

2018 COC NOFA

## ATTACHMENT 14. ORDER OF PRIORITY, 3B-2

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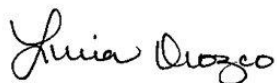
# Every Door Open

## Coordinated Entry System Written Standards

Written Standards include adoption of HUD's Order of Prioritization Notice 14-012.



*Adopted by the Alliance Board of Directors  
on September 14, 2017*



*Lucia Orozco, Board Secretary*

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## VI. Permanent Supportive Housing (COC)

### A. OVERVIEW AND PURPOSE

Permanent Supportive Housing is targeted to households who have the most severe services needs and longest histories of homelessness within the bi-county region.

### B. HOUSEHOLD ELIGIBILITY

At a minimum, candidates for Permanent Supportive Housing (PSH) must meet the following basic requirements:

- Is literally homeless; and
- Lacks the resources to obtain housing; and
- Has a member of the household with a severe or significant disabling condition; and
- Scores a 10 or greater on the VI-SPDAT or VI-F-SPDAT.

### C. PRIORITIZATION

The Alliance has adopted the order of priority as outlined in HUD's Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status (Notice), which can be found at: <https://www.hudexchange.info/resources/documents/Notice-CPD-14-012-Prioritizing-Persons-Experiencing-Chronic-Homelessness-in-PSH-and-Recordkeeping-Requirements.pdf>.

1. **First Priority—Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs.** A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- a. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and
- b. The CoC or CoC Program recipient has identified the chronically homeless individual or head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs according to Section I.D.3 of the Notice.

2. **Second Priority—Chronically Homeless Individuals and Families with the Longest History of Homelessness.** A chronically homeless individual or head of household, as defined in 24 CFR 578.3, for which both of the following are true:
  - a. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and,
  - b. The CoC or CoC program recipient has **not** identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.
  
3. **Third Priority—Individuals and Families with the Most Severe Service Needs.** An individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
  - a. The homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the total length of those separate occasions equals less than twelve months; and
  - b. The CoC or CoC program recipient has identified the homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.
  
4. **Fourth Priority—All Other Homeless Individuals and Families.** An individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
  - a. The homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions is **less than** 12 months; and
  - b. The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

#### 5. Special Considerations

Where a CoC or a recipient of CoC Program-funded PSH beds that are dedicated or prioritized is not able to identify chronically homeless individuals and families as defined in 24 CFR 578.3 within the CoC, the order of priority in Section III.B. of the Notice may be followed.

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 that has been identified as a project that will prioritize a portion or all of its turnover beds to persons experiencing chronic homelessness should follow the order of priority under Section III.A.1. of the Notice to the extent in which persons with serious mental illness meet the criteria.

### D. DOCUMENTATION

The receiving provider is responsible for confirming the household's homeless status, disabling condition and, if applicable, chronic homeless status. These documents must be uploaded into the client file in HMIS and the agency must maintain hard copies of the records. See Appendix B and Appendix C for documentation standards.

### E. GENERAL OPERATING STANDARDS

#### 1. Permanent Housing Placement

For master leasing programs, households should be housed within 30 days of acceptance into the program. For tenant based rental assistance programs, households should be housed within 60 days of acceptance into the program. Extensions may be granted in either program type for extenuating circumstances.

#### 2. Duration of Stay

There is no maximum length of stay in Permanent Supportive Housing programs. Participants receiving rental assistance are permitted to be out of their unit for the purpose of brief institutional stays (jail, hospital, treatment) for a period not to exceed 90 days per occurrence.

#### 3. Lease Requirement

Participants must sign a lease that is for an initial term of one (1) year, that is terminable only for cause, and that automatically renews upon expiration (goes month-to-month).

#### 4. Supportive Services

Permanent Supportive Housing projects must offer supportive services for the participants that enable them to live as independently as is practicable throughout the duration of their residence in the project. Each participant must have an individual support plan in place, derived from recipients' ongoing, at least annual, assessment of participants' needs and services must be adjusted accordingly.

#### 5. Reassessment of Eligibility and Supportive Service Needs

Reassessments will occur on a quarterly basis or more often, depending on the client's specific barriers to remaining in permanent housing. Program participants will meet with case managers to determine the individual or families' needs for essential services and referrals.

#### 6. Client Rent

All clients enrolled in PSH will be required to pay rent. Rent shall be calculated according to Section 426(d) of the McKinney-Vento Act and 24 CFR 583.315 set the maximum amount that may be charged. The *maximum* resident rent is the higher of:

- a. 30% of monthly adjusted income; or
- b. 10% of monthly gross income.

For additional information on determining rent, review HUD's Supportive Housing Program Desk Guide, Section K: Calculating Resident Rents.<sup>7</sup>

#### 7. Termination

All efforts shall be exhausted prior to terminating a household from the project in accordance with Housing First policies.

In terminating assistance to a program participant, the provider must provide a formal process that recognizes the rights of individuals receiving assistance under the due process of law. This process, at a minimum, must consist of:

- a. Providing the program participant with a written copy of the program rules and the termination process before the participant begins to receive assistance;
- b. Written notice to the program participant containing a clear statement of the reasons for termination or denial of extension;

<sup>7</sup> <http://www.hudhre.info/index.cfm?do=viewShpDeskguideK>



- c. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination or denial of extension decision; and
- d. Prompt written notice of the final decision to the program participant.

Additionally, the provider must attempt (and document that attempt) to assist the participant in finding additional resources to decrease the likelihood that they will become homeless as a result of termination or denial of extension. This assistance must be documented and made available to the Alliance, HCD, and/or HUD during site visits, program monitoring, and audits.

## VII. All Project Types

### A. OVERVIEW AND PURPOSE

The following protocols are applicable to all ESG and CoC funded projects.

### B. VICTIM SERVICE PROVIDERS

The term 'victim service provider' means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. Such organizations include rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs (Section 401(32) McKinney-Vento Act).

Projects serving individuals or families qualified under Category 4 of the Defining "Homeless" Rule (persons fleeing or attempting to flee violent situations) must follow all related federal and state laws, follow confidentiality policies, and have written policies and procedures regarding the provision of specific services to meet the safety and special needs of this population.

### C. VETERANS

Projects serving homeless veterans must prioritize those veterans who are ineligible for Veterans Affairs (VA) services, and work closely with the local Department of Veterans Affairs and coordinate resources with VA-funded housing and services (e.g. HUD-VASH, Supportive Services for Veteran Families (SSVF)). Veterans must be screened for eligibility for VA-funded housing and/or services.

### D. SAFETY PLANNING

People who are currently fleeing domestic violence and human trafficking, along with those who have previously experienced domestic violence and/or human trafficking, require a path through the CES



**Executive Board Meeting**

**Minutes**

**September 14, 2017**

9:00 AM – 10:00 AM

1900 Dinuba Blvd., Suite G, Visalia, CA 93291

**Mission Statement:**

**To coordinate and leverage policy and resources that empower community partners to address homelessness in Kings and Tulare County.**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Suzy Ward, President                            | <input checked="" type="checkbox"/> Lucia Orozco, Secretary           |
| <input type="checkbox"/> Vacant, Vice President Internal Affairs                    | <input checked="" type="checkbox"/> Lateena Ling, Member at Large     |
| <input checked="" type="checkbox"/> Deirdre Fiscus, Vice President External Affairs | <input type="checkbox"/> Vacant, Member at Large                      |
| <input checked="" type="checkbox"/> Becky Huber, Treasurer                          | <input checked="" type="checkbox"/> Machael Smith, Executive Director |

I. Meeting called to order by S. Ward at 9:08 am

II. **Consent Items**

- A. Minutes
- B. HUD NOFA: Rating & Ranking Summary
- C. 2018 PHC Event Budgets
- D. **Written Standards Update**
- E. FY 17/18 Budget Revision
- F. L. Hinojosa Exempt Status/Salary Increase
- G. Executive Director Report

**Motion by D. Fiscus, second by B. Huber to approve all consent items as presented, motion carried.**

III. Financial Report reviewed by board. Motion by D. Fiscus, seconded by B. Huber to accept financial statements as presented. Motion carried.

IV. Alliance Business: Action/Discussion Items:

- A. Motion by B. Huber, seconded by D. Fiscus to accept resignations from David Manville and Corrina Franco. M. Smith to send email to RRH and PSH partners to recruit vacant consumer position. S. Ward to meet with Rebecca Peters for VP Internal position. S. Ward or M. Smith to meet with Nate Henry to recruit for member at large. M. Smith to reach out to Charles from TCHHSA.
- B. Board reviewed draft board manual. Motion by B. Huber, second by L. Ling to approve manual with the following changes; Updated staff and board information, changed Audit Summary to Financial Statement, and added IRS 990 to list of documents.
- C. Charles Wilson guest to review financial management. M. Smith to prepare new budget formats, 3 option, including notes on P&L sample. L. Ling agreed to be member of internal financial committee.

V. Meeting adjourned at 10:53 am

Respectfully,

Lucia Orozco