

## 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:** OR-507 - Clackamas County CoC

**1A-2. Collaborative Applicant Name:** Clackamas County

**1A-3. CoC Designation:** CA

**1A-4. HMIS Lead:** Clackamas County

## 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	Yes
Hospital(s)	Yes	Yes
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	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	No
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	No
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

<b>Other:(limit 50 characters)</b>		
Veterans Advocates	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)**

CoC membership includes CoC and non CoC-funded providers, faith based groups and community members. The CoC’s website states the regular meeting time and location for monthly CoC meetings. The website also provides contact information for the CoC Coordinator, should a non-attending community member have any questions about the meetings.

Monthly agendas are sent to the 274-member listserv a week before each meeting, and CoC encourages active participation through in-depth discussion and voting. New providers are invited to present their services and actively participate in conversations. CoC committees are composed of persons who are passionate about homeless populations such as veterans/homeless youth. Advice is regularly sought from specialized service providers, with information used to improve Coordinated Access process. During a CoC meeting on 3/28/18, attendees were asked to form small groups to brainstorm ideas and resources they would like to see brought to CoC meetings in the future. CoC staff use this exercise to inform meeting topics and services direction.

During the process of applying for the Youth Homelessness Demonstration Project, a Youth Action Board (YAB) composed of youth experiencing homelessness and housing instability and a Youth Stakeholders Team (YST) were formed to solicit ideas on addressing youth homelessness and strengthening our application. Some YST participants and all YAB participants were new to providing direct input into CoC processes. Despite not being selected as a YHDP community, these groups were reconvened to prioritize steps needed to improve the CoC’s response to youth homelessness. Through this process, an agency which had never applied for CoC funding before decided to submit an application. This agency was selected for funding, reallocating funding from an underperforming project.

**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)**

CoC members are active throughout the community and invite interested parties

to join the email list, and attend CoC meetings on a regular, on-going basis. The CoC Coordinator interacts with many stakeholders throughout the community, and all are invited to join the CoC. The CoC's public website states the regular meeting time and location for monthly CoC meetings. The website also provides contact information for the CoC Coordinator, should a non-attending community member have any questions about the meetings.

There are currently 274 CoC members on the email list serve, a 73% increase from last year. The email list serve is used to provide information and resources, provide monthly meeting reminders, distribute monthly meeting minutes and announce any homelessness-related NOFAs, including the HUD CoC NOFA.

New potential CoC funding applicants were solicited through email and social media. Two TA sessions were held to provide background information on CoC policies and procedures and to provide step-by-step instructions on completing a CoC New Project Application through ESNAPS. Two agencies, who have not previously received CoC funding, submitted applications this year, which were accepted and ranked.

New members are solicited to join the CoC board annually. The CoC board has recently added two new CoC board seats, which are designated for current or recent homeless services users. Those who are voted into the two new seats will be paid for their time on the board through a monthly stipend.

**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)**

This year CoC staff created a multi-step approach to notify the public that it was accepting project application proposals and encouraging organizations that have not previously received CoC Program funding to apply for CoC funding. The CoC held two TA meetings (6/19/18 and 7/9/18), sent emails to the entire 274-member CoC listserv announcing the CoC was open to proposals and inviting new applicants to both attend TA meetings and submit applications (5/29/18, 6/28/18, 7/3/18, and 7/12/18), sent targeted emails to non-CoC-funded housing-related organizations and culturally specific organizations announcing the CoC was open to proposals (5/29/18, 6/4/18, 6/26/18, 7/3/18 and 7/12/18), announced the TA sessions and that the CoC was open to funding proposals through the CoC's website, Facebook and Twitter (posted 14 times between 6/5/18 and 7/6/18), and provided on-going TA throughout the application process. The email communications clearly stated the process for submitting applications by both completing a project application through ESNAPS and completing a "project scorecard" to be submitted directly to the CoC staff. Supplemental ESNAPS, HUD, and local priority information was provided within the email communication.

The CoC governing board, referred to as the CoC Steering Committee (CoCSC), analyzed Coordinated Entry data to determine local need. New and

renewal applications were scored using HUD and local priorities including: population served (considering needs of vulnerable pops.), housing component type, exits to PH, bed utilization, income increases, equity & compliance w/24 CFR part 578. Five new project applications were submitted, two of which were submitted by agencies that have not previously received CoC Program funding.

# 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)	Yes
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)	
US Department of Veteran Affairs	Yes
All school districts within the County	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)**

Clackamas County is both the ESG jurisdiction and the CoC geographic area. The same County office coordinates CoC activities and is the entitlement community for CDBG, HOME and ESG funds. To allocate ESG resources, RFPs are written and ESG funds are awarded in consultation with CoC

members. The FY 2017-2019 ESG funding recommendations were presented to the CoC Steering Committee on February 2, 2017 and to the CoC Homeless Council (CoC) for discussion and review on March 8th, 2018. In FY17, 3 of 4 ESG providers are also CoC providers. ESG providers are actively involved in CoC planning, policy setting and review, performance standard creation, and performance measurement. CoC and ESG-funded agencies are regularly consulted by County staff regarding all homeless planning, funding, goals, policies, and procedures.

County personnel provide the HMIS training and support for CoC and ESG providers. The monthly CoC activities and quarterly performance reports are coordinated by the same Community Development Division staff that coordinates the ESG funding applications and awards process. CoC providers, the local public housing agency and all the agencies in the Continuum of Care are engaged in addressing the needs of homeless persons.

**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's emergency transfer plan for DV survivors, adopted June 2017, has been consistently applied, relocating and bifurcating households as appropriate. To prioritize survivor safety, Clackamas Women's Services (CWS), CoC's main DV provider, has been involved from day one in design, implementation and evolution of the CE system. Survivors fleeing DV can call CE or CWS or walk into any CoC or ESG provider to be assessed for all CoC and ESG programs, ensuring maximum choice. CE assessments are trauma informed, victim centered and require no details about abuse. When CWS assesses homeless survivors, HMIS staff create an entry with a unique number and no client identifying data. As housing slots open, CoC programs work with CWS to house survivors. Survivors with no income are housed regularly and all survivors have access to no-cost support groups, counseling and wrap around support.



Individual victim choice and safety needs are always respected, including location of housing and services. Choice, self determination and a non-judgmental approach are stated foundational principles in CoC By-Laws. Per the CoC HMIS manual, all services are confidential, DV-specific or not. IRCO's new DV bonus RRH project will continue this approach, focusing on underserved SE Asian, African and Slavic immigrant and refugee survivors. All survivors are informed about A Safe Place (ASP) drop-in family justice center, with confidential services by DV providers, County Sheriff, Legal Aid, DHS, Latino culturally specific and faith-based providers. ASP offers video Restraining Orders so survivors can safely and securely access court without physically facing the abuser. Clackamas County, CWS, NW Housing Alternatives, IRCO and several other providers offer ongoing Trauma Informed Care staff training and use Trauma Informed Design for service sites. CWS has DOJ and Oregon DHS funding for advocacy and related services through their shelter, housing programs and community based programs.

**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)**

The CoC coordinates with victim service providers to provide annual training to CoC-funded, non-CoC funded, and CE staff. In October 2017, staff from Clackamas Women's Services (CWS), largest DV provider, gave CoC an overview of a recently completed pilot program to highlight best practices in serving survivors. The pilot included flexible funding for homelessness prevention, diversion and rapid re-housing to survivors of domestic or dating violence, stalking, and elder abuse who were fleeing or attempting to flee. The flexibility of the funds and the array of intervention options was key to the successful project outcomes. Survivors could choose the plan that was best for them, a survivor-centered approach. This flexibility aligned with trauma-informed care and was often the final piece of the puzzle needed for survivors to avoid shelter or retain or secure safe, stable housing. Pilot project findings significantly informed expanded implementation of these services that followed. In May 2018, CWS provided in-depth training on the cycle of power and control and best practices for serving DV survivors to CE staff. The training focused on how CE staff could effectively assess callers for DV, using a trauma-informed approach. The training included guidance about the life-threatening safety risks faced by DV survivors, especially while attempting to flee, and ways staff could help lower the risk through safety planning. CWS provided resources for referral and on-going learning. Since CWS has been involved from the start in CE system design, CE uses the best practice of believing survivors and not asking any details about abuse at any point in the process. DV trainings are often available in the community. CoC staff partner with community organizations to ensure all CoC members are aware of DV training opportunities. Trainings included: working with LGBTQ survivors, impacts of trauma for survivors, DV in the Christian faith community, and legal issues for survivors.

**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)**

Clackamas Women’s Services (CWS) is currently the only Domestic Violence provider in the Clackamas County CoC, though an application for a new provider is submitted in the FY2018 NOFA.

CWS enters all CoC and other program data into their comparable database. De-identified information is pulled from this database in aggregate in order to identify disparities in equitable distribution of DV resources. Once gaps are recognized, services are reorganized to ensure equitable programming and resource distribution. CWS identified a gap in people from rural areas accessing services. In response, CWS opened a rural outreach office in an area of high-service need in Clackamas County and increased mobile advocacy (to homes, public locations, etc.) to successfully reach this population.

This data is also used to identify populations that are using resources in high numbers. If the current resources are deemed not enough or not well suited to the particular population, new programming is created. For example, CWS noticed increases in their Latinx and youth populations affected by domestic violence. In response, CWS created culturally-specific programming for Latinx survivors. To address the youth population, CWS started several youth advocacy programs, including the Me Too program for youth survivors of dating and domestic violence and sexual assault and a summer camp where children and youth impacted by DV can participate in counseling, art therapy, and safe, fun camp activities.

This data is also used to find trends of success in housing programming. For example, data from the comparable database showed that DV survivors are more successful when they can participate in housing programs for a longer period of time, and when they can avoid relocating out of a housing program just as they find stability. As a result, CWS applied to reallocate their Transitional Housing program to Rapid Rehousing during the FY2017 CoC NOFA process.

**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	<input type="checkbox"/>
RRH	<input checked="" type="checkbox"/>
Joint TH/RRH	<input type="checkbox"/>

**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)**

Currently there are 117 people who identify as domestic violence survivors being served in CoC housing programs. That number represents 28% of the beds for persons experiencing homelessness, filled through the Coordinated Entry system.

The CoC has served 42 additional DV survivor households (105 people) through system diversion and homelessness prevention since rolling out these additional services in the past two months, which is 44% of all households served through the new programs.

The CoC used the comparable database of the local DV service provider, currently the only one receiving CoC funding, to determine part of the total survivor population currently receiving services. Clackamas CoC emphasizes access and choice for all populations, especially DV survivors. Since DV survivors have access to all CoC programs, additional data was pulled from HMIS to identify survivors participating in non-DV specific programs.

During the Coordinated Entry process, all persons seeking services that identify as domestic or sexual violence survivors are first offered the opportunity to go through the assessment process with the local DV provider. Survivors have the option of being assessed by either the standard Coordinated Entry access point or the DV-focused access point. No matter which access point is used, all those accessing CE are asked whether they have survived domestic violence. Those answers are recorded in either HMIS or the comparable database used by the DV provider. Additionally, when participants enter CoC housing programs, the information they provided about DV in the CE process is reviewed for accuracy.

In accordance with trauma informed care, Coordinated Entry and CoC housing programs believe survivors self reports of abuse. At no point are survivors asked to produce any type of third party verification or mandated to make police reports, file restraining orders or any other specific actions related to their report of surviving domestic violence.

**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)**

Due to the nature of domestic violence, it is difficult to get a complete count of all survivors in need of assistance in the CoC's service area. The CoC has identified 928 people that have experienced DV, and have reached out for housing services.

The CoC used referral list data from the Coordinated Entry system, through HMIS, to get this calculation. The CoC also used referral list data collected by Clackamas Women's Services, the local DV provider and DV coordinated entry access point, and pulled from their comparable database.

During the Coordinated Entry process, all persons seeking services that identify as domestic or sexual violence survivors are first offered the opportunity to go through the assessment process with the local DV provider. Survivors have the option of being assessed by either the standard Coordinated Entry access point or the DV-focused access point. The DV-focused access point is able to add those seeking services to both DV-specific housing programs and general-population housing program waitlists. No matter which access point is used, all those accessing CE are asked whether they have survived domestic violence. Those answers are recorded in either HMIS or the comparable database used by the DV provider.

**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)**

The CoC has identified 928 DV survivors as of August 1, 2018 in need of services. From 6/1/17-5/31/18, 8 survivor households entered DV-specific programs. During the same time, 25 additional survivor households were placed in general-population programs. At the current rate of placement, it would take about 17 years to house all survivors who are currently waiting for programs.

Of those survivors waiting for services, 24% were assessed as needing Permanent Supportive Housing, while 76% were assessed as needing RRH programs. Assuming an average of a 6-month stay in RRH, with an average of \$1,000/mo subsidy, it would cost \$2,604,000 to provide RRH to all those survivors waiting for housing services. Assuming an average of a 3-year stay in PSH, with an average of \$1,000/mo subsidy, it would cost \$4,932,000 to provide PSH to all those survivors waiting for housing services. In total, it would cost \$7,536,000 to end homelessness for all those survivors currently seeking services. This does not include the cost of case management, the provision of support services, or the on-going needs of new survivors.

Clackamas County uses the referral list information from Coordinated Entry to determine the unmet need for housing services among DV survivors in the community. During the Coordinated Entry process, all those seeking services are first offered the opportunity to go through the assessment process with the local DV provider. Survivors have the option of being assessed by either the standard Coordinated Entry access point or the DV-focused access point. The DV-focused access point is able to add those seeking services to both DV-specific housing programs and general-population housing program referral lists. No matter which access point is used, all those accessing CE are asked whether they have survived domestic violence. Those answers are recorded in either HMIS or the comparable database used by our DV provider.

Clackamas Women’s Services (CWS), CoC’s only currently active DV housing provider, is applying for an SSO-CE project to better serve DV survivors. This

application was not submitted as a DV bonus project, but rather a reallocated project. Currently, CWS operates the DV-specific CE in this CoC. They are able to staff this at a minimal level without dedicated funding because they train all staff to take on small parts of the process. With dedicated CE funding, CWS could provide: more robust and frequent training to mainstream CE staff about the needs of DV survivors, dedicate more staff time to shaping and guiding the overall CE system to be more responsive to DV survivors, and more quickly respond to requests for client contact information when survivors come up on housing services referral lists.

Additionally, a CE equity analysis concluded that those who identify as Asian or Latino are underrepresented in the CE system. The DV bonus project aims to address this disparity.

**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 Immigrant and Refugee Community Organization (IRCO) proposed project will address unmet needs for target communities by providing additional RRH services that are culturally specific and responsive. Services will address DV survivor populations—with a focus on immigrant/refugee families, including Asian and Latino populations.

Immigrant/refugee victims of DV are one of the most vulnerable and underserved populations with a clear and pressing need and facing unique barriers. These families fare worse on poverty rates and often have larger than average household size—sometimes with familial structures that are unique to their culture (e.g. elders living with family as parental figures). Many of Clackamas County’s immigrant and refugee families have limited English proficiency and face numerous economic disparities simply from linguistic isolation. As such, the IRCO’s target populations are much more likely to experience homelessness as a result of DV and have the highest housing support needs.

Proposed services thus fill a critical gap in Clackamas County by targeting the growing number of immigrant/refugee families from diverse backgrounds like Asian (Chinese, Laotian, Vietnamese, Burmese, and Bhutanese), African, Middle Eastern, Latino, and Slavic populations. IRCO has identified Clackamas County’s particular need for services targeting immigrant/refugee families from Asian and Pacific Islander communicates (API), who tend to settle in Clackamas County suburbs. Slavic communities (primarily post-Soviet-era refugees from Russia and Ukraine) also reside in high numbers in the southern suburbs of Clackamas County. These populations continue to grow in Clackamas County, as immigrant/refugee families are affected by the high cost of living in the Portland’s gentrifying city core, and are relocating to affordable housing in surrounding suburban areas, such as Clackamas County.

**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)**

80% of DV survivors in Immigrant and Refugee Community Organization (IRCO) programs were placed in housing. 80% of DV survivors who were placed retained housing at 6 months. While participants in current programs can only receive rental assistance for up to 6 months, IRCO advocates have been able to refer and connect clients to rental assistance and services with partners beyond the 6-month period so that 80% retained housing at 12 months.

All participants develop a safety plan upon intake that increases safety and addresses multiple barriers faced by DV survivors. 100% of participants who need assistance who remain in the program will obtain basic needs (e.g., water bills, utility bills, food, household supplies, motel vouchers, bus tickets) through advocacy and referral. High barrier participants may require additional support for safety outside of the basic needs category (e.g., legal fees or mental health support). On average, IRCO has been able to support 50% of these costs, which are typically much more expensive and require long term assistance.

IRCO addresses multiple barriers faced by clients including isolation, limited English proficiency, financial dependency, low incomes, mental health/trauma, instability, and limited understanding of available resources.

Due to the combination of language barriers, abuser retaliation, and cultural differences, many immigrant and refugee DV survivors have a very difficult time communicating with current and potential landlords. This can cause the DV survivor to feel isolated and lead to lasting damage to their rental and credit history, serving as a major barrier to obtaining and maintaining stable housing. Isolation is addressed through housing services that are culturally specific to immigrants and refugees and responsive to the specific populations who reside in Clackamas County--- provided by a trusted community focal point.

Limited English Proficiency of immigrant and refugee DV survivors is addressed by ensuring advocates are familiar with and/or from the same communities clients represent. IRCO has an International Language Bank services for additional language service capacity.

Financial dependency is one of the core reasons cited for DV survivors remaining in dangerous relationships and living arrangements. By increasing their income through linkages to employment and training programs (including employment services sited in Clackamas County such as Clackamas Work), as well as reimbursement for travel and child care expenses during the job search, participants achieve self-sufficiency to support long term stability and transition from abusive environments. Supportive services help clients overcome and address barriers to self-sufficiency. For example childcare and transportation assistance will help survivors obtain needed legal services and support job search activities.

Culturally specific and responsive support is provided by the programs clinical specialist and staff, trained in trauma informed care, to address trauma and other mental health issues.

Case Management helps clients develop a safety plan centered on acquisition of safe, stable housing and targets immediate and long term barriers to survivor safety and self-sufficiency, leading to lasting stability.

Many mainstream service systems that already exist do not take into account the barriers of the immigrant and refugee populations. IRCO's bilingual bicultural advocates assist participants in navigating mainstream service systems, such as help filling out paperwork to obtain SSI benefits or explaining Oregon Food Bank processes.

**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 Clackamas County	56.00%	Yes-Both	Yes

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

**1C-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)**

Not applicable

**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** Yes

**low-income housing programs)?**

**Move On strategy description.  
(limit 2,000 characters)**

Yes, the CoC has a move-on strategy.

The primary partner for the CoC's Move-On Strategy is the PHA Housing Authority of Clackamas County (HACC). HACC has established a variety of preferences that enable CoC programs to refer formerly homeless participants who have successfully stabilized and no longer need intensive support services but still need a rental subsidy to maintain permanent housing. These preferences have enabled 16 PSH households to move on during FY 17-18 (representing 31% of total PSH exits) thus opening up the corresponding number of CoC housing slots for new households. The CoC worked with HACC during the past year to clarify a way that the preferences could also apply to non-veteran PSH participants, which had not been an option in the past. The CoC also successfully advocated with HACC to draft and approve a new homeless preference for Public Housing which was adopted during FY 17-18. Due to low PH vacancies and turnovers, the full impact of this new preference has not been realized yet but is anticipated for future years. A 60-unit LIHTC alcohol and drug free affordable housing community has dedicated 10 tenant-based vouchers for CoC providers to refer into. Two new LIHTC projects, one under construction and one scheduled to start construction in October 2018, have also dedicated vouchers for CoC to refer into. The CoC is also working with Central City Concern, a large local affordable housing LIHTC provider to identify expanded move-on strategies for participants who want clean and sober living. CoC is a convening PSH workgroup to further expand and develop move-on strategies.

**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)**

CoC addresses the needs of LGBTQ people and their families experiencing homelessness by ensuring staff are culturally competent and include LGBTQ community members. The CoC Chair is LGBTQ-identified, and Cascade Aids Project, an LGBTQ identified organization, serves on the CoC Steering Committee. The Living Room LGBTQ youth provider partners with CoC on PIT count planning and surveying. Initially, a former Co-Chair attended Equal Access Rule training hosted by HUD on 7/15/16. Subsequently, the information was shared at CoC wide training on 9/28/16 and annually thereafter. Information and training materials were made available by email following the training. Follow up trainings on the rule were conducted at two CoC partner agencies, including with additional line staff.

Trainings on addressing the needs of LGBTQ people and their families are often available in the community and CoC staff ensures all CoC members are aware of these training opportunities. Trainings included: Meaningful Healthcare for LGBTQI conference, a panel discussion with youth from The Living Room,



and an LGBTQ Veterans training, attended by Veteran-focused staff. Additionally, trainings on VAWA were very specific that transfer requests are available regardless of sex, gender identity or sexual orientation. This mandate to equitably serve LGBTQ abuse survivors is also clearly stated in the CoC policy manual.

The CoC Coordinator and CoC Chair sit on an Equity, Inclusion and Diversion sub-committee focused on LGBTQ rights. This groups successfully lobbied for and provided guidance in the process of adding signage to all multi-stall bathrooms in County buildings affirming the rights of everyone to use a "restroom in accordance with their gender identity." This change informs the community, including homeless services participants, that they will be treated with dignity and respect.

The CoC's anti-discrimination policy includes LGBTQ, and is reviewed annually.

**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:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>
No strategies have been implemented:	<input type="checkbox"/>
<b>Other:(limit 50 characters)</b>	
Law Enforcement Assisted Diversion launched	<input checked="" type="checkbox"/>
Broad partnership to address squatters houses	<input checked="" type="checkbox"/>
Trash collection for homeless campers startsOct18	<input checked="" type="checkbox"/>

**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)**

Coordinated Housing Access (CHA) is Clackamas County’s CE system. The County is a mix between suburban, rural and wilderness/frontier areas. CHA collects HMIS data on where people are sleeping. Data demonstrates that all habitable areas are being reached including two larger cities, seven suburban areas, five rural small towns and five entirely rural areas. CHA outreach includes the entire geographic area by going to Community Connect resource fairs throughout the County, convening monthly meetings with homeless liaisons from all 10 school districts, attending bi-monthly meetings with all 11 senior centers and 4 state DHS/Adults and People with Disabilities offices. CHA also uses the County’s social media and quarterly Community News, mailed to every known household, to spread the word about CHA.

CHA conducts ongoing special outreach to people otherwise least likely to apply for housing assistance at least weekly. CHA staff go to 2 low barrier homeless day centers in different parts of the county serving many long term homeless persons and persons with disabilities. Countywide year round street outreach has been very successful. 207 new CHA entries came from outreach last FY, 22% of all CHA assessments. Neighborhood Livability Project partners including law enforcement, code enforcement, behavioral health, public health and social services bring CHA outreach to “squatter” houses, unauthorized RV clusters and camp sites countywide.

CHA prioritizes people most in need with a scoring system that awards more points for vulnerability factors including length of time homeless and disability. An added vulnerability index for people who self-report chronic homeless eligibility captures medical fragility. PSH referrals are prioritized by vulnerability, using HUD’s Orders of Priority, so that the most vulnerable people receive assistance first. PSH beds make up 63% of all CoC beds, demonstrating a commitment to serving the most vulnerable people in a timely manner.

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

**1D-2. 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:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

## 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)**

CoC Steering Committee considered severity of needs and vulnerabilities in 2018 ranking process. Renewal projects focused on serving Chronically Homeless and projects that serve underserved populations, as evidenced by a large-scale equity analysis, were awarded additional points. Lower threshold goals, resulting in weighted scoring, were used for some measures for PSH programs serving high-needs populations. The new project scorecard awarded additional points to PSH projects, projects applying for a DV bonus, and projects that serve underserved populations, as evidenced by a large-scale equity analysis.

Additional points were given to projects that used Housing First model to serve high-need, high-vulnerability populations including: survivors of abuse/victimization, those w/criminal records, chronically homeless individuals & families, people with low or no income & people with current or past substance abuse.

Points and scoring directly affect a project's rank. Based on the ranking, it is

evident that Clackamas County CoC has many high-performing programs serving vulnerable populations. Out of 17 ranked projects, 6 are PSH and 5 serve survivors of Domestic Violence. Four new projects were included in the ranking, including one serving Immigrant and Refugee DV survivors and one serving youth exiting the foster care system. Both of these new programs are the only projects of their kind in Clackamas County, serving special homeless subpopulations.

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

**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.	Yes
(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:** HMIS Roles and Responsibilities MOU, Page 1-2  
**(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).**

**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?** Mediware ServicePoint

**2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area.** Statewide HMIS (multiple 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	6	0	6	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	39	6	33	100.00%
Rapid Re-Housing (RRH) beds	144	0	144	100.00%
Permanent Supportive Housing (PSH) beds	319	7	312	100.00%
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)**

The HMIS bed coverage rate is 100% for 2018.

**2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept?** 12

**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:	0
Beds Removed:	40
Total:	-40

**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 an 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)**

Clackamas County completes an unsheltered PIT count every other year. The most recently completed unsheltered PIT was in 2017. During the PIT count, actions were taken to identify homeless youth.

The CoC engaged stakeholders serving youth experiencing homelessness and youth experiencing homelessness by holding focus groups with four youth-specific providers during the planning process. The providers were Youth Move (youth empowerment), The Living Room (LGBTQ youth drop-in center), The Inn (CoC youth housing), and CTEC (youth education and vocational services). Youth experiencing homelessness as well as provider staff participated in these focus groups. The multi-purpose groups worked to identify strategies for best engaging local youth in the PIT count, identify common gathering locations where youth experiencing homelessness are most likely to be identified, discuss incentives that youth enumerators would appreciate, and implement counting and communication strategies to accurately count homeless youth.

Based on these focus groups, an event including PIT surveying was planned at the Living Room LGBTQ drop in center where youth experiencing homelessness would attend and also invite their friends to attend. Non-CoC funds were budgeted to support the event. Several local youth with lived experience of homelessness participated in the PIT count as volunteers, surveying peers and encouraging participation. Youth participants at CoC provider The Inn also helped with surveying and were provided non-CoC funded movie tickets as an incentive based on input from the earlier focus groups.

The CoC coordinated with all ten local School District Homeless Liaisons to accurately capture PIT data for all homeless and unaccompanied students involved in the school systems.

**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)**

Clackamas County completes an unsheltered PIT count every other year. The most recent unsheltered PIT was in 2017.

The CoC contracts with a PIT Coordinator who does extensive, ongoing outreach to emerging and established organizations and people who interact with homeless persons and recruits volunteers including persons with lived experience of homelessness to help conduct the count. Information from persons with lived experience of homelessness and outreach workers, along with HMIS data on which sites more homeless persons were found during previous counts, informs volunteer assignments. 100 volunteers and 36 agencies helped with the 2017 Count. Homeless persons were surveyed during 89 separate assignments at 43 sites including outdoor areas, food pantries, shelters, schools, agency waiting rooms and faith based organizations.

To better count all populations, CE staff interviewed all callers within HUD's allowable 2017 PIT count window. While CE was operational during the 2015 PIT count, it was very new and not yet as well-known. The CE system quickly became a commonly known resource after the 2015 count. Many more calls were taken and PIT surveys completed through CE in 2017 than in the 2015 PIT count. This increased data collection resulted in better counts of families with children and those experiencing chronic homelessness. Also, the CoC contractually mandated that severe weather shelters open the PIT count night as well as the following night whether or not the actual weather was severe so that HMIS PIT data could be captured for warming guests.

In addition to improved coordination and partnerships between the County veterans outreach worker and other outreach workers in the community, the County held a Veterans Stand Down on 1/28/17. The VSO and outreach workers coordinated the event, which included county wide transportation. Attendees were surveyed for the PIT count. These actions improved the CoC's count of veterans experiencing homelessness.

## 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.	641
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#### 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)

Coordinated Entry data was analyzed to identify risk factors that lead to first-time homelessness for individuals and families. Risk factors include low incomes, single parent families, families fleeing DV, large families, and heads of household who have a disability.

The CoC provided advocacy in support of additional state funding, resulting in a 300% funding increase for the 2017-2019 biennium. The CoC rolled the majority of this funding, \$602,000, into the Coordinated Entry system. The funding is being used to provide immediate system diversion, homelessness prevention, and rapid rehousing for those experiencing a housing crisis, including those who are at high risk of becoming homeless and do not yet meet a HUD definition of homelessness. This funding prevented some households from experiencing homelessness for the first time. The funding helped other households ensure their homelessness is brief and identify the tools needed to avoid future episodes of homelessness. Between June 1 and September 1, 2018, 95 households were served with this money.

CoC Coordinator, with support from the CoC Chair and CoC Steering Committee, is responsible to oversee CoC's strategy.

- #### 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)**

Average LOT in ES, SH, and TH was 66 nights. CoC leverages mainstream housing resources to reduce LOT homeless. CoC partners with advocates on \$653M regional affordable housing bond measure (\$120M locally) and to quantify PSH need and identify funding to meet need. CoC was awarded 30 new VASH and 41 new Mainstream vouchers. 212 units in construction and 24 new veterans units to open Fall 2019. County was approved for \$11.1M in HUD S108 affordable housing loans. PHA is preserving 100 public housing units and redeveloping 16 acres for 300 new public units. Homeless preferences are in place for a portion of all new units. CoC advocated for more state funds, led to 300% increase. \$602,000 was allocated to system diversion, homelessness prevention and RRH. New money was also used for CE participant roommate matching. Diversion strategies include housing-focused case management and housing navigation for unsheltered households, those at imminent risk, and ES or TH residents.

Since 2013, CoC reallocated \$432,442 to RRH, creating 36 new RRH units, with 32 more RRH units in this application. CoC has dedicated landlord outreach and does weekly CE outreach at 2 low-barrier homeless day centers. CE assessment tool prioritizes households based on vulnerability and LOT homeless, right-sizing assistance based on each household’s needs. Project entry is streamlined and low-barrier - not screening out for rental/credit/criminal history, low/no income or sobriety. As participants income and housing costs change, services are adjusted to meet the need. With many vets’ outdoor skills, staying in contact for housing placement can be hard in this rural County. CoC worked across departments to fund a new Veterans Village. This innovative shelter has 15 sleeping pods and 2 community buildings. It will ease engagement and housing placement, reducing vets LOT homeless. CoC Coordinator, with support from CoC Chair and Steering Committee is responsible for overseeing CoC’s strategy.

**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.	22%
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.	95%

**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)**

Exits to PH from ES, SH, TH and RRH include overflow warming shelters, only open on life threatening weather nights. Case management is not provided. Without these shelters, report shows 70% exits to PH, up 7% from previous year. Though warming shelters hurt this SPM, no homeless persons died of exposure during a harsh winter. CoC is committed to opening the warming shelters.

Strategies to increase ES, TH, SH, and RRH exits to PH include reallocating low-performers. Youth TH with 40% PH exits was reallocated to a new TH-RRH, expected to greatly increase PH exits. Reallocation and higher funding have created 36 new RRH units. Other strategies include dedicated landlord outreach staff; a tenant education program, housing-focused CM and housing navigation plan for every participant; new homeless preferences to Section 8, public housing, and new affordable housing; SOAR training access for all CMs; formal linkage to employment and benefits; adopting system-wide housing first practices to ensure projects do not destabilize participants’ housing due to broken rules; and increasing mainstream housing options. 236 new affordable units will open Fall 2019. Regional affordable housing bond measure would bring County \$120M more for gap funding.

CoC’s rate of exits to or retention of PH for PSH participants was 97.23% in FY18, 2.68% more than FY17. Strategies to increase rates of PSH households retaining or exiting to PH include all of the above; CM liaison with landlords to decrease evictions due to substance use or neighbor issues; increased move-on options through PSH-graduate PHA preferences and partnership with large non-profit housing providers. County funded new case management for 32 unit S+C project, that has had retention challenges since CE enabled S+C self-referral.

CoC Coordinator, with support from CoC Chair and CoC Steering Committee is responsible for overseeing CoC’s strategies for ES, TH, SH, and PH-RRH exits to PH and PSH retention and exits to PH.

**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	0%

**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)**

CoC enters CE and CoC data in the HMIS system, allowing CoC to identify common factors of households who return to homelessness. Factors include lack of sufficient immediate resources to avoid returns, low or no income, and mental health/addiction.

SPM 2 shows 0% returns. This measure was 0% last year also and thus cannot be reduced by 5% as called for in the NOFA scoring criteria.

CoC continues to implement strategies to maintain zero returns. These strategies include a large expansion of CE with more resources directed at homelessness prevention, adding resources for the general population and dedicated to domestic violence survivors, older adults, veterans and youth. In this expansion, major changes were made to CHA to increase system diversion and quickly refer people to resources that fit their immediate housing needs. CoC housing programs providing effective, housing-focused case management, including housing navigation assistance before and at program exit as needed, contribute to the 0% returns.

Partnerships with innovative and mainstream services help keep returns low. Rent Well Tenant Education increases housing stability and knowledge of rights. Project Reset launched in Clackamas County to help people clear fines and fees owed to the County through community service, addressing another barrier to maintaining housing. Law-enforcement-assisted diversion launched in September to help people struggling with mental health and addiction avoid the legal system and access treatment to stabilize their housing.

CoC will continue follow-up surveys after exit to identify necessary interventions, if housing stability is at risk. CoC was 1 of 5 selected for a year long SOAR TA project which is well underway. As more CoC CMs are trained in SOAR, SSI and SSDI incomes will help provide a safety net and support housing stability.

CoC Coordinator, with support from CoC Chair & CoC Steering Committee is responsible for overseeing CoC’s strategy.

**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)**



The CoC uses multiple strategies to increase access to employment and non-employment cash sources. During 2016-17 68% of adults in CoC funded programs increased or maintained income. Earned income for system stayers increased, however most stayers are PSH participants with disabilities and many are not able to increase earned income.

All CoC projects have formal agreements with mainstream workforce provider Community Solutions (CS). CS Employment Investment Project partners with CoC for participant job training and job placement. CS Veterans Employment Project helps veterans in CoC projects obtain work. CoC meets regularly with all area workforce providers including CS, CTEC, Vocational Rehabilitation, Employment Department, NW Family Services and the local community college. CoC is notified of vocational trainings to enroll participants. CoC advocated with local workforce board and their 16-20 strategic plan focuses on many of the barriered populations highly impacted by homelessness.

Youth provider The Inn has an MOU with CTEC mainstream workforce provider. Neighborhood Economic Development Corporation submitted a new project ranked in Tier 1. Their services include money management and individual development accounts that will support increasing income.

CoC continues to focus on increasing non-employment income as reflected in 9% 2016 to 2017 increase. As CoC has grown, CoC applied for and was awarded SOAR TA, now well underway. A strong showing of agencies helped launch the project and staff is now training using SOAR online modules. This will ensure that qualifying participants have access to SSI/SSDI income. County Veterans Service Office (VSO) helps veterans obtain service connected disability and pension income. VSO offers same or next day appointments to veterans who are homeless.

CoC Coordinator with support from CoC Chair and Steering Committee is responsible for overseeing the CoC's strategy to increase job and income growth from employment.

**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) 05/31/2018**

## 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	40
Total number of beds dedicated to individuals and families experiencing chronic homelessness	135
<b>Total</b>	<b>175</b>

**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)	<input checked="" type="checkbox"/>
Number of previous homeless episodes	<input checked="" type="checkbox"/>
Unsheltered homelessness	<input checked="" type="checkbox"/>
Criminal History	<input type="checkbox"/>
Bad credit or rental history	<input checked="" type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

**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)**

Clackamas CoC efficiently and effectively serves RRH families. In 17-18, 133 RRH year-round beds served 325 adults and children in families, and 81% exited to permanent housing. CoC joined statewide advocacy which increased biennial housing funds including local RRH, prevention and diversion by 300%, including local funding to serve 22% more RRH families. For 18-19 additional state funds are devoted to a Mobile Housing Pilot RRH project slated to serve 37 more families. RRH providers meet at least monthly to work RRH referral list and expedite re-housing and services. RRH is also succeeding for families with fixed disability incomes paired with PHA preference vouchers.

All CoC RRH slots include supportive service staff and flexible assistance to increase housing and income stability. More RRH strategies include dedicated landlord outreach staff, tenant education and certification to families with high barriers, a newly revamped landlord guarantee fund for damages and 212 new affordable family units in construction, opening Fall 2019.

Both housing and service needs are addressed to ensure families maintain housing once RRH subsidy ends. CoC works closely with area landlords, affordable housing providers and PHA for access to a wide range of units, always considering long term sustainability with RRH families. A strengths based, trauma informed needs assessment is conducted with each family at enrollment to identify the housing and service needs that will support housing retention after exit. This needs assessment informs ongoing action planning with RRH families. Some families stabilize and no longer need regular support but may still need some rent subsidy. These families are referred to PHA for a preference voucher. Services continue to be available for six months after RRH rent subsidy ends.

CoC Coordinator, with support from CoC Chair and Steering Committee, oversees CoC’s strategy to rapidly rehouse families within 30 days of becoming homeless.

**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.	<input checked="" type="checkbox"/>
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	<input checked="" type="checkbox"/>

**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)	<input checked="" type="checkbox"/>
Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
Unsheltered Homelessness	<input checked="" type="checkbox"/>
Criminal History	<input type="checkbox"/>
Bad Credit or Rental History	<input checked="" type="checkbox"/>

**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)**

CoC is committed to increasing housing and services for all youth experiencing homelessness, including unaccompanied youth. In 2018, the CoC applied for additional funding through the Youth Homelessness Demonstration Project. Though unsuccessful, the CoC continues to work with the Youth Stakeholder

Team and the Youth Action Board to identify and support additional services for homeless youth. The CoC secured \$92,000 to provide new, youth-specific resources. Two youth providers, new to the CoC, were selected to implement immediate system diversion, homelessness prevention and RRH in connection with the CE system. One youth program uses a host home approach to support unaccompanied homeless youth to graduate high school and, in many cases, post-secondary education. This resource is now available to all youth experiencing a housing crisis, including unsheltered youth.

CoC is more effectively using existing resources by reallocating a poor-performing TH to TH-RRH joint housing component. The CoC reallocated a youth Transitional Housing program, with a 40% exit to PH rate, to a new TH-RRH program, adding youth-specific beds. TH programs are available to all homeless youth; this program is focused on unsheltered youth.

CoC convenes monthly coord. meetings with homeless liaisons (HL) from all ten school districts as well as Head Start. These meetings focus on unaccompanied youth, the most vulnerable homeless youth population. There is a report from the HL meeting at every CoC meeting to coordinate between HLs and all CoC projects, not only youth-focused ones. This formalized procedure is consistently recognized by the State Homeless Education Director as a best practice recommended to other CoCs.

CoC is committed to increasing access to CoC programs for unaccompanied youth, especially those under age 18. After seeking legal advice about serving minor unaccompanied youth, two projects changed their criteria to allow people under age 18 to participate.

**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)**

In order to measure the effectiveness of the youth-specific system diversion, homelessness prevention and Rapid Rehousing, the CoC requires HMIS data entry. Two new providers of youth-specific system diversion, homelessness prevention and Rapid Rehousing will begin collecting the same information from participants as standard CoC programs in October, 2018, including demographic, income, disability, homelessness history, and destination questions. Both agencies implementing this program are required by contract to collect follow-up information six months after program exit. This data will be monitored regularly by the CoC Coordinator to ensure the funding is creating lasting housing opportunities for youth. These measures are appropriate because they will help the CoC to better understand characteristics of the homeless youth population and determine whether the additional programs produce outcomes that most effectively use this additional resource.

To measure the effectiveness of reallocating a poor-performing youth

Transitional Housing program to a new TH-RRH joint component, the CoC will use the same tools it uses to measure all CoC-funded housing programs. These measures include number of units available, households served, cost effectiveness, timely submission of APRs, no unresolved audit findings, deobligated funding, HMIS data quality, bed utilization, exits to permanent housing destinations, and participants increasing income. In addition, youth-specific programs are evaluated on participation in secondary or post-secondary education and connecting youth to a Primary Care Provider or Medical Home. The CoC will also monitor the impacts of reallocated programs on System Performance Measures, pulled both CoC-wide and youth-specific. With this change, the CoC anticipates a 20% increase on exits to PH among youth-specific programs. These measures are appropriate because they have been identified by HUD as major indicators of a high-functioning and effective CoC.

**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)**

CoC extensively collaborates with LEA school liaisons and SEA state education leaders to ensure identification of and services for all homeless youth and families. CoC convenes monthly coordination meetings with LEA school homeless liaisons from all ten school districts as well as Head Start. Liaisons update homeless student education rights, liaison contacts and resource brochure yearly. SEA State Homeless Education Director addresses liaisons & CoC yearly. These collaborations are supported by a formal, funded contract with a coordinator whose scope of work calls out these important collaboration tasks between the CoC and LEAs. This formalized structure is consistently and enthusiastically recognized by the SEA State Homeless Education Director as a best practice recommended to other Oregon CoCs to adopt.

One CoC youth provider has a formal MOU with school district's Career and Technical Education to provide educational and vocational services to youth served by CoC. New youth provider NEDCO has formal partnerships with LEA and SEA. CoC's youth service providers partner regularly with the school liaisons to identify and reach out to unaccompanied and homeless youth.

CoC case managers are trained yearly on homeless student rights under McKinney-Vento/Every Student Succeeds Act. Case managers routinely partner with district homeless liaisons to arrange educational services and transportation for youth in CoC programs and outside of the monthly meetings specifically for district homeless liaisons, LEA representatives also periodically attend the larger CoC meetings.

An LEA School District Superintendent is also serving on a County Commissioner appointed cross sector Homelessness and Affordable Housing Task Force that is working on high level funding and policy recommendations to decrease homelessness and increase affordable housing.

**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)**

“Clackamas County CoC strongly values education, believing that increased educational attainment lowers risk of future homelessness. ESG and CoC programs shall inform parents and unaccompanied youth of their educational rights, take the educational needs of children into account when families are placed in housing and will, to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt such children's education. Providers and homeless school liaisons coordinate schooling for each school-age child, reducing school migration and connecting students to services.” -CoC and ESG Policy manual.

CoC convenes monthly coordination meetings with homeless liaisons from all ten school districts as well as Head Start. Liaisons update homeless student education rights, liaison contacts and resource brochure yearly. There is a report from the homeless liaison meeting at every regular CoC meeting and Head Start regularly participates in CoC meetings. This formalized procedure is consistently recognized by the State Homeless Education Director as a best practice recommended to other CoCs to adopt.

Operationally, these efforts result in CoC direct service providers having a high level of knowledge of and relationships to their district homeless liaisons as well as Head Start so that individuals and families who become homeless are always informed of, and in many cases assisted to access, the full range of homeless education 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	Yes	No
Head Start	Yes	No
Early Head Start	Yes	No
Child Care and Development Fund	Yes	No
Federal Home Visiting Program	Yes	No
Healthy Start	Yes	No
Public Pre-K	No	No
Birth to 3 years	Yes	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		
Early Learning Hub	Yes	No

**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)**

CoC's homeless veteran outreach worker (VOW), a vet, conducts street outreach to identify and connect homeless veterans with services. Sources such as VFW halls, Parks, Forest Service, business, law enforcement and day shelters often refer to VOW, well known county wide. However, with County's rural nature and many vets' great survival skills, staying in contact for housing placement can be hard. To help address this, CoC worked with County Commission, Community Development, Planning and Facilities Departments to identify resources for a newly opened Veterans Village Transitional Shelter. This innovative new shelter model has 15 separate sleeping pods plus two community buildings. An additional 15 sleeping pods will be added during 18-19 to bring capacity to 30.

Homeless veterans are assessed for VASH, GPD and other services at the Veterans Village, and through VASH social worker, co-located at County Veteran Service Office (VSO). VSO prioritizes homeless veterans for help applying for service-connected disability, pension, healthcare and other VA benefits.

CoC convenes monthly Homeless Veteran Coordination Team with VAMC, SSVF, VSO, GPD, VOW, Housing Authority, mental health, employment, affordable housing, meal sites, veterans parole and probation and others to work the Veterans By-Name List and streamline ending homelessness for each known homeless vet. PIT survey asks about military service as does CE Tool. All vets are referred to VASH, SSVF and VOW plus the 63 CoC housing slots specific to veterans and any other CoC programs the veteran is eligible for. The coordinated approach is working; 15% more veterans were housed in CoC programs including VASH in 17-18 than 16-17. PIT data shows 22% reduction in veteran homelessness from 2015 to 2017, 39% reduction in unsheltered veterans from 2015 to 2017 and 72% overall reduction in veteran homelessness since 2011. A recent award of 30 new VASH vouchers will quicken the pace of ending veteran homelessness.

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

**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** No



**experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?**

**3B-5. Racial Disparity. Applicants must:** Yes  
 (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.

**3B-5a. Applicants must select from the options below the results of the CoC's assessment.**

People of different races or ethnicities are more or less likely to receive homeless assistance.	<input checked="" type="checkbox"/>
People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
There are no racial disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
The results are inconclusive for racial disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>

**3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.**

The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	<input type="checkbox"/>
The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	<input checked="" type="checkbox"/>
The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	<input checked="" type="checkbox"/>
The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups	<input checked="" type="checkbox"/>
The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	<input checked="" type="checkbox"/>
The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	<input checked="" type="checkbox"/>
The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness.	<input checked="" type="checkbox"/>
The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	<input checked="" type="checkbox"/>
The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	<input checked="" type="checkbox"/>
The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	<input checked="" type="checkbox"/>

<b>The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.</b>	<input checked="" type="checkbox"/>
<b>Other:</b>	<input checked="" type="checkbox"/>

## 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)		
Community Based Safety Net Clinics	Yes	Yes

- 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)**

CoC works with mainstream programs that assist people experiencing homelessness to apply for and receive mainstream benefits by coordinating presentations on mainstream resources and substance abuse treatment and ensuring program staff have current information at monthly CoC meetings. A manager from the state-DHS office participates in CoC meetings and informs CoC of all updates and changes to the application process or structure of TANF, SNAP, General Assistance and the Oregon Health Plan programs.

CoC makes systematic efforts to keep program staff up to date on mainstream resources available for persons experiencing homelessness. During 17-18, regular CoC meetings included presentations on the County’s substance use

disorder care coordination services, a new outpatient substance abuse treatment program co-located on County campus, how to access recovery and mental health peer specialists, new DHS family reunification funding, a faith based alcohol and drug recovery option, and a member spotlight on a program focusing on infant and maternal health. CoC Coordinator (CoCC) joins all local ListServes pertinent to area low-income and homeless services. CoC Coordinator compiles and distributes a weekly email to the 274-member CoC email list with updates on accessing all mainstream resources.

As CoC has expanded and staff turnover occurred, CoC recognized the need to maintain a high level of competence in helping participants apply for SSI and SSDI. CoC applied for and was awarded a SOAR TA grant, which is well underway. SOAR has wide support from CoC and non-CoC leadership. Program staff are now using SOAR online training to build skills to help participants access SSI and SSDI mainstream benefits.

CoC Coordinator, with support from CoC Chair and Steering Committee is responsible for overseeing CoC's strategy.

**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.	14
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.	13
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.	93%

**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)**

CoC conducts ongoing street outreach 4x/week with dedicated FTE. Outreach spans 100% of habitable areas, excluding only glacial or inaccessible terrain such as high mountain cliffs. Four wheel drive car with winter tires is used so outreach, including transporting homeless persons to services, can occur safely during winter conditions and on rural roads that are rough year round. CE

collects HMIS data on where people are currently sleeping. Data confirms that all habitable areas are being reached including two larger cities, seven suburban areas, five rural small towns and five entirely rural areas. Outreach includes homeless day centers frequented by people with long histories of homelessness. Neighborhood Livability Project partners with law enforcement, code enforcement, public health and behavioral health to bring services to squatters houses countywide, among least likely to request help. Spanish speaking outreach is ongoing and a contracted language bank with telephone and in person interpreters (including ASL) is used as needed. Vulnerable persons with cognitive and physical disabilities are prioritized for outreach and engagement. Since CE inception in 2015, people identifying as having one or more disabilities made up 364 out of 507 (72%) completed CE outreach assessments. The Developmental Disability, Aging and Disability Services and Behavioral Health divisions are within the same County department as CoC coordination, and assist with outreach as needed. State funds are used to provide basic cell phones for vulnerable homeless persons to maintain contact with CoC resources, health and other services before, during and after housing program participation. CoC has identified a myriad of health, cognitive, language access and physical disability issues among persons experiencing homelessness and individually addresses each specific need to effectively and efficiently connect with housing and services.

**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)**

Housing & services are marketed to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status or disability. Outreach included Hispanic Interagency Networking Team, 2 homeless day centers, senior center network, LGBTQ youth drop-in center, LGBTQ elders group, Asian Health & Services Fair and a high-poverty and highly diverse school district event.

CoC conducted an in-depth Equity Analysis of the CE system, evaluating trends in accessing CE and placement into CoC programs from CE. The analysis identified a disparity in access among Latino and Asian communities. Focused outreach to Latino Asian communities was increased, including partnerships with agencies deeply familiar with the affected populations. CoC directly solicited CoC applications from culturally-specific organizations, including an agency focused on Asian populations. This agency applied for CoC funds, and was selected as the DV bonus project. Annual equity analyses are conducted to ensure outreach and culturally-specific programming efforts have been effective. Future analyses will also include rates of successful program exit. Fair Housing (FH) training for CoC providers and community is available through RentWell tenant education (including 2+ hours on FH) and annual FH training for landlords and shelter providers. The County's Housing Rights and Resources (HR & R) project provides FH and landlord-tenant law information, and received 2,549 calls last year. HR & R partners with Legal Aid and Fair

Housing Council so people who suspect discrimination are quickly referred to lawyers, who may also order fair housing testing. HR & R held community trainings on Service Animals and Fair Housing for Immigrants and Refugees. CoC has multilingual staff in common languages, and interpreters for less common languages including ASL. Communication is provided in participants' preferred mode including Braille, large print, verbal or written.

**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	133	144	11

**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	PHA Admin Plan - ...	09/12/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No	PHA Admin Plan - ...	09/12/2018
1C-8. Centralized or Coordinated Assessment Tool	Yes	Coordinated Asses...	09/12/2018
1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	Objective Critier...	09/17/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes	Public Posting C...	09/17/2018
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	Public Posting–Lo...	09/17/2018
1E-4. CoC's Reallocation Process	Yes	Reallocation Chart	09/12/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	Notification - Pr...	09/12/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	Notification – Pr...	09/13/2018
1E-5. Public Posting–Local Competition Deadline	Yes	Public Posting–Lo...	09/13/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	MOU Pg 1-2 HMIS R...	09/12/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	HMIS Policy & Pro...	09/12/2018
3A-6. HDX–2018 Competition Report	Yes	HDX Competition R...	09/12/2018
3B-2. Order of Priority–Written Standards	No	Order of Priority...	09/12/2018

3B-5. Racial Disparities Summary	No	Racial Disparitie...	09/12/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No	2A-1 CoC Governan...	09/12/2018
Other	No		
Other	No		



## **Attachment Details**

**Document Description:** PHA Admin Plan - PH & HCV

## **Attachment Details**

**Document Description:** PHA Admin Plan - Move On

## **Attachment Details**

**Document Description:** Coordinated Assessment Tool

## **Attachment Details**

**Document Description:** Objective Criteria–Rate, Rank, Review, and Selection

## **Attachment Details**

**Document Description:** Public Posting CoC-Approved Consolidated Application

## **Attachment Details**

**Document Description:** Public Posting–Local Competition Rate, Rank, Review, and Selection

## **Attachment Details**

**Document Description:** Reallocation Chart

## **Attachment Details**

**Document Description:** Notification - Project Accepted

## **Attachment Details**

**Document Description:** Notification – Projects Rejected or Reduced

## **Attachment Details**

**Document Description:** Public Posting–Local Competition Deadline

## **Attachment Details**

**Document Description:** MOU Pg 1-2 HMIS Roles Responsibilities

## **Attachment Details**

**Document Description:** HMIS Policy & Procedure Manual

## **Attachment Details**

**Document Description:** HDX Competition Report

## **Attachment Details**

**Document Description:** Order of Priority - Written Standards

## **Attachment Details**

**Document Description:** Racial Disparities Summary

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** 2A-1 CoC Governance Charter

## 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	09/17/2018
1B. Engagement	09/17/2018
1C. Coordination	09/17/2018
1D. Discharge Planning	09/17/2018
1E. Project Review	09/17/2018
2A. HMIS Implementation	09/17/2018
2B. PIT Count	09/17/2018
2C. Sheltered Data - Methods	09/17/2018
3A. System Performance	09/17/2018
3B. Performance and Strategic Planning	09/17/2018
4A. Mainstream Benefits and Additional Policies	09/17/2018
4B. Attachments	09/17/2018

FY2018 CoC Application	Page 53	09/18/2018
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**Submission Summary**

No Input Required

## **Housing Authority of Clackamas County**

### **Excerpt from the Public Housing Administrative Plan:**

#### **4-III.B. SELECTION METHOD**

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

##### **Local Preferences [24 CFR 960.206]**

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

##### **Homeless Preference**

###### **HACC Policy**

HACC will administer a separate waiting list for the Homeless Preference. The list will require an applicant to be homeless at the time of application. HACC will provide 5 public housing units per fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) for the Homeless Preference.

A homeless applicant is defined as one of the following:

1. Any family that is living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, emergency shelter); or
2. Any family that is living in a public or private place not meant for human habitation.
3. Any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence.

### **Excerpt from the Housing Choice Voucher Administrative Plan:**

#### **4-III.C. SELECTION METHOD**

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

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

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preferences. HUD also permits HACC to establish other local preferences, at its discretion. Any local preferences established must be consistent with HACC's plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

### **HACC Policy**

Those families that qualify for a preference will be placed on the waiting list above those families who do not qualify for a preference. Families applying from outside of Clackamas County must live in Clackamas County one (1) year with the voucher before being allowed to transfer (port out). **Elderly, disabled, or displaced single person families will be given preference over other single person families.** Vouchers will only be issued to those preference families who have not left any type of subsidized housing in bad standing in the last 5 years, do not owe money to any PHA or have any Public Housing or HCV or have program violations that would otherwise exclude them from the program. No Sex Offenders will be allowed to participate in the program. HACC's first priority is to serve its general wait list families. Therefore, HACC will limit the number of families placed as a preference per year to no more than 60 overall. Preferences 1-5 are the top priority to receive vouchers before all other preferences. If Preferences 1-5 require issuance of 60 vouchers then no other preferences will be served in that year. HACC holds the right to close the preference wait list at any time if it needs to in order to serve no less than 60 regular wait list families per year off its wait list. Preferences 6-14 carry the same weight and they will not be aggregated. These families will be served on a first come, first serve based on date and time of placement on the preference wait list. HACC preferences are as follows:

1. Any family that has had their voucher rescinded due to insufficient program funding will always be served before all other preference or wait list families.
2. Project Based Voucher families that have lived in their unit no less than one year and have requested a Tenant Based Voucher before giving notice to vacate will be issued a voucher before all other preference families can be served.
3. Eligible families displaced from Housing Authority owned units due to rehabilitation work.
4. Other eligible families displaced by the Housing Authority due to the acquisition or sale of property. These families will be allowed to move with debts owed as long as they sign a payment agreement and are current on all payments. These families will only be issued a voucher according to the HCV Occupancy Standard of 2 per room and not based on the PH unit size they currently occupy.
5. Families currently in the Public Housing program who have met the requirements for an emergency or administrative transfer but whose needs cannot be met within the Public Housing program through relocation and are active applicants on the HCV wait list.
6. HACC Public Housing Families who are under housed or in need of reasonable accommodation that Public Housing cannot accommodate through relocation and are already active applicants on the HCV wait list.
7. Families eligible for 10 vouchers dedicated to referrals from the Bridges to Housing Program and have met the Bridges to Housing Programs participation requirements for at least 6 months and must be in the program at time of voucher issue. **(Bridges to Housing only serves Homeless Individuals and Families)**



8. Families eligible for a maximum of 15 dedicated vouchers per fiscal year (FY) (July 1<sup>st</sup> to June 30<sup>th</sup>) for referrals from an HACC identified transitional housing or Rapid Rehousing programs for homeless families within Clackamas County that offer one-on-one case management for not less than 6 months following the family's exit from the referring program, have preferably had some type of RentWell or equivalent training, and must pass HACC screening criteria. Vouchers will be distributed first come, first served order. Unused Preference slots do not carry over to the next fiscal year. To qualify the family must be referred by a case manager of a qualified RRH program or Transitional Housing Program within Clackamas County and be able to verify homeless status at time of entering RRH or transitional housing and case manager must offer not less than one year of assistance with housing-related issues.

9. Eligible Clackamas County families who have been displaced from their homes by a natural disaster as declared by the Federal, State or County government who have not been eligible for long term assistance including but not limited to federal assistance such as Federal Emergency Management Agency (FEMA), State or local government assistance, insurance settlements, or the like, and who face long term homelessness. Those families seeking any compensation or settlement that may come in the future may not apply until all legal recourse has been resolved. Families receiving temporary assistance such as motel vouchers may apply if no other legal negotiation for compensation is under consideration. This preference is limited to 10 Families in a fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) unless new vouchers are granted to cover a particular natural disaster. If at the time more families meet this preference than there are slots available, families will be selected within the preference category based on the date and time of their application to the Housing Authority for housing assistance. Unused Disaster Vouchers do not carry over to the next fiscal year.

10. No more than 17 Families within a fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) who have been referred by Clackamas Women Services Shelter (CWSS), Northwest Housing Alternatives (NHA), Los Niños Cuentan, or other pre-approved HACC domestic violence professional counseling organization and/or shelter, and are identified as victims of domestic within the last 12 months and are certified as homeless by the agency and who continue to be in counseling or case management through the referring agency or other professionally recognized counseling organization. The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.. A violation of this certification will be grounds for termination of rental assistance. The domestic violence program or shelter must serve Clackamas County homeless families; provide assigned one-on-one case management to the victim while in emergency or temporary housing; provide six months of follow-up case management upon victim leaving the facility and offer not less than one year of assistance with housing-related issues. Applicants will be served on a first come, first served basis.

11. This preference applies to residents of HACC owned local projects that have to be relocated due to a change in the population to be served at the units, rehabilitation, or sell of units. Residents who qualify may be given a voucher for relocation purposes.

12. No more than 8 annually renewable vouchers (including Project Based Vouchers as qualified on each wait list) for families who are graduating from a Clackamas County rental assistance program that serves homeless and/or disabled military veterans. To qualify the family must meet the definition of a military veteran as defined as: Any person who served for any length of time in any military service branch. The family must also have actively participated in case management and services that meet their disability needs and have shown progress and stabilization in these programs as

documented by their case managers. Families must be referred by the Veteran's Administration or Clackamas County Veteran Services.

13. No more than 10 families per year that are elderly (62+) or meet HUD's definition of homeless and disabled that have completed an assessment and been referred by the Clackamas County Coordinated Housing Access System formed as part of the Clackamas County Continuum of Care or a Permanent Supportive Housing project within the Continuum of Care. The family must at time of application provide proof homeless status and of age and/or disability status by having a professional verify this status.

14. VASH families that no longer receive Veteran Administration (VA) case management or services and are deemed "graduated" by the VA may be converted to regular HCV Vouchers as availability of HCV Vouchers is determined and conversion is approved by the Rent Assistance Manager.

15. Shelter Plus Care families may graduate to a regular voucher if funding allows, participant meets normal screening criteria, has a record of stable housing of not less than a year, and only if the grant changes making them no longer qualify for assistance under the revised grant. For example, if the grant changes to project based and the tenant does not wish to live in a project based unit, they may qualify for regular voucher.

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# Coordinated Housing Access 2.0 PRE

<b>ROI (Release of Information) TAB</b>	
<b>Release Granted?</b>	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
<b>End Date:</b>	_____
<b>Witness:</b>	_____

Name:

Language Spoken:

Phone number:

Other Contacts:

In what area of the county Have you been staying?

-Select-
Barlow
Beavercreek
Boring
Canby
Clackamas
Damascus
Estacada
Gladstone
Happy Valley
Johnson City
Lake Oswego
Milwaukie
Molalla
Multnomah County
Oregon City
Other area of Clackamas
Other county or area
Rivergrove
Sandy
Stafford
The Villages at Mt Hood
West Linn
Wilsonville

Is your current housing situation the result of DV, SA or EA? \_\_\_\_\_

Is DV/ abuse currently affecting your housing? \_\_\_\_\_

Are you currently living with the person causing you harm? \_\_\_\_\_

If yes for DV victim/survivor, are you currently fleeing? \_\_\_\_\_

# Coordinated Housing Access 2.0 PRE

Would you like Support around DV/SA/EA from a provider? \_\_\_\_\_

Referral to DV services? \_\_\_\_\_

*What is going on?*

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*Now I'm going to ask you some questions about your household. Your household is the people who will be living with you in your housing.*

Household type

<b>-Select-</b>
Couple without children
Extended/other family
Foster parent(s)
Grandparent(s) with grandchildren
Non-custodial caregiver(s)
One parent family with children
Single Adult
Two-parent family with children
Youth- Pregnant/Parent (24 or younger)
Youth- Unaccompanied (24 or younger)
Other

If other, please specify \_\_\_\_\_

How many people are in your household? \_\_\_\_\_

How many people in your household are under age 18? \_\_\_\_\_

How many children under each of the following age categories?

ages 0-6  G

ages 7-12  G

ages 13-17  G



# Coordinated Housing Access

## 2.0 PRE

Where did you sleep last night?

Residence prior to project entry:

<p>-Select-</p> <p>----- HOMELESS SITUATION -----</p> <p>Place not meant for habitation (HUD)</p> <p>Emergency shelter, including hotel or motel paid for with emergency shelter voucher (HUD)</p> <p>Safe Haven (HUD)</p> <p>Interim Housing</p> <p>----- INSTITUTIONAL SITUATION -----</p> <p>Foster care home or foster care group home (HUD)</p> <p>Hospital or other residential non-psychiatric medical facility (HUD)</p> <p>Jail, prison or juvenile detention facility (HUD)</p> <p>Long-term care facility or nursing home (HUD)</p> <p>Psychiatric hospital or other psychiatric facility (HUD)</p> <p>Substance abuse treatment facility or detox center (HUD)</p> <p>----- TRANSITIONAL AND PERMANENT HOUSING SITUATION -----</p> <p>Hotel or motel paid for without emergency shelter voucher (HUD)</p> <p>Owned by client, no ongoing housing subsidy (HUD)</p> <p>Owned by client, with ongoing housing subsidy (HUD)</p> <p>Permanent housing (other than RRH) for formerly homeless persons (HUD)</p> <p>Rental by client, no ongoing housing subsidy (HUD)</p> <p>Rental by client, with VASH subsidy (HUD)</p> <p>Rental by client, with GPD TIP subsidy (HUD)</p> <p>Rental by client, with other ongoing housing subsidy (including RRH) (HUD)</p> <p>Residential project or halfway house with no homeless criteria (HUD)</p> <p>Staying or living in a family member's room, apartment or house (HUD)</p> <p>Staying or living in a friend's room, apartment or house (HUD)</p> <p>Transitional housing for homeless persons (including homeless youth) (HUD)</p> <p>Client doesn't know (HUD)</p> <p>Client refused (HUD)</p> <p>Data not collected (HUD)</p>
--

Length of stay in previous place

<p>-Select-</p> <p>One night or less</p> <p>Two to six nights</p> <p>One week or more, but less than one month</p> <p>One month or more, but less than 90 days</p> <p>90 days or more, but less than one year</p> <p>One year or longer (HUD)</p> <p>Client doesn't know (HUD)</p> <p>Client refused (HUD)</p> <p>Data not collected (HUD)</p>	<p>G</p>
--	----------

What other agencies are  
you or your family  
working with?

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# Coordinated Housing Access

## 2.0 PRE

What is the caller's most dominant presenting problem?

-Select-

Barriers to Housing (crim/credit/rental hx, etc.)  
Bedbugs  
Car/Vehicle (sleeping in)- parking, repairs, tags  
Condo Conversion  
Debt- Property/rental  
Debt- Other  
Domestic Violence  
Deposit return/billing  
Termination/Eviction- No Cause  
Termination/Eviction- For cause  
Termination/Eviction- non-payment  
Termination/Eviction- 24 hr.  
Termination/Eviction- other  
Termination/Eviction- Termination threat  
Fair Housing  
Fees  
Foreclosure  
Harassment  
Homeless  
Housing Search  
Lease Breaking  
Lease Questions  
Lock-out/threat  
Neighbor/Roommate problems  
Payments- unable to make, rent/mortgage/utility  
Physical Access to housing  
Rent Increase  
Repairs- Environmental Health  
Repairs- Essential Service  
Repairs- Other Repairs  
Repairs- Mold  
Retaliation by landlord/owner  
Rules  
Safety  
Sexual Assault  
Stalking  
Other

# Coordinated Housing Access

## 2.0 PRE

Caller Identified needs:

What did the caller identify needing to solve the current housing crisis?

Advocacy  
Affordable Housing  
Animal needs/care  
Caregiving  
Childcare/parenting help  
Deposit Assistance  
Disability Application Help  
DV support  
Eviction Prevention- Non-financial  
Food  
Home Repairs (owned by caller)  
Housing Search Assistance  
Income- Benefits Assistance (SSI, SSDI, TANF, SNAP, OHP, etc)  
Income- Employment  
Legal Assistance (discrimination, housing, etc)  
Mediation  
Medical or Mental Healthcare  
Mortgage Assistance  
Motel Voucher  
Parking- overnight  
Program Information  
Property Tax Deferral  
Property Tax Deferral  
Rental Assistance  
Shelter  
Storage Fees  
Supportive Services (help moving, cleaning, etc)  
Transportation  
Utility Assistance  
Veteran's Services

# Coordinated Housing Access 2.0 PRE

Monthly Income Amount: \_\_\_\_\_

Start Date: \_\_\_\_\_

Source of Income

<b>-Select-</b>
Alimony or Other Spousal Support (HUD)
Child Support (HUD)
Earned Income (HUD)
General Assistance (HUD)
Other (HUD)
Pension or retirement income from another job (HUD)
Private Disability Insurance (HUD)
Retirement Income From Social Security (HUD)
Self Employment Wages
SSDI (HUD)
SSI (HUD)
TANF (HUD)
Unemployment Insurance (HUD)
VA Non-Service Connected Disability Pension (HUD)
VA Service Connected Disability Compensation (HUD)
Worker's Compensation (HUD)

Have you ever had a housing crisis before? \_\_\_\_\_

If yes, how was it resolved?

---

---

*Now I am going to ask a few questions to see if you qualify for any of our special programs*

Date of Birth

 /  /     G

Date of birth type:

<b>-Select-</b>	G
Full DOB Reported (HUD)	
Approximate or Partial DOB Reported (HUD)	
Client doesn't know (HUD)	
Client refused (HUD)	
Data not collected (HUD)	

# Coordinated Housing Access 2.0 PRE

Is anyone in your household over 58?

-Select-	G
Yes (HUD)	
No (HUD)	
Client doesn't know (HUD)	
Client refused (HUD)	
Data not collected (HUD)	G

Percent of Median Family Income?

-Select-	G
0-30% MFI	
30-50% MFI	
50-80% MFI	
Over 80% MFI	
Not Reported	

Has anyone in the household ever served in the military?

-Select-	
Yes (HUD)	
No (HUD)	
Client doesn't know (HUD)	
Client refused (HUD)	
Data not collected (HUD)	

*If yes to military veteran: With your permission, a veteran specialist will contact you periodically about housing options and resources.*

**If the caller is not a Vet, but another household member is, gather name and contact info for Vet. Enter this info in "needs notes," and make a referral to Veterans Outreach.**

*Now I am going to ask a few more questions for data purposes.*

Gender:

-Select-
Female
Male
Trans Female (MTF or Male to Female)
Trans Male (FTM or Female to Male)
Gender Non-Conforming (i.e. not exclusively male or female)
Client doesn't know
Client refused
Data not collected

# Coordinated Housing Access 2.0 PRE

Race:

-Select-	G
American Indian or Alaska Native (HUD)	G
Asian (HUD)	
Black or African American (HUD)	
Native Hawaiian or Other Pacific Islander (HUD)	
White (HUD)	
Client doesn't know (HUD)	
Client refused (HUD)	
Data not collected (HUD)	Prof

Race-additional:

-Select-
American Indian or Alaska Native (HUD)
Asian (HUD)
Black or African American (HUD)
Native Hawaiian or Other Pacific Islander (HUD)
White (HUD)
Client doesn't know (HUD)
Client refused (HUD)
Data not collected (HUD)

Ethnicity:

-Select-
Non-Hispanic/Non-Latino (HUD)
Hispanic/Latino (HUD)
Client doesn't know (HUD)
Client refused (HUD)
Data not collected (HUD)

Agency conducting the PRE

-Select-
CCSS CHA At-risk (Prevention)
CCSS CHA Homeless
CCSS Elderly Rental Assistance (ERA)
CCSS Veterans Outreach
CWS CHA At-risk (Prevention)
CWS CHA Homeless
NHA CHA At-risk (Prevention)
NHA CHA Homeless
OCPD CHA At-risk (Prevention)
OCPD CHA Homeless
Supportive Services for Veteran Families (SSVF)
Moved on to housing program waitlists
No exit ramp avail./not HUD eligible
Other program

# Coordinated Housing Access 2.0 PRE

Remember to get the last 4 of the caller's SSN and enter it into the "Client Profile" tab.

Optional Questions:

Actual or pending eviction? Yes or no

Type of termination notice:

-Select-

- 24-hour notice (injury, threats, damage, outrageous acts)
- 24-hour notice (Employee Termination)
- 24-hour notice (Employee Termination)
- 72-hour notice (non-payment of rent)
- 10-day notice (pets in violation of rental agreement)
- 30-day notice (for-cause)
- 30-day notice (no-cause)
- Caller doesn't know

On what date did the  
landlord serve the  
termination notice?

/  /     G

# Coordinated Housing Access

## CAT - Coordinated Assessment Tool

The goal of coordinated housing access is to help homeless individuals and families access the housing program that best matches their needs. Your answers to these questions will help us figure out how we can best assist you and your family.

Some of these questions may seem personal and you do not have to answer any question you do not want to however your complete answers will help us best identify the services we can offer you and your family.

All the information you give us will be kept confidential.

Client name: \_\_\_\_\_

Staff: \_\_\_\_\_

### Housing History

*Have you ever stayed in a shelter? If yes how long ago? For how long? More than once?*

\_\_\_\_\_

*Have you ever stayed on the streets or in your car? How long ago? For how long? How many times?*

\_\_\_\_\_

*Have you ever stayed in a place not meant for human habitation (camping, barn, garage, abandoned property)? How many times? For how long?*

\_\_\_\_\_

*Has an agency ever paid for you to stay in a hotel or motel? How many times? How long ago? For how long?*

\_\_\_\_\_



**Residence Prior to Project Entry:**

<u>Homeless Situation</u>	<u>Transitional and Permanent Housing Situation</u>
Emergency shelter, including hotel or motel paid for with emergency shelter voucher (HUD) <input type="checkbox"/>	Hotel or motel paid for without emergency shelter voucher (HUD) <input type="checkbox"/>
Place not meant for habitation (HUD) <input type="checkbox"/>	Owned by client, no ongoing housing subsidy (HUD) <input type="checkbox"/>
<u>Institutional Situation</u>	Owned by client, with ongoing housing subsidy (HUD) <input type="checkbox"/>
Foster care home or foster care group home (HUD) <input type="checkbox"/>	Permanent housing (other than RRH) for formerly homeless persons (HUD) <input type="checkbox"/>
Hospital or other residential non-psychiatric medical facility (HUD) <input type="checkbox"/>	Rental by client, no ongoing housing subsidy (HUD) <input type="checkbox"/>
Jail, prison or juvenile detention facility (HUD) <input type="checkbox"/>	Rental by client, with VASH subsidy (HUD) <input type="checkbox"/>
Long-term care facility or nursing home (HUD) <input type="checkbox"/>	Rental by client, with GPD TIP subsidy (HUD) <input type="checkbox"/>
Psychiatric hospital or other psychiatric facility (HUD) <input type="checkbox"/>	Rental by client, with other housing subsidy (including RRH) (HUD) <input type="checkbox"/>
Substance abuse treatment facility or detox center (HUD) <input type="checkbox"/>	Residential project or halfway house with no homeless criteria (HUD) <input type="checkbox"/>
	Staying or living in a family member's room, apartment or house (HUD) <input type="checkbox"/>
	Staying or living in a friend's room, apartment or house (HUD) <input type="checkbox"/>
	Transitional housing for homeless persons (including homeless youth) (HUD) <input type="checkbox"/>
	Other (Describe) _____ <input type="checkbox"/>
	Client doesn't know <input type="checkbox"/>
	Client refused <input type="checkbox"/>
	Data not collected <input type="checkbox"/>

**Length of Stay in Previous Place:**

- One night or less
- Two nights to six nights
- One week or more, but less than one month
- One month or more, but less than 90 days
- 90 days or more, but less than one year
- One year or longer
- Client doesn't know
- Client refused
- Data not collected

Approximate Date Homelessness Started \_\_\_/\_\_\_/\_\_\_

Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today

1  2  3  4  Client Doesn't Know  Client Refused  Data Not Collected

Total number of months homeless on the street, in ES or SH in the past three years

Circle:

One month (this time is the first month) (HUD)

2

3

4

5

6

7

8

9

10

11

12

More than 12 months (HUD)

Client doesn't know (HUD)

Client refused (HUD)

Data not collected (HUD)

*Homeless for less than three months=4; Homeless for at least three months but less than one year=8;  
Homeless for one year or more in the past three years=12*

Score: Length of time homeless\_\_\_\_\_

*One time homeless in the past three years (fewer than 12 months)=4; Two to three episodes of homelessness in the past three years (totaling fewer than 12 months)=8; Has been homeless four or more times in the past three years =12*

***If continuously or cumulatively homeless for more than 12 months=12***

*(HH) If no history of homelessness on street, in shelter, or safe haven and currently fleeing DV = 4*

Score: Homelessness history\_\_\_\_\_

Have you been evicted in the last five years?                      YES                      NO

*No evictions=0; One eviction=1; Two evictions=2; More than two evictions=4*

Score: Evictions \_\_\_\_\_

**Disabling Conditions**

The following question is about disabling conditions, these can be physical, mental, developmental, medical, or due to drug or alcohol use. However, only record disabilities here which make it difficult to live independently.

Does anyone in the household have a disabling condition which interferes with your ability to retain housing?                      YES                      NO

Does the client have a disabling condition?

YES                      NO

*No disabling conditions=0; Disabling conditions but all adults able to retain housing, once obtained=4; Disabling conditions prevent some but not all adults from retaining housing=8*

*No adult in the household is able to retain housing due to their own disabling condition or that of someone else in the household=12 (choose this option if there is only one adult in the household and they are unable to retain housing).*

Score: Disabilities \_\_\_\_\_

**Total CAT score:** \_\_\_\_\_

If total score is 26 or higher, complete the VI. Otherwise continue to the Eligibility Determination Tool.

The adult household member with the highest CAT score is considered Head of Household. EDT and Referrals should be attached to the Head of Household's record.

**Relationship to Head of Household**

Circle one:

Self (head of household)

Head of household's child

Head of household's spouse or partner

Head of household's other relation member (other relation to head of household)

Other: non-relation member

Data not collected

# Coordinated Housing Access

## VI - Vulnerability Index

Because of your score on the last tool, I have one more set of questions to ask you. We use the answers from these questions to prioritize clients for housing.

Client name: \_\_\_\_\_

Staff: \_\_\_\_\_

How many times have you or someone in your household been to the emergency room in the last three months? \_\_\_\_\_

Score: If 3 or more times score one point \_\_\_\_\_

How many times have you or someone in your household been to the emergency room in the past year?  
\_\_\_\_\_

How many times have you or someone in your household been admitted to the hospital in the last year?  
\_\_\_\_\_

Score: If ER visits in last year PLUS hospitalizations in the past year is 3 or more, score one point \_\_\_\_\_

### Medical

Have you or someone in your household ever been diagnosed with....

Kidney disease/End Stage Renal Disease or Dialysis (not including Hepatitis C)? YES NO

Frostbite, Hypothermia, or Immersion Foot? YES NO

Liver Disease, Cirrhosis, or End Stage Liver Disease? YES NO

HIV+ or AIDS? YES NO

Score: One point for each of the above medical conditions \_\_\_\_\_

Heart Disease, Arrhythmia, or Irregular Heartbeat? YES NO

Emphysema? YES NO

Diabetes? YES NO

Asthma? YES NO

Cancer?	YES	NO
Hepatitis C?	YES	NO
Tuberculosis?	YES	NO
Another chronic medical condition?	YES	NO

If yes, list conditions: \_\_\_\_\_

Substances

Have you or someone in your household ever had problematic drug or alcohol use, abused drugs or alcohol, or been told you/they do? YES NO

Have you or someone in your household consumed alcohol and/or drugs almost every day or every day for the past month? YES NO

Have you or someone in your household ever been treated for drug or alcohol problems and returned to drinking or using drugs? YES NO

Have you or someone in your household blacked out because of alcohol or drug use in the past month? YES NO

Mental Health

Have you or someone in your household spoken with a psychiatrist, psychologist or other mental health professional in the last six months because of mental health? YES NO

Have you or someone in your household had a serious brain injury or head trauma? YES NO

Have you or someone in your household ever gone to the emergency room because you weren't feeling 100% well emotionally or because of nerves? YES NO

Have you or someone in your household ever been taken to a hospital against your/their will for a mental health reason? YES NO

Score: If at least one yes in each of Medical, Substances, AND Mental Health, for the same household member, score one point \_\_\_\_\_

Score: If any adult is aged 60 or older, score one point \_\_\_\_\_

**Total VI Score** \_\_\_\_\_

Go to Eligibility Determination Tool

## Clackamas County Continuum of Care- FY2018 Ranking Process

Clackamas County CoC monitors project performance during APR review prior to submission, through regularly scheduled data quality and bed utilization reports, and as part of the evaluation, review, scoring and ranking process. Before working on updating score cards, Coordinated Entry, PIT count, and equity analysis data was examined to determine local needs.

After the FY2017 Ranking Process, the CoC Steering Committee (CoCSC), determined they needed a better way to evaluate brand new project applicants (New application), renewal projects that had not started (New renewal) or had not completed a full program year (First-year renewal), and youth-specific renewal projects (Youth renewal) in addition to standard renewal projects.

At regular CoCSC meetings on 3/28/18, 5/10/18, and 6/14/18, the CoCSC updated all five score cards. **Objective Criteria, used in review, ranking and selection** to determine future program success, was different based on the type of score card used:

- New Application Projects- evaluated basic threshold requirements (such as HMIS, CE, Housing First and Equal Access), HUD application requirements (such as eligible activities, project type), local goals (Increase RRH and Dedicated CH beds, DV bonus project, serves underserved population), and narratives (agency administrative capacity, success with federal grants, and experience working with homeless population)
- New Renewal Projects- evaluated preparation steps needed to be a successful CoC program (CE participation, staff hired, HMIS training completed, CoC participation, staff trained in SOAR)
- First-year Renewal Projects- evaluated based on progress toward standard renewal goals (fund expenditure, HMIS data entry, **bed utilization, and exits to permanent housing on track**; staff trained in SOAR; and project manual created)
- Standard Renewal Projects- evaluated unresolved HUD findings, on-time APR submission, eLOCCS drawdown rates, HMIS data quality, bed utilization rates, exits to permanent housing, and increasing participant incomes.
- Youth Renewal Projects- evaluated based on the same criteria as Standard Renewal with 2 exceptions: The income measure was adapted to include increased/maintained income AND/OR attending school or training program; an additional bonus point was available to youth-specific programs if they meet the goal of at least 75% of participants having a Primary Care Provider or Medical Home.

**Up-to-date past performance data were** used for all applications for which the data were available, including all First-year, Youth and Standard renewal projects. Data were pulled from projects' most recently completed program year. **Target population, housing component type, number of households to be served, and cost effectiveness** were some of the **objective criteria** included on all score cards. All renewal projects were scored on narrative responses to questions related to local goals, equity efforts, and innovative strategies. A bonus point was given to renewal projects that met each of the following criteria:

- 100% Dedicated Chronically Homeless beds
- Increases overall RRH beds
- Committed to using Housing First approach
- Serves underserved population, as identified by the Equity Analysis

**Bed utilization rates, exits to permanent housing destinations, and increasing participant income, are the factors related to achieving positive housing outcomes and factors related to improving system performance** that were explicitly evaluated using the attached score card. In order to ensure projects are in **compliance with 24 CFR part 578**, eLOCCS drawdown rates and timely APR submittal are considered, while funds recaptured by HUD and monitoring/audit findings are scored. The score card was filled in by CoC staff using HMIS and project application data, and project staff provided answers to the narrative section.

## Clackamas County Continuum of Care

### Project Ranking Criteria– 2018

Each of the **score cards** used is attached below. All new and renewal project applications were submitted through Esnaps to the CoC by the deadline set by the CoC, August 16<sup>th</sup>, 2018. The projects included in our FY2018 CoC Application were monitored, evaluated, reviewed, scored, accepted, and ranked on August 27<sup>th</sup> and August 29<sup>th</sup>, 2018 by the CoCSC. **Minutes of this and other CoCSC meetings are available to the public.**

The CoC has a long-standing relationship with victim service providers in our region, and has a **specific method for evaluating projects submitted by victim service providers (VSP)**. Once the blank score card was finalized by CoCSC, it was emailed to VSPs to fill in **using data generated from their comparable database**. This year, the CoC received applications from two VSPs, Clackamas Women's Services (CWS) and Immigrant and Refugee Community Organization (IRCO). All applications submitted by VSPs, IRCO's DV Bonus project application and CWS's two new and two renewal project applications, were screened for the **degree to which they improve safety for the population served**. The narratives in their applications and score cards clearly demonstrated the deep thinking and commitment each organization has for the safety of their participants.

The CoCSC recognizes the particular **vulnerability of abuse/victimization or a history of victimization/abuse, domestic violence, and sexual assault** that folks served through VSPs have experienced and **added a scored category in the New Application Project score card to encourage new applicants to apply for programs with a target population of DV survivors, including survivors of sexual assault**. This approach was successful, and IRCO's application to serve a highly diverse group of DV survivors was ranked 6th out of 20 project applications.

There were a few projects that could not be evaluated or had outcomes that could not be compared with the other CoC projects. Coordinated Housing Access (CHA) and Homeless Management Information System (HMIS) could not be evaluated in a meaningful way to compare with the other projects because these projects do not serve participants in the same way as TH, RRH or PSH projects. CHA, our Coordinated Entry, screens for the other programs and HMIS is used to collect and analyze data. For CHA and HMIS, The CoCSC decided that projects which are necessary for the success of the whole continuum need to be included at the top of Tier 1.

**Clackamas County Continuum of Care**

**Project Ranking Criteria– 2018**

**New Applications Project Score Card (including bonus)**

Assistance Type	Target Population	# of Units Proposed	Households to Serve

**Participation in and compliance with CoC System and HUD Priorities (Minimum Threshold)**

1. Willing and able to participate in CHA
2. Willing and able to participate in HMIS (or an equivalent, if DV provider)
3. Agrees to all CoC policies and practices
4. Housing First
5. Equal Access

**HUD Application Requirements (10 points)**

1. Application includes only eligible activities and expenses
2. Program component type is allowed under the FY2018 NOFA
3. All Budget Line Items must be allowable under the FY2018 NOFA and clearly explained
4. Application amount plus match (Budget) reasonably reflects the proposed scope of work
5. Application is complete by the designated due date with no missing items

**Other HUD and CoC Goals: Application supports the following goals (10 points)**

1. 20% of funding to RRH, 80% of funding for PSH
2. Dedicated CH beds/ Increase overall RRH beds
3. Project is applying for DV bonus
4. Project serves an underserved population, as identified by the Coordinated Housing Access Equity Evaluation. Underserved populations include people who identify as: Asian, Multi-racial and/or Latinx/Hispanic

**Narrative (25 points)**

1. Please provide a brief narrative (no more than ½ page) describing your agency’s administrative capacity (data-tracking, software/HMIS) to implement this program. (5 points)
2. Please provide a brief narrative (no more than ½ page) describing your agency’s experience and documented success working with complicated federal grants. Please include information about compliance with federal regulations, ability to draw down all funds, and ability to keep all beds full while complying with federal and local regulations. (10 points)
3. Please provide a brief narrative (no more than 1 page) describing your agency and staff’s experience working with homeless populations, including your agency’s guiding principles. Please include information about how your agency has demonstrated participant success securing and maintaining permanent housing and increasing cash and non-cash income. (10 points)



Clackamas County Continuum of Care

Project Ranking Criteria– 2018

**New Renewal Project Scorecard**

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Assistance Type	Target Population	Number of Units (single site)/ Proposed Project Participation (scattered site)	Households Served

**Budget Information:**

<b>Amount of HUD CoC Contract/Award:</b> Not including Admin	\$
<b>HUD CoC Admin:</b>	\$
<b>Total Program Budget:</b> Please list all cash funding sources including and beyond stated match	\$

Clackamas County Continuum of Care

Project Ranking Criteria– 2018

**New Renewal Project Scorecard**

<b>1.</b>	<b>Project Narrative: Local Needs</b>	<b>Maximum points: 12</b>
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1. *Please provide a brief narrative (no more than 1 page) describing how your program meets the four goals of the County’s Ten Year Plan to End Homelessness: preventing homelessness (or preventing returns to homelessness) (1 point), reducing the impacts of homelessness on children (1 point), contribute to a robust continuum of effective housing and services (1 point), and participating in strengthening the homeless services system (1 point). (1 point for quality of answers, 5 points total).*
2. *Please provide a brief narrative (no more than 1 page) describing how your program addresses equity. The CoC draft definition of equity is: **an on-going process of learning to acknowledge our biases, being flexible, and adapting services and policies to eliminate discrimination and disparities in the delivery of human services. The goal of equity is to provide opportunity and outcomes free from biases and favoritism for all program participants and staff.** Specifically: What are you doing to ensure equity, diversity, and inclusion for all program participants? (2 points) What is your organization doing to increase its cultural competency (please consider the full range of characteristics that contribute to a person’s culture)? (2 points) **Keep in mind, very few programs received full points on this question last year. Please consider your answer carefully.** (1 point for quality of answers, 5 points total)*
3. *Please provide a brief narrative (no more than 1 page) answering the following question: What innovative strategies will you use to meet the unique needs of homeless households in Clackamas County?(2 point)*
4. *Please provide a brief narrative (no more than 1 page) describing your agency’s history of securing additional funds to leverage the work this and other HUD programs. (not scored, will use in tie-break situations)*

**Clackamas County Continuum of Care**

Project Ranking Criteria– 2018

**New Renewal Project Scorecard**

*The following data are based on HUD Performance Measurements and local need. Data sources are APRs for each project’s most recently completed program year, Project Applications, Coordinated Housing Access, and Point-in-Time data.*

<b>2. Project Performance</b>	<b>Maximum points: 31</b>
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This section is based on HUD’s Performance Criteria, as articulated in the competition NOFA.

Criteria	Possible Points	Points Awarded
<b>Compliance:</b> Steps needed to be incorporated into CHA are complete No steps taken=0, some steps taken-mostly incorporated=2-5, fully incorporated=6	6	
<b>Drawdowns:</b> Projects that are within one month of starting their operating year have hired staff for this project (projects with more than a month until implementation, full points) No steps taken=0 points; job description written, job posted, interviews completed=2-4; staff hired=5	5	
<b>HMIS Data Quality:</b> New staff trained in HMIS policies and procedures. If new staff is responsible for HMIS data entry, also trained in data entry. (projects with more than a month until implementation, full points) Not trained=0, Trained in all aspects required for the position=5	5	
<b>Bed Utilization:</b> A completed Housing Inventory form has been submitted to HMIS Coordinator, indicating the number and types of beds/units available through this project. Not submitted=0, Submitted, but not finalized=1-4 (depending on how complete), Submitted and finalized=5	5	
<b>Ending Homelessness:</b> The agency participates in CoC and is a voting member (attended at least 3 meetings in the past 12 months). Not attending CoC=0, Attending CoC but not a voting member=2, Voting member of CoC=5	5	
<b>Increased or Maintained Income:</b> At least one staff person is registered or completed SOAR training. Did not meet goal=0, met goal=5	5	

**Clackamas County Continuum of Care**

Project Ranking Criteria– 2018

**New Renewal Project Scorecard**

<b>3.</b>	<b>HUD Criteria</b>	<b>Maximum points: 4</b>
-----------	---------------------	--------------------------

- Project is 100% Dedicated Chronically Homeless beds (1 point)
- Project increases overall RRH beds (1 point)
- Project committed to using Housing First approach (1 point)
- Project serves an underserved population, as identified by the Coordinated Housing Access Equity Evaluation  
Underserved populations include people who identify as: Asian, Multi-racial and/or Latinx/Hispanic (1 point)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Score:** \_\_\_\_\_



Clackamas County Continuum of Care

Project Ranking Criteria– 2018

**First Year Renewal Project Score Card**

<b>1.</b>	<b>Project Narrative: Local Needs</b>	<b>Maximum points: 12</b>
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- Please provide a brief narrative (no more than 1 page) describing how your program meets the four goals of the County’s Ten Year Plan to End Homelessness: preventing homelessness (or preventing returns to homelessness) (1 point), reducing the impacts of homelessness on children (1 point), contribute to a robust continuum of effective housing and services (1 point), and participating in strengthening the homeless services system (1 point). (1 point for quality of answers, 5 points total).*
- Please provide a brief narrative (no more than 1 page) describing how your program addresses equity. The CoC draft definition of equity is: **an on-going process of learning to acknowledge our biases, being flexible, and adapting services and policies to eliminate discrimination and disparities in the delivery of human services. The goal of equity is to provide opportunity and outcomes free from biases and favoritism for all program participants and staff.** Specifically: What are you doing to ensure equity, diversity, and inclusion for all program participants? (2 points) What is your organization doing to increase its cultural competency (please consider the full range of characteristics that contribute to a person’s culture)? (2 points) **Keep in mind, very few programs received full points on this question last year. Please consider your answer carefully.** (1 point for quality of answers, 5 points total)*
- Please provide a brief narrative (no more than 1 page) answering the following question: What innovative strategies will you use to meet the unique needs of homeless households in Clackamas County?(2 point)*
- Please provide a brief narrative (no more than 1 page) describing your agency’s history of securing additional funds to leverage the work this and other HUD programs. (not scored, will use in tie-break situations)*

**Clackamas County Continuum of Care**

Project Ranking Criteria– 2018

**First Year Renewal Project Score Card**

<b>2.</b>	<b>Project Performance</b>	<b>Maximum points: 31</b>
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This section is based on HUD’s Performance Criteria, as articulated in the competition NOFA.

Criteria	Possible Points	Points Awarded
<b>Compliance:</b> Project has made progress on creating a project manual	5	
<b>Expended Funds:</b> Project on track to expend all funds by end of Program Year. (from HUD) Calculate percent prorated based on program year progress. Less than 45%=0 points, 46%-55%=1, 56-65%=2, 66-75%=3, more than 75%=4	4	
<b>HMIS Data Quality:</b> Had 0% null/missing on all HMIS data elements More than 10%=0, 8-9%=1, 6-7%= 2, 5-6%= 3, 4-5%=4, fewer than 4%=5 All individuals elements listed must be less than 5% null.	5	
<b>Bed Utilization:</b> Programs are on track to meet Bed Utilization goals New PSH projects: 6-8 months (2 placements), 9-12 months (5 placements) Less than 30%= 0, 30-40%=1, 40-50%=2, 50-60%=3, 60-75%=4, more than 75%=5 <b>OR</b> All other new projects: 6-8 months (5 placements), 9-12 months (15 placements) Less than 50%= 0, 51-60%=1, 61-70%=2, 71-80%=3, 81-90%=4, more than 90%=5 All projects operating for fewer than 6 months= 5 points	7	
<b>Ending Homelessness:</b> The PSH program met the local goal of leasing up the first participant within three months after the first staff person hired. Did not meet goal=0, met goal=5 <b>OR</b> The RRH program met the local goal of leasing up the first participant within one month after first staff person hired. Did not meet goal=0, met goal=5	5	
<b>Increased or Maintained Income:</b> At least one staff person at agency is registered or completed SOAR training. Did not meet goal=0, met goal=5	5	

**Clackamas County Continuum of Care**

Project Ranking Criteria– 2018

**First Year Renewal Project Scorecard**

<b>3.</b>	<b>HUD Criteria and Bonus Points</b>	<b>Maximum points: 4</b>
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- Project is 100% Dedicated Chronically Homeless beds (1 point) \_\_\_\_\_
- Project increases overall RRH beds (1 point) \_\_\_\_\_
- Project committed to using Housing First approach (1 point) \_\_\_\_\_
- Project serves an underserved population, as identified by the Coordinated Housing Access Equity Evaluation  
Underserved populations include people who identify as: Asian, Multi-racial and/or Latinx/Hispanic (1 point) \_\_\_\_\_

**Total Score:** \_\_\_\_\_





Clackamas County Continuum of Care

Project Ranking Criteria– 2018

Standard Renewal Project Scorecard

1.	Project Narrative: Local Needs	Maximum points: 12
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1. Please provide a brief narrative (no more than 1 page) describing how your program meets the four goals of the County's Ten Year Plan to End Homelessness: preventing homelessness (or preventing returns to homelessness) (1 point), reducing the impacts of homelessness on children (1 point), contribute to a robust continuum of effective housing and services (1 point), and participating in strengthening the homeless services system (1 point). (1 point for quality of answers, 5 points total).
2. Please provide a brief narrative (no more than 1 page) describing how your program addresses equity. The CoC draft definition of equity is: **an on-going process of learning to acknowledge our biases, being flexible, and adapting services and policies to eliminate discrimination and disparities in the delivery of human services. The goal of equity is to provide opportunity and outcomes free from biases and favoritism for all program participants and staff.** Specifically: What are you doing to ensure equity, diversity, and inclusion for all program participants? (2 points) What is your organization doing to increase its cultural competency (please consider the full range of characteristics that contribute to a person's culture)? (2 points) **Keep in mind, very few programs received full points on this question last year. Please consider your answer carefully.** (1 point for quality of answers, 5 points total)
3. Please provide a brief narrative (no more than 1 page) answering the following question: What innovative strategies are you using to meet the unique needs of homeless households in Clackamas County?(2 point)
4. Please provide a brief narrative (no more than 1/2 page) describing your agency's history of securing additional funds to leverage the work this and other HUD programs. (not scored, will use in tie-break situations)

**Clackamas County Continuum of Care**

Project Ranking Criteria– 2018

**Standard Renewal Project Scorecard**

The following data are based on HUD Performance Measurements and local need. Data sources are APRs for each project’s most recent program year, Project Applications, Coordinated Housing Access, and Point-in-Time data.

<b>2. Project Performance</b>	<b>Maximum points: 31</b>
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This section is based on HUD’s Performance Criteria, as articulated in the competition NOFA.

Criteria	Possible Points	Points Awarded
<b>Compliance:</b> Project <u>does not</u> currently have unresolved HUD audit findings or is in process of resolving.	5	
<b>Compliance:</b> Was the APR for the most recently completed program year submitted to HUD on time?	4	
<b>Drawdowns:</b> Project spent all CoC funds in contract year. (from HUD) Less than 90%=0 points, 90-94%=1, 95-100%=2 If project is still in the initial contract period – 2 points	2	
<b>HMIS Data Quality:</b> Had 0% null/missing on all HMIS data elements on (APR questions 6a-6c) More than 8%=0, 6-8%=1, 4-6%= 2, 2-4%= 3, more than 0-2%=4 , 0%=5 All individuals elements listed must be less than 5% null.	5	
<b>Bed Utilization:</b> Average Bed utilization was at least 95% Less than 80%= 0, 80-85%=1, 86-90%=2, 90-94%=3, 95-99%=4, more than 99%=5 For RRH programs: Proposed project participation vs Households Served	5	
<b>Ending Homelessness:</b> The PSH program met the local goal of at least 95% of clients remaining in permanent housing placement or exited to permanent housing. (APR Q5a.8, Q23a & b) Less than 80%=0, 80-84%=1, 85-89%=2, 90-94%=3, 95-99%=4, more than 99%=5 <b>OR</b> The TH program met the local goal of at least 95% of clients exiting to permanent housing (APR Q23a & b). Less than 80%=0, 80-84%=1, 85-89%=2, 90-94%=3, 95-99%=4, more than 99%=5 <b>OR</b> The RRH program met the local goal of at least 80% of clients who exited the program to permanent housing, maintain permanent housing 6 months after program exit. Less than 58%=0, 58-64%=1, 65-71%=2, 72-79%=3, 80-86%=4, more than 86%=5	5	
<b>Increased or Maintained Income:</b> All homeless programs met the local goal of at least 75% of adult clients having increased <u>total income</u> at end of operating year or at exit (APR 19a3). Less than 60%=0, 60-64%=1, 65-69%=2, 70-74%=3, 75-80%=4, more than 80%=5	5	

**Clackamas County Continuum of Care**

Project Ranking Criteria– 2018

**Standard Renewal Project Scorecard**

<b>3.</b>	<b>HUD Criteria and Bonus Points</b>	<b>Maximum points: 4</b>
-----------	--------------------------------------	--------------------------

- Project is 100% Dedicated Chronically Homeless beds (1 point)
- Project increases overall RRH beds (1 point)
- Project committed to using Housing First approach (1 point)
- Project serves an underserved population, as identified by the Coordinated Housing Access Equity Evaluation  
Underserved populations include people who identify as: Asian, Multi-racial and/or Latinx/Hispanic (1 point)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total:** \_\_\_\_\_



Clackamas County Continuum of Care

Project Ranking Criteria- 2018

Youth Renewal Project Scorecard

1. Project Narrative: Local Needs	Maximum points: 12
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1. Please provide a brief narrative (no more than 1 page) describing how your program meets the four goals of the County's Ten Year Plan to End Homelessness: preventing homelessness (or preventing returns to homelessness) (1 point), reducing the impacts of homelessness on children (1 point), contribute to a robust continuum of effective housing and services (1 point), and participating in strengthening the homeless services system (1 point). (1 point for quality of answers, 5 points total).
2. Please provide a brief narrative (no more than 1 page) describing how your program addresses equity. The CoC draft definition of equity is: **an on-going process of learning to acknowledge our biases, being flexible, and adapting services and policies to eliminate discrimination and disparities in the delivery of human services. The goal of equity is to provide opportunity and outcomes free from biases and favoritism for all program participants and staff.**  
Specifically: What are you doing to ensure equity, diversity, and inclusion for all program participants? (2 points) What is your organization doing to increase its cultural competency (please consider the full range of characteristics that contribute to a person's culture)? (2 points) **Keep in mind, very few programs received full points on this question last year. Please consider your answer carefully.** (1 point for quality of answers, 5 points total)
3. Please provide a brief narrative (no more than 1 page) answering the following question: What innovative strategies are you using to meet the unique needs of homeless households in Clackamas County?(2 point)
4. Please provide a brief narrative (no more than 1/2 page) describing your agency's history of securing additional funds to leverage the work this and other HUD programs. (not scored, will use in tie-break situations)

**Clackamas County Continuum of Care**

Project Ranking Criteria- 2018

**Youth Renewal Project Scorecard**

<b>2. Project Performance</b>	<b>Maximum points: 31</b>
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This section is based on HUD's Performance Criteria, as articulated in the competition NOFA.

Criteria	Possible Points	Points Awarded
<b>Compliance:</b> Project <u>does not</u> currently have unresolved HUD audit findings or is in process of resolving.	5	
<b>Compliance:</b> Was the APR for the most recently completed program year submitted to HUD on time?	4	
<b>Drawdowns:</b> Project spent all CoC funds in contract year. (from HUD) Less than 90%=0 points, 90-94%=1, 95-100%=2 If project is still in the initial contract period – 2 points	2	
<b>HMIS Data Quality:</b> Had 0% null/missing on all HMIS data elements on (APR questions 6a-6c) More than 8%=0, 6-8%=1, 4-6%= 2, 2-4%= 3, more than 0-2%=4 , 0%=5 All individuals elements listed must be less than 5% null.	5	
<b>Bed Utilization:</b> Average Bed utilization was at least 95% Less than 80%= 0, 80-85%=1, 86-90%=2, 90-94%=3, 95-99%=4, more than 99%=5 For RRH programs: Proposed project participation vs Households Served	5	
<b>Ending Homelessness:</b> The PSH program met the local goal of at least 95% of clients remaining in permanent housing placement or exited to permanent housing. (APR Q5a.8, Q23a & b) Less than 80%=0, 80-84%=1, 85-89%=2, 90-94%=3, 95-99%=4, more than 99%=5 <b>OR</b> The TH program met the local goal of at least 95% of clients exiting to permanent housing (APR Q23a & b). Less than 80%=0, 80-84%=1, 85-89%=2, 90-94%=3, 95-99%=4, more than 99%=5 <b>OR</b> The RRH program met the local goal of at least 80% of clients who exited the program to permanent housing, maintain permanent housing 6 months after program exit. Less than 58%=0, 58-64%=1, 65-71%=2, 72-79%=3, 80-86%=4, more than 86%=5	5	
<b>Income and Education:</b> All youth homeless programs meet the local goal of at least 75% of youth participants having increased or maintained income AND/OR attending high school, post-secondary education, or other training program at end of operating year or at exit (APR Q19a3). Less than 60%=0, 60-64%=1, 65-69%=2, 70-74%=3, 75-80%=4, more than 80%=5	5	

**Clackamas County Continuum of Care**

Project Ranking Criteria- 2018

**Youth Renewal Project Scorecard**

3.	<b>HUD Criteria and Bonus Points</b>	<b>Maximum points: 5</b>
----	--------------------------------------	--------------------------

- At least 75% of youth have a Primary Care Provider or Medical Home (1 point) \_\_\_\_\_
- Project is 100% Dedicated Chronically Homeless beds (1 point) \_\_\_\_\_
- Project increases overall RRH beds (1 point) \_\_\_\_\_
- Project committed to using Housing First approach (1 point) \_\_\_\_\_
- Project serves an underserved population, as identified by the Coordinated Housing Access Equity Evaluation  
Underserved populations include people who identify as: Asian, Multi-racial and/or Latinx/Hispanic (1 point) \_\_\_\_\_

**Total:** \_\_\_\_\_



Performance Measure	Performance Measure																				Total Points 2018	Original Application Amount	FY2018 HUD Application Amount	RANK		
	Narrative 1 - 10 Yr Plan- Max 5pts	Narrative 2 - Equity- Max 5 pts	Narrative 3 - Innovative Strategies- Max 2pt	New Narrative 4 - Leverage (not scored, optional)	New Narrative 1 - Admin Capacity- Max 5pts	New Narrative 2 - Experience Fed Grants - Max 10 pts	Compliance - Max 5pts	Compliance - APR Submittal Max 4pts	Drawdowns- Max 2pts	HMIS Data Quality- Max 5pts	Bed Utilization- Max 5pts	Ending Homelessness- Max 5pts	100% Dedicated Income (or Education-Youth) Max 5pts	Increases Overall RRH Beds - Max 1pt	Housing First- model- Max 1pt	Serves Underserved Population- Max 1pt	Youth - PCP or Medical Home- Max 1pt	New Applicants: HUD Application Requirements Max 10 Pts	New Applicants: Other HUD & CoC Goals Max 10pts							
<b>Tier 1</b>																										
H3S Coordinated Housing Access (CHA)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	N/A	\$ 31,928.00	\$ 31,928.00	1		
H3S HMIS	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	N/A	\$ 70,862.00	\$ 70,862.00	2		
CWS RRH Renewal (2017 Reallocation)	4.36	4.14	1.43		*	*	*	6	*	5	5	5	5	5	0	1	1	0	*	*	*	42.93	\$ 69,831.00	\$ 69,831.00	3	
H3S Housing our Families RRH	4.58	3.92	1.25		*	*	*	5	*	4	5	7	5	5	0	1	1	0	*	*	*	42.75	\$ 159,604.00	\$ 159,604.00	4	
H3S HOPE Leasing PSH	4.33	3.83	1.17		*	*	*	5	4	2	5	5	5	5	1	0	1	0	*	*	*	42.33	\$ 264,109.00	\$ 264,109.00	5	
Immigrant & Refugee Community Org (IRCO) RRH- DV Bonus Project	*	*	*	*	4.21	8.71	8.71	*	*	*	*	*	*	*	*	*	*	*	*	*	9.00	8.43	39.06	\$ 161,123.00	\$ 162,695.00	6
H3S Rent Well RRH	4.50	4.00	1.17		*	*	*	5	4	2	4	5	3	4	0	1	1	0	*	*	*	38.67	\$ 120,369.00	\$ 120,369.00	7	
CWS PSH	4.21	4.29	1.43		*	*	*	5	5	2	5	5	5	0	0	0	1	0	*	*	*	37.93	\$ 74,409.00	\$ 74,409.00	8	
H3S HOPE 2 PSH	4.75	4.17	1.33		*	*	*	5	4	2	5	5	4	0	1	0	1	0	*	*	*	37.25	\$ 68,493.00	\$ 68,493.00	9	
Neighborhood Economic Development Corp. (NEDCO) - TH/RRH	*	*	*	*	3.93	9.14	7.86	*	*	*	*	*	*	*	*	*	*	*	*	*	8.57	6.86	36.36	\$ 144,088.00	\$ 144,088.00	10
CCC Chez Ami PSH	3.43	4.43	1.00		*	*	*	5	4	2	5	4	2	5	0	0	0	0	*	*	*	35.86	\$ 235,379.00	\$ 235,379.00	11	
HACC Shelter+Care PSH	4.57	3.57	1.29		*	*	*	5	4	2	4	5	2	2	1	0	1	0	*	*	*	35.43	\$ 443,640.00	\$ 443,640.00	12	
NHA HomeBase HUD CoC RRH	4.50	3.08	0.75		*	*	*	5	4	2	5	5	1	3	0	1	1	0	*	*	*	35.33	\$ 142,434.00	\$ 142,434.00	13	
The Inn Homesafe TH	4.00	2.64	0.57		*	*	*	5	4	2	4	5	1	5	0	0	1	0	1	*	*	35.21	\$ 149,414.00	\$ 149,414.00	14	
H3S Housing our Heroes PSH	4.17	3.83	1.67		*	*	*	5	4	2	5	2	5	0	1	0	1	0	*	*	*	34.67	\$ 237,276.00	\$ 237,276.00	15	
<b>Sub-totals</b>																					\$ 2,372,959.00	\$ 2,374,531.00				
<b>Tier 2</b>																										
H3S Housing our Heroes PSH	4.17	3.38	1.67		*	*	*	5	4	2	5	2	5	0	1	0	1	0	*	*	*	34.22	\$ 76,269.00	\$ 76,269.00	15	
CWS-Coordinated Entry	*	*	*	*	2.43	7.71	9.00	*	*	*	*	*	*	*	*	*	*	*	*	6.43	5.07	30.64	\$ 132,000.00	\$ 64,912.00	16	
<b>Sub-totals</b>																					\$ 208,269.00	\$ 141,181.00				

<b>Bonus Project</b>																											
CWS- TH/RRH Bonus Project	*	*	*	*	2.57	7.71	9.00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	6.29	6.57	<b>32.14</b>	\$ 162,109.00	\$ 141,181.00	<b>17</b>
																						<b>Sub-totals</b>	\$ 162,109.00	\$ 141,181.00			
<b>Projects not selected for funding</b>																											
CWS - New RRH	*	*	*	*	2.50	7.67	9.00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	6.5	6.33	<b>32.00</b>	\$ 162,695.00	\$ -	<b>18</b>
The Inn Springwater TH	4.14	2.64	0.57		*	*	*	5	4	2	4	2	0	3	0	0	1	0	1	*	*	<b>29.35</b>	\$ 183,324.00	\$ -	<b>19</b>		
The Inn Avalon PSH	3.71	2.43	0.79		*	*	*	5	4	1	4	0	3	5	0	0	0	0	*	*	*	<b>28.93</b>	\$ 57,632.00	\$ -	<b>20</b>		
																						<b>Sub-totals</b>	\$ 403,651	\$ -			
<b>Projects that are not ranked</b>																											
CoC Planning	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	\$ 70,591.00	\$ 70,591.00	*
																						<b>Totals</b>	\$ 3,217,579	\$ 2,727,484			

## Clackamas County Continuum of Care

The Continuum of Care (CoC) is a consortium of individuals and organizations with the common purpose of planning a housing and services continuum for people who are homeless. The CoC is not a formal advisory council to Clackamas County although it does operate with County staff support. The CoC was originated to meet the Federal HUD requirement for Continuum of Care McKinney-Vento funds to flow into Clackamas County for people who are homeless.

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### Mission

The CoC's mission is to facilitate the development of a continuum of care (housing + services) that provides opportunities to significantly mitigate homelessness in Clackamas County, via:

- Full utilization of mainstream resources;
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- Choice and self-determination as consistently part of the process;
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### Activities

The CoC's activities are targeted to:

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#### FY 2018 Application Documents

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- FY 2018 Consolidated Application (<https://dochub.clackamas.us/documents/drupal/823238b8-4152-43c2-8a3f-3d80d7813633>)
- FY 2018 NOFA Priority Listing (<https://dochub.clackamas.us/documents/drupal/83ea3011-c8dd-4092-8f3b-e13997de9423>)
- FY 2018 Local Priority List (<https://dochub.clackamas.us/documents/drupal/4d9ec751-7ae6-44ec-a79d-ea3ea96d964f>)
- FY 2018 Ranking and Selection Process (<https://dochub.clackamas.us/documents/drupal/47c5ff12-81f5-402f-b2f0-34b751b5ac9a>)
- Steering Committee Minutes

8/27/18 minutes (<https://dochub.clackamas.us/documents/drupal/fa3a1117-fba4-4a8f-8cb8-f6614084c160>)

8/29/18 minutes (<https://dochub.clackamas.us/documents/drupal/880e00d8-1c6f-40b3-9003-c6b5a33dea44>)

#### FY 2017 Application Documents

- FY 2017 Consolidated Application (<https://dochub.clackamas.us/documents/drupal/056a49dc-c450-420e-a6b2-c20bab7010bc>)
- FY 2017 Priority Listing (<https://dochub.clackamas.us/documents/drupal/0c9b2844-866a-4bd6-acec-4c47e0a8c96b>)

- FY 2017 Reallocation Process (<https://dochub.clackamas.us/documents/drupal/44d5c7a3-a4a8-4e91-a40f-78c054fece8f>)
- FY 2017 Priority List (<https://dochub.clackamas.us/documents/drupal/c51c47d4-8b19-497b-b8c4-930afd2b023c>)
- FY 2017 Ranking Process (<https://dochub.clackamas.us/documents/drupal/e4fc74b9-c66c-4c34-9623-20571f9974ce>)
- Steering Committee

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8/14/17 minutes (<https://dochub.clackamas.us/documents/drupal/5132e6aa-6683-4c78-8495-52a1d35d2b81>)

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9/7/17 minutes (<https://dochub.clackamas.us/documents/drupal/efc68448-81c4-4c3b-965b-5b780280e594>)

## Point-in-Time (PIT) Homeless Count

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2017	Local Short Report ( <a href="https://dochub.clackamas.us/documents/drupal/076cb68c-57c8-413d-b393-102c4d324e02">https://dochub.clackamas.us/documents/drupal/076cb68c-57c8-413d-b393-102c4d324e02</a> )	
2015	Local Short Report ( <a href="https://dochub.clackamas.us/documents/drupal/d46f9f78-0af7-490a-9619-4c18cd755720">https://dochub.clackamas.us/documents/drupal/d46f9f78-0af7-490a-9619-4c18cd755720</a> )	Report to HUD ( <a href="https://dochub.clackamas.us/documents/drupal/4647cb06-b9bc-4ac1-a5ab-af283d96d687">https://dochub.clackamas.us/documents/drupal/4647cb06-b9bc-4ac1-a5ab-af283d96d687</a> )
2013	Local Short Report ( <a href="https://dochub.clackamas.us/documents/drupal/7e664b57-dfbf-4e13-8b90-2502cd28d646">https://dochub.clackamas.us/documents/drupal/7e664b57-dfbf-4e13-8b90-2502cd28d646</a> )	Report to HUD ( <a href="https://dochub.clackamas.us/documents/drupal/f97ac96c-0976-4b02-b292-e99e8f396474">https://dochub.clackamas.us/documents/drupal/f97ac96c-0976-4b02-b292-e99e8f396474</a> )

## Other information

- Bylaws (</communitydevelopment/cocbylaws.html>)
- APR Due Dates (</communitydevelopment/aprduedates.html>)
- Decision Making Flowchart (<https://dochub.clackamas.us/documents/drupal/2062148c-1aef-46ad-b301-51c35be605f3>)
- Roles and Responsibilities Chart (</communitydevelopment/cocroleschart.html>)

For prior year reports contact: Mark Sirois by phone 503-655-8591 or email at [marksir@clackamas.us](mailto:marksir@clackamas.us) (<mailto:marksir@clackamas.us>).



## Clackamas County, Oregon



Written by Beth Byrne [?] · September 15, 2018 at 1:16 PM ·

Clackamas County is prepared to submit an Continuum of Care grant application to the federal bureau of Housing and Urban Development on Sept 18th, 2018 for homeless housing services. The application includes 17 programs and a grant to coordinate services and plan for improvements. The total application amount is \$2,727,484. You can review the consolidated CoC application, list of programs included in the application (Priority Listing), and a write-up of the Continuum of Care Steering Committee's program review, scoring and ranking procedures on the Clackamas County Community Development, Continuum of Care website:

<https://www.clackamas.us/communitydevelopment/cchp.html>



CLACKAMAS.US

### Clackamas County Continuum of Care | Clackamas County

The Continuum of Care (CoC) is a consortium of individuals and...

**Skinner, Erin**

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**From:** Ahern, Abby  
**Sent:** Thursday, September 13, 2018 5:49 PM  
**To:** Ahern, Abby  
**Subject:** CoC Digest 2018.9.13  
**Attachments:** Upcoming Prevention Workshops.pdf; MI 101\_Flyer\_10.5.2018.pdf; AdvancedMI\_10.19.18\_Flyer.pdf; YSPN Flier Oct 2018 Youth Suicide Prevention.pdf; Cope Final Registration Form September 7.docx

Hello CoC members,  
Please see below and attached for trainings and workshops around homelessness, abuse in later life, motivational interviewing, the experience of poverty, preventing child sex abuse, youth suicide, and workplace barriers for Transgender and Nonbinary people. There are 9 items in this weekly digest.

As many of you know, the CoC application team has been working hard to complete the CoC application. The consolidated application, the HUD NOFA Priority listing document (which shows projects that were ranked, reduced or rejected), the Local Priority list (which shows the same thing as the HUD NOFA one, but in a much easier-to-read format), a write-up of how the CoC Steering Committee completed the ranking and selection process, and CoC Steering Committee meeting minutes from the ranking and selection meetings are all posted on the CoC web site:  
<https://www.clackamas.us/communitydevelopment/cchp.html>.

Abby Ahern  
Clackamas County HMIS & CoC Coordinator  
Housing and Community Development  
2051 Kaen Rd #245  
Oregon City, OR 97045  
Ph: 503-650-5663  
Fax: 503-655-8563  
[abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)  
she/her/hers pronouns

Please keep in mind that the County is closed on Friday-Sunday, and I cannot receive emails for those three days.

## Oregon Housing Conference *on Supportive Housing* October 15, 2018 - Portland, Oregon

**register**

Register now for the Oregon Housing Conference, October 15 in Portland.

\$150 includes full-day conference, 11 sessions, CEU credits & keynote lunch.

### Speakers

**Deborah DeSantis**  
Corporation for Supportive Housing

**Suzanne Bonamici**  
US Representative

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- [FY 2018 Consolidated Application](https://dochub.clackamas.us/documents/drupal/823238b8-4152-43c2-8a3f-3d80d7813633) (<https://dochub.clackamas.us/documents/drupal/823238b8-4152-43c2-8a3f-3d80d7813633>)
- [FY 2018 NOFA Priority Listing](https://dochub.clackamas.us/documents/drupal/83ea3011-c8dd-4092-8f3b-e13997de9423) (<https://dochub.clackamas.us/documents/drupal/83ea3011-c8dd-4092-8f3b-e13997de9423>)
- [FY 2018 Local Priority List](https://dochub.clackamas.us/documents/drupal/4d9ec751-7ae6-44ec-a79d-ea3ea96d964f) (<https://dochub.clackamas.us/documents/drupal/4d9ec751-7ae6-44ec-a79d-ea3ea96d964f>)
- [FY 2018 Ranking and Selection Process](https://dochub.clackamas.us/documents/drupal/47c5ff12-81f5-402f-b2f0-34b751b5ac9a) (<https://dochub.clackamas.us/documents/drupal/47c5ff12-81f5-402f-b2f0-34b751b5ac9a>)
- [Steering Committee Minutes](#)

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8/27/18 minutes (<https://dochub.clackamas.us/documents/drupal/fa3a1117-fba4-4a8f-8cb8-f6614084c160>)

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8/29/18 minutes (<https://dochub.clackamas.us/documents/drupal/880e00d8-1c6f-40b3-9003-c6b5a33dea44>)

### FY 2017 Application Documents

- [FY 2017 Consolidated Application](https://dochub.clackamas.us/documents/drupal/056a49dc-c450-420e-a6b2-c20bab7010bc) (<https://dochub.clackamas.us/documents/drupal/056a49dc-c450-420e-a6b2-c20bab7010bc>)
- [FY 2017 Priority Listing](https://dochub.clackamas.us/documents/drupal/0c9b2844-866a-4bd6-acec-4c47e0a8c96b) (<https://dochub.clackamas.us/documents/drupal/0c9b2844-866a-4bd6-acec-4c47e0a8c96b>)

- FY 2017 Reallocation Process (<https://dochub.clackamas.us/documents/drupal/44d5c7a3-a4a8-4e91-a40f-78c054fece8f>)
- FY 2017 Priority List (<https://dochub.clackamas.us/documents/drupal/c51c47d4-8b19-497b-b8c4-930afd2b023c>)
- FY 2017 Ranking Process (<https://dochub.clackamas.us/documents/drupal/e4fc74b9-c66c-4c34-9623-20571f9974ce>)
- Steering Committee

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8/14/17 minutes (<https://dochub.clackamas.us/documents/drupal/5132e6aa-6683-4c78-8495-52a1d35d2b81>)

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9/7/17 minutes (<https://dochub.clackamas.us/documents/drupal/efc68448-81c4-4c3b-965b-5b780280e594>)

## Point-in-Time (PIT) Homeless Count

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2017	Local Short Report ( <a href="https://dochub.clackamas.us/documents/drupal/076cb68c-57c8-413d-b393-102c4d324e02">https://dochub.clackamas.us/documents/drupal/076cb68c-57c8-413d-b393-102c4d324e02</a> )	
2015	Local Short Report ( <a href="https://dochub.clackamas.us/documents/drupal/d46f9f78-0af7-490a-9619-4c18cd755720">https://dochub.clackamas.us/documents/drupal/d46f9f78-0af7-490a-9619-4c18cd755720</a> )	Report to HUD ( <a href="https://dochub.clackamas.us/documents/drupal/4647cb06-b9bc-4ac1-a5ab-af283d96d687">https://dochub.clackamas.us/documents/drupal/4647cb06-b9bc-4ac1-a5ab-af283d96d687</a> )
2013	Local Short Report ( <a href="https://dochub.clackamas.us/documents/drupal/7e664b57-dfbf-4e13-8b90-2502cd28d646">https://dochub.clackamas.us/documents/drupal/7e664b57-dfbf-4e13-8b90-2502cd28d646</a> )	Report to HUD ( <a href="https://dochub.clackamas.us/documents/drupal/f97ac96c-0976-4b02-b292-e99e8f396474">https://dochub.clackamas.us/documents/drupal/f97ac96c-0976-4b02-b292-e99e8f396474</a> )

## Other information

- Bylaws (</communitydevelopment/cocbylaws.html>)
- APR Due Dates (</communitydevelopment/aprduedates.html>)
- Decision Making Flowchart (<https://dochub.clackamas.us/documents/drupal/2062148c-1aef-46ad-b301-51c35be605f3>)
- Roles and Responsibilities Chart (</communitydevelopment/cocroleschart.html>)

For prior year reports contact: Mark Sirois by phone 503-655-8591 or email at [marksir@clackamas.us](mailto:marksir@clackamas.us) (<mailto:marksir@clackamas.us>).





## Clackamas County, Oregon



Written by Beth Byrne [?] · September 15, 2018 at 1:16 PM ·

Clackamas County is prepared to submit an Continuum of Care grant application to the federal bureau of Housing and Urban Development on Sept 18th, 2018 for homeless housing services. The application includes 17 programs and a grant to coordinate services and plan for improvements. The total application amount is \$2,727,484. You can review the consolidated CoC application, list of programs included in the application (Priority Listing), and a write-up of the Continuum of Care Steering Committee's program review, scoring and ranking procedures on the Clackamas County Community Development, Continuum of Care website:

<https://www.clackamas.us/communitydevelopment/cchp.html>



CLACKAMAS.US

### Clackamas County Continuum of Care | Clackamas County

The Continuum of Care (CoC) is a consortium of individuals and...

**Skinner, Erin**

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**From:** Ahern, Abby  
**Sent:** Thursday, September 13, 2018 5:49 PM  
**To:** Ahern, Abby  
**Subject:** CoC Digest 2018.9.13  
**Attachments:** Upcoming Prevention Workshops.pdf; MI 101\_Flyer\_10.5.2018.pdf; AdvancedMI\_10.19.18\_Flyer.pdf; YSPN Flier Oct 2018 Youth Suicide Prevention.pdf; Cope Final Registration Form September 7.docx

Hello CoC members,  
Please see below and attached for trainings and workshops around homelessness, abuse in later life, motivational interviewing, the experience of poverty, preventing child sex abuse, youth suicide, and workplace barriers for Transgender and Nonbinary people. There are 9 items in this weekly digest.

As many of you know, the CoC application team has been working hard to complete the CoC application. The consolidated application, the HUD NOFA Priority listing document (which shows projects that were ranked, reduced or rejected), the Local Priority list (which shows the same thing as the HUD NOFA one, but in a much easier-to-read format), a write-up of how the CoC Steering Committee completed the ranking and selection process, and CoC Steering Committee meeting minutes from the ranking and selection meetings are all posted on the CoC web site:  
<https://www.clackamas.us/communitydevelopment/cchp.html>.

Abby Ahern  
Clackamas County HMIS & CoC Coordinator  
Housing and Community Development  
2051 Kaen Rd #245  
Oregon City, OR 97045  
Ph: 503-650-5663  
Fax: 503-655-8563  
[abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)  
she/her/hers pronouns

Please keep in mind that the County is closed on Friday-Sunday, and I cannot receive emails for those three days.

## Oregon Housing Conference *on Supportive Housing* October 15, 2018 - Portland, Oregon

**register**

Register now for the Oregon Housing Conference, October 15 in Portland.

\$150 includes full-day conference, 11 sessions, CEU credits & keynote lunch.

### Speakers

**Deborah DeSantis**  
Corporation for Supportive Housing

**Suzanne Bonamici**  
US Representative

### 2018 Reallocation

The CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between the FY 2014 and FY 2018 CoC Program Competitions.

**Clackamas County CoC ARD FY2018: \$ 2,353,017**

<b>Fiscal Year</b>	<b>Amount Reallocated</b>	
<b>FY2014</b>	\$33,580	
<b>FY2015</b>	\$31,928	
<b>FY2016</b>	\$135,268	
<b>FY2017</b>	\$68,427	
<b>FY2018</b>	\$210,185	
<b>Total</b>	<b>\$479,388</b>	<b>20.4%</b>

**From:** Ahern, Abby  
**Sent:** Thursday, August 30, 2018 6:49 PM  
**To:** 'sarah.chisholm@ccconcern.org'  
**Cc:** 'E.V. Armitage'; Dana Schultz  
**Subject:** CoC Steering Committee Ranking Results  
**Attachments:** FY 2018 Priority Listing for distribution.xlsx; Chez Ami.pdf

Hello Sarah,

Please see the attached letter for CCC's Chez Ami program application, submitted for consideration for the FY2018 CoC NOFA. You will also find the priority listing and scores for all this year's applicants.

Thanks,

Abby Ahern  
Clackamas County HMIS & CoC Coordinator  
Housing and Community Development  
2051 Kaen Rd #245  
Oregon City, OR 97045  
Ph: 503-650-5663  
Fax: 503-655-8563  
[abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

she/her/hers pronouns

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August 29, 2018

Sarah Chisholm  
Central City Concern  
232 NW Sixth Ave.  
Portland, OR 97209

**RE: Continuum of Care Application for Chez Ami**

Sarah,

Thank you for submitting an application for CoC funding to support the Chez Ami program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected Chez Ami to move forward to the HUD application. Chez Ami was ranked 11 out of 20 applications, and scored a total of 35.86 out of 47 potential points. Chez Ami is ranked in Teir 1, and is very likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

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**From:** Ahern, Abby  
**Sent:** Thursday, August 30, 2018 6:49 PM  
**To:** Durbin, Brenda  
**Cc:** Silver, Erika  
**Subject:** CoC Steering Committee Ranking Results  
**Attachments:** FY 2018 Priority Listing for distribution.xlsx; CHA.pdf; HOPE 2.pdf; HOPE Leasing.pdf; Housing our Families.pdf; Housing our Heroes.pdf; Rent Well RRH.pdf

Hello Brenda,

Please see the attached letters for each program application your agency submitted for consideration for the FY2018 CoC NOFA. You will also find the priority listing and scores for all this year's applicants.

Thanks,

Abby Ahern  
Clackamas County HMIS & CoC Coordinator  
Housing and Community Development  
2051. Kaen Rd #245  
Oregon City, OR 97045  
Ph: 503-650-5663  
Fax: 503-655-8563  
[abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)  
she/her/hers pronouns

Please keep in mind that the County is closed on Friday-Sunday, and I cannot receive emails for those three days.

August 29, 2018

Brenda Durbin  
Clackamas County Social Services  
2051 Kaen Rd.  
Oregon City, OR 97045

**RE: Continuum of Care Application for Coordinated Housing Access**

Brenda,

Thank you for submitting an application for CoC funding to support the Coordinated Housing Access program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected Coordinated Housing Access to move forward to the HUD application. Coordinated Housing Access was ranked 1 out of 20 applications. This application was not scored for points, but reviewed to ensure it met HUD requirements. The CoC Steering Committee ranked it first because it is a HUD requirement. Coordinated Housing Access is ranked in Teir 1, and is very likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

August 29, 2018

Brenda Durbin  
Clackamas County Social Services  
2051 Kaen Rd.  
Oregon City, OR 97045

**RE: Continuum of Care Application for HOPE 2**

Brenda,

Thank you for submitting an application for CoC funding to support the HOPE 2 program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected HOPE 2 to move forward to the HUD application. HOPE 2 was ranked 9 out of 20 applications, and scored a total of 37.25 out of 47 potential points. HOPE 2 is ranked in Teir 1, and is very likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Akern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)



August 29, 2018

Brenda Durbin  
Clackamas County Social Services  
2051 Kaen Rd.  
Oregon City, OR 97045

**RE: Continuum of Care Application for HOPE Leasing**

Brenda,

Thank you for submitting an application for CoC funding to support the HOPE Leasing program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected HOPE Leasing to move forward to the HUD application. HOPE Leasing was ranked 5 out of 20 applications, and scored a total of 42.33 out of 47 potential points. HOPE Leasing is ranked in Teir 1, and is very likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

August 29, 2018

Brenda Durbin  
Clackamas County Social Services  
2051 Kaen Rd.  
Oregon City, OR 97045

**RE: Continuum of Care Application for Housing our Families**

Brenda,

Thank you for submitting an application for CoC funding to support the Housing our Families program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

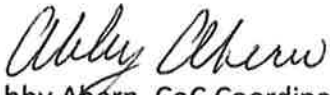
The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected Housing our Families to move forward to the HUD application. Housing our Families was ranked 4 out of 20 applications, and scored a total of 42.75 out of 47 potential points. Housing our Families is ranked in Teir 1, and is very likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abnyahe@clackamas.us](mailto:abnyahe@clackamas.us)

August 29, 2018

Brenda Durbin  
Clackamas County Social Services  
2051 Kaen Rd.  
Oregon City, OR 97045

**RE: Continuum of Care Application for Housing Our Heroes**

Brenda,

Thank you for submitting an application for CoC funding to support the Housing Our Heroes program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected Housing Our Heroes to move forward to the HUD application. Housing Our Heroes was ranked 15 out of 20 applications, and scored a total of 34.67 out of 47 potential points. Housing Our Heroes is ranked so that it straddles Tier 1 and Tier 2, with \$75,084 of the total budget falling within Tier 2. While Tier 1 is very likely to be funded, Tier 2 is somewhat less likely. A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

August 29, 2018

Brenda Durbin  
Clackamas County Social Services  
2051 Kaen Rd.  
Oregon City, OR 97045

**RE: Continuum of Care Application for Rent Well RRH**

Brenda,

Thank you for submitting an application for CoC funding to support the Rent Well RRH program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected Rent Well RRH to move forward to the HUD application. Rent Well RRH was ranked 7 out of 20 applications, and scored a total of 38.67 out of 47 potential points. Rent Well RRH is ranked in Teir 1, and is very likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator

On behalf of the CoC Steering Committee

Phone: 503-650-5663

Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

---

**From:** Ahern, Abby  
**Sent:** Thursday, August 30, 2018 6:49 PM  
**To:** Robbins, Chuck  
**Cc:** Ko, Kevin  
**Subject:** CoC Steering Committee Ranking Results  
**Attachments:** CoC HMIS.pdf; FY 2018 Priority Listing for distribution.xlsx

Hello Chuck,

Please see the attached letter for Community Development's HMIS program application, submitted for consideration for the FY2018 CoC NOFA. You will also find the priority listing and scores for all this year's applicants.

Thanks,

Abby Ahern

Clackamas County HMIS & CoC Coordinator

Housing and Community Development

2051 Kaen Rd #245

Oregon City, OR 97045

Ph: 503-650-5663

Fax: 503-655-8563

[abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

she/her/hers pronouns

Please keep in mind that the County is closed on Friday-Sunday, and I cannot receive emails for those three days.

August 29, 2018

Chuck Robbins  
Clackamas County Community Development  
2051 Kaen Rd.; Suite 245  
Oregon City, OR 97045

**RE: Continuum of Care Application for CoC HMIS**

Chuck,

Thank you for submitting an application for CoC funding to support the CoC HMIS. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected CoC HMIS to move forward to the HUD application. CoC HMIS was ranked 2 out of 20 applications. This application was not scored for points, but reviewed to ensure it met HUD requirements. The CoC Steering Committee ranked it first because it is a HUD requirement. CoC HMIS is ranked in Teir 1, and is very likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

**From:** Ahern, Abby  
**Sent:** Thursday, August 30, 2018 6:49 PM  
**To:** 'Melissa Erlbaum'  
**Cc:** Dowd, Amy; Angie Drake (angied@cwsor.org)  
**Subject:** CoC Steering Committee Ranking Results  
**Attachments:** FY 2018 Priority Listing for distribution.xlsx; CWS CE.pdf; CWS PSH.pdf; CWS RRH New.pdf; CWS RRH Renewal.pdf; CWS TH-RRH.pdf

Hello Melissa,

Please see the attached letters for each program application your agency submitted for consideration for the FY2018 CoC NOFA. You will also find the priority listing and scores for all this year's applicants.

Thanks,

Abby Ahern  
Clackamas County HMIS & CoC Coordinator  
Housing and Community Development  
2051 Kaen Rd #245  
Oregon City, OR 97045  
Ph: 503-650-5663  
Fax: 503-655-8563  
[abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)  
she/her/hers pronouns

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August 29, 2018

Melissa Earlbaum  
Clackamas Women's Services  
256 Warner Milne Rd.  
Oregon City, OR 97045

**RE: Continuum of Care Application for CWS Coordinated Entry**

Melissa,

Thank you for submitting an application for CoC funding to support the CWS Coordinated Entry program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected CWS Coordinated Entry to move forward to the HUD application as a reallocated project. CWS Coordinated Entry was ranked 16 out of 20 applications, and scored a total of 30.64 out of 45 potential points. CWS Coordinated Entry is ranked in Tier 2, and is somewhat likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

Based on CWS Coordinated Entry's ranking and the funding available, the CoC Steering Committee respectfully requests that you reduce this application to reflect a budget of \$66,097. CWS Coordinated Entry was not selected as a DV bonus and has been asked to reduce the budget request due to low ranking. CWS Coordinated Entry lost points on the narrative questions administrative capacity (2.43 of 5) and experience with federal grants (7.71 of 10) as well as the scored categories HUD application requirements (6.43 of 10) and other HUD and CoC goals (5.07 of 10). These lower scores were partially a results of late score card submission. It was ranked above CWS's two other new project applications at the request of CWS.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

*Healthy Families. Strong Communities.*

2051 Kaen Road, #245, Oregon City, OR 97045 · Phone: (503) 655-8591 · Fax: (503) 655-8563

[www.clackamas.us](http://www.clackamas.us)



August 29, 2018

Melissa Earlbaum  
Clackamas Women's Services  
256 Warner Milne Rd.  
Oregon City, OR 97045

**RE: Continuum of Care Application for PSH for Survivors of DV**

Melissa,

Thank you for submitting an application for CoC funding to support the PSH for Survivors of DV program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected PSH for Survivors of DV to move forward to the HUD application. PSH for Survivors of DV was ranked 8 out of 20 applications, and scored a total of 37.93 out of 47 potential points. PSH for Survivors of DV is ranked in Teir 1, and is very likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

August 29, 2018

Melissa Earlbaum  
Clackamas Women's Services  
256 Warner Milne Rd.  
Oregon City, OR 97045

**RE: Continuum of Care Application for RRH for Survivors of DV Renewal**

Melissa,

Thank you for submitting an application for CoC funding to support the RRH for Survivors of DV Renewal program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected RRH for Survivors of DV Renewal to move forward to the HUD application. RRH for Survivors of DV Renewal was ranked 3 out of 20 applications, and scored a total of 42.93 out of 47 potential points. RRH for Survivors of DV Renewal is ranked in Teir 1, and is very likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

August 29, 2018

Melissa Earlbaum  
Clackamas Women's Services  
256 Warner Milne Rd.  
Oregon City, OR 97045

**RE: Continuum of Care Application for CWS TH/RRH**

Melissa,

Thank you for submitting an application for CoC funding to support the CWS TH/RRH. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected CWS TH/RRH to move forward to the HUD application as a reallocated project. CWS TH/RRH was ranked 17 out of 20 applications, and scored a total of 32.14 out of 45 potential points. CWS TH/RRH was selected as the CoC's bonus project, and does have a chance of being funded by HUD. A list of all programs with their scores is included in this email notification.

Based on CWS TH/RRH's ranking and the bonus funding available, the CoC Steering Committee respectfully requests that you adjust this application to reflect a budget of \$141,181. CWS TH/RRH was not selected as a DV bonus and has been asked to reduce the budget request due to low ranking. CWS TH/RRH lost points on the narrative questions administrative capacity (2.57 of 5) and experience with federal grants (7.71 of 10) as well as the scored categories HUD application requirements (6.29 of 10) and other HUD and CoC goals (6.57 of 10). These lower scores were partially a results of late score card submission. CWS TH/RRH was ranked above CWS-RRH new project and below CWS Coordinated Entry applications at the request of CWS.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abnyahe@clackamas.us](mailto:abnyahe@clackamas.us)

---

**From:** Ahern, Abby  
**Sent:** Thursday, August 30, 2018 6:49 PM  
**To:** Robbins, Chuck  
**Cc:** Karter, Toni; Miller, Elizabeth  
**Subject:** CoC Steering Committee Ranking Results  
**Attachments:** FY 2018 Priority Listing for distribution.xlsx; Shelter Plus Care.pdf

Hello Chuck,  
Please see the attached letter for HACC's Shelter Plus Care program application, submitted for consideration for the FY2018 CoC NOFA. You will also find the priority listing and scores for all this year's applicants.  
Thanks,

Abby Ahern  
Clackamas County HMIS & CoC Coordinator  
Housing and Community Development  
2051 Kaen Rd #245  
Oregon City, OR 97045  
Ph: 503-650-5663  
Fax: 503-655-8563  
[abbyaher@clackamas.us](mailto:abbyaher@clackamas.us)  
she/her/hers pronouns

Please keep in mind that the County is closed on Friday-Sunday, and I cannot receive emails for those three days.

August 29, 2018

Chuck Robbins  
Housing Authority of Clackamas County  
13930 Gain St.  
Oregon City, OR 97045

**RE: Continuum of Care Application for Shelter Plus Care**

Chuck,

Thank you for submitting an application for CoC funding to support the Shelter Plus Care program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected Shelter Plus Care to move forward to the HUD application. Shelter Plus Care was ranked 12 out of 20 applications, and scored a total of 35.43 out of 47 potential points. Shelter Plus Care is ranked in Teir 1, and is very likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator

On behalf of the CoC Steering Committee

Phone: 503-650-5663

Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

---

**From:** Ahern, Abby  
**Sent:** Thursday, August 30, 2018 6:49 PM  
**To:** 'Leec@irco.org'  
**Cc:** Jenny Bremner  
**Subject:** CoC Steering Committee Ranking Results  
**Attachments:** IRCO RRH.pdf; FY 2018 Priority Listing for distribution.xlsx

Hello Lee,

Please see the attached letter for IRCO's Rapid rehousing program application, submitted for consideration for the FY2018 CoC NOFA. You will also find the priority listing and scores for all this year's applicants.

Thanks,

Abby Ahern

Clackamas County HMIS & CoC Coordinator

Housing and Community Development

2051 Kaen Rd #245

Oregon City, OR 97045

Ph: 503-650-5663

Fax: 503-655-8563

[abbyaher@clackamas.us](mailto:abbyaher@clackamas.us)

she/her/hers pronouns

Please keep in mind that the County is closed on Friday-Sunday, and I cannot receive emails for those three days.

August 29, 2018

Lee Cha  
Immigrant and Refugee Community Organization (IRCO)  
10301 NE Glisan St.  
Portland, OR 97220

**RE: Continuum of Care Application for IRCO RRH**

Lee,

Thank you for submitting an application for CoC funding to support the IRCO RRH program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected IRCO RRH to move forward to the HUD application as our DV bonus project. IRCO RRH was ranked 6 out of 20 applications, and scored a total of 39.07 out of 47 potential points. IRCO RRH is ranked in Teir 1, and is very likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

One small issue with IRCO's application was the request for 2 years of funding, which is not allowed for DV Bonus projects in the FY2018 CoC NOFA (section IV.B.2.i). As a result, the CoC Steering Committee respectfully requests that you adjust your application to reflect a one-year budget of \$162,695. This is the entire amount eligible under the DV Bonus portion of the NOFA.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

---

**From:** Ahern, Abby  
**Sent:** Thursday, August 30, 2018 6:49 PM  
**To:** Emily Reiman  
**Cc:** 'Mackenzie Karp'; Karen Saxe  
**Subject:** CoC Steering Committee Ranking Results  
**Attachments:** NEDCO TH-RRH.pdf; FY 2018 Priority Listing for distribution.xlsx

Hello Emily,

Please see the attached letter for NEDCO's TH/RRH for Former Foster Youth program application, submitted for consideration for the FY2018 CoC NOFA. You will also find the priority listing and scores for all this year's applicants.

Thanks,

Abby Ahern

Clackamas County HMIS & CoC Coordinator

Housing and Community Development

2051 Kaen Rd #245

Oregon City, OR 97045

Ph: 503-650-5663

Fax: 503-655-8563

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she/her/hers pronouns

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August 29, 2018

Emily Reiman  
Neighborhood Economic Development Corporation (NEDCO)  
212 Main St.  
Springfield, OR 97477

**RE: Continuum of Care Application for TH/RRH for Former Foster Youth**

Emily,

Thank you for submitting an application for CoC funding to support the TH/RRH for Former Foster Youth program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected TH/RRH for Former Foster Youth to move forward to the HUD application as a reallocated project. TH/RRH for Former Foster Youth was ranked 10 out of 20 applications, and scored a total of 36.36 out of 45 potential points. TH/RRH for Former Foster Youth is ranked in Teir 1, and is very likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator

On behalf of the CoC Steering Committee

Phone: 503-650-5663

Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

---

**From:** Ahern, Abby  
**Sent:** Thursday, August 30, 2018 6:49 PM  
**To:** Martha McLennan  
**Cc:** 'Angela Mullins'  
**Subject:** CoC Steering Committee Ranking Results  
**Attachments:** FY 2018 Priority Listing for distribution.xlsx; Homebase RRH.pdf

Hello Martha,

Please see the attached letter for NHA's Homebase RRH program application, submitted for consideration for the FY2018 CoC NOFA. You will also find the priority listing and scores for all this year's applicants.

Thanks,

Abby Ahern  
Clackamas County HMIS & CoC Coordinator  
Housing and Community Development  
2051 Kaen Rd #245  
Oregon City, OR 97045  
Ph: 503-650-5663  
Fax: 503-655-8563  
[abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

she/her/hers pronouns

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August 29, 2018

Martha McLennan  
Northwest Housing Alternatives  
13819 SE McLoughlin Blvd.  
Milwaukie, OR 97222

**RE: Continuum of Care Application for Homebase RRH**

Martha,

Thank you for submitting an application for CoC funding to support the Homebase RRH program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected Homebase RRH to move forward to the HUD application. Homebase RRH was ranked 13 out of 20 applications, and scored a total of 35.33 out of 47 potential points. Homebase RRH is ranked in Tier 1, and is very likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

---

**From:** Ahern, Abby  
**Sent:** Thursday, August 30, 2018 6:49 PM  
**To:** John Miller  
**Subject:** CoC Steering Committee Ranking Results  
**Attachments:** FY 2018 Priority Listing for distribution.xlsx; Avalon.pdf; Homesafe.pdf; Springwater.pdf

Hello John,

Please see the attached letters for each program application your agency submitted for consideration for the FY2018 CoC NOFA. You will also find the priority listing and scores for all this year's applicants.

Thanks,

Abby Ahern  
Clackamas County HMIS & CoC Coordinator  
Housing and Community Development  
2051 Kaen Rd #245  
Oregon City, OR 97045  
Ph: 503-650-5663  
Fax: 503-655-8563  
[abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)  
she/her/hers pronouns

Please keep in mind that the County is closed on Friday-Sunday, and I cannot receive emails for those three days.

August 29, 2018

John Miller  
The Inn-Home for Boys  
10570 SE Washington St.; Suite 204  
Portland, OR 97216

**RE: Continuum of Care Application for Homesafe**

John,

Thank you for submitting an application for CoC funding to support the Homesafe program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected Homesafe to move forward to the HUD application. Homesafe was ranked 14 out of 20 applications, and scored a total of 35.21 out of 48 potential points. Homesafe is ranked in Tier 1, and is very likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

**From:** Ahern, Abby  
**Sent:** Thursday, August 30, 2018 6:49 PM  
**To:** 'Melissa Erlbaum'  
**Cc:** Dowd, Amy; Angie Drake (angied@cwsor.org)  
**Subject:** CoC Steering Committee Ranking Results  
**Attachments:** FY 2018 Priority Listing for distribution.xlsx; CWS CE.pdf; CWS PSH.pdf; CWS RRH New.pdf; CWS RRH Renewal.pdf; CWS TH-RRH.pdf

Hello Melissa,

Please see the attached letters for each program application your agency submitted for consideration for the FY2018 CoC NOFA. You will also find the priority listing and scores for all this year's applicants.

Thanks,

Abby Ahern  
Clackamas County HMIS & CoC Coordinator  
Housing and Community Development  
2051 Kaen Rd #245  
Oregon City, OR 97045  
Ph: 503-650-5663  
Fax: 503-655-8563  
[abbyaher@clackamas.us](mailto:abbyaher@clackamas.us)  
she/her/hers pronouns

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August 29, 2018

Melissa Earlbaum  
Clackamas Women's Services  
256 Warner Milne Rd.  
Oregon City, OR 97045

**RE: Continuum of Care Application for CWS Coordinated Entry**

Melissa,

Thank you for submitting an application for CoC funding to support the CWS Coordinated Entry program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected CWS Coordinated Entry to move forward to the HUD application as a reallocated project. CWS Coordinated Entry was ranked 16 out of 20 applications, and scored a total of 30.64 out of 45 potential points. CWS Coordinated Entry is ranked in Tier 2, and is somewhat likely to be funded by HUD. A list of all programs with their scores is included in this email notification.

Based on CWS Coordinated Entry's ranking and the funding available, the CoC Steering Committee respectfully requests that you reduce this application to reflect a budget of \$64,912. CWS Coordinated Entry was not selected as a DV bonus and has been asked to reduce the budget request due to low ranking. CWS Coordinated Entry lost points on the narrative questions administrative capacity (2.43 of 5) and experience with federal grants (7.71 of 10) as well as the scored categories HUD application requirements (6.43 of 10) and other HUD and CoC goals (5.07 of 10). These lower scores were partially a results of late score card submission. It was ranked above CWS's two other new project applications at the request of CWS.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,



Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

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August 29, 2018

Melissa Earlbam  
Clackamas Women's Services  
256 Warner Milne Rd.  
Oregon City, OR 97045

**RE: Continuum of Care Application for CWS RRH New Project**

Melissa,

Thank you for submitting an application for CoC funding to support the CWS RRH New Project. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I regret to inform you that the CoC Steering Committee did not select CWS RRH New Project to move forward to the HUD application. CWS RRH New Project was ranked 18 out of 20 applications, and scored a total of 32 out of 45 potential points. CWS RRH New Project lost points on the narrative questions administrative capacity (2.5 of 5) and experience with federal grants (7.67 of 10) as well as the scored categories HUD application requirements (6.5 of 10) and other HUD and CoC goals (6.33 of 10). These lower scores were partially a results of late score card submission. CWS RRH New Project was ranked below CWS's two other new project applications at the request of CWS. A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,

  
Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)



August 29, 2018

Melissa Earlbaum  
Clackamas Women's Services  
256 Warner Milne Rd.  
Oregon City, OR 97045

**RE: Continuum of Care Application for CWS TH/RRH**

Melissa,

Thank you for submitting an application for CoC funding to support the CWS TH/RRH. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I am happy to inform you that the CoC Steering Committee selected CWS TH/RRH to move forward to the HUD application as a reallocated project. CWS TH/RRH was ranked 17 out of 20 applications, and scored a total of 32.14 out of 45 potential points. CWS TH/RRH was selected as the CoC's bonus project, and does have a chance of being funded by HUD. A list of all programs with their scores is included in this email notification.

Based on CWS TH/RRH's ranking and the bonus funding available, the CoC Steering Committee respectfully requests that you adjust this application to reflect a budget of \$141,181. CWS TH/RRH was not selected as a DV bonus and has been asked to reduce the budget request due to low ranking. CWS TH/RRH lost points on the narrative questions administrative capacity (2.57 of 5) and experience with federal grants (7.71 of 10) as well as the scored categories HUD application requirements (6.29 of 10) and other HUD and CoC goals (6.57 of 10). These lower scores were partially a results of late score card submission. CWS TH/RRH was ranked above CWS-RRH new project and below CWS Coordinated Entry applications at the request of CWS.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and provide any requested program support.

Sincerely,

  
Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

---

**From:** Ahern, Abby  
**Sent:** Thursday, August 30, 2018 6:49 PM  
**To:** John Miller  
**Subject:** CoC Steering Committee Ranking Results  
**Attachments:** FY 2018 Priority Listing for distribution.xlsx; Avalon.pdf; Homesafe.pdf; Springwater.pdf

Hello John,

Please see the attached letters for each program application your agency submitted for consideration for the FY2018 CoC NOFA. You will also find the priority listing and scores for all this year's applicants.

Thanks,

Abby Ahern  
Clackamas County HMIS & CoC Coordinator  
Housing and Community Development  
2051 Kaen Rd #245  
Oregon City, OR 97045  
Ph: 503-650-5663  
Fax: 503-655-8563  
[abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

she/her/hers pronouns

Please keep in mind that the County is closed on Friday-Sunday, and I cannot receive emails for those three days.

August 29, 2018

John Miller  
The Inn-Home for Boys  
10570 SE Washington St.; Suite 204  
Portland, OR 97216

**RE: Continuum of Care Application for Springwater**

John,

Thank you for submitting an application for CoC funding to support the Springwater program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I regret to inform you that the CoC Steering Committee did not select Springwater to move forward to the HUD application. Springwater was ranked 19 out of 20 applications, and scored a total of 28.93 out of 48 potential points. Springwater lost the most points for poor bed utilization (2 of 5pts), exits to permanent housing (0 of 5pts), and the narrative equity question (2.6 out of 5). A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and brainstorm about either ramp-down or replacement funding.

Sincerely,

  
Abby Ahern, CoC Coordinator

On behalf of the CoC Steering Committee

Phone: 503-650-5663

Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

August 29, 2018

John Miller  
The Inn-Home for Boys  
10570 SE Washington St.; Suite 204  
Portland, OR 97216

**RE: Continuum of Care Application for Avalon**

John,

Thank you for submitting an application for CoC funding to support the Avalon program. This year was the most competitive application field Clackamas County has ever seen for CoC funding, including new project applications from agencies that have and have not received CoC funding in the past.

The CoC Steering Committee carefully considered all applications, and completed their ranking process on Monday, August 27<sup>th</sup>. Notes from this meeting and a write-up of the ranking process will be available here: <https://www.clackamas.us/communitydevelopment/cchp.html> on the Clackamas County Community Development web site by Thursday, September 13<sup>th</sup>.

I regret to inform you that the CoC Steering Committee did not select Avalon to move forward to the HUD application. Avalon was ranked 20 out of 20 applications, and scored a total of 28.93 out of 47 potential points. Avalon lost the most points for poor bed utilization (0 of 5pts), exits to/maintaining permanent housing (3 of 5pts), and the narrative equity question (2.4 out of 5). A list of all programs with their scores is included in this email notification.

For information about HUD's appeal process, please refer to the FY2018 CoC NOFA (pg 10 and pg 76+) and 24 CFR 578.35.

If you are interested, I would be happy to meet with you, answer any questions you may have, and brainstorm about either ramp-down or replacement funding.

Sincerely,



Abby Ahern, CoC Coordinator  
On behalf of the CoC Steering Committee  
Phone: 503-650-5663  
Email: [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

## Clackamas County Continuum of Care

The Continuum of Care (CoC) is a consortium of individuals and organizations with the common purpose of planning a housing and services continuum for people who are homeless. The CoC is not a formal advisory council to Clackamas County although it does operate with County staff support. The CoC was originated to meet the Federal HUD requirement for Continuum of Care McKinney-Vento funds to flow into Clackamas County for people who are homeless.

The fourth Wednesday of every month, the Continuum of Care meets in the Clackamas County Public Services Building, Room 255. This meeting is open to the public. For more information, contact Abby Ahern at [abbyahe@clackamas.us](mailto:abbyahe@clackamas.us) (mailto:abbyahe@clackamas.us) or 503-650-5663.

### Mission

The CoC's mission is to facilitate the development of a continuum of care (housing + services) that provides opportunities to significantly mitigate homelessness in Clackamas County, via:

- Full utilization of mainstream resources;
- Coordination of service delivery and housing systems;
- Systemic agreements and institutional targeting of populations at high risk of homelessness;
- Creative cultivation of new resources;
- Public awareness to foster a collective sense of responsibility.

### Principles

The CoC's mission is based on these principles which permeate its implementation:

- Equity of access to housing and services;
- Choice and self-determination as consistently part of the process;
- Treating people with dignity and respect, regardless of their housing status;
- Culturally competent services;
- Non-judgmental approach to people and their problems throughout the housing and service systems.

### Activities

The CoC's activities are targeted to:

- Annual re-applications for funding of homeless programs and services.
- Identify and advocate for the needs of people who are homeless in Clackamas County;
- Facilitate the development of a continuum of care including housing and services for people who are homeless in Clackamas County;
- Develop short and long term plans to mitigate homelessness in Clackamas County.
- Recommend funding priorities to HUD for new and renewal projects.

The CoC submits an annual application to the U.S. Department of Housing and Urban Development (HUD) articulating the CoC's planning efforts and other activities within Clackamas County which relate to homeless people. To get a copy of this application, contact the Clackamas County Community Development Division at 503-655-8591.

Find more information about our Homeless Management Information System (HMIS) (</communitydevelopment/hmis.html>), which is used to collect and report data about services provided to those experiencing or at risk of experiencing homelessness in Clackamas County.

Clackamas County Coordinated Housing Access (</communitydevelopment/cccha.html>)

### FY 2018 Application Documents

All project applications are due in ESNAPS and scorecards are due to Abby Ahern ([abbyahe@clackamas.us](mailto:abbyahe@clackamas.us) (mailto:abbyahe@clackamas.us)) by Thursday, Aug. 16.

- FY 2018 Consolidated Application (<https://dochub.clackamas.us/documents/drupal/823238b8-4152-43c2-8a3f-3d80d7813633>)
- FY 2018 NOFA Priority Listing (<https://dochub.clackamas.us/documents/drupal/83ea3011-c8dd-4092-8f3b-e13997de9423>)
- FY 2018 Local Priority List (<https://dochub.clackamas.us/documents/drupal/4d9ec751-7ae6-44ec-a79d-ea3ea96d964f>)
- FY 2018 Ranking and Selection Process (<https://dochub.clackamas.us/documents/drupal/47c5ff12-81f5-402f-b2f0-34b751b5ac9a>)
- Steering Committee Minutes

8/27/18 minutes (<https://dochub.clackamas.us/documents/drupal/fa3a1117-fba4-4a8f-8cb8-f6614084c160>)

8/29/18 minutes (<https://dochub.clackamas.us/documents/drupal/880e00d8-1c6f-40b3-9003-c6b5a33dea44>)

### FY 2017 Application Documents

- FY 2017 Consolidated Application (<https://dochub.clackamas.us/documents/drupal/056a49dc-c450-420e-a6b2-c20bab7010bc>)
- FY 2017 Priority Listing (<https://dochub.clackamas.us/documents/drupal/0c9b2844-866a-4bd6-acec-4c47e0a8c96b>)

- FY 2017 Reallocation Process (<https://dochub.clackamas.us/documents/drupal/44d5c7a3-a4a8-4e91-a40f-78c054fece8f>)
- FY 2017 Priority List (<https://dochub.clackamas.us/documents/drupal/c51c47d4-8b19-497b-b8c4-930afd2b023c>)
- FY 2017 Ranking Process (<https://dochub.clackamas.us/documents/drupal/e4fc74b9-c66c-4c34-9623-20571f9974ce>)
- Steering Committee

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8/14/17 minutes (<https://dochub.clackamas.us/documents/drupal/5132e6aa-6683-4c78-8495-52a1d35d2b81>)

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9/7/17 minutes (<https://dochub.clackamas.us/documents/drupal/efc68448-81c4-4c3b-965b-5b780280e594>)

## Point-in-Time (PIT) Homeless Count

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2017 Local Short Report  
(<https://dochub.clackamas.us/documents/drupal/076cb68c-57c8-413d-b393-102c4d324e02>)

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2015 Local Short Report ( <a href="https://dochub.clackamas.us/documents/drupal/d46f9f78-0af7-490a-9619-4c18cd755720">https://dochub.clackamas.us/documents/drupal/d46f9f78-0af7-490a-9619-4c18cd755720</a> )	Report to HUD ( <a href="https://dochub.clackamas.us/documents/drupal/4647cb06-b9bc-4ac1-a5ab-af283d96d687">https://dochub.clackamas.us/documents/drupal/4647cb06-b9bc-4ac1-a5ab-af283d96d687</a> )
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2013 Local Short Report ( <a href="https://dochub.clackamas.us/documents/drupal/7e664b57-dfbf-4e13-8b90-2502cd28d646">https://dochub.clackamas.us/documents/drupal/7e664b57-dfbf-4e13-8b90-2502cd28d646</a> )	Report to HUD ( <a href="https://dochub.clackamas.us/documents/drupal/f97ac96c-0976-4b02-b292-e99e8f396474">https://dochub.clackamas.us/documents/drupal/f97ac96c-0976-4b02-b292-e99e8f396474</a> )
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## Other information

- Bylaws (</communitydevelopment/cocbylaws.html>)
- APR Due Dates (</communitydevelopment/aprduedates.html>)
- Decision Making Flowchart (<https://dochub.clackamas.us/documents/drupal/2062148c-1aef-46ad-b301-51c35be605f3>)
- Roles and Responsibilities Chart (</communitydevelopment/cocroleschart.html>)

For prior year reports contact: Mark Sirois by phone 503-655-8591 or email at [marksir@clackamas.us](mailto:marksir@clackamas.us) (<mailto:marksir@clackamas.us>).

**DECLARATION OF ROLES AND RESPONSIBILITIES FOR**  
**HMIS IMPLEMENTATION, OPERATIONS and OVERSIGHT**

**2018-2019 AGREEMENT**

**Names of Parties Referenced Below:**

- Clackamas County Continuum of Care, hereinafter referred to as **CoC**.
- Clackamas County Department of Health, Housing and Human Services, Community Development Division, hereinafter referred to as **CD**.

**Recitals:**

- The CoC is the primary decision making body for HUD-funded programs for homeless people in Clackamas County, Oregon.
- The CoC has determined that CD will be the CoC Collaborative Applicant as well as the HMIS Lead Organization.
- The U.S. Department of Housing and Urban Development requires all recipients of HUD CoC and ESG funds to participate in a Homeless Management Information System (HMIS).
- HMIS is a community-wide computer software application that is designed to capture client-level information including the characteristics of men, women, and children experiencing homelessness and the housing/services provided to them.
- CoC has chosen Bowman Systems LLC's ServicePoint application as the HMIS product it will use.
- CoC has determined that its HMIS Lead Organization will be CD.
- CD has entered into a contract with the City of Portland's Housing Bureau (PHB). This contract enables the Clackamas CoC to participate in a regional HMIS implementation directed by PHB using the ServicePoint application.

**Responsibilities of CoC:**

- Oversight of the HMIS in Clackamas County.
- Designation of a CoC Oversight Committee to track HMIS implementation and progress.
- Requiring all HUD CoC and ESG grantees to participate fully in HMIS. The exception to this will be domestic violence programs that will be required to use a comparable data system.
- Oversight of the HMIS Data Quality protocol.
- Ensuring accurate data reporting in the CoC Application utilizing HMIS data.
- Reviewing, revising, and approving all HMIS policies and plans.
- Participation in the development and implantation of HMIS use in a Coordinated Assessment/Intake system.
- Ensuring that the HMIS HUD grant is included in the CoC's Priority List in the annual Continuum of Care Application submission to HUD.

- Requiring successful participation in the Annual Homeless Assessment Report (AHAR) starting in the 2007/2008 federal fiscal year and the AHAR Veterans Addendum starting in 2008/2009 federal fiscal year.
- Requiring annual successful participation in HUD's HDX (Homeless Data Exchange) for Housing Inventory and Point-in-Time homeless count data starting in 2010.

**Responsibilities of CD as HMIS Lead Organization:**

- Function as System Administrator for the HMIS in Clackamas County.
- Provide group and individual training to HMIS users in Clackamas County.
- Provide individualized technical assistance to HMIS Agency Administrators in Clackamas County.
- Ensure system-wide notification and training for ServicePoint upgrades.
- Ensure system-wide notification and training for HUD implementation of
  1. Programs with new data collection protocols;
  2. Changes in HMIS Data and Technical Standards;
  3. New reporting requirements.
- Assist CoC grantees with specialized reporting needs.
- Provide tools, guidance, and review for APRs prepared by HUD CoC grantees.
- Develop and implement a CoC Data Quality Plan.
- Develop and implement an HMIS Privacy and Security Plan.
- Monitor and promote good data quality using the CoC's Data Quality Plan; provide auditing and technical assistance as needed.
- Assist in developing and staffing the CoC HMIS Oversight Team.
- Recommend continuum-level mechanisms for monitoring compliance with approved HMIS policies and procedures.
- Develop performance measure recommendations for CoC annual program review.
- Ensure that HUD HMIS performance benchmarks are included in the CoC's annual program review.
- Generate data necessary for CoC Exhibit 1 Application and assist in completing appropriate sections.
- Produce quality AHAR data, starting in the 2007/2008 federal fiscal year, including the AHAR Veterans Addendum starting in the 2008/2009 federal fiscal year.
- Function as the Clackamas CoC's liaison to the State-wide HMIS Implementation effort.
- Ensure compliance with the Portland Housing Bureau's HMIS IGA with Clackamas County.
- Participate in the state-wide HMIS system administrators' work group lead by Portland Housing Bureau.
- Collaborate with CD CoC Lead staff on CoC data needs.
- Take lead on HMIS program expansion as new programs and activities (i.e. Homeless Street Count) are folded in.
- Provide grant administration functions for the CoC's HMIS HUD grants:
  1. Prepare annual renewal grants;
  2. Identify and secure grant match;
  3. Track grant expenditures throughout the project year;
  4. Ensure quarterly drawdown of HMIS grant funds;
  5. Prepare and submit to HUD the Annual Progress Report for the HMIS grants;
  6. Participate in field office monitoring.



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Revised 7-23-13

***Clackamas County Community Development Division HMIS Agreement Review Certification:***



9/4/18

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Chuck Robbins  
Director  
Clackamas County Community Development Division

Date

***Clackamas County Continuum of Care HMIS Agreement Review Certification:***



9.6.18

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Erika Silver  
CoC Chair  
Human Services Manager  
Clackamas County Social Services

Date

**NW Social Service Connections / Clackamas County**  
**CMIS/HMIS Policy and Procedure**

**TABLE OF CONTENTS**

1. SERVICEPOINT: CMIS/HMIS SYSTEM .....1

2. PROJECT OVERVIEW .....2

3. CONTACT INFORMATION .....2

4. PURPOSE.....2

5. SCOPE .....2

6. GOVERNING PRINCIPLES .....2

7. DEFINITIONS .....3

8. EQUIPMENT, MATERIALS, AND SUPPLIES .....3

9. FORMS and DOCUMENTS (incorporated by addendum and subject to change).....4

10. CONFIDENTIALITY AND SECURITY .....4

11. ROLES AND RESPONSIBILITIES .....5

12. DATA STANDARDS .....8

13. DATA EXPECTATIONS.....9

14. REPORTS/DATA SUBMISSIONS ..... 9

15. PRIVACY REQUIREMENTS ..... 9

REVISION HISTORY.....11

**1. SERVICEPOINT: CMIS/HMIS SYSTEM**

Client Management Information System (CMIS)/Homeless Management Information System (HMIS) is a locally administered electronic data collection system that stores longitudinal person-level information about persons who access the service system.

City of Portland, Portland Housing Bureau (PHB) has instituted the use of ServicePoint as the CMIS/HMIS system in response to Congressional Directive and U.S. Department of Housing and Urban Development (HUD) support for Homeless Management Information Systems (HMIS).

ServicePoint (trademarked and copyrighted by Bowman Systems) is a web based Client Information System that provides standardized assessment of a Client’s needs, creates individualized service plans and records the use of housing and services which communities can use to determine the utilization of services of participating Service Providers, identify gaps in the local service continuum, and develop outcome measurements.

For more information regarding Client/Homeless Management Information Systems (CMIS/HMIS) Policy and Procedures, please contact the CMIS/HMIS System Administrator.

# NW Social Service Connections / Clackamas County

## CMIS/HMIS Policy and Procedure

### 2. PROJECT OVERVIEW

NW Social Service Connections (NWSSC) is the administrative entity that governs a multi-Continuum of Care implementation of CMIS/HMIS used to record and share information among service-providers on services provided to homeless and near homeless Clients.

The City of Portland, Portland Housing Bureau (PHB) is the owner and operator of the NWSSC CMIS/HMIS and serves as the NWSSC System Administrator and custodian of data in the system. NWSSC is a collaboration of multiple Continuums of Care and Service System Partnerships in accordance with PHB intergovernmental Agreements or Memorandums of Understanding.

The NWSSC System Administrators are ServicePoint dedicated program staffs from PHB. Additionally, each of the Continuums of Care or Service System Partnerships have identified staff functioning as ServicePoint System Administrators for their respective jurisdictions.

### 3. CONTACT INFORMATION

#### Clackamas County Community Development

Public Services Building, 2<sup>nd</sup> Floor  
2051 Kaen Rd.,  
Oregon City, OR 97045  
<http://www.clackamas.us/communitydevelopment>

#### System Administrator

Abby Ahern  
503-650-5663  
[abbyahe@clackamas.us](mailto:abbyahe@clackamas.us)

#### Portland Housing Bureau

421 SW 6th Avenue, Suite 500  
Portland, OR 97204  
<http://www.portlandonline.com/PHB/>

#### NWSSC Program Manager/System Administrator

Wendy Smith  
503-823-2386  
[wendy.smith@portlandoregon.gov](mailto:wendy.smith@portlandoregon.gov)

### 4. PURPOSE

This document is to define the general requirements and provide an overview of the CMIS/HMIS System.

### 5. SCOPE

These Policies and Procedures apply to ALL Persons or Organizations, using any portion of the CMIS/HMIS system.

### 6. GOVERNING PRINCIPLES

- 6.1. ALL Persons using CMIS/HMIS are expected to read, understand, and adhere to the Final Revised HMIS Data Standards; March 2010  
(<http://www.hmis.info/ClassicAsp/documents/Final%20HMIS%20Data%20Standards-Revised%203.pdf>) and the Department of Housing and Urban Development Homeless Management Information Systems (HMIS); Data and Technical Standards Final Notice; Notice  
(<http://www.hmis.info/ClassicAsp/documents/HUD%20Data%20and%20Technical%20Standards.pdf>)
- 6.2. ALL Persons using CMIS/HMIS are expected to read, understand, and adhere to the spirit of these principles, even when the Policies and Procedures do not provide specific direction.
- 6.3. All information entered into the CMIS/HMIS system, the Service Providers, Participants, their respective staff, and end users are bound by all applicable federal and state confidentiality regulations and laws

# NW Social Service Connections / Clackamas County

## CMIS/HMIS Policy and Procedure

that protect the Client records that will be placed on the HMIS system, in accordance with the Participation Agreement.

- 6.4. Clients may not be denied access to their own records. Clients have the right to see their information on ServicePoint, within the time frame specified in the Privacy Notice to Clients. If a Client requests, the Participant/User must review the information with the client.
- 6.5. Bowman Internet Systems will host our implementation of ServicePoint; all Client information in ServicePoint is encrypted.
- 6.6. Confidentiality
  - 6.6.1. The rights and privileges of clients are crucial to the success of CMIS/HMIS. These policies will ensure clients' privacy without impacting the delivery of services, which is the primary focus of agency programs participating in this project.
  - 6.6.2. Policies regarding client data are founded on the premise that a client owns his/her own personal information and provide the necessary safeguards to protect client, agency, and policy level interests.
- 6.7. Data Integrity
  - 6.7.1. Client data is the most valuable and sensitive asset of CMIS/HMIS. These policies will ensure integrity and protect this asset from accidental or intentional unauthorized modification, destruction or disclosure.
- 6.8. System Availability
  - 6.8.1. The availability of a centralized data repository is necessary to achieve the ultimate system/community-wide aggregation of unduplicated statistics. The System Administrators are responsible for ensuring the broadest deployment and availability for participating service providers.
- 6.9. Compliance
  - 6.9.1. Violation of the policies and procedures set forth in this document will have serious consequences. Any deliberate or unintentional action resulting in a breach of confidentiality or loss of data integrity may result in the withdrawal of system access for the offending entity.

## 7. DEFINITIONS

- 7.1. Refer to Homeless Management Information System (HMIS) Data Standards- Revised Notice – March 2010 Section 1.4 Definitions for terms used throughout the notice and applicable to CMIS/HMIS.
- 7.2. Refer to CMIS/HMIS Community Data Standards Section 2.
- 7.3. Refer to funder or program documentation for terms used by those funders or programs.

## 8. EQUIPMENT, MATERIALS AND SUPPLIES

- 8.1. Participating Agencies are responsible for providing their own technical support for all Hardware and Software systems used to connect to CMIS/HMIS.
- 8.2. Computer Workstation (PC, Personal Computer)
  - 8.2.1. Minimum hardware and software requirements for workstations (subject to change).
    - 8.2.1.1. Computer: PC with a 2 Gigahertz or higher processor
    - 8.2.1.2. 40GB Hard Drive
    - 8.2.1.3. 512 MB RAM
    - 8.2.1.4. Microsoft Windows 2000 or XP
    - 8.2.1.5. Browser: Most recent version of Microsoft Internet Explorer or Firefox
    - 8.2.1.6. Connectivity: Minimum - 56 Kbps | Optimal – 128 Kbps – 1.5 mps

# NW Social Service Connections / Clackamas County

## CMIS/HMIS Policy and Procedure

### 9. FORMS and DOCUMENTS (incorporated by addendum and subject to change)

HMIS Participation Agreement

HMIS Policy and Procedure *which includes the following attachments*

attachment 1	Community Data Standards
attachment 1a	Data Expectations and Exceptions
attachment 2	HMIS and HIPAA
attachment 3	User Agreement
attachment 3a	User Agreement – Special User
attachment 4	Remote Access Policy
attachment 4a	Remote Access Policy Agreement
attachment 5	Notice to Clients of Uses Disclosure
attachment 5a	Notice to Clients of Uses Disclosure for Posting
attachment 6	HMIS Data Quality Training Plan
attachment 7	Business Associates Agreement (Behavioral Health)
attachment 7a	Security Addendum to Business Associates Agreement (Behavioral Health)

### 10. CONFIDENTIALITY & SECURITY

- 10.1. CMIS/HMIS System administrators have full and complete access to all ServicePoint features and functions for their respective jurisdictions. If it is requested, the CMIS/HMIS system administrator must be willing to sign the confidentiality oaths of the Affiliated Service Providers.
- 10.2. For all information entered in the CMIS/HMIS system the Service Providers, Users, and Agencies are bound by all applicable federal and state confidentiality regulations and laws that protect the Client records that will be placed on the CMIS/HMIS system.
- 10.3. CMIS/HMIS Service Providers have a primary duty to protect the confidentiality and security of client records. If a Service Provider using the CMIS/HMIS system receives a request to release client level information, the Service Provider must verify that a current hard copy Release of Information form is on file. The Release of Information form must be signed by the client or authorized client representative and include all specific parties to whom the information may be released. A general release of all client information is prohibited.

In the event the request is in the form of a subpoena, the Service Provider shall immediately notify the local System Administrator, who in turn shall immediately notify the NWSSC Project Director/System Administrator for assistance. This includes a review of the validity of the request and obtaining only the information identified in the request. Hard copy releases are not required in the event a valid subpoena is received.
- 10.4. The Service Provider shall ensure that all staff, volunteers and other persons are issued a unique User ID and password for CMIS/HMIS and receive confidentiality training on the use of CMIS/HMIS and applicable confidentiality laws.
  - 10.4.1. The Service Provider is responsible to contact the Agency or System Administrator for revoking, adding or editing User access in a timely manner.
- 10.5. Unauthorized disclosure of Protected Personal Information may be grounds for legal action.
- 10.6. Sharing of CMIS/HMIS data among Affiliated Service Providers is encouraged but not required. The CMIS/HMIS data items excluded from sharing include medical, legal, case management, case notes, and file attachments, unless specifically released by Client.
- 10.7. HIPAA Privacy Rules take precedence over CMIS/HMIS privacy standards. If an agency is a HIPAA covered agency, they must abide by HIPAA regulations.

# NW Social Service Connections / Clackamas County

## CMIS/HMIS Policy and Procedure

- 10.8. Creating anonymous records may mean that reports will not provide a true unduplicated count and therefore this option should only be used if absolutely necessary. Please contact the System Administrator for other options.
- 10.9. ServicePoint shall only be accessed from the Organization's network, desktops, laptops, and mini-computers.
  - 10.9.1.1. NWSSC System Administrators are allowed to access the database from remote locations for purposes specific to their job. All staff that access the database remotely must meet the standards detailed in the System Security (above) and may only access it for activities directly related to their job. These approved remote locations include:
    - 10.9.1.2. Private Home office to provide system support as needed.
    - 10.9.1.3. Community Agency offices to support agency use of the system.
    - 10.9.1.4. Private Hotel Rooms on secure networks when providing services while in the field.
    - 10.9.1.5. Training Centers when providing services in the field.
- 10.10. Remote Access (In special circumstances access from remote locations may be permitted after application and approval by Agency and System Administrators)
  - 10.10.1. The ServicePoint Remote Access Agreement must be completed and submitted for approval.
  - 10.10.2. The Agency Administrator must review the need for remote access and investigate other options.
  - 10.10.3. If no other valid options are available the Agency Administrator must approve in writing remote access for a user.
  - 10.10.4. Once remote access agreement has been approved and signed by the Agency Administrator, a copy will be filed with the System Administrators for final approval.
  - 10.10.5. Remote Access is subject to change at the NWSSC System Administrator's discretion.
  - 10.10.6. Agency and System Administrators will periodically audit all remote access.
- 10.11. Public Key Infrastructure (PKI)
  - 10.11.1. When a computer is used for ServicePoint, the Service Provider is responsible to contact the System Administrator for the PKI Certificate, password, and installation instructions.
  - 10.11.2. When a computer is no longer used for ServicePoint, the service provider needs to remove the PKI Security Certificate.

## 11. ROLES AND RESPONSIBILITIES

- 11.1. If it is requested of the CMIS/HMIS system administrators he/she must be willing to sign the confidentiality oaths of the Affiliated Service Providers.
- 11.2. PHB and the NWSSC System Administrator
  - 11.2.1. Liaison With HUD
  - 11.2.2. Project Staffing
  - 11.2.3. Overall Responsibility For Success Of NWSSC CMIS/HMIS
  - 11.2.4. Creation Of NWSSC Project Forms And Documentation
  - 11.2.5. NWSSC Project Policies And Procedures And Compliance
  - 11.2.6. Keeper Of Signed Memorandums Of Understanding and Intergovernmental Agreements
  - 11.2.7. Procurement/Renewal of Server Software And Licenses
- 11.3. ALL Lead Organizations
  - 11.3.1. Liaison with NWSSC System Administrator
  - 11.3.2. Project Staffing
  - 11.3.3. Creation of Local project Forms and Documentation
  - 11.3.4. Data quality reviews

# NW Social Service Connections / Clackamas County

## CMIS/HMIS Policy and Procedure

- 11.3.4.1. Data Quality
- 11.3.4.2. Data Validity
- 11.3.4.3. Data Completeness
- 11.3.5. Adherence To HUD Data Standards
- 11.3.6. Adherence to Community Data Standards
- 11.3.7. Adherence to Project Data Standards
- 11.3.8. User Administration
  - 11.3.8.1. Manage User Licenses
  - 11.3.8.2. Process User Agreement forms
- 11.3.9. Training
  - 11.3.9.1. Curriculum Development
  - 11.3.9.2. Training Documentation
  - 11.3.9.3. Confidentiality Training
  - 11.3.9.4. Application Training For Agency Administrators and End Users
  - 11.3.9.5. New Provider training
  - 11.3.9.6. Upgrade, enhancement, refresher or other training
- 11.3.10. Outreach/End User Support/Technical Assistance/Password Resets
  - 11.3.10.1. Password Resets require some sort of user Identity verification.
- 11.3.11. Coordinate any application customizations with the NWSSC System Administrator
- 11.3.12. Will use universal naming conventions, in order to better standardize, when creating new assessment questions, sub-assessments, and any other system wide modifications.
- 11.3.13. All Local documentation including P&Ps and agreements must be no less restrictive than NWSSC documents.

### **11.4. Contributory HMIS Organization (CHO) Responsibilities:**

- 11.4.1. The CHO must make available to users a secure system to access ServicePoint, including but not limited to firewall and virus protection.
- 11.4.2. The CHO must be current with all related contracts.
- 11.4.3. The CHO shall follow, comply with and enforce the Agency Agreement.
- 11.4.4. The CHO shall abide by all data standards and all policies and procedures.
- 11.4.5. The CHO shall keep abreast of all ServicePoint updates and policy changes.
- 11.4.6. The CHO shall identify and approve their respective Agency Users.
- 11.4.7. The CHO shall designate one User to be the Agency's Key User/Agency Administrator.
- 11.4.8. The CHO shall be responsible for entering Client data (profile, household, needs, services, referrals, and any other Client data you may require), following up on referrals, and running reports in a timely manner.
- 11.4.9. The CHO shall have representation at agency administrators/regional data quality review meetings.
- 11.4.10. The CHO shall collect data on all clients as called out in the Data Element Matrix.
- 11.4.11. CHO Exceptions may include non-homeless CMIS organizations and DV Comparable database organizations. Please contact the System Administrator for information and waiver.

### **11.5. User Responsibilities:**

- 11.5.1. The User shall provide an email contact to the System Administrators for communication purposes.
- 11.5.2. The User shall follow, comply with, and enforce the User Agreement.
- 11.5.3. The User shall comply with all data standards and policies and procedures.
- 11.5.4. Each User is provided with an access level as required by his/her role. This access level controls who can see which information. Lower levels of access allow ONLY viewing of basic demographics, while the middle levels of access allow additional information to be viewed. The

# NW Social Service Connections / Clackamas County

## CMIS/HMIS Policy and Procedure

highest levels of access are limited to administrators. Confidentiality is a primary concern and these levels of access help control access to information.

- 11.5.5. Every User of the CMIS/HMIS system is authenticated with a unique User ID and password. This provides a level of security and accountability for the CHO's database. Sharing of User IDs or passwords is forbidden.
- 11.5.6. The User shall only enter individuals in the CMIS/HMIS database that exist as Clients under the Service Provider's approved area of service. The User shall not misrepresent its Client base in the CMIS/HMIS database by entering known, inaccurate information. The User shall not knowingly enter false or misleading data under any circumstances.
- 11.5.7. The User shall consistently enter information into the CMIS/HMIS database and will strive for Real Time data entry, and be obligated to weekly data entry. A different time frame may be arranged, if justified by program need and approved by the local System Administrator.
- 11.5.8. The User will not alter information with known inaccurate information in the CMIS/HMIS database that has been entered by another Service Provider (i.e. Service Provider will not purposefully enter inaccurate information to over-ride information entered by another Service Provider).
- 11.5.9. The User shall utilize the CMIS/HMIS database for business purposes only.
- 11.5.10. The User shall not use the CMIS/HMIS database with intent to defraud federal, state, or local governments, individuals or entities, or to conduct any illegal activity.
- 11.5.11. The User shall not cause, in any manner or way, corruption of the CMIS/HMIS database.
- 11.5.12. In the event that data entry cannot be made Real Time and the User utilizes hard copy paper forms, once the data has been entered into CMIS/HMIS, the forms shall be securely stored or suitably disposed of.
- 11.5.13. The User shall enter data into CMIS/HMIS
  - 11.5.13.1. Universal Data elements shall be entered on all Clients.
    - 11.5.13.1.1. In addition to the Universal Data elements, all HUD Funded CHO Users, at a minimum, shall also enter the additional data elements required by the Data Standards for all Clients.
    - 11.5.13.1.2. In addition to the Universal Data elements all Non-HUD funded CHO Users, at a minimum, shall also enter funder or program specific data elements as required.
- 11.5.14. Sharing data is optional but entering data is not optional. An electronic ROI shall be completed for all clients, even if not sharing data.
- 11.5.15. The User is responsible for data entry accuracy and correctness.
- 11.5.16. The User shall log off the CMIS/HMIS and shut down the browser when not using CMIS/HMIS.
- 11.5.17. The User shall utilize the password protected screen savers that automatically turn on to mitigate the burden of shutting down the workstation when momentarily stepping away from the work area.
- 11.5.18. Report any discrepancies in the use of the PHB CMIS/HMIS system, including, without limitation, access of information and entry of information, to the Service Provider Key User or to the System Administrator.
- 11.5.19. The User shall periodically, when instructed by the Agency or System Administrator, review data quality reports, making corrections to ensure data accuracy and completeness.

### **11.6. Key User/Agency Administrator Responsibilities:**

- 11.6.1. The Key User/Agency Administrator shall observe all User Responsibilities.
- 11.6.2. The Key User/Agency Administrator shall use Agency NewsFlash only for distribution of CMIS/HMIS information.
- 11.6.3. The Key User/Agency Administrator shall act as the first level of Service Provider administration and support in the CMIS/HMIS system.



# NW Social Service Connections / Clackamas County

## CMIS/HMIS Policy and Procedure

- 11.6.4. The Key User/Agency Administrator shall be responsible for the initial training of new Users in his/her Agency.
- 11.6.5. The Key User/Agency Administrator shall regularly run and review audit reports to ensure policies are being followed by staff.
- 11.6.6. The Key User/Agency Administrator will be responsible for monitoring all User access within their own Agency.

### **11.7. System Administrators Group**

- 11.7.1. Is made up of at least 1 representative from each of the lead organizations of the NWSSC CMIS/HMIS and other participant representatives or advocates as invited by the NWSSC Administrators.
- 11.7.2. Review and make recommendations on all NWSSC HMIS documents, attachments, and related forms.
- 11.7.3. Identify and prioritize system enhancements
- 11.7.4. Determine the guiding principles that should underlie the HMIS implementation activities of the project and participating organization and service programs
- 11.7.5. Setting minimum data collection requirements
- 11.7.6. Encourage Continuum-wide provider participation
- 11.7.7. Facilitate consumer involvement
- 11.7.8. Recommend criteria, standards, and parameters for the usage and release of all data collected as part of the HMIS
- 11.7.9. Recommend Continuum-level mechanisms for monitoring and enforcing compliance with the approved policies and procedures
- 11.7.10. Enhance the implementation and operations of the system for service-providers so they can protect the interests and privacy of their clients
- 11.7.11. Enhance and improve the quality of data being reported to various levels throughout the Continuum
- 11.7.12. Create and implement procedures for additional system issues for Participating Agencies.

### **11.8. ServicePoint Agency Administrator Group**

- 11.8.1. Agency Administrator Group will be established for the purpose of addressing implementation and ongoing operational issues.
- 11.8.2. Identify and prioritize system enhancements
- 11.8.3. Providing feedback on system performance
- 11.8.4. Brainstorming the best uses of the HMIS
- 11.8.5. Regularly reviewing compliance with all NWSSC HMIS policies, agreements, and other requirements
- 11.8.6. Reviewing data quality and providing feedback to improve data quality

## **12. DATA STANDARDS**

- 12.1. Homeless Management Information System (HMIS) Data Standards – Revised Notice – March 2010
- 12.2. Homeless Management Information Systems (HMIS); Data and Technical Standards - Final Notice - August 2005
- 12.3. Community Data Standards (may be revised at the discretion of the NWSSC System Administrator)
- 12.4 Data Quality/Training Plan

# NW Social Service Connections / Clackamas County

## CMIS/HMIS Policy and Procedure

### 13. DATA EXPECTATIONS

- 13.1. Data will be entered within 5 business days of client contact. Exceptions will be considered by the local System Administrator.
- 13.2. Data will be entered in a timely manner to meet aggregate reporting needs
- 13.3. Data accuracy will be no less than 95% (the file matches data entry)
- 13.4. Universal Data Elements Null/Missing Values will not exceed 5%
- 13.5. Universal Data Elements Refused/Don't Know Values will not exceed 5%
  - 13.5.1. Refused/Don't Know responses are client identified, not the case manager or data entry person's assessment.
- 13.6. No outstanding Corrective Actions from last NWSSC CMIS/HMIS Monitoring

### 14. REPORTS/DATA SUBMISSIONS

- 14.1 System or Community Wide reporting is done on a regular basis without notification.
- 14.2 The Service Provider/User's access to data about Clients it does not serve shall be limited based on the current status of any release of information on file.
- 14.3 The Data Quality and Training Plan outlines the process by which data quality will be evaluated. It lists the reports that will be pulled on a regular basis, the frequency of the pulls and the responsibility of each player.
- 14.4 The general public can request non-identifying aggregate and statistical data by submitting a data request.
- 14.5 Non- identifying aggregate and statistical data will not contain outliers. Outliers may be removed if they represent less than 5% of any value.
- 14.6 At a minimum, password secure any document that includes client name or other PPI. Do not email the password with the file.
- 14.7 The CMIS/HMIS System Administrator will address all requests for system or community-wide data from entities other than Affiliated Service Providers or clients.
- 14.8 The System Administrator will run system-wide reports to assess the data, quality and level of participation by Affiliated Service Providers. Results of these reports may be shared with Affiliated Service Providers.
- 14.9 The System Administrator may run reports for research use. Information in NWSSC CMIS/HMIS may be used to conduct research related to homelessness and housing programs, service needs, income supports, education and employment, and program effectiveness. Client names and social security numbers will never appear on a research report.

### 15 PRIVACY REQUIREMENTS

- 15.1 The CHO must post a sign at each intake desk (or comparable location) that explains generally the reasons for collecting this information.
- 15.2 The CHO must publish a privacy notice describing its policies and practices for the processing of PPI and must provide a copy of its privacy notice to any individual upon request.
- 15.3 The CHO must specify in its privacy notice the purposes for which it collects PPI and must describe all uses and disclosures.
- 15.4 If the CHO maintains a public webpage, the CHO must post the current version of its privacy notice on the web page.
- 15.5 The CHO must post a sign stating the availability of its privacy notice to any individual who requests a copy.

# NW Social Service Connections / Clackamas County

## CMIS/HMIS Policy and Procedure

- 15.6 The CHO must maintain permanent documentation of all privacy notice amendments.
- 15.7 The CHO must allow an individual to inspect and to have a copy of any PPI about the individual.
- 15.8 The CHO must offer to explain any information that the individual does not understand.
- 15.9 The CHO must consider any request by an individual for correction of inaccurate or incomplete PPI pertaining to the individual, The CHO is not required to remove such information but they may mark such information as inaccurate or incomplete or supplement such information.
- 15.10 The CHO must require each member of its HMIS-licensed staff (including employees, volunteers, affiliates, contractors, and associates) to sign a User Agreement annually that includes information from the privacy notice and that pledges to comply with the privacy notice.
- 15.11 The CHO must require each member of its HMIS-licensed staff (including employees, volunteers, affiliates, contractors and associates) to undergo (annually or otherwise) formal training in privacy requirements.
- 15.12 The CHO must establish a method, such as an internal audit, for regularly reviewing compliance with its privacy notice.
- 15.13 The CHO must establish an internal or external appeal process for hearing an appeal of a privacy complaint or an appeal of denial of access or correction rights.
- 15.14 The CHO must protect CMIS/HMIS system from malicious intrusion behind a secure firewall.
- 15.15 The CHO must secure any paper or other hard copy containing PPI that is either generated by or for CMIS/HMIS, including, but not limited to report, data entry forms and signed consent forms.

# NW Social Service Connections / Clackamas County

## CMIS/HMIS Policy and Procedure

### REVISION HISTORY

Version	Date	Description	Author
3	01/12/2011	Reformat Entire P&P Document; Update to reflect changes from Homeless Management Information System (HMIS) Data Standards – Revised Notice – March 2010; Incorporate “CMIS” language; Add references to additional supporting documentation; Community Review/Input 09/23/2010 Legal Review 12/28/2010	W. Smith
	7/6/2011	Updated several sections to reflect Clackamas County issues/needs.	S.Johnson
	6/12/12	Updated Sect. 9, page 4, with Clackamas County specific forms	S. Johnson
	10/25/2012	Updated System Administrator contact information and Clackamas County website URL	M. James
	8/31/2016	Updated System Administrator contact information	E. Skinner

**NWSSC CMIS/HMIS System Administrator**  
 Wendy Smith  
 Portland Housing Bureau  
 421 SW 6th Ave, Suite 500  
 Portland, OR 97204  
 503-823-2386  
[wendy.smith@portlandoregon.gov](mailto:wendy.smith@portlandoregon.gov)

## 2018 HDX Competition Report

### PIT Count Data for OR-507 - Clackamas County CoC

#### Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	463	497	383
Emergency Shelter Total	38	87	3
Safe Haven Total	0	0	0
Transitional Housing Total	117	64	34
Total Sheltered Count	155	151	37
Total Unsheltered Count	308	346	346

#### Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	211	154	125
Sheltered Count of Chronically Homeless Persons	2	29	0
Unsheltered Count of Chronically Homeless Persons	209	125	125

## 2018 HDX Competition Report

### PIT Count Data for OR-507 - Clackamas 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	54	39	27
Sheltered Count of Homeless Households with Children	47	20	8
Unsheltered Count of Homeless Households with Children	7	19	19

#### Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	75	33	27	21
Sheltered Count of Homeless Veterans	0	0	7	1
Unsheltered Count of Homeless Veterans	75	33	20	20

2018 HDX Competition Report  
HIC Data for OR-507 - Clackamas 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	6	0	6	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	39	6	33	100.00%
Rapid Re-Housing (RRH) Beds	144	0	144	100.00%
Permanent Supportive Housing (PSH) Beds	319	7	312	100.00%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	508	13	495	100.00%

## 2018 HDX Competition Report

### HIC Data for OR-507 - Clackamas 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	26	95	95

#### 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	21	36	40

#### 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	76	133	144



# 2018 HDX Competition Report

## FY2017 - Performance Measurement Module (Sys PM)

### Summary Report for OR-507 - Clackamas 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	470	623	16	14	-2	7	4	-3
1.2 Persons in ES, SH, and TH	583	728	87	66	-21	13	6	-7

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")	473	621	302	326	24	128	74	-54
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	584	724	336	351	15	231	155	-76

## 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	43	0	0%	0	0%	3	7%	3	7%
Exit was from TH	53	1	2%	0	0%	0	0%	1	2%
Exit was from SH	0	0		0		0		0	
Exit was from PH	115	0	0%	0	0%	3	3%	3	3%
TOTAL Returns to Homelessness	211	1	0%	0	0%	6	3%	7	3%

#### 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	463	497	34
Emergency Shelter Total	38	87	49
Safe Haven Total	0	0	0
Transitional Housing Total	117	64	-53
Total Sheltered Count	155	151	-4
Unsheltered Count	308	346	38

### 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	591	729	138
Emergency Shelter Total	478	624	146
Safe Haven Total	0	0	0
Transitional Housing Total	133	105	-28

## 2018 HDX Competition Report

### 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)	102	101	-1
Number of adults with increased earned income	7	10	3
Percentage of adults who increased earned income	7%	10%	3%

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)	102	101	-1
Number of adults with increased non-employment cash income	18	27	9
Percentage of adults who increased non-employment cash income	18%	27%	9%

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)	102	101	-1
Number of adults with increased total income	25	35	10
Percentage of adults who increased total income	25%	35%	10%

## 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)	86	86	0
Number of adults who exited with increased earned income	13	18	5
Percentage of adults who increased earned income	15%	21%	6%

#### 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)	86	86	0
Number of adults who exited with increased non-employment cash income	18	19	1
Percentage of adults who increased non-employment cash income	21%	22%	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)	86	86	0
Number of adults who exited with increased total income	28	34	6
Percentage of adults who increased total income	33%	40%	7%

## 2018 HDX Competition Report

### 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.	512	642	130
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.	96	123	27
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)	416	519	103

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.	629	787	158
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.	105	146	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.)	524	641	117

2018 HDX Competition Report  
**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	0	0	0
Of persons above, those who exited to temporary & some institutional destinations	0	0	0
Of the persons above, those who exited to permanent housing destinations	0	0	0
% Successful exits			

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	520	755	235
Of the persons above, those who exited to permanent housing destinations	126	165	39
% Successful exits	24%	22%	-2%

#### 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	317	312	-5
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	305	296	-9
% Successful exits/retention	96%	95%	-1%

## 2018 HDX Competition Report FY2017 - SysPM Data Quality

### OR-507 - Clackamas 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 in 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	16	16	16	16	82	81	81	63	261	277	265	312	81	107	76	133				
2. Number of HMIS Beds	16	16	16	16	82	81	81	63	261	277	265	312	81	107	76	133				
3. HMIS Participation Rate from HIC ( % )	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	153	131	156	101	162	145	133	105	309	320	321	352	147	229	326	330				0
5. Total Leavers (HMIS)	141	120	146	101	84	79	54	72	53	69	61	57	82	118	161	184				0
6. Destination of Don't Know, Refused, or Missing (HMIS)	7	4	9	1	0	0	1	0	3	3	0	2	0	0	0	8				0
7. Destination Error Rate (%)	4.96	3.33	6.16	0.99	0.00	0.00	1.85	0.00	5.66	4.35	0.00	3.51	0.00	0.00	0.00	4.35				

# 2018 HDX Competition Report

## Submission and Count Dates for OR-507 - Clackamas 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	5/31/2018	Yes

**Continuum of Care (CoC) and  
Emergency Solutions Grant Program (ESG)  
2017 Policy Manual**

**Table of Contents**

Program Overview.....	2
General Standards.....	3
CoC Standards.....	7
ESG Standards.....	8
Street Outreach.....	10
Shelter Services.....	11
Prevention and Rapid Rehousing.....	12-17

**Attachments**

- A. HUD Homeless Definitions – 4 pages
- B. HUD ESG Quick Reference – 2 pages
- C. HUD Habitability Checklist – 5 pages
- D. HUD CPD Notice 16-11– 12 pages
- E. VAWA Emergency Transfer Plan- 13 pages

CoC Lead: Abby Ahern  Signature

Date: June 29, 2017

See Attachment D for Priority Order for Chronic Homeless Persons



**Special Attention of:**

All Secretary's  
Representatives

**Notice: CPD-16-11**

**Issued: July 25, 2016**

**Expires:** This Notice is effective until it is amended, superseded, or rescinded

**Issued:**

All Regional Directors for  
CPD

**Cross Reference:** 24 CFR Parts 578 and  
42 U.S.C. 11381, *et seq.*

**Expires:**

All CPD Division Directors  
Continuums of Care (CoC)  
Recipients of the Continuum of Care (CoC)  
Program

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**Subject: Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing**

**Table of Contents**

- I. Purpose..... 3**
  - A. Background ..... 3
  - B. Goals of this Notice ..... 4
  - C. Applicability ..... 4
  - D. Key Terms..... 5
- II. Dedication and Prioritization of Permanent Supportive Housing Strategies to Increase Number of PSH Beds Available for Chronically Homeless Persons..... 6**
  - A. Increase the number of CoC Program-funded PSH beds that are dedicated to persons experiencing chronic homelessness. .... 6
  - B. Prioritize non-dedicated PSH beds for use by persons experiencing chronic homelessness..... 6
- III. Order of Priority in CoC Program-funded Permanent Supportive Housing ..... 7**
  - A. Prioritizing Chronically Homeless Persons in CoC Program-funded Permanent Supportive Housing Beds Dedicated or Prioritized for Occupancy by Persons Experiencing Chronic Homelessness..... 8
  - B. Prioritizing Chronically Homeless Persons in CoC Program-funded Permanent Supportive Housing Beds Not Dedicated or Not Prioritized for Occupancy by Persons Experiencing Chronic Homelessness..... 9
- IV. Using Coordinated Entry and a Standardized Assessment Process to Determine Eligibility and Establish a Prioritized Waiting List ..... 10**
  - A. Coordinated Entry Requirement ..... 10
  - B. Written Standards for Creation of a Single Prioritized List for PSH..... 11

C. Standardized Assessment Tool Requirement.....	111
D. Nondiscrimination Requirements .....	111
<b>V. Recordkeeping Recommendations for CoCs that have Adopted the Orders of Priority in this Notice .....</b>	<b>111</b>
<b>VI. Questions Regarding this Notice.....</b>	<b>122</b>

## I. Purpose

This Notice supersedes Notice CPD-14-012 and provides guidance to Continuums of Care (CoC) and recipients of Continuum of Care (CoC) Program (24 CFR part 578) funding for permanent supportive housing (PSH) regarding the order in which eligible households should be served in **all** CoC Program-funded PSH. This Notice reflects the new definition of chronically homeless as defined in CoC Program interim rule as amended by the Final Rule on Defining “Chronically Homeless” (herein referred to as the Definition of Chronically Homeless final rule) and updates the orders of priority that were established under the prior Notice. CoCs that previously adopted the orders of priority established in Notice CPD-14-012, which this Notice supersedes, and who received points for having done so in the FY2015 CoC Program Competition are encouraged to update their written standards to reflect the updates to the orders of priority as established in this Notice. CoCs that have not previously adopted the orders of priority established in Notice CPD-14-012 are also encouraged to incorporate the orders of priority included in this Notice into their written standards

### A. Background

In June 2010, the Obama Administration released *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (Opening Doors)*, in which HUD and its federal partners set goals to end Veteran and chronic homelessness by 2015, and end family and youth homelessness by 2020. Although progress has been made there is still a long way to go. In 2015, the United States Interagency Council on Homelessness extended the goal timeline for achieving the goal of ending chronic homelessness nationally from 2015 to 2017. In 2015, there were still 83,170 individuals and 13,105 persons in families with children that were identified as chronically homeless in the United States. To end chronic homelessness, it is critical that CoCs ensure that limited resources awarded through the CoC Program Competition are being used in the most effective manner and that households that are most in need of assistance are being prioritized.

Since 2005, HUD has encouraged CoCs to create new PSH dedicated for use by persons experiencing chronic homelessness (herein referred to as dedicated PSH). As a result, the number of dedicated PSH beds funded through the CoC Program for persons experiencing chronic homelessness has increased from 24,760 in 2007 to 59,329 in 2015. This increase has contributed to a 30.6 percent decrease in the number of chronically homeless persons reported in the Point-in-Time Count between 2007 and 2015. Despite the overall increase in the number of dedicated PSH beds, this only represents 31.6 percent of all CoC Program-funded PSH beds.

To ensure that all PSH beds funded through the CoC Program are used as strategically and effectively as possible, PSH needs to be targeted to serve persons with the highest needs and greatest barriers towards obtaining and maintaining housing on their own—persons experiencing chronic homelessness. HUD’s experience has shown that many communities and recipients of CoC Program-funded PSH continue to serve persons on a “first-come, first-serve” basis or based on tenant selection processes that screen-in those who are most likely to succeed while screening out those with the highest level of need. These approaches to tenant



selection have not been effective in reducing chronic homelessness, despite the increase in the number of PSH beds nationally.

## **B. Goals of this Notice**

The overarching goal of this Notice is to ensure that those individuals and families who have spent the longest time in places not meant for human habitation, in emergency shelters, or in safe havens and who have the most severe service needs within a community are prioritized for PSH. By ensuring that persons with the longest histories of homelessness and most severe service needs are prioritized for PSH, progress towards the Obama Administration's goal of ending chronic homelessness will increase. In order to guide CoCs in ensuring that all CoC Program-funded PSH beds are used most effectively, this Notice revises the orders of priority related to how persons should be selected for PSH as previously established in Notice CPD-14-012 to reflect the changes to the definition of chronically homeless as defined in the Definition of Chronically Homeless final rule. CoCs are strongly encouraged to adopt and incorporate them into the CoC's written standards and coordinated entry process.

HUD seeks to achieve two goals through this Notice:

1. Establish a recommended order of priority for dedicated and prioritized PSH which CoCs are encouraged to adopt in order to ensure that those persons with the longest histories residing in places not meant for human habitation, in emergency shelters, and in safe havens and with the most severe service needs are given first priority.
2. Establish a recommended order of priority for PSH that is not dedicated or prioritized for chronic homelessness in order to ensure that those persons who do not yet meet the definition of chronic homelessness but have the longest histories of homelessness and the most severe service needs, and are therefore the most at risk of becoming chronically homeless, are prioritized.

## **C. Applicability**

The guidance in this Notice is provided to all CoCs and all recipients and subrecipients of CoC Program funds—the latter two groups referred to collectively as recipients of CoC Program-funded PSH. CoCs are strongly encouraged to incorporate the order of priority described in this Notice into their written standards, which CoCs are required to develop per 24 CFR 578.7(a)(9), for their CoC Program-funded PSH. Recipients of CoC Program funds are required to follow the written standards for prioritizing assistance established by the CoC (see 24 CFR 578.23(c)(10)); therefore, if the CoC adopts these recommended orders of priority for their PSH, all recipients of CoC Program-funded PSH will be required to follow them as required by their grant agreement. CoCs that adopted the orders of priority established in Notice CPD-14-012, which this Notice supersedes, and who received points for having done so in the most recent CoC Program Competition are strongly encouraged to update their written standards to reflect the updates to the orders of priority as established in this Notice. Lastly, where a CoC has chosen to not adopt HUD's recommended orders of priority into their written standards, recipients of CoC Program-funded PSH are encouraged to follow these standards for selecting participants into their programs as long as it is not inconsistent with the CoC's written standards.

## D. Key Terms

- 1. Housing First.** A model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions for entry (such as sobriety or a minimum income threshold). HUD encourages all recipients of CoC Program-funded PSH to follow a Housing First approach to the maximum extent practicable.
- 2. Chronically Homeless.** The definition of “chronically homeless”, as stated in Definition of Chronically Homeless final rule is:
  - (a)** A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
    - i.** lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
    - ii.** Has been homeless and living as described in paragraph (a)(i) continuously for at least 12 months or on at least four separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (a)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering an institutional care facility;
  - (b)** An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (a) of this definition, before entering the facility;
  - (c)** A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (a) or (b) of this definition (as described in Section I.D.2.(a) of this Notice), including a family whose composition has fluctuated while the head of household has been homeless.
- 3. Severity of Service Needs.** This Notice refers to persons who have been identified as having the most severe service needs.
  - (a)** For the purposes of this Notice, this means an individual for whom at least one of the following is true:
    - i.** History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; and/or

- ii. Significant health or behavioral health challenges, substance use disorders, or functional impairments which require a significant level of support in order to maintain permanent housing.
- iii. For youth and victims of domestic violence, high risk of continued trauma or high risk of harm or exposure to very dangerous living situations.
- iv. When applicable CoCs and recipients of CoC Program-funded PSH may use an alternate criteria used by Medicaid departments to identify high-need, high cost beneficiaries.

(b) Severe service needs as defined in paragraphs i.-iv. above should be identified and verified through data-driven methods such as an administrative data match or through the use of a standardized assessment tool and process and should be documented in a program participant's case file. The determination must not be based on a specific diagnosis or disability type, but only on the severity of needs of the individual. The determination cannot be made based on any factors that would result in a violation of any nondiscrimination and equal opportunity requirements, see 24 C.F.R. § 5.105(a).

## **II. Dedication and Prioritization of Permanent Supportive Housing Strategies to Increase Number of PSH Beds Available for Chronically Homeless Persons**

### **A. Increase the number of CoC Program-funded PSH beds that are dedicated to persons experiencing chronic homelessness.**

Dedicated PSH beds are those which are required through the project's grant agreement to only be used to house persons experiencing chronic homelessness unless there are no persons within the CoC that meet that criteria. If there are no persons within the CoC's geographic area that meet the definition of chronically homeless at a point in which a dedicated PSH bed is vacant, the recipient may then follow the order of priority for non-dedicated PSH established in this Notice, if it has been adopted into the CoC's written standards. 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 CoC's geographic area at that time. These PSH beds are also reported as "CH Beds" on a CoC's Housing Inventory Count (HIC).

### **B. Prioritize non-dedicated PSH beds for use by persons experiencing chronic homelessness.**

Prioritization means implementing an admissions preference for chronically homeless persons for CoC Program-funded PSH beds. During the CoC Program competition project applicants for CoC Program-funded PSH indicate the number of non-dedicated beds that will be prioritized for use by persons experiencing chronic homelessness during the operating year of that grant, when awarded. These projects are then required to prioritize chronically homeless persons in their non-dedicated CoC Program-funded PSH beds for the applicable operating year as the project application is incorporated into the

grant agreement. All recipients of non-dedicated CoC Program-funded PSH are encouraged to change the designation of their PSH to dedicated, however, at a minimum are encouraged to prioritize the chronically homeless as beds become vacant to the maximum extent practicable, until there are no persons within the CoC's geographic area who meet that criteria. Projects located in CoCs where a sub-CoC approach to housing and service delivery has been implemented, which may also be reflected in a sub-CoC coordinated entry process, need only to prioritize assistance within their specified area. For example, if a Balance of State CoC has chosen to divide the CoC into six distinct regions for purposes of planning and housing and service delivery, each region would only be expected to prioritize assistance within its specified geographic area.<sup>1</sup>

The number of non-dedicated beds designated as being prioritized for the chronically homeless may be increased at any time during the operating year and may occur without an amendment to the grant agreement.

### **III. Order of Priority in CoC Program-funded Permanent Supportive Housing**

The definition of chronically homeless included in the final rule on “Defining Chronically Homeless”, which was published on December 4, 2015 and went into effect on January 15, 2016, requires an individual or head of household to have a disability and to have been living in a place not meant for human habitation, in an emergency shelter, or in a safe haven for at least 12 months either continuously or cumulatively over a period of at least 4 occasions in the last 3 years. HUD encourages all CoCs adopt into their written standards the following orders of priority for all CoC Program-funded PSH. CoCs that adopted the orders of priority established in Notice CPD-14-012, which this Notice supersedes, and who received points for having done so in the most recent CoC Program Competition are strongly encouraged to update their written standards to reflect the updates to the orders of priority as established in this Notice. Where a CoC has chosen to not incorporate HUD's recommended orders of priority into their written standards, recipients of CoC Program-funded PSH are encouraged to follow these standards for selecting participants into their programs as long as it is not inconsistent with the CoC's written standards.

As a reminder, recipients of CoC Program-funded PSH are required to prioritize otherwise eligible households in a nondiscriminatory manner. Program implementation, including any prioritization policies, must be implemented consistent with the nondiscrimination provisions of the Federal 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 or III of the Americans with Disabilities Act, as applicable. For example, while it is acceptable to prioritize based on level of need for the type of assistance being offered, prioritizing based on specific disabilities would not be consistent with fair housing requirements or program regulations.

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<sup>1</sup> For the State of Louisiana grant originally awarded pursuant to “Department of Housing and Urban Development—Permanent Supportive Housing” in chapter 6 of title III of the Supplemental Appropriations Act, 2008 (Public Law 110–252; 122 Stat. 2351), projects located within the geographic area of a CoC that is not the CoC through which the State is awarded the grant may prioritize assistance within that geographic area instead of within the geographic area of the CoC through which the State is awarded the grant.

**A. Prioritizing Chronically Homeless Persons in CoC Program-funded Permanent Supportive Housing Beds Dedicated or Prioritized for Occupancy by Persons Experiencing Chronic Homelessness**

1. CoCs are strongly encouraged to revise their written standards to include an order of priority, determined by the CoC, for CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness that is based on the 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 and the severity of the individual's or family's service needs. Recipients of CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness would be required to follow that order of priority when selecting participants for housing, in a manner consistent with their current grant agreement.
2. Where there are no chronically homeless individuals and families within the CoC's geographic area, CoCs and recipients of CoC Program-funded PSH are encouraged to follow the order of priority in Section III.B. of this Notice. For projects located in CoC's where a sub-CoC approach to housing and service delivery has been implemented, which may also be reflected in a sub-CoC coordinated entry process, need only to prioritize assistance within their specified sub-CoC area.<sup>2</sup>
3. Recipients of CoC Program-funded PSH should follow the order of priority above while also considering the goals and any identified target populations served by the project. For example, a CoC Program-funded PSH project that is permitted to target homeless persons with a serious mental illness should follow the order of priority under Section III.A.1. of this Notice to the extent in which persons with serious mental illness meet the criteria. In this example, if there were no persons with a serious mental illness that also met the criteria of chronically homeless within the CoC's geographic area, the recipient should follow the order of priority under Section III.B for persons with a serious mental illness.
4. Recipients must exercise due diligence when conducting outreach and assessment to ensure that chronically homeless individuals and families are prioritized for assistance based on their total length of time homeless and/or the severity of their needs. HUD recognizes that some persons—particularly those living on the streets or in places not meant for human habitation—might require significant engagement and contacts prior to their entering housing and recipients of CoC Program-funded PSH are not required to allow units to remain vacant indefinitely while waiting for an identified chronically homeless person to accept an offer of PSH. CoC Program-funded PSH providers are encouraged to follow a Housing First approach to the maximum extent practicable. Therefore, a person experiencing chronic homelessness should not be forced to refuse an offer of PSH if they do not want to participate in the project's services, nor should a PSH

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<sup>2</sup> For the State of Louisiana grant originally awarded pursuant to “Department of Housing and Urban Development—Permanent Supportive Housing” in chapter 6 of title III of the Supplemental Appropriations Act, 2008 (Public Law 110–252; 122 Stat. 2351), projects located within the geographic area of a CoC that is not the CoC through which the State is awarded the grant may prioritize assistance within that geographic area instead of within the geographic area of the CoC through which the State is awarded the grant.

project have eligibility criteria or preconditions to entry that systematically exclude those with severe service needs. Street outreach providers should continue to make attempts to engage those persons that have been resistant to accepting an offer of PSH and where the CoC has adopted these orders of priority into their written standards, these chronically homeless persons must continue to be prioritized for PSH until they are housed.

**B. Prioritizing Chronically Homeless Persons in CoC Program-funded Permanent Supportive Housing Beds Not Dedicated or Not Prioritized for Occupancy by Persons Experiencing Chronic Homelessness**

1. CoCs are strongly encouraged to revise their written standards to include the following order of priority for non-dedicated and non-prioritized PSH beds. If adopted into the CoCs written standards, recipients of CoC Program-funded PSH that is not dedicated or prioritized for the chronically homeless would be required to follow this order of priority when selecting participants for housing, in a manner consistent with their current grant agreement.

**(a) First Priority—Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs**

An individual or family that is eligible for CoC Program-funded PSH who has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months **and** has been identified as having severe service needs.

**(b) Second Priority—Homeless Individuals and Families with a Disability with Severe Service Needs.**

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or in an emergency shelter and has been identified as having severe service needs. The length of time in which households have been homeless should also be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

**(c) Third Priority—Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs.**

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the individual or family has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

**(d) Fourth Priority—Homeless Individuals and Families with a Disability Coming from Transitional Housing.**

- An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.
2. Recipients of CoC Program-funded PSH should follow the order of priority above, as adopted by the CoC, while also considering the goals and any identified target populations served by the project. For example, non-dedicated or non-prioritized CoC Program-funded PSH that is permitted to target youth experiencing homelessness should follow the order of priority under Section III.B.1. of this Notice, as adopted by the CoC, to the extent in which youth meet the stated criteria.
  3. Recipients must exercise due diligence when conducting outreach and assessment to ensure that persons are prioritized for assistance based on their length of time homeless and the severity of their needs following the order of priority described in this Notice, and as adopted by the CoC. HUD recognizes that some persons—particularly those living on the streets or in places not meant for human habitation—might require significant engagement and contacts prior to their entering housing and recipients are not required to keep units vacant indefinitely while waiting for an identified eligible individual or family to accept an offer of PSH (see [FAQ 1895](#)). Recipients of CoC Program-funded PSH are encouraged to follow a Housing First approach to the maximum extent practicable. Street outreach providers should continue to make attempts to engage those persons that have been resistant to accepting an offer of PSH and where the CoC has adopted these orders of priority into their written standards, these individuals and families must continue to be prioritized until they are housed.

#### **IV. Using Coordinated Entry and a Standardized Assessment Process to Determine Eligibility and Establish a Prioritized Waiting List**

##### **A. Coordinated Entry Requirement**

Provisions at 24 CFR 578.7(a)(8) requires that each CoC, in consultation with recipients of Emergency Solutions Grants (ESG) program funds within the CoC's geographic area, establish and operate either a centralized or coordinated assessment system (referred to in this Notice as coordinated entry or coordinated entry process) that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. CoCs that adopt the order of priority in Section III of this Notice into the CoC's written standards are strongly encouraged to use a coordinated entry process to ensure that there is a single prioritized list for all CoC Program-funded PSH within the CoC. The [Coordinated Entry Policy Brief](#), provides recommended criteria for a quality coordinated entry process and standardized assessment tool and process. Under no circumstances shall the order of priority be based upon diagnosis or disability type,

but instead on the length of time an individual or family has been experiencing homelessness and the severity of needs of an individual or family.

#### **B. Written Standards for Creation of a Single Prioritized List for PSH**

CoCs are also encouraged to include in their policies and procedures governing their coordinated entry system a requirement that all CoC Program-funded PSH accept referrals only through a single prioritized list that is created through the CoCs coordinated entry process, which should also be informed by the CoCs street outreach. Adopting this into the CoC's policies and procedures for coordinated entry would further ensure that CoC Program-funded PSH is being used most effectively, which is one of the goals in this Notice. The single prioritized list should be updated frequently to reflect the most up-to-date and real-time data as possible.

#### **C. Standardized Assessment Tool Requirement**

CoCs must utilize a standardized assessment tool, in accordance with 24 CFR 578.3, or process. The [Coordinated Entry Policy Brief](#), provides recommended criteria for a quality coordinated entry process and standardized assessment tool.

#### **D. Nondiscrimination Requirements**

CoCs and recipients of CoC Program-funded PSH must continue to comply with the nondiscrimination provisions of Federal 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 Titles II or III of the Americans with Disabilities Act, as applicable. See 24 C.F.R. § 5.105(a).

#### **V. Recordkeeping Recommendations for CoCs that have Adopted the Orders of Priority in this Notice**

24 CFR 578.103(a)(4) outlines documentation requirements for all recipients of dedicated and non-dedicated CoC Program-funded PSH associated with determining whether or not an individual or family is chronically homeless for the purposes of eligibility. In addition to those requirements, HUD expects that where CoCs have adopted the orders of priority in Section III. of this Notice into their written standards. The CoC, as well as recipients of CoC Program-funded PSH, will maintain evidence of implementing these priorities. Evidence of following these orders of priority may be demonstrated by:

- A. Evidence of Severe Service Needs.** Evidence of severe service needs is that by which the recipient is able to determine the severity of needs as defined in Section I.D.3. of this Notice using data-driven methods such as an administrative data match or through the use of a standardized assessment. The documentation should include any information pertinent to how the determination was made, such as notes associated with case-conferencing decisions.
- B. Evidence that the Recipient is Following the CoC's Written Standards for Prioritizing Assistance.** Recipients must follow the CoC's written standards for prioritizing assistance, as adopted by the CoC. In accordance with the CoC's adoption of



written standards for prioritizing assistance, recipients must in turn document that the CoC's revised written standards have been incorporated into the recipient's intake procedures and that the recipient is following its intake procedures when accepting new program participants into the project.

**C. Evidence that there are no Households Meeting Higher Order of Priority within CoC's Geographic Area.**

- (a) When dedicated and prioritized PSH is used to serve non-chronically homeless households, the recipient of CoC Program-funded PSH should document how it was determined that there were no chronically homeless households identified for assistance within the CoC's geographic area – or for those CoCs that implement a sub-CoC<sup>3</sup> planning and housing and service delivery approach, the smaller defined geographic area within the CoC's geographic area – at the point in which a vacancy became available. This documentation should include evidence of the outreach efforts that had been undertaken to locate eligible chronically homeless households within the defined geographic area and, where chronically homeless households have been identified but have not yet accepted assistance, the documentation should specify the number of persons that are chronically homeless that meet this condition and the attempts that have been made to engage the individual or family. Where a CoC is using a single prioritized list, the recipient of PSH may refer to that list as evidence.
- (b) When non-dedicated and non-prioritized PSH is used to serve an eligible individual or family that meets a lower order of priority, the recipient of CoC Program-funded PSH should document how the determination was made that there were no eligible individuals or families within the CoC's geographic area - or for those CoCs that implement a sub-CoC planning and housing and service delivery approach, the smaller defined geographic area within the CoC's geographic area - that met a higher priority. Where a CoC is using a single prioritized list, the recipient of PSH may refer to that list as evidence that there were no households identified within the CoC's geographic area that meet a higher order of priority.

**VI. Questions Regarding this Notice**

Questions regarding this notice should be submitted to HUD Exchange Ask A Question (AAQ) Portal at: <https://www.hudexchange.info/get-assistance/my-question/>.

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<sup>3</sup> For the State of Louisiana grant originally awarded pursuant to “Department of Housing and Urban Development—Permanent Supportive Housing” in chapter 6 of title III of the Supplemental Appropriations Act, 2008 (Public Law 110–252; 122 Stat. 2351), projects located within the geographic area of a CoC that is not the CoC through which the State is awarded the grant may prioritize assistance within that geographic area instead of within the geographic area of the CoC through which the State is awarded the grant.

# Equity Analysis: CE 2015 and CE 2016

# Objectives

- Attempt to answer the following questions:
  1. Do the distributions of race and ethnicity for CHA 2015-2016 match what is expected?
  2. Do the distributions of race and ethnicity for individuals housed through CHA programs between January 2015 through December 2016 match what is expected?
  
- Note: We don't yet have enough data to evaluate outcomes from homeless assistance programs.

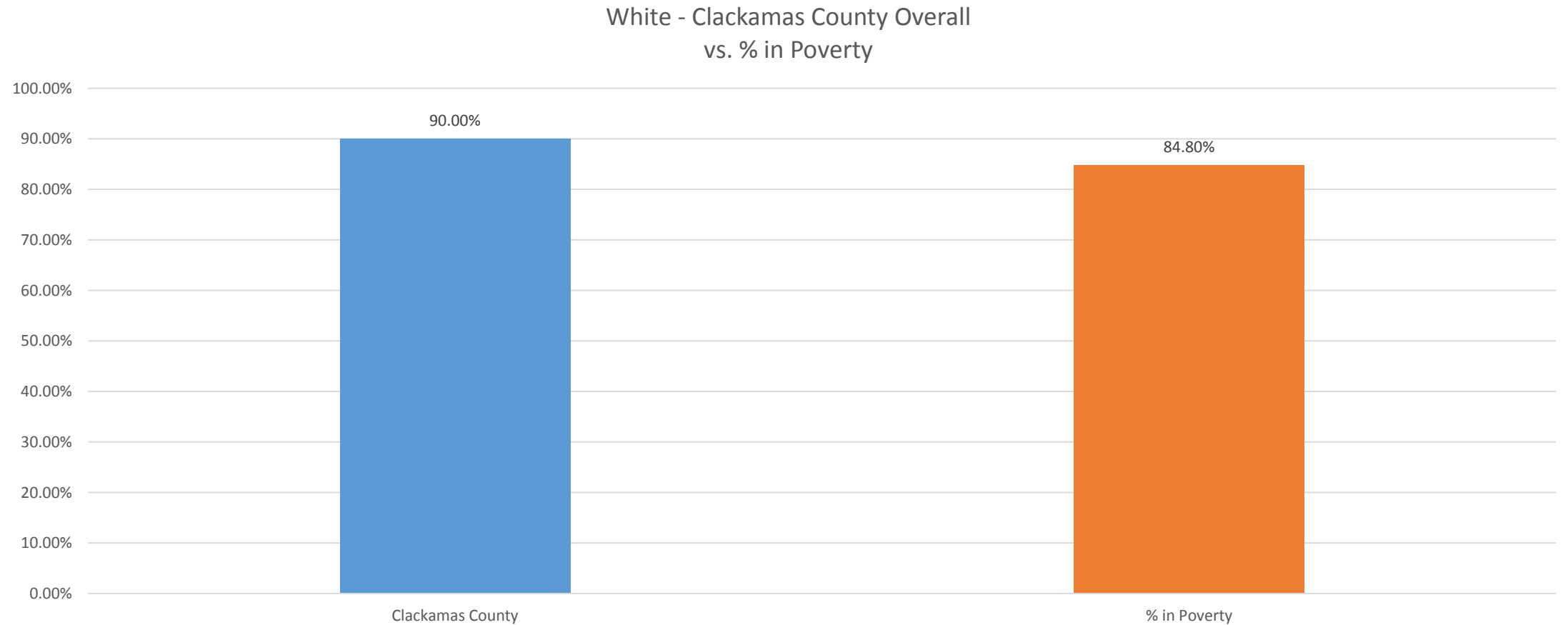
# Methods

- Use Chi Square Goodness of Fit Test to assess whether distributions of race and ethnicity in CHA 2015 and 2016 and those who were housed are statistically different from expected distributions.
  - Used ACS % in Poverty Estimates (2011-2015) for Clackamas County to establish expected race and ethnicity distributions. We would expect the distributions to be more similar to those living in poverty rather than Clackamas County overall.
- Calculate effect size when statistically significant difference is found
  - Demonstrates the magnitude of difference and is not susceptible to influence of sample size (range is 0 to 1.0 with scores closer to 1.0 demonstrating a larger effect)

# Clackamas County Distribution of Race: Overall Census vs. Percent Living in Poverty

	Clackamas County (Census 2015)	% in Poverty (ACS 2011-2015)
White	90.0%	84.80%
Black or African American	1.1%	1.31%
American Indian/Alaskan Native	1.1%	1.83%
Asian	4.4%	2.87%
Native Hawaiian/Pacific Islander	0.3%	0.54%
Two or More Races	3.2%	4.74%

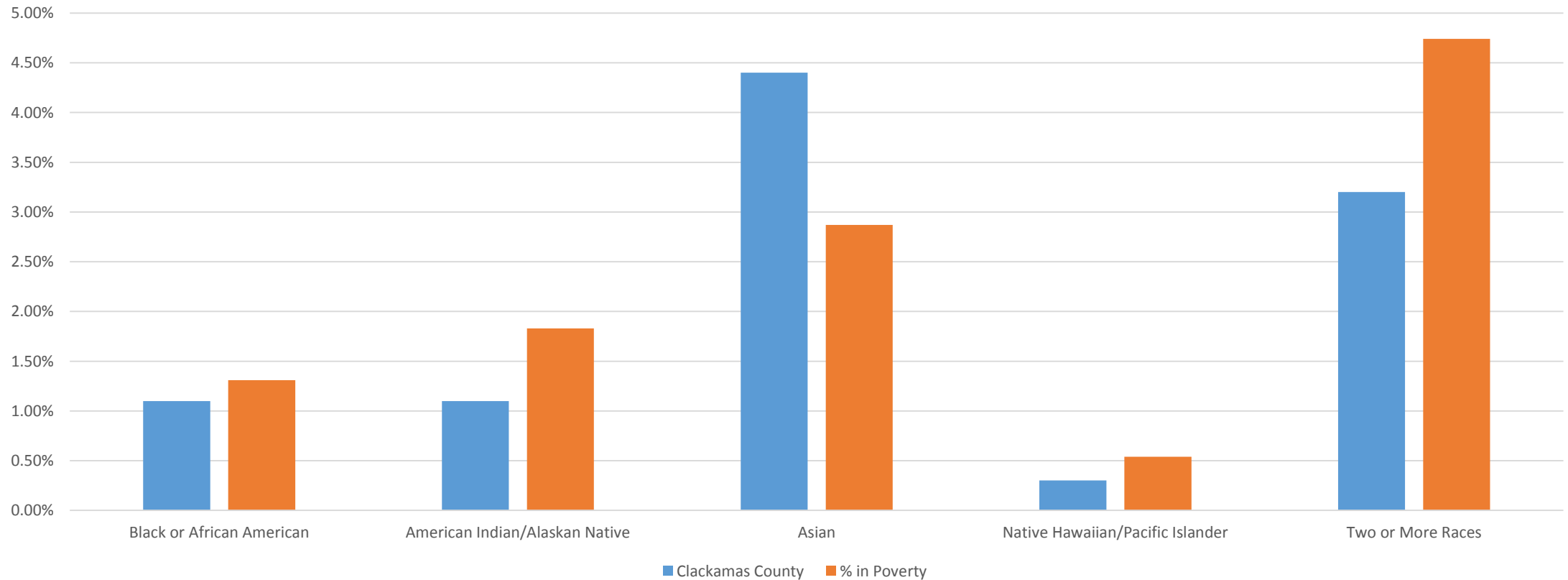
# White Clackamas County Overall vs. % in Poverty



# All Other Races

## Clackamas County Overall vs. % in Poverty

All Other Races - Clackamas County Overall vs. % in Poverty

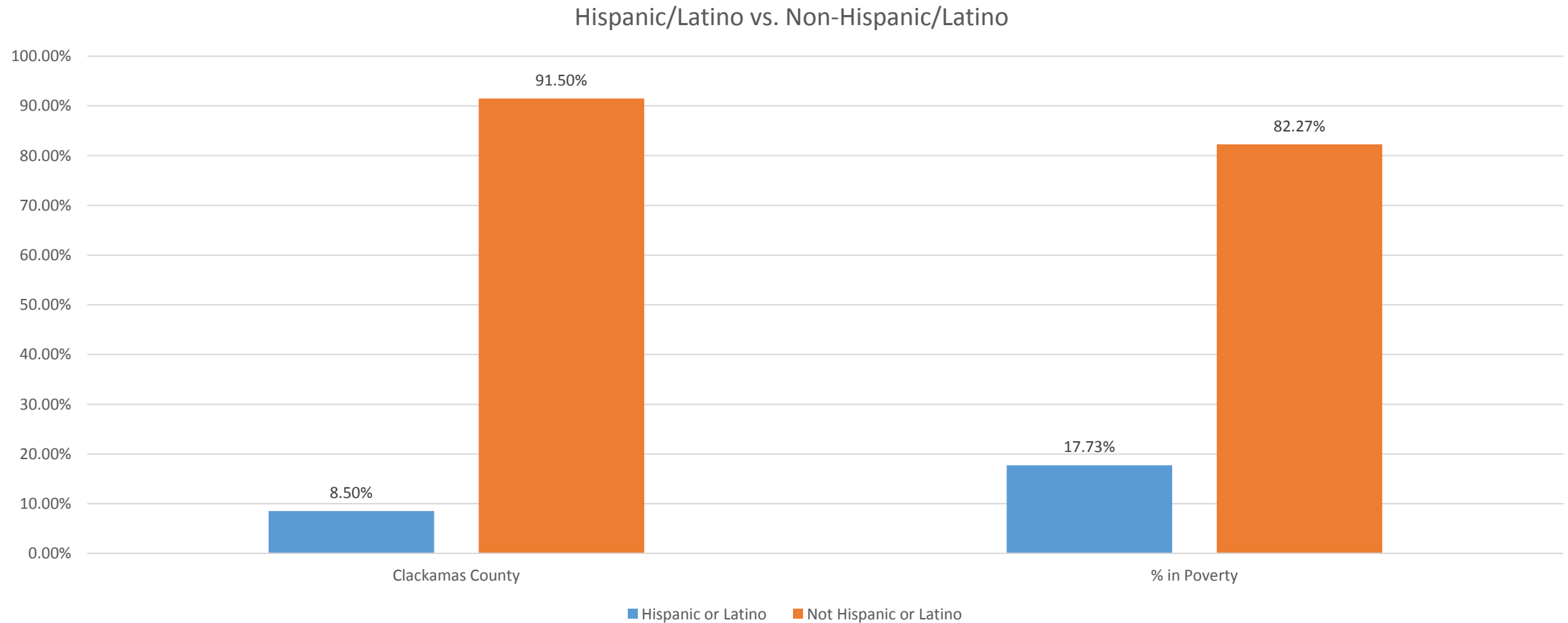


# Distribution of Hispanic or Latino Ethnicity: Overall Census vs. % Living in Poverty

	Clackamas County (Census 2015)	% in Poverty (ACS 2011-2015)
Hispanic or Latino	8.5%	17.73%
Not Hispanic or Latino	91.5%	82.27%



# Hispanic/Latino and Non-Hispanic/Latino Clackamas County Overall vs. % in Poverty

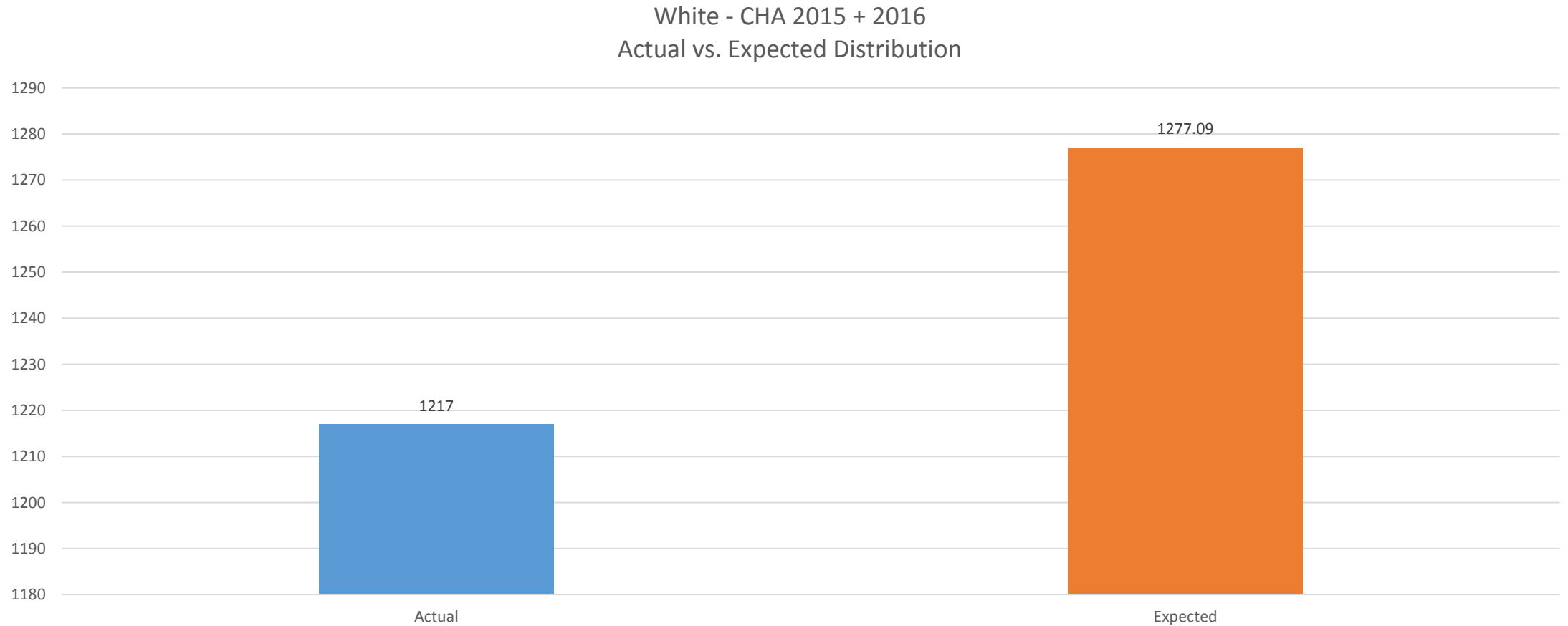


# CHA 2015 + CHA 2016: Actual vs. Expected Distribution of Race

	Actual CHA 2015 + 2016	Expected CHA 2015 + 2016
White	1217	1277.09
Black or African American	96	19.73
American Indian/Alaskan Native	35	27.56
Asian	21	43.22
Native Hawaiian/Pacific Islander	16	8.13
Two or More Races	121	71.38

# White

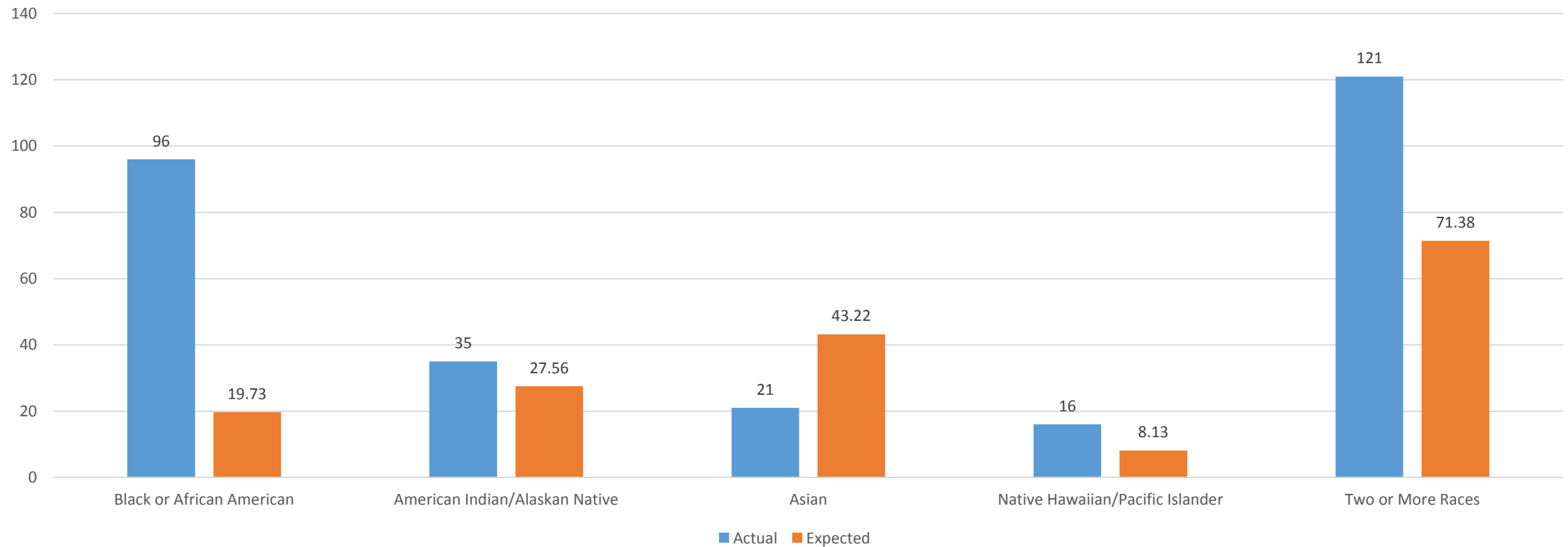
## CHA 2015 – 2016 Actual vs. Expected Distribution



# All Other Races

## CHA 2015 – 2016 Actual vs. Expected Distribution

All Other Races - CHA 2015 + 2016  
Actual vs. Expected Distribution



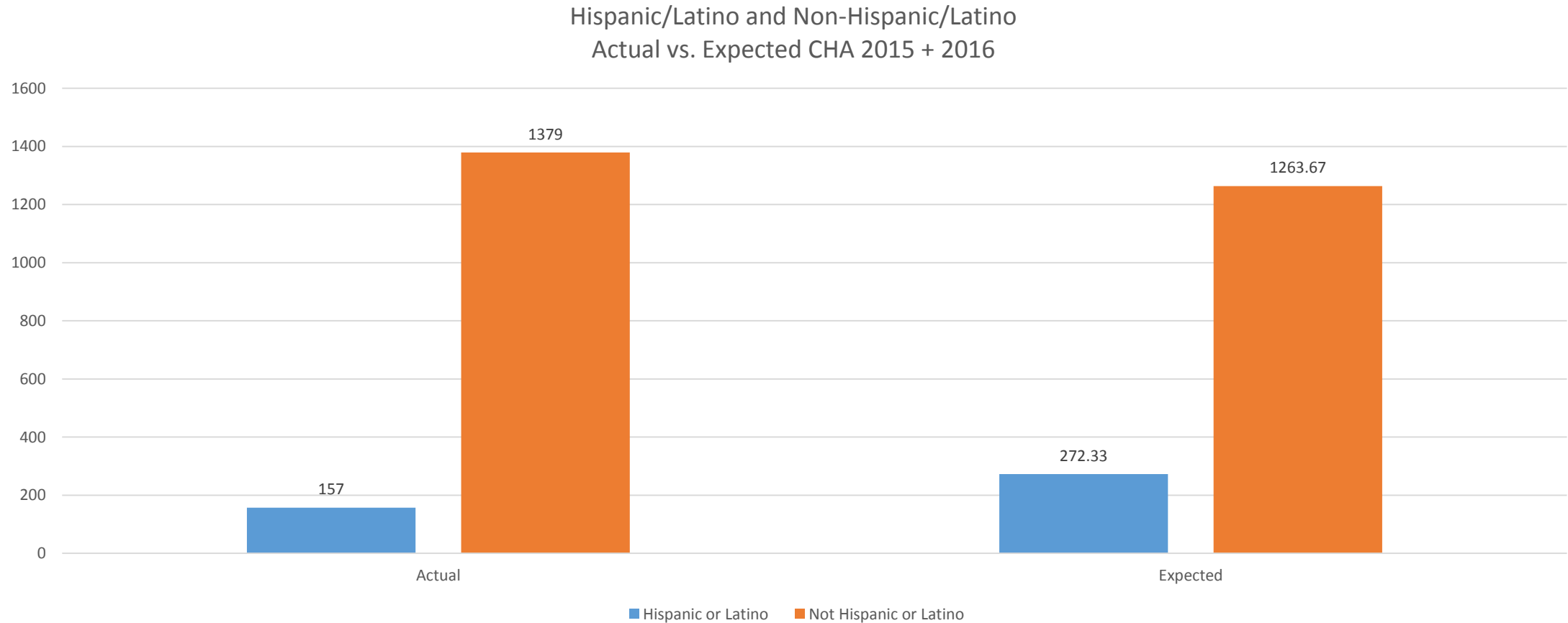
# CHA 2015 + CHA 2016: $\chi^2$ Goodness of Fit Test for Race

- Statistically significant results – the actual distribution of race is significantly different from the expected distribution
  - $\chi^2 = 353.23$ ,  $df = 5$ ,  $p \leq .01$
  - Effect size = .48 (moderate effect)
- The largest contributors to the observed difference were:
  - Black or African American (96 actual, 19.73 expected)
  - Two or More Races (121 actual, 71.38 expected)
  - Asian (21 actual, 43.22 expected)

# CHA 2015 + CHA 2016: $\chi^2$ Goodness of Fit Test for Hispanic or Latino Ethnicity

	Actual CHA 2015 + 2016	Expected CHA 2015 + 2016
Hispanic or Latino	157	272.33
Not Hispanic or Latino	1379	1263.67

# Hispanic/Latino and Non-Hispanic/Latino CHA 2015 – 2016 Actual vs. Expected Distribution



# CHA 2015 + CHA 2016: $\chi^2$ Goodness of Fit Test for Hispanic or Latino Ethnicity

- Statistically significant results – the actual distribution of Hispanic/Latino ethnicity is significantly different from the expected distribution
  - $\chi^2 = 59.37$ ,  $df=1$ ,  $p \leq .01$
  - Effect size = .20 (small effect)
- The largest contributor to the observed difference was:
  - Hispanic or Latino (157 actual, 272.33 expected)

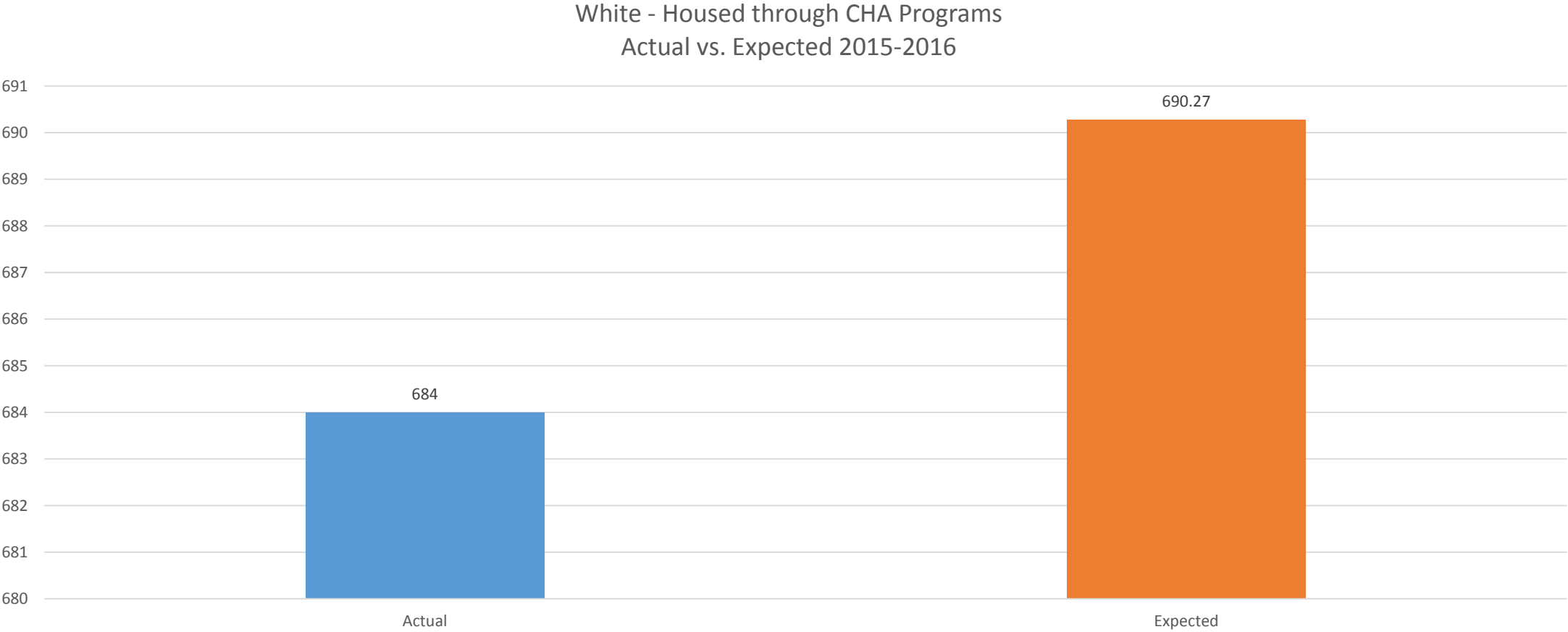


# Housed Individuals: Actual vs. Expected Distribution of Race

	Actual Housed (1/2015-12/2016)	Expected Housed(1/2015-12/2016)
White	684	690.27
Black or African American	65	10.66
American Indian/Alaskan Native	33	14.90
Asian	12	23.36
Native Hawaiian/Pacific Islander	6	4.40
Two or More Races	14	38.58

# White: Housed through CHA 2015 – 2016

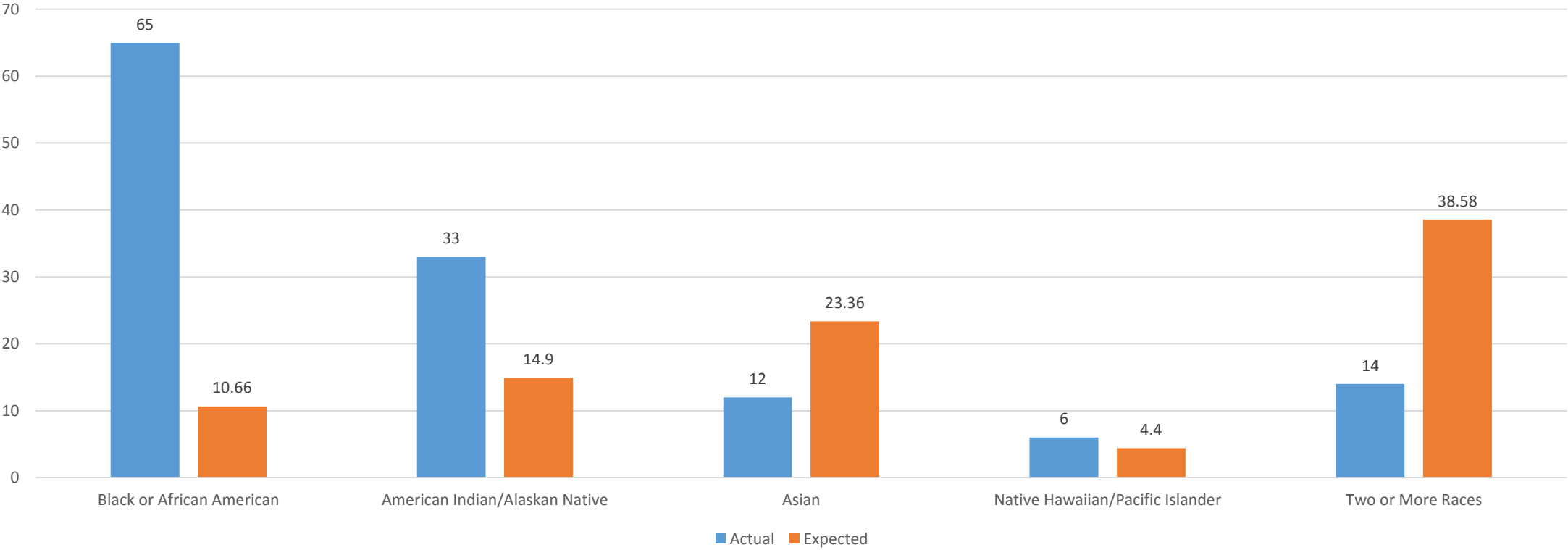
## Actual vs. Expected Distribution



# All Other Races: Housed through CHA 2015-2016

## Actual vs. Expected Distribution

All Other Races - Housed through CHA Programs  
Actual vs. Expected 2015-2016



# Housed Individuals: $\chi^2$ Goodness of Fit Test for Race

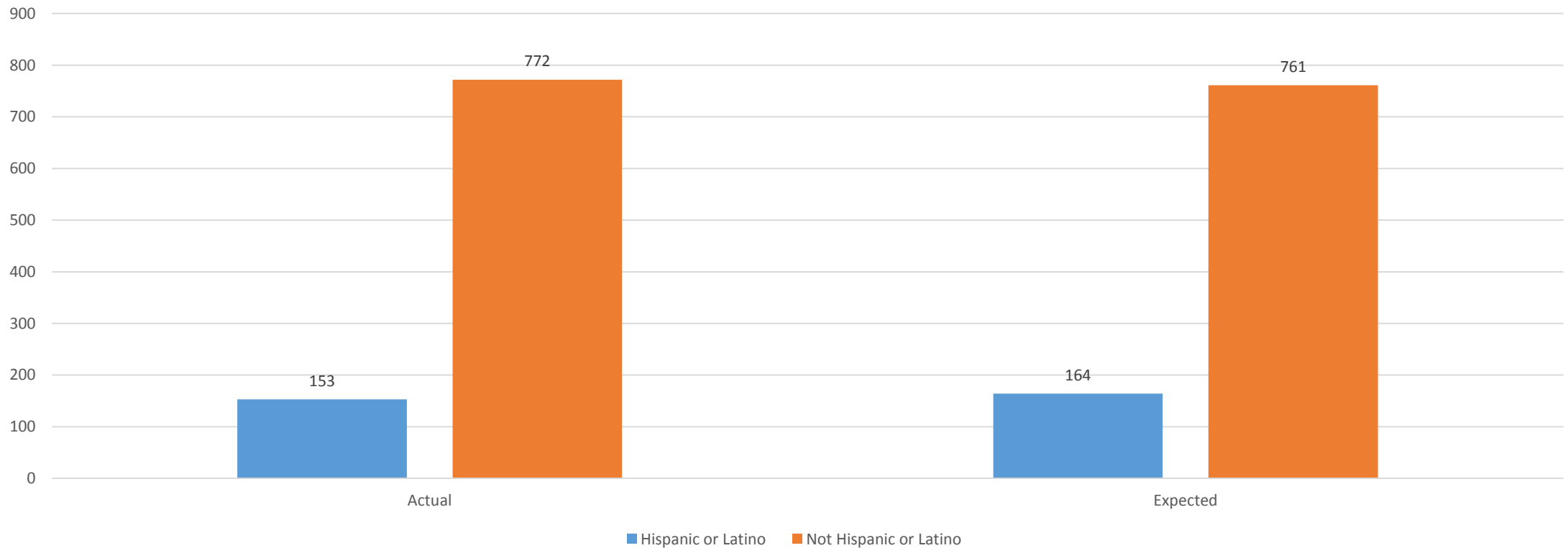
- Statistically significant results – the actual distribution of race for housed individuals is significantly different from the expected distribution
  - $\chi^2 = 320.71$ ,  $df = 5$ ,  $p \leq .01$
  - Effect size = .63 (moderate to large effect)
- The largest contributors to the observed difference were:
  - Black or African American (65 actual, 10.66 expected)
  - American Indian/Alaskan Native (33 actual, 14.90 expected)
  - Two or More Races (14 actual, 38.58 expected)
  - Asian (12 actual, 23.36 expected)

# Housed Individuals: $\chi^2$ Goodness of Fit Test for Hispanic or Latino Ethnicity

	Actual Housed (1/2015-9/2016)	Expected Housed(1/2015-12/2016)
Hispanic or Latino	153	164.00
Not Hispanic or Latino	772	761.00

# Hispanic/Latino and Non-Hispanic/Latino: Housed through CHA 2015-2016

Hispanic/Latino and Non-Hispanic/Latino  
Actual vs. Expected Housed 2015-2016



# Housed Individuals: $\chi^2$ Goodness of Fit Test for Hispanic or Latino Ethnicity

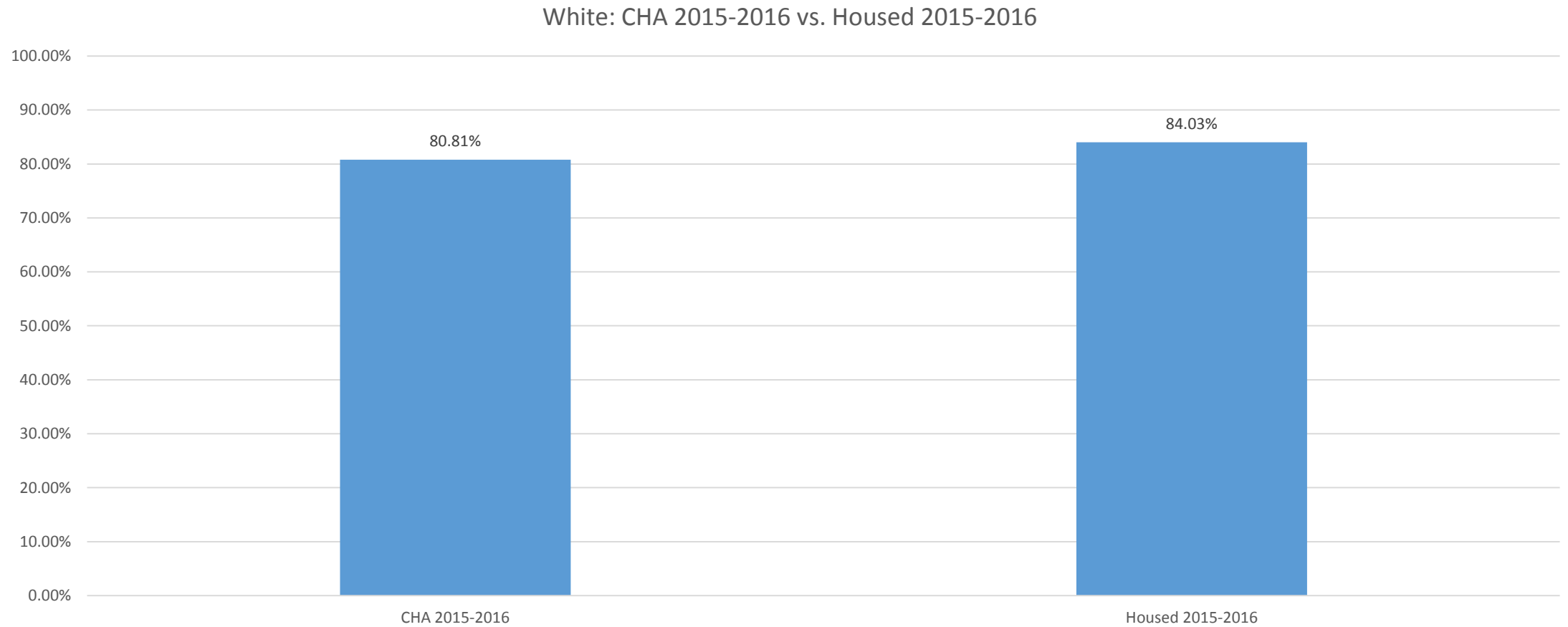
- Not statistically significant results – the actual distribution of Hispanic/Latino ethnicity is not significantly different from the expected distribution
  - $\chi^2 = 0.90$ ,  $df=1$ ,  $p>.05$
  - Hispanic/Latino (153 actual, 164.00 expected)
  - Not Hispanic/Latino (772 actual, 761.00 expected)

# Comparison of Distributions for Individuals in CHA and those Housed through CHA 2015 -2016

	CHA 2015 -2016	% CHA 2015-2016	Housed 2015 -2016	%Housed2015-2016
White	1217	80.81%	684	84.03%
Black or African American	96	6.37%	65	7.99%
American Indian/Alaskan Native	35	2.32%	33	4.05%
Asian	21	1.39%	12	1.47%
Native Hawaiian/Pacific Islander	16	1.06%	6	0.74%
Two or More Races	121	8.03%	14	1.72%

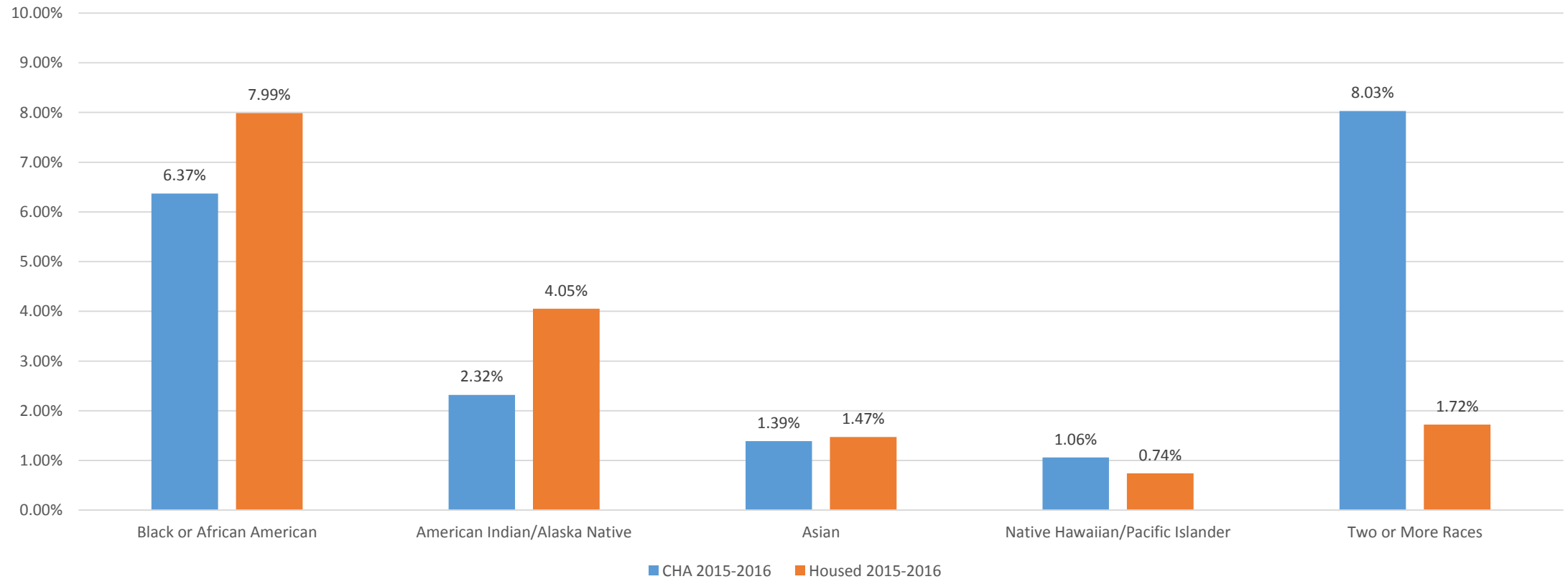


# White: CHA 2015-2016 vs. Housed 2015-2016



# All Other Races: CHA 2015-2016 vs. Housed 2015-2016

All Other Races: CHA 2015-2016 vs. Housed 2015-2016

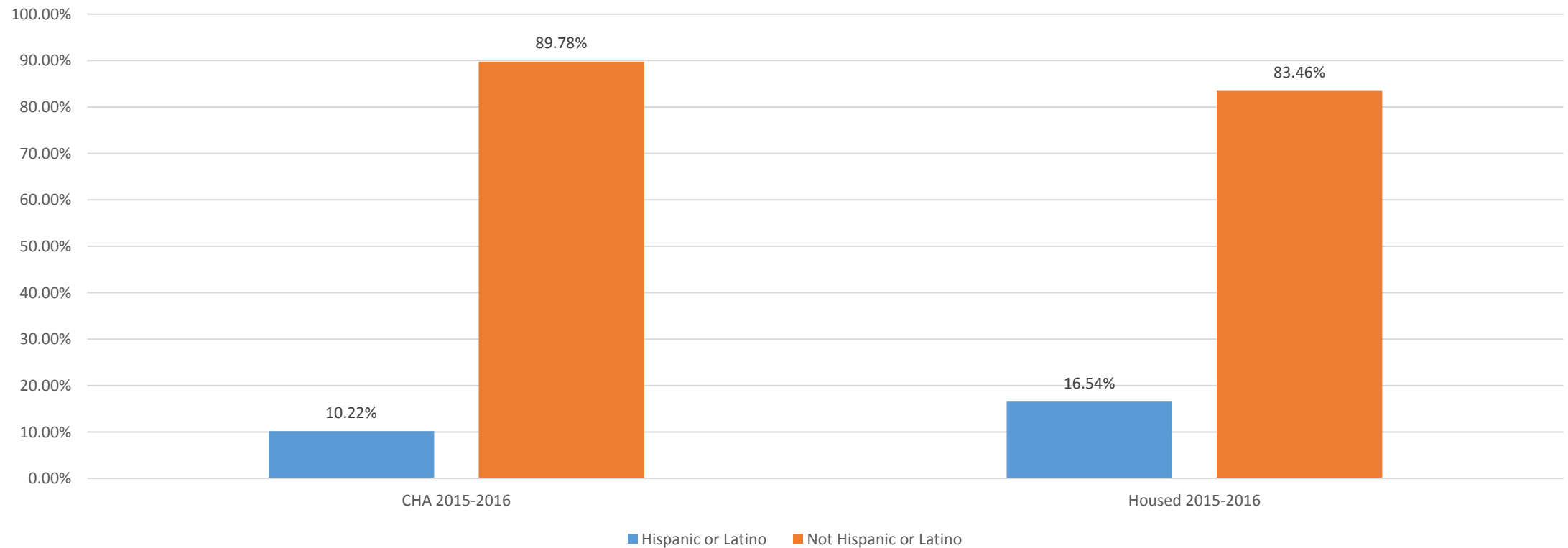


# Comparison of Distributions for Individuals in CHA and those Housed through CHA 2015 -2016

	CHA 2015 -2016	% CHA 2015-2016	Housed 2015 -2016	%Housed2015-2016
Hispanic or Latino	157	10.22%	153	16.54%
Not Hispanic/Latino	1379	89.78%	772	83.46%

# Hispanic/Latino and Non-Hispanic/Latino: CHA 2015-2016 vs. Housed 2015-2016

Hispanic/Latino and Non-Hispanic/Latino:  
CHA 2015-2016 vs. Housed 2015-2016



# Summary

- For CHA 2015 and 2016
  - The actual distribution of race was statistically significantly different from the expected distribution. The degree/magnitude of the difference was moderate.
    - Black or African American individuals tended to be over-represented (largest difference)
    - Multi-racial individuals tended to be over-represented
    - Asian individuals tended to be under-represented
  - The actual distribution of Hispanic or Latino ethnicity was statistically significantly different from the expected distribution. The degree/magnitude of the difference was on the smaller side.
    - Hispanic/Latino individuals tended to be under-represented

# Summary

- For housed individuals between January 2015 – December 2016
  - The actual distribution of race was statistically significantly different from the expected distribution. The degree/magnitude of the difference was moderate to large.
    - Black or African American individuals tended to be over-represented (largest difference)
    - American Indian/Alaskan Native individuals tended to be over-represented
    - Multi-racial individuals tended to be under-represented
    - Asian individuals tended to be under-represented
  - The actual distribution of Hispanic or Latino ethnicity was not statistically significantly different from the expected distribution.
  - The next equity analysis will be completed in Fall of 2018 which will include outcomes from homeless assistance.

# Caveats

- There is always some degree of error in statistical measurement
- The information presented here does not take contextual factors into account
  - For example, outreach efforts into specific communities may partially account for over-representation

# The CONTINUUM OF CARE (CoC) in CLACKAMAS COUNTY

## BYLAWS

As amended on August 26, 2016

### Article One – General Purpose

**Section 1. Name.** The Continuum of Care in Clackamas County referred herein as the “CoC”.

**Section 2. Mission/Purpose.** The CoC is a consortium of individuals and organizations with the common purpose of planning for a housing and services continuum for people who are homeless or at risk of homelessness. The CoC is not a formal advisory council to Clackamas County, although it does operate with County staff support. The CoC Bylaws and organizational structure are required for all funds governed by the Continuum of Care title IV McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 and the Continuum of Care Program Rule.

The mission of the CoC is to prevent and reduce homelessness in Clackamas County by guiding housing programs and services for families and individuals that are homeless or at risk of becoming homeless, via:

- Full utilization of mainstream resources
- Coordination of service delivery and housing systems
- Systemic agreements and institutional targeting of populations at high risk of homelessness
- Creative cultivation of new resources
- Public awareness to foster a collective sense of responsibility

The above mission, developed by the CoC, is based on a set of principles which will permeate its implementation. These principles are:

- Equity of access to housing and services
- Choice and self-determination as consistently part of the process
- Treating people with dignity and respect, regardless of their housing status
- Culturally competent services
- Non-judgmental approach to people and their problems throughout the housing and service systems

### Article Two – Roles and Responsibilities

**Section 1. Members.** The members of the CoC will:

- Identify and advocate for the needs of people who are homeless in Clackamas County
- Facilitate the development of a continuum of care including housing and services for people who are homeless in Clackamas County
- Hold regular meetings
- Invite new members to meetings at least annually
- Follow the written process to elect a Chair and a Co-Chair
- Follow the written process to elect a Steering Committee (Governing Board)
- Appoint additional committees, sub-committees and or workgroups as needed to identify and advocate for the needs of people who are homeless in Clackamas County



## **The CONTINUUM OF CARE (CoC) in CLACKAMAS COUNTY**

- Maintain and regularly update a Governance Charter (CoC Bylaws)
- Monitor CoC recipient and subrecipient performance, evaluate services and outcomes, and implement corrective action when it is determined that established performance measures are not being met
- Engage in CoC Planning, developing short and long term plans to prevent and mitigate homelessness in Clackamas County including system coordination of housing and services for people who are homeless, point-in-time counts at least biennially, annual homeless needs gaps analysis, providing information for Consolidated Plans, and consulting with ESG providers in Clackamas County
- Recommend funding priorities for new and renewal projects to be included in the annual application for CoC program funds
- Designate an eligible applicant to serve as the Collaborative Applicant to submit applications on behalf of the CoC
- Designate the Collaborative Applicant to act as a Unified Funding Agency (UFA) on behalf of the CoC
- Designate and operate a Homeless Management and Information System (HMIS) provider to maintain the CoC data collection system
- Establish and operate a Coordinated Assessment system in consultation with Emergency Solutions Grant (ESG) program providers
- Establish and follow written standards for providing CoC assistance in consultation with Emergency Solutions Grant (ESG) program providers

### **Section 2. Co-Chairs.** The Co-Chairs of the CoC will:

- Work with the CoC coordinator to set meeting agendas
- Facilitate CoC meeting discussions
- Call for votes as needed
- Remind members of the CoC purpose and the roles and responsibilities of membership
- Enforce the provisions of the CoC Bylaws
- Assign members to CoC subcommittees

### **Section 3. CoC Steering Committee (Governing Board).** The Governing Board will:

- Be representative of the relevant organizations and of the projects serving the diversity of people and homeless subpopulations in Clackamas County
- Evaluate and approve CoC and ESG homeless project performance measures
- Evaluate and approve CoC and ESG funding priorities
- Annually evaluate and approve CoC and ESG program policies
- Follow the CoC Code of Conduct in the CoC Bylaws
- Analyze homeless program policies and performance data to identify needs, areas for improvement and future program development
- Assign workgroups, as necessary, to carry out the responsibilities of the CoC
- Engage in strategic planning of homeless services, programs, funding, goals and policies

## **The CONTINUUM OF CARE (CoC) in CLACKAMAS COUNTY**

**Section 4. CoC Coordinator.** The CoC Coordinator is assigned by the HCD Director to coordinate CoC activities including: maintaining the CoC membership email distribution list; coordinating the CoC annual application for funding; providing support to the CoC Chairs and CoC Steering Committee by preparing agendas; recording meeting minutes and preparing information for meetings.

### **Article Three – Members**

**Section 1. CoC Membership.** Membership in the CoC is open to interested housing, service, and advocacy organizations. Membership is also open to interested individuals representing the community at large. Member agencies will be responsible for identifying CoC representatives and alternates who may attend when the primary agency representative is unable to attend. Participating agencies may have more than one person identified as a CoC representative.

In April of each year the CoC Coordinator will distribute a list of CoC members.

**Section 1.1. Homeless and formerly homeless persons** will be encouraged and supported as CoC members to participate in discussions and provide perspective.

**Section 2. CoC Voting Rights.** Each member organization and community at large member who has participated in at least 3 meetings in the preceding 12 months shall have one vote at subsequent meetings on each matter submitted to a vote of CoC members. The Chair, Co-Chair and members will recuse themselves from any vote that would directly benefit the agency they represent.

To the maximum extent possible, the CoC meetings shall operate on a consensus basis. However, members can request a vote on specific issues. Agencies with more than one representative in attendance will determine in advance which representative will vote. In the instance when an alternate is serving in the place of the member agency's primary representative, the alternate shall have the right to vote. In all cases, each member organization only has one vote.

**Section 3. Resignation.** Member agencies may resign by sending a letter of resignation to the Coordinator. (moved from article 4 to article 3)

**Section 4. Co-Chair Terms.** There will be one "private sector" leadership position and one "public" (government) leadership position and each position will have a staggered 2-year term.

**Section 5. CoC Steering Committee Members: (moved from Article 2 to Article 3)**

The CoC Steering Committee will have a total of 9 members and be composed of the following:

- 2 members of the CoC
- 2 members of the Clackamas County Department of Health, Housing and Human Services (H3S)
- 5 members At Large (nominated from the community)
  - While nominated from the Clackamas County community, there will be extra emphasis on finding Steering Committee Members who meet the following criteria:
    - Does not have a direct financial interest in CoC funds

## **The CONTINUUM OF CARE (CoC) in CLACKAMAS COUNTY**

- Provides diversity to the Steering Committee by coming from sectors such as, but not limited to: homelessness, law enforcement, private sector, education, and/or faith-based.
- A homeless or formerly homeless member (from any of the above)

The CoC Steering Committee will be staffed by the HMIS Administrator and the 2 CoC facilitators.

**Section 6. *Steering Committee Election Process.*** Steering Committee positions are filled as follows:

- CoC Member positions: elected by CoC members
- Clackamas County Department of Health, Housing and Human Services (H3S) positions: recommendation from H3S
- At Large positions: elected by CoC members

For At Large and CoC positions, which are elected by the CoC members, a solicitation will be made for nominees, which will be collected by the CoC Coordinator. Prior to the monthly meeting, the CoC Coordinator will distribute a roster of nominees for consideration to the CoC. Each CoC member or member agency shall have one vote. At the following meeting the CoC members will motion to accept the new CoC Board member(s).

If, at the end of his/her/their term, an at-large or CoC Steering Committee member wishes to serve another term, the CoC may vote to keep the member or to open the position up to someone new.

If a Steering Committee member vacates his or her position before serving the full term, the new member will serve the remainder of the previous member's term to maintain staggered terms.

**Section 7. *Steering Committee Minimum Attendance Requirement:*** In order to remain on the Steering Committee, members must attend at least half of the annual Steering Committee meetings. A member's level of participation outside of regular meetings (email responses, subcommittees, etc.) will be taken into consideration before a member is asked to vacate his/her/their seat.

**Section 8. *Steering Committee Terms-***All new Steering Committee member terms will be 2 years.

### **Article Four – Meeting Schedule**

**Section 1. *Regular Meetings.*** The regular CoC meetings will be scheduled on a monthly basis with exceptions being decided by the membership and the coordinator.

**Section 2. *Special Meetings.*** Special meetings may be scheduled when it is determined by the membership that a special meeting is necessary.

## **The CONTINUUM OF CARE (CoC) in CLACKAMAS COUNTY**

**Section 3. *Notice of Meetings.*** The Coordinator will ensure that CoC members are notified prior to regular and special meetings and provided with the date, time and location of the meeting, an agenda and any additional information required for the meeting.

**Section 4. *Quorum.*** The quorum for a meeting of the CoC shall be the number of agencies and individuals present and eligible to vote at the meeting. Action will be taken by an affirmative vote of the majority of the agencies and individuals present at the meeting and eligible to vote.

**Section 6. *Action Items.*** Action items to be voted on during regular or special CoC meetings must be included in the agenda provided to CoC members prior to the scheduled meeting. No action items may be added after the agenda is sent to members. If it is determined during the course of a meeting that additional items shall require a vote of the CoC, these items will be scheduled for action at the next regular or special meeting.

**Section 7. *Steering Committee Meetings.*** CoC Steering Committee meetings will be held at least quarterly and as needed to accomplish the mission and purpose of the CoC.

### **Article Five – Fiscal Year**

The fiscal year for the CoC shall begin on the 1<sup>st</sup> day of July in each year and end at midnight on the 30<sup>th</sup> day of June of the following year.

### **Article Six – Special Committees**

As needed, special committees shall be set up to research issues, develop particular projects and/or make recommendations on issue of interest to the CoC.

### **Article Seven – Recordkeeping**

Records of all the CoC meetings shall be kept and will include dates, attendees and minutes.

### **Article Eight – Amendment to Bylaws**

These Bylaws may be revised or amended at any regular or special meeting of the CoC by the review of members present, except as otherwise provided for in the Bylaws; provided that copies of the proposed revisions or amendments shall have been available, specifically identified for CoC review, to each CoC member at least two weeks prior to the regular or special meeting at which the proposed revisions or amendments are to be acted upon. Once members have been provided opportunity to review and comment, the CoC Steering Committee will be responsible for voting on all revisions.

### **Article Nine – Code of Conduct**

All members, Co-Chairs and Steering Committee Members will uphold the following Code of Conduct:

- The Co-Chairs, Board Members and Members will declare any conflicts of interest prior to voting on CoC business

## **The CONTINUUM OF CARE (CoC) in CLACKAMAS COUNTY**

- All Members will demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude
- All Members will present themselves and their agencies in a professional and ethical manner when conducting CoC business

### **Article Ten – CoC Corrective Actions Process**

When a Clackamas County Continuum of Care homeless program project /agency is reviewed by the CoC or a subcommittee thereof and, determined to be under-performing based on established performance measures, that project/agency will be notified in writing and placed on probation for at least six months.

During the probationary period, the project/agency will be provided with additional technical assistance by the CoC Coordinator, County HMIS administrator, CoC Peer agencies and when available, the HUD Field Office staff. The project/agency will be responsible for requesting specific assistance in low scoring performance areas and requesting any additional clarifications from the CoC if the project/agency staff persons do not understand the scoring process, criteria and/or performance measures.

If after six months of probation, the project/agency continues to under-perform based on established performance measures, the project/agency may lose HUD funding and may be ranked low in the Continuum of Care annual application for funding. The project/agency may submit a plan of correction to request an additional 6 months of probation. Acceptance of the plan of correction will be at the discretion of the CoC.

### **Article Eleven – Designated Homeless Management Information System Provider**

The Clackamas County Housing and Community Development Division (HCDD) is designated as the Homeless Management and Information System (HMIS) provider to maintain the CoC data collection system.

All HMIS-related decisions which only affect local CoC operations will be made by Clackamas County's HMIS Administrator with input from key stakeholders. All HMIS-related decisions which affect all CoCs participating in the statewide HMIS implementation will be made by the Northwest Social Services Connections Committee, comprising of representation from each CoC in the state.

### **Article Twelve – Designated Collaborative Applicant and Unified Funding Agency**

The Clackamas County Housing and Community Development Division (HCDD) is designated as the CoC Collaborative Applicant when completing the CoC funding application. The Housing and Community Development Division is also designated the CoC Unified Funding Agency if funds become available to support this CoC financial administrative function.

# **The CONTINUUM OF CARE (CoC) in CLACKAMAS COUNTY**

## **Article Thirteen – Decision Making Process**

When an item (initiative, proposal, process, etc.), which will affect the entire continuum is brought before the CoC or Steering Committee for decision, the following steps will be taken:

1. Item will initially be reviewed by the Steering Committee and CoC Chair and Co-Chair.
2. Item will be provided to the CoC, specifically identified for CoC review, to each CoC member at least two weeks prior to the regular or special meeting at which the proposed revisions or amendments are to be acted upon.
3. After the CoC and CoC Chair and Co-Chair have been given an opportunity to provide feedback, item will be voted on by the CoC Steering Committee or feedback will be addressed and the item will be brought back to the CoC for additional review.