Before Starting the CoC Application

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

The Collaborative Applicant is responsible for:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.

2. Ensuring all questions are answered completely.

3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.

4. Ensuring all imported responses in the application are fully reviewed and updated as needed.

5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.

6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.

   - Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.
   - All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

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

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

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

1A-2. Collaborative Applicant Name:  Yakima Valley Conference of Governments

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

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

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including electing CoC Board Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>EMT/Crisis Response Team(s)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CoC Funded Youth Homeless Organizations</td>
<td>Not Applicable</td>
<td>No</td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Youth Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>School Administrators/Homeless Liaisons</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>CoC Funded Victim Service Providers</td>
<td>Not Applicable</td>
<td>No</td>
</tr>
<tr>
<td>Non-CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Domestic Violence Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>LGBT Service Organizations</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Agencies that serve survivors of human trafficking</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other homeless subpopulation advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1B-1a. Describe the specific strategy(s) the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 1000 characters)

The Yakima CoC has spent the last year in transition, diversifying our membership and leadership. During this transition, we have increased our membership ensuring that it is broad-based, inclusive, and open to ANY individual or organization in the community with an interest in homeless issues. In order to cast the widest possible net during the planning process when annual strategies are developed and updated, the CoC holds an annual community planning retreat open to the public to review progress and update CoC plan strategies. In addition, the CoC has developed a homeless advocate and peer mentoring group that participates in all CoC meetings to provide consumer input. Also, the CoC has organized a faith-leader forum on homelessness to solicit input from the larger faith community and supports ongoing faith community collaboration in providing homeless services and ongoing homelessness prevention planning within the CoC.

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

As mentioned in section 1B-1a above, in addition to the special outreach efforts the CoC has with our faith-based community, our homeless advocates & peer mentoring group, and the “extra push” given during our annual planning retreat, all CoC meetings are open to the public and advertised on the Yakima Valley Conference of Government's website, as well as published in the Yakima Herald Newspaper. Membership is an open process, accessible to any person interested in participating at any time, year around. All CoC members understand that a diverse CoC is a strong CoC. Part of our transition efforts include an ongoing commitment to identification and recruitment of underrepresented populations within our CoC.

1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to proposals. (limit 1000 characters)

The Yakima County CoC posted a Request for Proposal for new projects on the
Yakima Valley Conference of Governments (YVCOG) website which stated that "the CoC is open to proposals from entities that have not previously been funded in prior HUD homeless assistance grants competitions." This official Request for Proposals was first posted publicly on the YVCOG website on 8/14/2017 including a submission date for all completed proposals of 8/21/2017. Communications specified that technical assistance was available via CoC staff.
1C. Continuum of Care (CoC) Coordination

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

1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoCs coordination; planning and operation of projects. Only select "Not Applicable" if the funding source(s) do not exist in the CoC’s geographic area.

<table>
<thead>
<tr>
<th>Entities or Organizations the CoC coordinates planning and operation of projects</th>
<th>Coordinates with Planning and Operation of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opportunities for Persons with AIDS (HOPWA)</td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>Yes</td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY)</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start Program</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through Department of Justice (DOJ) resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through Health and Human Services (HHS) resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through other Federal resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through state government resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through local government resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through private entities, including foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
</tr>
</tbody>
</table>

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

1) YVCOG is both the CoC Collaborative Applicant AND the lead ESG grantee for the jurisdiction. As the lead ESG applicant, YVCOG conducts an RFP process to select ESG subrecipients. Members of the CoC serve on the review
committee to establish performance measurements and other scoring criteria. Applicants are then reviewed, scored, and ranked to prioritize projects. 2) In addition, the HOME Consortium staff lead serves on the CoC Board. The City of Yakima Consolidated Plan staff meet twice per year with CoC and HOME Consortium staff to review PIT and HIC data and complete the Homeless Needs Assessment. 3) YVCOG is also currently contracted by the Yakima County HOME Consortium to assist, as needed, to write the annual Consolidated Plan update and 5-Pear 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.

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

The YWCA of Yakima receives ESG funds for providing emergency domestic violence shelter and transitional housing in the City of Yakima and Upper Valleys. Lower Valley Crisis & Support Services receives ESG funding to provide emergency domestic violence shelter in the Lower Valleys of Yakima’s geographic area. Both agencies are members of the CoC, entering unidentified data into HMIS-compliant systems, collaborating to ensure that no persons fleeing domestic violence in the Yakima Valley slip through the cracks. 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 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. Entry into other CoC services (particularly rapid re-housing services) may be part of this planning.

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

1) The serious confidentiality needs of DV survivors make using our local “Vulnerability Index” and its distinctive identifiers simply incompatible with our Coordinated Entry System. To meet the unique placement and safety needs of DV survivors, our CoC relies on our two primary DV providers to deliver regular education to the broader CoC membership. 2) Instead of relying on the individual, unique data in the vulnerability index, the CoC uses aggregate data collected annually from the PIT and combines it with anecdotal data from expert sources, provider input, and program APR data to determine annual community needs and strategies for DV. 3) The CoC has developed unique safety and planning protocols that are specific to the exceptional needs of DV survivors.
such as anonymity, secure client data, housing security, etc. These protocols are distinct from the protocols included in the coordinated assessment as the needs of the larger homeless population are different.

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

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

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 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-Public Housing</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-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)

Although the CoC has engaged our local Housing Authorities through outreach and education efforts, they have not yet adopted homeless admission preference policies. A member of the Yakama Nation Housing Authority is currently a board member on the CoC Board. Debra Whitefoot has served on the Board since 2015. She actively participates in planning and program funding decisions, and actively advocates for all lower valley homeless individuals, including tribal members.

1C-5. Describe the actions the CoC has taken to: (1) address the needs of Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy. (limit 1000 characters)
1) Although the CoC has no organizations that exclusively serve the LGBT community, we do have several members that include LGBT persons as a significant portion of their client population. When disclosed, LGBT is factored into our Vulnerability Index as part of our Coordinated Entry System to better meet the unique needs of our LGBT community. 2) Our CoC conducts regular peer-to-peer trainings on a variety of current issues facing our community including LGBT issues. In addition, in March 2017, HUD TA provider, Joni Canada from HomeBase, delivered a comprehensive training covering the fundamentals of CoC structure, membership, and federal regulations compliance. This training incorporated a “deep dive” into current fair housing issues and best practices for implementation to be used by our membership. 3) Our newly-ratified Governance Charter (approved 8/22/17) includes an anti-discrimination policy compliant with all current fair housing and anti-discrimination rules, etc.

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

<table>
<thead>
<tr>
<th>Engaged/educated local policymakers:</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaged/educated law enforcement:</td>
<td>X</td>
</tr>
<tr>
<td>Engaged/educated local business leaders</td>
<td>X</td>
</tr>
<tr>
<td>Implemented communitywide plans:</td>
<td></td>
</tr>
<tr>
<td>No strategies have been implemented</td>
<td></td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
</tr>
</tbody>
</table>

Applicant: Yakima City & County CoC

Project: WA-507 CoC Registration FY2017
1D. Continuum of Care (CoC) Discharge Planning

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

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

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

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

<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>-------------------------</td>
<td>---</td>
</tr>
<tr>
<td>Correctional Facilities:</td>
<td>X</td>
</tr>
<tr>
<td>None:</td>
<td></td>
</tr>
</tbody>
</table>
1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

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

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

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

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

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

1) The CoC considered and prioritized the specific vulnerabilities of being unsheltered, having zero income, and having one or more disabilities. 2) These vulnerabilities are taken into account during the ranking and selection process by structuring the application point system to significantly favor projects that serve the most vulnerable as defined by our CoC and, for renewal projects, those that have performed well as evidenced by APRs. The CoC also considered these vulnerabilities by setting requirements for scoring committee membership. Committee representation included at least one person: i) who is/was homeless; ii) who has a high level of expertise in Affordable or Homeless Housing; iii) who is a homeless service provider; and iv) who is a local governmental representative. Participants must be members of the CoC, sign a Conflict of Interest Policy, and participate in HUD’s Rating and Ranking Tool training webinar.
1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.

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

<table>
<thead>
<tr>
<th>Public Posting</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC or other Website</td>
<td>x</td>
</tr>
<tr>
<td>Email</td>
<td>x</td>
</tr>
<tr>
<td>Mail</td>
<td></td>
</tr>
<tr>
<td>Advertising in Local Newspaper(s)</td>
<td></td>
</tr>
<tr>
<td>Advertising on Radio or Television</td>
<td></td>
</tr>
<tr>
<td>Social Media (Twitter, Facebook, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between FY 2013 and FY 2017 CoC Program Competitions.
No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

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

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

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

09/01/2017

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

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

09/01/2017
Reallocation Supporting Documentation

Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reallocation Supporting Documentation</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment Details

Document Description:
2A. Homeless Management Information System (HMIS) Implementation

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

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

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

2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/ MOA.
CoC Responsibilities Page 5; HMIS Lead Page 8

Yes

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

2A-4. Using the drop-down boxes, select the HMIS implementation Coverage area.
Single CoC

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

<p>| FY2017 CoC Application | Page 17 | 10/20/2017 |</p>
<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2017 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>399</td>
<td>67</td>
<td>151</td>
<td>45.48%</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>230</td>
<td>56</td>
<td>106</td>
<td>60.92%</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>332</td>
<td>0</td>
<td>155</td>
<td>46.69%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) beds</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months. (limit 1000 characters)

HMIS coverage rate for Emergency Shelters is depressed by the lack of participation by the privately-funded, faith-based Union Gospel Mission. 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 management to participate in HMIS reporting and data collection as they are not required to do so. Housing Authorities are not required to participate in HMIS nor Coordinated Entry and, therefore, 118 PSH units for Yakima Housing Authority, 40 OPH units for Yakama Nation Housing Authority, and 7 TH units for Yakama Nation severely decrease the HMIS Bed Coverage Rate for Permanent Supportive Housing in the CoC. However, the CoC will continue to explore best practices used by other regions to entice similar entities into voluntary participation in the future.

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

6

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

04/27/2017
2B. Continuum of Care (CoC) Point-in-Time Count

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

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

01/26/2017

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

05/01/2017
2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

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

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

The PIT shelter count methodology has remained largely unchanged since 2008. In 2016, the PIT Shelter count was overseen for the first time by a new administrative organization, YVCOG, chosen by the local CoC late into the planning process after the County eliminated its Health & Human Services Department, which had previously provided support to the CoC. Understaffed and new to the PIT process YVCOG, implemented the CoC’s long-standing methodology but made some honest errors in mis-categorizing “couch-surfing” and other persons surveyed as "not sheltered homeless". This resulted in an undercount of approximately 160 persons in 2016. This error was not discovered until the new organization (YVCOG) was fully-staffed and trained later in the year. The PIT shelter count for 2017 uses the same methodology and yields numbers much closer to historic shelter counts recorded in the Yakima Valley region in 2013, 2014, and 2015.

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

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

| Beds Added: | 57 |
| Beds Removed: | 0 |
| Total: | 57 |

2C-3. Did your CoC add or remove emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially declared disaster resulting in a change to the CoC’s 2017 sheltered PIT count?

No
2C-3a. If "Yes" was selected in 2C-3, enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.

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

2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017?

No

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

(limit 1000 characters)

The CoC’s unsheltered PIT Count methodology has remained largely unchanged since 2008. In spite of a change in the administrative support agency and significant staff turnover between 2016 and 2017, the implementation of the unsheltered data collection effort has been successful. Our unsheltered numbers between 2016 and 2017 appear to be within historic norms for our region. With all of the organizational changes, we have put our efforts into maintaining as much stability as possible in the process during this year of transition and training. We are looking forward to implementing changes NEXT year to improve and "refresh" our data collection implementation.

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

Yes

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

(limit 1000 characters)

1) The CoC provided training to stakeholders to ensure appropriate identification and an accurate count of ALL unsheltered homeless youth. 2) During planning, CoC youth stakeholders collaborated with those conducting the count to prepare for the challenges of counting this population. Stakeholders provided insight into unconventional locations where youth congregate; how the
existing PIT survey may be effectively administered; and provided volunteers experienced in working with this population. Conversely, those administering the count provided stakeholders with specialized training for those that would be on location at drop-in centers AND doing “street outreach” the day of the count. 3) Homeless youth were engaged through surveys conducted during street outreach as well as drop-in-center outreach. 4) Advance planning done with stakeholders assisted with the identification of unique areas of congregation of homeless youth.

2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. (limit 1000 characters)

To better count unsheltered chronic homeless, families with children, and veterans experiencing homelessness, the CoC sponsored multiple “Homeless Connect Events” tailored to appeal to each of these groups, encouraging their participation in the count (e.g. free eye exams, haircuts, etc.). Notification was given to multiple service providers as well as local School Districts to ensure that these vulnerable populations were aware. There was broad traditional and social media coverage encouraging participation. Planners included County Veterans’ Svcs., our youth drop-in shelter, and the local Mission.

To maintain overall data quality for these vulnerable populations during the count, each survey taker, regardless of past experience, participated in a two-hour training instructing surveyors about data standards, interpretation, and importance of accuracy. The training concluded with an interview script to ensure consistency in survey administration.
3A. Continuum of Care (CoC) System Performance

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

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

1) In 2017 the CoC had 536 more persons experiencing homelessness for the first time. This devastating increase in first-time homelessness is a direct result of past local policy decisions that were made to eliminate all funding for homelessness prevention in favor of other local priorities. This profound increase in first-time homelessness has led to a recent re-prioritization and restoration of funding for prevention activities. 2) Our CoC NOW identifies households at risk for first-time homelessness by administering the “Targeted Prevention Eligibility Screening” tool to all households who access prevention services in our community. 3) This Screening Tool is currently one of our most effective strategies for early identification. It allows service providers to prioritize these households for access to services and help these households avoid homelessness altogether. 4) The organization currently responsible for overseeing first-time homeless prevention strategy is the CoC Board.

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

1) Based on the Average Length of Time (LOT) a person remains homeless by bed nights for ES, SH, and TH, the frequency DECREASED from 152 nights in 2015 to 146 nights in 2016. 2) In order to reduce the LOT, our CoC has implemented various strategies. Perhaps most impactful has been the implementation of Coordinated Entry for the highest need clients. In addition,
the CoC has undertaken broad approaches to improve the overall effectiveness of the CoC’s efforts. During this year of transition, the CoC has worked with service providers to reduce duplication of services & improve quality of existing services while expanding and diversifying our CoC membership. 3) The “Vulnerability Index” (updated in real time) collects a variety of data points (including those with the longest LOT) to identify and prioritize the most vulnerable in our current homeless population. 4) The CoC Board oversees the funding strategies and monitors ongoing program performance.

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

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

(limit 1000 characters)

1) In 2017, retention in permanent housing decreased by 5% while placement into permanent housing remained steady at 36%. 2) The CoC has adopted two “Best Practice” strategies for increasing the rate households move into and retain permanent housing. Those strategies include adoption of the Housing First Model to address the need for a rapid permanent housing placement. For better retention, the COC has recently implemented a new Coordinated Entry System, utilizing a knowledgeable matching agent to make appropriate referrals to available housing with an emphasis on client need and program supports and services to better align client and program. In other words, the client doesn’t just get the first available housing, rather, the first available housing that ALSO has the right supports & services that will meet the unique needs of that client. This strategy focuses on increasing the odds of long-term success. 3) The COC Board currently oversees our LOT strategies.


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

(limit 1000 characters)

1) According to 2017 PIT data, 911 persons returned to homelessness. This is a 14% decrease (149 fewer persons) than in the 2016 count. 2) Our Coordinated Entry Assessment considers an individual’s entire history along with his/her emergent needs in order to determine placement, reducing the likelihood of homelessness recurrences. Entry Assessment includes an evaluation of prior living situations and discussions of returns to homelessness to better understand long-term needs and forecast risks. The CoC also uses HMIS to track individuals’ homeless episodes. 3) Our CoC’s adoption of the Housing First model ensures individuals will receive intensive case management including wrap-around services by collaborating providers to actively reduce the number of individuals returning to homelessness. 4) Currently, the CoC
Board is overseeing the effort. However, a new HMIS data committee is being considered for the future.

3A-5. Performance Measures: Job and Income Growth
Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC’s strategy to increase job and income growth from employment, non-employment including mainstream benefits.
(limit 1000 characters)
1) As a part of its year of transition, the Yakima CoC has undertaken long-term strategic planning including increasing employment opportunities and self-sufficiency. Implementing meaningful employment strategies has long been a weakness for us, which is why one of our first strategies is building internal systems and collaborations within the CoC and between its partners and the business community. 2) CoC program-funded projects are being supported by CoC leadership in building those long-term relationships to create employment opportunities. 3) Recently, the CoC funded a local employment opportunity agency, which will use the ALPHA team (homelessness advocates) to provide peer mentoring and outreach to homeless individuals to connect them to employment opportunities. They partner with Goodwill Industries to provide employment training and work experience. 4) The organization currently responsible for overseeing the job and income growth strategies is the CoC Board.

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

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

3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016.
06/05/2017
3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

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

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

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</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>39</td>
<td>34</td>
<td>-5</td>
</tr>
</tbody>
</table>

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

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

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

Yes

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

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

1) Unsheltered families with children have been extremely rare within the CoC. The count decreased from only two families in 2016 to ZERO in 2017. However, the CoC understands that policies & procedures as well as relationships with local landlords should be developed NOW in case those trends or local dynamics change. Locally-funded rental assistance programs have historically targeted families with fewer barriers and at least some minimal income. Ongoing efforts are being made to redesign these projects to more effectively rapidly re-house the hardest to serve homeless families with children, 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. 2) The COC Board oversees these strategies to rapidly rehouse families with children and update these policies.

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

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

The CoC has policies and procedures that strictly prohibit involuntary family separation. All of the CoC emergency shelters collaborate to ensure that appropriate shelter is available to all that seek it and that families who arrive together (however self-defined) are respected and sheltered together.
3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.

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

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

<table>
<thead>
<tr>
<th>History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Previous Homeless Episodes</td>
<td>X</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</td>
<td></td>
</tr>
</tbody>
</table>

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

1) Most recently, the CoC partnered with Catholic Charities to develop a subsidy program creating specialized Young Adult Housing for Homeless Youth, giving more unsheltered youth a pathway off the streets. The CoC has found strategies that leverage multiple funding sources and partner multiple stakeholders yield the most promising results. 2) This recent collaboration includes intensive case management, which teaches basic life skills & responsibilities focusing on self-sustainment. This model is evidence-based and has had high success rates in our State. 3) The returns to homelessness rate at the end of the two-year program are monitored in the HMIS as well as the client’s income at the time of entry vs. exit. Program graduates typically have a very low return to homeless rates. 4) Monitoring client income through case management and homelessness return rates through HMIS are standard performance measures that objectively allow us to determine program success.

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

The CoC Board includes LEA and SEA representatives in its regular membership meetings. School Homeless Liaisons frequently attend meetings and participate in discussions involving identifying families, etc. Local McKinney-Vento liaisons are invited to serve on the CoC body and are partners on other projects including the annual PIT count. CoC staff also provide annual training to McKinney-Vento school-level liaisons. Also, Transform Yakima, a faith-based organization in our CoC, is collaborating with the school district to help identify homeless children & families.

2) Although no formal agreements are currently in place between local education authorities and the CoC, our Collaborations are long-standing and strong. 3) The CoC has procedures where each local school in the Valley is “adopted” by a different church organization (member of the CoC) to provide resources and services to the families that the schools have identified as vulnerable/at risk or homeless.

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

<table>
<thead>
<tr>
<th>Early Childhood Providers</th>
<th>MOU/MOA</th>
<th>Other Formal Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Start</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Early Head Start</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Child Care and Development Fund</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Federal Home Visiting Program</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Healthy Start</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Public Pre-K</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Birth to 3</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Tribal Home Visiting Program</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Other: (limit 50 characters)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

   No

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

   Yes

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

   No
4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

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

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

<table>
<thead>
<tr>
<th>Type of Health Care</th>
<th>Yes/No</th>
<th>Assist with Utilization of Benefits?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Care Benefits (State or Federal benefits, e.g. Medicaid, Indian Health Services)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Private Insurers:</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Non-Profit, Philanthropic:</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other: (limit 50 characters)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACA through Hospitals (if eligible)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

4A-1a. Mainstream Benefits

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

1) CoC funds are maximized by supplementing client resources with multiple mainstream resources. Three local community health centers provide training and certification of Navigators for the Affordable Care Act, including the largest provider of PSH in the CoC, to provide assistance at multiple sites used by the homeless. 2) Local Navigators have enrolled 2,500+ low-income and homeless households enroll in Medicaid while assisting these households 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. All CoC providers work closely with DSHS to ensure clients are assessed for a variety of mainstream sources including TANF, Food Stamps, or HEN Disability. Case managers provide transportation to DSHS to ensure all possible mainstream benefits are accessible. 3) The oversight organization for
mainstream resource utilization is the CoC Board.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)</td>
<td>8.00</td>
</tr>
<tr>
<td>Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected “low barrier” in the FY 2017 competition.</td>
<td>8.00</td>
</tr>
<tr>
<td>Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as “low barrier”</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).</td>
<td>8.00</td>
</tr>
<tr>
<td>Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.</td>
<td>6.00</td>
</tr>
<tr>
<td>Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.</td>
<td>75.00%</td>
</tr>
</tbody>
</table>

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

1) The CoC does direct outreach and marketing to the entire geographic area (100%) utilizing case managers and an outreach team of Peer Mentors made up of homeless or previously homeless individuals dedicated to connecting clients to needed services. 2) Peer Mentors are in the field doing outreach 4 days a week for three hours a day. 3) Peer Mentors conduct outreach in the same locations each week to ensure consistency and build trust with chronically homeless people. However, even this may not be enough for some. In order to meet the unique needs of the street homeless and those living in the rough who may be particularly reluctant to interact with even the most sympathetic peer mentors, the CoC also uses phone and internet-based services like "211" and markets documented information in other languages spoken in the community. The CoC makes every effort to ensure that both physical and virtual locations are accessible to those individuals with disabilities.

4A-5. Affirmative Outreach
Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin,
religion, sex, gender identity, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach. Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)

1) The CoC represents a culturally and economically diverse area. Our specific fair housing strategies include:
   • CoC-wide training in Fair Housing and community policy implementation
   • New hires must be culturally competent, trained in harm reduction, & motivational interviewing;
   • Completion of comprehensive assessments for households needing housing to identify special needs to maximize chance for success (sober housing, same sex housing, DV victims, youth only, etc.);
   • Landlord outreach to maximize potential availability of housing stock;
   • Relationship building between outreach team & chronically homeless;
   • Use of master leasing by grantees to reduce barriers to limited housing stock; and
   • Adoption of Housing First model to reduce barriers to supportive housing.

2) In order to further reduce communication barriers, the CoC also uses phone and internet-based services like 211 and markets documented information in other languages spoken in the community.

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

<table>
<thead>
<tr>
<th>RRH beds available to serve all populations in the HIC</th>
<th>2016</th>
<th>2017</th>
<th>Difference</th>
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</thead>
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<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

### 4A-7. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction?

No

### 4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statues who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3).

No
4B. Attachments

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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
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<tbody>
<tr>
<td>01. 2016 CoC Consolidated Application: Evidence of the CoC’s communication to rejected participants</td>
<td>Yes</td>
<td>No projects were ...</td>
<td>09/18/2017</td>
</tr>
<tr>
<td>02. 2016 CoC Consolidated Application: Public Posting Evidence</td>
<td>Yes</td>
<td>2016 HUD COC RFP ...</td>
<td>09/18/2017</td>
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<tr>
<td>03. CoC Rating and Review Procedure (e.g. RFP)</td>
<td>Yes</td>
<td>COC Rating and Re...</td>
<td>09/18/2017</td>
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<tr>
<td>05. CoCs Process for Reallocating</td>
<td>Yes</td>
<td>Reallocation Process</td>
<td>09/25/2017</td>
</tr>
<tr>
<td>06. CoC's Governance Charter</td>
<td>Yes</td>
<td>YC COC Governance...</td>
<td>09/18/2017</td>
</tr>
<tr>
<td>07. HMIS Policy and Procedures Manual</td>
<td>Yes</td>
<td>HMIS Policy</td>
<td>09/18/2017</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>
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<tr>
<td>09. PHA Administration Plan (Applicable Section(s) Only)</td>
<td>Yes</td>
<td>Housing Authority...</td>
<td>09/25/2017</td>
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<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>Coordinated Entry...</td>
<td>09/25/2017</td>
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<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>
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<tr>
<td>13. HDX-system Performance Measures</td>
<td>Yes</td>
<td>HDX System Perfor...</td>
<td>09/25/2017</td>
</tr>
<tr>
<td>14. Other</td>
<td>No</td>
<td></td>
<td></td>
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<tr>
<td>15. Other</td>
<td>No</td>
<td></td>
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</table>
Attachment Details

Document Description: No projects were rejected - attached is acceptance letter

Attachment Details

Document Description: 2016 HUD COC RFP Public Post

Attachment Details

Document Description: COC Rating and Review Procedure

Attachment Details

Document Description: COC R&R Public post

Attachment Details

Document Description: Reallocation Process
Document Description: YC COC Governance Charter

Attachment Details

Document Description: HMIS Policy

Attachment Details

Document Description: Housing Authority Annual Plan

Attachment Details

Document Description: Coordinated Entry Order of Priority

Attachment Details
Attachment Details

Document Description: HDX System Performance

Attachment Details

Document Description:

Attachment Details

Document Description:
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>08/22/2017</td>
</tr>
<tr>
<td>1B. Engagement</td>
<td>09/11/2017</td>
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<tr>
<td>1C. Coordination</td>
<td>09/11/2017</td>
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<tr>
<td>1D. Discharge Planning</td>
<td>08/22/2017</td>
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<tr>
<td>1E. Project Review</td>
<td>09/06/2017</td>
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<tr>
<td>1F. Reallocation Supporting Documentation</td>
<td>No Input Required</td>
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<td>2A. HMIS Implementation</td>
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<tr>
<td>2B. PIT Count</td>
<td>08/29/2017</td>
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<tr>
<td>2C. Sheltered Data - Methods</td>
<td>09/06/2017</td>
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<tr>
<td>3A. System Performance</td>
<td>09/21/2017</td>
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<tr>
<td>3B. Performance and Strategic Planning</td>
<td>09/14/2017</td>
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<td>Section</td>
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</tr>
<tr>
<td>---------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>4A. Mainstream Benefits and Additional Policies</td>
<td>09/14/2017</td>
</tr>
<tr>
<td>4B. Attachments</td>
<td>09/25/2017</td>
</tr>
<tr>
<td>Submission Summary</td>
<td>No Input Required</td>
</tr>
</tbody>
</table>
August 30, 2016

Yakima Neighborhood Health Services
12 South 8th Street
PO Box 2605
Yakima, WA 98907-2605

SUBJECT: Continuum of Care Program Renewal Applications

Dear Ms. Hauff:

Your Continuum of Care renewal applications for funding of the following projects: Bright Futures, Bienestar, PSH5, 906 Arlington, and 904 Arlington have been received and scored by the Continuum of Care Application Review Committee.

The purpose of this letter is to inform you that the above-named projects will be included as part of the Continuum of Care Consolidated Application submission.

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

Sincerely,

[Signature]

Shawn Conrad
Senior Planner
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 (PDF Document)

Estimated Spending Plan and Revenue Summary Form (Microsoft Excel XLSX Document)

2016 Continuum of Care Rating and Review Procedure

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!
Yakima Valley Conference of Governments

2017 Continuum of Care Rating and Review Procedure

For the 2017 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 a criteria rubric created by the Scoring and Ranking Criteria Committee. 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 include consideration of factors relevant to renewal applications that are required or encouraged by HUD, including:

- % permanent housing exit destinations
- % increases in income
- Bed utilization rates
- Services to specialized populations, including youth, victims of domestic violence, families with children, persons experiencing chronic homelessness, and veterans

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 using criteria assigned by the Scoring and Ranking Criteria Committee. Scoring for new projects will be as follows:

- Program Description and Design
- Management of Program
- Fiscal Management
- Diversity and Multi-Cultural Competence
- Budget

After the application submittal deadline of August 21, 2017, the CoC Application Review Committee will convene one or more times to review and rank all submitted applications using the above scoring criteria. By September 12, 2017, 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 28, 2017.
YAKIMA CITY & COUNTY CONTINUUM OF CARE
PROCESS FOR PROJECT REALLOCATION

1. INTRODUCTION

Reallocation refers to the process by which the CoC can shift funds in whole or in part from existing CoC-funded projects that are eligible for renewal to create one or more new projects. The CoC can pursue reallocations through the annual HUD CoC Program Competition. A reallocated project must be a new project that serves new participants and has either a rapid re-housing or permanent supportive housing program design. A new reallocated project may use resources from an existing project, including staff, but it is not simply a continuation of an existing project that serves existing participants. A new reallocated project may also be created or adapted as an expansion of other applications in the event a renewal project declines or fails to re-apply during the annual HUD CoC Program Competition.

Reallocating funds is one way the CoC can make strategic improvements to the county’s local homeless system. Through reallocation, the CoC can create new, evidence-informed projects by eliminating projects that are underperforming or are more appropriately funded from other sources. Reallocation is particularly important when new funding for projects is scarce.

Ideally, the decision to reallocate should be guided by the 5 year strategic homeless plan as well as assessing existing projects for their performance and effectiveness in ending homelessness. In general, the CoC should direct funding towards projects that:

- Serve the highest need individuals or families;
- Help project participants obtain permanent housing as rapidly and directly from homelessness as possible;
- Ensure long-term housing stability; and
- Ensure the best and most cost-effective fit given the community’s needs.

The CoC should strive to match the inventory of projects to the needs of people experiencing homelessness within the CoC. The CoC may find that the majority of existing projects serve lower-barrier households but that they cannot meet the needs of individuals and families experiencing chronic homelessness. Through reallocation, the CoC can correct this imbalance to ensure that there is adequate capacity to serve the people experiencing homelessness in the community.
The CoC can reallocate funding from any project eligible for renewal funding in a competition year. The annual CoC Program Competition Notice of Funding Availability (NOFA) dictates what types of projects may be created through reallocation in a given competition. The FY 2015 CoC Program Competition NOFA limited the types of new projects that could be created through reallocation to:

a) New permanent supportive housing for people experiencing chronic homelessness; and

b) Rapid re-housing to serve households with children coming from the streets or an emergency shelter.

In some cases, the CoC may wish to significantly change an existing project’s model (component) or population, while keeping the same provider organization or building/housing units. HUD treats this as the creation of a new reallocated project and not a continuation of an existing effort. Funds awarded to a new reallocated project typically cannot serve the same households that were assisted under the former renewal project and the recipient of funds for the new project cannot incur costs until the new grant agreement has been executed by HUD.

2. TYPES OF REALLOCATION

Although HUD may limit what types of new projects may be created with reallocated funds, it does not dictate to the local CoC what types of renewal projects can be reallocated or how that process should occur. There are many combinations of funding for projects that can be involved in a reallocation. Examples include:

- Funding from one project (or partial funding from one project) can be reallocated into a new project operated by the same provider;
- Funding from one project (or partial funding from one project) can be reallocated into a new project operated by a different provider;
- Funding from one project (or partial funding from one project) can be reallocated into many new projects;
- Funding from many projects (or partial funding from many projects) can be reallocated into one new project; and
- Funding from many projects (or partial funding from many projects) can be reallocated into many new projects.

Reallocations can only occur through the annual CoC Program competition; the decision to reallocate may be the result of performance review of existing projects, or the decision of a provider not to submit a qualifying renewal application.

3. PERFORMANCE & OUTCOMES
A leading factor for the CoC to consider in reallocating a project is the performance of existing projects and their contribution to meeting the community’s goals. Establishing outcome measures for homelessness programs that are connected to the community's overall goals should allow for cross-program comparisons. The following are outcome measures used in scoring and ranking CoC renewal projects:

- Bed utilization rates;
- Dedicated chronically homeless capacity;
- Permanent housing stability;
- HUD priority population;
- Increase or maintain total income (all sources);
- Program exits without income or non-cash benefits;
- Housing First approach
- Outreach to the literally homeless; and
- Identified and realistic program performance measures.

The above criteria will also be used to regularly measure program performance through HMIS.

4. ASSESSING NEED

In addition to performance measurement, the CoC analyzes its stock of housing and services and determines whether it meets the needs of people experiencing homelessness. This analysis helps the CoC to determine where there are gaps and whether there may be too much of a single intervention (e.g., transitional housing). This helps guide the CoC’s decisions about whether or not to reallocate and begin the process of identifying which projects to eliminate or reduce.

The following are housing interventions used in the CoC and some factors considered when determining need.

A. Need for Shelter

i. The need for shelter depends on several factors, including the average length of homeless episodes. If data shows that people are sleeping unsheltered, shelters are at full capacity, and average stays in shelter are brief (less than 30 days), that almost certainly indicates a need for greater shelter capacity. On the other hand, if people are sleeping unsheltered while there is available shelter capacity, shelter providers should evaluate their shelter policies and conditions within their shelters and make improvements—not add additional shelter capacity. Finally, when average shelter stays are more than 30 days, it is an indication that
other interventions such as rapid re-housing are needed—not additional shelter capacity.

ii. Many people experiencing homelessness do not need any assistance beyond emergency shelter. In many communities, this figure ranges from 10 to 50 percent. This figure can be estimated by looking at the percentage of people who exit homelessness within a very short period of time (e.g., two weeks) without any assistance beyond emergency shelter.

B. Assessing the Need for Rapid Re-Housing

i. Although rapid re-housing is a relatively new intervention, it has become widely recognized as a promising practice for many households experiencing homelessness, particularly those who have less intensive service needs. The primary indicator that a CoC needs more rapid re-housing assistance is if there are a high number of families who do not have significant service needs but who experience homelessness for typically more than 30 days. Although many communities reserve rapid re-housing for households with certain characteristics (e.g. first time experiencing homelessness, people with sufficient income), evidence gathered to date does not support limiting rapid re-housing based on these characteristics. While it can be used to serve both individuals and families, communities that have shown great progress towards reducing homelessness among families have done so by using rapid re-housing for more than half of all families experiencing homelessness served within the community.

C. Assessing the Need for Rapid Re-Housing

i. Transitional housing is funded by a variety of Federal, State, local, and private funding sources and can be implemented in a number of different models, including crisis housing, interim housing, and transition-in-place housing. However, HUD’s transitional housing program generally has served the function of longer-term housing with supportive services that can be provided for up to 24-months. While many people who have been assisted in long-term transitional housing could be served more efficiently in other program models, there is a case to be made that this model may be appropriate for some people. These include:
• Certain individuals and parents with children struggling with a substance use disorder or in early recovery who desire more intensive support to achieve their recovery goals;

• Survivors of domestic violence or other forms of severe trauma who feel unsafe or unprepared to live on their own in the community; and

• Underage and transition-age (16-24) unaccompanied youth (including pregnant and parenting youth) who feel unprepared or are legally unable to live independently.

D. Assessing the Need for Permanent Supportive Housing

i. Permanent supportive housing is generally most appropriate for people experiencing chronic homelessness and those who are most at risk of becoming chronically homeless without this level of support (i.e. people with disabling or chronic conditions who need long-term services and supports to achieve housing stability). The need for permanent supportive housing should be assessed separately for unaccompanied individuals and families. If existing permanent supportive housing exclusively or mostly serves people who experienced chronic homelessness and if there are still many people experiencing chronic homelessness within the CoC, there is a need for more permanent supportive housing. If the existing permanent supportive housing programs are not serving people who have experienced chronic homelessness, the CoC should adopt a policy that prioritizes people experiencing chronic homelessness in permanent supportive housing units that turnover. If the number of people experiencing chronic homelessness or at risk of becoming chronically homeless has been reduced in the community, this may indicate a lower need for permanent supportive housing.

5. PROCESS

Once HUD has published its annual CoC Program Competition NOFA including what types of reallocations will be permitted in a given competition year, the CoC must determine whether it wants to reallocate. For example, if the CoC’s long term goal is to create more permanent supportive housing for people experiencing chronic homelessness and this is one of the options in the NOFA, then the CoC should proceed with reallocating that year. The process of requesting a new reallocated project starts with the application, rating, and ranking process. It
also involves deciding what to do with the project from which funds are being reallocated, particularly when that project offers site-based housing.

A. Preparing Project-Level Applications through Reallocations

All new reallocated projects are considered to be new projects by HUD. They can be for a brand new effort or an expansion of existing efforts. In addition, the CoC may shift or request adaptations for approved projects to a reallocation in the event a renewal project declines or fails to re-apply during the annual HUD CoC Program Competition. A new reallocated project may utilize the resources such as staff or buildings from a previous project. No matter the situation, a new project application is required to be submitted and ranked in e-snaps.

Completing a project-level application for any new reallocated project is not different from an application for any new project. Applicants must be eligible and project applications must meet the applicable NOFA’s project quality standards and criteria for the particular project type (e.g. rapid re-housing or permanent supportive housing). Applicants must carefully review the NOFA to determine what types of new reallocated projects are allowed and what populations are eligible. Where an applicant is planning to change the program design of an existing project and keep some of the aspects the same, there are some key points to consider. First, from HUD’s perspective, it is still a new project and must meet all of the same criteria as any other new project application. If awarded, funds from the new reallocated project cannot pay to continue efforts under the old grant agreement and, in most cases, the participants in the existing project will not be eligible to be served under the new grant agreement. The applicant must also carefully consider what types of changes are needed to the existing program design in order to create a successful new reallocated project. This is particularly important for transitional housing projects that offer site-based or shared housing where participants currently do not have their own bedroom or where housing is not intended to be long-term or permanent. This type of housing, as is, may not be the most appropriate model of housing for permanent supportive housing.

It is also very important to understand that HUD will not consider the new reallocated project as a continuation of any effort. The new project will not be able to begin operating and incurring costs until after the grant agreement has been executed. It will not be made retroactive to the expiration of the former renewal project.

B. Continuing or Discontinuing Projects from which Funding has been Reallocated
When making decisions about which renewal projects to reallocate, the CoC will need to determine if the existing project will cease operating altogether, whether some aspects of the existing renewal project will be able to continue under the new reallocated project (e.g., staffing), or if the project should remain the same but that the funding source will simply change.

At a basic level, the decision on whether to discontinue a program or identify other sources of funding for a program should be based on the CoC’s determination about whether that project or program is contributing to the goal of ending homelessness. Specifically, is the program contributing significantly to reaching the highest need people experiencing homelessness, helping them to obtain and maintain permanent housing, and if the program is contributing to system performance measures? If the project is not directly or significantly contributing to this outcome, the CoC may consider discontinuing the project being reallocated altogether.

In some instances, the CoC may determine that certain aspects of an existing project may be able to continue under the new reallocated project, such as staffing or certain supportive services that are offered. In these cases, the CoC should work with the recipient of the renewal project and help them identify both a transition plan for current project participants and how the project will bridge the gap between when the renewal grant expires and when the new reallocated project will begin.

The CoC may also decide to reallocate funds from an existing renewal project if funds from another source have been identified to pay for those same activities. Part of the reallocation decision-making process should be considering all funding sources and determining if there are some costs and activities that could be paid outside of the CoC Program.

C. Ranking and Reviewing Reallocated Projects

The CoC reviews each project that is submitted for funding to ensure that it meets all NOFA requirements. It should make sure that the housing being offered will be appropriate, that the project applicant plans to serve all eligible households (and understand what those eligibility criteria will be) and that the budget does not contain any requests for ineligible costs. If a new reallocated project is not funded because the application did not meet HUD’s requirements, the CoC will lose those funds, which are part of its Annual Renewal Demand, permanently. The CoC may also, should a project decline to apply during the course of the open application, invite a new project proposal
solicited under other new funds (i.e., Permanent Supportive Housing Bonus) to adapt and/or expand as a reallocation.

6. NEXT STEPS

Once the CoC has engaged in strategic planning to determine what programs should be reallocated and to what extent, it is important that follow-up planning occurs with those programs being reduced or eliminated through reallocation. CoCs can consult with the provider to help identify other funding sources for the supportive services that traditionally accompany HUD programs.
Table of Contents

Introduction .................................................................................................................. 3

Background .................................................................................................................. 3

Purpose ......................................................................................................................... 4

Guiding Principles ....................................................................................................... 4

Network Organizational Structure .............................................................................. 4

CoC Board .................................................................................................................... 4
  CoC Board Responsibilities .......................................................................................... 5
  CoC Board Meetings .................................................................................................... 5
  Decision Making ......................................................................................................... 6
  Nominations ................................................................................................................ 6
  YC-CoC Chair .............................................................................................................. 6
    Chair Responsibilities ................................................................................................. 6

General Membership .................................................................................................... 7
  General Membership Responsibilities ......................................................................... 8

Committees .................................................................................................................. 8
  HMIS/Data Committee ................................................................................................ 8
    HMIS Committee Responsibilities ............................................................................. 9
    Coordinated Entry Committee ............................................................................... 9
    Coordinated Entry Committee Responsibilities .................................................... 9
  Ad-Hoc Committees .................................................................................................. 10

Collaborative Applicant ............................................................................................... 10
  Collaborative Applicant Responsibilities ................................................................... 10

YC-CoC Staff ............................................................................................................... 11
  YC-CoC Staff Responsibilities .................................................................................... 11

Non-Discrimination ..................................................................................................... 11

Changes to Governance Charter ................................................................................ 12

Exhibit A – Yakima County Continuum of Care Membership Application ............... 13

Exhibit B – Conflict of Interest Policy ................................................................. 14
Introduction
The Yakima County Continuum of Care (YC-CoC) is an association of emergency housing providers, service providers, community leaders, and any other interested person or entity who are concerned about addressing the emergency, transitional and permanent needs of the homeless.

Background
In 1983, the first federal task force on homelessness was created followed by an overwhelming demand from communities around the country that a national acknowledgement and response to the issue of homelessness be developed. In response, the Homeless Persons' Survival Act was introduced in both houses of Congress in 1986 which contained emergency relief measures, preventive measures, and long-term solutions to homelessness; unfortunately, only portions of this were enacted into law. In 1987, the Stewart B. McKinney Homeless Assistance Act was passed - named after its chief Republican Sponsor Representative Stewart B. McKinney of Connecticut. The original McKinney-Vento Act contained nine titles which included a definition of homelessness, creation of a multitude of programs assigned to a variety of departments to address food, shelter, a variety of housing programs, healthcare for the homeless, adult and child education, Veteran services, job training and more. During this same time, the experience of homeless providers across the country had demonstrated that the most effective strategy in terms of resource use and efficient means of providing homeless emergency services is within the context of a comprehensive continuum of care service model. The effectiveness of this model was described by HUD as a new tool “for addressing the problem of homelessness” and incorporated into the McKinney Act. In 1995, to encourage coordination of local providers and encourage a more strategic approach to housing and services, HUD required communities to submit a single application for these funds.

The Yakima Continuum of Care Homeless Committee was originally managed by the Yakima Coalition for the Homeless. In 2003, the original members included Yakima County, the City of Yakima, United Way of Central Washington, Triumph Treatment Services, Northwest Justice Project, Central Washington Comprehensive Mental Health (now Comprehensive Healthcare), Yakima Neighborhood Health Services and the Yakima Coalition for the Homeless. The assembled group also discussed a 10-year homeless prevention plan for Yakima County, the development of which would be one of the first tasks of an expanded Continuum of Care. Those in attendance unanimously agreed to expand the purpose of the Continuum. The newly expanded Continuum began to meet biweekly to develop an organizational plan. At a meeting on February 25, 2004, the Continuum adopted newly created membership guidelines, elected new co-chairs, created several committees and approved a new name, the Homeless Network of Yakima County.

In July 2015, after the closure of the Yakima County Department of Human Services, the Housing and Homeless Program was transferred to the Yakima Valley Conference of Governments (YVCOG) who became the new Collaborative Applicant. In October of 2015, the YVCOG formed the Homeless Planning and Policy Council (HPPC). In March of 2016, YVCOG conducted a planning retreat for the newly formed

1 National Coalition for the Homeless, NCH Fact Sheet #18, June 2006
2 In 2000, after the death of Representative Bruce Vento, a leading supporter of the act, President Clinton renamed it the McKinney-Vento Homeless Assistance Act.
3 Source: YVCOG Newsletter, Volume 43-Issue 11
HPPC and bold steps were identified to address homelessness\(^4\). The results of the planning retreat laid the groundwork for the subsequent 5-year plan to end homelessness adopted January 2017.

In January of 2017, the community requested technical assistance from HUD to improve the local Continuum of Care. Based on the training and assistance received from the contracted technical assistance provider, HomeBase, the community formed a new body to act as the Continuum of Care using a public and transparent process. In July of 2017, this body voted to have the current Homeless Planning and Policy Council serve as the interim Continuum of Care Board with Yakima Valley Conference of Governments continuing to serve as the Collaborative Applicant. Also during this meeting, two committees were developed to address updates to the Governance Charter and develop local priorities to be presented to the appointed CoC Board for approval.

In keeping with the Continuum of Care guidelines published by HUD, this governance charter codifies the Network’s policies and procedures as well as their governance structure as a Continuum of Care.

**Purpose**

The purpose of the Yakima County Continuum of Care is to work together as a community to make homelessness a brief and rare occurrence in Yakima County through an efficient and effective homelessness response system that prioritizes and focuses on putting people into stable housing first.

**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 YC-CoC projects.
5. Implement and annually review the Five-Year plan to end homelessness.

**Network Organizational Structure**

As a formal Continuum of Care (CoC), the YC-CoC must have a Representative Board, Committees to implement the current plan, and an identified Collaborative Applicant.

**CoC Board**

The CoC Board provides the Yakima County Continuum of Care with an informed and efficient means to conduct its business, makes administrative decisions, determines legislative priorities, approves position papers, engages in partnerships with other like-associations, presents public education, and recommends funding for YC-CoC sponsored projects. The CoC Board must be elected by the General Membership (See the Nominations Section) and be representative of that body and the community. Membership should be a minimum of 15 board members and no more than 23 board members at all times. Preferred segments, when participation is possible, include:

1. Local Government Staff/Officials
2. CDBG/HOME/ESG Entitlement Jurisdiction
3. Law Enforcement
4. Local Jail(s)
5. Hospital(s)
6. Mental Health Service Organizations

\(^4\) Source: YVCOG Newsletter, Volume 44-Issue 2
7. Substance Abuse Service Organizations
8. Affordable Housing Developer(s)
9. Public Housing Authorities
10. Youth Homeless Organizations
11. School Administrators/Homeless Liaisons
12. Victim Service Providers
13. Street Outreach Team(s)
14. Homeless Subpopulation advocates
15. Agencies that serve survivors of human trafficking
16. Homeless or Formerly Homeless Persons
17. Faith Community
18. Employment & Training Services
19. Emergency Shelter Providers
20. Domestic Violence Victim Service Providers
21. Veteran Service providers
22. Community members

Each CoC Board Member serves a staggered four-year term with up to one-quarter of the committee turning over every year. CoC Board members may run for re-election and serve two consecutive terms. A one year hiatus is required before running for a third term. Terms for CoC Board members will begin on July 1st of each year following the YC-CoC’s Annual meeting and CoC Board member elections. CoC Board Member terms will officially end on June 30th of each year.

CoC Board members include the Chair, Vice-Chair, and Committee Chairs. CoC Board members whose organizations are recipients of YC-CoC informed funding may not represent a majority of the CoC Board members. CoC Board members must adhere to the YC-CoC’s Conflict of Interest policy (Exhibit B) when voting. The Vice-Chairs duties are to assume the duties of the Chair when they are not available to conduct YC-CoC business. The Chair will refrain from voting unless it is necessary to break a tie.

CoC Board Responsibilities
1. Conduct delegated YC-CoC business
2. Work with the Collaborative Applicant’s (YVCOG) staff to coordinate meetings of the CoC (YC-CoC), with published agendas and minutes
3. Review annually and recommend updates as needed to the YC-CoC Governance Charter
4. Provide guidance and oversight for HUD’s CoC Program by maintaining an active CoC 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 the Collaborative Applicant’s (YVCOG) staff, State and Federal award recipients, and subrecipients
6. Direct YC-CoC planning and evaluation efforts to support evidence-based and measurable activities to prevent and end homelessness
7. Establish ad-hoc committees to complete specific tasks with identified deadlines and measurable outcomes

CoC Board Meetings
CoC Board meetings are held a minimum of 2 times a year. Agendas will be emailed a minimum of 24 hours prior to a scheduled meeting. Meeting minutes are the official record of the CoC Board and YC-CoC’s actions and shall be sent out through email one week prior to scheduled meetings. Approved minutes will be posted on the YVCOG Web site at: https://www.yvcog.org/documents/agendas-minutes/
Decision Making
While open to YC-CoC members, only members of the CoC Board may vote at CoC Board Meetings. Each CoC Board member has one vote. In case of a conflict of interest, CoC Board members will abide by the YC-CoC’s Conflict of Interest policy (Exhibit B) and will abstain from voting. Decisions are determined by a majority 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 YC-CoC Chair may cast a vote to break the tie. In the event the CoC Board faces a short-term, unique procedural situation that is not addressed by this Governance Charter and a decision is necessary between meetings, the Collaborative Applicant’s (YVCOG) staff will e-mail CoC 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 this Governance Charter.

Proxy voting is a form of voting whereby CoC Board Members may delegate their voting power to other members of the CoC Board to vote in their absence, and/or select a representative to represent their vote when the member is unable to attend a meeting. Members wishing to use a proxy must notify the YC-CoC Chair by email or in writing of who their proxy is, no later than one hour prior to the scheduled meeting. If the Chair is not notified within one hour prior to the meeting, the member will not be allowed a proxy for the meeting.

Nominations
Two months prior to the annual YC-CoC meeting in June, the YC-CoC Chair will form a Nomination Committee for the purpose of identifying a slate of candidates to serve as future CoC Board Members. The Nomination Committee is chaired by the YC-CoC Chair or their designee. When determining potential CoC 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 CoC Board for an initial review so ballots can be created for the nominees and potential write-ins. Ballots will be distributed to YC-CoC Members in good standing, having attended a minimum of two Continuum related meetings to include: COC, COC Board, and Committee workgroups during the previous year, at the annual meeting and a vote of the Membership will be held. Those nominees receiving the greatest number of votes for each will be elected. This will include the identification of an incoming chair.

YC-CoC Chair
The YC-CoC Chair provides leadership to the YC-CoC and the CoC Board.

Chair Responsibilities
1. Chair CoC Board meetings and meetings of the YC-CoC
2. Meet with Collaborative Applicant (YVCOG) staff regularly to help plan and develop meeting agenda for the YC-CoC and CoC Board meetings
3. Call for special or emergency meetings as needed
4. Review reports, correspondence and other requests to the CoC Board prior to meetings
5. Represent the YC-CoC at sponsored events and activities
6. Act as a community spokesperson on behalf of the YC-CoC
7. Write and or sign letters of support on behalf of the YC-CoC
General Membership

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

Membership in the YC-CoC is open to anyone in the community, though outreach efforts should be made to ensure cross-sector representation including:

1. Local Government Staff/Officials
2. CDBG/HOME/ESG Entitlement Jurisdiction
3. Law Enforcement
4. Local Jail(s)
5. Hospital(s)
6. Mental Health Service Organizations
7. Substance Abuse Service Organizations
8. Affordable Housing Developer(s)
9. Public Housing Authorities
10. Youth Homeless Organizations
11. School Administrators/Homeless Liaisons
12. Victim Service Providers
13. Street Outreach Team(s)
14. Homeless Subpopulation advocates
15. Agencies that serve survivors of human trafficking
16. Homeless or Formerly Homeless Persons
17. Faith Community
18. Employment & Training Services
19. Emergency Shelter Providers
20. Domestic Violence Victim Service Providers
21. Veteran Service providers
22. Community members

Members of the general public may submit a YC-CoC Membership form using the YC-CoC Membership Application found in (Exhibit A). Those who attend YC-CoC meetings are considered guests from the point of their first attendance until formally requesting membership to the YC-CoC. YC-CoC memberships are renewed each year at the annual meeting.

In order to become a member of the YC-CoC, potential members should:

1. Understand and support the YC-CoC’s purpose and guiding principles
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 YC-CoC priorities
3. Complete a Conflict of Interest Disclosure Statement on an annual basis and update the Disclosure Statement throughout the year if necessary.
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 YC-CoC and its members to the community at large
6. When speaking on behalf of the YC-CoC, limit comments to positions already affirmed by the YC-CoC
7. Collaborate and share information on potential resources that will expand and enhance YC-CoC supported homeless housing and services

General Membership meetings are open to both members and non-members. Guests are welcome to participate in discussions and advocacy-development. However, only YC-CoC Members can nominate and vote during annual elections for CoC Board positions. General Membership meetings are held a minimum
of 2 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 YC-CoC Chair. Meetings consist of general discussion, learning opportunities, service presentations, networking, collective advocacy and discussions necessary to meet the responsibilities of the YC-CoC as shown below.

General Membership Responsibilities
1. Hold meetings of the full membership, with published agendas, at least semi-annually
2. Make an invitation for new members to join publicly available within the geographic area
3. Adopt and follow a written process to select CoC Board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years
4. Appoint additional committees, subcommittees, or workgroups;
5. Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and address poor performance.
6. Evaluate outcomes of projects funded under the Emergency Solutions Grants program (when relevant) and the Continuum of Care program, and report to HUD in partnership with the Collaborative Applicant
7. In consultation with recipients of Emergency Solutions Grants program funds (when relevant) within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services through the Coordinated Entry Committee.
8. Designate an HMIS Lead and Operate a Homeless Management System (HMIS) which will be managed by the HMIS Committee:
9. Work with the Collaborative Applicant to prepare for the application for federal funds by doing the following:
   a. Design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD
   b. Establish priorities for funding projects in the geographic area
   c. Determine if one application for funding will be submitted for all projects within the geographic area or if more than one application will be submitted for the projects within the geographic area
   d. The Continuum retains all of its responsibilities, even if it designates one or more eligible applicants other than itself to apply for funds on behalf of the Continuum. This includes approving the Continuum of Care application.

Committees
Current committees include HMIS/Data Committee, Coordinated Entry Committee, and Ad-Hoc Committees

HMIS/Data Committee
Participation on the HMIS/Data Committee is required for grant recipients/sub-recipients of Local, State or Federal homeless and housing funds. Committee membership is voluntary for non-recipient organizations participating in HMIS. Membership will also include the designated HMIS Lead and identified Program Coordinator.
HMIS Committee Responsibilities

Tasks will be conducted with the assistance of the designated HMIS Lead and identified Program Coordinator:

1. Designate a single Homeless Management Information System (HMIS) for the geographic area;
2. Designate an eligible applicant to manage the Continuum HMIS, which will be known as the HMIS Lead;
3. Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.
4. Ensure consistent participation of recipients and subrecipients in the HMIS; and
5. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.
6. Annually review, revise, and approve privacy, security, and data quality requirements of the YC-CoC’s HMIS Data Quality Plan
7. Review monthly reports regarding data completeness, timeliness, and accuracy and correct any identified data quality problems
8. Work with the HMIS Program Coordinator to review comparable data and create monthly dashboard reports and trend analysis for the CoC Board to use in planning and evaluation
9. Support HMIS partner agencies in producing accurate reports and in addressing data quality issues
10. Maintain consistent participation on the HMIS Committee and encourage new agencies to participate in HMIS

Coordinated Entry Committee

The Coordinated Entry Committee is responsible for working with the Lead Grantee (State Designation) as identified by the Department of Commerce in developing a Coordinated Assessment system. A centralized or coordinated assessment system is defined to mean a centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool. As detailed in the Emergency Solutions Grants program interim rule published on December 5, 2011, through the administration of the Rapid Re-Housing for Families Demonstration program and the Homelessness Prevention and Rapid Re-Housing program, as well as best practices identified in communities, centralized or coordinated assessment systems are important in ensuring the success of homeless assistance and homeless prevention programs in communities. In particular, such assessment systems help communities systematically assess the needs of program participants and effectively match each individual or family with the most appropriate resources available to address that individual or family’s particular needs. Therefore, HUD has required, through this interim rule, each Continuum of Care to develop and implement a centralized or coordinated assessment system for its geographic area. Such a system must be designed locally in response to local needs and conditions.

Coordinated Entry Committee Responsibilities

1. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers.
2. In consultation with recipients of Emergency Solutions Grants program funds (when relevant) within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:
Policies and procedures for evaluating individuals’ and families’ eligibility for assistance under this part;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
- Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance.

Ad-Hoc Committees
Ad-Hoc Committees are formed for short term projects. These committees are appointed by the YC-CoC Chair and committee members are self-selected and a chair is either appointed by the YC-CoC 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 CoC Board meetings. Ad-Hoc Committee chairs are non-voting members of the CoC Board, unless the Committee Chair is also a member of the CoC Board. Example would include a Point in Time Committee, Application Review Committee (for HUD application scoring and review, or any other short-term need).

Collaborative Applicant
HUD defines the Collaborative Applicant as the eligible applicant designated by the CoC to collect and submit the CoC Registration, CoC Consolidated Application (which includes the CoC Application and CoC Priority Listing), and apply for CoC planning funds on behalf of the CoC during the CoC Program Competition. The CoC may assign additional responsibilities to the Collaborative Applicant so long as these responsibilities are documented in the CoC's governance charter. The process for selecting a Collaborative Applicant will include recommendations by the CoC Board followed by a vote by the General membership. A simple majority will be required with voting restricted to current members.

Collaborative Applicant Responsibilities
1. The Collaborative Applicant is responsible for completing the CoC Planning Grant Application in accordance with the HEARTH Act and annual NOFA guidelines. The Planning Grant Application should be reviewed and approved by the YC-CoC and CoC Board.
2. Apply to HUD for funding for all of the projects within the geographic area and enter into a grant agreement with HUD for the entire geographic area.
3. The Collaborative Applicant shall monitor HUD funded programs in accordance with an approved quality assurance plan to ensure compliance with HUD requirements.
4. Review HUD's scoring of the CoC application submitted by the Collaborative Applicant and provide in-depth capacity building and technical assistance to grantees in areas that received less than the maximum number of points thus moving toward a high-performing status.
5. Require subrecipients to establish fiscal control and accounting procedures as necessary to assure the proper disbursal of and accounting for federal funds in accordance with the requirements of 24 CFR parts 84 and 85 and corresponding OMB circulars.

5 HUD Exchange; https://www.hudexchange.info/faqs/2322/what-is-a-collaborative-applicant/
Approved by YC-COC on August 22, 2017

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

**YC-CoC Staff**

Staffing for the YC-CoC is provided by the Collaborative Applicant and includes the responsibilities listed below.

**YC-CoC Staff Responsibilities**

1. Provide support to the CoC Board, General Membership and Sub-committees
   a. Maintain CoC Board, General Membership and Committee rosters and email lists
   b. Maintain YC-CoC web site and all forms of communications approved by the YC-CoC
   c. Manage and file meeting minutes, agendas and related documentation approved by the YC-CoC
   d. Provide training and technical assistance to existing and new YC-CoC members and maintain orientation packet materials
   e. Provide event coordination and support for YC-CoC sponsored activities
2. In consultation with the YC-CoC - develop, follow, and update annually a governance charter
3. Keep abreast of legislative and policy issues affecting homelessness and report to CoC Board
4. Work with the CoC Board and General Membership to annually review and update the 5-year plan.
5. Work with the CoC Board and General Membership to plan for and conduct, an annual point-in-time count of homeless persons within the geographic area that meets the following requirements:
   a. Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
   b. Persons living in emergency shelters, transitional housing, and permanent supportive housing projects must be counted as sheltered homeless persons.
   c. Other requirements established by HUD by Notice.
6. In partnership with the YC-CoC, design, operate, and follow a collaborative process for the approval of applications in response to available federal funds
7. Other duties as required to maintain YC-CoC operations.

**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 Governance Charter
Changes to the Bylaws can be made by a vote of the General Membership of the YC-CoC.
Exhibit A – Yakima County Continuum of Care Membership Application

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

• I understand and support the mission and purposes of the YC-CoC.
• I can commit to attending at least 2 YC-CoC meetings in the next 12-months.
• I am willing to serve on ad-hoc committees and volunteer or attend YC-CoC sponsored events
• I have regular access to electronic mail, and am willing to accept this as the primary source of communication between YC-CoC meetings.

Name: _______________________________________________________________________

Organization you represent: _______________________________________________________________________

Mailing Address: _______________________________________________________________________

Telephone: _______________________________________________________________________

E-mail Address: _______________________________________________________________________

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

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Signature __________________________________________ Date _____________

Email form to crystal.testerman@yvcog.org
Exhibit B – Conflict of Interest Policy

YAKIMA COUNTY CONTINUUM OF CARE
CONFLICT OF INTEREST AND RECUSAL POLICY
Approved August 15, 2017

Article I – Conflict of Interest and Recusal Policy

No member may participate in or influence discussions and/or decisions concerning the award of a grant or other financial benefits to the organization that the member represents or to themselves as individuals. Therefore, any individual participating in or influencing decision making with regards to such decisions must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Disclosure should occur at the earliest possible time and if possible, prior to the discussion of any such issue.

No member shall engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict. Individuals with a conflict of interest should abstain from discussion and voting on any issue in which they may have a conflict.

No member shall solicit or accept gifts or gratuities by anyone for their personal benefit in excess of a de minimus value.

Annual written disclosure statements will be provided to each voting member by the last day of January. Voting Members will not be permitted to participate in a discussion or a vote until the statement is on file with the CoC Lead Agency. All voting members shall have the right to recuse themselves from voting on a matter without providing excuse.

Article II – Purpose

1) The purpose of this CoC membership conflict of interest policy is to protect the Yakima County Continuum of Care (Yakima CoC) and to emphasize the Yakima CoC’s commitment to the highest standards of integrity, fairness and conduct so as to ensure the maximum public trust.
2) This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3) This policy is also intended to identify “independent” members.

The Yakima CoC Member Conflict of Interest Policy applies to all CoC Members (inclusive of Voting Members, CoC Board Members and Committee Members). In their activities on behalf of and in their dealings with the CoC it is the responsibility of each CoC Member to avoid any actual conflict of interest and the appearance of a conflict of interest. Each person to whom this policy applies must be free of any activity, association or investment which might influence, or give the appearance of interfering with, the independent exercise of his or her judgment in conducting the CoC’s activities or in dealing with the CoC.
Article III – Definitions

1) **Interested person** – Any CoC Member who has a direct or indirect financial interest, as defined below, is an interested person.

2) **Conflict of Interest** - A conflict of interest may exist when the interests or activities of any member, director, or officer may be seen as competing with the interest and activities of the CoC, or when the member, director or officer, derives a financial or other material gain as a result of a direct or indirect relationship. Such conflicts are presumed to exist in those circumstances in which a member or director’s actions may have a preferential impact upon the agency or entity employing the member or director. Such actions are presumed to include, but are not limited to, the development of policies in which a self-serving bias may be present as well as in decisions affecting the allocation of resources. Members of the Yakima Continuum of Care (Voting Members, Committee Members, and/or Board Members) may not participate in decisions concerning awards of grants, provisions of financial benefits to such member or the member’s organization, or implementing corrective actions as a result from CoC Collaborative Applicant monitoring activities of CoC and ESG activities. They must excuse themselves from the decision making process.

Further, persons or entities that have provided Letters of Support, or similar supporting or opposing documents with regards to a specific project, program or proposal have a conflict of interest in CoC actions concerning funding of such projects, programs or proposals and must excuse themselves from the decision making process.

3) **Financial interest** – A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
   a. An ownership or investment interest in any entity with which the CoC has a transaction or arrangement;
   b. A management position in any entity which has a financial interest, such as serving on the Board of an organization with a financial interest in the CoC;
   c. A compensation arrangement with the CoC or with any entity or individual with which the CoC has a transaction or arrangement; or
   d. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the CoC is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

4) **Independent member** – A CoC Member shall be considered “independent” for the purposes of this policy if he or she is “independent” as defined in the instructions for the IRS 990 form or, until such definition is available, the member:
   a. Is not, and has not been for a period of at least three years, an employee of the CoC or any entity that has a financial interest with the CoC;
   b. Does not directly or indirectly have a significant business relationship with the CoC, which might affect independence in decision-making;
c. Is not employed as an executive of another corporation where any of the CoC’s Board members serve on that corporation’s compensation committee; and
d. Does not have an immediate family member who is an executive officer or employee of the CoC or who holds a position that has a significant financial relationship with the CoC.

Article IV – Procedures

1) Duty to Disclose – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the conflict and/or financial interest and be given the opportunity to disclose all material facts to the Board.

2) Recusal of Self – Any CoC Member has a duty to recuse himself or herself at any time from involvement in any decision or discussion in which the member believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists. Where there is a conflict of interest, Voting Members of the Yakima Continuum of Care should recuse themselves from any decision, and Committee Members and Board Members should recuse themselves from any discussion and decision. In the event a CoC Member raises a conflict of interest issue of another Member which they believe warrants recusal, the Chair will allow both the Member raising the conflict and the Member defending him or herself from the claim an opportunity to explain why there may or may not be a conflict. Those Members will then be excused from the meeting and the remaining Members present will determine whether or not a recusal is necessary. The Members’ determination will be final.

3) Determining Whether a Conflict of Interest Exists – Conflict of Interest Statements shall be completed annually by all CoC Members. The Board may review all Conflict of Interest Annual Statements to determine whether a conflict of interest exists in the event of a challenge under Article IV, Section 2, or upon the request of a Member.

4) Violations of the Conflicts of Interest Policy
   a. If the Board has reasonable cause to believe a CoC Member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
   b. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article V – Records of Proceedings

The minutes of the Board shall contain and reflect:

1) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board’s decision as to whether a conflict of interest in fact existed.
Approved by YC-COC on August 22, 2017

2) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

**Article VI – Annual Statements**

1) Each CoC Member (inclusive of Voting Members, CoC Board Members and Committee Members) shall annually sign a statement which affirms such person:
   a. Has received a copy of the conflict of interest policy;
   b. Is or is not an Independent Member;
   c. Has read and understands the policy;
   d. Has agreed to comply with the policy; and
   e. Lists other organizations in which they may have an interest.

2) If at any time during the year, the information in the annual statement changes materially, the CoC Member shall disclose such changes and revise the annual disclosure form at the earliest opportunity.

3) The Board shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

**VII – Exceptions and Changes to Policy**

The CoC reserves the right to make an exception to this policy and procedures based on communication from HUD that impact the CoC’s ability to carry out the policy and procedures as described above. The CoC also reserves the right to amend this policy on an annual basis.
CONFLICT OF INTEREST DISCLOSURE STATEMENT
FOR
CONTINUUM OF CARE MEMBERS

Each Continuum of Care (“CoC”) Member (including CoC Board members, committee members and general members) shall affirm that they have read and acknowledge that they are to avoid conflicts of interest in their actions and service on the CoC. It is expected that all CoC members will use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict of interest. As a CoC member, you acknowledge the following (please acknowledge by checking the box):

□ I have read and understand the CoC’s Conflict of Interest Policy and agree to abide by it.

□ I will not participate in or influence discussions or resulting decisions concerning the awarding of a grant or other financial benefits to an organization that I represent.

□ If I am unable to render impartial assistance in the provision of any type or amount of financial assistance, or be objective in performing work with respect to the CoC, I will recuse myself from those activities, which may include removing myself from a meeting, discussion and/or deliberation if requested.

□ If the organization I represent receives funds or benefits from the CoC I agree not to participate in the decision-making process, deliberations or gain inside information that would benefit the organization that is unavailable to other organizations, with regards to obtaining funds or benefits, unless the actions fall under an exception listed in 24 CFR 578.95(d)(2).

□ If the organization I represent receives funds or benefits from the CoC I agree that I have a conflict of interest if I, or someone in my immediate family or business ties, may obtain a financial interest or benefit from the award of funds or benefits; if I, or someone in my immediate family or business ties, have a financial interest in any contract, subcontract or agreement with respect to funded activities; or if I, or someone in my immediate family or business ties, have a financial interest in the proceeds derived from a funded activity. This conflict provision applies to my time as a CoC member and during the one-year period following my tenure. This conflict does not exist if it is subject to an exemption listed in 24 CFR 578.95(d)(2).

□ If I am on the CoC Board, I agree to exercise my duties to the CoC Board in good faith, in a manner that is in the best interests of the CoC, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

□ To fully disclose possible conflicts of interest, I hereby disclose that I have a financial or other interest (such as a seat on a Board of Directors or employment, for example) of the following non-profit and/or for-profit organizations:
□ I hereby certify that the foregoing is true and correct to the best of my knowledge.

Signature: ___________________________  Date: ___________________________

Print Name: ___________________________

Organization You Represent on CoC: ___________________________
Exhibit C – Code of Conduct
The Yakima CoC Board Code of Conduct represents the CoC’s commitment to high standards. The following standards should be regarded as minimum expectations for conduct. Yakima CoC Board Members will act in accordance with and maintain the highest standards of professional integrity, impartiality, diligence, creativity and productivity. CoC business will be conducted in a manner that reflects the highest standards and in accordance with federal, state, and local laws and regulations.

1. Compliance with Policies
Members will conduct the Yakima CoC business in accordance with the governance charter of Yakima CoC including conflict of interest policies.

2. Conflict of Interest
   A. Members must act in the best interests of the CoC and avoid situations where their personal interests or relationships interfere with acting in good faith on behalf of the Yakima CoC.
   B. Members may not engage in activities that are in conflict with the interests of the Yakima CoC or that may negatively impact the reputation of the CoC.
   C. Members are required to follow the Yakima CoC governance charter regarding conflicts of interest.

3. Confidentiality
It is the intent of the CoC board to maintain a standard of confidentiality regarding confidential information obtained thru involvement with the Yakima CoC as both a best practice and standard of professionalism and courtesy to all members. It is understood that this standard regarding confidential information may be overridden by any applicable public disclosure laws.

4. Impartiality
Member agencies shall act impartially and with integrity. Members will:
   A. Not knowingly be a party to or condone any illegal or improper activity.
   B. Not directly, or indirectly, seek personal gain which would influence, or appear to influence, the conduct of their duties.
   C. Not exploit CoC professional relationships for personal or professional gain.
   D. Be alert to the influences and pressures that interfere with the professional discretion and impartial judgment required for the performance of members.
5. Fraud

A. The term fraud refers to, but is not limited to: intentionally entering false or erroneous information into electronic software systems; any dishonest or fraudulent act; forgery or alteration of any official document; misappropriation of funds, supplies, or Continuum of Care materials; improper handling or reporting of money or financial transactions; profiting by self or others as a result of inside knowledge; destruction or intentional disappearance of records, furniture, fixtures, or equipment; accepting or seeking anything of material value from vendors or persons providing services or materials to the Continuum of Care for personal benefit; or any similar or related irregularities.

B. Fraudulent acts will not be tolerated and may result in termination from CoC Board.

6. Gifts or honoraria

It is not permissible to offer or accept gifts, gratuities, excessive favors or personal rewards intended to influence the Yakima CoC’s decisions or activities.

7. Harassment

Harassment, interpreted as unwelcome conduct, comment, gesture, contact, or intimidating and offensive behavior likely to cause offence or humiliation, will not be tolerated and may result in disciplinary measures up to and including removal from CoC Board.

8. Laws and Regulations

CoC business will be conducted in manner that reflects the highest standards and in accordance with all federal, state, and local laws and regulations.
Exhibit D – Acronym List
The following table defines the list of acronyms used in this document.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG</td>
<td>Community Development Block Grant - The Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG program provides annual grants on a formula basis to 1209 general units of local government and States.</td>
</tr>
<tr>
<td>HOME</td>
<td>HOME Investments Partnership Program - The HOME Investment Partnerships Program (HOME) provides formula grants to States and localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.</td>
</tr>
<tr>
<td>ESG</td>
<td>Emergency Solutions Grants program - The HEARTH Act revised the Emergency Shelter Grants Program to create the Emergency Solutions Grants (ESG) Program. The Emergency Shelter Grants provided funds under the first allocation of FY 2011 funds and earlier fiscal years. ESG recipients and subrecipients use Emergency Shelter Grants Program funds to rehabilitate and operate emergency shelters and transitional shelters, provide essential social services, and prevent homelessness.</td>
</tr>
<tr>
<td>HEARTH Act</td>
<td>The Homeless Emergency Assistance and Rapid Transition to Housing – The HEARTH Act of 2009 was signed into law on May 20, 2009. The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including:</td>
</tr>
<tr>
<td></td>
<td>• A consolidation of HUD’s competitive grant programs</td>
</tr>
<tr>
<td></td>
<td>• The creation of a Rural Housing Stability Assistance Program</td>
</tr>
<tr>
<td></td>
<td>• A change in HUD's definition of homelessness and chronic homelessness</td>
</tr>
<tr>
<td></td>
<td>• A simplified match requirement</td>
</tr>
<tr>
<td></td>
<td>• An increase in prevention resources</td>
</tr>
<tr>
<td></td>
<td>• An increase in emphasis on performance</td>
</tr>
</tbody>
</table>
# Table of Contents

Roles and Responsibilities .................................................. 4  
   HMIS Lead ........................................................................... 4  
      System Administrator ......................................................... 4  
   HMIS Committee .................................................................... 4  
   HMIS Partners ......................................................................... 4  

Participation Requirements ....................................................... 5  
   Implementation Requirements .................................................. 6  

Training .................................................................................. 7  
   User, Client Privacy, and Basic Security Training ....................... 7  
   Partner Agency Technical Administrator and Security Officer Training .................................................. 7  
   End User Training Schedule ...................................................... 7  

User, Location, Physical and Data Access .................................. 8  

Stages of Implementation ....................................................... 9  

Encryption Management .......................................................... 10  

Data Release Protocols ............................................................ 10  
   Basic Consent Refused Client Record Data Entry Protocol ......................... 10  

HMIS Security Plan ................................................................ 12  
   Security Officers ..................................................................... 13  
   Security Audits ....................................................................... 13  
      New HMIS Partner Agency Site Security Assessment .......................... 14  
      Semi-Annual Partner Agency Self-Audits ........................................ 14  
      Annual Security Audits .................................................................. 14  
   Physical Safeguards .................................................................. 15  
   Technical Safeguards ................................................................ 16  
      Workstation Security ................................................................. 16  
      Establishing HMIS User IDs and Access Levels .......................... 16  
      Other Technical Safeguards ....................................................... 17  
      Passwords .............................................................................. 17  
      Rescinding User Access ........................................................... 18  

Internal Operating Procedures ............................................... 19  

HMIS Client Grievance Procedures .......................................... 19  

8/22/2017 4:46 PM  YC-CoC HMIS Policy Guide 2017
Roles and Responsibilities

This section outlines the roles and responsibilities for the administration of the Yakima County Homeless Management Information System (HMIS). As the user base grows, it is understood that these positions and roles will be re-evaluated to meet the needs of stakeholders.

**HMIS Lead**

Yakima County Conference of Governments (YVCOG), in its role as HMIS Lead, agrees to use its reasonable best efforts to provide all of the necessary equipment and staff to configure, operate, and maintain the HMIS database. In addition, YVCOG will provide technical assistance related to the use of Clarity software, relevant hardware, and adherence to HMIS policies and procedures, including HUD requirements, to all participating housing and services providers (the “Partner Agencies”).

**System Administrator**

The HMIS System Administrator, a staff member of YVCOG, assigns rights for users; merges duplicate files; manages maintenance reporting, backups, and security; updates policy and procedures; monitors login attempts; completes system updates; approves any changes to the system; conducts maintenance and disaster planning; and supervises relevant personnel.

**HMIS Committee**

The HMIS Committee, composed of current users and stakeholders, is responsible to govern the project. These stakeholders include, agencies funded by the U.S. Department of Housing and Urban Development (“HUD”), homeless services providers, local governments, and other funders. The procedures for the qualifications and meetings of members of the HMIS Committee, and related matters, shall be set forth in the HMIS Governance Charter of the HMIS Committee, which may be amended from time to time according to the terms therein.

**HMIS Partners**

Any agency wishing to participate in the HMIS must execute a Partner Agency Privacy and Data Sharing Agreement (MOU). The roles of every Partner Agency are defined in order to prevent confusion regarding responsibilities and privileges. The following roles must be filled in order for an agency to begin using HMIS:

- Partner Agency HMIS Lead - the primary point of contact between YVCOG and the Partner Agency. They must also be able to edit, create, and append data for all programs and services operated by
his or her agency; and is able to run reports regarding agency programs and services. They will also will conduct semi-annual compliance reviews and ensures that all End Users complete required trainings. A semi-annual compliance checklist form is attached as Appendix A.

- Partner Agency Intake Worker or Case Manager or End User - is able to create client files and run reports at the agencies) where they work; able to update and append client records; and able to view sensitive portions of the record if the client has consented and signed a release.

Note: More than one role may be assigned to the same individual.

**Participation Requirements**

**Participation Policy:** Agencies that are funded as part of the Yakima County Continuum of Care to provide homeless programs and/or services will be required to participate in the HMIS. This includes any that are funded from state or local funds. All other homeless providers are strongly encouraged to participate in the HMIS.

**Participation Requirements:** For the most efficient utilization of the services provided by the HMIS, several steps must be completed at the agency level before implementation can begin. Although the System Administrator can assist with most steps, agencies should be prepared to act without assistance. These steps include:

- Acquisition of High Speed Internet Connectivity with at least one static IP address;
- Identification of an on-site HMIS Partner Agency Technical Administrator to serve as the primary contact, or the name of an outside contractor;
- Completion of a network and security assessment to comply with the most recent version of the U.S. Department of Housing and Urban Development’s (HUD’s) HMIS Rule, and/or HUD’s HMIS Data Standards, and/or HUD’s Continuum of Care Program Rule, as applicable;
- Signing and executing a Partner Agency Privacy and Data Sharing Agreement (MOU) or other applicable agreement(s);
- Adopting written procedures concerning client consent for release of information, client grievance procedures, and interview protocols as specified in this document.
Implementation Requirements

Partner Agencies must generate or obtain documents that cover each of the following areas in order for implementation to begin.

- **Written Client Consent for Data Entry**: Partner Agencies must obtain a client’s informed written consent prior to entering information concerning the client into the system. If a client does not consent, services should not be denied to the client. The agency can use the client consent refused protocol in appropriate cases.

- **Confidentiality and Consent Forms**: Partner Agencies must use the forms approved by the HMIS Committee. Partner Agencies that share protected health information must have internal procedures for obtaining a client’s informed written consent prior to the sharing of this information.

- **Privacy Statement**: Partner Agencies must adopt an HMIS Privacy Statement and incorporate it into their policies and procedures. In addition, HUD mandates that organizations develop policies and procedures for distributing privacy notices or statements to their employees, which include having employees sign to acknowledge receipt of such notices. The Privacy Statement is discussed in further detail in HMIS Privacy Statement section of this document. A sample Statement is attached as Appendix B.

- **Interview Protocols**: The HMIS Committee must develop a written community-specific interview guide that includes the minimal data elements and any additional elements the community wishes to collect.

- **Background Check Procedures**: Each Partner Agency is responsible for conducting its standard employment background check for any employee, contractor, or volunteer who will use the HMIS.

- **Staff Confidentiality Agreements**: Each Partner Agency must develop a procedure for informing staff of client confidentiality. All users of the system must have completed general Clarity user training prior to being authorized to use the system. In addition, all users of the system are required to attend confidentiality and privacy training.

- **Information Security Protocols**: Internal policies must be developed at each Partner Agency to establish a process for the detection and prevention of a violation of any HMIS information security protocols.

- **Virus Prevention, Detection, and Disinfection Protocols**: Participation in the HMIS requires that Partner Agencies develop procedures intended to assure that computers with access to the HMIS run updated anti-virus software.
• **Data Collection Commitment**: Participation in the HMIS requires that all Partner Agencies collect minimum data elements on all consenting clients in accordance with HUD requirements, unless an exception has been granted by the Yakima County Continuum of Care.

• **Connectivity**: Once implementation has begun, each Partner Agency agrees to use its reasonable best efforts to maintain appropriate internet connectivity in order to continue participation.

• **Maintenance of Onsite Computer Equipment**: Each Partner Agency agrees to use its reasonable best efforts to maintain computer equipment to the extent required to continue participation.

• **Conversion of Legacy Data or Links to Other Systems**: Partner Agencies using other systems or desiring to have legacy data converted must provide resources and processes that enable conversion without cost to Yakima County Continuum of Care.

### Training

#### User, Client Privacy, and Basic Security Training

The HMIS Administrator will provide training to instruct all HMIS users in the proper procedures to operate the HMIS. The HMIS Administrator will also provide training about each user’s responsibility to protect client privacy and ensure that basic system security is maintained, such as logging out of HMIS when it is not in use.

#### Partner Agency Technical Administrator and Security Officer Training

Each Partner Agency will have a Technical Administrator and Security Officer. Each Partner Agency will have a representative participate in any training offered specifically for Technical Administrators and/or Security Officers. Such training will take place in Yakima County, Washington or by webinar.

When offered, these trainings will cover practical problem solving strategies needed to improve the operation or security of the HMIS.

#### End User Training Schedule

The HMIS Administrator will provide regular training in the day-to-day use of the HMIS and will announce training dates in advance. Training will use an established demo database, and it will cover the following topics: intake, assessment, information and referral, reports, privacy, and client tracking. Training requires a three to four-hour commitment. Training on any agency-modified fields or screens will be the responsibility of the Partner Agency making the modification.
User, Location, Physical and Data Access

- Access Privileges to the HMIS: Access to system resources will only be granted to Partner Agency staff that need access in order to perform their duties.

- Access Levels for HMIS Users: Each user of the system will be assigned an account that grants access to the specific system resources that he or she requires. A model of least privilege is used; no user will be granted more than the least amount of privilege needed to perform his or her duties.

- Access to Data: All data collected by the HMIS will be categorized. Access to data sets, types of data, and all other information housed as part of the HMIS is governed by policies approved by the HMIS Committee and the HMIS Administrator. Reproduction, distribution, destruction of, and access to the data are based on the content of the data. At no time, may identifying confidential data be distributed or accessible without the consent of the client(s) in question.

- Access to Client Paper Records: Partner Agency users should not have greater access to client information through the HMIS than is available through the agency’s paper files.

- System access over wireless networks: Access to the HMIS over any type of public wireless network is discouraged. Public wireless networks are more susceptible to unauthorized access than private wireless networks. For private networks, only Wi-Fi Protected Access (WPA) or Wi-Fi Protected Access II (WPA2) security protocols are allowed.

- Unique User ID and Password: Each user of the system must be individually and uniquely identified. Identification will be verified through a password. Users are not permitted to share their password or permit other users to log in to the system with their password. Passwords will be at least eight characters long and meet reasonable industry standard requirements. These requirements are:
  1) Using a combination of at least 3 of the following:
     a. Numbers;
     b. Lowercase letters;
     c. Capital letters; and
     d. Special characters (e.g. ~ ! @ # $ % ^ & * ( ) _);
  2) Not using, or including, the username, the HMIS name, or the HMIS vendor’s name; and
  3) Not consisting entirely of any word found in the common dictionary or any of the above spelled backwards.
Written information specifically pertaining to user access (i.e., username and password) may not be stored or displayed in any publicly accessible location. Individual users will not be able to log on to more than one workstation at a time, or be able to log on to the network at more than one location at a time.

- **Right to Deny User and Partner Agencies’ Access:** The HMIS Administrator has the right to suspend, limit, or revoke the access of any Partner Agency or individual for violation of HMIS policies, including these SOPs. Upon remedy of a proven violation, access rights may be reinstated. If privileges have not been reinstated, the Partner Agency or individual may file an appeal to the HMIS Committee for reinstatement.

- **Monitoring:** Access to the HMIS will be monitored. In addition, the HMIS will maintain logs of all actions taken within the system, including login transactions and detailed monitoring of user data transactions within the software. The HMIS Administrator will use its reasonable best efforts to review logs on a quarterly basis. It is understood that Partner Agencies will cooperate with all monitoring requirements. All exceptions that show security policy violations will be investigated.

- **Data Integrity Controls:** Access to the production data is restricted to essential system administrative staff only. Each staff member that has access to production data is contracted not to alter or impact the data in any adverse way.

### Stages of Implementation

- **Stage 1 – Startup:** Partner Agencies must complete all MOUs and agreements, and adopt all policies and procedures required in these SOPs.

- **Stage 2 – Organization Data Entry:** Partner Agencies must define the organization and provide detailed descriptions of programs and eligibility, as well as define user workflow. All programs set up in HMIS are subject to the HMIS Administrator’s approval.

- **Stage 3 – Initial System Rollout:** Partner Agencies must ensure that privacy and confidentiality training is completed by Technical Administrators, Security Officers, and other users. They must also define users and responsibilities. All HMIS training be conducted using a demonstration version of the software and data. Real client data will NEVER be used for training purposes.

- **Stage 4 – Client Data Entry:** Partner Agencies must begin entering client information into the HMIS.

- **Stage 5 – Client-Program Entry:** Partner Agencies must begin entering client use of their programs.
Stage 6 – Case Management: Partner Agencies may use the HMIS as a case management tool in the day-to-day operation of the agencies if such agencies wish to do so.

Stage 7 – Program Management: Partner Agencies may use the HMIS to track program performance on an agency level.

Encryption Management

Encryption General: All information should be encrypted in the database per HUD standards. All connections to the HMIS should be encrypted to HUD standards or higher. Encryption should be sufficient to prevent unauthorized personnel from accessing confidential information for any reason.

Encryption Management: In the event that system-wide data decryption becomes necessary, the HMIS Committee must obtain the written authorization of every Partner Agency’s Executive Director.

Data Release Protocols

- Data Entry: Before any data will be entered into the HMIS, the client must first consent to data entry and agree to what information can be entered. Upon completion of the approved consent form, the Partner Agency will only enter the information into the system that has been approved by the client. The HMIS will assign the client a unique personal identifier. Partner Agencies should note that services must not be contingent on a client consenting to data entry.

- Anonymous Client Data Entry: In the event that a client does not want to have personally identifying information entered into the HMIS, he or she will be entered following the Consent Refuse Data Entry Protocol listed below.

Basic Consent Refused Client Record Data Entry Protocol

1. Start with Quality of Name field and enter “Client Refused”
2. Enter zeros for SSN
3. Change to “Client Refused” for Quality of SSN
4. Type “Refused” for Last Name
5. Type “Consent” for First Name
6. Enter 01/01/ and up or down a year or two for Date of Birth
7. Enter “Approximate” for Quality of DOB
8. Enter a unique ID in Alternate Client ID so you can come back to this client and find them again (or leave it blank. if you want the system number to be there instead). If you do fill it in, please make sure it is not in and of itself containing personal information.

9. Enter Gender, Race, Ethnicity and perhaps Veteran status with real data if it won’t serve to identify them in any way.

10. Leave Middle Name and Suffix blank.

11. Click Add Record.

12. In the “Unique Identifier” field that now appears with an auto-filled number, copy and paste that into the Alternate Client ID field (if you don’t want to make up your own) and into the First Name field, eliminating the word “Consent.” Alternately, use your Alternate Client ID to replace the word “Consent” in First Name. If you don’t do this, you won’t have an identifier in the top of each screen as you continue to enter data on this client.

- Sharing Protected Information: A Client Consent for Data Collection and Release of Information (ROI) document indicating what information the client agrees to have shared with other participating agencies should be signed prior to sharing of any Protected Personal Information (“PPI”) including identifying information (such as the client’s name, birth date, gender, race, social security number, phone number, residence address, photographic likeness, and other similar identifying information) and financial information (such as the client’s employment status, income verification, public assistance payments or allowances, food stamp allotments, and other similar financial information). All ROI forms that were valid and officially approved for use by the HMIS Committee at the time they are signed by a client will be accepted.

- Printed Information: Printed records disclosed to the client or another party should indicate the identity of the individual or agency to whom the record is directed, the date, and the initials of the person making the disclosure.

- Requests for HMIS Client Information: The Partner Agency must notify the HMIS Administrator within one working day when the Partner Agency receives a request from any individual or outside agency for client-identifying information.

- Case Notes: It is understood that client case notes will not be shared, and that each Partner Agency will have the ability to enter its own private notes about a client. The Client Consent for Data Collection and Release of Information (ROI) form will be a dated document with a defined term. The Partner Agency will only be able to access the information specified on the form that was entered.
into the system during the time the form was in effect. Also, the client can revoke his or her consent at any time, in full or in part, and have his or her file deactivated, by signing a Client Revocation of Consent form or submitting a written and signed request to revoke their consent. In emergency situations, such as domestic violence, clients may revoke consent verbally to Partner Agency staff.

- **Continuum Approved Uses and Disclosures**: HMIS client data may be used or disclosed for case management, administrative, billing, and analytical purposes, or other purposes as required by law. “Uses” involve sharing parts of client information with persons within an HMIS Participating Agency. “Disclosures” involve sharing parts of client information with persons or organizations outside of an HMIS Participating Agency.

- **Data Release Criteria**: No identifiable client data will be released to any person, agency, or organization that is not the owner of said data for any purpose other than those specified in the Yakima County Homeless Management Information System (HMIS) Client Consent for Data Collection and Release of Information without written permission from the individual in question.
  - **Aggregate Data Release Criteria**: All data must be anonymous, either by removal of all identifiers and/or all information that could be used to infer an individual or household’s identity. Identifiers include, but are not necessarily limited to: (1) name; (2) Social Security number; (3) date of birth. Releases of anonymous client-level data for research purposes must be approved by the HMIS Committee. Aggregate data must meet appropriate data quality and coverage standards.
  - **Anonymous Client-level Data Release Criteria**: All data must be anonymous, either by removal of all identifiers and/or all information that could be used to infer an individual or household’s identity. Identifiers include, but are not necessarily limited to: (1) name; (2) Social Security number; (3) date of birth.

**HMIS Security Plan**

The Department of Housing and Urban Development (HUD), in its Proposed Rule for HMIS Requirements, requires implementation of specified security standards. These security standards are designed to ensure the confidentiality, integrity, and availability of all HMIS information; protect against any reasonably anticipated threats or hazards; and ensure compliance with all applicable standards by end users. The Yakima County Security Plan includes the following elements: (1) designated security officers; (2) semi-
annual and annual security audits; (3) physical safeguards; (4) technical safeguards; (5) rescinding user
and/or HMIS Partner Agency when security violations are suspected.

Each portion of this plan is detailed below.

Security Officers

The HMIS Lead Agency and all HMIS Partner Agencies must designate Security Officers to oversee HMIS
privacy and security.

YVCOG Lead Security Officer:

1) YVCOG, in its role as HMIS System Administrator, is the Lead Security Officer.

2) YVCOG will assess security measures in place prior to establishing access to HMIS for any new
Partner Agency.

3) YVCOG will review and maintain files of Partner Agency annual compliance certification checklists.

4) YVCOG will conduct regular security audits of Partner Agencies.

Partner Agency Security Officer:

1) May be the HMIS Partner Agency Technical Administrator or another Partner Agency employee,
volunteer or contractor who has completed HMIS Privacy and Security training and is adequately
skilled to assess HMIS security compliance

2) Conducts a security audit for any workstation that will be used for HMIS data collection or entry
   a. no less than semi-annual for all agency HMIS workstations, AND
   b. prior to issuing a User ID to a new HMIS End User, AND
   c. any time an existing user moves to a new workstation.

3) Continually ensures each workstation within the Partner Agency used for HMIS data collection or
   entry is adequately protected by a firewall and antivirus software (per Technical Safeguards –
   Workstation Security)

4) Completes the Semi-Annual Compliance Certification Checklist, and forwards the Checklist to the
   Lead Security Officer.

Security Audits

Security Audits include the following types.
New HMIS Partner Agency Site Security Assessment

Prior to establishing access to HMIS for any new Partner Agency, the Lead Security Officer will assess the security measures in place at the Partner Agency to protect client data. The Lead Security Officer will meet with the Partner Agency Executive Director (or executive-level designee), HMIS Partner Agency Technical Administrator and Partner Agency Security Officer to review the Partner Agency’s information security protocols prior to recommending that the HMIS Administrator countersign the HMIS MOU. This security review shall in no way reduce the Partner Agency’s responsibility for information security, which is the full and complete responsibility of the Partner Agency, its Executive Director, and its HMIS Partner Agency Technical Administrator/Security Officer.

Semi-Annual Partner Agency Self-Audits

1) The Partner Agency Security Officer will use the HMIS Semi-Annual Compliance Certification Checklist to conduct semi-annual security audits of all Partner Agency HMIS End User workstations.

2) If areas are identified that require action due to noncompliance with these SOPs, the Partner Agency Security Officer will note these on the Compliance Certification Checklist, and the Partner Agency Security Officer and/or HMIS Agency Technical Administrator will work to resolve the action item(s) within 15 days.

3) Any Compliance Certification Checklist that includes 1 or more findings of noncompliance and/or action items will not be considered complete until all action items have been resolved. The Checklist findings, action items, and resolution summary must be reviewed and signed by the Partner Agency Executive Director or other empowered officer prior to being forwarded to the Lead Security Officer.

4) The Partner Agency Security Officer must turn in a copy of the Compliance Certification Checklist to the Lead Security Officer on a semi-annual basis.

Annual Security Audits

1) The Lead Security Officer will schedule annual security audits in advance with selected Partner Agency Security Officers.

2) The Lead Security Officer will use the Semi-Annual Compliance Certification Checklist to conduct security audits.

3) The Lead Security Officer will randomly audit at least 10% of the workstations for each HMIS Partner Agency selected for review. In the event that an agency has more than 1 project site, at least 1 workstation per project site will be audited.
4) If areas are identified that require action due to noncompliance with these standards or any element of these SOPs, the Lead Security Officer will note these on the Compliance Certification Checklist, and the Partner Agency Security Officer and/or HMIS Partner Agency Technical Administrator will work to resolve the action item(s) within 15 days.

5) Any Compliance Certification Checklist that includes 1 or more findings of noncompliance and/or action items will not be considered complete until all action items have been resolved and the Checklist findings, action items, and resolution summary has been reviewed and signed by the Partner Agency Executive Director or other empowered officer and forwarded to the HMIS Lead Security Officer.

**Physical Safeguards**

In order to protect client privacy, it is important that the following physical safeguards be put in place. For the purpose of this section, authorized persons will be considered only those individuals who have completed Privacy and Security training within the past 12 months.

1) Computer Location – A computer used as an HMIS workstation must be in a secure location where only authorized persons have access. The HMIS workstation, the computer itself, must not be accessible to clients or the public. HMIS-trained and non-HMIS trained staff may use the same computers. Non-HMIS trained staff will need to receive training that incorporates all of the privacy and confidentiality requirements in this SOP document. Alternatively, non-HMIS staff may attend a 30-minute privacy and security training that will be offered by the HMIS Administrator

2) Printer location – Documents printed from HMIS must be sent to a printer in a secure location where only authorized persons have access. HMIS-trained and non-HMIS trained staff may use the same computers. Non-HMIS trained staff will need to receive training that incorporates all of the privacy and confidentiality requirements in this SOP document. Alternatively, non-HMIS staff may attend a 30-minute privacy and security training that will be offered by the HMIS Administrator

3) Line of Sight – Non-authorized persons should not be able to see an HMIS workstation screen. Monitors should be turned away from the public or clients in order to protect client privacy.
Technical Safeguards

Workstation Security

1) To promote the security of HMIS and the confidentiality of the data contained therein, access to HMIS will be available only through approved workstations.

2) The HMIS Lead Agency will enlist the use of PKI (Public Key Infrastructure) or another suitably secure method to identify approved workstations, in compliance with Public Access baseline requirement in the HUD Data Standards. The Partner Agency Security Officer will verify that a current PKI certificate (available from the HMIS System Administrator) has been installed on each End User’s workstation.

3) Partner Agency Security Officer will confirm that any workstation accessing HMIS shall have antivirus software with current virus definitions (updated at minimum every 24 hours) and frequent full system scans (at minimum weekly).

4) Partner Agency Security Officer will confirm that any workstation accessing HMIS has and uses a hardware or software firewalls.

Establishing HMIS User IDs and Access Levels

1) The HMIS Partner Agency Technical Administrator will ensure that any prospective End User reads, understands and signs the HMIS End User Agreement and maintain a file of all signed HMIS End User Agreements.

2) The HMIS Partner Agency Technical Administrator is responsible for ensuring that all agency End Users have completed mandatory trainings, including HMIS Privacy, Security and Ethics training and End User Responsibilities and Workflow training, prior to being provided with a User ID to access HMIS.

3) All End Users will be issued a unique User ID and password by the HMIS Administrator. Sharing of User IDs and passwords by or among more than one End User is expressly prohibited. Each End User must be specifically identified as the sole holder of a User ID and password. User IDs and passwords may not be transferred from one user to another.

4) The HMIS Partner Agency Technical Agency Administrator will always attempt to approve the most restrictive access that allows the End User to efficiently and effectively perform his/her assigned duties.
5) The HMIS Partner Agency Technical Administrator will notify the HMIS Administrator when new users are approved for usernames and passwords.

6) The HMIS Partner Agency Technical Administrator will notify the HMIS Administrator which access level to assign to each authorized user. Access levels may vary across HMIS Partner Agencies, depending upon their involvement with coordinated entry, contract monitoring, program and system evaluation, and other factors.

7) When the HMIS Partner Agency Technical Administrator determines that it is necessary to change a user’s access level, the Partner Agency HMIS Partner Agency Technical Administrator will notify the HMIS Administrator as soon as possible.

Other Technical Safeguards

1) The HMIS Partner Agency Security Officer shall develop and implement procedures that will prevent unauthorized users from connecting to private agency networks, whether or not they are used to access HMIS.

2) Unencrypted PPI may not be stored or transmitted in any fashion—including sending file attachments by email or downloading reports including PPI to a flash drive, to the End User’s desktop, or to an agency shared drive. All downloaded files containing PPI must be deleted from the workstation temporary files and the “Recycling Bin” emptied before the End User leaves the workstation.

3) Encrypted hard drives are recommended

Passwords

1) All user IDs are individual and passwords are confidential. No individual should ever use or allow use of a User ID that is not assigned to that individual, and user-specified passwords should never be shared or communicated in any format.

2) Temporary passwords must be changed on first use. User-specified passwords must be a minimum of 8 characters long and must contain a combination of numbers, lowercase letters, capital letters; and/or special characters (e.g. ~ ! @ # $ % ^ & * ( ) _ ).

3) End users may be prompted by the software to change their password from time to time.

4) End Users must immediately notify their HMIS Partner Agency Technical Administrator and/or Security Officer if they have reason to believe that someone else has gained access to their password.
5) Three consecutive unsuccessful attempts to login will disable the User ID until the password is reset. All user passwords will be reset by the HMIS Administrator.

Rescinding User Access

1) End User access should be terminated within 24 hours if an End User no longer requires HMIS access to perform his or her assigned duties due to a change of job function or termination of employment. The HMIS Partner Agency Technical Administrator is responsible for notifying the HMIS Administrator so that access can be terminated within the specified timeframe.

2) The HMIS Administrator reserves the right to terminate End User licenses that are inactive for 90 days or more. The HMIS System Administrator will attempt to contact the HMIS Partner Agency Technical Administrator for the End User in question prior to termination of the inactive user license.

3) In the event of suspected or demonstrated noncompliance by an End User with the HMIS End User Agreement or any other HMIS plans, forms, standards, policies, or governance documents, the HMIS Administrator will deactivate the User ID for the End User in question until an internal agency investigation has been completed. The HMIS Partner Agency Technical Administrator or Security Officer will notify the HMIS Administrator of any substantiated incidents that may have resulted in a breach of HMIS system security and/or client confidentiality, whether or not a breach is definitively known to have occurred.

4) In the event the HMIS Partner Agency Technical Administrator is unable or unwilling to conduct an internal investigation as described above, the HMIS Administrator is empowered to deactivate any user IDs pending its own investigation of an End User’s suspected noncompliance with the HMIS End User Agreement, or any other HMIS plans, forms, standards, policies, or governance documents.

5) The HMIS Administrator is empowered to permanently revoke a Partner Agency’s access to HMIS for substantiated noncompliance with the provisions of these Security Standards, the Yakima County HMIS Standard Operating Procedures, or the Partner Agency MOU.
Internal Operating Procedures

- Computer Virus Prevention, Detection, and Disinfection: The goal of the HMIS will be to incorporate and maintain updated virus protection from a reputable single source. Any and all viruses found will be quarantined and analyzed. If irreparable, the virus will be deleted.

- Participating agencies are required to run and maintain their own antivirus software from an approved source on all computers that have access to the HMIS system.

- Operating System Updates: The goal will be to update or patch the HMIS within a reasonable time after review of the vendor’s release of updates and patches and approval by the system administrator.

- Backup and Recovery: The goal will be to back up the HMIS on a daily basis. In addition, backups will be stored electronically offsite. A backup of hardware and HMIS software will be stored in an offsite location so that it will be available in the event of a catastrophic failure.

- Disaster Recovery Process: The goal will be to review disaster recovery processes and check off site systems for viability twice per year.

- Community Reporting Process: At the direction of the Yakima County Continuum of Care, the HMIS Administrator will publish community-wide aggregate reports or dashboards summarizing information about the clients in the HMIS on a periodic basis. These report(s) or dashboard(s) will reflect raw, point-in-time data.

- Termination of the HMIS system: In the event the HMIS terminates, Partner Agencies will be notified and provided a reasonable period of time to access and save client data as well as statistical and frequency data from the entire system. Then, the information on the central server will be purged or stored. If the latter occurs, the data will remain in an encrypted and aggregate state.

HMIS Client Grievance Procedures

If a client has any issue with the HMIS at a particular Partner Agency, the client should work with that agency to resolve the issue.

If the problem is still not resolved to the client’s satisfaction, the client can follow the Partner Agency’s grievance procedures or request a Client Grievance Form available on the YVCOG website: www.yvcog.org. A copy of the form is included in Appendix C.
Specific instructions for clients, including how to submit a grievance, are listed on the form. The HMIS Administrator will receive the submitted form and distribute copies to all HMIS Committee members. The HMIS Committee will be notified of all grievances received. The HMIS Administrator will use its reasonable best efforts to investigate the issue and will inform the HMIS Committee of the results.

If the issue is not system related, the HMIS Committee will recommend the best course of action to handle the grievance. Any material change(s) resulting from a grievance (system-related or not) will require approval from the HMIS Committee.

**HMIS Privacy Statement**

An individual client has a right to adequate notice of a Partner Agency’s use and release of PPI and of the individual’s rights in regards to data about them, as well as the Partner Agency’s legal duties with respect to PPI. A Privacy Statement should be prominently displayed or distributed in the program offices where intake occurs. The Partner Agency should promptly revise and redistribute the Privacy Statement whenever there is a material substantive change to the permitted uses or releases of information, the individual’s rights, the Partner Agency’s legal duties, or other privacy practices. Partner Agencies should maintain documentation of compliance with the Privacy Statement requirements by retaining copies of the Privacy Statements issued by them. A client has the right to obtain a paper copy of the Privacy Statement from the Partner Agency upon request.

**Content of Privacy Statement**

The Partner Agency must provide a Privacy Statement that is written in plain language and contains the elements required by this section. These elements are not exclusive, and either oral or written notice may inform the individual of the permitted uses and releases of information. The following, or a substantially similar, statement must be prominently displayed: “THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.”

- A description of each of the purposes for which a Partner Agency is permitted or required by this notice to use or release PPI without the individual’s written consent or authorization. These include administrative, programmatic, and academic research purposes.

- If a use or release of information is prohibited or materially limited by other applicable law, the description of such use or disclosure must reflect the more stringent law.
• A statement that consensual uses and disclosures will be made only with the individual client’s written authorization and that the individual may revoke such authorization.
• A statement of the individual client’s rights with respect to PPI and a brief description of how the individual may exercise these rights.
• A statement that the Partner Agency is required by law to maintain the privacy of PPI and to provide individuals with notice of its legal duties and privacy practices with respect to protected personal information.
• A statement that the Partner Agency is required to comply with the terms of the Privacy Statement currently in effect.
• A statement that reserves the right to change the terms of the notice and to make the new notice provisions effective for all PPI. The statement must also describe how the Partner Agency will attempt to provide individuals with a revised notice.
• A statement that individuals may complain to the Partner Agency if they believe their privacy rights have been violated.
• A brief description of how the individual may file a complaint with the Partner Agency.
• A statement that the individual will not be retaliated against for filing a complaint.
• The name, or title, and telephone number of a person or office to contact for further information.
• The date on which the notice is first in effect, which may not be earlier than the date on which the notice is printed or otherwise published

Participation without using Clarity software (data integration)
If a Partner Agency wishes to participate in the HMIS, but does not wish to use the Clarity software, the following additional guidelines must be met:

1) The Partner Agency must obtain authorization from the HMIS Administrator to participate via data integration;
2) The Partner Agency understands that it is its responsibility to pay for any additional costs related to feeding data to the HMIS;
3) The Partner Agency must be able to produce an extract file from its existing system;
4) The Partner Agency must be able to produce the extract file in a format specified by the HMIS Administrator and approved by the HMIS Committee;
5) The Partner Agency understands that the extract format will most likely change in the future (one of the main reasons for the file format change is that there is a movement underway to standardize the HMIS import file formats);

6) The Partner Agency data imported into the HMIS will be available for all purposes for which HMIS data may be legitimately used, including but not limited to, generating aggregate reports and identifying the service history of specific clients;

7) If, at a later date, a Partner Agency chooses to use the Clarity Human Services software, the agency understands that some or all of its historical imported data may not be available;

8) Partner Agencies interested in replicating HMIS data into a non-HMIS data system must obtain permission from the HMIS Administrator and must pay for any additional costs related to the replication process.

9) All data synchronized through data replication is subject to all provisions of this SOP document pertaining to client privacy, consent, and use of data.

NOTE: For programs that are part of coordinated entry (CEA), data integration will be possible only AFTER a client has been enrolled into a program that participates in CEA. The coordinated entry and referral tools in Clarity must be used by all agencies participating in CEA up to the point a client is enrolled into a program (which is how referrals are accepted in Clarity) or a referral is denied. The coordinated entry/referral tools include:

a. Updating program availability
b. Viewing referrals sent to partner agencies by referral specialists
c. Indicating when referrals are in process
d. Denying referrals
e. Accepting referrals by enrolling a client into the program to which they were referred

In the event that data integration isn’t available, agencies are responsible for direct entering all data related to CEA in a timely manner. There are no exceptions to this policy.

If a Partner Agency wishes to integrate data into HMIS and meets all of the requirements in the Section listed above:

1. The agency must meet with the HMIS Administrator to discuss and address all details of data sharing (for example, what information is to be shared, the direction of sharing, etc.);
2. The Agency must execute a Partner Agency Privacy and Data Sharing Agreement (MOU)

3. Partner Agencies must comply with Section 8 of this document (relating to obtaining clients’ permission to have their information shared).

Guidelines on Removing Partner Agencies or Users

Voluntary Removal: If a Partner Agency or user no longer wants to access the HMIS, they simply need to inform the HMIS Administrator of such decision. In the case of user removal, it is the Partner Agency’s responsibility to contact the HMIS Administrator in a timely manner so the User ID can be deactivated to prevent unauthorized access to the system. A Partner Agency requesting removal from the HMIS understands the following:

1. The Partner Agency will receive one copy of the data it has input into the HMIS. Such copy will be in a format determined by the HMIS Administrator and approved by the HMIS Committee. The Partner Agency will be given an appropriate description of the data format.

2. The data the Partner Agency enters into the system will remain in the system for the purposes of producing aggregate non-identifying reports. The client’s program records will be marked as inactive, and not be available to be accessed. Any Partner Agency information will remain in the system but will be marked as inactive.

3. The Partner Agency must return all hardware (firewalls, etc.) that is owned by the HMIS Administrator.

4. Any fees paid for participation in the HMIS will not be refunded.

5. The Partner Agency understands and accepts any ramifications of not participating in the HMIS, including impacts on coordinated entry (among other things).

Involuntary Removal: It is vital for the HMIS Administrator to provide a secure service for all users. Any action(s) that threaten the integrity of the system will not be tolerated.

1. The HMIS Administrator reserves the right to modify, limit, or suspend any user account or remove any Partner Agency at any time if there is a security risk to the system.

2. Any improper use of the HMIS is subject to immediate suspension of the user’s account. The penalties imposed on a user for improper system use will vary based on the level of the offense. Typically, the user will receive a warning upon the first offense. However, if the offense is severe enough, the HMIS Administrator reserves the right to disable the account immediately and, in extreme cases, to disable all users’ access at the Partner Agency in question.
3. The HMIS Administrator will contact the Partner Agency within one business day of any such suspension.

4. If a user’s account is suspended, only the Executive Director (or acting Executive Director) for a Partner Agency may request account re-activation. Suspended users may be required to attend additional training before having their access reinstated.

5. In the event that a Partner Agency is removed from the system, it must submit a written request for reinstatement to the HMIS Committee and the HMIS Administrator. If the Partner Agency is not reinstated into the system after review of its reinstatement request, the Partner Agency will be given one copy of its data in a format that will be determined by the HMIS Administrator and approved by the HMIS Committee. (The Partner Agency will also be provided with a description of the data format.) Data will not be given to the Partner Agency until all hardware (firewalls, etc.) belonging to the HMIS Administrator is returned. Any fees paid for participation in the HMIS will not be returned.

Additional Participation Standards

System/Data Security: In the event a Partner Agency becomes aware of a system security or client confidentiality breach, the Partner Agency’s Executive Director or Security Officer shall notify the HMIS System Administrator of the breach within one business day. HMIS related forms and printed material: The Partner Agency agrees to maintain all completed Client Consent for Data Collection and Release of Information (ROI) and Client Revocation of Consent forms, related to the HMIS. When appropriate, this documentation may be stored in Clarity Human Services. This documentation may be requested by the HMIS Committee, the HMIS Administrator, or its contractors for the purposes of periodic audits.

Destruction of HMIS related printed material: Any HMIS forms or printed information obtained by a Partner Agency or user from the HMIS system must be destroyed in a manner that ensures client confidentiality will not be compromised.

No Third-Party Beneficiaries

These SOPs have been set forth solely for the benefit and protection of the HMIS Committee, the HMIS Administrator, and the respective Partner Agencies and their respective heirs, personal representatives, successors and assigns. No other person or entity shall have any rights of any nature in connection with or arising from these SOPs. Without limiting the generality of the preceding sentence, no user of the HMIS in
his or her capacity as such and no current, former, or prospective client of any Partner Agency shall have any rights of any nature in connection with or arising from these SOPs.

Appendix

A - Semi-Annual Compliance Checklist

1. An HMIS Privacy Statement is visibly posted at each HMIS workstation.
2. Each HMIS workstation computer is in a secure location where only Authorized Persons have access.
3. Each HMIS workstation computer is password-protected and locked when not in use. (Changing passwords on a regular basis is recommended)
4. Documents printed from HMIS are sent to a printer in a secure location where only Authorized Persons have access.
5. Non-authorized persons are unable to view any HMIS workstation computer monitor.
6. Each HMIS workstation computer has antivirus software with current virus definitions (i.e., within the past twenty-four (24) hours), and each HMIS workstation computer has had a full system scan within the past week.
7. Each HMIS workstation computer has and uses a hardware or software firewall.
8. Unencrypted protected personal information (“PPI”) – defined as client-level identifying information, including, without limitation, information about names, birth dates, gender, race, social security number, phone number, residence address, photographic likeness, employment status, income verification, public assistance payments or allowances, food stamp allotments, or other similar information – has not been electronically stored or transmitted in any fashion (including, without limitation, by hard drive, flash drive, email, etc.). (Encrypted hard drives are recommended)
9. Hard copies of PPI (including, without limitation, client files, intake forms, printed reports, etc.) are stored in a physically secure location.
10. Each HMIS workstation computer password information, including each Authorized Person’s user identification information, is kept electronically and physically secure.

B – Sample HMIS Privacy Statement

HMIS Client Privacy Statement

[Add one currently being used by Yakima County Providers]
C – Sample Client Grievance Form

Homeless Management Information System

Client Grievance Instructions

HMIS Clients are encouraged to work with the agency they are having issues with before submitting a grievance. A grievance should be used as a last resort. All grievances are taken VERY seriously, and reviewed by the Yakima County Continuum of Care HMIS Committee on an individual basis.

If you have not been able to resolve your issue with the agency directly, please complete the attached form.

- Complete ALL fields
- Print Legibly
- Be as specific and as detailed as possible
- Attach additional pages as necessary
- Sign and Date the form
- After you have completed the form, please deliver the form to YVCOG via US Mail at:

Yakima Valley Conference of Governments

311 N 4th St #204

Yakima, WA 98901

If you have any questions about completing this form, please call (509) 574-1550 and ask to speak with the Yakima County HMIS System Administrator.

<table>
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<th>Response</th>
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<tr>
<td>Client Name</td>
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<tr>
<td>Agency Name – List the agency you have been working with to solve this issue</td>
<td></td>
</tr>
<tr>
<td>Agency Contact Person – List the name and phone number of the person you have been working with to solve this issue</td>
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</table>
D - HMIS User Policy, Responsibility Statement and Code of Ethics

User Agreements are no longer required in paper form. When an HMIS user logs into HMIS for the first time, they will agree to the following:

HMIS User Policy, Responsibility Statement and Code of Ethics

USER POLICY

Partner Agencies who use the Homeless Management Information System (HMIS) and each User within any Partner Agency are bound by various restrictions regarding Client information.

It is a Client's decision what personal information, if any, is entered into the HMIS. The Client Release of Information and Informed Consent form ("Client Release of Information") shall be signed by the Client before any identifiable Client information is entered into the HMIS. User shall insure that, prior to obtaining
the Client's signature, the Client Release of Information form was fully reviewed with the Client in a manner reasonably calculated to ensure the client understood the information, and User will verify that the Client has had the opportunity to ask questions and that steps were taken as needed to assist the client in fully understanding the information. (e.g.: securing a translator if necessary).

USER CODE OF ETHICS

Users must be prepared to answer Client questions regarding the HMIS.

Users must faithfully respect Client preferences with regard to the entry and sharing of Client information within the HMIS. Users must accurately record Client's preferences by making the proper designations as to sharing of Client information and/or any restrictions on the sharing of Client information.

Users must allow the Client to opt in or out of releasing information for entry into the HMIS and changes to his/her information sharing preferences upon request. The Client Revocation of Consent form must be on file if Client revokes consent to share his or her personal data.

Users must not refuse services to a Client, or potential Client, if that Client refuses to allow entry of personal information into the HMIS or to share personal information with other agencies via the HMIS.

The User has primary responsibility for information entered by the User. Information that Users enter must be truthful, accurate and complete to the best of User's knowledge.

Users will not solicit from, or enter information about, Clients into the HMIS unless the information is required for a legitimate business purpose, such as providing services to the Client, and/or is required by the program funder.

Users will not use the HMIS database for any violation of any law, to defraud any entity or to conduct any illegal activity.

Upon Client written request, Users must allow a Client to inspect and obtain a copy of the Client's own information maintained within the HMIS. Information compiled in reasonable anticipation of, or for use in, a civil, criminal or administrative action or proceeding need not be provided to the Client.

Users must permit Clients to file a written complaint regarding the use or treatment of their personal information within the HMIS. Client may file a written complaint with either the Agency or the Department
of Commerce – Housing Assistance Unit, HMIS Administrator at PO Box 42525, Olympia, WA 98504-2525. Client will not be retaliated against for filing a complaint.

USER RESPONSIBILITY

Your username and password give you access to the HMIS. Users are also responsible for obtaining and maintaining their own security certificates in accordance with the Agency Partner Agreement. All Users will be responsible for attending a Washington State Department of Commerce (Commerce) approved training class prior to their first use of the HMIS. Furthermore, all Users will be expected to attend a Commerce approved training class at least once every other year to ensure their understanding and acquisition of new material pertaining to the HMIS.

Please place a check in each box below to indicate your understanding and acceptance of the proper use of HMIS access. READ CAREFULLY. Failure to uphold the confidentiality standards set forth below is grounds for immediate termination from HMIS access and may result in disciplinary action from the Partner Agency as defined in the Partner Agency’s personnel policies.

Please read these statements carefully.

I agree to maintain the confidentiality of Client information in the HMIS in the following manner: My username and password are for my use only and will not be shared with anyone. I will read and abide by the HMIS Client Release of Information I will not use the browser capacity to remember passwords. I will enter the password each time I open HMIS.

I will take reasonable means to keep my password physically secure. I will only view, obtain, disclose, or use the database information that is necessary to perform my job. I understand that the only individuals who may directly access HMIS Client information are authorized Users.

To prevent casual observers from seeing or hearing HMIS Client information: I will log off the HMIS before leaving my work area. I will not leave any computer that has the HMIS "open and running" unattended. I will keep my computer monitor positioned so that persons not authorized to use the HMIS cannot view it. I will not transmit confidential client information in email form. I will store hard copies of HMIS information in a secure file and not leave such hard copy information in public view on my desk, on a photocopier, printer or fax machine. I will properly destroy paper copies of HMIS information when they are no longer needed unless they are required to be retained in accordance with applicable law. (RCW 40.14.060) I will not discuss
HMIS confidential Client information with staff, Clients, or Client family members in a public area. I will not discuss HMIS confidential Client information on the telephone in any areas where the public might overhear my conversation. I will not leave messages on my agency’s answering machine or voicemail system that contains HMIS confidential Client information. I will keep answering machine volume low ensuring HMIS confidential information left by callers is not overheard by the public or unauthorized persons I will not transmit client identifying information via email. I understand that a failure to follow these security steps appropriately may result in a breach of Client HMIS confidentiality and HMIS security. If such a breach occurs, my access to the HMIS may be terminated and I may be subject to further disciplinary action as defined in the partner agency’s personnel policy.

If I notice or suspect a security breach, I will immediately notify the Director of my Agency and the Department of Commerce.

I understand and agree to comply with all the statements listed above:

This form may not be amended except by approval of the Washington State Department of Commerce

Approved as to form by Sandra Adix, Assistant Attorney General, 2/3/14
RESOLUTION 15-816

A RESOLUTION APPROVING THE 2016 ANNUAL PLAN FOR THE HOUSING AUTHORITY OF THE CITY OF YAKIMA

WHEREAS, the Housing Authority of the City of Yakima, is mandated by the U.S. Dept. of Housing and Urban Development to submit an annual plan, and

WHEREAS, the Housing Authority of the City of Yakima has prepared the plan in accordance with the requirements of the Quality Housing and Work Responsibility Act of 1998.

NOW THEREFORE, be it resolved by the Board of Commissioners of the Housing Authority of the City of Yakima, in a special meeting, a quorum being present does hereby adopt the annual plan for 2016.


Chairman, Board of Commissioners

Date

Attest:

Secretary
### PHA 5-Year and Annual Plan

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

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#### 4.0 PHA Consortia

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<th>Program(s) Not in the Consortia</th>
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#### 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

#### 7.0 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.

- 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 Nueva 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 CFPP financing. Not applicable.
8.2 Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the Capital Fund Program Five-Year Action Plan, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. Not applicable.

8.3 Capital Fund Financing Program (CFP).

8.4 Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The housing needs of low-income, very low-income, and extremely low-income families who reside in YHA’s jurisdiction, taken directly from and in accordance with the applicable Yakima, Washington 2010-2014 Consolidated Plan:

At least 6,294 renter households and 4,452 owner households had significant housing problems in Yakima in the year 2000 census. The numbers have likely increased in the years since due to rising housing costs and stagnant if not decreasing incomes.

However, priority housing needs based on the gross number of households who are most likely to be in need of critical housing assistance consist of:

- **Renter households with incomes below 30% of Median Family Income (MFI)** – since this group includes 1,558 households with housing problems of which 1,779 are paying more than 50% of their gross household income for housing.
- **Owner households with income below 30% of MFI** – since this group includes 867 households with housing problems of which 619 are paying more than 50% of their gross household income for housing.
- **Renter households with incomes between 31-50% of MFI** – since this group includes 2,113 households with housing problems of which 464 are paying more than 50% of their gross household income for housing.
- **Owner households with incomes between 31-50% of MFI** – since this group includes 906 households with housing problems of which 354 are paying more than 50% of their gross household income for housing.

Additional housing needs of farmworker families who reside in YHA’s jurisdiction, taken from the Yakima County Housing Needs Assessment and the Washington State Farmworker Study:

- **Year-round farmworker households** – based on the Washington State Farmworker Study, the Washington State Farmworker Housing Trust estimates that Yakima County needs an additional 8,858 units for year-round farmworkers.
- **Seasonal farmworker households** – based on the Washington State Farmworker Study, the Washington State Farmworker Housing Trust estimates that Yakima County needs an additional 4,237 units for seasonal farmworkers.

The basic obstacle to meeting underserved needs include:

- **The rising cost of housing** – relative to community wage levels make it hard to supply safe and affordable housing to lower income groups, and
- **The subsidies required providing affordable housing for all those in need** – is far above the amount of resources that are available, and
- **Low vacancy rate of available rental housing** – relative to Washington State, Yakima County’s vacancy rate is much lower at 2.4% for the larger units as compared to the State average.

9.1 Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.
Addition Information. Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.

YHA has made progress in meeting the mission and goals in its 5-Year Plan in the following ways:
- **Continue to maintain a “high” performance rating in SEMAP** – YHA is currently a “high” performing housing authority in SEMAP.
- **Maintain a leasing or authorized budget authority utilization rate of not less than 98% for Section 8** – YHA’s Section 8 utilization for calendar year 2015 is 106%.
- **Increase Section 8 vouchers through requests for incremental and/or special needs vouchers** – YHA has applied for special needs vouchers in the past, including the following: (50) Family Unification Program vouchers. However, as a result of federal appropriations, there have not been recent opportunities to apply for incremental and/or special needs vouchers.
- **Begin a homeownership program utilizing Section 8 vouchers for not less than 10 families** – YHA is in the process of developing its homeownership program and anticipate that it will be implemented during calendar year 2016.
- **Continue to house homeless through 75 project-based vouchers** – YHA has set-aside 75 project-based vouchers for housing the homeless throughout Yakima County.
- **Continue to lease all of the remaining 70 VASH vouchers in connection with the Veteran’s Affairs Office** – YHA received an additional award of eight VASH vouchers during the year, increasing the number of VASH vouchers to 78. YHA has leased 63 VASH vouchers to date and is working closely with the VA to lease the remaining vouchers.
- **Begin a Family Self-Sufficiency program for at least 125 families on Section 8** – YHA is currently in its third year under an FSS award and has 92 families in the program.
- **Maintain compliance with all applicable program requirements** – There were three findings during YHA’s most recent audit for calendar year 2014. YHA is working with its auditors to implement policies and procedures to resolve the findings.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/ modification”

YHA considers a “substantial deviation” or “significant amendment or modification” as a discretionary change in the plan or policy of the housing authority that fundamentally alters the mission, goals, objectives or plans of the agency and which will require the formal approval of the Board of Commissioners. Specifically, the following will be considered a substantial deviation or significant amendment or modification:
- A material change in the policies regarding the manner in which tenant rent is calculated,
- A material change in the admissions policies with respect to the selection of applicants from or organization of the waiting list, or
- Any change with regard to demolition or disposition, designation, home ownership programs or conversion activities not previously identified in the agency plan

An exception to this definition will be made only to the extent that the modification is the result of changes in HUD regulatory requirement; such changes will not be considered a substantial deviation or significant amendment or modification to either the five-year or annual plan.

11.0 Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) may be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.

(a) Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations (which includes all certifications relating to Civil Rights) See attached.
(b) Form HUD-50070, Certification for a Drug-Free Workplace (PHAs receiving CFP grants only) Not applicable.
(c) Form HUD-50071, Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only) Not applicable.
(d) Form SF-LLL, Disclosure of Lobbying Activities (PHAs receiving CFP grants only) Not applicable.
(e) Form SF-LLL-A, Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only) Not applicable.
(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. See attached RAB minutes with comments. There are no recommendations made by the RAB regarding the annual plan.
(g) Challenged Elements Not applicable.
(h) Form HUD-50075.1, Capital Fund Program Annual Statement/Performance and Evaluation Report (PHAs receiving CFP grants only) Not applicable.
(i) Form HUD-50075.2, Capital Fund Program Five-Year Action Plan (PHAs receiving CFP grants only) Not applicable.
PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning 1/1/16 hereinafter referred to as “the Plan”, of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
   • The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
   • The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
   • Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
   • The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
   • The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
   (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
   (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
   (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the City of Yakima

PHA Name

5-Year PHA Plan for Fiscal Years 2015 - 2016

Name of Authorized Official

Robert Ponti

Title

Board Chairman

Signature

Date

WA042

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompanyment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3730)

Previous version is obsolete

Page 2 of 2

form HUD-50077 (4/2008)
Public Housing Agency Plan Provision – Five Year Plan
Yakima Housing Authority (YHA)

The Yakima Housing Authority (YHA) has adopted Resolution 08-655, Revision of the Management Plan and Occupancy Policy, to implement applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162 (VAWA)). YHA’s policies to enable YHA to serve the needs of child and adult victims of domestic violence, dating violence and stalking, as defined in VAWA, are stated in the YHA Occupancy Policy (Section 13, Number 11), a copy of which is attached to this Plan. In addition, YHA shall operate programs to serve the needs of child and adult victims of domestic violence, dating violence and stalking as and to the extent such programs are described from time to time in YHA’s Annual Public Housing Agency Plan.
Coordinated Entry
Yakima WA-507
# Contents

1. *Introduction* .................................................................................................................. 3

2. *Scope & Purpose* ............................................................................................................ 3

3. *Prioritization & Wait List* .............................................................................................. 3

4. *Intake & Assessment Procedures* .................................................................................. 4

5. *Matching Agent* ............................................................................................................ 4

6. *Service Access/Referral* .............................................................................................. 5

7. *Reasons for denial* ....................................................................................................... 6
1. Introduction
The Coordinated entry was prompted by funder requirement and community demand. It is not intended to create a single, unified physical access point to services, but a decentralized, standardized process of identifying available resources and allocating them to clients with appropriate service needs. Coordinated entry intake and referral resources can be accessed through any of the participating access points agencies as part of their standard client intake. Essentially, coordinated entry creates a system with no front door – but also no wrong door. A client will be assessed in the same format at every access point.

*Coordinated entry includes a specific policy to guide the operations of coordinated entry intake and referral to address the needs of all clients affected by domestic violence*

2. Scope & Purpose
Coordinated entry is not intended to solve all issues in the homeless service system. Its roles have been carefully defined, and fall into two broad categories:

A. Assessing client needs and eligibility
B. Matching clients with appropriate, available programs and services in a single application

Coordinated entry does not make any additional housing available, and will not replace existing case management systems within participating agencies. There is no guarantee of an appropriate opening for any given household, or that those referred will receive services.

Coordinated entry is not intended to appropriate admissions determinations or documentation requirements from providers. Coordinated Entry provides a single point of access for currently homeless households, displays a unified pool of potential clients when housing openings do arise, and prioritize access to the most vulnerable appropriate households.

3. Prioritization & Wait List
Coordinated entry will function based around the coordinated entry Active Client List (ACL). While this is not intended to be a wait list, it is conceptually the pool of literally homeless clients (OHY recommendation used for 18-24 TAY) in need of housing in the community at any given moment. The ACL is intended to replace the current ‘first come, first served’ prioritization model. Clients will be pre-screened so that only literally homeless (OHY recommendation used for 18-24 TAY) households make up the pool, and will stay active by confirming their current information at intervals with a coordinated entry provider, outreach team, or call in center. *Clients that identify as victims of domestic violence and have completed the VI-SPDAT will then voluntary sign a Release of Information or provide verbal consent to ensure the confidentiality of that person so that Coordinated Entry may collaborate with local domestic violence services providers’ o for matching purposes.*

Access to program openings will continue to be at the discretion of providers, who will retain admission authority and the responsibility to document program eligibility requirements, but openings in participating programs must be filled with households pulled from the ACL. Prioritization will be incorporated via the VI-SPDAT tool. This is not intended to be proscriptive (i.e., only the highest rank by SPDAT can be served) but to ensure that low-vulnerability households are not served in place of those with higher levels of need, and to match the most vulnerable clients with the most intensive interventions. *Clients that are victims of domestic violence are scored and prioritized in the same model as ACL.*
Generally, the system will present a selection of potentially eligible households when program openings occur with the most appropriate vulnerability scoring, and the Matching Agent may select from among these options at their discretion. This will vary based on program design, but may include maximum VI-SPDAT scores, maximum within a range, etc. on a per-program basis.

4. Intake & Assessment Procedures

- A coordinated entry assessment and system generated referral from the ACL are required for all program entries at participating agencies, except for domestic violence and other victim service providers and some shelter programs that admit on a per-night basis with limited or no entry criteria. Nightly shelters will be encouraged to adopt vulnerability over first come first served access but will not be required to comply in the initial rollout.
- Clients must provide consent before beginning the intake and assessment process using the Client Informed Consent form. If client consent is collected orally via call in, the consent must be collected when the first contact is made with a physical provider.
- Client informed consent documentation should be scanned and uploaded in HMIS whenever possible for all adults in a household. Consent must be uploaded prior to generating a referral unless only oral consent is currently available.
- All clients will complete standardized intake information. This may include some of all: a pre-screening form to divert at risk households, an up-to-date HMIS data standards compliant intake form (preferably the coordinated entry HMIS form), and the VI-SPDAT-Single or Family or TAY adaptation adopted for coordinated entry use.
- All VI-SPDAT assessments will use the same script during the assessment.
- Intake information may be recorded directly into HMIS or may be collected on paper forms.
- ALL intake and assessment data should ultimately be entered into HMIS system within 24 hours. If the system is not currently available for some reason, it may be held on paper until the system access is restored.

5. Matching Agent

- The county matching agent will be the Homeless Program Coordinator or Program Manager at Yakima Valley Conference of Governments.
- Matching agent and service providers will maintain a Google document that all service providers will have access too. This document will be a “Live” document that will be update real time with the housing inventory for the County. The matching agent will determine housing vacancies from the ACL.
- The Google document will list the service providers and program names, housing type, housing capacity, and program description and program eligibility requirements.
• Matching agent will prioritize clients using the VI-SPDAT score, placing those with the highest score at the top of the ACL to be the first to be housed once appropriate housing is available.

6. Service Access/Referral

• The system will not refer clients to services; clients will remain active within coordinated entry on the ACL, and providers will contact them directly when they are pulled as an appropriate match based on their coordinated entry information and VI-SPDAT score.
  o It is important for clients and case workers to understand that staying on the ACL is essentially the referral for services; sending a client to another participating housing provider will only result in their coordinated entry information being updated.
  o *Victims of domestic violence will remain on the ACL and local DV providers will collaborate with Coordinated Entry the status of the clients housing needs.*

• Clients will stay on the coordinated entry ACL for two months without any action on their part after the initial assessment, but should check in if their contact information or housing situation changes.

• Coordinated entry check-ins should be completed at thirty day intervals if the client has a VI-SPDAT score of 15 or higher. This may be done by client households by contacting a coordinated entry provider at the access point which they were assessed.

• If a client fails to check in with the service provider before the 60-day expiration date of their assessment they will be removed without notice from the ACL. Coordinated entry provider or call center staff should attempt to contact clients at least three times during this period. If there is no response, the client household will be removed from the ACL and exited from coordinated entry.

• If a client completes a check-in in a housing situation that is not literally homeless, their coordinated entry information should be immediately updated and an exit completed if they have been (or will not be) literally homeless for a period of 7 days or more.

• If a client is selected off the ACL for placement, the provider must flag the coordinated entry enrollment as claimed, since many households will be a high priority for multiple programs.

• If a client is pulled for referral and is unable to document the information as reported in coordinated entry and is ineligible for services thus, the coordinated entry data should be updated to reflect current knowledge gained during program verifications, the client released back to the ACL (or exited as housed if appropriate), and another client selected for placement.

• If a client fails to respond to a housing placement, they may be returned to the ACL.
  o If a client is repeatedly pulled for services and fails to respond, they may be exited from coordinated entry.
  o Attempts to contact clients must be made three times before a coordinated entry exit occurs.
  o *NO CLIENT IS TO BE EXITED FROM coordinated entry FOR ACTIVELY REFUSING A HOUSING PLACEMENT!*
• If a high priority client (i.e., chronically homeless, high VI_SPDAT) client is pulled for a placement in a temporary housing service, they may remain active in the ACL to be placed in a more intensive permanent placement but their coordinated entry information should be updated with to reflect their new housing situation.

7. Reasons for denial

All programs participating in coordinated entry must follow their written policies regarding denial into their programs. Policies must be designed to screen in rather than screen out participants into programs. All receiving programs must have an appeal process. Some of the reasons for denial into a program could be but not limited to:

- No actual vacancy available
- Client does not meet program requirements
- Missed intake appointments without good cause
- Criminal behaviors
- Program cannot safely accommodate or meet the needs with the supports provided by the program
- Client has been sanctioned from program or services in the past
- Client Refusal to participation in this program
- No program funding

The receiving Program must enter the reason for any decisions to reject a client in HMIS and contact the matching agent for timely notification to ensure quick matching to another program for client.
FY2016 - Performance Measurement Module (Sys PM)

Summary Report for WA-507 - Yakima City & County CoC

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

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

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

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

Measure 1: Length of Time Persons Remain Homeless

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

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

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

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

<table>
<thead>
<tr>
<th>Metric</th>
<th>Universe (Persons)</th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Persons in ES and SH</td>
<td>1075</td>
<td>801</td>
<td>1263</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>1299</td>
<td>1090</td>
<td>1568</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Universe (Persons)</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>
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<td>1263</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>-</td>
<td>1568</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Exit was from SO</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</th>
<th>Returns to Homelessness from 6 to 12 Months</th>
<th>Returns to Homelessness from 13 to 24 Months</th>
<th>Number of Returns in 2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revised FY2015</td>
<td># of Returns</td>
<td>Revised FY2015</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>%</td>
</tr>
<tr>
<td>Exit was from ES</td>
<td>250</td>
<td>263</td>
<td>22</td>
<td>16</td>
<td>6%</td>
</tr>
<tr>
<td>Exit was from TH</td>
<td>48</td>
<td>81</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Exit was from SH</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>%</td>
</tr>
<tr>
<td>Exit was from PH</td>
<td>762</td>
<td>567</td>
<td>26</td>
<td>29</td>
<td>5%</td>
</tr>
</tbody>
</table>
Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

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

<table>
<thead>
<tr>
<th></th>
<th>2015 PIT Count</th>
<th>Most Recent PIT Count</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT</td>
<td>538</td>
<td>412</td>
<td>-126</td>
</tr>
<tr>
<td>Emergency Shelter</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</td>
<td>238</td>
<td>166</td>
<td>-72</td>
</tr>
<tr>
<td>Total Sheltered</td>
<td>466</td>
<td>348</td>
<td>-118</td>
</tr>
<tr>
<td>Unsheltered</td>
<td>72</td>
<td>64</td>
<td>-8</td>
</tr>
</tbody>
</table>

Metric 3.2 – Change in Annual Counts

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total</td>
<td>1330</td>
<td>1124</td>
<td>1607</td>
<td>483</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>1089</td>
<td>831</td>
<td>1307</td>
<td>476</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>281</td>
<td>337</td>
<td>342</td>
<td>5</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>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>31</td>
<td>31</td>
<td>38</td>
<td>7</td>
</tr>
<tr>
<td>Number of adults with increased earned income</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>31</td>
<td>31</td>
<td>38</td>
<td>7</td>
</tr>
<tr>
<td>Number of adults with increased non-employment cash income</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>0%</td>
<td>0%</td>
<td>8%</td>
<td>8%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>31</td>
<td>31</td>
<td>38</td>
<td>7</td>
</tr>
<tr>
<td>Number of adults with increased total income</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>0%</td>
<td>0%</td>
<td>8%</td>
<td>8%</td>
</tr>
</tbody>
</table>

Metric 4.4 – Change in earned income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</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>87</td>
<td>34</td>
<td>-53</td>
</tr>
<tr>
<td>Number of adults who exited with increased earned income</td>
<td>3</td>
<td>5</td>
<td>1</td>
<td>-4</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>5%</td>
<td>6%</td>
<td>3%</td>
<td>-3%</td>
</tr>
</tbody>
</table>

Metric 4.5 – Change in non-employment cash income for adult system leavers
<table>
<thead>
<tr>
<th>Metric 4.6 – Change in total income for adult system leavers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitted FY2015</strong></td>
</tr>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
</tr>
<tr>
<td>Number of adults who exited with increased total income</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</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><strong>Submitted FY2015</strong></th>
<th><strong>Revised FY2015</strong></th>
<th><strong>Current FY</strong></th>
<th><strong>Difference</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH or TH during the reporting period.</td>
<td>1026</td>
<td>873</td>
<td>1332</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>161</td>
<td>164</td>
<td>217</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>865</td>
<td>709</td>
<td>1115</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><strong>Submitted FY2015</strong></th>
<th><strong>Revised FY2015</strong></th>
<th><strong>Current FY</strong></th>
<th><strong>Difference</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH, TH or PH during the reporting period.</td>
<td>1406</td>
<td>1282</td>
<td>1834</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>235</td>
<td>254</td>
<td>270</td>
</tr>
</tbody>
</table>
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.)

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1171</td>
<td>1028</td>
<td>1564</td>
<td>536</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 the FY2016 Resubmission reporting period.

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

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2015</th>
<th>Revised FY2015</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>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>Of persons above, those who exited to temporary &amp; some institutional destinations</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>% Successful exits</td>
<td></td>
<td></td>
<td>8%</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2015</th>
<th>Revised FY2015</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>1136</td>
<td>1577</td>
<td>441</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>437</td>
<td>405</td>
<td>570</td>
<td>165</td>
</tr>
<tr>
<td>% Successful exits</td>
<td>36%</td>
<td>36%</td>
<td>36%</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Metric 7b.2 – Change in exit to or retention of permanent housing**
<table>
<thead>
<tr>
<th>Category</th>
<th>Submitted FY 2015</th>
<th>Revised FY 2015</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>259</td>
<td>203</td>
<td>-56</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>237</td>
<td>176</td>
<td>-61</td>
</tr>
<tr>
<td>% Successful exits/retention</td>
<td>93%</td>
<td>92%</td>
<td>87%</td>
<td>-5%</td>
</tr>
</tbody>
</table>