
4. For other requests, the Yakima HMIS team will respond within 1 business day to the request. Security changes for non-site administrators will take effect immediately.

4.5 Removing Authorized Personnel

Policy: The Agency Administrator must be notified within 1 business day when an individual is no longer authorized to access HMIS on the agency's behalf.
Effective Date: January 19th, 2007

Procedures:
1. Within 1 business day of revoking an individual's authorization for HMIS access, the agency will contact the Tapestry System Administrator via email (larry@customst.com) or telephone (509-860-0864).
2. The agency will update their Approved Users List spreadsheet to reflect the change, and if they have not already done so, submit it to the Yakima HMIS Helpdesk.
3. Upon receipt of the request, the Tapestry System Administrator will immediately deactivate the individuals' HMIS user account, which means they can't login.
5. Training

5.1 Agency Administrator Training

Policy: Individuals designated as an agency’s site administrator must complete a 1-day HMIS Agency Administrator training course before being granted the appropriate security level.

Effective Date: January 19th, 2007

Description:
The HMIS Agency Administrator training will cover several topics covering the duties and procedures specifically related to the role, beyond a typical End User training session. Topics will include:
- HMIS Organization
- HMIS Policies & Procedures
- Client Privacy & Confidentiality
- Tapestry (HMIS) Basics
- Data Export and Reporting
- Tapestry Administration

Procedures:
1. The agency must have signed and returned the Agency Partnership Agreement before the individual can attend HMIS Agency Administrator training.
2. This individual can contact the Yakima HMIS Helpdesk or check online to see when the next training day is being offered, and can RSVP as stated in the directions. Training spots are allocated on a first-come first-serve basis. Typically class sizes are 8-12 individuals.
3. Once the individual completes their training successfully, they will be assigned the appropriate security level at that time.
4. If this individual will also enter client level data, they need to also attend the HMIS End User Training.

5.2 Reading the HMIS Policies & Procedures Manual

Policy: Individuals who are authorized to collect HMIS information are required to read the HMIS Policies & Procedures manual

Effective Date: January 19th, 2007

Description:
This requirement is intended for everyone that will collect data on behalf of HMIS, including intake personnel, volunteers, and case managers for example. The document covers in detail policies & procedures relating to collecting data, expectations, and other materials. Client privacy, confidentiality, and security education are important outcomes of this requirement.

Procedures:
1. The agency must have signed and returned the Agency Partnership Agreement before the individual is assigned to read the HMIS Policies & Procedures manual.
2. The Agency Administrator must maintain a document that records the date and signature of when each of their users finished reading the Policies and Procedures manual.

5.3 HMIS End User Training

Policy: Individuals who need to enter data in the HMIS software are required to complete a 6-hour HMIS User training before being granted access to the software.

Effective Date: January 19th, 2007

Description:
The HMIS End User training will cover several topics related to the HMIS program operations. Topics will include:

- HMIS Organization
- Tapestry (HMIS) Basics
- Tapestry Data Entry

Procedures:
1. There are several prerequisites for attending the HMIS End User training:
   - The agency must have signed and returned the Agency Partnership Agreement before the individual can attend HMIS End User training.
   - The agency must have a designated Agency Administrator.
   - The agency’s profiles must be completed.
   - The individual must be authorized on the agency’s Authorized Users List.
   - The individual must have read the HMIS Policies & Procedures manual.
2. This individual can contact the Yakima HMIS Helpdesk or check online to see when the next training is being offered, and can RSVP as stated in the directions. Training spots are allocated on a first-come first-serve basis. Typically class sizes are 8-12 individuals.
3. Upon completion training, they will register for a login and password at the HMIS Live Site at https://yakima.communityos.org.
4. The Yakima HMIS team will immediately activate the user and assign appropriate security levels based on the agency’s Approved Users List.
5. At this point, the individual is able to work in the HMIS software.
5.4 HMIS Software Upgrade Training

Policy: When new HMIS software functionality is available, additional trainings regarding the upgrade will be offered.

Effective Date: January 19th, 2007

Description:
HMIS will evolve over time to include additional capabilities that agencies and the community have requested. While documentation will be sent out for each upgrade, there may be occasions where supplemental training would be the best way for individuals to learn how to use the new capability. The upgrade training will typically be conducted remotely through web or audio conferencing, and would be short.

Procedures:
1. After a new version of HMIS is available, HMIS Administrators will send a notice to all users with any additional, appropriate documentation.
2. If it is determined that supplemental training would be beneficial, the upgrade training schedule would be announced at that time too.
3. To register, individuals will RSVP as stated in the directions. Spots are allocated on a first come first-serve basis.

Best Practice:
1. The Agency Administrator should attend the upgrade training in order to keep up with all the possibilities in applying all the HMIS functionality at their agency.
2. Agencies should strongly encourage all end users to attend, as new functionality may be introduced to make their jobs easier or allow them to do more with what is available.

5.5 Seminars

Policy: Special topic-based seminars will be offered by the HMIS Administrators on a regular basis.

Effective Date: January 19th, 2007

Description:
As HMIS evolves, many agencies will find that they are looking for the same type of information or best practices. As this need is recognized, HMIS Administrators will organize seminars to discuss these special topics.

Procedures:
1. When a special topic seminar is requested or a need is discovered, HMIS Administrators will send a notice to all users.
2. To register, individuals will RSVP as stated in the directions. Spots are allocated on a first come first-serve basis.

Best Practice:
Agencies are strongly encouraged to nominate topics that they feel other agencies would benefit from too. This is especially true if an agency would like to share a best practice.

6. Data Collection Processes

6.1 On Whom to Collect Data

Policy: At a minimum, agencies are required to attempt data collection on individuals who are homeless and are receiving services from the agency.

Effective Date: January 19th, 2007

Procedures:
1. For HMIS purposes, HUD’s minimum standards require that individuals who are homeless and receive services from an agency must be approached for HMIS data collection. Therefore, during the intake process it is important to identify those persons.
2. Once these persons are identified, they must go through the informed consent process.
3. Information must be collected separately for each family member, rather than collecting data for the family as a whole.

Best Practices:
1. Agencies should collect data for HMIS on individuals or families who are not homeless and are receiving services from the agency. One of the greatest benefits of HMIS to an agency is the ability to create reports describing its’ clients’ characteristics, outcomes of the services they receive and general agency operating information. Entering only HMIS data for homeless persons will give the agency only a partial picture. By including homeless and non-homeless persons in HMIS, agencies will be able to generate reports that wholly describe their operations.
2. Agencies should collect data for HMIS on individuals or families that make contact with the agency, but are not able to receive services from the agency. HMIS possesses the ability to count the persons that attempt to enroll in an agency’s programs/services, even though they may not actually end up receiving those services. The agency will be able to create reports about the characteristics of these individuals, and use this information for a number of reasons. The agency
could use this data to determine if they are being improperly referred to, or to quantify the additional need to funders.

6.2 Privacy Policy Notice

Policy: The Yakima HMIS Privacy Policy Notice must be appropriately posted within an agency.
Effective Date: January 19th, 2007

Description:
The Privacy Policy Notice is a brief document which describes a consumer's data rights in relation to HMIS.

Procedures:
1. Add the Agency Name into the Privacy Notice before printing and posting it.
2. Each workstation, desk, or area that is used during HMIS data collection must post the Yakima HMIS Privacy Policy Notice.
3. If an agency serves Spanish-speaking clients, the agency must also provide the translated Spanish version of the Yakima HMIS Privacy Policy Notice.
4. If an agency has a website, the Yakima HMIS Privacy Policy Notice must be posted on that website.

Best Practice:
An agency could also post the Yakima HMIS Privacy Policy Notice in a waiting room, an intake line, or another area where clients congregate before intake occurs. This will give clients another opportunity to read the notice before receiving services.

6.3 Informed Consent & HMIS Participation

Policy: Agencies must decide by program to obtain informed consent through one of these methods: implied, verbal, or written.
Effective Date: January 19th, 2007

Description:
The Final HUD HMIS Data and Technical Standards allows agencies to collect data through implied consent given the circumstances of collection. Additional privacy protections for express consent such as verbal and/or written are optional.

Implied consent: HMIS data collection is explained and the client gives their information freely, without directly being asked to participate.

Verbal consent: The client verbally agrees/disagrees to participate in HMIS data collection.
Written consent: The client signs a form to agree/disagree to participate in HMIS data collection.

Agencies can decide by program how to obtain informed consent based on what is the most practical method for that program (e.g. verbal consent for call-based referrals vs. written consent for housing programs). That decision must be consistent for that program, meaning a program should not switch between consent methods.

Procedures:
1. Agencies must formally decide by program which consent method will be used to obtain the consent of clients.
2. The program must consistently use the same method for obtaining consent.
3. Agencies will follow the minimum guidelines for achieving implied consent, and subsequently can utilize the Best Practices Section for verbal and written consent.

Policy: When using informed consent for a program, the agency must obtain informed consent fairly, and in good faith when collecting HMIS data.
Effective Date: January 19th, 2007

Procedures:
1. Only an authorized HMIS user who has completed the HMIS Policies & Procedures training may obtain consent from clients.
2. An HMIS user must obtain consent from clients in respect, fairness, and in good faith for both the client and HMIS (meaning the explanation of HMIS, data collection, client rights, etc in an objective manner).
3. The HMIS user must adhere to the agency’s decision for that program regarding the method of obtaining consent.

Policy: Unaccompanied youth who are at least 15 years old may give consent to collect information without parental/guardian consent. Parental/guardian consent can override the youth’s consent. It is not possible to get consent of an unaccompanied youth under the age of 15 without parental consent.
Effective Date: January 19th, 2007

Procedures:
1. If an unaccompanied youth is obtaining services from the agency and they are at least 15 years old, you can get consent of the youth to participate in HMIS.
2. Any youth under the age of 15, you cannot get their individual consent. You must get parental/guardian consent to allow them to participate in HMIS.
3. Parental/guardian consent for a youth can override a youth’s decision to participate. In the case where a youth has consented, and a parent/guardian does not consent, follow the revocation procedures.
Policy: Each program within an agency should strive to collect consent/information on adults that are present, and when necessary to operate their program, are allowed to collect consent/information on adults that are not present.

Effective Date: January 19th, 2007

Description:
Within agencies, it is sometimes required to collect information on adults that are not present in order to fulfill funders reporting requirements. The agencies must know who comprises the household and some of their basic information, including adults that may not be present. Emergency service programs often are the types of programs that must meet these standards. Agencies within longer term programs (like transitional housing, permanent supportive housing) are more likely to meet with all household members. Therefore, there is a greater possibility of obtaining consent and information from each adults directly.

Procedures:
1. Each program within an agency will need to determine if they will allow the collection of consent/information on non-present adults within the household.
2. When this situation presents itself, the agency and its users will continue to keep in mind the confidentiality and client rights of the non-present adult(s).
3. Whatever decisions the presenting adult makes regarding participation, will also apply to the absent adults in the household.

Best Practice:
When this situation presents itself, and it is necessary to collect information on an adult who is not present, give a copy of the Privacy Notice to the presenting adult to share with the other household members. This will inform the clients of their rights in case they wish to revoke their participation.

Best Practice:
Agencies could also use the following language with their clients before collecting their information: “We collect personal information directly from you for reasons that are discussed in our privacy statement. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless and at-risk persons, and to better understand the needs of homeless and at-risk persons. We only collect information that we consider to be appropriate.”
Policy: Agencies should strive to communicate informed consent in a language the client understands.
Effective Date: January 19th, 2007

Procedures:
If an individual or family does not speak English, the agency should attempt to obtain consent to the best of their abilities in a language the client understands. Written materials are currently available in English and Spanish.

Best Practice:
If your agency currently works with a translator and they can translate the Privacy Notice and Informed Consent documents, please share them with the Tapestry System Administrator. They can post and share the materials to help the entire community.

Policy: Agencies cannot deny services to an individual solely on the basis of the individual deciding not to participate in HMIS.
Effective Date: January 19th, 2007

Procedure:
When an individual decides not to participate in HMIS, an agency cannot deny them services solely for that reason. However, agencies may need information from the client in order to provide services (for example, social security number needed to secure TANF benefits). In cases like this, agencies are not required to guarantee services.

Best Practice:
Agencies could determine if an individual will or will not receive services before the individual goes through the informed consent process. This will eliminate a perceived relationship between HMIS participation and service delivery.

Policy: Programs collecting written or verbal consent will offer at a minimum two options, and a maximum of four options regarding participation levels.
Effective Date: January 19th, 2007

Procedure:
1. A program conducting written or verbal consent must offer the client at least two options, one of which must be a ‘Yes’ to participate in the study and the other options must be a ‘No’ to participate in the study.
2. If clients choose the ‘Yes’, the agency may choose which of three methods of participation they will consistently use. These are the three methods:
   • “Agree to let this Agency enter my information into Yakima HMIS”: This means that their information is entered into the system, with personal identifying information shown (but secured through software and application
They do have the right to refuse any specific question that is asked.

- “Use a special tool to hide my personal identifying information”: Users will use the PIN Generation Tool in order to take in this client information, and generate a PIN. This will effectively hide name, social security number, date of birth, and gender.
- “Enter in my information, but then erase my personal identifying information”: Users will use the Do Not Save feature within Tapestry in order to erase the name and social security number.

3. Programs that choose to use the PIN Tool as their primary ‘Yes’ method, must also record in the Year for Birth, and Gender for reporting purposes. There is no way to extract information from the PIN generated, and is critical to many agency and community reports.

4. Programs must offer a ‘No’ option which states “Do not include my information in the HMIS study”: Individuals who choose this option are deemed as non-participants, and their information will not be included in any HMIS Community Reports. Agencies may still collect data necessary for their business operations and can optionally record it in the database.

5. Programs can offer more than one ‘Yes’ option, allowing for up to all three ‘Yes’ options to be presented to the client.

**Best Practices: Expressed Consent**

For those agencies that decide that their program will collect expressed consent (verbal or written), the following best practices have been assembled. These best practices focus on situations that are applicable to either type of consent.

**Presumption of Competency:** Clients are presumed to be competent, unless there is a known court order claiming their incompetence.

**Effective Date:** January 19th, 2007

**Recommendations:**

1. An industry-wide best practice is to presume that all clients are capable of competency, unless there is a known court order stating otherwise.

2. If there is a known court order stating the individual is not competent enough to make informed decisions, then it will not be possible to obtain informed consent for HMIS. In this case, the HMIS user should treat this user as a non-participant.

3. HMIS users should do their best in attempting to obtain informed consent from individuals that may appear to be not fully competent during intake, in which there is no court order. If it is not possible to obtain a truly informed decision regarding HMIS participation, the individual should be dealt with as a non-participant in HMIS.

4. Often individuals may be temporarily incompetent because they are under the influence of a particular substance, which affects their ability to make a decision. If
it is possible, delay the informed consent and HMIS data collection, under they are no longer under the influence and are able to make decisions.

**Physical Copy:** Agencies may give the clients a copy of the privacy notice/informed consent agreement, which notifies the client of their rights.

**Effective Date:** January 19th, 2007

**Recommendations:**
1. After a client consents to participating in HMIS/data collection, the agency may give the client a physical copy of the privacy notice, informed consent agreement, or other document that notifies the client of their information rights.
2. For agencies that have programs that are collecting written consent, they may also wish to provide clients with a photocopy of the signature page so that they have a record of their HMIS participation decision.

**Participation Options:** The agency should verbally explain the choices available to the client for HMIS participation.

**Effective Date:** January 19th, 2007

**Recommendations:**

Below are the possible explanations for each one of 4 possible choices that could be offered to a client:

1. “Agree to let this Agency enter my information into Yakima HMIS”: This means that their information is entered into the system, with personal identifying information shown (but secured through software and application security). They do have the right to refuse any specific question that is asked.
2. “Use a special tool to hide my personal identifying information”: Users will use the PIN Generation Tool in order to take in this client information, and generate a PIN. This will effectively hide name, social security number, date of birth, and gender.
3. “Enter in my information, but then erase my personal identifying information”: Users will use the Do Not Save feature within Tapestry in order to erase the name and social security number.
4. “Do not enter my information”: Individuals who choose this option are deemed as non-participants, and their information will not be included in any HMIS Community Reports. Agencies may still collect data necessary for their business operations and can optionally record it in the database.

**Non-Participants:** Agencies can optionally record individuals within the HMIS software who choose not to participate, as long as they accurately mark this in the system so Tapestry System Administrator do not include that information in community reports.

**Effective Date:** January 19th, 2007
Recommendations:
1. A number of individuals will either choose not to participate in HMIS or are not capable of informed consent (for a variety of reasons), however, it is important for reporting purposes that these individuals are still counted.
2. Agencies can enter these records in the software, as long as the record shows that they are NOT INTERESTED in participating in the HMIS study. This will allow agencies to fully utilize the Tapestry software as their internal client database without having to keep track of non-participants separately.
3. Subsequently, Tapestry System Administrator agree to not include information from nonparticipating individuals in any community reports.

Best Practices: Verbal Consent
For those agencies that decide that their program will collect verbal consent, the following best practices have been assembled.

Script: Agencies should develop a standard script for collecting a client’s verbal consent. 
Effective Date: January 19th, 2007

Recommendation:
“We would like to ask your permission to collect information about you. By law, we must protect your privacy, tell you about your rights, and tell you how we keep your information private. We may use and disclose your information in the following ways: providing or coordinating services for you, operating our programs, reporting without identifying your specific information to organizations who give us money to run our programs as well as for research purposes, and when required by law – such as a life-threatening situation to you or others, and/or suspicion of child abuse or neglect. Any other use of your information is not allowed without your approval. Your information will be kept seven years after you stop getting services. You have the right to access the data you provide, and can change it if it isn’t correct. If you ever feel that your privacy rights were violated, you have the right to file a complaint. You have the right to cancel your consent at any time, however, information that has already been collected remains in the system and personally identifying data is hidden. You have the right to receive services when available, even if you choose not to participate in HMIS. There are a number of technical and procedural security protections in place to keep information about you safe. Additionally, only authorized staff from this agency and administrators of the system has access to your data. You have the following choices:
1. Agree to let us enter your information 
2. Agree to let us enter your information using a special tool to hide your personal identifying information 
3. Agree to let us enter your information, and then erase your personal identifying information - Not participate at all

Which of those options would you like to choose?“
Best Practices: Written Consent
For those agencies that decide that their program will collect written consent, the following best practices have been assembled.

Verbal Explanation: Even if your agency is collecting written consent, you should verbally explain the informed consent form before the client signs it.
Effective Date: January 19th, 2007

Recommendations:
1. Agencies can still use a verbal script, like the one provided in the best practices, to explain the nature of collecting client data and their rights.
2. Verbally explaining the written consent before the client receives the form will help ensure participation.
3. Clients will have the opportunity to ask questions at this time to clarify anything that they may not have understood based on the form.

Consent Form Review: Agencies should review the consent form with the client to ensure that it was filled out appropriately, and then sign as a witness.
Effective Date: January 19th, 2007

Recommendation:
1. Serving as a witness to the signing of an informed consent form is a good way to ensure quality control for informed consent (that it was filled out in-line with agency policies).
2. Witnessing the signing, also allows agencies to go back to the individual(s) involved if any questions arose about the form.

Storing Informed Consent: Informed consent forms should be stored securely for a minimum of seven years after the client last received services from the agency.
Effective Date: January 19th, 2007

Recommendations:
1. The informed consent form is valid for seven years after the client last received services from the agency for the purpose of determining valid participation choices. Therefore, for auditing purposes it is important to keep the informed consent form collected for at least that length of time.
2. Informed consent forms must be kept securely in accordance with standard confidentiality and privacy practices (e.g. Locked away in a file cabinet, and not accessible without authorization).
3. It is recommended that agencies keep the informed consent form in their current client file with the other information being collected and maintained. It will be easier to locate their information in this manner, rather than creating a separate file just
for HMIS, unless client files are purged prior to seven years after the client last receives services.

4. If an agency does not currently keep client files, it will be important to set up a file system to keep track of the forms.

6.4 Using Paper-Based Data Collection Forms

Policy: Agencies may choose to initially collect client data on paper and enter it into the HMIS software later, rather than entering it directly in the system.

Effective Date: January 19th, 2007

Description:
Each agency will incorporate HMIS into its own operating processes. Some agencies will prefer to interview clients and simultaneously enter their information directly into the computer. Other agencies will find it easier to collect information on paper first, and then have someone enter the data later. HMIS paper-based forms that enable to collection of the Universal, Community, and Program-Specific standards are available. Agencies that are required to collect only the Universal & Community data elements could use just the Universal Data Collection form.

Procedures:
1. Agencies may utilize the HMIS paper-based forms for initial data collection.
2. HMIS Users will have 5 business days from the point of the event (intake, service delivery, or discharge) to record the information into the HMIS software.
3. Universal and Program-Specific forms will be available to agencies. Agencies receiving funds from federal homeless assistance grants are required to utilize the Program Specific forms. Agencies not receiving these types of funds may choose either one of the forms to use.

Best Practices:
1. Agencies that are not required to complete the Program-Specific data fields are strongly recommended to collect these pieces of information, depending upon the type of programs and services the agency offers. The additional data points on the client will prove extremely helpful for the agency when reporting on client outcome measurement/progress, internal accounting for service delivered, and external reporting to funders.
2. Agencies that wish to customize the forms to include their own required fields should contact the Yakima HMIS helpdesk to coordinate that effort, and ensure they meet the minimum standards.
6.5 Collecting Client Disability Information

**Policy:** Agencies must collect client disability information after the individual is enrolled into a program, unless it is a requirement for program entry.

**Effective Date:** January 19th, 2007

**Description:**
As a part of the data standards required by HUD, agencies are requested to ask clients questions about disabilities. To comply with other federal laws and regulations, these client questions must be asked at a certain point in time to avoid any legal issues. HUD defines 'disabling condition' as: “(1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is (a) expected to be of long-continued and indefinite duration, (b) substantially impedes and individual's ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions; (3) a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder.

**Procedures:**
1. If the agency's program requires the individual to be disabled, then the agency may ask the client the disability questions before program entry or after program entry (e.g. like a Shelter Plus Care program).
2. If the agency's program does not require the individual to be disabled, then the agency must ask the client the disability questions after program entry.

6.6 HMIS Data Standards

**Policy:** All agencies and HMIS users are required to collect HUD's Universal Data Standards fields and community reporting fields, as stated in the Agency Agreement and End User Agreement.

**Effective Date:** January 19th, 2007

**Description:**
HUD requires all agencies participating in HMIS to collect a standard set of client information, known as the Universal Data Standards. Examples of the Universal Data fields includes: name, social security number, birth date, ethnicity, and race. Within our community, there are additional fields that are also required in order to produce the necessary aggregate reports. Such fields include: are you homeless, how many times have you been homeless in the last 3 years. This allows the CoC to determine the extent of chronic homelessness.
Procedures:
1. Agencies and HMIS Users will collect all of the Universal Data fields for its clients that choose to participate in HMIS.
2. Agencies and HMIS Users will collect all of the community required fields for its clients that choose to participate in HMIS.

Best Practices:
Agencies may decide to also add more fields to its required data collection, that are incorporated into its own HMIS policies. This is particularly beneficial when HMIS is capable of collecting all of an agency's information needs, but the fields are not incorporated into the Universal or community data standards.

Policy: HMIS users are required to collect HUD's Program-Specific Data Standards fields, if the client is receiving services funded through federal homeless assistance grants, as stated in the Agency Agreement and End User Agreement.
Effective Date: January 19th, 2007

Description:
HUD requires agencies who receive federal homeless assistance grants to complete the Program-Specific Data Standards. Examples of the Program-Specific fields includes: income, education, employment, military service details, and health information.

Procedure:
Agencies and HMIS Users will collect all of the Program-Specific fields for its clients that choose to participate in HMIS, if the clients are receiving services through federally-funded homeless assistance grants.

Best Practices:
Agencies that are not required to complete the Program-Specific data fields are strongly recommended to collect these pieces of information, depending upon the type of programs and services the agency offers. The additional data points on the client will prove extremely helpful for the agency when reporting on client outcome measurement/progress, internal accounting for services delivered, and external reporting to funders.

Policy: HMIS users are required to ensure data quality of the information that they collect for HMIS, as stated in the End User Agreement.
Effective Date: January 19th, 2007

Description:
There are a number of reasons why data quality is important to everyone, from client to user to agency to community perspectives. If information is not collected accurately, clients may experience issues trying to coordinate multiple services, receiving appropriate
referrals, and eligibility determination for services. HMIS Users may experience issues serving these clients without accurate information being collected and maintained. Agencies and the community will have reporting issues. Reports generated from HMIS are only as good as the information entered into HMIS. Without high quality data going into HMIS, the information contained within the reports will not be as solid.

Procedures:
1. HMIS Users will collect data and ensure the quality of the information by reviewing the information that the client gives for HMIS.
2. HMIS Users will attempt to correct any identified data quality issues that are shown during the Data Quality Audit performed by Tapestry System Administrator.

Best Practices:
HMIS Users should review all data the client gives for HMIS purpose to ensure its quality and consistency, as the information is being turned in or collected. If possible, HMIS Users could walk through the data collection process with the client catching potential issues along the way.

6.7 Sharing Client Data
Policy: HMIS client data may not be shared unless explicitly authorized by the client.

Effective Date: January 19th, 2007

Description:
Agencies tend to work with a number of other service providing agencies while coordinating services for a client. While coordinating services, it is important to keep the client's identity confidential, unless the client expressly permits their information to be shared.

Procedures:
1. HMIS Users will keep client data confidential at all times, and will obtain client permission to disclose personally identifying information only when necessary.
2. In the future, electronic data sharing between agencies will be enabled with agency and client consent regarding what agencies have access to their information, and what information they would like to share.

6.8 Client Access to Their Information
Policy: Clients have the right to a copy of their Universal, community, and Program-Specific data contained within Yakima HMIS.
Effective Date: January 19th, 2007
Procedures:
1. Clients will request a copy of their information contained within Yakima HMIS.
2. Agencies are required to provide them a print out from Yakima HMIS of the Universal, community, and Program-Specific data elements.
3. Agencies are not required to print out any additional information, although it is optional and allowed.

Best Practices:
1. Case management notes are typically not shared with the client. However, consider providing the client related information such as their Goals, Outcomes, Referrals, & Services Provided.
2. If utilizing paper forms with data entry into Yakima HMIS occurring later, consider making a photocopy of the paper forms for the client if they request a copy.
3. If entering data directly into Yakima HMIS without utilizing paper forms, consider automatically printing a copy of the information for the client.

6.9 Filing a Grievance

Policy: Clients have the right to file a grievance regarding potential violations of their privacy rights regarding HMIS participation.
Effective Date: January 19th, 2007

Procedures:
1. A client must request and complete the grievance form from the agency.
2. The client may decide to turn the form into an agency manager or another person of authority not related to the grievance OR may mail the form to the Yakima HMIS team directly.
3. If the agency receives a completed grievance form, they must submit it to the Yakima HMIS team promptly.
4. The Yakima HMIS team will review the grievance, research the nature of the complaint, and will respond within 30 days.

Policy: No action or punishment will be taken against a client if they choose to file a grievance.
Effective Date: January 19th, 2007

Procedure:
1. The agency named in the grievance, the Yakima HMIS team, and other participating HMIS agencies will not refuse or reduce services to the client because of filing a grievance.
2. A thorough investigation will occur if a client reports retaliation due to filing a grievance.
6.10 Revoking Authorization for HMIS Data Collection

**Policy:** Clients who initially agree to participate in Yakima HMIS have the right to rescind their permission for data collection.

**Effective Date:** January 19th, 2007

**Procedures:**
1. Clients must request and complete the Revocation Form from the agency.
2. The agency will file the Revocation Form. Ideally this would reside with the client's previously signed Informed Consent Agreement if collecting written consent.
3. In Tapestry, the user must edit the client's record and set the Status to 'WITHDRAWN'.
4. When practical for the agency (not using Tapestry as their internal client system), the user may also check the 'DO NOT SAVE' option too.

7. HMIS Software Processes

7.1 Reduce Duplicates in HMIS for your Agency

**Policy:** In order to reduce the duplication of client records, HMIS Users should always search for the client in HMIS before creating a new client record.

**Effective Date:** January 19th, 2007

**Description:**
It is often very easy to create multiple records in the system for the same individual being served at the same agency. When client records are duplicated, it is very difficult for other HMIS users to work with that individual's records as they attempt to put in case management notes, goal planning, and other information. Without performing this simple task, agencies' reports will be corrupted with inaccurate information.

**Procedures:**
1. When an HMIS User is collecting data from an individual or family, the HMIS User will run a search within HMIS to determine if this individual already exists in the system.
2. It may be possible that this person already exists, but chose to have just their PIN recorded instead of their name, social security number, and birth date. It may be required to look in the paper files to determine their PIN.
3. If this person does not exist, then the HMIS User should create a new client record.

**Best Practices:**
1. Perform a couple of types of searches when attempting to find an existing record. Clients often don't use the exact same name that was previously entered.

2. Try to use a field other than name that tends to be more accurate, and not open for much interpretation (birth date, social security number, etc.).

### 7.2 Entering Data based on Informed Consent Decision

**Policy:** HMIS Users must enter data into HMIS in a manner consistent with the client's decision on how they chose to participate.

**Effective Date:** January 19th, 2007

**Description:**
When the client chose to participate in HMIS, they made a selection on the Informed Consent form stating how they would like to participate (all, PIN Generation Tool, Do Not Save). When the HMIS User is entering their information into the system, they must abide by that decision.

**Procedures:**

1. If a client chose 'Agree to let this Agency enter my information into HMIS' then the HMIS User should just enter all of their information provided, like normal data entry.

2. If a client chose 'Agree to let this Agency enter my information using the PIN Generation Tool':
   - After clicking on new client record, on the General Information tab the HMIS User should click on the HMIS PIN Generation Tool link.
   - The HMIS User should enter the information requested within the PIN Generation Tool. After completing data entry, the HMIS User should click the Generate PIN button.
   - The PIN for this individual will be created. The HMIS User must write down their PIN on the Intake and Informed Consent form.
   - The HMIS User can then close the HMIS PIN Generation Tool window.
   - Back in the General Information tab, the HMIS User should enter the PIN number into the PIN field (just below the HMIS PIN Generation Tool link).
   - The HMIS User can continue entering in the client's non-personally identifying information.

3. If a client chose 'Agree to let this Agency enter my information using the Do Not Save feature':
   - After clicking on new client record, the HMIS User should enter the entire client's information in the General Information tab as normal.
   - The HMIS User should then click the checkbox next to 'Do Not Save' located to the left of the client's PIN.
   - When the HMIS User clicks Save on this tab, the client's personally identifying information will be cleared but the PIN will remain instead.
7.3 Client Intake - Completing Required Fields in HMIS

**Policy:** During client intake, HMIS Users must complete the Universal and Community required fields for all clients, and the Program-Specific fields if required.

**Effective Date:** January 19th, 2007

**Description:**
All agencies are required to complete the Universal and Community fields, regardless of funding sources. Agencies that receive homeless assistance grant funds are required to complete the Program-Specific fields. Agencies not required to complete the Program-Specific fields, may choose to implement this standard for their agency anyway. HMIS Users are required to abide by the data collection rules already set forth.

**Procedures:**
1. To complete the Universal and Community required fields for intake, HMIS Users must go to the General Information and Homeless Intake tabs and respond to the fields marked required.
2. To complete the Program-Specific required fields, HMIS Users must also go to the Domestic Abuse, Income & Benefits, Education, Employment, Military & Veterans, & Health tabs and respond to the fields marked required.

**Best Practice:**
HMIS Users should be aware of their agency’s data requirements and internal standards. Agencies may decide to collect additional pieces of information outside of the Universal, Community, and Program-Specific fields that are needed for its own operations and funding sources. This guide merely establishes the minimum or baseline level of required data.

7.4 Service Delivery Tracking Requirements

**Policy:** HMIS Users within agencies that are required to complete the Program-Specific fields, must record each service delivered to the client.

**Effective Date:** January 19th, 2007

**Description:**
All agencies have the ability in HMIS to track what services they have provided to clients, however some agencies are required to collect this information. This information is used for reporting purposes (APR, AHAR, etc.) This information can be used in very creative ways to help agencies with operations, decision-making, and reports to funders.
Procedures:
1. When required by either HUD or Agency standards, HMIS Users will record into HMIS the dates and services provided to each client in the system.
2. HMIS Users will utilize the Intake tab to complete the required fields.

7.5 Client Discharge – Completing Required Fields for HMIS

Policy: During discharge or program exit, HMIS Users must complete the Universal and Community required fields for all clients, and the Program-Specific fields if required.
Effective Date: January 19th, 2007

Description:
During client discharge from a program, there are additional data collection requirements. Again, all agencies must complete the Universal & Community fields. Agencies that are required to also collect Program-Specific information have additional data to collect.

Procedures:
1. To complete the Universal and Community required fields for discharge, HMIS Users must go to the Intake tab and enter the Program Exit date.
2. To complete the Program-Specific required fields, HMIS Users must also go to the Homeless Intake, Income & Benefits, Education, Employment, & Health tabs and respond to the fields marked required.

7.6 Revoking Authorization for HMIS Data Collection

Policy: Clients who initially agree to participate in Yakima HMIS have the right to rescind their permission for data collection.
Effective Date: January 19th, 2007

Procedures:
1. Clients must request and complete the Revocation Form from the agency.
2. The agency will file the Revocation Form with the client's previously signed Informed Consent Agreement.
3. The agency will no longer collect and enter data for HMIS purposes.
4. The agency will access the client's record in HMIS and perform the following:
   - In the General Information tab, click the 'Do Not Save' box.
   - Click the Update button at the bottom of the tab.
7.7 Electronic Sharing of Client Records

**Policy:** Tapestry enables agencies to share client records electronically if both agencies agree AND the client consents to the sharing of their information.

**Effective Date:** January 19th, 2007

**Description:**
Agencies who wish to share records with one another will need to enter into an agreement with each other. Clients will also have the added ability to decide if they want their information shared with another agency, as well as what information they would like shared. Agency Administrators will have the options available on the initial HMIS/CCM search screen to setup and manage Agency Groups, User Groups and Sharing Themes. Once these are set up, regular agency staff will be able to select a sharing theme from a drop-down list at the top of the General Information section. Then when the client record is saved, the sharing controls defined in the selected theme will be applied to that client.

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8. HMIS Quality Assurance

8.1 Data Quality and Correction

**Policy:** Agency Administrators are required to fix data quality issues within 5 business days of receiving the month data quality report.

**Effective Date:** January 19th, 2007

**Description:**
To produce high quality, reliable reports it is imperative to possess high quality data. Tapestry System Administrator will help assure stakeholders that the data contained within HMIS is of high quality. Details of the data quality report can be found in the HMIS Quality Plan.

**Procedures:**
1. At the end of each month, Tapestry System Administrator will review the quality of each agency's data by running reports out of HMIS.
2. Tapestry System Administrator will then distribute to each agency's Executive Director and Agency Administrator a scorecard of the results based on their agency's data.
3. Agency Administrators are required to work with the Tapestry System Administrator to rectify any shortfalls on data quality, and fix issues within 5 business days.
8.2 Security Auditing

Policy: Agency Administrators are required to immediately resolve any issues discovered during an HMIS security audit.
Effective Date: January 19th, 2007

Description:
In order to maintain the high level of security, client privacy and confidentiality practices set up in this policies and procedures document, security audits will be conducted by Tapestry System Administrator on a regular basis. Agency Administrators will work with the Tapestry System Administrator to schedule an audit, and to assist Tapestry System Administrator in performing the audit. The audit will cover many topics, and includes: informed consent agreement, privacy notices, technology security, and data entry practices. The details of the audit can also be found in the HMIS Quality Plan.

Procedures:
1. Tapestry System Administrator will notify the agency’s Executive Director and Agency Administrator of an upcoming audit. The audit will be scheduled ahead of time, as there will be no surprise audits.
2. Tapestry System Administrator will perform the audit and create a results report. This report will be submitted to the agency’s Executive Director and Agency Administrator.
3. Any deficiencies in practices or security must be resolved immediately. If necessary, a follow-up audit will be conducted to ensure that the changes have taken affect.

8.3 Additional Quality Reports

Policy: Tapestry System Administrator will make additional quality reports available regarding software, helpdesk, training, and overall program directions.
Effective Date: January 19th, 2007

Description:
As outlined in the HMIS Quality Plan document, there are additional reports that will be created to ensure that the overall HMIS program is of high quality. Topics that will be reported on will include overall software quality, quality of the helpdesk, training quality, and overall program quality. As these reports are available, Tapestry System Administrator will notify agencies.
9. Yakima HMIS Helpdesk Procedures

9.1 Contact Your Agency Administrator First

Policy: HMIS Users should attempt to contact their agency's Site Administrator first before contacting the Tapestry System Administrator. 509-860-0864
Effective Date: January 19th, 2007

Description:
Agency Site Administrators will be the best resource for finding out specific information regarding its agency's policies and procedures as they relate to HMIS. They are also going to be the most knowledgeable and accessible person regarding software and its capabilities.

Procedures:
1. HMIS Users should first try to contact their agency's Site Administrator to resolve their issue.
2. If the Agency Administrator is unavailable or is not able to resolve the issue, HMIS Users should feel free to contact the Helpdesk. 509-860-0864 Larry Henderson - HMIS Technology Consultant

9.2 Ways to Contact the Helpdesk

Policy: HMIS Users should attempt to use the online request form to contact the HMIS Helpdesk with their issues.
Effective Date: January 19th, 2007

Procedures:
1. HMIS Users can also email the Helpdesk: larry@customst.com
2. HMIS Users can also call the Helpdesk 509-860-0864

9.3 Response Times for Issues

Policy: The HMIS Helpdesk will attempt to resolve issues within the shortest period of time possible, but are subject to software response times to VisionLink for some issues.
Effective Date: January 19th, 2007

Description:
The HMIS Helpdesk is generally available between the hours of 8 a.m. To 5 p.m. Monday through Friday. While the helpdesk can answer most questions and concerns regarding
HMIS, when there is a direct issue with the system the helpdesk is subject to VisionLink’s response times.

**Procedures:**

1. After receiving an issue, the HMIS Helpdesk will respond to issues in the order they were received. If the issue cannot be resolve by the HMIS Helpdesk, and VisionLink is required, the HMIS Helpdesk will notify the HMIS User accordingly.
2. During normal business hours, Tapestry System Administrator & VisionLink’s response times are typically as follows:

**Severity Description Response Time**

1. **Critical**
   Major system or component is inoperative which is critical to the Partner Agency’s business. Contact VisionLink within 1 hour and notify Partner agency of action plan and resolution within 2 hours.

2. **High**
   Partner Agency is impacted by service delay but is still able to maintain business function. During the System Administrator’s normal business hours, the System Administrator will initiate problem resolution within 4 hours and notify Partner Agency of action plan and resolution within 6 business hours.

3. **Medium**
   The problem has a reasonable circumvention and the Partner Agency can continue with little loss of efficiency. During the System Administrator’s normal business hours, the System Administrator will initiate problem resolution within 8 hours and notify Partner Agency of action plan and resolution within 12 business hours.

4. **Low**
   The call requires minor action or is for informational purposes only. Response time is within 24 business hours.
10. HMIS Software Security Procedures

10.1 HMIS Software System-Level Security
The HMIS software is secured physically through a number of best practices, and results in high-level security at the most basic level. Several of these system level security features include:

1. Separation of the database and application on different servers
2. Multiple layers of firewalls between database, application, and users
3. Encryption of the data on the database
4. Undisclosed location of the physical servers
5. Physical servers are locked down, in secured fire-safe rooms

10.2 HMIS Software Application-Level Security
Within the HMIS software itself, there are additional layers of security built into the system. This results in making the system harder to access without appropriate permissions. These security features include:

1. 128-bit encryption of the connection between a HMIS User's computer and the HMIS application
2. Users are organized into security groups, in which the groups are given specific permissions on what they can access in HMIS
3. Passwords are automatically and randomly generated, thereby enforcing strong password protection. This means that it would not be possible to guess one's password based on social knowledge of the person (e.g. Dog's name, maiden name, favorite activities, etc.)
4. An HMIS User's connection to the application will automatically close down after a period of time of inactivity in the HMIS software.
5. There are logging and audit systems in the background recording each user's activities in adding, viewing, and editing information.
6. HMIS Users are only authorized to see its own agency's data

10.3 Workstation Security Procedures
Statistically, most security breaches are due to human error rather than systematic issues. In order to keep the application and data secure, HMIS Users must also implement some additional security measures.

Policy: HMIS User's computer screens should be placed in a manner where it is difficult for others in the room to see the contents of the screen.

Effective Date: January 19th, 2007
Description:
The placement of one’s monitor can play a small role in establishing security at the agency. HMIS Users should consider placing the monitor in a way that it is difficult for others to see the screen without you knowing it. Good placement: When someone walks into the room with the computer, all they can see is the back of it. Bad placement: When someone walks into the room, they can look over your shoulder without you knowing it, and read material off the screen.

Policy: Do not write down your username and password, and store it in an unsecured manner.
Effective Date: January 19th, 2007

Description:
With the username and password into HMIS being complex, it will not be easy to remember it in the beginning. Most people will write down or print out the login information. When one does this, make sure to keep this information in a locked drawer or cabinet. Do not post this information under your keyboard, on your monitor, laying out for others to see. This type of behavior can lead to large security breaches.

Policy: Don't ever share your login information with anybody (including Agency or System Administrators).
Effective Date: January 19th, 2007

Description:
If someone is having trouble accessing HMIS, contact your Agency Administrator or the Tapestry System Administrator. When persons are caught up in performing tasks on the computer, and one person is locked out of the system OR needs information from the computer, it is easy to simply share your username and password with them. First, this is a severe violation of the User Agreement. Secondly, while this person may be someone trusted within the agency they may do something accidentally or even intentionally under your login. With the auditing and logging mechanisms within HMIS, any changes this other person makes or actions that they do will be tracked back to your login. When we review the data and security logs, we will look back to you as being responsible for whatever might have occurred. There is no sense taking the blame for something someone else did; and this whole situation can be avoided by simply not sharing your login information.

Policy: When you are away from your computer, log out of HMIS or lock down your workstation.
Effective Date: January 19th, 2007
Description:
Stepping away from your computer while you are logged into HMIS can also lead to a serious security breach. Although there are timeouts in place to catch inactivity built into the software, it does not take affect immediately. Therefore, anytime when you leave the room and are no longer in control of the computer, you must do one of two things. First, you can lock down your workstation. Most Windows-based operating systems allow users to lock their workstation by simply pressing **CTRL-ALT-DELETE keys, and choosing “Lock Workstation”**. This will require users to simply enter in their Windows password when returning. Secondly, if this is not an option for you, then at a minimum log out of HMIS.

11. HMIS Data & Reporting

11.1 Exporting Data

**Policy:** Data Export ability will be made available only to Tapestry System Administrator and Agency Site Administrators.

**Effective Date:** January 19th, 2007

**Description:**
The purpose of limiting ability to export client level data to the System Administrators and Agency Administrator is to control the structure, utilization, and location of the information. The primary goal is to protect the personal identifiable information.

The agency is responsible for the protection of client information. The Agency Administrator is also responsible for the appropriate storage and clean-up of the files created when doing an export, expansion, or conversion of data. Any management or operational reports generated from exported data also requires additional protection. HMIS user group recommends these best practices:

Limit access within your organization to files (any form) with Personal Identifiable Information (name, birth date from General Information Tab export). When ever-possible strip name and birth dates (convert birth date into age). Provide the information only to people that “need to know” in the organization. Operational and management reports contain minimal personal identifiable information.

Keep any form of the electronic files secure (zip, expanded, converted) on a network drive with limited access, password protect files (don’t backup) Delete the zip, expanded, or converted files after use – don’t store file indefinitely. Properly dispose of paper copies of reports generated by shredding.
Policy: Do not store or save the zip, expanded or converted files containing exported information (i.e. excel, access format) on these portable media types: floppy disk, jump drive, CD, DVD.

Effective Date: January 19th, 2007

Description:
To protect the personal identifiable information exported from Yakima HMIS storage is limited to electronically secure location. Do not store Yakima HMIS information on portable media (i.e. floppy disks, jump drives, CD’s and DVD’s).
### PHA 5-Year and Annual Plan

**U.S. Department of Housing and Urban Development**
**Office of Public and Indian Housing**

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<thead>
<tr>
<th>Section</th>
<th>Description</th>
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<td>Number of HCV units: 903</td>
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<td>☐ 5-Year Plan Only</td>
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<td>☐ PHA Consortium: (Check box if submitting a joint Plan and complete table below.)</td>
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**Table: Participating PHAs**

<table>
<thead>
<tr>
<th>PHA</th>
<th>PHA Code</th>
<th>Program(s) Included in the Consortia</th>
<th>Programs Not in the Consortia</th>
<th>No. of Units in Each Program</th>
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<tbody>
<tr>
<td>PHA 1:</td>
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<td>PHA 3:</td>
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</table>

**5.0 5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.**

**5.1 Mission.** State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: Not applicable for Annual Plan.

**5.2 Goals and Objectives.** Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. Not applicable for Annual Plan.

**6.0 PHA Plan Update**

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

- Admissions and Occupancy Policy – Revised the policy regarding family composition, subsidy standard and domestic violence preference.

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions:

Yakima Housing Authority
Administrative Office
810 North 6th Avenue
Yakima, Washington 98902

YHA website at [www.yakimahousing.org](http://www.yakimahousing.org)

**7.0 I HOPE VI, MIXED FINANCE MODERNIZATION OR DEVELOPMENT, DEMOLITION AND/OR DISPOSITION, CONVERSION OF PUBLIC HOUSING, HOMEOWNERSHIP PROGRAMS, AND PROJECT-BASED VOUCHERS.** Include statements related to these programs as applicable.

- **I HOPE VI or Mixed Finance Modernization or Development – Not applicable.**
- **Demolition and/or Disposition – Not applicable.**
- **Conversion of Public Housing – Not applicable.**
- **Homeownership Program – YHA will be implementing a homeownership program utilizing Housing Choice Vouchers.**

**Project-based Vouchers – YHA has set aside 75 units for the homeless in connection with related services from Yakima County and has project-based 38 units at Nuova Primavera. In addition, YHA has project-based 150 units associated with the RAD conversion of its Public Housing units and 25 units associated with the RAD conversion of Central Villa (located in City of Yakima). Finally, YHA has project-based eight vouchers with Next Step Housing, in association with the VASH program, to serve homeless Veteran’s.**

**8.0 Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** As part of the PHA 5-Year and Annual Plan, annually complete and submit the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075, 1, for each current and open CFP grant and CFPF financing. Not applicable.
Yakima Valley Homeless Planning & Policy Council Meeting  
Tuesday, August 9, 2016

Yakima Valley Conference of Governments – Law Library

Present: Avery Zoglman, Larry Mattson, and Jessica Hansen (YVCOG), Lowell Krueger (Yakima Housing Authority); Joe Willis (Rod’s House), Madelyn Carlson (People for People); Patrick Baldoz (SCWDC); Teresa Carlson (WA DOC), Rhonda Hauff, (YNHS), Sonia Sanabria (Triumph Treatment Services); Joan Davenport (City of Yakima), Kelly Penfold (Alpha Team) Ryan Enright (Landmark Properties) Al Brown (Greenway); Holly Anderson (Catholic Charities) by telephone.

Transcribed by: Jessica Hansen

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Action Taken</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order – Chairman Lowell Krueger called the meeting to order at 11:03 a.m.</td>
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<tr>
<td>Welcome and Introductions</td>
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<tr>
<td>Al Brown from the Yakima Greenway attended the meeting to stay informed since the Greenway is dramatically affected as lots of the Homeless live on the Greenway.</td>
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<tr>
<td>Approval of Minutes – Mr. Ryan Enright (Landmark Properties) moved Theresa Carlson (WA DOC) seconded.</td>
<td>Motion Carried.</td>
<td></td>
</tr>
</tbody>
</table>

New Business:

- **HPPC approval of YVCOG as Collaborative Applicant (formerly Yakima County/Homeless Network)** – Mr. Mattson reported that this is internal housecleaning as we submit our application under the HUD Continuum of Care. Mr. Mattson has been working with Maggie at HUD to make sure documentation from Yakima County is in line with YVCOG, being the collaborative outlook, one of the last things that YVCOG needs approval on is a motion from the HPPC board approving COG as the collaborate. This moves the entity that fills that role with the HUD Systems directly to YVCOG which will also move planning and support grants right to YVCOG. Ms. Hauff asked who was going to be writing the grant? Mr. Mattson comment that his understanding was a lot of the verbiage carried over from the year before. Ms. Hauff expressed a concern that Yakima County scored the lowest out of all CoCs last year. Mr. Zoglman stated that he is aware of this and that Shawn Conrad, also with YVCOG, has been recruited to further work on this document. Ms. Hauff moved and Mr. Baldoz seconded

- **Coordinated Entry update:** Mr. Zoglman gave an update that a pilot will be rolled out soon. Mr. Zoglman said that if Commerce approves the way he has it set up that it will be moving to the leads at all the services providers to see if data can start being put in. Mr. Zoglman reported that due to the expense of the project that the full service won’t be rolled out all at once but in sections. Mr. Zoglman hopes to provide a preview for this board within the next couple of months.  

- **HUD CoC Application:** Mr. Zoglman reported, as Ms. Hauff has previously stated, we scored very low on the CoC application. Mr. Zoglman reported that one of the places that YVCOG lost a lot of points on was prioritization of specific types of beds that are CoC funded. A notice was published specific to CoC funded permanent supportive housing beds that are not set aside or only used for Homeless folks who are chronically homeless. Mr. Zoglman believes that while it may not have an impact on our current services it should reflect highly on the application. Moved to regards to the prioritization scheme. YVCOG will be asking service providers to prioritize chronically homeless in those units. The board asked to have supporting documentation presented to the board prior to the meetings.  

Motion Carried.
that aren’t set aside for chronically homeless. Ms. Davenport moves that YVCOG adopts the Continuum of Care prioritization since it just helps codify what’s going on. Mr. Baldoz seconds.

- **YVCOG Executive Committee direction re: Emergencies** – Mr. Mattson reported that the YVCOG would like to strengthen the communication between the HPPC board and the Executive Committee. Mr. Krueger has been attending the executive committee as much as he can whenever he can which does help with communication. Mr. Mattson made sure to tell the HPPC that if they ever have any questions about the Executive Committee that he is available at any time. A specific message from the Executive Committee has been directed to the HPPC and that is that the YVCOG Executive Committee does not want to look at anymore emergency funding requests until the 5-year plan is done.

- **Emergency Winter Shelters** – Mr. Mattson reported that the dialog for the Emergency Winter Shelters needs to start again. Mid November is typically when the Emergency Shelters start opening up again. This upcoming year will be the 10th year that the Emergency winter weather shelters will be operating. These were a temporary solution that have become more permanent and that was never the intention. However, since there isn’t any other plan in place, YVCOG will be putting out another RFP again for service providers to bid on this program. YVCOG will also include in the RFP, this year, a day time warming station. Ms. Davenport explained that the Emergency Winter Weather Shelters are currently held at churches that do not meet building codes required. Ms. Hauff reported that last year YNHS saw 238 unduplicated people during the season with 60 people in one night sheltered. Ms. Davenport stated that the RFP needs to go out as soon as possible because the service provider has to apply for the Emergency Shelter thru City Council by the second meeting in October. Mr. Mattson also stated, for the record, that YVCOG will look into further information about continuing the current Service Providers contract or whether it has to be bid out again.

- **Vision for Homeless Program/Recruiting the Next Program Lead** – Mr. Mattson reported that Tim Sullivan resigned last week after working with the homeless program for 10 years. YVCOG is in the process of revising the job description but we will hire someone as soon as possible.

- **100-Day Challenge from Dept. of Commerce** – Mr. Mattson said this event is targeted at 3 eastern WA counties, after a successful trial in western WA. The focus is on housing unsheltered families. We were encouraged to apply by Dept. of Commerce staff.

- **Meeting location** – there has been discussion about the YVCOG Conference Room and if it’s appropriate to hold the HPPC meetings here due to size. Suggestions were Chamber of Commerce, OIC Conference room, WA DOC new conference room, and ESD. It was decided to re-evaluate this again as the original choice was the OIC Conference room. However, the Chamber of Commerce is better suited and centrally located. It was decided that future HPPC meetings would be held.

**Old Business:**

- **Master lease update.** Ms. Hauff reported that intakes are occurring, and 12 rental inspections are under way. Some units need work. They are working hard to get folks off the street as soon as possible.

- **Five-Year Plan: The next 90 days.** Mr. Mattson reported that the draft plan will be available for the HPPC’s review at the September meeting. Either via email, website, or other means, we’ll make the draft plan available to the Homeless Network. YVCOG staff will summarize the plan for the 14 cities as well, during their upcoming council meetings.

- **Meeting location** – there has been discussion about the YVCOG Conference Room and if it’s appropriate to hold the HPPC meetings here due to size. Suggestions were Chamber of Commerce, OIC Conference room, WA DOC new conference room, and ESD.

**Announcements:**

- Mr. Willis reported the Rod’s house recently hired two new individuals.
Measure 1: Length of Time Persons Remain Homeless

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

**Universe**

<table>
<thead>
<tr>
<th></th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Previous FY</td>
<td>Current FY</td>
</tr>
<tr>
<td>1.1 Persons in ES and SH</td>
<td>1075</td>
<td>196</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>1299</td>
<td>232</td>
</tr>
</tbody>
</table>

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.

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

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

<table>
<thead>
<tr>
<th>Exit was from</th>
<th>Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)</th>
<th>Returns to Homelessness in Less than 6 Months (0 - 180 days)</th>
<th>Returns to Homelessness from 6 to 12 Months (181 - 365 days)</th>
<th>Returns to Homelessness from 13 to 24 Months (366 - 730 days)</th>
<th>Number of Returns in 2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># of Returns</td>
<td>% of Returns</td>
<td># of Returns</td>
<td>% of Returns</td>
<td># of Returns</td>
</tr>
<tr>
<td>Exit was from SO</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Exit was from ES</td>
<td>250</td>
<td>22%</td>
<td>13</td>
<td>5%</td>
<td>4</td>
</tr>
<tr>
<td>Exit was from TH</td>
<td>48</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>1</td>
</tr>
<tr>
<td>Exit was from SH</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Exit was from PH</td>
<td>762</td>
<td>26%</td>
<td>33</td>
<td>4%</td>
<td>20</td>
</tr>
<tr>
<td>TOTAL Returns to Homelessness</td>
<td>1060</td>
<td>48%</td>
<td>46</td>
<td>4%</td>
<td>25</td>
</tr>
</tbody>
</table>
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).

<table>
<thead>
<tr>
<th></th>
<th>Previous FY PIT Count</th>
<th>2015 PIT Count</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered persons</td>
<td>533</td>
<td>538</td>
<td>5</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>220</td>
<td>228</td>
<td>8</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>266</td>
<td>238</td>
<td>-28</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>486</td>
<td>466</td>
<td>-20</td>
</tr>
<tr>
<td>Unsheltered Count</td>
<td>47</td>
<td>72</td>
<td>25</td>
</tr>
</tbody>
</table>

Metric 3.2 – Change in Annual Counts

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total sheltered homeless persons</td>
<td></td>
<td>1330</td>
<td></td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td></td>
<td>1089</td>
<td></td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td></td>
<td>281</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td></td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased earned income</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td></td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>
Performance Measurement Module (Sys PM)

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased non-employment cash income</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased total income</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Metric 4.4 – Change in earned income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased earned income</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>5%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased non-employment cash income</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>8%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Metric 4.6 – Change in total income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased total income</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>13%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Measure 5: Number of persons who become homeless for the 1st time

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH or TH during the reporting period.</td>
<td></td>
<td>1026</td>
<td></td>
</tr>
<tr>
<td>Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.</td>
<td></td>
<td>161</td>
<td></td>
</tr>
<tr>
<td>Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)</td>
<td></td>
<td>865</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH, TH or PH during the reporting period.</td>
<td></td>
<td>1406</td>
<td></td>
</tr>
<tr>
<td>Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.</td>
<td></td>
<td>235</td>
<td></td>
</tr>
<tr>
<td>Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)</td>
<td></td>
<td>1171</td>
<td></td>
</tr>
</tbody>
</table>

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

This Measure is not applicable to CoCs in 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

<table>
<thead>
<tr>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons who exit Street Outreach</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Of persons above, those who exited to temporary &amp; some institutional destinations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>% Successful exits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in ES, SH, TH and PH-RRH who exited</td>
<td>1201</td>
<td></td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>437</td>
<td>36%</td>
</tr>
<tr>
<td>% Successful exits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in all PH projects except PH-RRH</td>
<td>269</td>
<td></td>
</tr>
<tr>
<td>Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations</td>
<td>251</td>
<td>93%</td>
</tr>
</tbody>
</table>
August 30, 2016

Yakama Nation Housing Authority
611 S. Camas Avenue
Wapato, WA 98951

SUBJECT: YNHA Continuum of Care Program Project Application

Dear Mr. Dougall:

In 2015, the Yakama Nation Housing Authority submitted an application for funding under the Continuum of Care Program annual grant competition, for funding of the new project Yakama Nation Pathway to Home. That project was awarded funding in the amount of $91,956.

This letter is to inform you that we have not received an application for renewal of your grant funding under the 2016 Continuum of Care Program grant competition. The deadline for submitting renewal applications was August 12, 2016. Therefore, the Yakama Nation Pathway to Home project will not be included in Yakima Valley Conference of Government’s Consolidated Grant application, which will be submitted by September 14, 2016 to the U.S. Department of Housing and Urban Development for funding new and renewal homeless housing projects in Yakima County.

If you have any questions, please contact me at (509) 759-7991 or shawn.conrad@yvcog.org.

Sincerely,

[Signature]

Shawn Conrad
Senior Planner

MEMBER JURISDICTIONS

Grandview • Granger • Harrah • Mabton • Moxee • Naches • Selah
Sunnyside • Tieton • Toppenish • Union Gap • Wapato • Yakima • Yakima County • Zillah
I certify that the proposed activities/projects in the application are consistent with the jurisdiction’s current, approved Consolidated Plan.

(Applicant Name: WA-507 - Yakima City and County CoC)

(Project Name: See attached list of CoC Projects)

(Location of the Project: Yakima County, Washington)

(Name of the Federal Program to which the applicant is applying: HUD CoC Program)

(Name of Certifying Jurisdiction: Yakima County)

(Certifying Official of the Jurisdiction Name: Andrea Reyes)

(Title: HOME Administrator)

(Signature: [Signature]

(Date: 9/5/10)
The following CoC projects address goals within the City of Yakima’s Consolidated Plan:

**Yakima Neighborhood Health Services:**
- Bright Futures Neighborhood (Permanent Supportive Housing for Chronic Homeless Individuals)
- YNHS PSH5 (Permanent Supportive Housing for Chronically Homeless Individuals)
- 904 Arlington (Permanent Supportive Housing for Chronically Homeless Individuals with HIV/AIDS)
- 906 Arlington (Permanent Supportive Housing for Chronically Homeless Families)

**Next Step Housing:**
- Sommerset Apartments (Permanent Supportive Housing for Homeless Individuals)
- Pear Tree Place III (Permanent Supportive Housing for Individuals)

The following CoC projects address goals within Yakima County’s Consolidated Plan:

**Yakima Neighborhood Health Services:**
- Bienestar (Permanent Supportive Housing for Chronic Homeless Individuals)
- Eight Estates (Permanent Supportive Housing for Chronic Homeless Individuals)
I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.

Applicant Name: WA-507 - Yakima City and County CoC

Project Name: See attached list of CoC Projects

Location of the Project: Yakima County, Washington

Name of the Federal Program to which the applicant is applying: HUD CoC Program

Name of Certifying Jurisdiction: City of Yakima

Certifying Official of the Jurisdiction Name: Archie Matthews

Title: ONDS Manager

Signature: [Signature]

Date: 8/31/16
City of Yakima and Yakima County Consolidated Plan Certification

The following CoC projects address goals within the City of Yakima’s Consolidated Plan:

**Yakima Neighborhood Health Services:**
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