Before Starting the CoC Application

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

 The Collaborative Applicant is responsible for reviewing the following:

 1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
 2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
 3. All information provided to ensure it is correct and current.
 4. Responses provided by project applicants in their Project Applications.
 5. The application to ensure all documentation, including attachment are provided.
 6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the   FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

1A-1. CoC Name and Number: CA-521 - Davis, Woodland/Yolo County CoC

1A-2. Collaborative Applicant Name: Yolo Community Care Continuum

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Yolo Community Care Continuum

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	Yes	No
Hospital(s)	Yes	No
EMS/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	No
Disability Advocates	Yes	No
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No
Non-CoC Funded Youth Homeless Organizations	Not Applicable	No
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	No
CoC Funded Victim Service Providers	Not Applicable	No
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Not Applicable	No
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		
Social Service and Employment Organizations	Yes	Yes
Homeless Veterans Organizations	Yes	Yes
Health Care Providers	Yes	Yes

1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness.
(limit 2,000 characters)

A wide range of individuals/organizations participate in the CoC. The CoC is purposeful about engaging an array of opinions, and uses information collected from CoC members and partners to improve the homeless system. Several example of how the CoC engages members and consistently seeks input include:

1) CoC dedicates first 20 minutes of CoC meetings to introducing new members, discussion of new or evolving programs available for the homeless, and identification of system challenges. When issues are identified, they are placed on the agenda for a future meeting/subcommittee to ensure continued discussion and resolution.

2) CoC routinely forms specialized subcommittees to seek input from members and address emerging issues. In the past year, subcommittees educated and made recommendations to CoC on many issues, including: seeking grant funding; strengthening HMIS; homeless count; implementation of coordinated entry; revising the strategic plan; and updating governing documents. Currently, the CoC has formed a Subcommittee to plan a Housing Policy Summit for late 2018. The Summit will begin with 4 public workshops, followed by a half day Summit with key policy and decision makers.

3) CoC adopted Coordinated Entry Policies and Procedures in January 2018. While developing the system, the CoC engaged a wide range of opinions through public workshops, ongoing subcommittee meetings, regular reports to the full CoC membership, and public to comment on draft documents. Since the PP&Ps were adopted, a subcommittee has continued to oversee the implementation process and address challenges when identified by stakeholders.

The CoC conducts outreach to engage persons who are living homeless in providing input. Input sessions have been hosted at accessible sites for the population (such as shelter and evening meals), and CoC members are regularly encouraged to engage any current or former clients who are interested in attending CoC meetings.

1B-2.Open Invitation for New Members. Applicants must describe:
(1) the invitation process;
(2) how the CoC communicates the invitation process to solicit new members;
(3) how often the CoC solicits new members; and

(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)

The CoC is open to all parties interested in issues of homelessness in Yolo County. The CoC has an established Governance Charter that describes how new members join. The CoC requires that new members be invited by posting an updated public notice on its website in November, but also encourages new members to join year round. Stakeholders in the local homeless system are welcome to attend CoC meetings at any time, and any new participants are invited to join by completing a simple one page application. Members with a filed application can obtain status on the Board of Voting Members through regular participation in CoC meetings, and participation on at least one CoC Subcommittee. The CoC has approximately 30 members, and has engaged multiple new members in the past year.
The CoC keeps updated information regarding membership on its website, but also encourages CoC members to conduct one on one outreach with potential new members. The CoC routinely discusses any stakeholders or opinions that may be missing from the membership during meetings, and CoC staff follows up to invite new members when identified.

The CoC solicits new members year round, and interested individuals or organizations can submit a membership application at any time.

The CoC also actively seeks new members who have lived experiencing in homelessness. CoC members are encouraged to share CoC information with clients and to recruit leaders in the homeless community. The CoC also identifies individuals who testify in public meetings on issues of homelessness, and conducts outreach to engage their participation in CoC meetings.

1B-3.Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals.
(limit 2,000 characters)

Notice of the CoC competition was shared with the public on June 21, 2018 to ensure that potential applicants (including current and new) were aware. The Notice was posted on the County website and County social media, sent to the CoC's full homeless partner email list, and sent to several provider email lists maintained by the County. The Notice uses specific language to ensure that new project applications will be accepted through the bonus funding and/or the process of reallocation.

The CoC requires that all project applications by submitted by 30 days before the full application is due to HUD. An objective ranking panel (including approximately 10 non conflicted CoC members) scores projects based on program design, performance and previous grant management. The process uses comparable scoring criteria for renewal and new projects. If a renewal project is underperforming or unaligned with HUD priorities (as evidenced by a low score), the project is recommended for reallocation. Next, the CoC

determines the amount of funding available for new projects (amount reallocated + bonus), and selects top scoring new project proposals until funds run out.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the   HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Not Applicable
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
Medi-Cal Administrator- Partnership Health Plan	Yes

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
 (1) consulted with ESG Program recipients in planning and allocating ESG funds; and
 (2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.
 (limit 2,000 characters)

Several HPAC member agencies receive ESG funding as Program Recipients. The CoC has a very large role in planning for the local ESG process, selecting ESG recipients, and evaluating ESG program recipients throughout the year. Similar to the CoC funding competition, the CoC hosts a local competition to

select its recommended recipients for ESG funding, which are then forwarded to the State for a final decision.

The CoC initiates its local ESG competition through the public release of a Notice of Local Funding. The CoC requires that all ESG project applications by submitted approximately one month before the full application is due to the State. An objective ranking panel (including approximately 10 non conflicted CoC members) scores projects based on applicant experience, program design, need for funds, impact and effectiveness and cost efficiency.

All ESG projects enter data in HMIS, and the CoC conducts activities to review and monitor projects throughout the year. Data quality and performance data for projects is reviewed at the CoC's quarterly Data Subcommittee meetings, and the Subcommittee makes recommendations on how recipients can address challenges as needed. Additionally, project performance data is a critical part of the scoring and selection process in the local funding competition.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area?

Yes to both

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)?

Yes

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe:
(1) the CoC's protocols, including the existence of the CoC's emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and
(2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

The CoC has adopted a Domestic Violence Transfer Plan in accordance with the Violence Against Women Act (VAWA). Not only does the transfer plan allow CoC-funded and ESG-funded permanent housing project participants to transfer to safer housing, but also guides prioritization for services through Coordinated Entry. When there are no units available that a participant can safely move into, the participant and their household are prioritized for housing through the Coordinated Entry process. In addition, the local legal services agency offers support to individuals facing unfounded evictions due to damage or violence caused by the survivor's abuser.

As the only victim service provider in Yolo County, Empower Yolo (EY) works

with the CoC to ensure that survivors have a range of safe housing options (including CoC, ESG, DOJ, and HHS programs) through the following process:
1) EY conducts a VI-SPDAT on each survivor. EY records confidential client information in an independent database comparable to HMIS, to protect confidentiality. EY then inputs the VI-SPDAT information into HMIS under a pseudonym with no client identifying information, this ensures that the DV survivor has full participation in the Coordinated Entry system without their confidentiality being compromised. When housing becomes available, EY consults with the survivor regarding safety issues and helps them develop a safety plan.
2) The CoC's Coordinated Entry system protects client choice and uses victim centered practices. Survivors are offered any available housing they are eligible for, but may choose not to pursue an available housing options, in which case their prioritization level is maintained in coordinated entry until a better option becomes available.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

Empower Yolo (EY), as the only victim service provider in Yolo County, offers regularly training to the CoC and partner agencies on working with survivors, including best practices, safety planning, and available resources. EY also provides direct training for providers upon request.

Legal Services of Northern California (LSNC) in conjunction with Yolo County Housing (local public housing authority) facilitates an annual Fair Housing Conference attended by approximately 100 landlords, property owners, and CoC agencies. Landlord responsibilities and tenant rights under VAWA are covered every year at the conference.

Most recently, EY and LSNC have partnered to offer a Renter's Academy with the purpose of informing renters and service providers of the legal rights that tenants have in various rental situations, including sessions on domestic violence.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)

Empower Yolo collects data on local domestic violence in a database comparable to HMIS. EY shares the aggregate data for use in community needs assessments and strategic planning. EY also participates in the annual PIT and HIC count. In addition, the annual PIT count includes a demographic survey that is completed for each homeless individual or family, this survey includes questions related to domestic violence. In 2018, the survey collected both information related to whether an individual had ever been a victim of domestic violence, and whether the individual was currently homeless because they were fleeing domestic violence. This information is useful to the CoC

because it shows the extent of the effects of DV on the homeless population, including those who do not seek services from Empower Yolo.

1C-4. DV Bonus Projects. Is your CoC   Yes
      applying for DV Bonus Projects?

1C-4a. From the list, applicants must indicate the type(s) of DV Bonus project(s) that project applicants are applying for which the CoC is including in its Priority Listing.

SSO Coordinated Entry	
RRH	X
Joint TH/RRH	

1C-4b. Applicants must describe:
(1) how many domestic violence survivors the CoC is currently serving in the CoC's geographic area;
(2) the data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

(1) 847 total domestic violence survivors were served during the range 8/1/2017 – 7/31/2018.
(2) Data was sourced from a computer database – Osnium- which is maintained by the domestic violence service provider in the local community. This is the comparable database to HMIS.
(3) Data was collected by the primary domestic violence services provider in the community, using client files and advocate notes.

1C-4c. Applicants must describe:
(1) how many domestic violence survivors need housing or services in the CoC's geographic area;
(2) data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

(1) Approximately 728 domestic violence survivors served between 8/1/2017 – 7/31/2018 indicated that they were in need of housing
(2) Data was sourced from a computer database – Osnium- which is maintained by the domestic violence service provider in the local community. This is the comparable database to HMIS.
(3) Data was collected by the primary domestic violence services provider in the community, using client files and advocate notes.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:
(1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;

(2) quantify the unmet need for housing and services for DV survivors;
(3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and
(4) describe how the CoC determined the unmet need for housing and services for DV survivors.
(limit 3,000 characters)

(1) Clients fleeing domestic violence often face barriers such as: no income, lack of financial stability, lack of job training, no access to child care, and lack of transportation. These barriers make it difficult to apply or impossible to get approved for new housing, leaving them trapped in the cycle of violence. In Yolo County, we have also seen a rise in rent cost, and a decrease in available affordable units. Clients seeking safety are unable to obtain or afford safe housing until they have found safety. Often clients living in homes where domestic violence is present are unable to obtain or keep a job due to the abuse. It isn't until the client is safe and supported that they can pursue financial stability. Another barrier is that the county and neighboring counties' domestic violence and homeless shelters are often full. Client's are left with little to no alternatives and sometimes are faced with the decision to choose to live in their vehicles.
(2) We approximate that 577 of the domestic violence survivors served between 8/1/2017 – 7/31/2018 that expressed a need for housing were unable to obtain sustainable housing.
(3) Data was sourced from a computer database – Osnium- which is maintained by the domestic violence service provider in the local community. This is the comparable database to HMIS.
(4) The number of domestic violence survivors who received supportive funding and housing advocacy from Empower Yolo (the primary domestic violence service provider) that resulted in safe housing was subtracted from the total number of domestic violence survivors who received services during the same range.

1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors. (limit 2,000 characters)

The proposed domestic violence bonus project submitted by Empower Yolo will address the unmet needs of domestic violence survivors in our community by providing an additional housing option. Empower Yolo already operates an emergency shelter and transitional housing program for survivors. The proposed rapid re-housing project will offer a permanent housing alternative for survivors that are able to quickly secure permanent housing in the community.

In addition to these housing programs, Empower Yolo functions as a full resource center that offers Covered California, Medi-Cal, Cal-Fresh, and Cal-Works enrollment on-site. Empower Yolo also offers a Career Coach and Mentoring services provided by a professional career coach and partners who assist in developing job search strategy, writing resumes, preparing for interviews, and assist in obtaining interview and job appropriate clothing. Clients with children can be referred to local agencies for child-care, respite care, and pre-school. Bus passes are issued when available for clients to get to work and interviews. Counseling services are provided at locations in Davis, West Sacramento, and Woodland and are held during and after business hours to provide support for clients after fleeing abuse. We also provide support in

obtaining child-support, child-custody, and divorce to assist further in obtaining support, safety, and separation from an abuser. These services will be linked with proposed housing project, to ensure that survivors have all their needs met and are able to obtain and maintain safe and permanent housing.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:
(1) rate of housing placement of DV survivors;
(2) rate of housing retention of DV survivors;
(3) improvements in safety of DV survivors; and
(4) how the project applicant addresses multiple barriers faced by DV survivors.
(limit 4,000 characters)

(1) The current rate of housing placement for DV survivors is 20.74% or 151/728 in a single year.
(2) Housing retention is high for the first three months, and gradually decreases over time. Data recording for measuring retention needs improvement.
(3) Having safe housing will allow clients and their families to separate themselves from being dependent on their abuser. It will allow clients to pursue education, careers, and healthy lifestyles. Because clients have access to legal advocates and volunteer attorneys, they are able to obtain protection orders for themselves and their children, receive assistance in filing for divorce and child custody which reduces or eliminates contact with the abuser. Clients also can meet with therapy staff or client navigators for emotional support, crisis counseling, and safety planning as needed.
(4) Empower Yolo staff practice a barriers and needs based approach to providing services and support that's aim is to limit the cost of time, energy, money, and emotional resources our clients have. All services are free. Client Navigators and Advocates are able to connect clients with resources for self-improvement in career, education, and emotional and mental health. The Career Coach and Mentoring program addresses clients' need for income and career development. Client Navigators, Advocates, and therapy staff can provide emotional support and lead clients to develop tools and skills in better boundaries in relationships, self-care practices, and healing after trauma to address the barrier that stress and crisis have on their lives. Client Navigators and Advocates can assist clients in obtaining important documents like birth certificates, social security cards, and drivers license or ID for no or little cost to the client. Bus passes are provided when available to address the barrier of limited transportation. Partnering agencies and referrals to community agencies are offered to provide an answer to the need for child care and job training. Free groups and classes are offered to increase connection with community and peer support, as well as credit repair and financial budget coaching for clients who have bad credit or no credit. Through the multi-faceted services and supports offered at Empower Yolo, clients are able to find support for barriers of income, financial literacy and sustainability practices, lack of child-care, lack of emotional support and community involvement, limited employment experience, need for education, limited access to transportation, and other basic needs like clothing, hygiene items, and child-care needs.

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's geographic areas:
(1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;
(2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and
(3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Housing Authority of Yolo County	30.00%	No	No

1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 2,000 characters)

While there is not a homeless admission preference in their written policies, Yolo's PHA accepts referrals for highly vulnerable individuals and families experiencing homelessness directly from local government entities, if the individuals have been cited for living in unsheltered situations that are considered uninhabitable. These individuals are considered as displaced due to governmental action, and receive admission preference for the PHA's HCV program.

The CoC also partners with the PHA on a bridge voucher program. The partnership provides funding for move in costs, bridge rental assistance, job training program and case management for individuals who are chronically homeless. The intent of the program is to target people living homeless who are waiting for an HCV, but are likely to receive one in the next year or two due to the displacement preference mentioned above, and provide bridge rental assistance and services to assist them until a voucher is issued. Individuals are housed with landlords that are also willing to accept a HCV, so that the individual does not have to move when they receive a voucher.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)? No

1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness.
(limit 2,000 characters)

Yolo has taken several actions to address the needs of LGBTQ+ persons experiencing homelessness. Among its efforts, the CoC partnered with the County's LGBTQ+ Workgroup. Through its partnership, Yolo participated in an LGBTQ+ community needs assessment, which identified three priority areas:

(1) Establishing a formalized system for identifying LGBTQ+ persons
(2) Improving workforce cultural competence
(3) Reducing stigma and discrimination

The County's LGBTQ+ Workgroup continues to meet on a regular basis, and representatives from the CoC participate in this Workgroup. Additionally, the CoC invites its members to all trainings offered by the County's LGBTQ+ Workgroup.

Finally, the CoC has adopted and implemented a CoC-wide anti-discrimination policy as well as incorporating HUDs Equal Access Rules into the CoC policies and procedures.

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	Yes

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	X
Engaged/educated law enforcement:	X
Engaged/educated local business leaders:	X
Implemented communitywide plans:	X

No strategies have been implemented:	☐
Other:(limit 50 characters)	
Homeless Diversion Court using restorative justice	X
	☐
	☐

1C-8. Centralized or Coordinated Assessment System. Applicants must:
(1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
(3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC's standard assessment tool.
(limit 2,000 characters)

The Yolo County Coordinated Entry system covers the entire CoC geographic area. Each major city has programs that provide shelter, mainstream services, and outreach for individuals living homeless. Also, each of the three major cities now has a special partnership with the city police departments that embeds homeless outreach and housing navigators with the local police while addressing unsheltered homelessness. These partnerships have allowed individuals living homeless to receive outreach and services while also training local law enforcement on best practices for engaging with and helping individuals living in unsheltered homelessness. Apart from homeless services being offered din the major cities, Yolo County also has a large amount of rural areas and as a result the outreach teams operate throughout the entire county. Every individual contacted has equal opportunity to engage in the Coordinated Process. These practices ensure that those who are least likely to seek services receive special outreach and services.

The CoC's Coordinated Entry Policies and Procedures includes policies that when an outreach workers encounter an individual during street outreach, the worker will complete a VI-SPDAT, if possible, or arrange for a VI-SPDAT to be completed with the individual within 48-hours. Furthermore, to ensure that the individual is added to the community queue as quickly as possible, the policies require that should a VI-SPDAT not be completed by live data entry, the VI-SPDAT shall be entered in HMIS within 3 days of the assessment being completed.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

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

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:
(1) objective criteria;
(2) at least one factor related to achieving positive housing outcomes;
(3) a specific method for evaluating projects submitted by victim services providers; and
(4) attach evidence that supports the process selected.

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	Yes

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.
(limit 2,000 characters)

The Yolo CoC considers the extent to which a project serves individuals who are highly vulnerable as a part of its objective ranking process for CoC project selection.

1) The CoC scoring process considered several vulnerabilities, including: Chronic homelessness; Veteran status; History of victimization or abuse; history of mental illness or substance use; Criminal history; Status as an unaccompanied minor or transition-aged youth.

2) The CoC allocated 5 points out of 75 (7% of total) towards serving priority and vulnerable populations in its objective ranking process. Rankers are provided with APR HMIS data (or comparable database for victim service providers), and asked to consider how well the project served individuals with the vulnerabilities listed above, as well as the plan for outreach and engagement with these populations.
Rankers are instructed to score using the following metric: 5 pts- Excellent; 4 pts- Strong; 3 pts- Fair; 2 pts- Needs Work; 1 pts- Poor; 0 pts- Terrible.

1E-3. Public Postings. Applicants must indicate how the CoC made public:
(1) objective ranking and selection process the CoC used for all projects (new and renewal);
(2) CoC Consolidated Application–including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and
(3) attach documentation demonstrating the objective ranking, rating, 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, that legibly displays the date the CoC publicly posted the documents.

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	☐	CoC or other Website	☐
Email	☐	Email	☐
Mail	☐	Mail	☐
Advertising in Local Newspaper(s)	☐	Advertising in Local Newspaper(s)	☐
Advertising on Radio or Television	☐	Advertising on Radio or Television	☐
Social Media (Twitter, Facebook, etc.)	☐	Social Media (Twitter, Facebook, etc.)	☐

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: Yes

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:
(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline–attachment required;
(2) rejected or reduced project application(s)–attachment required; and
(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline–attachment required. :

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Did not reject or reduce any project

(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your 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? Attachment Required.   Yes

2A-1a. Applicants must: (1) 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, and (2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).   Governance Charter, p.3; MOU p.2-3

2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required.   Yes

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

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

**2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type:
(1) total number of beds in 2018 HIC;
(2) total beds dedicated for DV in the 2018 HIC; and**

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	157	35	88	72.13%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	87	21	33	50.00%
Rapid Re-Housing (RRH) beds	75	0	73	97.33%
Permanent Supportive Housing (PSH) beds	132	0	107	81.06%
Other Permanent Housing (OPH) beds	0	0	0	

**2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months.
(limit 2,000 characters)**

In the 2018 HIC, HMIS Bed Coverage Rates for all project types increased two-fold, however, Yolo County still needs to increase its HMIS bed coverage for Emergency Shelter, Transitional Housing, and Permanent Supportive Housing. Over the next 12 months Yolo County will:
1) Train and on-board the Interfaith Rotating Winter Shelter to use HMIS, adding 32 ES beds
2) Work with the Yolo County HHSA CalWORKs team to add the Temporary Homeless Assistance (THA) and Permanent Homeless Assistance (PHA) beds into HMIS. This would add 21 ES beds and 1 RRH bed.

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept? 4

2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/30/2018

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

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy).   01/30/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).   04/30/2018

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

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC's sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC's sheltered PIT count results.
(limit 2,000 characters)

Not applicable.

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count?   Yes

2C-2a. If "Yes" was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

Beds Added:	108
Beds Removed:	93
Total:	15

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. 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 2018 sheltered PIT count?   No

2C-3a. If "Yes" was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable.

Not Applicable

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count?

Yes

2C-5a. If "Yes" was selected for question 2C-5., applicants must describe:
(1) how stakeholders serving youth experiencing homelessness were engaged during the planning process;
(2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and
(3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count.
(limit 2,000 characters)

In 2018, Yolo County conducted a sheltered count only. As a result, the strategies implemented to identify youth experiencing homelessness primarily consisted of engaging with providers that serve youth. All providers that run youth-centered programs were engaged in planning from the beginning, they were provided the opportunity to review and suggest changes to the PIT survey collecting demographic data. Also, questions related to age were added to the PIT survey that allowed for clearer identification of youth households where the entire household was between 18-25 or under 18.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count:
(1) individuals and families experiencing chronic homelessness;
(2) families with children experiencing homelessness; and
(3) Veterans experiencing homelessness.
(limit 2,000 characters)

As the 2018 PIT count was of only sheltered individuals, Yolo County's ability to better count special subpopulations was dependent on the # of individuals in those populations that were currently housed. However, subpopulation-specific questions were included on the PIT household demographic survey.
1) The PIT survey included questions related to disability status and frequency and length of time homeless, answers to these questions allowed us to identify those individuals and families experiencing chronic homelessness
2) Family and children experiencing homelessness were better counted in 2018 due to increased and clearer communication with the teams that implement the CalWORKs Housing Support and Temporary/Permanent Homeless Assistance programs. Both of these programs only serve families with children or pregnant women.

3) Questions on the PIT survey were utilized to identify an individual's veteran status, the questions were worded in such a way as to capture all ways that an individual could be considered a veteran. The following questions were used to identify an individual as a veteran:
a. "Have you ever served in the US Armed Forces?"
b. "Have you ever been activated into the National Guard or Reserve?"

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

Number of First Time Homeless as Reported in HDX.	263

3A-1a. Applicants must:
(1) describe how the CoC determined which risk factors the CoC uses to identify persons becoming homeless for the first time;
(2) describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

From 2016 to 2017, Yolo experienced a 129 person decrease in the number of persons experiencing first time homelessness.

To identify risk factors, Yolo works with community partners to locate areas where households fall below the median income. For example, Yolo works with the County's Community Health Improvement Plan workgroup to examine census data and map social determinants of health.

To reduce first time homelessness, Yolo implements several strategies. Through coordinated entry, Yolo assesses households for diversion opportunities. Using prevention funds, Yolo assists at-risk households by paying for arrears. Yolo works with hospitals and jails to avoid discharges into homelessness. Yolo works with legal services to fight unfounded evictions. Yolo also provides landlord mediation and aftercare through its housing navigation programs.
The County's HMIS Analyst and Data Subcommittee review HUD's System Performance Measure Report and monitor progress.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and

(4) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

In 2017, the average length of time individuals and families remained homeless was 323 bed nights for persons in ES, SH, TH, and PH (prior to "housing move-in") and 109 bed nights for persons in ES, SH, and TH only. The latter figure represents a 6 night increase in average length of time homeless from 2016 to 2017.

With the implementation of Yolo County's formal Coordinated Entry System on January 17, 2018, the region has further bolstered prevention and diversion strategies and coordination between agencies to house individuals and families more quickly.

The number of programs in the county focusing on the chronically homeless has increased along with street outreach programs that aim to engage all individuals living unsheltered in Yolo County. Also, chronically homeless individuals have been prioritized for housing placement as part of the Coordinated Entry process since the CoC adopted HUD's Orders of Priority CPD-16-11 Notice.

The County's HMIS Analyst and Data Subcommittee review HUD's System Performance Measure Report and monitor progress.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:
(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	51%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	98%

3A-3a. Applicants must:
(1) describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
(2) describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
(limit 2,000 characters)

From 2016 to 2017, Yolo experienced a 5% decrease in the rate at which persons exited to permanent housing and a 3% increase in the rate at which

persons retained permanent housing. Also, even with the number of persons in Street Outreach in 2017 (65 persons) increasing by 13 times the number in 2016 (5 persons), the percent of persons who exited to permanent housing remained at 80%.

These rates are reflective of Yolo's focus on expanding its housing navigation and street outreach services. Within the last year, the CoC added 6 housing navigators in addition to the 2 added in 2016 for a total of 8 housing navigators working in programs throughout the County. Housing navigators are dedicated to seeking low cost rentals, maintaining a list of affordable housing options, building relationships with landlords, and providing aftercare.

In 2017, the County hired a Housing Program Coordinator position to provide system-level oversight. A priority of the Coordinator has been to implement regular housing navigator meetings where all of the region's housing navigators come together to discuss housing strategies and share resources. As a result, Yolo has seen less fragmented services and ultimately improved effectiveness and efficiency in its programs.

In addition to the housing navigators and Program Coordinator positions, multi-disciplinary teams meet regularly in each of the area's 3 major cities, improving care coordination and housing referrals for the area's most vulnerable homeless individuals and families.

The County's HMIS Analyst and Data Subcommittee review HUD's System Performance Measure Report and monitor progress.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	9%

3A-4a. Applicants must:
  (1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;
(2) describe the CoC's strategy to reduce the rate of additional returns to homelessness; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families returns to homelessness.
(limit 2,000 characters)

In addition to utilizing HUD's System Performance Measure Report to drill down in the HMIS and identify the persons who return to homelessness, Yolo also conducts regular case conference and multi-disciplinary team meetings. At these meetings, individuals and families who return to homelessness are often discussed as they are often some of the most vulnerable. In this way, Yolo identifies trends in factors of individuals and families who return to homelessness.

To further reduce returns, Yolo implements the following strategies:

1) Connect all persons exiting with mainstream and employment services to ensure they can maintain their housing
2) Offer up to 12 months of case management aftercare
3) Provide housing navigation services for formerly homeless persons at risk of losing their housing, including landlord mediation and past due rental assistance
4) Assess all homeless persons for potential diversion or re-housing options

The County's HMIS Analyst and Data Subcommittee review HUD's Report and monitor progress.

3A-5. Job and Income Growth. Applicants must:
(1) describe the CoC's strategy to increase access to employment and non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
(3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.
(limit 2,000 characters)

In the past year, the CoC has made multiple efforts to increase access to job and income growth, most notably, by partnering with the region's advocate resource team, called SMART-Y. SMART-Y utilized a SOAR-like model to enroll homeless persons into SSI disability benefits. Due to face-to-face interviews with determination representatives, more than 60% of claimants were awarded benefits. In early 2018, the SMART-Y program transitioned into a more comprehensive Housing and Disability Advocacy Program (HDAP). Under the new program, participants not only receive disability benefit advocacy, but also outreach, intensive case management, and interim and permanent housing supports. The new program also provides assistance with more types of disability benefit applications than in the previous SMART-Y program.

The County's Employment Division works closely with the CoC to assist persons in securing mainstream employment. Services include application and resume assistance, skills training, as well as interview preparation. In addition, the County designated an Employment Specialist to work directly with homeless outreach and case management programs to not only further assist with job search activities, but also to develop and cultivate relationships with more employers to make for an easier matching and job placement process.

The County's HMIS Analyst and Data Subcommittee review HUD's Report and monitor progress.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy)   05/25/2018

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

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:
(1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and
(2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.

Total number of beds dedicated as DedicatedPLUS	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	61
Total	61

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written 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? Attachment Required.   Yes

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	X
Number of previous homeless episodes	X
Unsheltered homelessness	X
Criminal History	X
Bad credit or rental history	X
Head of Household with Mental/Physical Disability	X

3B-2.2. Applicants must:
(1) describe the CoC's current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 2,000 characters)

To rapidly rehouse families, the CoC utilizes the following strategies:

1) Strengthening coordinated entry participation among RRH providers. In the last year, the CalWORKs Housing Support Program (RRH), a program meant specifically to rapidly rehouse families, began participating in the HMIS system for the first time and increased their participation in the Coordinated Entry process. The vast majority of families who experience homelessness in Yolo County, are CalWORKs participants, thus having this program participate in HMIS has greatly improved coordination of care for families.

2) Using progressive engagement to continually re-assess the level of assistance a household needs to end their current homelessness and prevent future episodes of homelessness. Assistance provided includes both housing and supportive service needs.

The aim of both strategies is to reduce system inefficiencies. Linking households with coordinated entry simplifies the intake process, while progressive engagement maximizes the number of households served.

Despite its best efforts, Yolo's lack of affordable housing remains an obstacle to housing families quickly.

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	☐
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	☐
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	☐
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.	☐
CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	☐

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied homeless youth

includes the following:

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

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	X
Number of Previous Homeless Episodes	X
Unsheltered Homelessness	X
Criminal History	X
Bad Credit or Rental History	X

3B-2.6. Applicants must describe the CoC's strategy to increase:
(1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
(2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.
(limit 3,000 characters)

To prevent and end youth homelessness, the CoC is utilizing the following strategies:

1) Conduct outreach and in-reach to identify all unaccompanied youth experiencing homelessness
2) Forge partnerships with other large systems including the public school system, the criminal justice system, and the child welfare system. The CoC has a RRH program whose purpose is to facilitate reunification for child welfare involved families experiencing homelessness. Also, the CoC has two transitional housing programs that serve primarily former foster care youth.
3) Implement prevention and diversion strategies such as connecting and/or reunifying with family members or other natural supports whenever possible
4) Utilize coordinated entry to link all youth experiencing homelessness to housing and service solutions that are tailored to their needs

3B-2.6a. Applicants must:

(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC's strategies.
(limit 3,000 characters)

The CoC monitors the effectiveness of such strategies by comparing the inflow and outflow of homeless youth in HMIS. Specifically, the CoC analyzes the number of youth assessed to the number of youth actively enrolled in an HMIS project, to the number of youth exiting an HMIS project. When comparing the data over time, the CoC hopes to see a reduction in the inflow and an increase in the outflow to permanent housing.

The CoC believes these measures are appropriate because they rely on data to inform future systems planning efforts.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:
(1) youth education providers;
(2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);
(3) school districts; and
(4) the formal partnerships with (1) through (3) above.
(limit 2,000 characters)

The CoC and youth education providers collaborate in the following ways:

1) Education liaisons attend CoC meetings
2) Education liaisons participate in multi-disciplinary meetings to develop family case plans

In terms of formal partnerships, Empower Yolo has an MOU with First 5 Yolo to offer a series of play school experiences throughout the community. The project gives parents, caregivers, and children the opportunity for meaningful interaction through play. Empower Yolo also has an MOU with Help Me Grow, another agency that offers preventative and therapeutic mental health care.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(limit 2,000 characters)

All agencies are aware of the educational requirements outlined in the McKinney-Vento Act. The CoC's local policy is that every time a household with minor children presents to an agency, staff must inform the family of their educational rights. Staff must then collaborate with the education liaisons to ensure the family has access to the appropriate educational services.

3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or

partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No". Applicants must select "Yes" or "No", from the list below, if the CoC has written formal agreements, MOU/MOA's or partnerships with providers of early childhood services and support.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	Yes
Head Start	Yes	No
Early Head Start	No	No
Child Care and Development Fund	No	Yes
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	Yes
Birth to 3 years	No	Yes
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 2,000 characters)

Veterans enter the homeless system in Yolo by (1) presenting for services at a provider, (2) being contacted by an outreach team, or (3) being referred from the local veteran's services office. All persons entering Yolo's homeless system are asked multiple questions during intake regarding their veteran status. If an individual is determined to be a veteran, the CoC takes several steps to connect them with services:

1) Determine whether the individual is already receiving veteran's benefits and help address any issues
2) Place them on the waitlist for HUD-VASH
3) Provide a direct referral and warm hand-off to the VAMC and local veteran's services office
4) Ensure that the veteran has transportation to the closest VA office if needed

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 experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach? No

**3B-5. Racial Disparity. Applicants must:
(1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance;
(2) if the CoC conducted an assessment, attach a copy of the summary.** No

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

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:
(1) assists persons experiencing homelessness with enrolling in health insurance; and
(2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits. Applicants must:
(1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;
(2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits. (limit 2,000 characters)

1) Increasing self sufficiency for clients is a primary goal of the CoC's Strategic Plan. The CoC coordinates closely with the primary provider of mainstream benefits (the Yolo County Health and Human Services Agency (HHSA)) to ensure that homeless individuals have access to all mainstream benefits. HHSA provides mainstream benefits in community-based settings to improve access, including sending Benefits staff to local provider sites, conducting outreach at the local university, and participating in street outreach efforts with local homeless outreach workers.

2) The County provides routine training and educational materials for the CoC regarding mainstream benefit. Benefits staff also attend CoC meetings to

provide updates regarding changes to mainstream benefits programs and send regular updates to the CoC email distribution list.

3) The Service Center Branch within HHSA is the lead organization responsible for ensuring access to mainstream benefits for homeless persons

4A-2.Housing First: Applicants must report:
(1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and
(2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	7
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.	7
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

4A-3. Street Outreach. Applicants must:
(1) describe the CoC's outreach;
(2) state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;
(3) describe how often the CoC conducts street outreach; and
(4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.
(limit 2,000 characters)

1) The CoC has a street outreach team that covers 100% of the CoC, including the 4 cities and unincorporated areas. Outreach is a multi-disciplinary effort that includes homeless outreach workers, police officers, animal services, mainstream benefits staff and clinicians. Outreach teams focus on relationship building, assessing vulnerability, enrollment in coordinated entry and linkage to services.

2) The CoC's street outreach team cover 100% of the CoC's geographic area, including the 4 cities and unincorporated areas.

3) Each jurisdiction has at least one full time dedicated outreach worker, which means that outreach is occurring throughout the CoC's geographic area on a daily basis. Additionally, multi-disciplinary teams conduct joint outreach to unsheltered individuals in each jurisdiction at least weekly.

4) Outreach teams utilize multiple engagement strategies that are tailored to indivdiuals who are unlikely to request assistance. These strategies include: Using multi-disciplinary teams with expertise in trauma informed practices; Law

enforcement identification of encampments; Conducting intensive outreach that involves multiple visits per week for as long as needed; Offering mobile health services; and employing outreach workers who speak the community threshold languages of Spanish and Russian.

4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.
(limit 2,000 characters)

With the implementation of Yolo's coordinated entry, the CoC has implemented several strategies that further fair housing. The first strategy is the launch of a comprehensive marketing campaign. Consisting of various printed and electronic materials, the campaign's goal is affirmative marketing and outreach. As such, the CoC strives to provide reasonable accommodations for persons with disabilities and those with limited English proficiency. Examples of reasonable accommodations include ensuring that printed materials are accessible to an audio reader, and offering materials in Yolo County's threshold languages of Spanish and Russian.

Another strategy is incorporating affirmative outreach into the CoC's coordinated entry training curriculum. This includes reviewing various scenarios and conducting group discussions on appropriate actions. The training also teaches staff how to utilize the Universal Language Line when a bilingual colleague or a client-selected interpreter is not available.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	77	75	-2

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction?   No

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

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	CA-521-PHA Admini...	09/06/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No	CA-521-PHA Admini...	09/06/2018
1C-8. Centralized or Coordinated Assessment Tool	Yes	CA-521-Coordinate...	09/06/2018
1E-1. Objective Critiera–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	CA-521- Objective...	09/06/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes		
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	CA-521-Public Pos...	09/06/2018
1E-4. CoC's Reallocation Process	Yes	CA-521- Reallocat...	09/06/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	CA-521- Notificat...	09/06/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	CA-521- Notificat...	09/06/2018
1E-5. Public Posting–Local Competition Deadline	Yes	CA- 521- Public P...	09/06/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	CA- 521- Governan...	09/06/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	CA-521- HMIS Poli...	09/06/2018
3A-6. HDX–2018 Competition Report	Yes	CA-521- HDX-2018 ...	09/07/2018
3B-2. Order of Priority–Written Standards	No	CA-521- Policies ...	09/07/2018

3B-5. Racial Disparities Summary	No		
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No	CA-521 - Coordina...	09/08/2018
Other	No		
Other	No		

Attachment Details

Document Description: CA-521-PHA Administration Plan- Homeless Preference

Attachment Details

Document Description: CA-521-PHA Administration Plan- Move On

Attachment Details

Document Description: CA-521-Coordinated Entry Tool- VI-SPDAT

Attachment Details

Document Description: CA-521- Objective Criteria

Attachment Details

Document Description:

Attachment Details

Document Description: CA-521-Public Posting- Local Competition Selection Criteria

Attachment Details

Document Description: CA-521- Reallocation Process

Attachment Details

Document Description: CA-521- Notifications Outside Esnaps- Projects Accepted

Attachment Details

Document Description: CA-521- Notifications Outside Esnaps- Projects Rejected or Reduced

Attachment Details

Document Description: CA- 521- Public Posting- Local Competition Deadline

Attachment Details

Document Description: CA- 521- Governance Charter

Attachment Details

Document Description: CA-521- HMIS Policies and Procedures Manual

Attachment Details

Document Description: CA-521- HDX-2018 Program Competition Report

Attachment Details

Document Description: CA-521- Policies and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: CA-521 - Coordinated Entry Policies and Procedures

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/12/2018
1B. Engagement	09/12/2018
1C. Coordination	09/12/2018
1D. Discharge Planning	09/12/2018
1E. Project Review	09/12/2018
2A. HMIS Implementation	09/12/2018
2B. PIT Count	09/12/2018
2C. Sheltered Data - Methods	09/12/2018
3A. System Performance	09/12/2018
3B. Performance and Strategic Planning	09/12/2018
4A. Mainstream Benefits and Additional Policies	09/12/2018
4B. Attachments	Please Complete

Submission Summary   No Input Required

The Housing Authority of Yolo County (the only housing authority serving the jurisdiction of the CA-521 Davis/Woodland/Yolo County CoC) does not offer a homeless preference.

The Housing Authority of Yolo County (the only housing authority serving the jurisdiction of the CA-521 Davis/Woodland/Yolo County CoC) does not participate in a formal move-on strategy with the CoC.

VI-SPDAT VERSION 2.0 FOR SINGLE ADULTS REVISED 9-15-16

BASIC INFORMATION

Assessment Date:	Location of Contact:
Agency:	Outreach Contract:
Client Name:	Nickname:
Primary Language:	Date of Birth:
Age:	Gender:
Race:	Ethnicity:
Zip Code of Last Permanent Address:	Social Security Number:

Number of Additional Adults in Household (must conduct a separate VI-SPDAT):

IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1

Important Instructions:
- Please read all questions as is to the client.
- The order of the VI-SPDAT cannot change. As a self-reported tool, the sequence is vitally important.
- An individual must provide informed consent prior to the VI-SPDAT being completed.
- Please tell the client that most questions only require a Yes or No answer. Some questions require a one-word answer.
- Please note that some questions are personal in nature.
- Please note that you cannot complete the VI-SPDAT solely through observation or using known information within your organization.

A. HISTORY OF HOUSING AND HOMELESSNESS

What is your current housing status?	☐ Category 1 – Homeless ☐ Category 2 – At Imminent Risk of Losing Housing ☐ Category 3 – Homeless Only Under Other Federal Statutes ☐ Category 4 – Fleeing Domestic Violence ☐ At Risk of Homelessness ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected
What is the main reason for why you are homeless?	☐ Not Homeless ☐ Credit Problems ☐ Domestic Violence ☐ Drug or Alcohol Problems ☐ Eviction Due to Foreclosure (Owner Occupied) ☐ Eviction Due to Foreclosure (Rental) ☐ Eviction for Non-Financial Reasons ☐ Eviction for Non-Payment ☐ Financial ☐ Fire/Condemnation ☐ Gambling

	☐ Incarceration ☐ Kicked Out by Family/Friends ☐ Left State Foster Care ☐ Loss of Public Assistance/Aid ☐ Loss of Job ☐ Medical Problems, Non-Mental Health Problems ☐ Mental Health Problems ☐ New to Area – No Deposit Money ☐ New to Area – No Social Supports ☐ Previous Evictions/Unpaid Utilities ☐ Unable to Find Work ☐ Other
Where did you spent last night?	☐ Emergency Shelter, including Motel Paid for with Voucher ☐ Transitional Housing for Homeless Persons ☐ Permanent Housing for Formerly Homeless Persons ☐ Psychiatric Hospital or Other Psychiatric Facility ☐ Substance Use Treatment Facility or Detox Center ☐ Hospital or Other Residential Non-Psychiatric Medical Facility ☐ Jail, Prison, or Juvenile Detention Center ☐ Staying or Living with a Family Member ☐ Staying or Living with a Friend ☐ Hotel or Motel Paid for Without Emergency Shelter Voucher ☐ Foster Care Home or Foster Care Group Home ☐ Place Not Meant for Human Habitation ☐ Other ☐ Safe Haven ☐ Rental by Client with VASH Subsidy ☐ Rental by Client with Other Ongoing Housing Subsidy ☐ Owned by Client with Ongoing Housing Subsidy ☐ Rental by Client with No Ongoing Housing Subsidy ☐ Owned by Client with No Ongoing Housing Subsidy ☐ Long-Term Care Facility or Nursing Home ☐ Rental by Client with GPD TIP Subsidy ☐ Residential Project/Halfway House with No Homeless Criteria ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected
Where do you sleep most frequently?	☐ Shelters ☐ Transitional Housing ☐ Safe Haven ☐ Outdoors ☐ Other, please specify: _____ ☐ Client Doesn't Know ☐ Client Refused
IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER," "TRANSITIONAL HOUSING," OR "SAFE HAVEN," THEN SCORE 1	
Are you currently staying on the streets or an emergency shelter? **This will include clients who may be entering from an institutional stay of 90 days or less, but resided on the streets or in a shelter prior to entering that institution.**	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
If yes, what is the approximate date this current episode of homelessness started?	Date: _____
How long has it been since you lived in permanent stable housing?	☐ Less than a Week ☐ 1 Week to 3 Months ☐ 3 to 6 Months ☐ 6 Months to 1 Year ☐ 1 to 2 Years ☐ 2 or More Years

	□ Client Doesn't Know □ Client Refused
In the past three years, how many times have you been housed and then homeless again?	□ 0 Times □ 1 Time □ 2 Times □ 3 Times □ 4 Times □ 5 or More Times □ Client Doesn't Know □ Client Refused
IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1	
If four or more times, what is the total number of months, you've spent homeless on the streets or in an emergency shelter in the past three years?	□ 1 Month □ 2 Months □ 3 Months □ 4 Months □ 5 Months □ 6 Months □ 7 Months □ 8 Months □ 9 Months □ 10 Months □ 11 Months □ 12 Months □ More than 12 Months □ Client Doesn't Know □ Client Refused
What is the total length of time you have lived on the streets or in shelters in your life?	□ Less than a Week □ 1 Week to 3 Months □ 3 to 6 Months □ 6 Months to 1 Year □ 1 to 2 Years □ 2 or More Years □ Client Doesn't Know □ Client Refused
If more than two years, how many years have you been homeless in your life?	Years: _____

B. RISKS

In the past six months, how many times have you received health care at an emergency department/room?	□ 0 Times □ 1 Time □ 2 Times □ 3 Times □ 4 Times □ 5 or More Times □ Client Doesn't Know □ Client Refused
In the past six months, how many times have you taken an ambulance to the hospital?	□ 0 Times □ 1 Time □ 2 Times □ 3 Times □ 4 Times □ 5 or More Times □ Client Doesn't Know □ Client Refused
In the past six months, how many times have you been hospitalized as an in-patient?	□ 0 Times □ 1 Time

	☐ 2 Times ☐ 3 Times ☐ 4 Times ☐ 5 or More Times ☐ Client Doesn't Know ☐ Client Refused
In the past six months, how many times have you used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?	☐ 0 Times ☐ 1 Time ☐ 2 Times ☐ 3 Times ☐ 4 Times ☐ 5 or More Times ☐ Client Doesn't Know ☐ Client Refused
In the past six months, how many times have you talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along?	☐ 0 Times ☐ 1 Time ☐ 2 Times ☐ 3 Times ☐ 4 Times ☐ 5 or More Times ☐ Client Doesn't Know ☐ Client Refused
In the past six months, how many times have you stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offense, or anything in between?	☐ 0 Times ☐ 1 Time ☐ 2 Times ☐ 3 Times ☐ 4 Times ☐ 5 or More Times ☐ Client Doesn't Know ☐ Client Refused
IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE	
Have you been attacked or beaten up since you've become homeless?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
Have you threatened to or tried to harm yourself or anyone else in the last year?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM	
Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines or that make it more difficult to rent a place to live?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
IF "YES," THEN SCORE 1 FOR LEGAL ISSUES	
Does anybody force or trick you to do things that you do not want to do?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused

C. SOCIALIZATION AND DAILY FUNCTIONING

Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused

IF "YES," TO THE FIRST QUESTION OR "NO" TO SECOND QUESTION, THEN SCORE 1 FOR MONEY MANAGEMENT

Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused

IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY

Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused

IF "NO," THEN SCORE 1 FOR SELF-CARE

Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused

IF "NO," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS

D. WELLNESS

Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
Do you have any chronic health issues with your liver, kidneys, stomach lungs or heart?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
When you are sick or not feeling well, do you avoid getting help?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused

FOR APPLICABLE RESPONDENTS ONLY: Are you currently pregnant?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused

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

Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
Will drinking or drug use make it difficult for you to stay housed or afford your housing?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE

Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

A mental health issue or concern?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
A past head injury?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
A learning disability, developmental disability, or other impairment?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused

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

IF THE RESPONDENT SCORE 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY

Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MEDICATIONS

Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused

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

FINALLY, I'D LIKE TO ASK YOU SOME QUESTIONS TO HELP US BETTER UNDERSTAND HOMELESSNESS AND IMPROVE HOUSING AS WELL AS SUPPORT SERVICES.

Do you have a physical, mental, or emotional impairment (including an impairment caused by alcohol, drug abuse, PTSD, or brain injury), a developmental disability, HIV or AIDS and is it expected to be long-continuing OR of an indefinite duration AND substantially impedes your ability to live independently where it could be improved by the provision of more suitable housing conditions? **(this will be "Yes" if client is receiving SSI/SSDI)**	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
Have you ever been in prison?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
Have you ever been in jail?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
Are you currently facing any criminal charges in Yolo County?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
Are you a registered sex offender?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
What is your citizenship status?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
Are you a veteran?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
If yes, what era did you serve in?	☐ Persian Gulf Era (August 1991-September 2001) ☐ Post Vietnam (May 1975-July 1991) ☐ Vietnam Era (August 1964-April 1975) ☐ Between Korean and Vietnam War (February 1955-July 1964) ☐ Korean War (June 1950-January 1955) ☐ Between WWII and Korean War (August 1947-May 1950) ☐ Post September 11 (September 2011-Present) ☐ Client Doesn't Know ☐ Client Refused
If yes, what was your discharge status?	☐ Honorable ☐ General Under Honorable Conditions ☐ Under Other than Honorable Conditions ☐ Bad Conduct ☐ Dishonorable ☐ Uncharacterized ☐ Client Doesn't Know ☐ Client Refused
Do you have a permanent physical disability that limits your mobility? **(i.e. wheelchair, amputation, unable to climb stairs)**	☐ No ☐ Yes ☐ Client Doesn't Know

	☐ Client Refused
Have you ever been in foster care?	☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused
What is your sexual orientation?	☐ Heterosexual or Straight ☐ Gay or Lesbian ☐ Bisexual ☐ Other ☐ Client Doesn't Know ☐ Client Refused
What type of health insurance do you have, if any? **(check all that apply)**	☐ Yolo County Medi-Cal ☐ Medi-Cal from Another County ☐ Medicare ☐ VA Medical ☐ Private Insurance ☐ No Health Insurance ☐ Other: _____
When is the last time you had a physical health exam?	Date: _____

Do you have cash income?	☐ Earned/Employment Income
	    Amount: _____
	☐ Unemployment Income
	    Amount: _____
	☐ TANF/CalWORKs
	    Amount: _____
	☐ General Assistance (GA)
	    Amount: _____
	☐ Supplemental Security Income (SSI)
	    Amount: _____
	☐ Social Security Disability Insurance (SSDI)
	    Amount: _____
	☐ Social Security Retirement
	    Amount: _____
	☐ Worker's Compensation
	    Amount: _____
	☐ VA Service—Connected Disability Compensation
	    Amount: _____
	☐ VA Service—Connected Disability Pension
	    Amount: _____
	☐ Alimony and Other Spousal Support
	    Amount: _____
	☐ Employment Pension or Retirement Income for Former Job
	    Amount: _____
	☐ Private Disability Insurance
	    Amount: _____
	☐ Child Support
	    Amount: _____
	☐ Other Cash Income
	    Source: _____
	    Amount: _____
	Total Cash Income Amount: _____
	Total Gross Annual Amount: _____

Where did you grow up?	City/Region: _____ State: _____
Where do you consider home?	City/Region: _____ State: _____
Where do you want to live?	City/Region: _____

	State: _____

What brought you to Yolo County?	☐ I grew up here
	☐ I have family here
	☐ I have friends here
	☐ I was sent here
	      By whom: _____
	☐ It was suggested that I come here
	      By whom: _____
	☐ There are good social services here
	☐ There is affordable housing here
	☐ There is good weather here
	☐ Other
	      Please specify: _____
	☐ Client Doesn't Know
	☐ Client Refused

How long have you been in Yolo County?	☐ Less than 1 Month ☐ 1-2 Months ☐ 3-5 Months ☐ 6-11 Months ☐ 1 to 2 Years ☐ 2 or More Years If more than 2 years, please specify: _____ ☐ Client Doesn't Know ☐ Client Refused
Where did you live immediately prior to coming to Yolo County?	City/Region: _____ State: _____ **WRITE NOT APPLICABLE IF LIVED IN YOLO COUNTY ENTIRE LIFE.**
Are you currently employed?	☐ No ☐ Yes
If no, are you seeking employment?	☐ No ☐ Yes
Do you have any pets?	☐ No ☐ Yes
If yes, how many and what types?	Answer: _____
On a regular day, where is it easiest to find you and what time of day is easiest to do so?	Answer: _____
Do you have a phone number where someone can safely get in touch with you or leave you a message?	Phone Number: _____
Do you have an email address where someone can safely get in touch with you or leave you a message?	Email Address: _____
OK, now I'd like to take your picture so that it is easier to find you and confirm tour identify in the future. May I do so?	☐ No ☐ Yes
OBSERVATION ONLY: Surveyor, do you detect signs of poor hygiene or daily living skills?	☐ No ☐ Yes
OBSERVATION ONLY: Surveyor, do you observe signs or symptoms of a serious health condition?	☐ No ☐ Yes
OBSERVATION ONLY: Surveyor, do you detect signs or symptoms of severe, persistent mental illness or severely compromised cognitive functioning?	☐ No ☐ Yes
OBSERVATION ONLY: Surveyor, do you observe signs or symptoms of problematic alcohol or drug	☐ No ☐ Yes

use?	

SCORING SUMMARY

0 to 3: No Housing Intervention

4 to 7: An Assessment for Rapid Re-Housing

8+: An Assessment for Permanent Supportive Housing/Housing First

Yolo County Homeless and Poverty Action Coalition (HPAC)

FY 2018 Continuum of Care (CoC) Competition
Project Reallocation, Ranking and Selection Process
Adopted 7/6/2018

PROJECT SELECTION SUBCOMMITTEE

During the FY 2018 CoC competition HPAC will establish an objective Project Selection Subcommittee to develop a recommendation regarding which project applications should be sent to HUD for funding in the FY18 CoC competition. The Subcommittee will include:

- Representatives from non-conflicted CoC member agencies and stakeholders
- A minimum of 5 members, maximum of 10 members
- Membership representing both public and private agencies
- Membership representing all geographic areas within the HPAC jurisdiction
- No more than one representative from each member agency

The County Homeless Coordinator will act as staff to committee, but will not participate in ranking or voting.

PROJECT REALLOCATION, RANKING AND SELECTION PROCEDURE

SUBMISSION OF PROJECT APPLICATIONS

All project applications must be submitted in e-snaps by **August 5, 2018 at 11:59pm.**

- Applications received late, but within 8 hours of the due date/time will receive a 5-point score reduction.
- Projects received after 7:59am on 8/6/18 may receive an additional point reduction, to be determined by the Project Selection Subcommittee.
- It is recommended that applicants take a screenshot of their Submissions List and Project Summaries after submitting. In the event that the e-snaps system has issues, this can be used as evidence that the project was submitted on-time.
- If an applicant is having issues with submitting the application in e-snaps by the deadline due to system error they may submit a PDF version of the application, along with evidence that the e-snaps system was not working.

For renewal projects, the Annual Performance Report (APR) from the Homeless Management Information System (HMIS) should be submitted directly to the Homeless Coordinator by **August 5, 2018 at 11:59pm.** Victim service providers should submit APR data from a comparable database to HMIS.

In addition to the application in e-snaps, project applicants may submit a supplementary response (no longer than 5 pages) directly to the Homeless Coordinator to address any areas where they believe members of the Project Selection Subcommittee may require additional information or explanations. These responses will be distributed to Subcommittee members along with the project applications. Project applicants may also participate in a brief in-person interview with the Project Selection Subcommittee prior to their cumulative ranking process to answer questions and address any areas of concern.

PREPARATION FOR REVIEW PROCESS

Minimum Threshold Review

8/6-8/7: Homeless Coordinator conducts a minimal threshold review on new projects to ensure that projects meet minimum requirements as described below. Per guidance from HUD, all renewal projects will be assumed to meet the threshold requirements.

- Project type and population served is eligible for CoC funding
- Project serves CoC service area
- Project meets 25% match requirements
- Project meets HUD project quality threshold (as described on page 24 of the Notice of Funding Availability)

If a project does not meet the threshold requirements the Project Selection Subcommittee will be notified. Depending on the severity of the issue, the Subcommittee may reject the project for funding, or work with the applicant on addressing the issue.

Distribution of Application Scoring Packets

8/7: Homeless Coordinator prepares and distributes application packets to the members of the Project Selection Subcommittee.

SCORING

Note to HUD: Process for evaluating projects submitted by victim service providers.

8/8-8/21: Members of the Project Selection Subcommittee independently review and score all renewal projects [1] and new projects [2] (out of 75 possible points). Separate scoring sheets will be used for renewal and new projects. Renewal projects that have been in operation for less than 1 year, and have not completed an Annual Performance Report (APR), will be scored using the new project rubric. Victim service providers will be evaluated using the same scoring sheets as other projects, but should submit APR data from a database comparable to HMIS.

REALLOCATION, RANKING AND PROJECT SELECTION

8/21-8/22: Members of the Project Selection Subcommittee meet to complete the following tasks:

- Interview project applicants to address any outstanding questions
- Assign a cumulative score to each new and renewal project
- Consider reallocation of under-performing projects
- Select new projects
- Assign a rank to each project application

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[1] **Renewal Projects:** Projects currently funded by the CoC program with an expiration date in 2019

[2] **New Projects:**

- Any new project proposal for a:
  - *Permanent supportive housing projects dedicated to chronically homeless*
  - *Permanent supportive housing projects meeting the definition of DedicatedPLUS*
  - *Rapid re-housing projects*
  - *Joint Transitional Housing and Rapid Re-Housing projects*
  - *Supportive Services Only (SSO) projects for coordinated entry*
  - *HMIS project (only HMIS lead can apply)*
- Permanent Housing Bonus projects

Minutes will be recorded at the meeting, provided at the subsequent HPAC meeting with the ranking results, and made available to the public.

Cumulative Scoring of Renewal and New Projects

The Subcommittee's first task will be to develop a cumulative score for each project by aggregating the scores assigned to each project by each individual member of the Subcommittee.

Reallocation of Under-Performing Projects

Next, the Subcommittee will consider whether reallocation[3] of under-performing renewal projects is necessary.

- The Subcommittee will recommend reallocation of any projects not meeting a minimum scoring threshold of 45 points (60% of total available points).

- The Subcommittee will recommend development of a Corrective Action Plan for any projects scoring between 45 to 55 points (60-73% of total available points).

  ✓ Projects recommended for corrective action must develop and share a Corrective Action Plan with HPAC by November 1, 2018. The Homeless Coordinator will assist projects with development of the Plan, and will provide technical assistance as needed. Additionally, HPAC will continually monitor the Plan and provide ongoing assistance with improvement efforts. If project has not demonstrated improvement before FY19 CoC process (as demonstrated by improved score), the project may be recommended for reallocation.

Selection of Renewal and New Projects

After considering all renewal projects and determining the need for reallocation of under-performing projects the Project Selection Subcommittee will recommend all remaining renewal projects for funding in the FY18 CoC competition. After renewals have been reviewed and recommended for funding, the Subcommittee will determine the amount of funding available for new projects using the formula provided below.

STEP 1:			
		$476,153	*Annual Renewal Demand*
		$28,569	*Permanent Housing Bonus*
	+	$50,000	*Domestic Violence Bonus*
	=	**$554,772**	***Total Available Funds***

STEP 2:			
		$554,772	*Total Available Funds*
	-	$xxx,xxx	*Cost of Recommended Renewals*
	=	**$xxx,xxx**	***Balance Available for New Projects***

The Subcommittee will review the new project proposals, giving consideration to the score of each project, the geographic disbursement of projects, and whether the project addresses a critical

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[3] **Reallocation:** When funds are shifted from an existing renewal project to create new projects

community need that is currently unmet. The Subcommittee will select projects for funding until the available funding runs out. All remaining new projects will be rejected for funding. [4]

Ranking of New and Renewal Projects

Once the Subcommittee has selected all new and renewal projects that will be recommended for funding, the Subcommittee will assign a rank[5] and tier[6] to each project. Projects will be placed in order from highest to lowest based on cumulative score, and assigned a rank in that order.

TIER 1:	$447,584	*94% of Annual Renewal Demand*
TIER 2:	+ $107,188	*6% of Annual Renewal Demand and Bonus Funding*
	$554,772	*Total Available Funding*

The Subcommittee retains the right to alter the initial ranking and tier placement for strategic reasons, if initial scoring is likely to result in any critical services gaps, including lack of services in a community or lack of services for a priority population.

PUBLIC MEETING AND HPAC ADOPTION

8/29: The Project Selection Subcommittee will bring its final recommendation regarding project reallocation, selection, rejection, and rank/tier to the full HPAC membership at a public meeting on August 29, 2018. The draft recommendation will be posted on the HPAC website and emailed to the membership a minimum of 48-hours prior to the public meeting. The meeting will be publicly advertised on the HPAC website. All members of the public and local agencies will be invited to provide public comment during the meeting.

Following public comment, the HPAC membership will make a final determination regarding which projects will be recommended to HUD for funding, and will hold a vote of all non-conflicted member organizations.

NOTIFICATION TO APPLICANTS

8/31: The Homeless Coordinator will send an email to each project applicant explaining whether their project was accepted or rejected. If rejected, the letter will explain the reason for the rejection. If accepted, the letter will explain the rank and tier assignment. In addition, all applicants may request copies of the scoring materials associated with their project, or a debrief with the Homeless Coordinator.

SOLO APPLICATIONS TO HUD

Eligible project applicants that attempted to participate in the CoC planning process in the CA-521 Davis/Woodland/Yolo County Continuum of Care, that believe they were denied the opportunity to participate in a reasonable manner and were rejected or reallocated may appeal the rejection directly to

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[4] Projects **selected for funding** will be recommended to HUD for funding in the FY17 CoC competition.
  Projects **rejected for funding** will not be recommended to HUD for funding in the FY17 COC competition.

[5] **Project Rank:** Once selected for funding, all projects must be placed in order of preference or "ranked".

[6] **Project Tier:** Once ranked, projects must be placed in two tiers. Projects in tier 1 will be conditionally selected by HUD for funding. Projects in tier 2 will be selected by HUD in order of CoC score and project score until no more funds are available.

Yolo County Homeless and Poverty Action Coalition (HPAC)

FY 2018 Continuum of Care (CoC) Competition
Project Reallocation, Ranking and Selection Process
Adopted 7/6/2018

HUD by submitting a solo application to HUD prior to the application deadline of September 18, 2018 by 8:00PM Eastern Time.

Yolo County Homeless and Poverty Action Coalition (HPAC)

FY 2018 Continuum of Care (CoC) Competition
Project Reallocation, Ranking and Selection Process
Adopted 7/6/2018

Yolo CoC Scoring Rubric: Renewal Projects			
PROGRAM DESIGN			
Type of Project	Does the type of project (PSH, RRH, TH, SSO, HMIS) meet HUD priorities and demonstrate the ability to meet a local community need?	**10**	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Low Barriers	Does the project plan to operate using a low barriers model, by minimizing service participation requirements and preconditions (meaning that they do not screen out potential participants based on clients possessing (1) too little income, (2) active or history of substance use, (3) criminal record, with exception of state mandated restrictions, and (4) history of domestic violence)?	**10**	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Serving Priority and Vulnerable Populations	If PSH, does project serve exclusively the chronically homeless[7], or prioritize the chronically homeless for beds as they turn over?	**5**	5 Pts: Prioritizes chronically homeless with bed turnover 3Pts: Demonstrates in recent APR that a minimum of 50% of clients were chronically homeless 0 Pts: Does not prioritize chronically homeless
	If not PSH, does the project serve high rates of highly vulnerable populations (including veterans, people with a history of victimization or abuse, people with mental illness or substance use disorder, people with a criminal history, unaccompanied minors and/or transition aged-youth)?		Consider rates of each population served according to HMIS data. Also consider plan for outreach and engagement with vulnerable populations. 5 Pts: Excellent 4Pts: Strong 3Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			Points Sub-Total: 25
PROGRAM PERFORMANCE *(Answers should be based on FY 15/16 HMIS data)*			
Housing Stability and Exits	If permanent supportive housing, do at least 80% of participants remain housed or exit to another permanent housing destination?	**10**	Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding

[7] A person or household who is "chronically homeless" according to HUD includes an unaccompanied homeless individual with a disabling condition who has either (1) been homeless continuously for a year or more, or (2) has had at least four episodes of homelessness in the past three years. A disabling condition may include (1) a diagnosis of substance use disorder, (2) a serious mental illness, (3) a development disability, (4) a chronic physical illness, and (5) the co-occurrence of two or more of the previously mentioned conditions.

Yolo County Homeless and Poverty Action Coalition (HPAC)

FY 2018 Continuum of Care (CoC) Competition
Project Reallocation, Ranking and Selection Process
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	If transitional housing, do at least 80% of homeless persons exit to permanent housing?		performance issues, Yolo County housing market, affordable housing availability and local vacancy rates. 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Income	Does project demonstrate that at least 20% of participants experience an increase in financial resources at project exit, or from project entry to end of period measured?	10	Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding performance issues. 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible **Note to HUD: Method for evaluating proposals from victim service provider**
Mainstream Benefits	Does the project demonstrate success in connecting participants with and ensuring participants mainstream resources (including Food Stamps, General Assistance, SSI, TANF, Unemployment, Veterans Benefits, Veterans Healthcare and Workforce Investment Act)?	10	Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding performance issues. 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Bed Utilization	Does the project routinely operate at 85% capacity according to quarterly bed utilization reports from previous funding year?	5	Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding performance issues. 5 Pts: Excellent 4Pts: Strong 3Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			Points Sub-Total: 35
GRANT MANAGEMENT (20 Points)			

HPAC Participation	Did agency (or sub recipient) staff participate in HPAC meetings (all HPAC and technical) and HPAC subcommittees during the past year? If new to the community, has the agency demonstrated a commitment to HPAC participation and partner engagement in the future?	10	Consider HPAC participation levels and supplemental responses. 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Drawdown Rates and Fund Utilization	In the previous funding year, did the project draw down at least 95% of funds within 90 days of the project's expiration date? *(determined using supplemental information from HUD)*	5	Consider data from HUD. Also consider supplemental responses from applicant regarding any performance issues. 5 Pts: Excellent 4Pts: Strong 3Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			Points Sub-Total: 15
			TOTAL AVAILABLE POINTS: 75

Yolo County Homeless and Poverty Action Coalition (HPAC)

FY 2018 Continuum of Care (CoC) Competition
Project Reallocation, Ranking and Selection Process
Adopted 7/6/2018

Yolo CoC Scoring Rubric: New Projects			
PROGRAM DESIGN			
Type of Project	Does the type of project (PSH, RRH, TH, SSO, HMIS) meet HUD priorities and demonstrate the ability to meet a local community need?	**10**	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Low Barriers	Does the project plan to operate using a low barriers model, by minimizing service participation requirements and preconditions (meaning that they do not screen out potential participants based on clients possessing (1) too little income, (2) active or history of substance use, (3) criminal record, with exception of state mandated restrictions, and (4) history of domestic violence)?	**10**	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Serving Priority and Vulnerable Populations **Note to HUD: Consideration of severity of needs and vulnerable populations**	If PSH, will project serve exclusively the chronically homeless, or prioritize the chronically homeless for beds as they turn over?	**5**	5 Pts: Serves exclusively chronically homeless 3 Pts: Prioritizes chronically homeless with bed turnover 0 Pts: Does not prioritize chronically homeless
	If not PSH, does the project serve high rates of highly vulnerable populations (including veterans, people with a history of victimization or abuse, people with mental illness or substance use disorder, people with a criminal history, unaccompanied minors and/or transition aged-youth)?		Consider rates of each population served according to HMIS data. Also consider plan for outreach and engagement with vulnerable populations. 5 Pts: Excellent 4 Pts: Strong 3 Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			Points Sub-Total: 25
PROGRAM PERFORMANCE			
Housing Stability and Exits	If permanent supportive housing, how does the project plan to retain participants or ensure that they exit to permanent housing? *HUD Standard: 80% of participants remain housed or exit to another*	**10**	Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard: 10 Pts: Excellent 8 Pts: Strong

Yolo County Homeless and Poverty Action Coalition (HPAC)

FY 2018 Continuum of Care (CoC) Competition
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	permanent housing destination		6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
	If rapid re-housing, how does the project plan to rapidly move participants into permanent housing? *HUD Standard: 80% of participants remain housed or exit to permanent housing*		
Income	How does the project plan to increase income for participants? *HUD Standard: At least 20% of participants experience an increase in financial resources at project exit, or from project entry to end of period measured*	10	Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard: 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Mainstream Benefits	How does the project plan to assist participants in accessing mainstream benefits (including Food Stamps, General Assistance, SSI, TANF, Unemployment, Veterans Benefits, Veterans Healthcare and Workforce Investment Act)? *HUD Standard: At least 20% of participants experience an increase in financial resources at project exit, or from project entry to end of period measured*	10	Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard: 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Bed Utilization	How does the project plan to quickly fill vacancies? *HUD Standard: Projects operate at 85% capacity*	5	Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard: 5 Pts: Excellent 4Pts: Strong 3Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			Points Sub-Total: 35
GRANT MANAGEMENT			

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HPAC Participation	Did agency (or sub recipient) staff participate in HPAC meetings (all HPAC and technical) and HPAC subcommittees during the past year? If new to the community, has the agency demonstrated a commitment to HPAC participation and partner engagement in the future?	**10**	Consider HPAC participation levels and supplemental responses. 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Experience & Readiness	Does the applicant have experience with managing similar projects and with successful grant administration for federal funds? Will the project be able to begin drawing funds in a timely manner?	**5**	5 Pts: Excellent 4Pts: Strong 3Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			Points Sub-Total: 75
			TOTAL AVAILABLE POINTS: 75

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Emergency Medical Care Committee (EMCC)

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Healthcare Preparedness Coalition

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CONTINUUM OF CARE (COC) FUNDING COMPETITION

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Continuum of Care (CoC) Notice of Funding Availability (NOFA)

Each year the United State Department of Housing and Urban Development (HUD) releases a NOFA for its CoC program. The CoC program is designed to provide funding for nonprofit providers and local governments to quickly rehouse individuals and families experiencing homelessness while minimizing the trauma and dislocation caused by homelessness.

FY 2018 CoC Competition

The United Stated Department of Housing and Urban Development (HUD) released its Notice of Funding Availability (NOFA) for the 2018 Continuum of Care (CoC) Competition on June 20, 2018. You can access additional information regarding the CoC Program and the 2018 NOFA on the HUD website.

For information regarding how the local CoC funding competition will be implemented in Yolo, please see the FY 2018 Notice of Funding for the Davis/Woodland/Yolo County CoC (CA-521). This document provides important information regarding available funding, eligibility requirements and timelines.

The Homeless and Poverty Action Coalition (HPAC) formally adopted a Project Reallocation, Ranking and Selection Process for the FY 2018 CoC Competition on June 27, 2018. Interested applicants should review the process to learn more about how their applications will be ranked in the local competition.

Public posting of local FY 2018 Notice of Funding for the CoC Competition

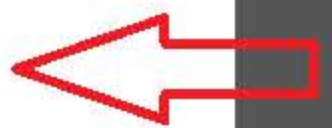**Public posting of FY 20189 Project Reallocation, Ranking and Selection Process**

Date of Posting

3:54 PM
7/14/2018

Yolo County Homeless and Poverty Action Coalition (HPAC)

FY 2018 Continuum of Care (CoC) Competition
Project Reallocation, Ranking and Selection Process
Adopted 7/6/2018

PROJECT SELECTION SUBCOMMITTEE

During the FY 2018 CoC competition HPAC will establish an objective Project Selection Subcommittee to develop a recommendation regarding which project applications should be sent to HUD for funding in the FY18 CoC competition. The Subcommittee will include:

- Representatives from non-conflicted CoC member agencies and stakeholders
- A minimum of 5 members, maximum of 10 members
- Membership representing both public and private agencies
- Membership representing all geographic areas within the HPAC jurisdiction
- No more than one representative from each member agency

The County Homeless Coordinator will act as staff to committee, but will not participate in ranking or voting.

PROJECT REALLOCATION, RANKING AND SELECTION PROCEDURE

SUBMISSION OF PROJECT APPLICATIONS

All project applications must be submitted in e-snaps by August 5, 2018 at 11:59pm.

- Applications received late, but within 8 hours of the due date/time will receive a 5-point score reduction.
- Projects received after 7:59am on 8/6/18 may receive an additional point reduction, to be determined by the Project Selection Subcommittee.
- It is recommended that applicants take a screenshot of their Submissions List and Project Summaries after submitting. In the event that the e-snaps system has issues, this can be used as evidence that the project was submitted on-time.
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PREPARATION FOR REVIEW PROCESS

Minimum Threshold Review

137 N Cottonwood St, Ste 1500, Woodland, CA 95695 | Staff Contact: Tracey Dickinson | Tracey.Dickinson@yolocounty.org | (530) 666-8559

Final Project Reallocation, Ranking and Selection Process sent to full CoC Body (AKA, HPAC) on July 9, 2018

To: acastillo@ych.ca.gov; Adrienne Heinig; Amanda Ekman; Amber Whitaker; ameyer@lsnc.net; Anisa Vallejo; Anna Sutton; Anne Marie Flynn; Anston Houghton; apickens@fourthandhope.org; bbettis@voa-ncnn.org; Bill Pride; bob@srceh.org; Bobbi Vaughn; bobbies@communicarehc.org; Brandi Halstead; Carolyn Pierson; celina@empoweryolo.org; Christina Andrade-Lemus; Christopher Bulkeley; Cindy Pasko; Craig Seelig; Crista Cannariato; Cristina Larsen; Cynthia Van Nostrand; dan.sokolow@cityofwoodland.org; Dana Christy; daniel.maguire@cityofwinters.org; Davis Chamber; Deanna Lynn-Steele; Diane Clarke; Don Bosley (Mercy Coalition); dzeck@fourthandhope.org; Elaine Lytle; Emily Kochly; Emily Meza; Emily Vaden; Eric Banuelos; Erica Plumb - Mercy Housing; Erin McEwen; Evelyn Aguilar; ghashimoto@cityofdavis.org; Hannah Gray; Hazaiah Williams; Helen Thomson; Holly Pierce; Holly Wunder-Stiles; housing@y3c.org; housingnow@y3c.org; Ian Evans; iperez@ych.ca.gov; Jayne Williams; Jeneba Lahai; Jeremy Smith; jfox@voa-ncnn.org; jholt@ych.ca.gov; Joan Planell; Julie Freitas; Kaelin Souza; kalic@communicarehc.org; Karen Larsen; Kathy Trott; Katie Villegas; Katy Zane; Kevin Roddy; Kim Heuvelhorst; Koy Saechao; Kristen Cline; Laurie Haas (DESS); lbaker@ych.ca.gov; Liane Moody; Ligayah@cimcinc.com; Linda Scott; Lorena Sanchez; Lynnette@empoweryolo.org; Maggie Memmott; Mark Fink; Mark Sawyer; Martha Teeter; Mary Anne Kirsch; Melinda Daugherty; mfjlaw@gmail.com; Michele Kellogg; Nadia Waggener; Nancy Mills; Niomi Michel; Nolan Sullivan; pastor.ross@yahoo.com; Phaicia Chow; rachel@mutualhousing.com; RCollins@cityofdavis.org; Reed.Walker@va.gov; Robert Hale; Robin Frank; Ron Jackson; Rosie.Caraveo@wjusd.org; Ryann Esteban; Sadie Shen; Sandra Sigrist; Sara Gavin; Scott Love; Scott Thurmond; Sergei Shkurkin; Sheila Allen; Susan Hensley; Tico Zendejas - RISE, Inc.; TinaL@communicarehc.org; Tracey Dickinson; Veronica Williams; Zane Hatfield
Subject: UPDATE: EMAIL VOTE - Adoption of CoC Project Reallocation, Ranking and Selection Process for FY 2018

Good Afternoon HPAC,

I'm writing to announce that as of Friday, July 6th, 2018, at 5:00 pm, no objections were received by email or otherwise. Thus, the attached FY 2018 CoC Project Reallocation, Ranking and Selection Process is officially adopted.

As a reminder, per the adopted process, **all project applications must be submitted in e-snaps by August 5th, 2018 at 11:59pm.** Also, agencies considering submitting an application for a new project should send a notice of intent to Tracey Dickinson (tracey.dickinson@yolocounty.org) by **July 27th, 2018.**

Thank you for your participation in this important process!

Emily Meza

Homeless Services Analyst
Yolo County Health and Human Services Agency (HHSA)
137 N. Cottonwood St,
Woodland, CA, 95695
Desk: (530) 666-8553
Cell: (530) 312-5146

Yolo County Homeless and Poverty Action Coalition (HPAC)

FY 2018 Continuum of Care (CoC) Competition
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8/21-8/22: Members of the Project Selection Subcommittee meet to complete the following tasks:

- Interview project applicants to address any outstanding questions
- Assign a cumulative score to each new and renewal project
- Consider reallocation of under-performing projects
- Select new projects
- Assign a rank to each project application

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[1] **Renewal Projects:** Projects currently funded by the CoC program with an expiration date in 2019

[2] **New Projects:**

- Any new project proposal for a:
    - *Permanent supportive housing projects dedicated to chronically homeless*
    - *Permanent supportive housing projects meeting the definition of DedicatedPLUS*
    - *Rapid re-housing projects*
    - *Joint Transitional Housing and Rapid Re-Housing projects*
    - *Supportive Services Only (SSO) projects for coordinated entry*
    - *HMIS project (only HMIS lead can apply)*
- Permanent Housing Bonus projects

Minutes will be recorded at the meeting, provided at the subsequent HPAC meeting with the ranking results, and made available to the public.

Cumulative Scoring of Renewal and New Projects

The Subcommittee's first task will be to develop a cumulative score for each project by aggregating the scores assigned to each project by each individual member of the Subcommittee.

Reallocation of Under-Performing Projects

Next, the Subcommittee will consider whether reallocation[3] of under-performing renewal projects is necessary.

- The Subcommittee will recommend reallocation of any projects not meeting a minimum scoring threshold of 45 points (60% of total available points).

- The Subcommittee will recommend development of a Corrective Action Plan for any projects scoring between 45 to 55 points (60-73% of total available points).

  ✓ Projects recommended for corrective action must develop and share a Corrective Action Plan with HPAC by November 1, 2018. The Homeless Coordinator will assist projects with development of the Plan, and will provide technical assistance as needed. Additionally, HPAC will continually monitor the Plan and provide ongoing assistance with improvement efforts. If project has not demonstrated improvement before FY19 CoC process (as demonstrated by improved score), the project may be recommended for reallocation.

Selection of Renewal and New Projects

After considering all renewal projects and determining the need for reallocation of under-performing projects the Project Selection Subcommittee will recommend all remaining renewal projects for funding in the FY18 CoC competition. After renewals have been reviewed and recommended for funding, the Subcommittee will determine the amount of funding available for new projects using the formula provided below.

STEP 1:		$476,153	*Annual Renewal Demand*
		$28,569	*Permanent Housing Bonus*
	+	$50,000	*Domestic Violence Bonus*
	=	**$554,772**	***Total Available Funds***

STEP 2:		$554,772	*Total Available Funds*
	-	$xxx,xxx	*Cost of Recommended Renewals*
	=	**$xxx,xxx**	***Balance Available for New Projects***

The Subcommittee will review the new project proposals, giving consideration to the score of each project, the geographic disbursement of projects, and whether the project addresses a critical

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[3] **Reallocation:** When funds are shifted from an existing renewal project to create new projects

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community need that is currently unmet. The Subcommittee will select projects for funding until the available funding runs out. All remaining new projects will be rejected for funding. [4]

Ranking of New and Renewal Projects

Once the Subcommittee has selected all new and renewal projects that will be recommended for funding, the Subcommittee will assign a rank[5] and tier[6] to each project. Projects will be placed in order from highest to lowest based on cumulative score, and assigned a rank in that order.

TIER 1:	$447,584	*94% of Annual Renewal Demand*
TIER 2:	+ $107,188	*6% of Annual Renewal Demand and Bonus Funding*
	$554,772	*Total Available Funding*

The Subcommittee retains the right to alter the initial ranking and tier placement for strategic reasons, if initial scoring is likely to result in any critical services gaps, including lack of services in a community or lack of services for a priority population.

PUBLIC MEETING AND HPAC ADOPTION

8/29: The Project Selection Subcommittee will bring its final recommendation regarding project reallocation, selection, rejection, and rank/tier to the full HPAC membership at a public meeting on August 29, 2018. The draft recommendation will be posted on the HPAC website and emailed to the membership a minimum of 48-hours prior to the public meeting. The meeting will be publicly advertised on the HPAC website. All members of the public and local agencies will be invited to provide public comment during the meeting.

Following public comment, the HPAC membership will make a final determination regarding which projects will be recommended to HUD for funding, and will hold a vote of all non-conflicted member organizations.

NOTIFICATION TO APPLICANTS

8/31: The Homeless Coordinator will send an email to each project applicant explaining whether their project was accepted or rejected. If rejected, the letter will explain the reason for the rejection. If accepted, the letter will explain the rank and tier assignment. In addition, all applicants may request copies of the scoring materials associated with their project, or a debrief with the Homeless Coordinator.

SOLO APPLICATIONS TO HUD

Eligible project applicants that attempted to participate in the CoC planning process in the CA-521 Davis/Woodland/Yolo County Continuum of Care, that believe they were denied the opportunity to participate in a reasonable manner and were rejected or reallocated may appeal the rejection directly to

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[4] Projects **selected for funding** will be recommended to HUD for funding in the FY17 CoC competition.
  Projects **rejected for funding** will not be recommended to HUD for funding in the FY17 COC competition.
[5] **Project Rank:** Once selected for funding, all projects must be placed in order of preference or "ranked".
[6] **Project Tier:** Once ranked, projects must be placed in two tiers. Projects in tier 1 will be conditionally selected by HUD for funding. Projects in tier 2 will be selected by HUD in order of CoC score and project score until no more funds are available.

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HUD by submitting a solo application to HUD prior to the application deadline of September 18, 2018 by 8:00PM Eastern Time.

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Yolo CoC Scoring Rubric: Renewal Projects			
PROGRAM DESIGN			
Type of Project	Does the type of project (PSH, RRH, TH, SSO, HMIS) meet HUD priorities and demonstrate the ability to meet a local community need?	**10**	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Low Barriers	Does the project plan to operate using a low barriers model, by minimizing service participation requirements and preconditions (meaning that they do not screen out potential participants based on clients possessing (1) too little income, (2) active or history of substance use, (3) criminal record, with exception of state mandated restrictions, and (4) history of domestic violence)?	**10**	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Serving Priority and Vulnerable Populations	If PSH, does project serve exclusively the chronically homeless[7], or prioritize the chronically homeless for beds as they turn over?	**5**	5 Pts: Prioritizes chronically homeless with bed turnover 3Pts: Demonstrates in recent APR that a minimum of 50% of clients were chronically homeless 0 Pts: Does not prioritize chronically homeless
	If not PSH, does the project serve high rates of highly vulnerable populations (including veterans, people with a history of victimization or abuse, people with mental illness or substance use disorder, people with a criminal history, unaccompanied minors and/or transition aged-youth)?		Consider rates of each population served according to HMIS data. Also consider plan for outreach and engagement with vulnerable populations. 5 Pts: Excellent 4Pts: Strong 3Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			Points Sub-Total: 25
PROGRAM PERFORMANCE *(Answers should be based on FY 15/16 HMIS data)*			
Housing Stability and Exits	If permanent supportive housing, do at least 80% of participants remain housed or exit to another permanent housing destination?	**10**	Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding

[7] A person or household who is "chronically homeless" according to HUD includes an unaccompanied homeless individual with a disabling condition who has either (1) been homeless continuously for a year or more, or (2) has had at least four episodes of homelessness in the past three years. A disabling condition may include (1) a diagnosis of substance use disorder, (2) a serious mental illness, (3) a development disability, (4) a chronic physical illness, and (5) the co-occurrence of two or more of the previously mentioned conditions.

137 N Cottonwood St, Ste 1500, Woodland, CA 95695 | Staff Contact: Tracey Dickinson | Tracey.Dickinson@yolocounty.org | (530) 666-8559

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	If transitional housing, do at least 80% of homeless persons exit to permanent housing?		performance issues, Yolo County housing market, affordable housing availability and local vacancy rates. 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Income	Does project demonstrate that at least 20% of participants experience an increase in financial resources at project exit, or from project entry to end of period measured?	**10**	Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding performance issues. 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible **Note to HUD: Method for evaluating proposals from victim service provider**
Mainstream Benefits	Does the project demonstrate success in connecting participants with and ensuring participants mainstream resources (including Food Stamps, General Assistance, SSI, TANF, Unemployment, Veterans Benefits, Veterans Healthcare and Workforce Investment Act)?	**10**	Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding performance issues. 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Bed Utilization	Does the project routinely operate at 85% capacity according to quarterly bed utilization reports from previous funding year?	**5**	Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding performance issues. 5 Pts: Excellent 4Pts: Strong 3Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			Points Sub-Total: 35
GRANT MANAGEMENT (20 Points)			

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HPAC Participation	Did agency (or sub recipient) staff participate in HPAC meetings (all HPAC and technical) and HPAC subcommittees during the past year? If new to the community, has the agency demonstrated a commitment to HPAC participation and partner engagement in the future?	10	Consider HPAC participation levels and supplemental responses. 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Drawdown Rates and Fund Utilization	In the previous funding year, did the project draw down at least 95% of funds within 90 days of the project's expiration date? *(determined using supplemental information from HUD)*	5	Consider data from HUD. Also consider supplemental responses from applicant regarding any performance issues. 5 Pts: Excellent 4Pts: Strong 3Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			Points Sub-Total: 15
			TOTAL AVAILABLE POINTS: 75

Yolo County Homeless and Poverty Action Coalition (HPAC)

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Yolo CoC Scoring Rubric: New Projects			
PROGRAM DESIGN			
Type of Project	Does the type of project (PSH, RRH, TH, SSO, HMIS) meet HUD priorities and demonstrate the ability to meet a local community need?	**10**	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Low Barriers	Does the project plan to operate using a low barriers model, by minimizing service participation requirements and preconditions (meaning that they do not screen out potential participants based on clients possessing (1) too little income, (2) active or history of substance use, (3) criminal record, with exception of state mandated restrictions, and (4) history of domestic violence)?	**10**	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Serving Priority and Vulnerable Populations **Note to HUD: Consideration of severity of needs and vulnerable populations**	If PSH, will project serve exclusively the chronically homeless, or prioritize the chronically homeless for beds as they turn over?	**5**	5 Pts: Serves exclusively chronically homeless 3Pts: Prioritizes chronically homeless with bed turnover 0 Pts: Does not prioritize chronically homeless
	If not PSH, does the project serve high rates of highly vulnerable populations (including veterans, people with a history of victimization or abuse, people with mental illness or substance use disorder, people with a criminal history, unaccompanied minors and/or transition aged-youth)?		Consider rates of each population served according to HMIS data. Also consider plan for outreach and engagement with vulnerable populations. 5 Pts: Excellent 4Pts: Strong 3Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			Points Sub-Total: 25
PROGRAM PERFORMANCE			
Housing Stability and Exits	If permanent supportive housing, how does the project plan to retain participants or ensure that they exit to permanent housing? *HUD Standard: 80% of participants remain housed or exit to another*	**10**	Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard: 10 Pts: Excellent 8 Pts: Strong

Yolo County Homeless and Poverty Action Coalition (HPAC)

FY 2018 Continuum of Care (CoC) Competition
Project Reallocation, Ranking and Selection Process
Adopted 7/6/2018

	permanent housing destination		6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
	If rapid re-housing, how does the project plan to rapidly move participants into permanent housing? *HUD Standard: 80% of participants remain housed or exit to permanent housing*		
Income	How does the project plan to increase income for participants? *HUD Standard: At least 20% of participants experience an increase in financial resources at project exit, or from project entry to end of period measured*	10	Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard: 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Mainstream Benefits	How does the project plan to assist participants in accessing mainstream benefits (including Food Stamps, General Assistance, SSI, TANF, Unemployment, Veterans Benefits, Veterans Healthcare and Workforce Investment Act)? *HUD Standard: At least 20% of participants experience an increase in financial resources at project exit, or from project entry to end of period measured*	10	Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard: 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Bed Utilization	How does the project plan to quickly fill vacancies? *HUD Standard: Projects operate at 85% capacity*	5	Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard: 5 Pts: Excellent 4Pts: Strong 3Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			Points Sub-Total: 35
GRANT MANAGEMENT			

Yolo County Homeless and Poverty Action Coalition (HPAC)

FY 2018 Continuum of Care (CoC) Competition
Project Reallocation, Ranking and Selection Process
Adopted 7/6/2018

HPAC Participation	Did agency (or sub recipient) staff participate in HPAC meetings (all HPAC and technical) and HPAC subcommittees during the past year? If new to the community, has the agency demonstrated a commitment to HPAC participation and partner engagement in the future?	**10**	Consider HPAC participation levels and supplemental responses. 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
Experience & Readiness	Does the applicant have experience with managing similar projects and with successful grant administration for federal funds? Will the project be able to begin drawing funds in a timely manner?	**5**	5 Pts: Excellent 4Pts: Strong 3Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			Points Sub-Total: 75
			TOTAL AVAILABLE POINTS: 75

To: acastillo@ych.ca.gov; Adrienne Heinig; Amanda Ekman; Amber Whitaker; ameyer@lsnc.net; Anisa Vallejo; Anna Sutton; Anne Marie Flynn; Anston Houghton; apickens@fourthandhope.org; bbettis@voa-ncnn.org; Bill Pride; bob@srceh.org; Bobbi Vaughn; bobbies@communicarehc.org; Brandi Halstead; Carolyn Pierson; celina@empoweryolo.org; Christina Andrade-Lemus; Christopher Bulkeley; Cindy Pasko; Craig Seelig; Crista Cannariato; Cristina Larsen; Cynthia Van Nostrand; dan.sokolow@cityofwoodland.org; Dana Christy; daniel.maguire@cityofwinters.org; Davis Chamber; Deanna Lynn-Steele; Diane Clarke; Don Bosley (Mercy Coalition);

Cc: Sandra Sigrist; Tracey Dickinson; Ian Evans

Subject: FY 2018 Continuum of Care (CoC) Competition Project Ranking List

Good Afternoon,

Yesterday, August 29, 2018, HPAC officially approved the ranking and tier placement of the project applications to be submitted to the Department of Housing and Urban Development (HUD) during the FY2018 CoC Competition. You can follow progress on Yolo County's FY2018 CoC Competition application and view all pertinent documents online by visiting the HPAC Website.

As you know, HUD's CoC Program brings essential funding to our community every year, and I want to thank you all for your participation in the process.

Thank you again,

Emily Meza

Homeless Services Analyst
Yolo County Health and Human Services Agency (HHSA)
137 N. Cottonwood St,
Woodland, CA, 95695
Desk: (530) 666-8553
Cell: (530) 312-5146
emily.meza@yolocounty.org

Hello there,

Thank you for submitting a project application to HPAC's FY 2018 CoC local competition.

I am writing to inform you that HPAC officially accepted your Transitional Housing project application during its meeting on August 29, 2018. Therefore, HPAC will submit your project as part of its CoC Consolidated Application. Per the table below, HPAC ranked your project third within Tier 1 for the total requested amount of $66,282.

Rank	Applicant	Project	Amount	Score
TIER 1				
1	Yolo Community Care Continuum	SHP	$144,855	71.7
2	City of Woodland/ 4th and Hope	PSH 2015	$150,875	67.5
3	City of Davis/ Davis Community Meals	Transitional Housing	$66,282	63.5
4	City of Woodland/ 4th and Hope	PSH Consolidated	$85,572	67.2
TIER 2				
			$4,260	
5	City of Woodland/ 4th and Hope	PSH Bonus 2016	$24,309	64.4
6	City of Woodland/ 4th and Hope	PSH Bonus 2018	$28,569	64.1
7	Empower Yolo	Domestic Violence Bonus	$50,000	69.7
		TOTAL COST:	$554,772	

If you believe HPAC denied your agency the opportunity to participate in the local competition and HPAC unfairly rejected or reallocated your project, pursuant to 24 CFR 578.35(c) you may appeal directly to HUD by submitting as a Solo Applicant prior to the application deadline of September 18, 2018 by 8:00 p.m. eastern time.

Thank you,

Emily Meza

Homeless Services Analyst
Yolo County Health and Human Services Agency (HHSA)
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Woodland, CA, 95695
Desk: (530) 666-8553
Cell: (530) 312-5146
emily.meza@yolocounty.org

Hello there,

Thank you for submitting a project application to HPAC's FY 2018 CoC local competition.

I am writing to inform you that HPAC officially accepted your Domestic Violence Bonus project application during its meeting on August 29, 2018. Therefore, HPAC will submit your project as part of its CoC Consolidated Application. Per the table below, HPAC ranked your project seventh overall and in Tier 2, for the total requested amount of $50,000.

Rank	Applicant	Project	Amount	Score
TIER 1				
1	Yolo Community Care Continuum	SHP	$144,855	71.7
2	City of Woodland/ 4th and Hope	PSH 2015	$150,875	67.5
3	City of Davis/ Davis Community Meals	Transitional Housing	$66,282	63.5
4	City of Woodland/ 4th and Hope	PSH Consolidated	$85,572	67.2
TIER 2				
			$4,260	
5	City of Woodland/ 4th and Hope	PSH Bonus 2016	$24,309	64.4
6	City of Woodland/ 4th and Hope	PSH Bonus 2018	$28,569	64.1
7	Empower Yolo	Domestic Violence Bonus	$50,000	69.7
		TOTAL COST:	$554,772	

If you believe HPAC denied your agency the opportunity to participate in the local competition and HPAC unfairly rejected or reallocated your project, pursuant to 24 CFR 578.35(c) you may appeal directly to HUD by submitting as a Solo Applicant prior to the application deadline of September 18, 2018 by 8:00 p.m. eastern time.

Thank you,

Emily Meza

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Cell: (530) 312-5146
emily.meza@yolocounty.org

Hello there,

Thank you for submitting a project application to HPAC's FY 2018 CoC local competition.

I am writing to inform you that HPAC officially accepted your Supportive Housing Program application during its meeting on August 29, 2018. Therefore, HPAC will submit your project as part of its CoC Consolidated Application. Per the table below, HPAC ranked your project first within Tier 1 for the total requested amount of $144,855.

Rank	Applicant	Project	Amount	Score
TIER 1				
1	Yolo Community Care Continuum	SHP	$144,855	71.7
2	City of Woodland/ 4th and Hope	PSH 2015	$150,875	67.5
3	City of Davis/ Davis Community Meals	Transitional Housing	$66,282	63.5
4	City of Woodland/ 4th and Hope	PSH Consolidated	$85,572	67.2
TIER 2				
			$4,260	
5	City of Woodland/ 4th and Hope	PSH Bonus 2016	$24,309	64.4
6	City of Woodland/ 4th and Hope	PSH Bonus 2018	$28,569	64.1
7	Empower Yolo	Domestic Violence Bonus	$50,000	69.7
		TOTAL COST:	$554,772	

If you believe HPAC denied your agency the opportunity to participate in the local competition and HPAC unfairly rejected or reallocated your project, pursuant to 24 CFR 578.35(c) you may appeal directly to HUD by submitting as a Solo Applicant prior to the application deadline of September 18, 2018 by 8:00 p.m. eastern time.

Thank you,

Emily Meza

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emily.meza@yolocounty.org

Hello there,

Thank you for submitting a project application to HPAC's FY 2018 CoC local competition.

I am writing to inform you that HPAC officially accepted your PSH 2015, PSH Consolidated, PSH Bonus 2016, and PSH Bonus 2018 project applications during its meeting on August 29, 2018. Therefore, HPAC will submit your project as part of its CoC Consolidated Application. Per the table below, HPAC ranked your projects accordingly in Tiers 1 and 2 for the total requested amount of $293,585.

Rank	Applicant	Project	Amount	Score
TIER 1				
1	Yolo Community Care Continuum	SHP	$144,855	71.7
2	City of Woodland/ 4th and Hope	PSH 2015	$150,875	67.5
3	City of Davis/ Davis Community Meals	Transitional Housing	$66,282	63.5
4	City of Woodland/ 4th and Hope	PSH Consolidated	$85,572	67.2
TIER 2				
			$4,260	
5	City of Woodland/ 4th and Hope	PSH Bonus 2016	$24,309	64.4
6	City of Woodland/ 4th and Hope	PSH Bonus 2018	$28,569	64.1
7	Empower Yolo	Domestic Violence Bonus	$50,000	69.7
		TOTAL COST:	$554,772	

If you believe HPAC denied your agency the opportunity to participate in the local competition and HPAC unfairly rejected or reallocated your project, pursuant to 24 CFR 578.35(c) you may appeal directly to HUD by submitting as a Solo Applicant prior to the application deadline of September 18, 2018 by 8:00 p.m. eastern time.

Thank you,

Emily Meza

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YOLO COUNTY

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Behavioral Health Provider
Stakeholder Work Group

Steps to Success (Prop 47)

Yolo County Tobacco
Prevention Coalition

Yolo County's Anti-Tobacco
Youth Coalition

Substance Use Disorder System
Provider Meeting

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CONTINUUM OF CARE (COC) FUNDING COMPETITION

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Continuum of Care (CoC) Notice of Funding Availability (NOFA)

Each year the United State Department of Housing and Urban Development (HUD) releases a NOFA for its CoC program. The CoC program is designed to provide funding for nonprofit providers and local governments to quickly rehouse individuals and families experiencing homelessness while minimizing the trauma and dislocation caused by homelessness.

FY 2018 CoC Competition

The United Stated Department of Housing and Urban Development (HUD) released its Notice of Funding Availability (NOFA) for the 2018 Continuum of Care (CoC) Competition on June 20, 2018. You can access additional information regarding the CoC Program and the 2018 NOFA on the HUD website.

For information regarding how the local CoC funding competition will be implemented in Yolo, please see the FY 2018 Notice of Funding for the Davis/Woodland/Yolo County CoC (CA-521). This document provides important information regarding available funding, eligibility requirements and timelines.

The Homeless and Poverty Action Coalition (HPAC) formally adopted a Project Reallocation, Ranking and Selection Process for the FY 2018 CoC Competition on June 27, 2018. Interested applicants should review the process to learn more about how their applications will be ranked in the local competition.

Rank and Tier Recommendations

Per the Project Reallocation, Ranking and Selection Process that HPAC adopted on 7/6/2018, all applicants interested in receiving CoC funding in the FY 2018 local competition had to submit their project applications by 8/5/2018. For the FY 2018 CoC funding year the Yolo CoC received 7 project applications totaling $554,772. This is the exact amount of funding available from HUD in 2018, which means that no project applications will be rejected, though all projects will still be ranked and placed in either Tier 1 or Tier 2.

The Project Selection Subcommittee spent August 10th-21st, 2018 reviewing the applications, and met on 8/21/2018 to develop a recommendation regarding the rank and tier placement of each project. The notes from that meeting are available to the public (FY2018 CoC Project Selection Subcommittee Notes), and the recommended rank and tier placement are provided below.

Rank	Applicant	Project	Amount	Score
TIER 1				
1	Yolo Community Care Continuum	SHP	$144,855	71.7
2	City of Woodland/ 4th and Hope	PSH 2015	$150,875	67.5
3	City of Davis/ Davis Community Meals	Transitional Housing	$66,282	63.5
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TIER 2				
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7	Empower Yolo	Domestic Violence Bonus	$50,000	69.7
		TOTAL COST:	$554,772	

Public Hearing Notice

HPAC will be holding a Public Hearing on Wednesday, August 29, 2018 at 9:00am at 25 N. Cottonwood Street, Woodland, CA 95695 in the Clarksburg Room to consider public comments before adopting a final rank and tier placement for the FY 2018

No Continuum of Care project applications submitted to the CA-521 CoC in the FY 2018 competition were rejected or reduced. Separate evidence is attached in Attachment 1E-5 regarding notifications to applicants for accepted projects.

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- County Nutrition Action Partnership (CNAP)

Cultural Competence Committee

Emergency Medical Care Committee (EMCC)

Health Council

Healthcare Preparedness Coalition

▾ Healthy Yolo

▾ **Homeless and Poverty Action Coalition (HPAC)**

  HPAC Meeting Archive

  ▸ Continuum of Care (CoC) Funding Competition

  Emergency Solutions Grant (ESG)

Local Mental Health Board

MCAH Advisory Board

Perinatal Mental Health Collaborative

▾ Behavioral Health Provider Stakeholder Work Group

Steps to Success (Prop 47)

Yolo County Tobacco

Health & Human Services » Boards & Committees » Homeless and Poverty Action Coalition (HPAC)

CONTINUUM OF CARE (COC) FUNDING COMPETITION

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Continuum of Care (CoC) Notice of Funding Availability (NOFA)

Each year the United State Department of Housing and Urban Development (HUD) releases a NOFA for its CoC program. The CoC program is designed to provide funding for nonprofit providers and local governments to quickly rehouse individuals and families experiencing homelessness while minimizing the trauma and dislocation caused by homelessness.

FY 2018 CoC Competition

The United Stated Department of Housing and Urban Development (HUD) released its Notice of Funding Availability (NOFA) for the 2018 Continuum of Care (CoC) Competition on June 20, 2018. You can access additional information regarding the CoC Program and the 2018 NOFA on the HUD website.

For information regarding how the local CoC funding competition will be implemented in Yolo, please see the FY 2018 Notice of Funding for the Davis/Woodland/Yolo County CoC (CA-521). This document provides important information regarding available funding, eligibility requirements and timelines.

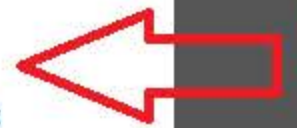**Public posting evidence- Notice of Local Funding**

Date of Posting

Yolo County Homeless and Poverty Action Coalition (HPAC)

Notice of Funding for Homeless Services
FY 2018 Continuum of Care Competition

The United States Department of Housing and Urban Development (HUD) released a Notice of Funding Availability (NOFA) for the 2018 Continuum of Care (CoC) program on June 20, 2018. The full NOFA can be found on the HUD Exchange website.

The CoC Program is designed to accomplish several goals, including:

- Promoting a community-wide commitment to the goal of ending homelessness;

- Providing funding for efforts by nonprofit providers, states and local government to quickly re-house homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness;

- Promoting access to and effective utilization of mainstream programs by homeless individuals and families; and

- Optimizing self-sufficiency among those experiencing homelessness.

APPLICATION QUICK FACTS

Eligible agencies within the Davis/Woodland/ Yolo County Continuum of Care (CA-521) (also known as the Homeless and Poverty Action Coalition (HPAC)) are eligible to receive a estimated combined total of $569,006, divided as follows:

- $476,153 in renewal funding *(annual renewal demand)*

- $28,569 in permanent housing bonus funding *(6% of annual renewal demand)*

- $50,000 in domestic violence bonus funding

- $14,284 in planning funding *(3% of annual renewal demand)*

ELIGIBLE PROJECTS:

CoCs may request renewals for existing projects, or may use reallocation, the permanent housing bonus, or the domestic violence bonus to request funding for new projects as described below. Eligible entities include nonprofit organizations, states, local governments and public housing authorities.

Renewal Projects

All projects funded by the CoC Program that are currently in operation and will expire in Calendar Year 2019 (January 1, 2019 to December 31, 2019) are eligible to apply for renewal funding.

- **New in FY 2018:** Eligible renewal project applicants will have the ability to consolidate two or more eligible renewal projects (but no more than 4) into one project application during the application process.

New Projects

CoCs may request funding for new projects through (1) the process of reallocation or (2) bonus funding.

137 N Cottonwood St, Ste 1500, Woodland, CA 95695 | Staff Contact: Tracey Dickinson | Tracey.Dickinson@yolocounty.org | (530) 666-8559

From: Emily Meza

Sent: Monday, July 09, 2018 1:37 PM

To: acastillo@ych.ca.gov; Adrienne Heinig; Amanda Ekman; Amber Whitaker; ameyer@lsnc.net; Anisa Vallejo; Anna Sutton; Anne Marie Flynn; Anston Houghton; apickens@fourthandhope.org; bbettis@voa-ncnn.org; Bill Pride; bob@srceh.org; Bobbi Vaughn; bobbies@communicarehc.org; Brandi Halstead; Carolyn Pierson; celina@empoweryolo.org; Christina Andrade-Lemus; Christopher Bulkeley; Cindy Pasko; Craig Seelig; Crista Cannariato; Cristina Larsen; Cynthia Van Nostrand; dan.sokolow@cityofwoodland.org; Dana Christy; daniel.maguire@cityofwinters.org; Davis Chamber; Deanna Lynn-Steele; Diane Clarke; Don Bosley (Mercy Coalition); dzeck@fourthandhope.org; Elaine Lytle; Emily Kochly; Emily Meza; Emily Vaden; Eric Banuelos; Erica Plumb - Mercy Housing; Erin McEwen; Evelyn Aguilar; ghashimoto@cityofdavis.org; Hannah Gray; Hazaiah Williams; Helen Thomson; Holly Pierce; Holly Wunder-Stiles; housing@y3c.org; housingnow@y3c.org; Ian Evans; iperez@ych.ca.gov; Jayne Williams; Jeneba Lahai; Jeremy Smith; jfox@voa-ncnn.org; jholt@ych.ca.gov; Joan Planell; Julie Freitas; Kaelin Souza; kalic@communicarehc.org; Karen Larsen; Kathy Trott; Katie Villegas; Katy Zane; Kevin Roddy; Kim Heuvelhorst; Koy Saechao; Kristen Cline; Laurie Haas (DESS); lbaker@ych.ca.gov; Liane Moody; Ligayah@cimcinc.com; Linda Scott; Lorena Sanchez; Lynnette@empoweryolo.org; Maggie Memmott; Mark Fink; Mark Sawyer; Martha Teeter; Mary Anne Kirsch; Melinda Daugherty; mfjlaw@gmail.com; Michele Kellogg; Nadia Waggener; Nancy Mills; Niomi Michel; Nolan Sullivan; pastor.ross@yahoo.com; Phaicia Chow; rachel@mutualhousing.com; RCollins@cityofdavis.org; Reed.Walker@va.gov; Robert Hale; Robin Frank; Ron Jackson; Rosie.Caraveo@wjusd.org; Ryann Esteban; Sadie Shen; Sandra Sigrist; Sara Gavin; Scott Love; Scott Thurmond; Sergei Shkurkin; Sheila Allen; Susan Hensley; Tico Zendejas - RISE, Inc.; TinaL@communicarehc.org; Tracey Dickinson; Veronica Williams; Zane Hatfield

Subject: UPDATE: EMAIL VOTE - Adoption of CoC Project Reallocation, Ranking and Selection Process for FY 2018

Good Afternoon HPAC,

I'm writing to announce that as of Friday, July 6th, 2018, at 5:00 pm, no objections were received by email or otherwise. Thus, the attached FY 2018 CoC Project Reallocation, Ranking and Selection Process is officially adopted.

Reminder email to CoC regarding deadline for local competition

As a reminder, per the adopted process, **all project applications must be submitted in e-snaps by August 5th, 2018 at 11:59pm**. Also, agencies considering submitting an application for a new project should send a notice of intent to Tracey Dickinson (tracey.dickinson@yolocounty.org) by **July 27th, 2018**.

Thank you for your participation in this important process!

Emily Meza

Homeless Services Analyst
Yolo County Health and Human Services Agency (HHSA)
137 N. Cottonwood St,
Woodland, CA, 95695
Desk: (530) 666-8553
Cell: (530) 312-5146

Yolo County Homeless and Poverty Action Coalition (HPAC)

Notice of Funding for Homeless Services
FY 2018 Continuum of Care Competition

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New Projects

CoCs may request funding for new projects through (1) the process of reallocation or (2) bonus funding.

- Through the *reallocation process*, which reallocates funds from a currently funded project to a new project, CoCs may create six types of new projects:

  o New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families.

  o New permanent supportive housing projects that meet the requirements of Dedicated PLUS as defined in Section III.A.3.d of the NOFA.

  o New rapid re-housing projects that will serve homeless individuals and families, including unaccompanied youth.

  o New Joint Transitional Housing and Rapid Re-Housing projects as defined in Section III.A.3.h of the NOFA.

  o New Supportive Services Only (SSO) projects specifically for a centralized or coordinated assessment system.

  o New dedicated Homeless Management Information System (HMIS) projects carried out by the HMIS lead.

- Through the *permanent housing bonus*, the Yolo CoC may request up to $29,473 for the following types of new projects:

  o New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families.

  o New permanent supportive housing projects that meet the requirements of DedicatedPLUS as defined in Section III.A.3.d of the NOFA.

  o New rapid re-housing projects that will serve homeless individuals and families, including unaccompanied youth.

  o New Joint Transitional Housing and Rapid Re-Housing projects as defined in Section III.A.3.h of the NOFA.

- Through the *domestic violence bonus*, the Yolo CoC may request up to $50,000 (split between up to three projects) for the following types of projects:

  o New rapid re-housing projects that must follow a housing first approach.

  o New Joint Transitional Housing and Rapid Re-Housing projects as defined in Section II.C.3.m of the NOFA that must follow a housing first approach.

  o New Supportive Services Only projects for Coordinated Entry (SSO-CE) to implement policies, procedures and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

  o **Please Note:**

    ▪ The CoC may only submit no more than one domestic violence bonus application for each project type listed above.

- ▪ The CoC may apply for domestic violence bonus funds to expand an existing project that is not dedicated to serving survivors of domestic violence if the funds are used to dedicate additional units, beds persons served, or services provided to existing program participants of this population.

- HUD will allow CoC's to apply for a new "expansion project" using the reallocation process or bonus projects. This will allow applicants to expand an existing eligible renewal project to increase the number of units or serve additional persons.

- **New if FY 2018:** HUD will allow CoCs to create Transition Grant projects, intended to transition an eligible renewal project being eliminated through reallocation to a new project, with the transition from one project component to another occurring over a 1-year period. No more than 50% of funds may be used for costs of eligible activities of the program component being eliminated.

YOLO COC PROJECT RANKING

CoCs will be required to hold a local funding competition and use an objective ranking system to determine the project applications to be submitted to HUD in this funding round. Projects submitted cannot equal more than the CoC's Annual Renewal Demand (ARD) of $476,153, permanent housing bonus of $28,569, and domestic violence bonus of $50,000. Once the final projects have been selected, the CoC must rank the project applications in two tiers.

- o Tier 1 will be equal to 94 percent of Yolo's Annual Renewal Demand (ARD) of $476,153.

- o Tier 2 will be equal to the remaining balance of ARD, plus any amounts available for bonus projects.

HUD Selection

- o HUD will conditionally select projects that are fully within Tier 1 that pass eligibility and threshold review, based on CoC score beginning with highest scoring CoC to the lowest scoring.

- o HUD will select projects in Tier 2 in order of CoC score and project score until there are no more funds available.

- o If a project application is straddling the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1. If HUD does not fund the Tier 2 portion, HUD may award the project at the reduced amount, provided the project is still feasible with the reduced funding.

- o For projects the CoC indicates it would like to be considered as part of domestic violence bonus, HUD will award a separate point value to each project application. CoCs are required to rank all domestic violence bonus projects among the other new CoC projects, but also to assign domestic violence projects a unique rank number. If a domestic violence bonus project is selected by HUD for receipt of domestic violence bonus funds, HUD will remove that project from the CoC's ranked list of new projects, and all other project applications ranked below the domestic violence bonus project will move up one ranked position. If the domestic violence

bonus project is not selected for domestic violence funding, the project application will remain in its ranked position and will be considered as a permanent housing bonus project within the other CoC funding competition.

APPLICATION TIMELINE

o Eligible applicants must submit a project application in the e-snaps system no later than **11:59pm on August 5, 2018.**

o Applicants requesting funding for new projects should express their intent to apply to the Yolo County Homeless Coordinator at Tracey.Dickinson@yolocounty.org or (530) 666-8559 no later than **5:00pm on Friday, August 3, 2018**.

o Project applicants will be notified regarding the status of their application (including approval or denial, and ranking if approved) no later than **5:00pm on Friday, August 31, 2018.**

APPENDIX A: APPLICATION TIMELINE

Deadline for local competition included in Notice of Funding

6.20.18	HUD released Notice of Funding Availability (NOFA) for 2018 CoC Competition
6.28.18	CoC Technical Subcommittee revises project ranking and selection process
7.13.18	CoC formally adopts project ranking and selection process and posts online
8.3.13	Notice of Intent Due to Homeless Coordinator for New Projects
8.5.18 @ 11:59pm	Project applications must be submitted to CoC in e-snaps
8.13.18-8.14.18	Homeless Coordinator conducts threshold review of project applications
8.15.18-8.24.18	Ranking of project applications
8.27.18-8.31.18	CoC formally adopts project ranking at HPAC Meeting
8.31.18 @ 5:00pm	Notification letters issued to applicants
9.5.18	CoC Coordinator sends comments and corrections to project applicants on apps
9.10.18	Project applicants return final corrected applications in e-snaps
9.14.18	CoC target for submitting collaborative application and project priority listing
9.18.18 @ 4:59pm	**CoC application due to HUD**

APPENDIX B: HUD SCORING

Applications will be assessed on a 200-point scale.

CoC Coordination and Engagement	48 Points/ 24%
Inclusive Structure and Participation	4
Coordination with the Consolidated Plan, Emergency Solutions Grants and Other Organizations	2
Addressing the Needs of Victims of Domestic Violence	3
Addressing the Needs of LGBT Individuals	2
Public Housing Agencies	5
Discharge Planning	2
Housing First and Reducing Barriers	7
Street Outreach	3
Affirmative Outreach	1
Criminalization	2
Rapid Re-Housing	10
Mainstream Benefits	1
Coordinated Entry	3
Addressing Racial Disparities in Homelessness	3
Section 3 Requirements for CoCs	
Project Ranking, Review and Capacity	**29 Points/ 15%**
Objective Criteria and Past Performance	18
Reallocating Projects	4
Severity of Needs and Performance	4
Ranking and Selection Process	3
Homeless Management Information System	**13 Points/ 9%**
HMIS Governance	2
HMIS Policy and Procedures	2
Housing Inventory Count (HIC)	1
Bed Coverage	6
Annual Homeless Assessment Report	2
Point-in-Time Count	**6 Points/ 5%**
PIT Count and Data Submissions	3
Effectively Counting Youth	3
System Performance	**56 Points/ 28%**
Reducing the Number of Homeless Individuals and Families	10
Reduction in the Number of First Time Homeless	3
Length of Time Homeless	14
Successful Permanent Housing Placement or Retention	11
Returns to Homelessness	8
Jobs and Income Growth	4
HMIS System Performance Measures	6
Performance and Strategic Planning	**48 Points/ 24%**
Ending Chronic Homelessness	12
Ending Homelessness Among Households with Children	12
Ending Youth Homelessness	12
Ending Veteran Homelessness	12

Yolo County Homeless and Poverty Action Coalition (HPAC)

Governance Charter

Davis/Woodland/Yolo County Continuum of Care (CA-521)

Re-Adopted October 25, 2017

Overview

In accordance with the 24 Code of Federal Regulations (CFR) Part 578 Continuum of Care Program Interim Rule, this document shall serve as the governance charter for the Davis/Woodland/Yolo County Continuum of Care (CA-521), hereafter known as the Homeless and Poverty Action Coalition (HPAC). The charter includes information regarding HPAC's tenets, membership, meetings, leadership structure, code of conduct, Homeless Management Information System (HMIS) designation, and Collaborative Applicant designation. HPAC's Policies and Procedures Manual contains all other relevant information required by 24 CFR Part 578 Subpart B.

Tenets

Mission: Provide leadership on homelessness and poverty in Yolo County.

Vision: Create and sustain a comprehensive, coordinated, and balanced array of human services for homeless and low-income individuals and families within Yolo County.

Coordination: Achieve a synergistic relationship with the Strategic Plan to End Homelessness Executive Commission to achieve all of the goals in the Yolo County General and Strategic Plan to End Homelessness and to address issues of homelessness and poverty countywide.

Membership

HPAC membership is open to all parties interested in issues of homelessness and poverty in Yolo County. Relevant parties include, but are not limited to nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement agencies, organizations that serve veterans, people experiencing homelessness, and formerly homeless individuals.

HPAC shall invite new members by posting an annual public notice on its website in the month of November, but shall accept new members all year. Interested parties may join at any time, but members who would like to obtain voting rights must complete a membership application and meet the criteria specified in the Board of Voting Members section below.

Meetings

HPAC shall convene eight (8) meetings of the full membership each year in rotating locations among Davis, West Sacramento, and Woodland. HPAC shall also establish two subcommittees, including a data subcommittee and a technical subcommittee. HPAC may also convene ad hoc subcommittees on an as-needed basis per the recommendation of the full HPAC body. All meetings and subcommittee meetings shall be open to the public.

HPAC Full Membership: Shall meet on eight (8) occasions during the course of the year. Shall focus on community-wide homeless issues, new requirements from the federal or state government, discussion of best practices, and coordination across providers. All decisions requiring a vote shall be made at meetings of the full membership.

Data Subcommittee: Shall meet on a quarterly basis, for a total of four (4) meetings each year. Shall be responsible for monitoring and addressing issues related to the local HMIS system, and for reviewing any countywide data to be used for public information and/or grant writing purposes.

Technical Subcommittee: Shall meet on a quarterly basis, for a total of four (4) meetings each year. Shall focus on federal funding issues pertaining to the Continuum of Care (CoC) and Emergency Solutions Grant (ESG).

The Homeless Coordinator shall create the meeting schedule, in coordination with the HPAC leadership team. The HPAC voting membership shall approve the meeting schedule for the following year at the October meeting.

Leadership

HPAC leadership shall consist of an elected Chair, Vice-Chair, and Secretary, as well as a Board of Voting Members. The County's Homeless Coordinator shall act as staff to HPAC. Only the voting designees of a member agency may run for Chair or Vice-Chair.

HPAC shall hold elections in October with newly elected officers serving a one (1) year term from November 1 through October 31. If an elected officer needs to vacate the position prior to the expiration of his or her term, HPAC shall convene a special election at the next regularly scheduled general meeting.

Chair: The Chair shall serve as HPAC's primary spokesperson. The Chair shall facilitate all meetings in accordance with Robert's Rules of Order. The Chair may also convene executive committee meetings prior to general meetings to prepare agendas. The Chair shall provide feedback on the selection and performance of the Homeless Coordinator.

Vice-Chair: In the Chair's absence, the Vice-Chair shall assume meeting facilitation duties and assist with meeting preparation.

Secretary: The Secretary shall record minutes and submit them for approval at the following meeting. The Secretary is also responsible for verifying the voting status for eligible members. In the Chair and Vice Chair's absence, the Secretary shall assume meeting facilitation duties and assist with meeting preparation.

Homeless Coordinator: The Homeless Coordinator shall act as staff to HPAC, and shall be a non-elected and non-voting member of the group. The Coordinator shall staff the body by coordinating all meetings, conducting research and analysis, and presenting findings. A full description of the Coordinator's tasks and responsibility can be found on the County of Yolo website.

Board of Voting Members: In addition to the four positions listed above, HPAC leadership shall also consist of a board of voting members.

Membership on the Board shall be set each year on October 31, and shall remain in place for a full year (November 1 to October 31). To become a member of the Voting Board, a member must have attended at least six (6) of the general meetings in the previous year (November 1 to October 31) and have participated on at least one (1) standing or ad hoc subcommittee in the previous year. Voting members must also represent one of the following parties:

- Community based organizations whose mission pertains to issues of homelessness and poverty;
- The County of Yolo;
- Cities within the County of Yolo;
- Homeless and/or formerly homeless persons; and
- Private companies whose interests pertain to issues of homelessness and poverty.

In the event that more than one representative from a given agency/government entity regularly participates in HPAC meetings, the agency's leader may delegate one primary voting representative and one secondary representative as the voting member for their agency/government entity. HPAC only authorizes the secondary

representative to vote should the primary representative not be present. If no representatives are present, the agency forfeits their vote. Homeless and/or formerly homeless persons can retain their individual voting status.

Other HPAC advisors that shall provide valuable input, but may not necessarily be voting members include:

- Elected officials representing participating jurisdictions; and
- Members of the Yolo County Strategic Plan to End Homelessness Executive Commission.

Decision Making Process

HPAC shall transact business using majority rule. HPAC shall require any action to be decided through a majority vote of those on the Board of Voting Members (excluding those with a conflict of interest), when a quorum is present. A quorum shall be established by the presence of 51% or more of the Board of Voting Members, including those with a conflict of interest and those who abstain for any other reason.

HPAC may conduct electronic votes when failure to act would prevent or substantially impair HPAC's compliance with governing regulations and/or funding. Electronic votes shall be conducted under the assumption that a non-response means a "yes" vote. Voting members are required to respond in order to cast a "no" vote. If the majority of non-conflicted members of the voting board do not respond with a "no" vote, then the item in question shall be approved. Voting members are not required to "reply to all" and may "reply" only to the sender/facilitator of the vote.

Code of Conduct

HPAC officers and voting board members shall abide by the following stipulations.

Conflict of Interest and Recusal Policy: No HPAC officer or voting board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents. It is the responsibility of HPAC officers and voting board members to recuse themselves from the evaluation and decision-making process when a personal or organizational conflict of interest exists. In addition, HPAC prohibits officers and voting board members from the acceptance of personal gifts that provide benefit in excess of nominal value (less than $15) from persons, organizations, or corporations with a stake in the outcome of HPAC decisions. As long as the nominal gifts are unsolicited and do not occur more than twice annually, a conflict of interest does not exist.

Termination Policy: HPAC reserves the right to temporarily ban or terminate an officer or voting board member who does not comply with the stipulations described above. HPAC must receive majority approval before taking any disciplinary action.

Homeless Management Information System (HMIS) Designation

HPAC shall designate Sacramento Steps Forward (SSF) as the region's HMIS System Administrator; Yolo Community Care Continuum (YCCC) as the region's HMIS Lead Agency; and the County of Yolo as the region's HMIS Daily Operator.

HMIS System Administrator: As the HMIS System Administrator, SSF will serve as the primary liaison between the HMIS software provider and the partner agencies. SSF will also oversee all technical aspects of HMIS administration including issuing new user accounts and passwords.

HMIS Lead Agency: As the HMIS Lead Agency, YCCC will serve as the primary liaison between the U.S. Department of Housing and Urban Development (HUD) and the partner agencies. YCCC will also manage all HMIS-related invoicing and payment processing.

HMIS Daily Operator: As the HMIS Daily Operator, the County of Yolo will serve as the primary liaison between SSF and the partner agencies. The County of Yolo will also convene quarterly users meetings and provide technical support related to HMIS daily usage.

In collaboration with each other, the three agencies shall provide system administration to ensure the viability and success of HMIS.

Collaborative Applicant Designation
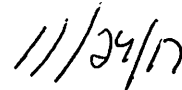
HPAC shall annually designate an eligible legal entity to complete HUD's Continuum of Care (CoC) Program application, referred to as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and submitting the application on behalf of HPAC. The Collaborative Applicant is the only organization eligible to apply for HUD planning funds to support HPAC in carrying out all of its responsibilities. The Collaborative Applicant must seek final approval from HPAC prior to submitting the final CoC Program application.

Provisions to Amend and Ratification

HPAC, in consultation with the HMIS Lead, the HMIS Daily Operator, and the Collaborative Applicant, shall review, amend as necessary, and re-ratify this governance charter once each year upon a majority vote of the Board of Voting Members.

William Pride, HPAC Chair	**Date**

Yolo County Homeless and Poverty Action Coalition (HPAC)

Homeless Management Information System (HMIS)
Policies and Procedures Manual

Davis/Woodland/Yolo County Continuum of Care (CA-521)

Adopted August 24, 2016

Table of Contents

Overview

Pursuant to 24 Code of Federal Regulations (CFR) Parts 91, 576, 580, and 583 Interim Rule[1], this document shall serve as the Homeless Management Information System (HMIS) Policies and Procedures Manual for the Davis/Woodland/Yolo County Continuum of Care (CA-521), hereafter known as the Homeless and Poverty Action Coalition (HPAC).

As a counterpart to HPAC's Policies and Procedures Manual, this document shall be reviewed, revised, and re-ratified every October with the general manual and governance charter upon a majority vote of all voting members present during the scheduled meeting.

Introduction

Given the volume of information included, the manual is divided into four sections:

- Section 1 describes HPAC's HMIS governance structure and the various roles and responsibilities of each entity
- Section 2 reviews several general operating policies and procedures such as how to add a user and how to request technical assistance
- Section 3 features HPAC's Data Quality Plan including local goals and benchmarks for timeliness, completeness, bed/unit utilization, bed coverage rates, and service-volume coverage rates
- Section 4 outlines HPAC's Security and Privacy Plan and the provisions in place to protect the privacy and security of the information collected and stored in HMIS

What is HMIS

HMIS is a local information technology system used to collect data on the provision of housing and services to persons and families experiencing homelessness as well as persons and families at risk of experiencing homelessness.

Who Uses HMIS

The U.S. Department of Housing and Urban Development (HUD) requires the use of HMIS for projects funded by the Continuum of Care (CoC) program, Emergency Solutions Grants (ESG) program, and Housing Opportunities for Persons with AIDS (HOPWA) program.

In 2010, the U.S. Interagency Council on Homelessness (USICH) affirmed HMIS as the official method of measuring outcomes in its Opening Doors: Federal Strategic Plan to Prevent and End Homelessness. Since then many federal agencies that provide homeless services funding have joined together and are working with HUD to coordinate the effort.

As of 2016, the U.S. Department of Veterans Affairs (VA) requires the use of HMIS for projects funded by the Supportive Service for Veteran Families (SSVF) program. The U.S. Department of Health and Human Services (HHS) requires the use of HMIS for projects funded by the Runaway and Homeless Youth (RHY) program and Projects for Assistance in Transition from Homelessness (PATH) program. In addition, many state and local government programs also require HMIS usage.

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[1] 24 Code of Federal Regulations (CFR) Part 578 Continuum of Care Program Interim Rule: http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=5d030234903ffc25ad85a1fe4656bff7&mc=true&n=pt24.3.578&r=PART&ty=HTML#se24.3.578_165

An important exception to the aforementioned entities is victim service providers. Pursuant to 24 CFR Part 578.57[2], providers assisting victims of domestic violence, dating violence, human trafficking, sexual assault, and stalking victims are prohibited from using HMIS. Rather such providers must use a comparable database.

Why HMIS is Important

HMIS is a valuable resource because of its capacity to integrate and de-duplicate data across projects in a designated service area. Communities can use aggregate HMIS data to understand the size, characteristics, and needs of the homeless population at multiple levels: project, system, local, state, and national. The Annual Homeless Assessment Report (AHAR) is HUD's annual report that provides Congress with detailed data on individuals and families experiencing homelessness across the country each year. HUD could not write this report if communities were not able to provide reliable, aggregate data on the clients they serve.

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[2] 24 CFR Part 578.57 Homeless Management Information System:
http://www.ecfr.gov/cgi24bin/retrieveECFR?gp=&SID=5d030234903ffc25ad85a1fe4656bff7&mc=true&n=pt24.3.578&r=PART&ty=HTML#se24.3.578_165

Section 1: HMIS Governance Structure

HPAC's HMIS governance structure features a tripartite composition of the following roles:

- System Administrator
- Lead Agency
- Daily Operator

Pursuant to HPAC's Governance Charter, Sacramento Steps Forward (SSF) serves as the region's HMIS System Administrator; Yolo Community Care Continuum (YCCC) serves as the region's HMIS Lead Agency; and the County of Yolo serves at the region's HMIS Daily Operator.

HMIS System Administrator

As the HMIS System Administrator, SSF:

Software

- Selects the HMIS software provider
- Serves as primary liaison between the HMIS software provider and the Partner Agencies
- Contracts with the HMIS software provider to administer and maintain central backup server operations including security procedures and daily system backup to prevent the loss of data

Technical

- Issues new user accounts and passwords
- Prompts users to periodically change their passwords for security purposes
- Inactivates user accounts after a specified period of inactivity
- Notifies agencies of HMIS failures and/or system errors immediately upon discovery
- Facilitates the initial software training for all new HMIS users
- Provides training materials, including user manuals with definitions and instructions to each individual who attends the initial training

Privacy and Security

- Maintains all client-identifying information in the strictest of confidence, using the latest available technology
- Monitors access to HMIS in order to detect violations of information security protocols
- Maintains accurate logs of all changes made to the information contained within the database for inspection purposes
- Investigates suspected breaches of confidentiality and suspends HMIS access accordingly
- Develops privacy and security protocols as it pertains to system safety and data integrity

HMIS Lead Agency

As the HMIS Lead Agency, YCCC:

General

- Serves as the primary liaison for any HUD-related requirements including submitting the CoC Consolidated Application and the CoC Planning Grant
- Manages and administers all HMIS-related invoicing and payment processing

HMIS Daily Operator

As the HMIS Daily Operator, the County of Yolo:

General

- Informs HPAC of key HUD and SSF policies related to HMIS
- Facilitates quarterly HPAC Data Subcommittee meetings to discuss system wide challenges
- Attends SSF HMIS meetings including their HMIS End-Users Meetings and their HMIS and Data Committee Meetings
- Shares relevant/important information from SSF HMIS meetings as needed
- Coordinates the collection of data for HUD reports
- Submits reports to HUD as required
- Assists Partner Agencies with HUD or other funding reports and grant applications as needed
- Promotes HMIS usage among all homeless service providers regardless of funding source
- Provides all other reasonably expected activities regarding the day-to-day implementation and operation of HMIS

Technical

- Serves as the primary liaison between the Partner Agencies and SSF
- Ensures that HPAC is compliant with the latest HMIS data standards as prescribed by HUD and SSF
- Programs new projects according to HUD's latest HMIS Data Standards
- Initiates and maintains interagency data sharing options in HMIS
- Provides refresher trainings as needed, including one-on-one trainings
- Resets usernames and passwords as needed
- Merges duplicate records as needed
- Visits agency sites to learn about/resolve issues as needed
- Provides help desk service by responding within 48 hours of an inquiry
- Works with SSF to develop, implement, and maintain written HMIS policies and procedures including a security and privacy plan as well as a data quality plan in accordance with HUD's final rulings
- Identifies potential data quality issues and recommends actions for improvement

HPAC Data Subcommittee

Another component of HPAC's HMIS governance structure is the Data Subcommittee. Serving as an advisory group to the full HPAC body, the Data Subcommittee makes critical recommendations about issues related to HMIS.

The Data Subcommittee's tasks include working with the HMIS System Administrator, HMIS Lead Agency, and HMIS Daily Operator to:

- Annually review this manual and any other HMIS policies and procedures required by HUD and provide recommendations to the full HPAC body for final approval
- Develop and implement a plan for monitoring HMIS to ensure that:
  - HMIS is satisfying the requirements of all regulations and notices issued by HUD
  - The HMIS System Administrator, HMIS Lead Agency, and HMIS Daily Operator are fulfilling the obligations outlined in the HPAC Governance Charter, in the HPAC Policies and Procedures Manual, and in this HPAC HMIS Policies and Procedures Manual
  - Agencies adhere to HPAC's data quality as well as privacy and security standards, which includes reviewing project reports and/or audits and developing technical assistance plans
- Review and approve the final submission of the following counts and reports:
  - Sheltered and Unsheltered Point-In-Time Counts (PIT)
  - Housing Inventory Count (HIC)
  - Annual Homeless Assessment Report (AHAR)
  - Annual HUD System Performance Measures Report

Comprised of at least one representative from each HMIS Partner Agency, the Data Subcommittee meets on a quarterly basis, on the third Wednesday of January, April, July and October from 8:30 to 9:30 a.m. among rotating locations in Davis, West Sacramento, and Woodland. The County of Yolo's Homeless Analyst staffs the Data Subcommittee by scheduling the meetings, creating the agendas, facilitating the discussions, recording the minutes, and sharing recommendations with the full HPAC body.

Section 2: General Operating Policies and Procedures

The following subsections describe several of HPAC's general HMIS operating policies and procedures.

How to Add an Agency

To add an agency to HPAC's HMIS, the agency under consideration must complete the following steps and/or agree to the following stipulations:

1. Contact the HMIS Daily Operator
2. Read the following HPAC documents:
    - HPAC Governance Charter
    - HPAC Policies and Procedures Manual
    - HPAC HMIS Policies and Procedures Manual
3. Complete and submit the following forms to the HMIS Daily Operator:
    - SSF New Project Agency Add Form
    - HPAC HMIS Agency Partner Agreement
    - HPAC Interagency HMIS Data Sharing Agreement
4. Adopt either HPAC's standard Privacy Statement (provided by the Homeless Analyst) or your own agency-specific Privacy Statement that satisfies all of the criteria listed in the 2004 HMIS Data and Technical Standards (see Section 4: HMIS Privacy and Security—Privacy Statement)
5. Post the Privacy Statement, along with the Consumer Notice and List of Participating Agencies (provided by the Homeless Analyst) at your intake desk(s) or comparable location(s)
6. If your agency maintains an agency website, post a link to the Privacy Statement on the homepage of the agency's website
7. Agree to ensure that hard copies of the Privacy Statement, Consumer Notice, and List of Participating Agencies are available upon a client's request
8. Agree to the cost/invoicing process as explained below:
    - As the HMIS Lead Agency, YCCC oversees the cost/invoicing process. As such, YCCC invoices on a quarterly basis during the months of January, April, July, and October. All payments are due to YCCC upon receipt of the invoice. An HMIS Lead Agency cannot fund HMIS utilization on behalf of any other agency.
    - The cost breakdown for each agency is based on:
        - A one-time user activation fee of $175 per user
        - A CoC fee of $5,400 divided equally among the number of Partner Agencies
        - A user fee of $30 per user per month

How to Add a New Project

To add a new project to an already existing agency:

1. Contact the HMIS Daily Operator
2. Read, complete, and submit the following form to the HMIS Daily Operator:
    - SSF New Project Add Form
        - Please note the form does not need to be complete upon submittal. Typically, programming a new project is an iterative process that requires several revisions to ensure accurate tracking of outcomes

How to Add a User

To add a user to an already existing agency:

1. Contact the HMIS Daily Operator
2. Read, complete, and submit the following forms to the HMIS Daily Operator for each new user:
   - SSF HMIS User Account Request Form
   - SSF HMIS User's Agreement
     o Please note this form requires a Human Resources representative or Executive Director to sign the agreement, attesting that the agency conducted a criminal background check on the new user(s)
     o The HMIS System Administrator will deny HMIS access to any potential new users who pleaded no contest or were convicted of any fraud (including identity theft) or stalking related felony crimes punishable by imprisonment of one year or more in any state (see Section 4: HMIS Privacy and Security—Background Check)
     o The HMIS Daily Operator will forward the completed paperwork to SSF by emailing hmis@sacstepsfoward.org and copying the new user(s)
3. Signup for a New End-User Training by visiting https://sac.clarityhs.com/login and completing the online RSVP form
   - As the HMIS System Administrator, SSF facilitates all new user trainings and requires participation in the training prior to receiving access to the local HMIS
   - At the training, the new user(s) will receive his or her username(s) and password(s)
   - SSF typically schedules the trainings on the third Friday of every month

How to Discontinue an Agency

To discontinue an agency:

1. Send a message to the HMIS Daily Operator containing the following information:
   - Reason for discontinuation
   - Official date agency wishes to discontinue use
     o Prior to contacting the HMIS Daily Operator, please ensure that your agency exited all active clients for each project(s). To do so, run a "Program Roster" report and select the "Active" status for each project(s)
2. The HMIS Daily Operator will then share the message with the HMIS Lead Agency
   - Together, the agency, the HMIS Lead Agency, and the HMIS Daily Operator will determine the appropriate final payment amount and agree upon a final date for discontinued use
   - As the cost/invoicing process is on a quarterly schedule, agencies may have to wait until the end of a quarter to discontinue use

How to Discontinue a Project

To discontinue a project:

1. Send a message to the HMIS Daily Operator containing the following information:
   - Name of project to be discontinued
   - Reason for discontinuation
   - Official date project ended
     o Prior to contacting the HMIS Daily Operator, please ensure that your agency exited all active clients for each project. To do so, run a "Program Roster" report and select the "Active" status

How to Discontinue a User

To discontinue a user:

1. Send a message to the HMIS Daily Operator containing the following information:
   - Name of user to be discontinued
   - Reason for discontinuation
   - If applicable, date of separation to ensure activation is not terminated preemptively

How to Request Technical Assistance

To request technical assistance:

1. Send a message to the HMIS Daily Operator containing the following information:
   - Detailed summary of the issue
   - If applicable, client unique ID number(s)
   - Call back number
   - Please indicate if the issue is urgent e.g. need to submit a report by a particular deadline
     - The HMIS Daily Operator will respond to your request within 48 hours of receipt unless it is a county-recognized holiday and/or the agency receives an out of office reply

How to Request a Merging of Two Records

To request a merging of two records:

1. Send a message to the HMIS Daily Operator containing the following information:
   - Name
   - Client unique ID numbers of the records to be merged
     - Please indicate which record the user thinks should be the surviving record
   - Please indicate if the issue is urgent e.g. need to submit a report by a particular deadline
     - The HMIS Daily Operator will respond to your request within 48 hours of receipt unless it is a county-recognized holiday and/or the agency receives an out of office reply

How to Request a Password Reset

To request a password reset:

2. Send a message to the HMIS Daily Operator containing the following information:
   - Name
   - Please indicate if the issue is urgent e.g. need to submit a report by a particular deadline
     - The HMIS Daily Operator will respond to your request within 48 hours of receipt unless it is a county-recognized holiday and/or the agency receives an out of office reply
     - The HMIS Daily Operator will respond with a username and a temporary password. Upon logging in, the system will prompt the user to enter a new password

How to Submit a Data Request

To submit a data request:

1. Send a message to the HMIS Daily Operator containing the following information:
   - Detailed summary of data request including:
     - Purpose of the data request
     - Authority who approved this request
     - Requested report period
     - Preferred format for the data file
     - Indicate if this is a system wide report, if not, what project types should be included e.g. only HUD-funded projects

- o Indicate what data elements need to be included
- o Indicate if you would like unduplicated data or all records collected
- o Due date
- Call back number
- Please indicate if the issue is urgent e.g. need to submit a report by a particular deadline
  - o The HMIS Daily Operator will respond to your request within 48 hours of receipt unless it is a county-recognized holiday and/or the agency receives an out of office reply

Section 3: HMIS Data Quality Plan

This section describes HPAC's HMIS Data Quality Plan. Developed by the HPAC Data Subcommittee in coordination with the HMIS System Administrator, HMIS Lead Agency, and HMIS Daily Operator, the Plan represents a system-level document that enhances HPAC's ability to achieve statistically valid and reliable data. As such, the Plan:

- Establishes specific data quality benchmarks for timeliness, completeness, bed/unit utilization, bed coverage rates, and service-volume coverage rates
- Describes the procedures for implementing the plan and monitoring progress toward meeting the benchmarks

As stated at the beginning of this manual, HPAC will review, revise, and re-ratify its HMIS Data Quality Plan every October upon a majority vote of all voting members present during the scheduled meeting. Prior to HPAC's vote, the Data Subcommittee will recommend updates to the full HPAC body according to HUD's latest HMIS Data Standards and locally developed performance plans.

HMIS Data Standards

Published in 2014, HUD's HMIS Data Standards serve as the basis for HPAC's Data Quality Plan. Since HUD is responsible for setting forth guidelines regarding HMIS usage, the Standards outline the minimum participation and reporting requirements.

The Standards include three primary components: (1) Universal Data Elements, (2) Program-Specific Data Elements, and (3) Project Descriptor Data Elements.

Universal Data Elements

The Universal Data Elements establish the baseline collection requirements for all agencies entering data into HMIS. In this way, the Universal Data Elements provide the foundation for producing unduplicated estimates of the number of homeless persons receiving services, basic demographic information, and patterns of use such as the length of project stays, exits to permanent housing, chronicity, and the number of homeless episodes over time.

The required Universal Data Elements include:

- 3.1   Name
- 3.2   Social Security Number
- 3.3   Date of Birth
- 3.4   Race
- 3.5   Ethnicity
- 3.6   Gender
- 3.7   Veteran Status
- 3.8   Disabling Condition
- 3.9   Residence Prior to Project Entry
- 3.10   Project Entry Date
- 3.11   Project Exit Date
- 3.12   Destination
- 3.13   Personal ID
- 3.14   Household ID
- 3.15   Relationship to Head of Household
- 3.16   Client Location

- 3.17   Length of Time on Street, in an Emergency Shelter or Safe Haven

Program-Specific Data Elements

Program-Specific Data Elements differ from Universal Data Elements in that no one project must collect every single element in this subsection. Which data elements are required is dictated by the reporting requirements set forth by the project funder.

Many of these data elements represent transactions or information that may change over time. Most agencies capture Program-Specific Data Elements at project entry and exit, but a few must be captured at project entry, exit, and on an annual basis.

The required Program-Specific Data Elements include:

- 4.1   Housing Status
- 4.2   Income and Sources
- 4.3   Non-Cash Benefits
- 4.4   Health Insurance
- 4.5   Physical Disability
- 4.6   Developmental Disability
- 4.7   Chronic Health Condition
- 4.8   HIV/AIDS
- 4.9   Mental Health Condition
- 4.10   Substance Abuse
- 4.11   Domestic Violence
- 4.12   Contact
- 4.13   Date of Engagement
- 4.14   Services Provided
- 4.15   Financial Assistance Provided
- 4.16   Referrals Provided
- 4.17   Residential Move-In Date
- 4.18   Housing Assessment Disposition
- 4.19   Housing Assessment at Exit

Project Descriptor Data Elements

Project Descriptor Data Elements contain basic information about projects participating in a region's HMIS and help ensure HMIS is the central repository of information about homelessness. The Project Descriptor Data Elements very much represent the building blocks of HMIS. They enable the system to:

- Associate client-level records with the various projects that a client will enroll in across a service area
- Clearly define the type of project the client is associated with the entire time he or she received housing and/or services
- Identify which federal partner programs are providing funding to the project
- Track bed and unit inventory and other information, by project, which is relevant for:
  - Sheltered and Unsheltered Point-In-Time Counts (PIT)
  - Housing Inventory Count (HIC)
  - Annual Homeless Assessment Report (AHAR)
  - Data Quality Monitoring Reports
  - System Performance Measures Report

The HMIS Daily Operator and/or HMIS System Administrator, not the agency or user, generally enters and manages Project Descriptor Data Elements. As such, the HMIS Daily Operator and/or HMIS System Administrator enter this information upon project setup, but will conduct an annual verification of the information and update the information as needed (see Other Important Data Quality Practices—Annual Verifications).

The required Project Descriptor Data Elements include:

- 2.1 Organization Identifiers
- 2.2 Project Identifiers
- 2.3 Continuum of Care Code
- 2.4 Project Type
- 2.5 Method for Tracking Emergency Shelter
- 2.6 Federal Partner Funding Sources
- 2.7 Bed and Unit Inventory Information
- 2.8 Site Information - Optional
- 2.9 Target Population

Goals and Benchmarks

Timeliness

Timeliness refers to how much time elapses from when a user collects data from a client to when a user inputs the data into HMIS. Thus, the system compares the difference between the project entry/exit date specified for the client and the date the user enters the information into HMIS. For example, if a user inputted a project entry date of April 4 (the date of the client's intake assessment), but the current date is April 9, then there would be a five (5) day lag time in entering the data.

There are numerous reasons why timely data entry is important. First, it minimizes the likelihood of human error that can occur when too much time has passed between the data collection and the data entry. Timely data entry also ensures that the data is readily accessible, whether for monitoring purposes or for meeting funding requirements. Lastly, timeliness is a critical component of coordinated entry as it relies on up-to-date bed/unit availability in order to make referrals.

While HPAC highly encourages live data entry, HPAC acknowledges that there are circumstances when live data entry may not be possible. As such, HPAC set the following goal and corresponding benchmarks for each project type:

Goal	At least 95% of all data entry should fall within the specified timeliness benchmarks

Project Type	Benchmark
Emergency Shelter	Agency to enter all Universal Data Elements and Project-Specific Data Elements within three (3) days of intake and/or exit
Transitional Housing	Agency to enter all Universal Data Elements and Project-Specific Data Elements within three (3) days of intake and/or exit
Permanent Housing	Agency to enter all Universal Data Elements and Project-Specific Data Elements within three (3) days of intake and/or exit

Permanent Supportive Housing	Agency to enter all Universal Data Elements and Project-Specific Data Elements within three (3) days of intake and/or exit
Prevention and Rapid Re-Housing	Agency to enter all Universal Data Elements and Project-Specific Data Elements within three (3) days of intake and/or exit
Street Outreach	Agency to enter all Universal Data Elements and Project-Specific Data Elements within three (3) days of intake and/or exit
Supportive Services Only	Agency to enter all Universal Data Elements and Project-Specific Data Elements within three (3) days of intake and/or exit

It is important to note that users cannot back enter or edit data to fix timeliness. Rather users can only strive to improve data timeliness for future entries.

Completeness

Completeness refers to the number of "Missing/Data Not Collected" and "Client Doesn't Know/Client Refused" responses collected for both the required Universal Data Elements and Project-Specific Data Elements.

Complete data is key to assisting clients end their homelessness. Not only does incomplete data hinder an agency's ability to provide comprehensive care, but incomplete data also negatively affects HPAC's ability to identify service deficiencies and devise effective strategies for improvement. In addition, HMIS data quality is a component of most federal funding applications and low HMIS data quality scores may affect renewal funding as well as future funding requests. Given its importance, HPAC set the following goal and corresponding benchmarks for each project type and data element.

Goal	At least 95% of all data entry should fall within the specified completeness benchmarks

Universal Data Element	Benchmark					
	Emergency Shelter and Non-HUD Supportive Services Only		HUD Supportive Services Only, Transitional Housing, Permanent Housing, Permanent Supportive Housing, Prevention, and Rapid Re-Housing		Street Outreach	
	Missing/Data Not Collected	Client Doesn't Know/Client Refused	Missing/Data Not Collected	Client Doesn't Know/Client Refused	Missing/Data Not Collected	Client Doesn't Know/Client Refused
3.1 Name	0%	0%	0%	0%	0%	0%
3.2 Social Security Number	0%	0%	0%	5%	0%	5%
3.3 Date of Birth	0%	0%	0%	5%	0%	5%

	0%	0%	0%	5%	0%	5%
3.4 Race	0%	0%	0%	5%	0%	5%
3.5 Ethnicity	0%	0%	0%	5%	0%	5%
3.6 Gender	0%	0%	0%	0%	0%	0%
3.7 Veteran Status	0%	0%	0%	5%	0%	5%
3.8 Disabling Condition	0%	0%	0%	5%	0%	5%
3.9 Residence Prior to Project Entry	0%	0%	0%	0%	0%	0%
3.10 Project Entry Date	0%	0%	0%	0%	0%	0%
3.11 Project Exit Date	0%	0%	0%	0%	0%	0%
3.12 Destination	5%	5%	5%	5%	15%	5%
3.15 Relationship to Head of Household	0%	0%	0%	0%	0%	0%
3.16 Client Location	0%	0%	0%	0%	0%	0%
3.17 Length of Time on Street or in an Emergency Shelter	0%	0%	0%	0%	0%	0%

Program-Specific Data Element	Benchmark					
	Emergency Shelter and Non-HUD Supportive Services Only		HUD Supportive Services Only, Transitional Housing, Permanent Housing, Permanent Supportive Housing, Prevention, and Rapid Re-Housing		Street Outreach	
	Missing/Data Not Collected	Client Doesn't Know/Client Refused	Missing/Data Not Collected	Client Doesn't Know/Client Refused	Missing/Data Not Collected	Client Doesn't Know/Client Refused
4.1 Housing Status	0%	0%	0%	0%	0%	0%
4.2 Income and Sources	0%	0%	0%	0%	0%	0%
4.3 Non-Cash Benefits	0%	0%	0%	0%	0%	0%
4.4 Health Insurance	0%	0%	0%	0%	0%	0%
4.5 Physical Disability	0%	0%	0%	0%	0%	0%
4.6 Developmental	0%	0%	0%	0%	0%	0%

Disability						
4.7 Chronic Health Condition	0%	0%	0%	0%	0%	0%
4.8 HIV/AIDS	0%	0%	0%	0%	0%	0%
4.9 Mental Health Problem	0%	0%	0%	0%	0%	0%
4.10 Substance Use	0%	0%	0%	0%	0%	0%
4.11 Domestic Violence	0%	0%	0%	0%	0%	0%
4.12 Contact	N/A	N/A	N/A	N/A	0%	0%
4.26 Employed	0%	0%	5%	5%	5%	5%

Unlike timeliness, users can fix completeness by back entering or editing data. Thus, HPAC highly encourages users to routinely monitor completeness and update any records that exceed the benchmarks listed above. In some circumstances, this may require staff to re-review paper intake forms or even re-contact the client.

Bed/Unit Utilization Rates

Bed/unit utilization rates compare the number of occupied beds/units to the project's entire bed/unit inventory. Thus, the rates are equal to the number of occupied beds/units divided by the number of total beds/units available.

A core feature of HMIS is its ability to record the number of nights a client stays at a residential housing project. When an agency admits a client into a residential project, HMIS assigns the client a housing service. Named "Housed with—name of the project or funding source," the housing service remains active until the agency exits the client from the project.

Thus, a project's bed/unit utilization rate is an excellent barometer of data quality. A low utilization rate could reflect low occupancy, but it could also indicate that an agency is not entering data into HMIS for every client served. A high utilization rate could reflect that the project is over capacity, but it could also indicate that an agency has not properly exited clients from the project in HMIS. More specifically, bed utilization can legitimately exceed 105% for two main reasons. First, the project offers overflow beds—e.g. cots or mattresses—sporadically throughout the year to accommodate high-demand nights, which results in a larger count of persons than the average number of year-round beds reported on the Housing Inventory Count. Second, the project serves a family with more children than the beds reported as part of the year's Housing Inventory Count. A third reason, related to a data quality issue, is that the project operator is not entering accurate project entry or exit dates, which causes an overlap in stays.

Using HUD's Annual Homeless Assessment Report (AHAR) guidelines, HPAC set the following goal and benchmarks for all residential housing projects.

Goal	100% of all data entry should fall within the specified utilization benchmarks

Project Type	Benchmark
Emergency Shelter	65 to 105%
Transitional Housing	65 to 105%
Permanent Supportive Housing	65 to 105%

Similar to completeness, users can fix bed/unit utilization rates by back entering or editing data. HPAC highly encourages users to routinely monitor bed/unit utilization rates to ensure true occupancy rates are accurately reflected within HMIS. In addition, HPAC recognizes that new projects may require time to reach their projected occupancy numbers and will not expect them to meet the utilization benchmark during the first six months of operation.

Bed Coverage Rates

Bed coverage rates compare the total number of beds in HMIS divided by the total bed inventory. The bed coverage rate should account for all HPAC beds in the community, including both HUD and non-HUD funded beds.

This is an important rate to calculate to ensure that HPAC meets HUD's minimum threshold of at least 50% to be eligible for the Annual Homeless Assessment Report (AHAR). Without meeting the 50% threshold, HUD is unable to project estimates for non-HMIS projects with reasonable statistical confidence.

Despite the 50% threshold, HPAC will strive to achieve an even higher standard of 85% as prescribed in HUD's CoC application. The HMIS Daily Operator will calculate these rates annually for the CoC application as well as in preparation for the AHAR.

Goal	At least 85% bed coverage rate for all project types

Service-Volume Coverage Rates

Service-volume coverage rates compare the number of persons served annually by any given project that participates in HMIS divided by the number of persons served annually by all HPAC projects in the community.

This is an important rate to calculate to ensure that HPAC meets HUD's minimum threshold of at least 50% to be eligible for the Annual Homeless Assessment Report (AHAR). Without meeting the 50% threshold, HUD is unable to project estimates for non-HMIS projects with reasonable statistical confidence.

Despite the 50% threshold, HPAC will strive to achieve an even higher standard of 85% as prescribed in HUD's CoC application. The HMIS Daily Operator will calculate these rates annually for the CoC application as well as in preparation for the AHAR.

Goal	At least 85% service-volume coverage rate for all project types

Other Important Data Quality Practices

HPAC will implement two other important practices as part of its HMIS Data Quality Plan. The practices involve an annual verification of Project Descriptor Data Elements and residential housing projects as well as establishing local standards regarding accuracy.

Annual Verifications

Every year prior to the Annual Homeless Assessment Report (AHAR), the HMIS Daily Operator will request agencies to verify their Project Descriptor Data Elements (see Section 3: HMIS Data Quality Plan—Project Descriptor Data Elements) as well as their inventory of residential housing projects.

This practice will ensure that bed/unit utilization rates are accurate and therefore AHAR reporting is accurate. Collecting such information will also be helpful for the numerous annual reports required by HUD including the Point-In-Time Count (PIT), the Housing Inventory Count (HIC), and the System Performance Measure Report.

Accuracy

HMIS data needs to accurately represent the clients served and the services provided. The best way to measure accuracy is to compare the HMIS data with primary sources such as a social security card, birth certificate, or driver's license. To ensure the most up-to-date and complete data, HPAC recommends internal data quality monitoring on a monthly basis.

Another important aspect of maintaining data integrity is collecting and entering data in a common and consistent manner across all projects. To that end, the HPAC Data Subcommittee will regularly review best practices and discuss common problems.

Some important things to note regarding accuracy include:

- All Universal Data Elements and Program Specific Data Elements must be obtained from each adult and unaccompanied youth who apply for services
- Most Universal Data Elements are also required for children age 17 years and under
- Most Universal Data Elements and Program-Specific Data Elements include a "Client Doesn't Know" or "Client Refused" response category. HUD considers these valid responses if the client does not know or the client refuses to respond to the question. It is not the intention of HUD, or any other funders who require HMIS usage, to have agencies deny clients assistance if they refuse or are unable to supply the information. However, some information may be required by projects or public or private funders to determine eligibility for housing or services, or to assess needed services.
- Agencies should not use the "Client Doesn't Know" or "Client Refused" responses to indicate that the case manager or data entry staff member does not know the client's response
- Since HPAC's HMIS requires a response to all data fields before saving a record, the agency should use the "Data not collected" response to indicate missing data

Monitoring

The purpose of monitoring is to ensure that agencies are meeting or are as close as possible to meeting the agreed-upon data quality goals and benchmarks. Monitoring will also help agencies quickly identify and ideally resolve data quality issues.

The following subsections review the roles and responsibilities of each entity in the monitoring process and establish a monitoring schedule.

Monitoring Roles and Responsibilities

HMIS System Administrator

The HMIS System Administrator is responsible for the ongoing maintenance of the existing data quality report, which includes working with the HMIS software vendor to update the report to reflect HUD's latest HMIS Data Standards. The HMIS System Administrator is also responsible for providing initial training to new users, teaching best practices for HMIS data entry.

HMIS Daily Operator

The HMIS Daily Operator is responsible for providing technical assistance to Partner Agencies that need help addressing data quality issues. The HMIS Daily Operator is also responsible for providing ongoing training beyond the initial training provided by the HMIS System Administrator.

HPAC Data Subcommittee

The HPAC Data Subcommittee is responsible for reviewing each project's data quality on a quarterly basis. The Data Subcommittee will work to identify issues that do not comply with the agreed-upon goals and benchmarks. Based from the Data Subcommittee's assessment, the HMIS Daily Operator will offer individualized support and develop specialized trainings as necessary.

HMIS Partner Agency

The HMIS Partner Agency is responsible for pulling data quality reports and correcting data entry errors for each project within HMIS.

Monitoring Schedule

As stated above, the HPAC Data Subcommittee will monitor the data quality of all active projects within HMIS on a quarterly basis. The Data Subcommittee meets on a quarterly basis, on the third Wednesday of January, April, July and October from 8:30 to 9:30 a.m. among rotating locations among Davis, West Sacramento, and Woodland. The County of Yolo's Homeless Analyst, who staffs the Data Subcommittee, will prepare data quality reports prior to the quarterly meetings.

Section 4: HMIS Privacy and Security Plan

This section describes HPAC's HMIS Privacy and Security Plan. Developed by the HPAC Data Subcommittee in coordination with the HMIS System Administrator, HMIS Lead Agency, and HMIS Daily Operator, the Plan represents a system-level document that enhances HPAC's ability to protect the privacy and security of the information collected and stored in HMIS. As such, the Plan:

- Addresses federal regulations related to HMIS privacy and security
- Delineates specific roles and responsibilities for the HMIS System Administrator, the HMIS Daily Operator, the HMIS Partner Agency, and the HMIS End User
- Establishes system security safeguards
- Describes the procedures for implementing the plan and monitoring for compliance

As stated at the beginning of this manual, HPAC will review, revise, and re-ratify the HMIS Privacy and Security Plan every October upon a majority vote of all voting members present during the scheduled meeting. Prior to HPAC's vote, the Data Subcommittee will recommend updates to the full HPAC body according to HUD's latest HMIS standards.

It is important to note that the Plan complies with HUD's 2004 HMIS Data and Technical Standards Final Notice[3] as well as state and local laws regulating the confidentiality of personal information. Yet, at the time of writing this Plan, HUD has not yet released a final notice regarding HMIS security. Given this, the Plan contains preliminary security safeguards; however, HPAC anticipates updating the safeguards upon receiving final guidance from HUD.

It is also important to note that HPAC wrote the Plan in support of an open HMIS system, where data sharing occurs amongst agencies who opted to be part of the HPAC Data Sharing Agreement. While HPAC recognizes that individual agencies serve clients, HPAC equally recognizes that the region's entire homeless services system serves clients.

HMIS Data and Technical Standards

The core tenets of HPAC's Privacy and Security Plan are the requirements specified in the 2004 HMIS Data and Technical Standards Final Notice[4]. The following subsections explain each requirement and HPAC's standards for compliance.

Privacy Statement

The Privacy Statement describes how an agency collects, uses, and discloses client information. The Privacy Statement must also describe how a client can access his or her information. HPAC requires that each agency either adopt HPAC's standard Privacy Statement or adopt their own agency-specific Privacy Statement, which meets all of the minimum requirements set forth in HUD's 2004 HMIS Data and Technical Standards Final Notice[5] (see Additional Information about the Privacy Statement).

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[3] 2004 HMIS Data and Technical Standards Final Notice:
https://www.hudexchange.info/resources/documents/2004HUDDataandTechnicalStandards.pdf

[4] 2004 HMIS Data and Technical Standards Final Notice:
https://www.hudexchange.info/resources/documents/2004HUDDataandTechnicalStandards.pdf

[5] 2004 HMIS Data and Technical Standards Final Notice:
https://www.hudexchange.info/resources/documents/2004HUDDataandTechnicalStandards.pdf

In addition to having a Privacy Statement, HPAC requires that HMIS Partner Agencies, who have a website, post a link to the Privacy Statement online. HPAC also requires that Partner Agencies post the Privacy Statement at each intake desk(s) or a comparable location(s). Lastly, HPAC requires that all staff have access to hard copies of the Privacy Statement when out in the field.

Additional Information about the Privacy Statement

As stated above, every HMIS Partner Agency must have a Privacy Statement that describes how and when the agency will use and disclose a client's Protected Personal Information (PPI). PPI includes name, Social Security Number (SSN), date of birth, zip code, project entry and/or exit date.

Partner Agencies may be required to collect a client's PPI by law or by funders. Partner Agencies also collect PPI to monitor project operations, to better understand the needs of persons experiencing homelessness, and to improve services for persons experiencing homelessness. HPAC only permits agencies to collect PPI with a client's written consent.

Partner Agencies may use and disclose PPI to:

- Verify eligibility for services
- Provide clients with and/or refer clients to services that meet their needs
- Manage and evaluate the performance of programs
- Report about program operations and outcomes to funders and/or apply for additional funding to support agency programs
- Collaborate with other local agencies to improve service coordination, reduce gaps in services, and develop community-wide strategic plans to address basic human needs
- Participate in research projects to better understand the needs of people served

Partner Agencies may also be required to disclose PPI for the following reasons:

- When the law requires it
- When necessary to prevent or respond to a serious and imminent threat to health or safety
- When a judge, law enforcement or administrative agency orders it

Partner Agencies are obligated to limit disclosures of PPI to the minimum necessary to accomplish the purpose of the disclosure. Uses and disclosures of PPI not described above may only be made with a client's written consent. Clients have the right to revoke consent at any time by submitting a request in writing.

Clients also have the right to request in writing:

- A copy of all PPI collected
- An amendment to any PPI used to make decisions about the client's care and services (this request may be denied at the discretion of the agency, but the client's request should be noted in the project records)
- An account of all disclosures of client PPI
- Restrictions on the type of information disclosed to outside partners
- A current copy of the agency's Privacy Statement

Partner Agencies may reserve the right to refuse a client's request for inspection or copying of PPI in the following circumstances:

- Information compiled in reasonable anticipation of litigation or comparable proceedings
- The record includes information about another individual (other than a health care or homeless provider)

- The information was obtained under a promise of confidentiality (other than a promise from a health care or homeless provider) and a disclosure would reveal the source of the information
- The Partner Agency believes that disclosure of the information would be reasonably likely to endanger the life or physical safety of any individual

If an agency denies a client's request, the client should receive a written explanation for the denial. The client has the right to appeal the denial by following the established HPAC Partner Agency Agreement grievance procedure. Regardless of the outcome of the appeal, the client will have the right to add to his or her project records a concise statement of disagreement. The agency must disclose the statement of disagreement whenever it discloses the disputed PPI.

All individuals with access to PPI are required to complete formal training in privacy requirements at least annually.

Partner Agencies can amend their Privacy Statements at any time. Amendments may affect information obtained by the agency before the date of the change. An amendment to the Privacy Statement regarding use or disclosure will be effective with respect to information processed before the amendment, unless otherwise stated. The agency must make available a record of all amendments to the Privacy Statement upon a client's request.

As stated previously, a Privacy Statement must reflect, at a minimum, the baseline requirements outlined within HUD's 2004 HMIS Data and Technical Standards Final Notice. In any instance where an agency's Privacy Statement is not consistent with HUD standards, HUD standards will take precedence.

Consumer Notice

The Consumer Notice explains the reason for asking for personal information and notifies the client of the Privacy Statement. HPAC requires that agencies either adopt HPAC's standard Consumer Notice or adopt their own Consumer Notice, which meets all of the minimum requirements set forth in HUD's 2004 HMIS Data and Technical Standards Final Notice[6].

In addition to having a Consumer Notice, HPAC requires that participating HMIS agencies post the Consumer Notice at each intake desk(s) or a comparable location(s). Lastly, HPAC requires that all staff have access to hard copies of the Consumer Notice when out in the field.

List of Participating Agencies

The List of Participating Agencies names all current HMIS using providers, which allows clients to see which organizations have access to their information. The HMIS Daily Operator will provide updated lists when necessary.

HPAC requires that participating HMIS agencies post the List of Participating Agencies at each intake desk(s) or a comparable location(s). Lastly, HPAC requires that all staff have access to hard copies of the List of Participating Agencies when out in the field.

Informed Consent and Release of Information Authorization

The Informed Consent and Release of Information Authorization must be signed by all adult clients and unaccompanied youth. This gives the client the opportunity to refuse the sharing of his or her information to

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[6] 2004 HMIS Data and Technical Standards Final Notice:
https://www.hudexchange.info/resources/documents/2004HUDDataandTechnicalStandards.pdf

other agencies within the system. HPAC requires client signatures prior to inputting their information in HMIS. HPAC also requires agencies to update Informed Consent and Release of Information Authorization forms every five years.

Privacy and Security Safeguards

This section describes the various safeguards in place to protect the privacy and security of the information collected and stored in HMIS. It is important to note that all agency executive directors or program managers are responsible for understanding these safeguards and effectively communicating these safeguards to individuals responsible for privacy and security at their agency.

It is also important to underscore that all HMIS Partner Agencies must apply the safeguards explained below. Additionally, HPAC expects that agencies apply the safeguards to all networked devices. This includes, but is not limited to, networks, desktops, laptops, mobile devices, tablets, mainframes, and servers.

Physical Safeguards

In order to protect client privacy, agencies must implement the following physical safeguards. For the purposes of this section, HPAC defines authorized users as HMIS End Users who have received the New End User Training and have signed New End User Agreements on file with the HMIS System Administrator.

Computer Location

A computer used as an HMIS workstation must be in a secure location where only authorized staff members have access. The workstation must not be accessible to clients, the public, or volunteers. HPAC also requires that any computer accessing HMIS enable a password protected automatic screensaver.

Printer Location

HPAC requires that users send HMIS documents to a printer located in a secure location where only authorized staff members have access.

Monitor

Non-authorized users should not be able to see an HMIS workstation screen. HPAC advises users to turn monitors away from the public view and utilize visibility filters to protect client privacy.

Mobile Device

A mobile device and/or tablet used to access and enter information into HMIS must use a password or other user authentication on the lock screen to prevent an unauthorized person from accessing it. In addition, the device and/or tablet should be set to automatically lock after a set period of inactivity. HPAC also recommends that users download a remote wipe and/or remote disable option onto the device.

Technical Safeguards

Workstation Security

To promote the security of HMIS and the confidentiality of the data contained therein, HPAC will only allow access to HMIS through approved workstations. To ensure compliance, the HMIS System Administrator will enlist the use of an IP Address Whitelist or another suitably secure method to identify approved workstations, in compliance with Public Access baseline requirement in the HUD Data Standards (4.3.1 System Security). Users will be required to submit the IP Address of their workstation to the HMIS System Administrator to be registered into the system and will notify the System Administrator should this number need to be changed.

Establishing HMIS User IDs and Access Levels

HPAC prohibits the sharing of usernames and passwords by or among more than one end user. To that end, the HMIS System Administrator will assign the most restrictive access level, while still allowing the end user to efficiently and effectively perform his or her duties.

User Authentication

- Usernames are individual and passwords are confidential. No individual should ever use or allow use of a username that is not assigned to that individual and passwords should never be shared or communicated in any format
- The system requires users to change temporary passwords upon first use. Passwords must be a minimum of six (6) characters long and must contain a combination of upper case and lower case letters, a number, and a symbol
- End users will be prompted by the software to change their password every ninety (90) days
- End Users must immediately notify the HMIS System Administrator if they have reason to believe that someone else has gained access to their password
- Three consecutive unsuccessful attempts to login will disable the username until the HMIS Daily Operator resets the password
- End users must log out from the HMIS application and either lock or log off their respective workstation if they leave. If the user logged into HMIS and the period of inactivity in HMIS exceeds 45minutes, the user will be logged off the HMIS system automatically

Rescinding User Access

- The Partner Agency will notify the HMIS System Administrator at least 24-hours if an end user no longer requires access to perform his or her assigned duties due to a change of job duties or termination of employment.
- The HMIS System Administrator reserves the right to terminate end user licenses that are inactive for 60 days or more
- The HMIS System Administrator will attempt to contact the Partner Agency for the end user in question prior to termination of the user's license
- 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 or governance documents, the Partner Agency Security Officer must notify the HMIS System Administrator to deactivate the user's license while the Partner Agency Security Office conducts an internal agency investigation
- Any user found to have misappropriated client data (identity theft, releasing personal client data to any unauthorized party) will have his or her HMIS privileges revoked
- HPAC is empowered to permanently revoke a Partner Agency's access to HMIS for substantiated noncompliance with the provisions of this Plan that resulted in a release of PPI

Disposing Electronic, Hardcopies, Etc.

- Computer: All technology equipment (including computers, printers, copiers and fax machines) used to access HMIS and which will no longer be used to access HMIS will have their hard drives reformatted multiple times. If the device is now non-functional, it must have the hard drive pulled, destroyed and disposed of in a secure fashion
- Hardcopies: For paper records, shredding, burning, pulping, or pulverizing the records so that PPI is rendered essentially unreadable, indecipherable, and otherwise cannot be reconstructed
- Mobile Devices: Use software tools that will thoroughly delete/wipe all information on the device and return it to the original factory state before discarding or reusing the device

Other Technical Safeguards

- HPAC requires that each HMIS Partner Agency develop and implement procedures for managing new, retired, and compromised local system account credentials
- HPAC requires that each HMIS Partner Agency develop and implement procedures that will prevent unauthorized users from connecting to private agency networks
- 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

Disaster Recovery Policy

The HMIS System Administrator is responsible for facilitating recovery from a disaster with support from the HMIS software vendor as needed. As such, the System Administrator must:

- Be aware of and be trained to complete any tasks or procedures for which they are responsible in the event of a disaster
- Have a plan for restoring local computing capabilities and internet connectivity for the HMIS System Administrator's facilities
- Maintain a readily accessible list of account numbers and contact information for its internet service provider, support contracts, and equipment warranties
- Maintain a list of the computer and network equipment required to restore minimal access to HMIS and to continue providing services to HMIS Partner Agencies
- Maintain documentation of the configuration settings required to restore local user accounts and internet access

Workforce Security Policy

HMIS Access to Active Clients

HPAC has an open HMIS system and most HMIS Users have access to client's current or past history from other agencies. With the goal of protecting the security and integrity of the HMIS system and safeguarding the personal information contained therein, HPAC will no longer give HMIS access to individuals who are actively receiving services from any HMIS partner agency with an active record in either the HPAC or Sacramento CoC HMIS.

- The HMIS System Administrator will search the individual in HMIS before issuing HMIS access
- The HMIS System Administrator will deny access to individuals who are active in HMIS

Background Check Policy

HMIS End User Background Check Requirements

HPAC recognizes the sensitivity of the data in HMIS, and therefore requires that the individuals responsible for managing HMIS be subject to a criminal background check.

The HMIS System Administrator will deny access to HMIS if a staff member's background check reveals a history of any of the following crimes:

- Bank Fraud: To engage in an act or pattern of activity where the purpose is to defraud a bank of funds
- Blackmail: A demand for money or other consideration under threat to do bodily harm, to injure property, to accuse of a crime, or to expose secrets

- Bribery: When an individual offers money, goods, services, information or anything else of value with intent to influence the actions, opinions, or decisions of the taker. You may be charged with bribery whether you offer the bribe or accept it
- Computer fraud: Where computer hackers steal information sources contained on computers such as: bank information, credit cards, and proprietary information
- Credit Card Fraud: The unauthorized use of a credit card to obtain goods of value
- Extortion: Occurs when one person illegally obtains property from another by actual or threatened force, fear, or violence, or under cover of official right
- Forgery: When a person passes a false or worthless instrument such as a check or counterfeit security with the intent to defraud or injure the recipient
- Health Care Fraud: Where an unlicensed health care provider provides services under the guise of being licensed and obtains monetary benefit for the service
- Larceny/Theft: When a person wrongfully takes another person's money or property with the intent to appropriate, convert or steal it
- Money Laundering: The investment or transfer of money from racketeering, drug transactions or other embezzlement schemes so that it appears that its original source either cannot be traced or is legitimate
- Telemarketing Fraud: Actors operate out of boiler rooms and place telephone calls to residences and corporations where the actor requests a donation to an alleged charitable organization or where the actor requests money up front or a credit card number up front, and does not use the donation for the stated purpose
- Welfare Fraud: To engage in an act or acts where the purpose is to obtain benefits (i.e. Public Assistance, Food Stamps, or Medicaid) from the State or Federal Government

In order to comply with this safeguard, HMIS Partner Agencies must have a policy regarding conducting background checks and hiring individuals with criminal justice histories. The policy should require that all end users have a background check prior to requesting HMIS access.

Monitoring

HPAC will monitor adherence to the Plan using the following structure and measures.

Roles and Responsibilities

HMIS System Administrator

As the HMIS System Administrator, SSF:

- Prevents degradation of the system resulting from viruses, intrusion, or other factors within the System Administrator's control
- Prevents inadvertent release of confidential client-specific information through physical or electronics access to system servers

HMIS Daily Operator

As the HMIS Daily Operator, the County of Yolo:

- Provides technical assistance to agencies and users who need assistance complying with HPAC's Privacy and Security Plan

HPAC Data Subcommittee

As an advisory group to the full HPAC body, the Data Subcommittee:

- Makes annual recommendations to the full HPAC body regarding revisions to the Plan

- Monitors agencies and users to ensure adherence to the roles and responsibilities delineated within HPAC's Privacy and Security Plan
- Develops technical assistance, action and/or compliance plans for agencies that the Data Subcommittee finds to be in violation of HPAC's Privacy and Security Plan

HMIS Partner Agency

The HMIS Partner Agency:

- Prevents degradation of the HMIS resulting from viruses, intrusion, or other factors within the agency's control and prevents the inadvertent release of confidential client-specific information through physical, electronic or visual access to user workstations
- Ensures the agency meets the privacy and security requirements detailed in the HUD HMIS Data and Technical Standards
- Adopts and upholds a Privacy Statement, which meets or exceeds all minimum standards including substance use providers covered by 24 CFR Part 2, HIPPA covered agencies
  - Modifications to HPAC's standard Privacy Statement must be approved by the HPAC Data Subcommittee
- Ensures that all clients are aware of the adopted Privacy Statement and have access to it
  - If the agency has a website, the agency must publish the Privacy Statement on their website
- Makes reasonable accommodations for persons with disabilities, language barriers, or education barriers
- Ensures that anyone working with clients covered by the Privacy Statement can meet the user responsibilities
- Designates at least one Security Officer that has been trained to technologically uphold the adopted Privacy Statement

HMIS End User

HPAC defines an HMIS end user as a person that has direct interaction with a client and/or his or her data including but not limited to PPI. Therefore, an end user:

- Reads and understands his or her agency's Privacy Statement
- Has the ability to explain his or her agency's Privacy Statement to clients
- Adheres to his or her agency's Privacy Statement
- Knows where to refer a client if he or she cannot answer a question
- Completes an Informed Consent and Release of Information Authorization with a client prior to collecting and inputting HMIS data
- Presents his or her agency's Privacy Statement to a client before collecting any information
- Upholds a client's privacy in HMIS

Security Officers

To further assist with the monitoring, all HMIS Partner Agencies must designate a Partner Agency Security Officer to ensure adherence to HPAC's Privacy and Security Plan.

Lead Security Officer

- May be the HMIS System Administrator or another employee, volunteer or contractor designated by SSF who has completed HMIS Privacy and Security training and is adequately skilled to assess HMIS security compliance
- Assesses security measures in place prior to establishing access to HMIS for a new Agency

- Reviews and maintains file of Partner Agency annual compliance certification checklists
- Conducts annual security audit of all Partner Agencies

Partner Agency Security Officer

- May be the Partner Agency HMIS Agency 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,
- Conducts a security audit for any workstation that will be used for HMIS purposes
  - No less than semiannually for all agency HMIS workstations
  - Prior to issuing a User ID to a new HMIS End User
  - Any time an existing user moves to a new workstation
- 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)
- Completes the semiannual Compliance Certification Checklist, and forwards the Checklist to the Lead Security Officer

Upon request, the HMIS Lead Agency may be available to provide Security support to Partner Agencies who do not have the staff capacity or resources to fulfill the duties assigned to the Partner Agency Security Officer.

- 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)
- Partner Agency Security Officer will confirm that any workstation accessing HMIS has and uses a hardware or software firewall; either on the workstation itself if it accesses the internet through a modem or on the central server if the workstation(s) accesses the internet through the server

New HMIS Partner Agency Site Security Assessment

Prior to establishing access to HMIS for a new Partner Agency, the Lead Security Officer will assess the security measures in place at the Partner Agency to protect client data (see Technical Safeguards–Workstation Security). The Lead Security Officer or other HMIS System Administrator will meet with the Partner Agency Executive Director (or executive-level designee) and Partner Agency Security Officer to review the Partner Agency's information security protocols prior to countersigning the HMIS Memorandum of Understanding. 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 Agency Security Officer.

Semiannual Partner Agency Self-Audits

- The Partner Agency Security Officer will use the Compliance Certification Checklist to conduct semiannually security audits of all Partner Agency HMIS End User workstations.
- The Partner Agency Security Officer will audit for inappropriate remote access by End-Users by associating User login date/times with employee time sheets. End Users must certify that they will not remotely access HMIS from a workstation (i.e. personal computer) that is not subject to the Partner Agency Security Officer's regular audits.
- If areas are identified that require action due to noncompliance with these standards or any element of the HPAC HMIS Policies and Procedures, the Partner Agency Security Officer will note these on the Checklist, and the Partner Agency Security Officer and/or HMIS Agency Administrator will work to resolve the action item(s) within fifteen (15) days

- Any Checklist that includes one or more findings of noncompliance and/or action items will not be considered complete until all action items have been resolved. The findings, action items, and resolution summary must be reviewed and signed by the Agency's Executive Director or other empowered officer prior to being forwarded to the Lead Security Officer
- The Partner Agency Security Officer must turn in a copy of the Checklist to the Lead Security Officer on a semiannual basis

Annual Security Audits

- The Lead Security Officer will schedule the annual security audit in advance with the Partner Agency Security Officer
- The Lead Security Officer will use the Compliance Certification Checklist to conduct security audits
- The Lead Security Officer must randomly audit at least 10% of the workstations used for HMIS data entry for each HMIS Partner Agency. In the event that an agency has more than one project site, at least one workstation per project site must be audited
- If areas are identified that require action due to noncompliance with these standards or any element of the HPAC HMIS Policies and Procedures, the Lead Security Officer will note these on the Checklist, and the Partner Agency Security Officer and/or HMIS Agency Administrator will work to resolve the action item(s) within fifteen (15) days
- Any Checklist that includes one or more findings of noncompliance and/or action items will not be considered complete until all action items have been resolved and the findings, action items, and resolution summary has been reviewed and signed by the Agency's Executive Director or other empowered officer and forwarded to the HMIS Lead Security Officer

Reporting Security Incidents

While HPAC intends for the monitoring to prevent, to the greatest degree possible, any security incidents, should a security incident occur, an agency should comply with the following reporting procedures:

- Any user who becomes aware of or suspects a compromise in HMIS security and/or client privacy must immediately report the concern to their agency's Security Officer.
- In the event of a suspected security or privacy concern, the agency Security Officer should complete an internal investigation
- If the suspected security or privacy concern resulted from a user's suspected or demonstrated noncompliance with the HMIS End User Agreement, the Security Officer should have the HMIS System Administrator deactivate the user's account until the internal investigation has been completed
- Following the internal investigation, the Security Officer should notify the Lead Security Officer of any substantiated incidents that may have compromised HMIS system security and/or client privacy whether or not a release of client PPI is definitively known to have occurred
- If the security or privacy concern resulted from demonstrated noncompliance by a user with a signed HMIS End User Agreement, the Lead Security Officer reserves the right to permanently deactivate the user account for the user in question
- Within one business day after the Lead Security Officer receives notice of the security or privacy concern, the Lead Security Officer and Partner Agency Security Officer will jointly establish an action plan to analyze the source of the security or privacy concern and actively prevent such future concerns
- The user or agency must implement the action plan as soon as possible, and the total term of the plan must not exceed thirty (30) days

- If the user or agency is not able to meet the terms of the action plan within the time allotted, the HMIS System Administrator, in consultation with the full HPAC body, may elect to terminate the agency's access to HMIS
- The agency may appeal to HPAC for reinstatement to HMIS following completion of the requirements of the action plan
- In the event of a substantiated release of PPI in noncompliance with the provisions of the HPAC's Privacy and Security Plan, this manual, or the Privacy Statement, the Security Officer will make a reasonable attempt to notify all impacted individual(s)
- The Lead Security Officer must approve of the method of notification and the agency Security Officer must provide the Lead Security Officer with evidence of the agency's notification attempt(s)
- If the Lead Security Officer is not satisfied with the agency's efforts to notify impacted individuals, the Lead Security Officer will attempt to notify impacted individuals at the agency's expense
- The HMIS System Administrator will notify HPAC of any substantiated release of PPI in noncompliance with the provisions of HPAC's Privacy and Security Plan, this manual, or the Privacy Statement
- The HMIS System Administrator will maintain a record of all substantiated releases of PPI in noncompliance with the provisions of HPAC's Privacy and Security Plan, this manual, or the Privacy Statement for 7 years
- HPAC reserves the right to permanently revoke an agency's access to HMIS for substantiated noncompliance with the provisions of HPAC's Privacy and Security Plan, this manual, or the Privacy Statement that resulted in a release of PPI

2018 HDX Competition Report

PIT Count Data for CA-521 - Davis, Woodland/Yolo County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	**532**	**459**	**448**
Emergency Shelter Total	189	204	179
Safe Haven Total	0	0	0
Transitional Housing Total	150	46	60
Total Sheltered Count	**339**	**250**	**239**
Total Unsheltered Count	**193**	**209**	**209**

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	**89**	**174**	**157**
Sheltered Count of Chronically Homeless Persons	45	27	10
Unsheltered Count of Chronically Homeless Persons	44	147	147

2018 HDX Competition Report
PIT Count Data for CA-521 - Davis, Woodland/Yolo County CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	68	39	48
Sheltered Count of Homeless Households with Children	65	38	47
Unsheltered Count of Homeless Households with Children	3	1	1

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	50	29	28	22
Sheltered Count of Homeless Veterans	14	13	10	4
Unsheltered Count of Homeless Veterans	36	16	18	18

2018 HDX Competition Report
HIC Data for CA-521 - Davis, Woodland/Yolo County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	157	35	95	77.87%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	87	21	33	50.00%
Rapid Re-Housing (RRH) Beds	75	0	73	97.33%
Permanent Supportive Housing (PSH) Beds	132	0	122	92.42%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	451	56	323	81.77%

2018 HDX Competition Report

HIC Data for CA-521 - Davis, Woodland/Yolo County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	46	35	51

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

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	1	26	25

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	1	77	75

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for CA-521 - Davis, Woodland/Yolo County CoC

Measure 1: Length of Time Persons Remain Homeless

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

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	345	298	60	91	31	43	49	6
1.2 Persons in ES, SH, and TH	517	323	102	109	7	77	62	-15

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

 The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	345	311	116	311	195	70	135	65
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	517	336	152	323	171	108	154	46

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

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

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

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	170	17	10%	27	16%	4	2%	48	28%
Exit was from TH	119	9	8%	1	1%	3	3%	13	11%
Exit was from SH	0	0		0		0		0	
Exit was from PH	11	0	0%	0	0%	0	0%	0	0%
TOTAL Returns to Homelessness	300	26	9%	28	9%	7	2%	61	20%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

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

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	532	459	-73
Emergency Shelter Total	189	204	15
Safe Haven Total	0	0	0
Transitional Housing Total	150	46	-104
Total Sheltered Count	339	250	-89
Unsheltered Count	193	209	16

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	519	327	-192
Emergency Shelter Total	347	302	-45
Safe Haven Total	0	0	0
Transitional Housing Total	189	29	-160

FY2017 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	8	17	9
Number of adults with increased earned income	1	0	-1
Percentage of adults who increased earned income	13%	0%	-13%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	8	17	9
Number of adults with increased non-employment cash income	0	3	3
Percentage of adults who increased non-employment cash income	0%	18%	18%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	8	17	9
Number of adults with increased total income	1	3	2
Percentage of adults who increased total income	13%	18%	5%

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	28	16	-12
Number of adults who exited with increased earned income	6	0	-6
Percentage of adults who increased earned income	21%	0%	-21%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	28	16	-12
Number of adults who exited with increased non-employment cash income	2	1	-1
Percentage of adults who increased non-employment cash income	7%	6%	-1%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	28	16	-12
Number of adults who exited with increased total income	8	1	-7
Percentage of adults who increased total income	29%	6%	-23%

FY2017 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	390	262	-128
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.	83	47	-36
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	307	215	-92

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

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	503	333	-170
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.	111	70	-41
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.)	392	263	-129

FY2017 - Performance Measurement Module (Sys PM)

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

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

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

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	5	65	60
Of persons above, those who exited to temporary & some institutional destinations	1	13	12
Of the persons above, those who exited to permanent housing destinations	3	39	36
% Successful exits	80%	80%	0%

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

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	460	340	-120
Of the persons above, those who exited to permanent housing destinations	259	174	-85
% Successful exits	56%	51%	-5%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	61	52	-9
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	58	51	-7
% Successful exits/retention	95%	98%	3%

2018 HDX Competition Report
FY2017 - SysPM Data Quality

CA-521 - Davis, Woodland/Yolo County CoC

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

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

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

2018 HDX Competition Report

FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	64	65	151	149	207	178	169	52	82	89	107	101	48	7	1	77				
2. Number of HMIS Beds	61	61	56	54	159	145	147	10	31	57	36	35	48	7	1	3				
3. HMIS Participation Rate from HIC (%)	95.31	93.85	37.09	36.24	76.81	81.46	86.98	19.23	37.80	64.04	33.64	34.65	100.00	100.00	100.00	3.90				
4. Unduplicated Persons Served (HMIS)	347	416	347	310	337	324	193	30	61	71	63	53	100	75	202	196	2	34	53	216
5. Total Leavers (HMIS)	291	362	286	241	249	224	180	17	18	25	14	3	100	1	72	123	0	2	4	52
6. Destination of Don't Know, Refused, or Missing (HMIS)	6	32	4	9	36	50	13	1	0	4	0	0	0	0	2	0	0	0	0	8
7. Destination Error Rate (%)	2.06	8.84	1.40	3.73	14.46	22.32	7.22	5.88	0.00	16.00	0.00	0.00	0.00	0.00	2.78	0.00		0.00	0.00	15.38

2018 HDX Competition Report

Submission and Count Dates for CA-521 - Davis, Woodland/Yolo County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2018 PIT Count	1/30/2018	

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/30/2018	Yes
2018 HIC Count Submittal Date	4/30/2018	Yes
2017 System PM Submittal Date	5/25/2018	Yes

Yolo County Homeless and Poverty Action Coalition (HPAC)

Policies and Procedures Manual

Davis/Woodland/Yolo County Continuum of Care (CA-521)

Adopted July 27, 2018

Table of Contents

Overview

Pursuant to 24 Code of Federal Regulations (CFR) Part 578 Continuum of Care Program Interim Rule[1], this document shall serve as the policies and procedures manual for the Davis/Woodland/Yolo County Continuum of Care (CA-521), hereafter known as the Homeless and Poverty Action Coalition (HPAC). As a counterpart to HPAC's Governance Charter, this manual shall be reviewed, revised, and re-ratified with the Governance Charter every October upon a majority vote of all voting members present during the scheduled meeting.

This manual shall contain most relevant information required by 24 CFR Part 578 Subpart B that is not included in HPAC's Governance Charter. The only exception is information pertinent to the region's local Homeless Management Information System (HMIS). HPAC's HMIS Policies and Procedures Manual shall contain this information, which includes a privacy, security, and data quality plan.

About HPAC

HPAC is a local planning body that provides leadership and coordination on the issues of homelessness and poverty in Yolo County. HPAC serves numerous roles and responsibilities, many of which fulfill federal, state and local government mandates. Such activities include, but are not limited to:

- Implementing the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act
- Implementing the region's Homeless Management Information System (HMIS)
- Maintaining a coordinated response among service providers to ensure continuity of services
- Assessing needs and identifying gaps in services for persons facing homelessness in Yolo County on an ongoing basis
- Supporting the planning, funding, and development of services to meet prioritized needs within Yolo County
- Planning, developing, and sustaining options to meet the housing needs of people facing homelessness
- Promoting access to and effective utilization of mainstream human services programs

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[1] 24 Code of Federal Regulations (CFR) Part 578 Continuum of Care Program Interim Rule: http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=5d030234903ffc25ad85a1fe4656bff7&mc=true&n=pt24.3.578&r=PART&ty=HTML#se24.3.578_165

Coordinated Entry

On January 17, 2018, HPAC adopted its Coordinated Entry Policies and Procedures in compliance with the CoC and ESG Interim Rules and Notice CPD-17-01. A summary of the Coordinated Entry system follows, refer to the HPAC Coordinated Entry Policies and Procedures for the complete set of policies and procedures.

Points of Entry

HPAC has selected a "no wrong door" approach to its coordinated entry system. All local providers of homeless services are eligible to participate as a point of entry to the system, as long as they meet the following minimum requirements:

- Have access to HMIS or a comparable database as permitted by the United States Department of Housing and Urban and Development (HUD) for domestic violence, dating violence, human trafficking, sexual assault, and stalking victim service providers;

- Opt-in to the HPAC Data Sharing Agreement;

- Receive training on use of the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT); and

- Agree to follow all Policies and Procedures set forth in the HPAC Coordinated Entry Policies and Procedures.

Assessment, Referral and Placement Process

Each point of entry to the system uses the following three steps to assist homeless individuals and families in connecting with appropriate services based on their unique needs and vulnerability.

1. **Assessment**: Each homeless individual and family is first evaluated for Prevention and Diversion strategies to resolve their housing crisis. Each homeless individual and family is assessed using the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT). The VI-SPDAT is used to (1) determine the chronicity and vulnerability of homeless individuals (including critical health and safety needs), and (2) identify which type of permanent housing solution (permanent supportive housing, rapid re-housing or affordable housing) is most appropriate. Each individual receives a score based on the assessment, with a higher VI-SPDAT score indicating that the individual or family is more vulnerable. For individuals who receive a lower VI-SPDAT score and indicate that they have other safe and appropriate housing options or resources, HPAC shall link them to homeless prevention assistance as needed and available. This may also include linkage to other appropriate services from various providers based on individual need.

2. **Referral**: HPAC uses the results from the VI-SPDAT to refer the individual or family to the most appropriate type of housing and services. HPAC continues to develop its community queue, where HPAC maintains and prioritizes all referrals on one list.

3. **Placement**: Those individuals or families who have the highest VI-SPDAT scores (meaning they are the most vulnerable) are prioritized first for housing and services through a Case Conference model as slots become available. Individuals or families who cannot immediately be placed in permanent housing continue to receive services from outreach workers or other providers while they wait for a bed.

Process for Victims of Domestic Violence, Dating Violence, Human Trafficking, Sexual Assault, and Staking

Pursuant to 24 CFR Subpart B Section 578.7[2], HPAC shall implement a separate coordinated entry process for victims of domestic violence, dating violence, human trafficking, sexual assault, staking, and any other dangerous or life-threatening conditions that relate to violence against a homeless individual or family.

To protect the safety and maintain the confidentiality of such survivors, HPAC prohibits victim service providers from using HMIS. Rather, HPAC requires that victim service providers use a comparable database as permitted by HUD.

To ensure that homeless survivors receive the same opportunities afforded by the region's coordinated entry system as all others, HPAC implements the following process:

1. If an individual or family experiencing homelessness presents to a non-victim service provider and either self-identifies herself, himself or a family member as a victim or reveals any information that implies dangerous or life-threatening conditions that relate to violence, the provider must refer the individual or family to a victim service provider.

2. Upon connecting, the victim service provider shall perform an intake assessment of the individual or family to determine if the survivor is eligible for shelter entry based on lethality as well as bed availability.

3. If the victim service provider deems that the individual or family does not have adequate resources to exit homelessness on her, his or their own, the provider shall conduct a VI-SPDAT.

4. Once complete, the provider shall send an anonymous VI-SPDAT to the County Homeless Program Coordinator. The only personal identifying information shall be the unique identification number indicating the appropriate record within the victim service provider's comparable database.

5. HPAC will then integrate the anonymous victim service referrals into its community queue. In addition, HPAC shall require training specifically related to this process. In particular, HPAC shall train coordinated entry staff on the confidentiality and privacy rights of survivors protected by the Health Insurance Portability and Accountability Act (HIPAA) as well as the Violence Against Women Act (VAWA).

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[2] 24 Code of Federal Regulations (CFR) Part 578 Continuum of Care Program Interim Rule: http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=5d030234903ffc25ad85a1fe4656bff7&mc=true&n=pt24.3.578&r=PART&ty=HTML#se24.3.578_165

HPAC Election Procedure

Pursuant to its Governance Charter, HPAC shall hold an election each year in October with newly elected officers serving a one (1) year term from November 1 through October 31. The election shall include HPAC's three officer positions of Chair, Vice-Chair, and Secretary. HPAC shall use the following election process:

Election Process

1. At the August or September meeting, convene a Nominating Subcommittee consisting of volunteer members who do not wish to seek an elected position.
   a. The Subcommittee shall be composed of a minimum of three (3) volunteers from three (3) different member organizations. The Homeless Coordinator shall also participate as a non-voting member.
   b. The role of Nominating Subcommittee members will be to assist the Homeless Coordinator in accepting nominations and answering candidate questions.
   c. If the Nominating Subcommittee does not receive at least one (1) nomination for each position, it is also the role of Nominating Subcommittee members to recruit candidates.
2. Establish, announce, and publicize a process and timeline for how and when the Nominating Subcommittee will accept nominations.
   a. Nominations shall be accepted for at least a minimum of seven (7) days.
   b. Both self-nominations and nominations of others shall be accepted.
   c. Nominations shall be accepted in both a public and private setting. Nomination period will open during the September HPAC meeting, where nominations will be accepted publicly. Following the meeting, nominations will be accepted privately via email, phone, or in-person.
   d. Individuals may choose to run for more than one (1) position
   e. Nominees must be affiliated with an active HPAC member. The individual must be designated on the HPAC membership application as the primary or secondary voting representative for their organization if they are running for Chair or Vice-Chair.
3. Following the nomination period, the Nominations Subcommittee shall give each candidate the opportunity to provide an optional written biography with the candidate's experience relevant to HPAC. The biography may not exceed ½ page in length. The Nominations Subcommittee shall make these biographies available to the voting members for use during voting.
4. The Nominations Subcommittee shall then create and disseminate an online poll for any positions with more than one (1) nominee.
   a. The poll shall be made available for at least a minimum of seven (7) days.
   b. Pursuant to its Governance Charter, member agencies have voting status if they have a representative present during at least six (6) full HPAC meetings in the current year (November through October) and had a representative participate in at least one HPAC subcommittee.
   c. Each member agency with voting status may cast one (1) vote for their preferred candidate in each position. Votes must be cast by one of the two voting representatives designated on the agency's HPAC membership application.
   d. The candidate with the highest number of votes in each position shall be recommended for the position.
      i. In the event of a tie, voting shall be opened to HPAC member agencies that do not have voting status, so long as they sent a representative to at least two (2) general HPAC meeting in the previous year.
   e. Each member agency with voting status shall be asked to identify themselves during the poll to ensure that all votes come from eligible member agencies.

      f.   However, the poll shall remain confidential and no information regarding individual votes shall be shared outside of the Nominating Subcommittee.

5. Once the poll is complete, the Nominating Subcommittee shall determine the recommended officer slate (based on the results of the poll) and seek a simple majority approval from member agencies with voting status who are present during the October meeting.

Early Vacation of Term Procedure

Pursuant to its Governance Charter, if an elected officer needs to vacate the position prior to the expiration of his or her term, the officer shall submit a written resignation to the Homeless Coordinator and other HPAC Officers.

Upon receiving the written resignation, the Coordinator shall inform the full HPAC body. HPAC shall then convene a special election at the next regularly scheduled general meeting. HPAC shall use the election process established in the previous section for the special election.

Prior to the special election, any vacant positions shall be filled as follows:

- Chair: The Vice Chair shall assume the duties of Chair until after the special election.
- Vice-Chair: The Secretary shall assume the responsibilities of Vice Chair until after the special election.
- Secretary: The Homeless Coordinator shall assume the responsibilities of Secretary until after the special election.

Election Grievance Policy

HPAC encourages candidates and/or member agencies to report grievances using the following procedure without fear of reprisal.

1. Submit a written grievance to the Homeless Coordinator and Nominating Subcommittee.
   a. The Nominating Subcommittee shall respond within seven (7) days of receiving the written grievance.
2. If the Nominating Subcommittee is unable to resolve the grievance, the candidates and/or member agencies shall submit a written grievance to the full HPAC body.
   a. The full HPAC body shall consider the matter at the next meeting of the full membership, and determine any necessary actions through a simple majority vote of all member agencies with voting status who are present during the meeting.

Service Standards

This section of the manual shall define HPAC's expected service standards for local projects receiving funding from HUD, including projects funded by the Continuum of Care (CoC) and/or Emergency Solutions Grant (ESG) programs. This section shall define the different categories of homelessness as well as define the recordkeeping and reporting requirements and shall provide written standards for applicable projects providing services in any of the following areas:

- Prevention
- Street Outreach
- Emergency Shelter
- Rapid Re-Housing
- Transitional Housing
- Permanent Supportive Housing

Definitions of Homelessness

HPAC shall expect all CoC and/or ESG funded programs to use the following definitions of homelessness, as determined by 24 CFR Parts 91, 578, 582, and 583[3] [and] [4]. The definitions are also pursuant to federal ESG regulations 24 CFR Subpart A Section 576.2[5].

Literally Homeless	An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: • **Unsheltered Homelessness:** The individual or family has a primary nighttime residence that is a public or private place not meant for human habitation; • **Sheltered Homelessness:** The individual or family is living in a publicly or privately operated shelter designated to provide temporary living arrangements—including congregate shelters and hotels and motels paid for by charitable organizations or by federal, state, and local government programs; or • **Institutional Homelessness:** The individual is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
Imminent Risk of Homelessness	An individual or family who will imminently lose their primary nighttime residence, provided that: • The individual or family has an annual income below 30 percent of the median family income for the geographic area; and • The individual or family has insufficient resources or support networks immediately available to attain housing stability In addition, the individual or family must also meet one of the following risk factors: • Has moved two or more times during the 60 days immediately preceding the application for homelessness prevention assistance because of economic reasons; • Is living in the home of another because of economic hardship; • Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; • Lives in a hotel or motel not paid for by federal, state, or local

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[3] 24 CFR Parts 91, 582, and 583 Final Rule on Homeless Definitions:
https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf
[4] 24 CFR Parts 91 and 578 Final Rule on Chronically Homeless Definition:
https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf
[5] 24 CFR Parts 91 and 576 Homeless Emergency Assistance and Rapid Transition to Housing: Emergency Solutions Grants Program and Consolidation Plan Conforming Amendments:
https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf

	government programs for low-income individuals or charitable organizations; • Lives in a single-room occupancy or efficiency apartment unit in which more than two persons, on average, reside or another type of housing in which there reside more than 1.5 persons per room as defined by the U.S. Census Bureau; • Is exiting a publicly funded institution or system of care, such as a healthcare facility, mental health facility, foster care, or other you facility, or correction program or institution; or • Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness
Homeless under other Federal Statutes	Unaccompanied youth under 25 years of age or families with children and youth, who do not otherwise qualify as homeless under the definition stated above, but who: • Are defined as homeless under the other listed federal statutes; • Have not signed a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; • Have experienced persistent instability as measured by two moves or more during the preceding 60 days; and • Can be expected to continue in such status for an extended period of time due to special needs or barriers
Fleeing/Attempting to Flee Domestic Violence	An individual or family who: • Is fleeing or is attempting to flee domestic violence; • Has no other residence; and • Lacks the resources or support networks to obtain other permanent housing
Chronically Homeless	An individual or family who: • Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and • Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least one year or on at least four separate occasions in the last three years, where the cumulative total of the four occasions is at least one year. Stays in institutions of 90 days or less will not constitute as a break in homelessness, but rather such stays are included in the cumulative total; and • Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in Section 102 of the Developmental Disabilities Assistance

	Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; or
	• An individual who has been residing in an institutional care facility, including a jail, substance use or mental health treatment facility, hospital, or other similar facility for fewer than 90 days and met all of the criteria listed in paragraph 1 before entering the facility; or
	A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria listed in paragraph 1 including a family whose composition has fluctuated while the head of household has been homeless

Recordkeeping and Reporting Requirements

Pursuant to 24 CFR Parts 91 and 576 Section 576.500 (b-e) [6], HPAC shall expect that all CoC and/or ESG funded projects comply with federal recordkeeping and reporting requirements.

HPAC shall require that agencies upload the documentation specified in 24 CFR Parts 91 and 576, Section 576.500 (b-e) [7] into the region's HMIS. Described in more detail within HPAC's HMIS Policies and Procedures Manual, the HMIS Daily Operator shall monitor and ensure compliance with such requirements on a quarterly basis.

Prevention

HPAC defines prevention as services that are necessary to prevent an individual or family from becoming homeless. These services include various housing relocation and stabilization services as well as short to medium term rental assistance.

At present, HPAC does not permit prevention using ESG funds as a stand-alone activity. Rather, prevention must be provided in conjunction with rapid re-housing and/or emergency shelter. For rapid re-housing, HPAC's intention is to facilitate preventing homelessness of a previously assisted individual or family who is experiencing instability after rapid re-housing assistance has ended. For emergency shelter, HPAC's intention is to facilitate shelter diversion.

Prevention Eligibility

In order to be eligible for prevention services, an individual or at least one family member must:

• Meet the definition for imminent risk of homelessness

Prevention Prioritization

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[6] 24 Code of Federal Regulations (CFR) Part 578 Continuum of Care Program Interim Rule: http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=5d030234903ffc25ad85a1fe4656bff7&mc=true&n=pt24.3.578&r=PART&ty=HTML#se24.3.578_165
[7] 24 Code of Federal Regulations (CFR) Part 578 Continuum of Care Program Interim Rule: http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=5d030234903ffc25ad85a1fe4656bff7&mc=true&n=pt24.3.578&r=PART&ty=HTML#se24.3.578_165

Of the eligible individuals and families, HPAC designates the following as priority populations pursuant to 25 California Code of Regulations 8409 Core Practices[8]:

- Individuals or families who are at the greatest risk of becoming literally homeless without an intervention and are at greatest risk of experiencing a longer time in shelter or on the street should they become homeless

Prevention Minimum Service Standards

HPAC designates the following as minimum service standards for programs offering prevention services:

- Must either assist the individual or family to regain stability in their current housing or move into other permanent housing and achieve stability in that housing

- For project participants who receive prevention assistance in conjunction with rapid re-housing, providers must conduct a 3-month evaluation

- Services may include, but are not limited to:
  - Rental assistance (such as paying all or a portion of the client's rent)
  - Other financial assistance (such as rental application fees, security and utility deposits, utility payments, last month's rent, rent in arrears, and moving costs)
  - Housing placement and retention assistance (such as search and placement, case management, landlord mediation, tenant legal services, credit repair, financial coaching, bills, and arrears)

- Meet the minimum services standards for all project types, as described at the end of this chapter

Street Outreach (SO)

HPAC defines street outreach (SO) as services that engage individuals or families experiencing unsheltered homelessness and assist in improving the health and well-being of the individual or family.

SO Eligibility

In order to be eligible for SO services, an individual or at least one family member must:

- Meet the definition for literally homeless

- Live in unsheltered homelessness at the time of first contact

SO Prioritization

Pursuant to 25 California Code of Regulations 8409 Core Practices[9], SO projects shall use the VI-SPDAT as an assessment tool to prioritize the individuals and families with the most urgent and severe needs. This includes:

- Are unsheltered and living in places not designed for human habitation, such as cars, parks, bus stations, and abandoned buildings

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[8] California Department of Housing and Community Development (HCD) Core Practices (25 CCR 8409 Core Practices) for Emergency Solutions Grants Program:
https://govt.westlaw.com/calregs/Document/I53153D4C91CC4E299A97467973BF1606?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1

[9] California Department of Housing and Community Development (HCD) Core Practices (25 CCR 8409 Core Practices) for Emergency Solutions Grants Program:
https://govt.westlaw.com/calregs/Document/I53153D4C91CC4E299A97467973BF1606?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1

- Have experienced the longest amount of time homeless

- Have multiple and severe service needs that inhibit their ability to quickly identify and secure housing on their own

This practice aligns with HPAC's envisioned permanent coordinated entry system and shall ensure access to assistance regardless of where an individual or family is located within HPAC's service region.

In general, HPAC expects that using the VI-SPDAT will concurrently prioritize the target subpopulations identified in the Yolo County 10-Year Plan to End Homelessness and the United States Interagency Council on Homelessness' (USICH) Opening Doors: A Federal Strategic Plan to Prevent and End Homelessness. These target subpopulations include:

- Individuals or families with a history of chronic homelessness

- Families with a history of homelessness

- Transition age youth with a history of homelessness (age 18 to 24)

- Unaccompanied youth with a history homelessness (meaning an individual under the age of 18 with no family member over the age of 18 in the household)

- Veterans with a history of homelessness (meaning an individual or family member who has served in active United States military duty)

SO Minimum Service Standards

HPAC designates the following as minimum services standards for projects offering street outreach services:

- Participants and staff understand that the primary goals of street outreach are to:
  - Provide access to emergency shelter and services
  - Re-house participants in permanent housing as quickly as possible, regardless of other personal issues or concerns

- Conduct outreach to engage unsheltered homeless individual or families

- Link unsheltered homeless individual or families to the region's coordinated entry system

- Accept triage referrals through HPAC's coordinated entry system

- Meet the minimum services standards for all project types, as described at the end of this chapter

Emergency Shelter (ES)

HPAC defines emergency shelter (ES) as a living arrangement that provides temporary shelter and supportive services, without a standard lease agreement.

ES Eligibility

In order to be eligible for ES projects, individuals or at least one family member must meet the definition for one of the following categories:

- Literally homeless

- Fleeing/attempting to flee domestic violence, dating violence, human trafficking, sexual assault, staking, and any other dangerous or life-threatening conditions that relate to violence against a homeless individual or family

HPAC allows shelters to serve a specific sub-population (such as persons with mental illness or victims of domestic violence, dating violence, human trafficking, sexual assault and/or stalking) within the definitions above, depending on organizational missions and goals.

ES Prioritization

Of the eligible individuals and families, HPAC shall prioritize those with the most urgent and severe needs. Pursuant to 25 California Code of Regulations 8409 Core Practices[10], this includes but is not limited to those who:

- Are unsheltered and living in places not designed for human habitation, such as cars, parks, bus stations, and abandoned buildings

- Have experienced the longest amount of time homeless

- Have multiple and severe service needs that inhibit their ability to quickly identify and secure housing on their own

HPAC expects that doing so will concurrently prioritize the target subpopulations identified in the Yolo County 10-Year Plan to End Homelessness and the United States Interagency Council on Homelessness' (USICH) Opening Doors: A Federal Strategic Plan to Prevent and End Homelessness. These target subpopulations include:

- Individuals or families with a history of chronic homelessness

- Families with a history of homelessness

- Transition age youth with a history of homelessness (meaning an individual or family member age 18 to 24)

- Unaccompanied youth with a history homelessness (meaning an individual under the age of 18 with no family member over the age of 18 in the household)

- Veterans with a history of homelessness (meaning an individual or family member who has served in active United States military duty)

ES Minimum Standards

HPAC designates the following as minimum service standards for projects providing emergency shelter services:

- Participants and staff must understand that the primary goals of the emergency shelter are to:
    - Provide temporary accommodation that is safe, respectful, and responsive to individual needs
    - Re-house participants in permanent housing as quickly as possible, regardless of other personal issues or concerns

- No minimum or maximum length of stay for project participants; however, providers may determine a target length of stay for participants (such as 90 days), at which point the participant's case may be re-assessed to determine whether a longer stay is appropriate.

- No leases or occupancy agreements

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[10] California Department of Housing and Community Development (HCD) Core Practices (25 CCR 8409 Core Practices) for Emergency Solutions Grants Program:
https://govt.westlaw.com/calregs/Document/I53153D4C91CC4E299A97467973BF1606?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1

- Meet the minimum services standards for all project types, as described at the end of this chapter

Rapid Re-Housing (RRH)

HPAC defines rapid re-housing (RRH) as housing that provides short to medium term move-in and rental assistance, as well as assistance with housing identification and supportive services.

RRH Eligibility

In order to be eligible for RRH projects, individuals or at least one family member must meet the definition for one of the following categories:

- Literally homeless

- Imminent risk of homelessness (only if the individual or at least one family member qualifies for prevention per HPAC's standards)

- Fleeing/attempting to flee domestic violence, dating violence, human trafficking, sexual assault, staking, and any other dangerous or life-threatening conditions that relate to violence against a homeless individual or family

In addition, individuals or at least one member of the family must:

- Earn enough income to pay at least 30% of their monthly rent or at least 30% of their monthly income, whichever is lower
  - HPAC considers monthly income to consist of:
    - Earned income
    - Self-employment/business income
    - Interest and dividend income
    - Pension/retirement income
    - Unemployment and disability income
    - Temporary Assistance for Needy Families (TANF)/public assistance
    - Alimony, child support, and foster care income
    - Armed forces income
  - While generally expecting households to pay at least 30% of their monthly rent or monthly income, HPAC permits RRH project managers to authorize lesser contributions under extraordinary circumstances
  - At times, this may include paying the entire rent on behalf of households that have no current income

- Meet any funder-specific eligibility requirements

RRH Prioritization

Of the eligible individuals and families, HPAC shall prioritize those with the most urgent and severe needs. Pursuant to 25 California Code of Regulations 8409 Core Practices[11], this includes but is not limited to those who:

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[11] California Department of Housing and Community Development (HCD) Core Practices (25 CCR 8409 Core Practices) for Emergency Solutions Grants Program:

- Are unsheltered and living in places not designed for human habitation, such as cars, parks, bus stations, and abandoned buildings
- Have experienced the longest amount of time homeless
- Have multiple and severe service needs that inhibit their ability to quickly identify and secure housing on their own

In general, HPAC expects that doing so will concurrently prioritize the target subpopulations identified in the Yolo County 10-Year Plan to End Homelessness and the United States Interagency Council on Homelessness' (USICH) Opening Doors: A Federal Strategic Plan to Prevent and End Homelessness. These target subpopulations include:

- Individuals or families with a history of chronic homelessness
- Families with a history of homelessness
- Transition age youth with a history of homelessness (age 18 to 24)
- Unaccompanied youth with a history homelessness (meaning an individual under the age of 18 with no family member over the age of 18 in the household)
- Veterans with a history of homelessness (meaning an individual or family member who has served in active United States military duty)

For projects using the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT) as an assessment tool, HPAC designates the following as priority populations:

- Individuals who receive a VI-SPDAT-Single score of 4 to 7; or
- Families who receive a VI-SPDAT-Family score of 4 to 8

RRH Minimum Service Standards

HPAC designates the following as minimum service standards:

- Participants and staff must understand that the primary goals of RRH are to:
  - End homelessness
  - Move participants to permanent housing as quickly as possible, regardless of personal issues
- No maximum monetary amount for rental assistance; however, individual assistance may not exceed 24 months during a 3-year period
- For project participants who receive rental assistance, providers must conduct an annual evaluation to determine continued eligibility
  - At the time of evaluation, if a participant's income has changed, the amount of rental assistance will be adjusted to meet the 30% threshold
- For participants who receive prevention assistance, providers must conduct a 3-month evaluation
- For project-based assistance, providers must ensure a one-year lease

- All individuals or families that are literally homeless who cannot quickly secure housing on their own or with another form of assistance are screened for and offered rapid re-housing assistance, to the extent they are eligible and assistance is available

- Housing identification efforts must consider, within the limits of the participant's income, where the individual or family wants to live and if the individual or family feels safe

- Project providers must use a fair, yet flexible approach when determining the duration of assistance

- Project providers must use a fair, yet flexible approach when determining what qualifies as an extraordinary circumstance (whereas project participants do not need to meet the 30% threshold)

- Supportive services must be provided throughout the entire time that rental assistance is provided

- Must ensure that data on all persons served and all activities provided are entered into HMIS (or a comparable database if the agency is a domestic violence, dating violence, human trafficking, sexual assault, and stalking victims service provider) pursuant to HUD and local standards.

- Meet the minimum services standards for all project types, as described at the end of this chapter

Transitional Housing (TH)

HPAC defines transitional housing (TH) as housing that provides temporary housing and supportive services, as an interim solution toward securing permanent housing. Unlike emergency shelter, transitional housing participants must enter into a lease agreement.

TH Eligibility

In order to be eligible for TH projects, individuals or at least one family member must meet the definition for one of the following categories:

- Literally homeless

- Imminent risk of homelessness

- Homeless under other Federal Statutes (if the project(s) received approval from HUD to serve this category)

- Fleeing/attempting to flee domestic violence

In addition, individuals or at least one member of the family must:

- Meet any funder-specific eligibility requirements

TH Prioritization

Of the eligible households, HPAC shall prioritize those with the most urgent and severe needs. Pursuant to 25 California Code of Regulations 8409 Core Practices[12], this includes but is not limited to those who:

- Are unsheltered and living in places not designed for human habitation, such as cars, parks, bus stations, and abandoned buildings

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[12] California Department of Housing and Community Development (HCD) Core Practices (25 CCR 8409 Core Practices) for Emergency Solutions Grants Program:
https://govt.westlaw.com/calregs/Document/I53153D4C91CC4E299A97467973BF1606?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1

- Have experienced the longest amount of time homeless

- Have multiple service needs that inhibit their ability to identify and secure housing independently

HPAC expects that doing so will concurrently prioritize the target subpopulations identified in the Yolo County 10-Year Plan to End Homelessness and the United States Interagency Council on Homelessness' (USICH) Opening Doors: A Federal Strategic Plan to Prevent and End Homelessness. These target subpopulations include:

- Individuals or families with a history of chronic homelessness

- Families with a history of homelessness

- Transition age youth with a history of homelessness (age 18 to 24)

- Unaccompanied youth with a history homelessness (meaning an individual under the age of 18 with no family member over the age of 18 in the household)

- Veterans with a history of homelessness (meaning an individual or family member who has served in active United States military duty)

TH Minimum Service Standards

HPAC designates the following as minimum service standards:

- Project participation cannot exceed 24 months

- Supportive services must be provided throughout the entire length of stay

- Supportive services may be provided to former residents of transitional housing and current residents of permanent housing who were homeless in the prior 6 months, for no more than 6 months after leaving transitional housing or homelessness, respectively, to assist their adjustment to independent living

- Project providers must offer assistance in transitioning toward securing permanent housing

- Project participants must enter into a lease agreement for a term of at least one month

- The lease agreement must be automatically renewable upon expiration, expect on prior notice by either party, up to a maximum term of 24 months

- Meet the minimum services standards for all project types, as described at the end of this chapter

Permanent Supportive Housing (PSH)

HPAC defines permanent supportive housing (PSH) as housing that provides indefinite leasing or rental assistance and supportive services.

PSH Eligibility

In order to be eligible for PSH projects, individuals or at least one family member must meet the definition for one of the following categories:

- Literally homeless

- Fleeing/attempting to flee domestic violence

In addition, individuals or at least one member of the family must:

- Have a disability

  o Evidence of diagnosis with one or more of the following conditions:

- Substance use disorder
- Serious mental illness
- Developmental disability (as defined in Section 102 of the Developmental Disabilities Assistance Bill of Rights Acts of 2000 (42 U.S.C. 15002)
- Post-traumatic stress disorder
- Cognitive impairments resulting from brain injury
- Chronic physical illness or disability
- Meet any funder-specific eligibility requirements

PSH Prioritization

For CoC-funded PSH beds dedicated or prioritized for occupancy by persons experiencing chronic homelessness, HPAC requires the projects use the following order of priority, pursuant to Notice CPD-16-11[13], which supersedes Notice CPD-14-012[14]:

- Persons experiencing chronic homeless with the longest length of time in which an individual or family has resided in a place not meant for human habitation, a safe haven, or an emergency shelter
- Persons with the most severe service needs

For projects using the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT) as an assessment tool, HPAC designates the following as priority populations:

- Individuals who receive a VI-SPDAT-Single score of 8 or greater; or

- Families who receive a VI-SPDAT-Family score of 9 or greater

In addition, consistent with Notice CPD 16-11, HPAC shall only allow PSH dedicated projects to serve other homeless individuals and families, when no persons within the designated service area meet the specified criteria listed above. If this occurs and there is a vacant dedicated PSH bed available, the provider may then follow the order of priority for non-dedicated PSH beds listed below. The bed will continue to be a dedicated bed, however, so when that bed becomes vacant again it must be used to house a chronically homeless person unless there are still no persons who meet that criterion within the designated service area. Regardless of if this occurs or not, the provider must continue to report the dedicated PSH beds as "Chronically Homeless" beds on HPAC's Housing Inventory Count (HIC).

For CoC-funded PSH beds not dedicated or not prioritized for persons experiencing chronic homeless, HPAC designates the following as priority populations pursuant to Notice CPD-16-11[15], which supersedes Notice CPD-14-012[16]:

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[13] HUD Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons: https://www.hudexchange.info/resources/documents/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh.pdf

[14] HUD Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons: http://portal.hud.gov/hudportal/documents/huddoc?id=14-12cpdn.pdf

[15] HUD Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons: https://www.hudexchange.info/resources/documents/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh.pdf

[16] HUD Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons: http://portal.hud.gov/hudportal/documents/huddoc?id=14-12cpdn.pdf

- **First priority:** Homeless individuals and families with a disability with long periods of episodic homelessness and severe service needs

  o An individual or family that is eligible for CoC Program-funded PSH who has experienced at least four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months and has been identified as having severe service needs

- **Second priority:** Homeless individuals and families with a disability with severe service needs

  o An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or in an emergency shelter and has been identified as having severe service needs. The length of time in which households have been homeless should also be considered when prioritizing persons that meet this order of priority, but there is not a minimum length of time required

- **Third priority:** Homeless individuals and families with a disability coming from places not meant for human habitation, a safe haven, or an emergency shelter without severe service needs

  o An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the individual or family has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing persons that meet this order of priority, but there is not a minimum length of time required

- **Fourth priority:** Homeless individuals and families with a disability coming from transitional housing

  o An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in a safe haven, or in an emergency shelter. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, a safe haven, or an emergency shelter prior to entry in the transitional housing

Also pursuant to Notice CPD-16-11, HPAC requires that all CoC-funded PSH projects accept referrals only through a single prioritized waiting list, created through the coordinated entry process.

PSH Minimum Service Standards

HPAC designates the following as minimum service standards:

- No designated length of stay

- Supportive services must be provided throughout the entire length of stay

- Project participants must enter into a lease, sublease, or occupancy agreement for a term of at least one year, with the agreement automatically renewing upon expiration for a term of at least one month

  o While generally expecting compliance with the terms stated above, HPAC permits PSH project managers to exercise discretion when executing lease, sublease, or occupancy agreements, particularly regarding terminable causes

- Meet the minimum services standards for all project types, as described at the end of this chapter

Minimum Services Standards for all Project Types

Domestic Violence, Dating Violence, Human Trafficking, Sexual Assault, and Stalking Victims

HPAC prohibits all victim service providers from using HMIS. HPAC hopes that these provisions shall protect the safety and maintain the confidentiality of victims.

Emergency Transfer Plan

In accordance with the Violence Against Women Act (VAWA), CoC-funded and ESG-funded projects shall allow tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation. The ability of the CoC-funded or ESG-funded project to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether the CoC-funded or ESG-funded project has another dwelling unit, that is available and that the tenant feels is safe, to offer the tenant for temporary or more permanent occupancy. This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security.

CoC-funded and ESG-funded projects must ensure that the Notice of Occupancy Rights and the Certification Form is provided to tenants any time a household or individual is:

- Accepted into the housing program;
- Denied entry to the housing program;
- Receives an eviction notice; and/or
- Notified their assistance is being terminated.

The Notice of Occupancy Rights and Certification Form will be made available on the HPAC website for ease of access.

Eligibility for Emergency Transfers

A tenant in a CoC-funded or ESG-funded project is eligible for an emergency transfer if the tenant:

- Is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L; and
- Expressly requests the transfer due to either of the following:
  - The tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit; or
  - If the tenant is a victim of sexual assault, the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

Emergency Transfer Request Documentation

To request an emergency transfer, the tenant shall submit an emergency transfer request directly to the housing provider. Reasonable accommodations to this policy for individuals with disabilities will be provided. The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under the CoC-funded or ESG-funded program; OR

2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

CoC-funded and ESG-funded projects must retain records of all emergency transfer requests and their outcomes for a period of 5 years following the grant year of the program in which the household was a participant and report them to HUD annually.

Confidentiality

All CoC-funded and ESG-funded projects will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives the housing provider written permission to release the information on a time limited basis, or disclosure of the information is required by law, or required for use in an eviction proceeding against the abuser or perpetrator, or hearing regarding termination of the abuser's or perpetrator's assistance under the program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant.

Emergency Transfer Timing and Availability

The CoC-funded or ESG-funded project cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. The CoC-funded or ESG-funded project will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. The CoC-funded or ESG-funded project may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If the CoC-funded or ESG-funded project has no safe and available units for which a tenant who needs an emergency is eligible, the CoC-funded or ESG-funded project will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. Local housing providers may enter into a Memorandum of Understanding (MOU) detailing collaboration specifically regarding domestic violence emergency transfer requests. Also, when a PSH unit becomes available and enters the Case Conference process according to the HPAC Coordinated Entry Policies and Procedures, individuals who have an emergency transfer request pending will have priority for the available unit.

At the tenant's request, the CoC-funded or ESG-funded project will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

Safety and Security of Tenants

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to utilize the national and local resources found in Appendix A of this document.

All CoC and ESG-funded projects must use a Housing First approach, which focuses on assisting people experiencing homelessness by securing housing as quickly as possible, and then providing supportive services as needed to promote housing stability and individual well-being. Pursuant to 25 California Code of Regulations 8409 Core Practices,[17] this includes:

- Ensuring low-barrier, easily accessible assistance to all people, including but not limited to people with no income or income history, and people with active substance use or mental health issues

- Helping participants quickly identify and resolve barriers to obtaining and maintaining housing

- Providing linkage to financial assistance for move-in and stabilization costs as well as housing case management

- Seeking to quickly resolve the housing crisis before focusing on other non-housing related services

- Allowing participants to choose the services and housing that meets their needs, within practical limitations, understanding that housing may cost greater than 30% of income and be precarious

- Preventing exits into homelessness whenever possible, even when program rules are violated:

  o People who pose an imminent risk of harm to themselves or others may be exited to more appropriate assistance, such as a more intensive program or hospital

- Allowing participants currently in emergency shelter or transitional housing to only move to other emergency shelter or transitional housing when:
  o They desire and choose
  o It is more appropriate to meet their health and safety needs (e.g., persons in early recovery; domestic violence survivors; those who need special accommodations)
  o No permanent housing solution (with or without supportive services) is currently available that is a similar or better match for their preferences and needs

- Connecting participants to appropriate support and services available in the community that foster long-term housing stability

- Assisting participants create and update individualized Housing Plans designed to re-house and stabilize participants as quickly as possible

- Ensuring all staff helping to house participants know how to access an array of housing options directly or through HPAC's coordinated entry system to help participants achieve their Housing Plan goals

- Ensuring all staff are aware of and know how to access other community resources that can help participants achieve their Housing Plan goals

- Ensuring all participants and staff are aware that participation in services unrelated to obtaining permanent housing is voluntary

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[17] California Department of Housing and Community Development (HCD) Core Practices (25 CCR 8409 Core Practices) for Emergency Solutions Grants Program:
https://govt.westlaw.com/calregs/Document/I53153D4C91CC4E299A97467973BF1606?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1

All CoC and ESG-funded projects must ensure that data on all persons served and all activities provided are entered into HMIS (or a comparable database if the agency is a domestic violence, dating violence, human trafficking, sexual assault, and stalking victims service provider) pursuant to HUD and local standards.

Preventing Involuntary Family Separation

HPAC prohibits all CoC and ESG-funded projects from denying admission or involuntarily separating a family unless the health and/or well-being of a family member is at immediate risk. Pursuant to HUD, HPAC's defines a family as any group of persons who presents for assistance together and identifies themselves as a family.

Progressive Engagement and Assistance

Another local priority is implementing progressive engagement and assistance practices. Pursuant to 25 California Code of Regulations 8409 Core Practices,[18] this includes:

- Offering financial assistance and services in a way that offers a minimum amount of assistance initially

- Adding more assistance over time if needed to quickly resolve a housing crisis by either ending homelessness or avoiding an immediate return to literal homelessness

  - The type, duration, and amount of assistance offered shall be based on an individual assessment of the household, and the availability of other resources or support systems to resolve their housing crisis and stabilize them in housing

Nondiscrimination Provisions

Pursuant to civil rights laws, including, but not limited to the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Title II and III of the Americans with Disabilities Act, all CoC and ESG-funded projects must comply with federal nondiscrimination provisions.

This includes Attorney General Order No. 2353-2001, 66 Fed. Reg. 3616[19], which states that agencies should not withhold certain services based on immigration status when the services are necessary to protect life and/or safety.

This also includes HUD's final rule, "Equal Access in Accordance with an Individual's Gender Identity,[20]" which states that agencies must ensure equal access to HUD programs regardless of gender identity. The rule is particularly pertinent to projects serving one sex or projects separating dormitories by sex, whereby agencies must provide all individuals, including transgender and other individuals who do not identify with the sex they

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[18] California Department of Housing and Community Development (HCD) Core Practices (25 CCR 8409 Core Practices) for Emergency Solutions Grants Program:
https://govt.westlaw.com/calregs/Document/I53153D4C91CC4E299A97467973BF1606?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1

[19] U.S. Department of Justice, U.S. Department of Health and Human Services, and U.S. Department of Housing and Urban Development Joint Letter Regarding Immigration Access to Housing and Services: https://www.hudexchange.info/resources/documents/HUD-HHS-DOJ-Letter-Regarding-Immigrant-Access-to-Housing-and-Services.pdf

[20] HUD Final Rule "Equal Access in Accordance with an Individual's Gender Identity": https://www.hudexchange.info/resources/documents/Equal-Access-Final-Rule-2016.pdf

were assigned at birth, with access to projects, benefits, services, and accommodations in accordance with their gender identity without being subject to intrusive questioning or being asked to provide documentation.

Equal Access: Gender Identity

Pursuant to 24 CFR Part 5: Equal Access in Accordance with an Individual's Gender Identify in Community Planning and Development Programs[21], HPAC ensures equal access to individuals in accordance with their gender identity. More specifically, HPAC shall strive to uphold the following general provisions stated within the Final Rule:

- All CoC and ESG funded projects must recognize that a difference may exist between an individual's gender identity and their sex assigned at birth
- All CoC and ESG funded projects must recognize that a difference may exist between an individual's actual gender identify and perceived gender identity
- All CoC and ESG funded projects may not deny access to a single-sex emergency shelter or facility because the provider possesses identity documents indicating a sex different from the gender with which the resident or potential client identifies
- All CoC and ESG funded projects may not consider the resident or potential resident ineligible for an emergency shelter or other facility because their appearance or behavior does not conform to gender stereotypes
- All CoC and ESG funded projects may not ask questions or otherwise seek information or documentation concerning a person's anatomy or medical history related to their gender identity or expression

In addition, HPAC shall expect that all CoC and ESG funded agencies complete the following in order to ensure compliance with the Final Rule:

- Develop written policies and procedures ensuring compliance with the rule

- Update staff, volunteer, and contractor trainings to comply with the written policies and procedures

- Educate clients on the agency's/project's commitment to comply with the Equal Access Final Rule

- Make the agency's/project's policies and procedures readily available to the clients

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[21] 24 CFR Part 5: Equal Access in Accordance with an Individual's Gender Identify in Community Planning and Development Programs: https://www.hudexchange.info/resources/documents/Equal-Access-Final-Rule-2016.pdf

APPENDIX A – Resources for Victims of Domestic Violence

Local

- **Empower Yolo:**
  - 24 hour Crisis Lines- (530)-662-1133 / (916) 371-1907
  - Dowling Center
    - 175 Walnut Street, Woodland, CA 95695
    - 530-661-6336
    - Fax: 530-661-3021
    - info@empoweryolo.org
    - http://empoweryolo.org
  - D-Street House
    - 441 D Street, Davis, CA 95616
    - 530-757-1261
  - Knights Landing Resource Center
    - 9586 Mill Street, Knights Landing, CA 95645
    - 530-735-1776
  - West Sacramento
    - 1025 Triangle Court, Suite 600, West Sacramento, CA 95605
    - Crisis line- 916-371-1907
  - Family Resource Center
    - Marguerite Montgomery Elementary School; 1441 Danbury Dr., Davis, CA 95618
    - 530-759-2159
- **Legal Services of Northern California**
  - 619 North Street, Woodland, CA, 95695
  - 530-662-1065
  - Woodland-office@lsnc.net
  - https://lsnc.net

National

- **National Domestic Violence Hotline:** 1-800-799-7233, 1-800-787-3224 (TTY)
- **Rape, Abuse & Incest National Network's National Sexual Assault Hotline**: 800-656-HOPE or https://ohl.rainn.org/online/
- **National Center for Victims of Crime's Stalking Resource Center**: https://www.victimsofcrime.org/our-programs/stalking-resource-center

Yolo County Homeless and Poverty Action Coalition (HPAC)

Coordinated Entry Policies and Procedures

Davis/Woodland/Yolo County Continuum of Care (CA-521)

Adopted January 17th, 2018

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Overview

The United States Department of Housing and Urban Development (HUD) requires local homeless Continuums of Care (CoCs) to establish and operate a "centralized or coordinated assessment system" (referred to as "coordinated entry") with the goal of establishing a local crisis response system, born out of the existing network of autonomous projects, thus, improving fairness and ease of access to resources. Coordinated entry processes are intended to help "communities prioritize people who are most in need of assistance" by "strategically allocating their current resources and identifying the need for additional resources".[1] They also provide information to CoCs and other stakeholders about service needs and gaps to help communities strategically allocate their current resources and identify the need for additional resources. The development of a comprehensive crisis response system in each community, including new and innovative types of system coordination, is central to the key objectives and strategies outlined in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*, the approach used by HUD and its Federal partners to address homelessness.[2]

Both the CoC and Emergency Solutions Grants (ESG) Program interim rules, 24 CFR § 578 and 24 CFR §§ 91 and 576 respectively, require the use of a local coordinated entry process that meets HUD requirements. The CoC Program interim rule set the basic parameters for coordinated entry and left further requirements to be set by HUD notice. Under the authority of 24 CFR § 578.7(a)(8) and through Notice CPD-17-01, HUD established additional requirements that local CoCs and recipients of CoC Program and ESG Program funding must follow related to the development and use of a coordinated entry system.

The ensuing set of Coordinated Entry Policies and Procedures is established by the Yolo County Homeless and Poverty Action Coalition ("HPAC" or "the CoC") to govern operation of its Coordinated Entry System in compliance with the CoC and ESG Interim Rules and CPD-17-01.

Except as otherwise specified, these Coordinated Entry Policies and Procedures apply to all geographic areas and all subpopulations in the Yolo County Continuum of Care, including individuals, families, and unaccompanied youth. These Policies and Procedures shall be made publicly available and must be applied consistently throughout the CoC areas for all populations.

These Coordinated Entry Policies and Procedures shall be applied to all CoC and ESG funded projects in Yolo County, as well as any other housing and homeless service programs operating within Yolo that choose to participate in the local Coordinated Entry System.

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[1] CPD 17-01, Coordinated Entry Notice, p.2. https://www.hudexchange.info/resources/documents/Notice-CPD-17-01-Establishing-Additional-Requirements-or-a-Continuum-of-Care-Centralized-or-Coordinated-Assessment-System.pdf

[2] Amended in 2012 and 2015. https://www.usich.gov/opening-doors.

Vision and Core Values

The Vision and Core Values of the HPAC Coordinated Entry System mirror the Vision and Core Values of the Yolo County General and Strategic Plan to End Homelessness. All policies and procedures included in this document are aligned with the vision and core values described below.

Vision

Yolo County should be a community where everyone has the opportunity for a safe and stable place to call home.

Core Values

Value # 1: Preservation of Human Dignity

- All people are worthy of respect, mercy, kindness, and compassion.

Value # 2: Safe, Decent, and Sanitary Housing

- All people deserve an opportunity for stable affordable housing.

Value # 3: Innovation

- Yolo agencies and communities will be receptive to new ideas, methodologies, and technology. They will work to change existing ways of working and will use creativity, new strategies, and collaboration in effective problem solving.

Value # 4: Courage

- Partners will address issues openly and in a timely manner. They will display a willingness to undertake prudent risk.

Value # 5: Success

- Yolo is committed to the principle of achieving success through realistic optimism and dedication to its principles and goals.

System Characteristics

The HPAC Coordinated Entry System utilizes the following concepts of service to ensure fair, equal, and person-centered practices throughout the system.

Cultural and Linguistic Competency

All staff administering assessments shall use culturally and linguistically competent practices. Assessments shall include trauma-informed culturally and linguistically competent questions for special subpopulations, including:

- Immigrants, refugees, and other first-generation subpopulations;
- Youth;
- Persons fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking; and
- Persons who identify as lesbian, gay, bisexual and/or transgender (LGBT).

HPAC shall strive to offer training to participating projects that receive referrals in culturally and linguistically competent practices so that appropriate resources available to participants are as comprehensive as possible.

Organizations shall strive to provide access to translation of verbal and written materials in the three (3) threshold languages of Yolo County, including:

- English
- Spanish
- Russian

Fair and Equal Access

All people in the CoC's geographic area will have fair and equal access to the coordinated entry process, regardless of where or how they present for services. Fair and equal access means that people can easily access the coordinated entry process, whether in person, by phone, or some other method, and that the process for accessing help is well known.

Housing First

Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

Use of the Homeless Management Information System (HMIS)

HPAC will use HMIS to collect and manage data associated with assessments and referrals for Coordinated Entry.

Inclusive

HPAC's Coordinated Entry System will include all subpopulations, including:

- People experiencing chronic homelessness;
- Veterans;
- Families;
- Youth; and

- Survivors of domestic violence.

HPAC will continuously evaluate and improve the process to ensure that all subpopulations are well served.

Incorporating Mainstream Services	The coordinated entry process will aim to connect people with non-homeless specific programs and services. Mainstream service providers will act as referral sites within the Coordinated Entry system.
Informing Local Planning	Information gathered through the Coordinated Entry process will be used to guide homeless assistance planning and system change efforts across the CoC.
Leverage Local Attributes and Capacity	HPAC's physical and political geography, including local agency capacity, and the opportunities unique to the CoC's context, shall inform local coordinated entry implementation.

Low Barrier

The CoC's Coordinated Entry System will not screen people out for assistance due to perceived barriers to housing or services, including, but not limited to:

- Too little or no income;
- Active or history of substance use;
- History of domestic violence;
- Resistance to receiving services;
- Type or extent of disability-related services or supports that are needed;
- History of evictions or poor credit;
- Lease violations or history of not being a leaseholder;
- Criminal record–with exceptions for state or local restrictions that prevent projects from serving people with certain convictions.

Participant Autonomy

HPAC's coordinated entry process will allow participants autonomy to freely refuse to answer assessment questions and to refuse housing and service options without retribution or limiting their access to assistance.

Person-Centered Approach

HPAC shall use a person-centered approach, and incorporate the following principles:

- **Person-Centered Assessments:** Assessments shall be based in-part on participants' strengths, goals, risks, and protective factors.

- **Accessible Tools and Processes:** Tools and assessment processes will be designed to be easily understood by participants. Assessment questions and instructions shall reflect the developmental capacity of the participants being assessed.

- **Sensitivity to Lived Experiences:** Sensitivity to participants' lived experiences shall be incorporated into every aspect of this coordinated entry system, including the ongoing assessment and improvement of assessment tools and delivery protocols that are trauma informed, minimize risk and harm, and address potential

psychological impacts.

- **Participant Choice:** Participants' choices in coordinated entry process decisions, such as location and type of housing, level and type of services, and other program characteristics, shall be accommodated to the fullest extent possible given overriding health and safety concerns and compliance with outstanding legal requirements. The ongoing development of assessment processes that provide options and recommendations similarly shall be guided and informed by participant choice, as opposed to rigid decisions about what individuals or families need.

- **Clear Referral Expectations:** Participants will be able to easily understand to which programs they are being referred to, what the program expects of them, what they can expect of the program, and evidence of the program's rate of success.

- **Commitment to Referral Success:** The providers in HPAC's Coordinated Entry System will commit to successfully completing the referral process once a referral decision has been made through Coordinated Entry, including supporting the safe transition of participants from an access point or emergency shelter to housing, and supporting participants in identifying and accessing an alternate suitable project in the rare instance of an eligible participant being rejected by a participating project.

Referral Protocols

Programs that participate in the CoC's Coordinated Entry process will accept all eligible referrals unless the CoC has a protocol for rejecting referrals documented in these Policies and Procedures, which ensures that such rejections are justified and rare and that participants are able to identify and access another suitable project.

Ongoing Planning and Stakeholder Consultation

HPAC will engage in ongoing planning with all stakeholders participating in the coordinated entry process. This process shall be reviewed as needed, and shall be revised and re-adopted every 3 years by HPAC. Feedback from individuals and families experiencing homelessness or recently connected to housing through the Coordinated Entry process will be routinely gathered and used to improve the process.

Overview of Coordinated Entry Process

The Coordinated Entry system in Yolo County operates as a multi-site centralized system. This means that though clients may access the system through various sites, they can only be assessed at specific sites known as Entry Points.

YOLO COUNTY COORDINATED ENTRY SYSTEM

Access		Assessment	Prioritization	Referral

Referral Sites

- 2-1-1
- Grace in Action
- Local Hospitals
- Interfaith Rotating Winter Shelter (IRWS)
- Legal Services of Northern California
- Resources for Independent Living
- RISE
- Shores of Hope
- Veteran's Services
- Woodland PD
- Yolo Community Care Continuum
- Yolo County HHSA
- Yolo County Library
- Yolo County Housing

Points of Entry

Outreach & Physical
- Davis Community Meals & Housing
- Fourth and Hope
- Yolo County HHSA

Outreach Only
- Davis PD
- West Sac PD

Physical Only
- Empower Yolo

Assessment Process

Screening for Prevention & Diversion Opportunities

Vulnerability Index – Service Prioritization Decision Assistance Tool

VI-SPDAT Score: 8+ →

VI-SPDAT Score: 4-7 →

Case Conferencing →

Housing Solutions

Permanent Housing with Supports

OR

Rapid Re-Housing

VI-SPDAT Score: 0-3 →

Prevention & Diversion →

Community Based Housing

Section 1: Access

Access to the Coordinated Entry System occurs through either points of referral or points of entry when an individual reaches out to a local organization to access mainstream services, or homeless specific services.

Access

Referral Sites

- 2-1-1
- Grace in Action
- Local Hospitals
- Interfaith Rotating Winter Shelter (IRWS)
- Legal Services of Northern California
- Resources for Independent Living
- RISE
- Shores of Hope
- Veteran's Services
- Woodland PD
- Yolo Community Care Continuum
- Yolo County HHSA
- Yolo County Library
- Yolo County Housing

Points of Entry

Outreach & Physical
- Davis Community Meals & Housing
- Fourth and Hope
- Yolo County HHSA

Outreach Only
- Davis PD
- West Sac PD

Physical Only
- Empower Yolo

Referral Sites

When a participant presents at a Referral Site, staff will gather basic information required to determine whether the individual might be appropriate for inclusion in the Coordinated Entry System. Staff at Referral Sites may use the HPAC Diversion and/or Prevention Tools to assist them in determining whether an individual should be referred for Coordinated Entry. When a Referral Site determines that a participant does not have sufficient resources to be prevented or diverted from entering the homeless system of care, the Referral Site will refer the participant to a Point of Entry for a full assessment.

Referral Sites will be mindful of consumers' unique needs by referring participants to a Point of Entry that specializes in their specific needs if available. For example, Referral Sites can refer families to programs that specialize in family services, or individuals with severe mental health conditions to programs that specialize in mental health services. However, a program's specialization should not necessarily exclude a participant from being referred to the program, as the Referral Site must also be mindful of participants' barriers to accessing the Point of Entry. These barriers might include issues such as transportation, work and school schedules and childcare. Points of Referral should also consider each participant's personal choice regarding where they wish to be referred for services. As of the date of this document, the following Referral Sites have been identified:

- 2-1-1
- Grace in Action
- Interfaith Rotating Winter Shelter of Davis (IRWS)
- Legal Services of Northern California (LSNC)
- Resources for Independent Living
- Rural Innovations in Social Economics (RISE)
- Shores of Hope
- Sutter Davis Hospital
- Veteran's Services Administration
- Woodland Memorial Hospital
- Woodland Police Department
- Yolo Community Care Continuum (YCCC)
- Yolo County Health and Human Services Agency (HHSA)
- Yolo County Library
- Yolo County Housing

Along with referring participants to the Coordinated Entry System, Referral Sites will also refer participants to other resources related to homelessness and to community providers for mainstream services.

Points of Entry

The role of Points of Entry differs from Referral Sites in that complete vulnerability assessments and Prevention/Diversion assessments are conducted at Points of Entry, whereas only Prevention/Diversion assessments are conducted at Referral Sites.

All local providers of homeless services are eligible to participate as a point of entry to the system, as long as they meet the following minimum requirements:

- Have access to HMIS or a comparable database as permitted by the United States Department of Housing and Urban and Development (HUD) for domestic violence, dating violence, human trafficking, sexual assault, and stalking victim service providers;
- Opt-in to the HPAC Data Sharing Agreement;
- Receive training on use of the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT); and
- Agree to follow all Policies and Procedures set forth in this document.

Points of Entry are broken down into three categories according to their mode of access. As of the date of this document, the following providers are designated as Points of Entry:

Outreach Only

- City of Davis Police Department
- City of West Sacramento Police Department
- Yolo County Health and Human Services Agency (HHSA)

Physical Site Only

- Empower Yolo / Family Resource Center

Outreach and Physical Site

- Davis Community Meals and Housing (DCMH)
- Fourth and Hope

These access points were chosen to optimize accessibility for as many consumers as possible with respect to geography, language, culture, and subpopulation-specific needs. The agencies listed above are subject to change and HPAC will update and distribute an updated list of Points of Entry as necessary.

Separate Points of Entry for Subpopulations

HPAC has elected not to create access points that are separate and distinct from general entry points for the following six subpopulations:

- Adults without children;
- Adults accompanied by children;
- Unaccompanied youth;
- Veterans;
- Households fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions including human trafficking; and/or,
- Persons at risk of imminent homelessness, for purposes of administering homeless prevention assistance.

However, it is recognized that Points of Entry may specialize in serving particular subpopulations. As such, Referral Points should offer referrals to Points of Entry that are most appropriate for placement according to the participant's specific needs and choice. This does not preclude participants from being referred to Points of Entry that do not specialize in one of the subpopulations to which they belong, as participant choice must be respected.

The CoC also may choose to establish designated Points of Entry for one or more of the six subpopulations at a future date, in which case that change should be documented in a future version of these Policies and Procedures. Should the CoC designate separate Points of Entry for any of the six subpopulations in the future, all Points of Entry shall still be required to follow a uniform decision-making process, including equal access to emergency services, use common assessment approaches and tools, and prioritize persons for available resources using the standardized approach as determined and documented in these Policies and Procedures.

Full Coverage

HPAC's Coordinated Entry System covers the CoC's entire geographic area. Historically, the rural communities in Yolo County are the most difficult to reach due to a lack of providers with physical sites in the rural communities. To combat this, outreach programs operate throughout the community to reach individuals and families that live in the rural areas.

Outreach

Outreach strategies are a primary method of making contact with and engaging people experiencing homelessness in Yolo County, especially for those living in the rural and/or hard to reach areas. The majority of HPAC's Points of Entry have outreach programs in place and will continue to develop them.

When an outreach worker encounters a person during street outreach, the person shall be prioritized for assistance in the same manner as any other person who accesses and is assessed through Coordinated Entry. The outreach worker shall complete a VI-SPDAT, if possible, or arrange for a VI-SPDAT to be completed with the individual within the next 48-hours.

Emergency Services

HPAC is committed to ensuring that the coordinated entry process allows for people experiencing a housing crisis to access emergency homeless and housing services with as few barriers as possible. These services include homeless prevention assistance, domestic violence and emergency services hotlines, drop-in service programs, emergency shelters and other short-term crisis residential programs.

Low barrier: The emergency services listed above shall operate with as few barriers to entry as possible. Designated Points of Entry shall provide "unqualified" emergency access, meaning access is not limited to certain populations.

Not subject to prioritization: Regulation 576.400(e)(3)(iv) states that emergency services funded with ESG funds "must include policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter". As such, emergency housing and homeless services in Yolo County shall not be prioritized based on severity of service need or vulnerability.

Twenty-four hour connection to emergency system: Persons shall be able to access emergency housing and homeless services independent of the operating hours of the coordinated entry's intake and assessment processes. This ensures that when coordinated entry staff are unavailable to complete a full assessment (VI-SPDAT), participants are still able to receive the emergency services they need. People

receiving emergency services after hours will have an assessment completed within 48 hours of being admitted to the shelter and/or having received services.

- Emergency service providers, including all domestic violence hotlines, emergency service hotlines, drop-in service programs, emergency shelters, domestic violence shelters, and other short-term crisis residential programs, will receive and care for participants including during hours when Points of Entry may be closed for business.
- Emergency service providers must notify coordinated entry staff regarding new homeless consumers who have been served within 48 hours, so that those consumers can be integrated into the Coordinated Entry system as soon as possible.

Standardized Access, Assessment and Prioritization

Standardized Access and Assessment: These Policies and Procedures establish the same assessment process at all access points and all access points must be usable by all people who may be experiencing homelessness or at risk of homelessness. Households who present at any Point of Entry, regardless of whether it is an entry point dedicated to the population to which the household belongs, shall be afforded easy access to the assessment process as outlined in the Policies and Procedures. This shall be described in more detail in Section 2 of this manual.

Standardized Prioritization in the Referral Process: Once assessed, individuals and families shall be prioritized for available services in the Coordinated Entry System through a standardized process that shall be applied consistently throughout the CoC areas for all populations. This shall be described in more detail in Section 3 of this manual.

Affirmative Marketing and Outreach

HPAC shall affirmatively market its housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, sexual orientation, gender, age, familial status, history of domestic violence, or disability, who are least likely to apply in the absence of special outreach. HPAC shall maintain records of those marketing activities. Housing funded by HUD and made available through the CoC will also be made available to individuals and families without regard to actual or perceived sexual orientation, gender identity, or marital status in accordance with 24 CFR 5.105 (a)(2). Additionally, HPAC shall follow the nondiscrimination and affirmative outreach requirements for the ESG program in accordance with 24 CFR § 576.407(a) and (b).

HPAC's Coordinated Entry System shall also be linked to street outreach efforts so that people sleeping on the streets are prioritized for assistance in the same manner as any other person assessed through the coordinated entry process.

Non-Discriminatory Access

HPAC does not tolerate discrimination based on actual or perceived membership in any protected class. The entirety of HPAC's Coordinated Entry process shall be conducted in compliance with the nondiscrimination provisions of federal civil rights laws, including the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Titles II and III of the Americans with Disabilities Act, as well as HUD's Equal Access and Gender Identity Rules. Under these laws and rules, the following classes are protected from discrimination:

- Race
- Color
- Religion

- National origin
- Sex
- Actual or perceived sexual orientation or gender identity
- Disability
- Familial status
- Marital status

Some programs may be forced to limit enrollment based on requirements imposed by their funding sources and/or state or federal law. For example, a HOPWA-funded project might be required to serve only participants who have HIV/AIDS. All such programs will avoid discrimination to the maximum extent allowed by their funding sources and their authorizing legislation.

All aspects of the HPAC Coordinated Entry process will comply with all Federal, State, and local Fair Housing laws and regulations. Participants will not be "steered" toward any housing facility or neighborhood because of race, color, national origin, religion, sex, sexual orientation, gender, disability, marital status, history of domestic violence, or the presence of children.

Locations where persons are likely to access or attempt to access the CoC's Coordinated Entry System shall display signs or brochures in prominent locations, informing participants of their right to file a non-discrimination complaint and containing the contact information needed to file a non-discrimination complaint. Requirements associated with filing a non-discrimination complaint, if any, will be included on the signs or brochures.

When a non-discrimination complaint is received, HPAC will complete an investigation of the complaint within 60 days by attempting to contact and interview a reasonable number of persons who are likely to have relevant knowledge, and by attempting to collect any documents that are likely to be relevant to the investigation. Within 30 days after completing the investigation, HPAC will write an adequate report of the investigation's findings, including the investigator's opinion about whether inappropriate discrimination occurred and the action(s) recommended by the investigator to prevent discrimination from occurring in the future. If appropriate, the investigator may recommend that the complainant be re-assessed or re-prioritized for housing or services. The report will be kept on file for two years.

Safety Planning

Pursuant to 24 CFR Subpart B Section 578.7[3], HPAC shall implement a separate coordinated entry process for victims of domestic violence, dating violence, human trafficking, sexual assault, stalking, and any other dangerous or life-threatening conditions that relate to violence against a homeless individual or family.

To protect the safety and maintain the confidentiality of such survivors, HPAC prohibits victim service providers from using HMIS. Rather, HPAC requires that victim service providers use a comparable database as permitted by HUD.

To ensure that homeless survivors receive the same opportunities afforded by the region's coordinated entry system as all others, HPAC implements the following process:

1. If an individual or family experiencing homelessness presents to a non-victim service provider and either self-identifies herself, himself, or a family member, as a victim or reveals any information that implies dangerous or life-threatening conditions that relate to violence, the provider must offer a referral to a victim service provider. The individual or family then has the choice whether to accept the referral to the victim service provider or to not accept the referral.

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[3] 24 Code of Federal Regulations (CFR) Part 578 Continuum of Care Program Interim Rule: http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=5d030234903ffc25ad85a1fe4656bff7&mc=true&n=pt24.3.578&r=PART&ty=HTML#se24.3.578_165

2. When a household accepts the referral to a victim service provider:

- The victim service provider shall perform an intake assessment of the individual or family to determine if the survivor is eligible for shelter entry based on lethality as well as bed availability.

- If the victim service provider deems that the individual or family does not have adequate resources to exit homelessness on her, his, or their own, the provider shall conduct a VI-SPDAT.

- Once complete, the provider shall send a de-identified VI-SPDAT to the County Homeless Manager. The only personal identifying information shall be the unique identification number indicating the appropriate record within the victim service provider's comparable database.

- HPAC will then integrate the anonymous victim service referrals into its community queue.

- HPAC shall require training specifically related to this process for all Referral Sites and Points or Entry into the Coordinated Entry System. In particular, HPAC shall provide training to coordinated entry staff on the confidentiality and privacy rights of survivors protected by the Health Insurance Portability and Accountability Act (HIPAA) as well as the Violence Against Women Act (VAWA).

3. If the household rejects the referral to the victim service provider:

- The non-victim service provider must either:

    i. Complete the assessment process, ensuring confidentiality standards are followed; or,

    ii. Arrange with another point of entry to complete an intake assessment with the household within 48 hours of the household's contact with the non-victim service provider.

4. In either case, every attempt to provide the victim with case management services that ensure all appropriate safety measures are being met will be made. This includes aiding the victim or connecting the victim with another provider, to acquire applicable legal services including but not limited to, the establishment of restraining orders and the initiation of family law actions including marriage and child custody and/or support legal proceedings.

People fleeing or attempting to flee domestic violence and victims of trafficking will have safe and confidential access to the Coordinated Entry System and victim services, including access to the comparable process used by victim service providers, as applicable, and immediate access to emergency services such as domestic violence hotlines and shelter.

Privacy

All HPAC providers that will act as points of entry to the Coordinated Entry System also participate in an open information sharing system via the local HMIS, in compliance with Section 4 of the HPAC HMIS Policies and Procedures Manual. Existing protocols for obtaining, sharing, and storing participant personal information meet the requirements specified in the 2004 HMIS Data and Technical Standards Final Notice[4]. The following subsections explain each requirement and HPAC's standards for compliance.

Privacy Statement

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[4] 2004 HMIS Data and Technical Standards Final Notice:
https://www.hudexchange.info/resources/documents/2004HUDDataandTechnicalStandards.pdf

The Privacy Statement describes how an agency collects, uses, and discloses client information. The Privacy Statement must also describe how a client can access his or her information. HPAC requires that each agency either adopt HPAC's standard Privacy Statement or adopt their own agency-specific Privacy Statement, which meets all of the minimum requirements set forth in HUD's 2004 HMIS Data and Technical Standards Final Notice[5] (see Additional Information about the Privacy Statement).

In addition to having a Privacy Statement, HPAC requires that HMIS Partner Agencies, who have a website, post a link to the Privacy Statement online. HPAC also requires that Partner Agencies post the Privacy Statement at each intake desk(s) or a comparable location(s). Lastly, HPAC requires that all staff have access to hard copies of the Privacy Statement when out in the field.

Privacy Statement and Protected Personal Information (PPI) Disclosure

As stated above, every HMIS Partner Agency must have a Privacy Statement that describes how and when the agency will use and disclose a client's Protected Personal Information (PPI). PPI includes name, Social Security Number (SSN), date of birth, zip code, project entry and/or exit date.

Partner Agencies may be required to collect a client's PPI by law or by funders. Partner Agencies also collect PPI to monitor project operations, to better understand the needs of persons experiencing homelessness, and to improve services for persons experiencing homelessness. HPAC only permits agencies to collect PPI with a client's written consent.

Partner Agencies may use and disclose PPI to:

- Verify eligibility for services
- Provide clients with and/or refer clients to services that meet their needs
- Manage and evaluate the performance of programs
- Report about program operations and outcomes to funders and/or apply for additional funding to support agency programs
- Collaborate with other local agencies to improve service coordination, reduce gaps in services, and develop community-wide strategic plans to address basic human needs
- Participate in research projects to better understand the needs of people served

Partner Agencies may also be required to disclose PPI for the following reasons:

- When the law requires it
- When necessary to prevent or respond to a serious and imminent threat to health or safety
- When a judge, law enforcement or administrative agency orders it

Partner Agencies are obligated to limit disclosures of PPI to the minimum necessary to accomplish the purpose of the disclosure. Uses and disclosures of PPI not described above may only be made with a client's written consent. Clients have the right to revoke consent at any time by submitting a request in writing.

Clients also have the right to request in writing:

- A copy of all PPI collected
- An amendment to any PPI used to make decisions about the client's care and services (this request may be denied at the discretion of the agency, but the client's request should be noted in the project records)
- An account of all disclosures of client PPI

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[5] 2004 HMIS Data and Technical Standards Final Notice:
https://www.hudexchange.info/resources/documents/2004HUDDataandTechnicalStandards.pdf

- Restrictions on the type of information disclosed to outside partners
- A current copy of the agency's Privacy Statement

Partner Agencies may reserve the right to refuse a client's request for inspection or copying of PPI in the following circumstances:

- Information compiled in reasonable anticipation of litigation or comparable proceedings
- The record includes information about another individual (other than a health care or homeless provider)
- The information was obtained under a promise of confidentiality (other than a promise from a health care or homeless provider) and a disclosure would reveal the source of the information
- The Partner Agency believes that disclosure of the information would be reasonably likely to endanger the life or physical safety of any individual

If an agency denies a client's request, the client should receive a written explanation for the denial. The client has the right to appeal the denial by following the established HPAC Partner Agency Agreement grievance procedure. Regardless of the outcome of the appeal, the client will have the right to add to his or her project records a concise statement of disagreement. The agency must disclose the statement of disagreement whenever it discloses the disputed PPI.

All individuals with access to PPI are required to complete formal training in privacy requirements at least annually.

Partner Agencies can amend their Privacy Statements at any time. Amendments may affect information obtained by the agency before the date of the change. An amendment to the Privacy Statement regarding use or disclosure will be effective with respect to information processed before the amendment, unless otherwise stated. The agency must make available a record of all amendments to the Privacy Statement upon a client's request.

As stated previously, a Privacy Statement must reflect, at a minimum, the baseline requirements outlined within HUD's 2004 HMIS Data and Technical Standards Final Notice. In any instance where an agency's Privacy Statement is not consistent with HUD standards, HUD standards will take precedence.

Consumer Notice

The Consumer Notice explains the reason for asking for personal information and notifies the client of the Privacy Statement. The Consumer Notice shall be available in each of the County's threshold languages: English, Spanish, and Russian. HPAC requires that agencies either adopt HPAC's standard Consumer Notice or adopt their own Consumer Notice, which meets all of the minimum requirements set forth in HUD's 2004 HMIS Data and Technical Standards Final Notice[6].

In addition to having a Consumer Notice, HPAC requires that participating HMIS agencies post the Consumer Notice at each intake desk or a comparable location. Lastly, HPAC requires that all staff have access to hard copies of the Consumer Notice when out in the field.

List of Participating Agencies

The List of Participating Agencies names all current HMIS using providers, which allows clients to see which organizations have access to their information. Participating Agencies must sign the HPAC Interagency HMIS Data Sharing Agreement to be included on the list.

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[6] 2004 HMIS Data and Technical Standards Final Notice:
https://www.hudexchange.info/resources/documents/2004HUDDataandTechnicalStandards.pdf

HPAC requires that participating HMIS agencies post the List of Participating Agencies at each intake desk or a comparable location. Lastly, HPAC requires that all staff have access to hard copies of the List of Participating Agencies when out in the field.

As of the date of this document, the participating agencies are:

- City of Davis
- Davis Community Meals and Housing
- Empower Yolo
- Fourth and Hope
- Yolo Community Care Continuum
- Yolo County Health and Human Services Agency

This list is subject to change, and the HMIS Daily Operator will provide updated lists when necessary.

Informed Consent and Release of Information Authorization

The Informed Consent and Release of Information Authorization must be signed by all adult clients and unaccompanied youth. This gives the client the opportunity to refuse the sharing of his or her information to other agencies within the system. HPAC requires client signatures prior to inputting their information in HMIS. HPAC also requires agencies to update Informed Consent and Release of Information Authorization forms every five years.

Language Access and Forms

Generally, clients should not sign any form that is not printed in their preferred written language, unless absolutely necessary. The HMIS administrator aims to make all HMIS forms available in the three threshold languages of Yolo County: English, Spanish, and Russian. However, HMIS forms are currently only available in English, with translations into Spanish and Russian in development. Meanwhile, should a client's preferred written language be one other than English, it is acceptable for the client to sign an English version, provided a complete and accurate verbal translation of the document is provided to the client prior to signing.

Accessibility to Local Subpopulations

The homeless population in Yolo County spans the complete range of subpopulations as identified by HUD.

1. Adults without children
2. Adults accompanied by children
3. Unaccompanied youth
4. Households fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions including human trafficking
5. Persons at imminent risk of homelessness, for purposes of administering homeless prevention assistance

Participants shall not be denied access to the Coordinated Entry process on the basis of belonging to any given subpopulation. Persons included in more than one of the subpopulations may be served at all points of entry for which they qualify as a target population, as well as points of entry not specializing in a particular subpopulation.

Should a household who identifies as part of a particular subpopulation present to a point of entry that does not specialize in their subpopulation and that has limited resources, the household must be referred to another point of entry and have an assessment completed within 48 hours.

To achieve this, referring agencies will coordinate with the point of entry to which the household is being referred, to schedule an appointment for assessment falling within 48 hours of when the household made initial contact with the referring agency.

Physical Accessibility

All providers in the Coordinated Entry System must be compliant with ADA standards. No individual shall be excluded from the Coordinated Entry process due to physical accessibility barriers.

Connection to Mainstream Resources

Coordinated Entry marketing materials shall be available to all providers offering mainstream resources. Providers offering mainstream resources shall act as Referral Sites in the Coordinated Entry System.

Section 2: Assessment
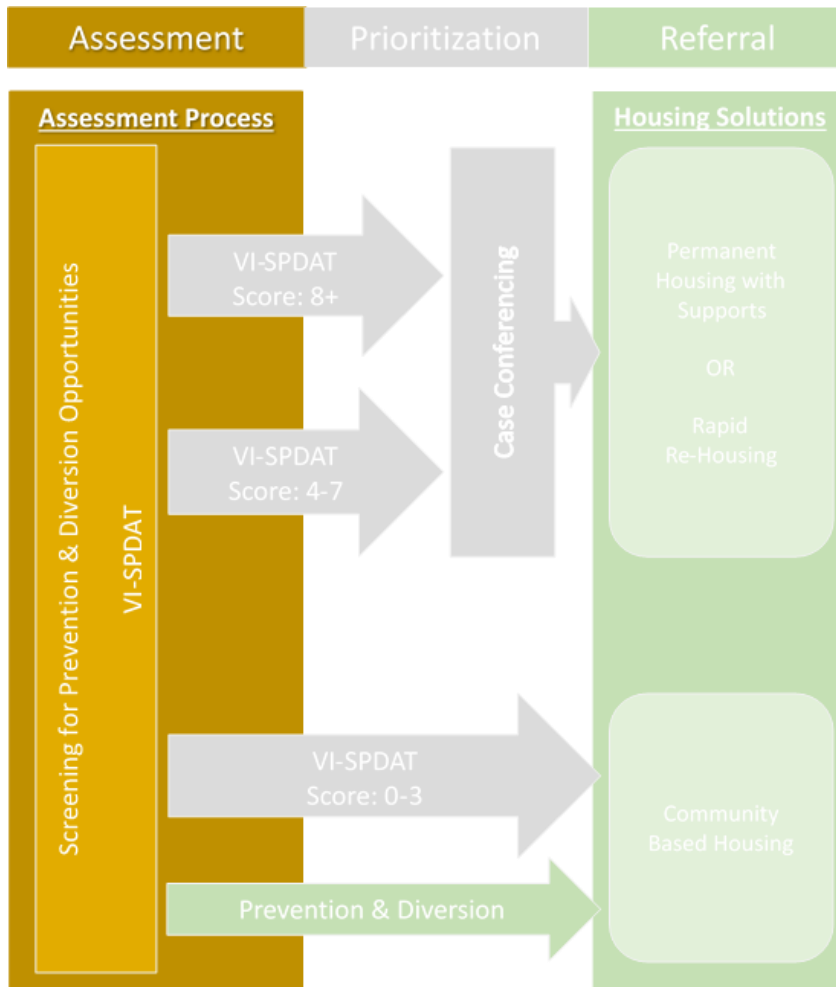
The objective of assessment is to establish an individual's or family's degree of vulnerability to becoming or remaining homeless in order to best match them with resources that meet their needs.

Standardized Access and Assessment Tools

The assessment process shall begin with an initial triage period where diversion and prevention options are evaluated first. Participants will only be fully assessed and enrolled in emergency homeless and housing services and the Coordinated Entry System after all other safe and appropriate alternatives have been exhausted. A full assessment shall be completed within 48 hours of the household's contact with the Coordinated Entry system, if it is determined that the household's homelessness or risk of homelessness cannot be resolved by resources outside of the homeless system. The primary assessment tool utilized to determine vulnerability will be the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT).

Prevention

An individual or family may present at a referral or entry point while they are currently housed, but at risk of losing their housing. In this case, prevention services may be the most appropriate course of action. Prevention services would work towards mitigating the reason for housing loss. This may be through a community resource paying rent owed, mediation with landlord to prevent eviction for issues unrelated to nonpayment, and/or financial planning counseling for the individual or family, among others. Prevention services will attempt to keep the household in their current housing situation.

Diversion

When an individual or family presents at a referral or entry point in circumstances where they are already homeless or homelessness is imminent, diversion to community based housing or other resources may occur. Diversion services would assist potential program participants in exploring all safe and appropriate alternative housing options that are immediately available. If appropriate, the individual or family may be functionally diverted from the Coordinated Entry System when their housing need has been met. This will most often take the form of the individual or family moving in with a family member or friend, to an affordable housing unit, or to other community based housing. Diversion moves the household into safe and appropriate alternative housing.

The Coordinated Entry System will consistently assess all persons using the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT). For a full description of the VI-SPDAT see Appendix A.

HPAC will use two different versions of the VI-SPDAT to assess adults without children and adults accompanied by children. HPAC will not use a separate assessment tool for any of the following subpopulations:

- Unaccompanied youth
- Households fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human tracking)

Application of the VI-SPDAT may not produce the entire body of information necessary to determine a household's prioritization, either because of the nature of self-reporting, withheld information, or circumstances outside the scope of assessment questions. Therefore, case workers and others who work with households may provide additional information, through case conferencing or otherwise, that appears relevant to the CoC's written prioritization policies. For example, although a separate formal assessment for Transition Aged Youth (TAY) is available, it will not be used in the assessment process, but questions from that assessment tool specific to Transition Aged Youth may be integrated into Case Conferencing for TAY individuals.

Timeliness of Assessment Data Entry

Every assessment shall be entered in HMIS within three (3) days of the assessment being completed, regardless of whether the individual or family being assessed formally enrolls in a project. This is consistent with the HMIS data standards and timeliness requirements previously established in the HPAC HMIS Policies and Procedures Manual. To meet this requirement, services providers are *strongly encouraged* to utilize only live data entry methods when conducting the VI-SPDAT, rather than completing the VI-SPDAT on paper and entering the data into HMIS at a later time.

Assessment across Stages of Coordinated Entry

Coordinated Entry providers will use a progressive and phased process in order to capture information on an as-needed basis as participants navigate the process, recognizing that trauma-informed approaches are necessary throughout these phases. The assessment process, including information gathered from assessment tools, case workers, and others working with households, shall provide sufficient information to make prioritization decisions.

Assessment phases may include:

- Screening for diversion or prevention;
- Assessing shelter and other emergency needs;
- Identifying housing resources and barriers; and,
- Evaluating vulnerability to prioritize for assistance.

Assessments conducted in different phases shall build on each other and limit the frequency with which a participant must repeat a personal story so as to reduce trauma and improve system efficiency. Information collection related to prioritization ranking and program eligibility may also occur concurrently with these different phases, even though assessment generally occurs before referral.

Once connected to housing and services, project staff may conduct more sophisticated assessments to evaluate a participant's need for specialized services or resources.

The phased assessment process used during coordinated entry is not intended to replace more specialized assessment approaches but rather to connect participants to the appropriate housing solution as quickly as possible. Similarly, the assessment process does not preclude the use of complementary assessments

designed to support access to mainstream services that are made available during assessment or otherwise conveniently accessed.

All of the following assessment approaches shall be considered when assessing a participant:

- **Progressive and Phased Assessment:** As discussed above, this approach is essential to building trust with participants that may be otherwise reluctant to share sensitive information such as substance use disorders, health status, past trauma, and others.

- **Trauma-informed Assessment:** All Coordinated Entry providers and assessors shall utilize trauma-informed techniques with all populations regardless of a person's history. All assessors shall be trained in how to conduct trauma-informed assessments with subpopulations to reduce the chance of re-traumatization.

- **Safety Planning**: Assessors shall be trained on safety planning and other "next-step" procedures if the assessment uncovers safety issues pertaining to domestic violence, sexual assault, child abuse or neglect, stalking, and trafficking.

- **Private Space for Assessments**: The assessment space and experience shall be designed to allow people to safely reveal sensitive information or safety issues. The space shall allow for both visual and auditory privacy. Assessors are allowed to gather information from each adult in the household in separate interviews, if appropriate.

- **Skip-logic for Unnecessary or Irrelevant Assessment Questions:** Assessment questions shall be adjusted to be appropriate for specific subpopulations, for example:
    - For unaccompanied youth aged 17 or younger, questions relating to veterans can be skipped.
    - For men, questions regarding pregnancy and prenatal care can be skipped.

- **Accessible Language:** Assessment instructions and questions for children and youth shall reflect their level of development and be administered in a culturally competent manner.

- **Translation Services:** Multiple language options shall be available. Confidential phone interpreters or translators may be utilized if face-to-face language options are limited.

The aforementioned assessment approaches shall guide the assessment process for every individual. Providers shall be cognizant that a change in a participant's circumstances may precipitate further assessment.

Participant Autonomy

All participants in the coordinated entry process will be freely allowed to decide what information they provide during the assessment process and to refuse to answer assessment questions. Although participants may become ineligible for some programs based on a lack of information, a participant's refusal to answer questions will not be used as a reason to terminate the participant's assessment, nor will it be used as a reason to refuse to refer the participant to programs for which the participant appears to be eligible. Participants may refuse to answer assessment questions and to reject housing and service options offered without their suffering retribution or limiting their access to assistance.

Assessment staff shall engage participants in an appropriate and respectful manner to collect only necessary assessment information. Should a consumer choose not to provide a piece of requested information, coordinated entry staff shall communicate to those participants the impact of incomplete assessment responses. Staff shall also discern whether the consumer's hesitance to provide information is due to them not wanting to speak with a particular assessor and provide an alternate assessor if necessary. Assessment staff shall make every effort to assess and resolve the person's housing needs based on a participant's responses to assessment questions no matter how limited those responses.

The assessment process will not require disclosure of any specific disabilities or diagnoses. The assessment process may attempt to collect specific information about a person's diagnoses or disabilities, but only in so far as is necessary to determine program eligibility to make appropriate referrals, or in so far as is necessary to provide a reasonable accommodation for the person being served.

Protocols for When a Participant Refuses to Provide Information

Participants are allowed to refuse to answer some or all of the questions. If they do not want to give information, providers shall:

- Explain the impact of incomplete responses and continue to perform outreach and engagement activities to build the relationship.
- Offer a different assessor or environment in which to complete the assessment.
- Consider participants that cannot be placed in housing because of a lack of information during Case Conferencing.
- Track how often participants are unable to be housed due to lack of information and evaluate further staff training needs to reduce occurrences.

Assessment Training

Training opportunities for all agencies and persons authorized by HPAC to serve as Coordinated Entry Points of Entry or to administer VI-SPDATs shall be available at least once annually. Training curricula and protocols shall be updated and distributed annually, and shall include the following topics:

- Review of HPAC's Coordinated Entry Policies and Procedures, including any adopted variations for specific subpopulations;
- Requirements for use of assessment information to determine prioritization;
- Completion of the VI-SPDAT assessment and entry into HMIS;
- Criteria for uniform decision-making and referrals;
- Cultural and linguistic competency;
- How to conduct trauma-informed assessments, including for special populations;
- Safety planning and how to identify safety issues during the assessment process; and,
- Personal and data privacy considerations and procedures to protect confidential information.

Section 3: Prioritization
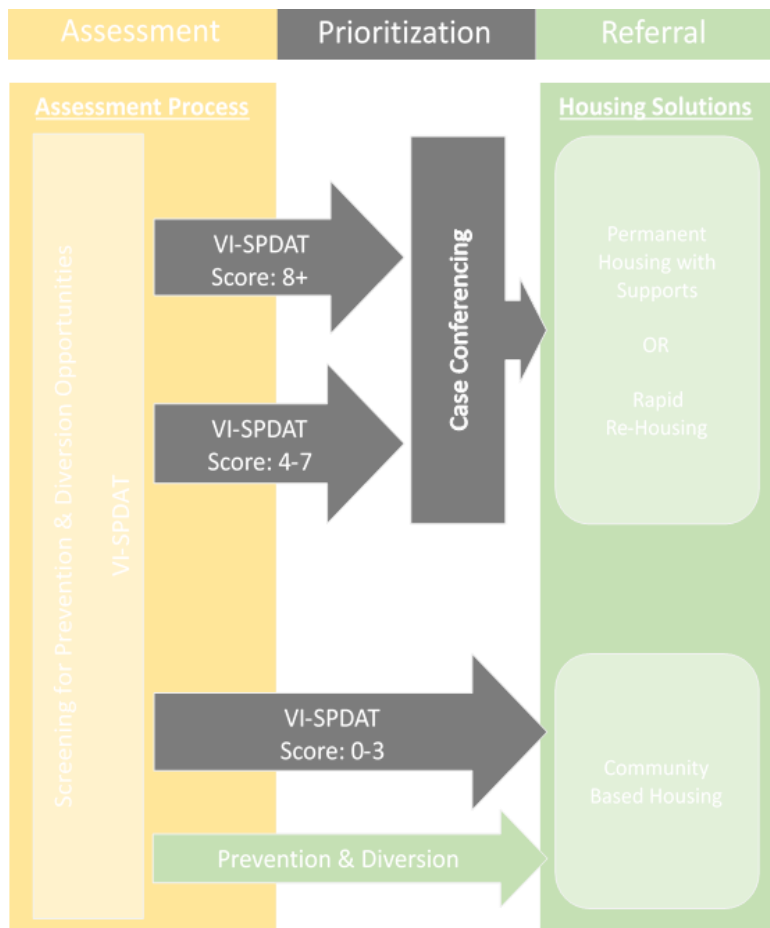
Individuals and families are prioritized for a full continuum of housing and service interventions according to HPAC's CoC and ESG Written Standards, which prioritize those who are most vulnerable and with the most immediate needs for referral and placement into appropriate housing interventions. Those with the highest VI-SPDAT scores are prioritized highest for longer-term housing solutions. HPAC shall use the Coordinated Entry System to prioritize homeless persons within the CoC's geographic area for access to housing and supportive services.

The Coordinated Entry prioritization process combines the individual person's assessment results to determine each person's level of vulnerability. The person's assessed vulnerability, in combination with consideration of HPAC's prioritization policies and procedures will establish his or her level of priority for resources in the homeless system. Persons with the highest priority shall be referred to projects connected to the Coordinated Entry System as vacancies become available.

While it is recognized that a participant's fitness for housing will also inform housing placement decisions, prioritization is the core of the housing placement process. As such, the prioritization process will identify a pool of the most vulnerable individuals to be considered first for placement when permanent housing becomes available, rather than identifying a single individual who is the top priority. Final decisions regarding who will be referred to a new vacancy will be made during the case conferencing process at the time the vacancy first occurs. This prioritization method requires ongoing coordination and cooperation of service providers throughout the community, facilitated by regularly occurring case conferencing meetings.

Determining a Priority Level

Priority decisions will be made based on the severity of the following factors:
- VI-SPDAT Score
- Chronic Homelessness and/or Length of Time Homeless
- Disabling Conditions

Four priority levels have been identified that will guide housing placement decisions. The CoC shall make decisions of prioritization based on the following scheme:

	YOLO COUNTY COORDINATED ENTRY PRIORITIZATION SCHEME	
	DECIDING FACTORS	**REFERRED TO**
PRIORITY 1	1) VI-SPDAT Score: 8+ 2) Chronic Homelessness and Length of Time Homeless 　　a) Participants who are chronically homeless and with the longest length of time homeless will be prioritized first. 3) Co-Occurring Disabling Conditions 　　a) Those with co-occurring disabling conditions will be prioritized first. 　　　i)　Physical Health 　　　ii)　Mental Health 　　　iii)　Substance Use Disorder 　　　iv)　Developmental Disability	− Case Conferencing − Permanent Housing with Supports (includes HUD funded PSH) − Rapid Re-Housing
PRIORITY 2	1) VI-SPDAT Score: 8+; 2) Length of Time Homeless 　　a) Longest length of time homeless but not chronically homeless. 3) Disabling Conditions 　　a) Those without co-occurring disabling conditions but with at least one. 　　　i)　Physical Health 　　　ii)　Mental Health 　　　iii)　Substance Use Disorder 　　　iv)　Developmental Disability	− Case Conferencing − Permanent Housing with Supports (includes HUD funded PSH) − Rapid Re-Housing
PRIORITY 3	1) VI-SPDAT Score: 4-7 2) Chronic Homelessness and/or Length of Time Homeless 　　a) Participants that are chronically homeless and with the longest length of time homeless will be prioritized highest within Priority Level 3. 3) Disabling Conditions 　　a) Participants with co-occurring disabling conditions will be prioritized the highest within Priority Level 3, followed by participants with at least one. 　　　i)　Physical Health 　　　ii)　Mental Health 　　　iii)　Substance Use Disorder 　　　iv)　Developmental Disability	− Case Conferencing − Permanent Housing with Supports (includes HUD funded PSH) − Rapid Re-Housing
PRIORITY 4	1) VI-SPDAT Score: 0-3	− Community Based Housing
NOTE	All priorities are subject to change as needed and decided on by HPAC.	

Case Conferencing

Case Conferencing is the continuous process by which a multi-disciplinary team of providers meet to designate a housing and/or case management high-priority list. Case Conferences shall occur at least monthly, even when there are no permanent housing beds available. They may also occur with greater frequency when needed to fill available permanent housing beds.

Each Case Conference shall strive to include the participation of at least one representative from each CoC- and ESG-funded housing project, as well as representatives involved in street outreach, veteran service organizations, emergency shelters, hospitals and other physical and behavioral health providers.

Participation in case conferences may be done in person, over the phone or through use of other participatory technology, or some combination thereof.

If during Case Conferencing it becomes clear that a participant's assessment score is inconsistent with their actual vulnerability, the case conferencing team may request that an individual be re-assessed. Each such instance shall be tracked by Coordinated Entry staff and shall be used to inform Coordinated Entry evaluation procedures. The Case Conferencing process will also attempt to meet the housing needs of participants who are not eligible for housing due to a lack of information provided by the participant.

Managing the Priority List

To manage prioritization for referral and placement into CoC resources, Coordinated Entry staff shall use HMIS to prepare and maintain a single priority list. The priority list shall include persons by name and/or identification code, their assigned VI-SPDAT scores, and their placement ranking level according to the aforementioned prioritization scheme.

However, the current functionality in HMIS limits the priority list to sorting individuals and families by time since VI-SPDAT completion, and is greatly limited in the user's ability to identify the most vulnerable individuals in the queue. For example, an individual with a VI-SPDAT score of 10 waiting 150 days will appear higher on the priority list in HMIS than an individual with a much higher vulnerability score who has been waiting 100 days.

To facilitate the prioritization of households with the highest vulnerability, providers participating in Case Conferences shall maintain High-Priority Lists of households for whom they have completed VI-SPDATs. These High-Priority Lists shall represent the providers' homeless caseload by order of highest vulnerability.

Using the Priority List to fill all Vacancies

While Case Conferencing meetings will occur regularly, they may also be convened when needed to fill a new housing vacancy. Based on the High-Priority Lists, Case Conferences shall determine which individual is the most appropriate to fill the vacancy. While it is permissible to place a participant of lower vulnerability prior to a participant with higher vulnerability, due to that individual's better fitness with the housing placement option, Case Conferences shall only consider participants with lower vulnerability after all of the most vulnerable participants have been considered for housing. The General Priority List in HMIS shall be regularly reviewed to ensure that households are not falling through the cracks in the process.

Section 4: Referral
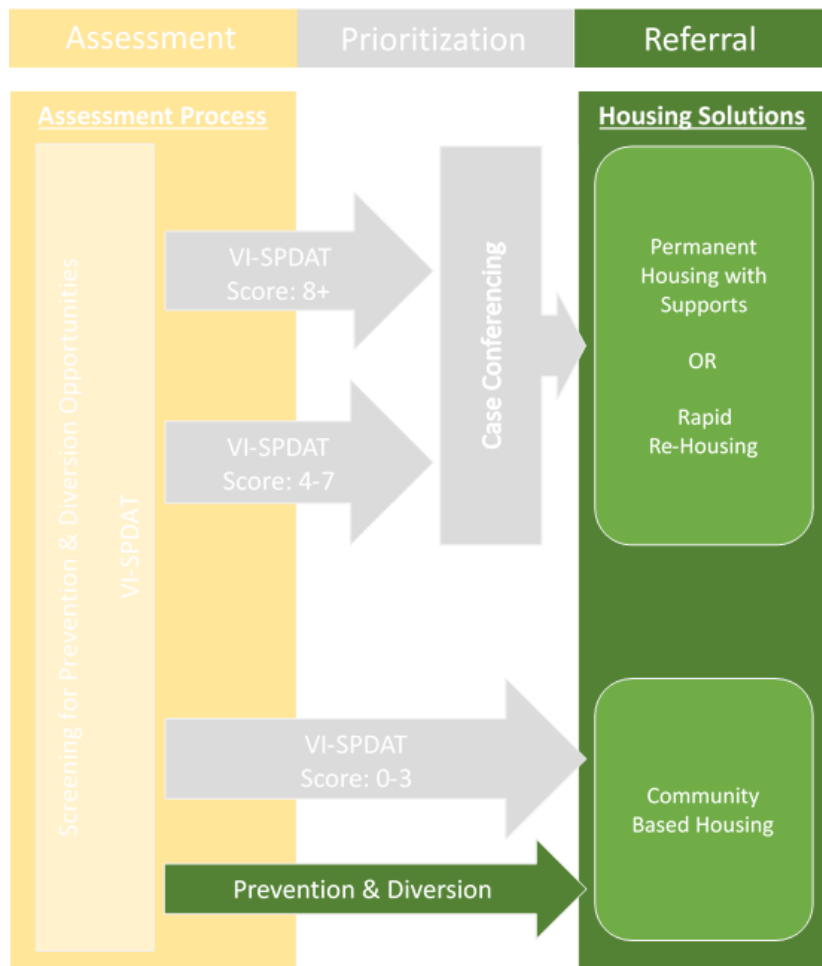
All CoC-program and ESG-program recipients must use the Coordinated Entry System established by HPAC as the only referral source from which to consider filling vacancies in CoC- or ESG-funded housing and/or services.

Participating Project List

Coordinated Entry staff shall maintain and annually update a Participating Project List to identify all resources that may be accessed through referrals from the coordinated entry process. This list shall provide information on required eligibility criteria for each participating project.

Eligibility Screening and Determination

Each CoC-funded project must establish specific eligibility criteria that the project will use to make enrollment determinations, and these criteria must be made available to the public.

Projects within the Coordinated Entry System may not use the coordinated entry process to screen people out due to perceived barriers related to housing or services, including, but not limited to:

- Too little or no income;
- Active or past substance abuse;
- Domestic violence history;
- Resistance to receiving services:
- Type or extent of a disability;
- Services or supports that are needed because of a disability;
- History of evictions or of poor credit;
- History of lease violations;
- History of not being a leaseholder;
- Criminal record;
- Sexual orientation or gender identity and expression.

Exceptions are state or local restrictions that prohibit projects from serving people with certain criminal convictions or other specified attributes.

Referral Rejection Protocols

Providers should rarely reject a referral from the Coordinated Entry System. CoC or ESG programs may reject a client referred by the Coordinated Entry System only if:

- That client is ineligible to participate in the program because of restrictions imposed by government regulations or outside funding sources; or
- The program lacks the capacity to safely accommodate that client.

Whenever a program rejects a referral, the program must document the time of the rejection and the reason for the rejection, and communicate that information to both the client and to Coordinated Entry staff.

All CoC and ESG providers are expected to adopt a Housing First approach that continually lowers the barriers to entry for prospective clients, and that avoids screening out clients based on real or perceived barriers to success. A provider that repeatedly rejects referrals of high-needs clients based on an inability to safely accommodate those clients must attempt to improve its capacity to serve high-needs clients. HPAC will provide training and technical assistance on this topic upon request. HPAC's Project Selection Committee is encouraged to reallocate the funding of low-capacity providers that cannot or will not make diligent efforts to improve their capacity to serve high-needs clients.

When a client has been rejected from a program, Coordinated Entry staff shall consider the reasons provided, attempt to determine whether the client can be safely and lawfully placed in that program or a different program in the future, and raise the client's case again at the next case conference to locate alternative housing for the client. A household shall not lose its priority or be returned to a general waiting list simply because he or she was rejected by a provider.

When Appropriate Beds Are Not Available

When a household is recommended for Permanent Supportive Housing but no beds are currently available, the household may be referred to "bridge housing" in other program types, and/or for any other available resource that would be of use to the household. In referring households to bridge housing, case conference participants shall attempt to balance the need to provide immediate care for the community's most vulnerable households against the need to match tenants with safe, adequately supported housing situations that will promote the community's long-term ability to increase its supply of available and affordable housing.

When Clients Are Difficult to Locate or Refuse Housing

When a client is referred for housing, Coordinated Entry staff should see to it that a diligent attempt is made to locate that client and persuade the client to enter the housing program. However, some homeless households may require significant engagement and contacts prior to entering housing. Accordingly, programs are not required to allow units to remain vacant indefinitely while waiting for an identified homeless person to accept an offer of housing. Instead, if a referral remains unfilled after five business days of attempts to engage the intended tenant(s), the housing placement may be considered open again, and returned to the coordinated entry system for additional referral attempts with new client(s). Coordinated Entry staff shall complete a standardized form with case notes recording when and how attempts were made to contact the client during the five-business day period. Such records shall be kept for five years following the end of the five-business day contact attempt period.

The fact that a client could not be located or persuaded to enter housing should not be used to remove or cancel the client's priority for receiving housing or services. However, if a client cannot be found, or refuses a housing opportunity matched for him or her on three consecutive occasions, then Coordinated Entry staff shall convene a case conference to re-evaluate that client's appropriateness for housing placement. Decisions in these cases shall be made on a case-by-case basis, and may include continued efforts

to enroll in housing through the Coordinated Entry System, referral to alternate project types, and reclassification in the Coordinated Entry System as "inactive." Case conference participants also shall determine which agency is best suited to reach out to the client to engage them in the discussion and report back to the group at the next case conference.

Some prospective tenants may explicitly reject a housing placement. When this happens, Coordinated Entry staff should attempt to determine the reason for the clients' refusal to accept the offered housing and to communicate during a case conference. Whenever possible, case conferencing participants should take clients' known preferences into account when generating referrals.

If case conference participants believe that a client no longer resides in the CoC's geographic area, and the CoC has no effective means of contacting that client, then Coordinated Entry staff may remove the client from the priority list.

Section 5: Evaluation

HPAC will consult with each participating project and project participants annually to evaluate the intake, assessment, and referral processes associated with the Coordinated Entry System. Solicitations for feedback shall address the quality and effectiveness of the entire coordinated entry experience for participating projects and households.

Feedback will be collected utilizing multiple strategies, including:

- Surveys designed to reach the entire population or a representative sample of participating providers and households,
- Focus groups of five or more participants that approximate the diversity of the participating providers and households, and,
- Individual interviews with participating providers and enough participants to approximate the diversity of participating households.

The data collected through the evaluation process will inform needed updates to the existing policies and procedures manuals governing HPAC, the use of HMIS, and the Coordinated Entry system. All existing protocols governing the privacy and confidentiality of participant information shall govern the collection and use of data collected for evaluation purposes.

APPENDIX A: Key Terms

Affirmative Marketing and Outreach

The CoC Program interim rule at 24 CFR 578.93(c) requires recipients of CoC Program funds to affirmatively market their housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to apply in the absence of special outreach, and maintain records of those marketing activities. Housing assisted by HUD and made available through the CoC must also be made available to individuals and families without regard to actual or perceived sexual orientation, gender identity, or marital status in accordance with 24 CFR 5.105 (a)(2).

Nondiscrimination and affirmative outreach requirements for the ESG program are located at 24 CFR § 576.407(a) and (b).

Assessment

In the context of the coordinated entry process, HUD uses the term *Assessment* to refer to the use of one or more standardized assessment tool(s) to determine a household's current housing situation, housing and service needs, risk of harm, risk of future or continued homelessness, and other adverse outcomes. HUD does not intend that the term be confused with assessments often used in clinical settings to determine psychological or physical health, or for other purposes not related to preventing and ending the homelessness of persons who present to coordinated entry for housing- related assistance.

Community Based Housing

Housing that is not directly related to a homeless services program within the Coordinated Entry System. It may take the form of housing with family, roommate arrangements, affordable housing units not restricted to a particular program, among other options.

Coordinated Entry

The CoC and ESG Program interim rules, 24 CFR § 578 and 24 CFR §§ 91 and 576, respectively, use the terms "*centralized or coordinated assessment*" and "*centralized or coordinated assessment system*;" however, HUD and its Federal partners have begun to use the terms "*coordinated entry*" and "*coordinated entry process*." "*Centralized or coordinated assessment system*" remains the legal term but, for purposes of consistency with phrasing used in other Federal guidance and in HUD's other written materials, these Policies and Procedures uses the terms "*Coordinated Entry*" or "*Coordinated Entry System*" ("CES").

The CoC Program interim rule at 24 CFR § 578.3 defines centralized or coordinated assessment as 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."*

Crisis Response System

All the services and housing available to persons who are homeless or at

imminent risk of experiencing literal homelessness.

Diversion	The process of diverting a participant from the homeless system by resolving their housing need outside of the system. This most often takes on the form of a Referral Site or Point of Entry aiding the consumer in securing community based housing. It differs from *prevention* in that *diversion* is utilized once an individual or family is already homeless or homelessness is imminent, while *prevention* effectively prevents the individual from becoming homeless and keeps the individual or family in their current housing situation.
Domestic Violence	In the context of these Policies and Procedures, the term *domestic violence* will be used to refer to victims of domestic violence, dating violence, human trafficking, sexual assault, or stalking.
Eligibility	In the context of the Coordinated Entry System, determining eligibility is a project-level process governed by written standards as established in 24 CFR § 576.400(e) and 24 CFR § 578.7(a)(9). Eligibility information may not be used as part of prioritization and ranking, e.g. using documentation of a specific diagnosis or disability to rank a person. Projects or units may be legally permitted to limit eligibility, e.g., to persons with disabilities, through a Federal statute which requires that assistance be utilized for a specific population, e.g.., the HOPWA program, through State or local permissions in instances where Federal funding is not used and Federal civil rights laws are not violated.
Emergency Solutions Grant (ESG)	HUD funded program that provides grants to fund projects that: 1. Engage homeless individuals and families living on the street 2. Improve the number and quality of emergency shelters for homeless individuals and families 3. Help operate these shelters 4. Provide essential services to shelter residents 5. Rapidly house homeless individuals and families; and, 6. Prevent families/individuals from becoming homeless.
Homeless System	Refers specifically to the services and housing available only to persons who are literally homeless.
U.S. Department of Housing and Urban Development (HUD)	The U.S. Department of Housing and Urban Development oversees the implementation of the Continuum of Care Program, an aspect of which is the Coordinated Entry System.
Participants	Once a person is enrolled in a housing or supportive services program they are called program *participants*.
Permanent Supportive Housing (PSH)	Official HUD housing type characterized by an indefinite lease or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.
Prevention	The process of preventing a consumer's homelessness by resolving the issue that would make them homeless. It differs from *diversion* in that *prevention*

keeps an individual or family in their current housing, preventing them from becoming homeless, while *diversion* meets the consumer's need by securing new housing.

Points of Entry	*Points of Entry* are the places in the Coordinated Entry system where an individual or family experiencing homelessness is formally assessed and prioritized for housing and/or connected with an appropriate housing solution.
Prioritization	The coordinated entry-specific process by which all persons in need of assistance who use coordinated entry are ranked in order of priority, in accordance with written standards established under 24 CFR 576.400(e). In addition, the coordinated entry process must, to the maximum extent feasible, ensure that people with more severe service needs and levels of vulnerability are prioritized for housing and homeless assistance before those with less severe service needs and lower levels of vulnerability. Regardless of how prioritization decisions are implemented, the prioritization process must follow the requirements in Section II.B.3. and Section I.D. of this Notice.
Projects or Programs	Housing or supportive services intended to help a program participant to rapidly exit homelessness and remain stably housed.
Rapid Re-Housing (RRH)	An intervention, informed by a Housing First approach that rapidly connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services.
Referral Site	*Referral Sites* are the places – either virtual or physical – where an individual or family in need of assistance accesses the coordinated entry process. Assessments beyond simple prevention/diversion evaluations are not conducted, rather the individual or family is referred to a *Point of Entry* for a complete assessment.
Scoring	In the context of the Coordinated Entry System, the term s*coring* is used to refer to the process of deriving a numerical indicator of risk, vulnerability, or need based on responses to assessment questions. The output of most assessment tools is often an *Assessment Score* for potential project participants, which provides a standardized analysis of risk and other objective assessment factors. While assessment scores generally reflect the factors included in the prioritization process, the assessment score alone does not necessarily determine the relative order of potential participants for resources. Additional consideration, including use of case conferencing, is often necessary to ensure that the outcomes of the assessment more closely align with the community's prioritization process by accounting for unique population-based vulnerabilities and risk factors.
Suitability	*Suitability* gauges the appropriateness of a match between a consumer and a program based on that match being right for a particular person given the case at hand and resource limitations. *Suitability* will be considered in the matching process, but may not conflict with any other system

characteristics, including the system's Housing First orientation, low barriers, or client choice.

VI-SPDAT   The *Vulnerability Index – Service Prioritization Decision Assistance Tool* is the primary assessment tool utilized in the Yolo County Coordinated Entry system to inform prioritization and referral. It is an evidence-informed tool that combines both medical and social science research consisting of approximately 30 questions meant to quantify the vulnerability of homeless persons with a numeric score. The score not only allows providers to link clients with appropriate services and housing, but it also assists informs prioritization based upon the acuity of need.