

The Southeastern Oklahoma Continuum of Care

The Southeastern Oklahoma Continuum of Care is committed to prevent and end the tragedy of homelessness among individuals and families.

Serving Atoka, Bryan, Carter, Choctaw, Coal, Haskell, Hughes, Johnston, Latimer, LeFlore, Love, Marshall, McCurtain, McIntosh, Murray, Muskogee, Okfuskee, Okmulgee, Pittsburg, Pontotoc, and Pushmataha Counties.

The annual meeting of the Southeastern Oklahoma Continuum of Care will be held:

Tuesday, January 15, 2019
1:30 p.m.
Pittsburg County Health Department
1400 College Avenue
McAlester, OK

REVISED Agenda

1. Introductions
2. Projects for Assistance in Transition from Homelessness (PATH) – Update
 - a. CREOKS
3. Supportive Services for Veteran Families Program - Update
 - a. Community Service Council BRRX
 - b. KI BOIS CAF SSVF
4. Homeless Management Information System (HMIS)
5. Longitudinal Systems Analysis (Annual Homeless Assessment Report (AHAR))
6. Review of Changes to PiT Survey and Housing/Shelter Inventory Documents– January 24, 2019
7. Participation in the Continuum of Care
 - a. Emergency Solutions Grant Participation Letters – request by 5-16-19
8. Coordinated Entry System (Revision)
9. CoC and ESG Operating Policies (New)
 - a. Review Policies and Procedures
 - b. Vote on Policies and Procedures
10. HEARTH Act
 - a. Continuum Structure and Governance
 - i. Committees
 - ii. Sub-regional Leads
 - b. Lead Agency
 - c. HMIS Lead Agency
 - d. Election of Board Members
 - e. Election of Officers – Chair, Vice Chair and Secretary
11. Planning Grant
12. Discussion and Announcements
 - a. Monitoring Visit
 - b. Rural CoC Merger
13. Adjourn

Report Options

Provider Type ☐ Provider ☒ Reporting Group

Reporting Group* SEOCoc All Projects 2018

Q4a Provider* Creoks McAlester - PATH Services Only (PATH-SSO) (11818)

Program Date Range* 10/01/2018 to 01/14/2019

Entry/Exit Types* ☐ Basic ☐ Basic Center Program ☒ Entry/Exit ☒ HUD ☒ PATH ☐ Quick Call ☐ RHY ☐ Standard ☐ Transitional Living Program ☐ Entry/Exit ☒ VA ☐ HPRP (Retired)

CoC-APR Report Results

4a - Project Identifiers in HMIS

Organization Name	Creoks McAlester - PATH Services Only
Organization ID	11818
Project Name	Creoks McAlester - PATH Services Only
Project ID	11818
HMIS Project Type	Services Only (HUD)
Method of Tracking ES	
If HMIS Project ID = 6 (S Only)	
Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	No
If 2.4, Dependent A = 1	
Identify the Project ID's of the housing projects this project is affiliated with	

5a - Report Validations Table

Report Validations Table	
1. Total Number of Persons Served	602
2. Number of Adults (age 18 or over)	389
3. Number of Children (under age 18)	210
4. Number of Persons with Unknown Age	3
5. Number of Leavers	209
6. Number of Adult Leavers	143
7. Number of Adult and Head of Household Leavers	143
8. Number of Stayers	393
9. Number of Adult Stayers	246
10. Number of Veterans	107
11. Number of Chronically Homeless Persons	24
12. Number of Youth Under Age 25	32
13. Number of Parenting Youth Under Age 25 with Children	7
14. Number of Adult Heads of Household	310
15. Number of Child and Unknown-Age Heads of Household	2
16. Heads of Households and Adult Stayers in the Project 365 Days or More	58

6a - Data Quality: Personally Identifiable Information

Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	3	0%
SSN (3.2)	1	3	1	1%
Date of Birth (3.3)	0	3	2	1%
Race (3.4)	1	6		1%
Ethnicity (3.5)	0	5		1%
Gender (3.6)	0	3		0%
Overall Score				2%

6b - Data Quality: Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	3	1%
Project Start Date (3.10)	0	0%
Relationship to Head of Household (3.15)	32	5%

Client Location (3.16)	0	0%
Disabling Condition (3.8)	16	3%

6c - Data Quality: Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0%
Income and Sources (4.2) at Start	26	8%
Income and Sources (4.2) at Annual Assessment	56	97%
Income and Sources (4.2) at Exit	17	12%

6d - Data Quality: Chronic Homelessness

Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	90			11	11	12	13%
TH	0	0	0	0	0	0	0%
PH(all)	179	0	0	3	1	0	2%
Total	269						6%

6e - Data Quality: Timeliness

Time For Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	100	80
1 - 3 days	81	64
4 - 6 days	36	5
7 - 10 days	10	2
11+ days	19	58

6f - Data Quality: Inactive Records: Street Outreach and Emergency Shelter

	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	6	6	100%
Bed Night (All clients in ES - NBN)	0	0	0%

7a - Number of Persons Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	389	260	128		1
Children	210		188	21	1
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	3	0	0	0	3
Total	602	260	316	21	5

7b - Point-in-Time Count of Persons on the Last Wednesday

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	0	0	0	0	0
April	0	0	0	0	0
July	0	0	0	0	0
October	356	125	206	20	5

8a - Number of Households Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	312	214	95	2	1

8b - Point-in-Time Count of Households on the Last Wednesday

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	0	0	0	0	0
April	0	0	0	0	0
July	0	0	0	0	0
October	168	103	63	1	1

9a - Number of Persons Contacted

	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine
Once	0	0	0	0
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
Total Persons Contacted	0	0	0	0

Southeastern Oklahoma Continuum of Care

SHELTERED Point in Time Count

Date of Count: Thursday, 01/24/2019

Please see the last page for definitions of terms used on this form.

PROGRAM INFORMATION

Agency:		Program Name:	
County:		Contact Person:	
Phone:		Email:	
Address:			

Is this program under development (is fully funded, but is not yet operational)? ☐ Yes ☐ No

If yes, is the program expected to begin operation within the next 12 months? ☐ Yes ☐ No

Does this program receive funding from any of the following federal sources (check all that apply):

☐ Continuum of Care (CoC) ☐ Other (specify):

☐ Emergency Solutions Grants (ESG)

Does this program target one of the following populations (at least 75% of clients fall into the category):

☐ Victims of domestic violence ☐ Veterans ☐ People with HIV/AIDS ☐ Chronically Homeless

BED INVENTORY (see definitions at the end of this form)

How many beds does your program have? (HMIS users: verify beds listed here match the beds in HMIS)

	# of beds for adults	# of beds for families	# of units for families	# of beds for households of only children	# of overflow beds	# of hotel/motel voucher beds used
Emergency Shelter Beds						
Seasonal Shelter Beds						
Dates open: from _____ to _____						
Transitional Housing Beds						
<input type="checkbox"/> Single-Site/Project-Based Units						
<input type="checkbox"/> Multiple-Site/Scattered Units						
Total Beds	0	0	0	0	0	0
Out of your total beds, do you have any beds that are <u>dedicated</u> for:						
Chronically Homeless						
Veterans						
Youth under age 18 only						
Youth age 18-24 only						
Youth up to age 24 (under 18 and 18-24)						

Has your bed inventory changed since the 2018 count?

☐ Increased by _____ beds (explain:)

☐ Decreased by _____ beds (explain:)

☐ No change

If this program provides scattered-site housing, in what county are most of the beds located?

TOTAL HOMELESS COUNT (all people)				
		Emergency Shelter	Seasonal Shelter	Transitional Housing
Households made up of Adults <u>with</u> Children (adults and children who are together on the night of the count)				
1	Number of Households			
2	Total Number of People			
3	# of People age 17 or younger			
4	# of People age 18-24			
5	# of People age 25 or older			
6	# of People in Chronically Homeless Families (head of household has a disability AND has been homeless for at least 1 year or has had 4 episodes totaling 12 mos. in last 3 years)			
7	# of Households that are Chronically Homeless (head of household has a disability AND has been homeless for at least 1 year or has had 4 episodes totaling 12 mos. in last 3 years)			
	Gender (adults and children)			
8	Female			
9	Male			
10	Transgender OR Gender Non-Conforming (Please circle which one)			
	Ethnicity (adults and children)			
11	Non-Hispanic/Non-Latino			
12	Hispanic/Latino			
	Race (adults and children)			
13	White			
14	Black or African-American			
15	Asian			
16	American Indian or Alaska Native			
17	Native Hawaiian or Other Pacific Islander			
18	Multiple Races			
Households <u>without</u> Children (single adults, adult couples without children, adults with adult sons/daughters)				
19	Number of Households			
20	Total Number of People			
21	# of People age 18-24			
22	# of People age 25 or older			
23	# of People who are Chronically Homeless (have a disability AND have been homeless for at least 1 year or have had 4 episodes totaling 12 months in last 3 years)			
	Gender			
24	Female			
25	Male			
26	Transgender OR Gender Non-Conforming (Please circle which one)			
	Ethnicity			
27	Non-Hispanic/Non-Latino			
28	Hispanic/Latino			
	Race			
29	White			
30	Black or African-American			
31	Asian			
32	American Indian or Alaska Native			
33	Native Hawaiian or Other Pacific Islander			
34	Multiple Races			
TOTAL HOMELESS COUNT continued				

		Emergency Shelter	Seasonal Shelter	Transitional Housing
Households with <u>Only</u> Children (<u>all</u> members of household are under 18: unaccompanied children, adolescent parents and their children, adolescent siblings, etc.)				
35	Number of Households			
36	Total Number of Children age 17 or younger			
37	# of Unaccompanied Children who are Chronically Homeless (have a disability AND have been homeless for at least 1 year or have had 4 episodes totaling 12 months in last 3 years)			
38	# of Parenting Youth & Children in Chronically Homeless Families (head of household has a disability AND has been homeless for at least 1 year or has had 4 episodes totaling 12 months in last 3 years)			
39	# of Parenting Youth Households that are Chronically Homeless (head of household has a disability AND has been homeless for at least 1 year or has had 4 episodes totaling 12 months in last 3 years)			
	Gender			
40	Female			
41	Male			
42	Transgender OR Gender Non-Conforming (Please circle which one)			
	Ethnicity			
43	Non-Hispanic/Non-Latino			
44	Hispanic/Latino			
	Race			
45	White			
46	Black or African-American			
47	Asian			
48	American Indian or Alaska Native			
49	Native Hawaiian or Other Pacific Islander			
50	Multiple Races			
TOTALS				
51	Total Homeless People (Rows 2+20+36)			
52	Total People Age 18 and Over (Rows 4+5+20)			
53	Total Chronically Homeless People (Rows 6+23+37+38)			
SUBPOPULATION COUNT (adults only)				
SUBPOPULATIONS: How many <u>adults</u> from each household above are in the following categories:				
54	Seriously Mentally Ill			
55	Substance Use Disorder			
56	Persons with HIV/AIDS			
57	Victims of Domestic Violence (optional)			
DISCHARGES: How many <u>adults</u> were discharged from the following systems within 30 days of becoming homeless?				
58	Criminal Justice System (jails, prisons)			
59	Behavioral Health System (mental health/substance use)			
60	Health Care System (hospitals)			
PLEASE CONTINUE ON THE NEXT PAGE				

VETERAN SUBPOPULATION COUNT:

Out of the total households listed above, please list the following information for households that included a veteran.

		Emergency Shelter	Seasonal Shelter	Transitional Housing
Veteran Households with Adults and Children (adults and children who are together on the night of the count)				
61	Number of Households			
62	Total Number of People			
63	Total Number of Veterans			
64	# of People in Chronically Homeless Families (head of household has a disability AND has been homeless for at least 1 year or has had 4 episodes totaling 12 mos. in last 3 years)			
65	# of Households that are Chronically Homeless (head of household has a disability AND has been homeless for at least 1 year or has had 4 episodes totaling 12 mos. in last 3 years)			
Gender (veterans only)				
66	Female			
67	Male			
68	Transgender OR Gender Non-Conforming (Please circle which one)			
Ethnicity (veterans only)				
69	Non-Hispanic/Non-Latino			
70	Hispanic/Latino			
Race (veterans only)				
71	White			
72	Black or African-American			
73	Asian			
74	American Indian or Alaska Native			
75	Native Hawaiian or Other Pacific Islander			
76	Multiple Races			
Veteran Households without Children (single adults, adult couples without children, adults with adult son/daughters)				
77	Number of Households			
78	Total Number of People			
79	Total Number of Veterans			
80	# of People who are Chronically Homeless (have a disability AND have been homeless for at least 1 year or have had 4 episodes totaling 12 months in last 3 years)			
Gender (veterans only)				
81	Female			
82	Male			
83	Transgender OR Gender Non-Conforming (Please circle which one)			
Ethnicity (veterans only)				
84	Non-Hispanic/Non-Latino			
85	Hispanic/Latino			
Race (veterans only)				
86	White			
87	Black or African-American			
88	Asian			
89	American Indian or Alaska Native			
90	Native Hawaiian or Other Pacific Islander			
91	Multiple Races			

PLEASE CONTINUE ON THE NEXT PAGE

YOUTH SUBPOPULATION COUNT:

Out of the total households listed above, please list the following information for <u>households composed entirely of youth</u> (all people in the household are <u>age 24 or younger</u>).				
		Emergency Shelter	Seasonal Shelter	Transitional Housing
Unaccompanied Youth Households (age 24 or younger without their parent/guardian present: single youth, youth couples, groups of youth)				
92	Number of Households			
93	Total Number of Unaccompanied Youth			
94	Number of Unaccompanied Children 17 or younger			
95	Number of Unaccompanied Young Adults age 18-24			
	Gender			
96	Female			
97	Male			
98	Transgender OR Gender Non-Conforming (Please circle which one)			
	Ethnicity			
99	Non-Hispanic/Non-Latino			
100	Hispanic/Latino			
	Race			
101	White			
102	Black or African-American			
103	Asian			
104	American Indian or Alaska Native			
105	Native Hawaiian or Other Pacific Islander			
106	Multiple Races			
Parenting Youth Households (parent(s) age 24 or younger whose children are with them on night of the count)				
107	Number of Households			
108	Total Number of People			
109	Number of Parenting Youth (=a parent 24 or younger)			
110	Number of Parenting Youth age 17 or younger			
111	Number of Parenting Youth age 18-24			
112	a. Number of Children with Parenting Youth age 18-24 (children 17 or younger with parent(s) 18 - 24)			
112	b. Number of Children with Parenting Youth age 17 or younger (children with parent(s) age 17 or younger)			
	Gender (parenting youth only)			
113	Female			
114	Male			
115	Transgender OR Gender Non-Conforming (Please circle which one)			
	Ethnicity (parenting youth only)			
116	Non-Hispanic/Non-Latino			
117	Hispanic/Latino			
	Race (parenting youth only)			
118	White			
119	Black or African-American			
120	Asian			
121	American Indian or Alaska Native			
122	Native Hawaiian or Other Pacific Islander			
123	Multiple Races			
METHODOLOGIES				
What methods were used to conduct your sheltered count? <input type="checkbox"/> Survey/interview with homeless persons <input type="checkbox"/> HMIS <input type="checkbox"/> Other (specify:)				

DEFINITIONS OF TERMS

Program Types

- **Emergency Shelter** provides temporary overnight shelter for homeless persons for up to 90 days.
 - Programs include publicly and privately funded emergency shelter programs, domestic violence shelters, hotel/motel vouchers, VA Health Care for Homeless Veterans Community Contract Emergency Housing & Residential Treatment Program, HHS Runaway and Homeless Youth Basic Center Programs
- **Seasonal Shelter** provides temporary overnight shelter for homeless persons on a planned basis, with set start and end dates, during high-demand times of the year (usually cold-weather months).
- **Transitional Housing** provides temporary housing and supportive services for homeless persons for 12 to 24 months.
 - **Single-site** programs have beds/units located on a single site (e.g., congregate or project-based).
 - **Multiple-site** programs have beds/units located in multiple sites (e.g., scattered-site or clustered).
 - Programs include publicly and privately funded transitional housing, HUD CoC-funded transitional housing, HHS Runaway and Homeless Youth Transitional Living Programs/Maternity Group Homes/Support System for Rural Homeless Youth, VA Grant and Per Diem, VA Compensated Work Therapy-Transitional Residence

Beds and Units

- **Beds for Adults** are designated for households in which everyone is an adult age 18 or over (single adults, adult couples without children, adults with adult sons/daughters).
- **Beds for Families** are designated for households of adults and children.
- **Units for Families** are separate rooms, units, or buildings designated to each house one family.
- **Beds for Households of Only Children** are designated for households in which everyone is under 18 (unaccompanied children, adolescent parents and their children, adolescent siblings, etc.)
 - If beds are not designated exclusively for a particular type of household, record the beds according to how they were used on the night of the PIT. If the program is not at full capacity on the night of the PIT, pro rate the empty beds based on the distribution of the beds that were occupied.
- **Overflow Beds** are available on an ad hoc or temporary basis in response to demand that exceeds planned bed capacity. They can include cots, roll-away, etc. that are only used when the “regular” beds are full. Record the total number of overflow beds available on the night of the PIT Count. If there is no fixed number, record the number of overflow beds that were occupied.
- **Hotel/Motel Beds** are beds located in a hotel or motel that are paid for by a program (shelter, DSS, church, etc.) either because the program has no beds of its own or its beds are full. All hotel/motel beds are considered emergency shelter beds regardless of what program provides them. Only record the number of hotel/motel beds that were in use on the night of the count.
- **Seasonal Beds** are available on a planned basis during high-demand times of the year (usually cold-weather months). Seasonal programs should record the dates their beds are available in the Bed Inventory chart (ex. open Dec. 15 to April 15).
- **Beds dedicated to veterans** are beds that are reserved for homeless veterans (and their families, if applicable). These beds must be filled by veterans unless there are no homeless veterans within the program’s service area.
- **Beds dedicated to youth** are beds that are reserved for homeless youth up to age 24. These beds must be filled by youth unless there are no homeless youth within the program’s service area. In the Bed Inventory chart, the program must indicate if the dedicated beds are reserved only for youth under age 18, only for youth ages 18-24, or for all youth up to age 24.

Households

- **Households with Adults and Children** are households in which at least one adult and one child are present on the night of the count.
- **Households without Children** include single adults, adult couples without children, and adults with adult sons/daughters. It also includes adults who have children, but whose children are not present with them on the night of the count.
- **Households of Only Children** are households in which every person is under the age of 18. This includes unaccompanied children under 18, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

Chronically Homeless

- Definition: a homeless individual (adult or youth) or a homeless family with a head of household (adult or youth) who:
 - Has a disabling condition (serious mental illness, substance use disorder, developmental disability, PTSD, cognitive impairments from brain injury, chronic physical illness or physical disability)**AND**
 - Has been homeless and living in a place not meant for human habitation or an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years where the combined length of time homeless on those occasions totals at least 12 months

Veteran

- An adult who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Youth

- **Youth** are people age 24 or younger, including children under age 18 and young adults age 18-24.
- A **Youth Household** is a household made up entirely of youth age 24 or younger.
- A **Parenting Youth** is a person age 24 or younger who identifies as the parent/legal guardian of one or more children who are present with them on the night of the count, where there is no person over age 24 in that household.
- An **Unaccompanied Youth** is a person age 24 or younger who is not accompanied by a parent/legal guardian and is not a parent presenting with his/her children. Unaccompanied youth can be single youth, youth couples, or groups of youth presenting together as a household.

Please return forms to your **sub-regional lead** by **February 8, 2019**. If you have questions, please contact your sub-regional lead agency for clarification or you may contact Linda Love or Brandie Risenhoover at 918-967-3325.

Sub-regional Lead: _____

Phone Number: _____

Southeastern Oklahoma Continuum of Care

UNSHELTERED Point in Time Count

Date of Count: Thursday, 01/24/2019

Please see the last page for definitions of terms used on this form.

LOCATION & CONTACT INFORMATION

Location of Count (Community or Agency):			
County covered in this report:			
Date of Count:		Contact Person:	
Phone:		Email:	
Where was your count conducted?			
<input type="checkbox"/> Public places (parks, streets, campgrounds) <input type="checkbox"/> Service agencies (soup kitchen, DHS, day center) <input type="checkbox"/> Both			
When was your count conducted?			
<input type="checkbox"/> Morning/day of Jan. 24 th <input type="checkbox"/> Night of Jan. 24 th <input type="checkbox"/> Within 7 day period after Jan. 24 th			
What methods were used to conduct your count? (check all that apply)			
<input type="checkbox"/> Survey/interview <input type="checkbox"/> HMIS <input type="checkbox"/> Observation <input type="checkbox"/> Other (specify :)			
Please provide a brief description of how your count was conducted:			

TOTAL UNSHELTERED HOMELESS COUNT (all people)

Households made up of Adults with Children (adults and children who are together on the night of the count)

1	Number of Households	
2	Total Number of People	
3	# of People age 17 or younger	
4	# of People age 18-24	
5	# of People age 25 or older	
6	# of People in Chronically Homeless Families (head of household has a disability AND has been homeless for at least 1 year or has had 4 episodes totaling 12 months in last 3 years)	
7	# of Households that are Chronically Homeless (head of household has a disability AND has been homeless for at least 1 year or has had 4 episodes totaling 12 months in last 3 years)	
	Gender (adults and children)	
8	Female	
9	Male	
10	Transgender OR Gender Non-Conforming (Please circle which one)	
	Ethnicity (adults and children)	
11	Non-Hispanic/Non-Latino	
12	Hispanic/Latino	
	Race (adults and children)	
13	White	
14	Black or African-American	
15	Asian	
16	American Indian or Alaska Native	
17	Native Hawaiian or Other Pacific Islander	
18	Multiple Races	

TOTAL UNSHELTERED HOMELESS COUNT continued

Households <u>without</u> Children (single adults, adult couples without children, adults with adult sons/daughters)		
19	Number of Households	
20	Total Number of People	
21	# of People age 18-24	
22	# of People age 25 or older	
23	# of People who are Chronically Homeless (have a disability AND have been homeless for at least 1 year or have had 4 episodes totaling 12 months in last 3 years)	
	Gender	
24	Female	
25	Male	
26	Transgender <u>OR</u> Gender Non-Conforming (Please circle which one)	
	Ethnicity	
27	Non-Hispanic/Non-Latino	
28	Hispanic/Latino	
	Race	
29	White	
30	Black or African-American	
31	Asian	
32	American Indian or Alaska Native	
33	Native Hawaiian or Other Pacific Islander	
34	Multiple Races	
Households with <u>Only</u> Children (<u>all</u> members of household are under 18: unaccompanied children, adolescent parents and their children, adolescent siblings, etc.)		
35	Number of Households	
36	Total Number of Children age 17 or younger	
37	# of Unaccompanied Children who are Chronically Homeless (have a disability AND have been homeless for at least 1 year or have had 4 episodes totaling 12 mos. in last 3 years)	
38	# of Parenting Youth & Children in Chronically Homeless Families (head of household has a disability AND has been homeless for at least 1 year or has had 4 episodes totaling 12 months in last 3 years)	
39	# of Parenting Youth Households that are Chronically Homeless (head of household has a disability AND has been homeless for at least 1 year or has had 4 episodes totaling 12 months in last 3 years)	
	Gender	
40	Female	
41	Male	
42	Transgender <u>OR</u> Gender Non-Conforming (Please circle which one)	
	Ethnicity	
43	Non-Hispanic/Non-Latino	
44	Hispanic/Latino	
	Race	
45	White	
46	Black or African-American	
47	Asian	
48	American Indian or Alaska Native	
49	Native Hawaiian or Other Pacific Islander	
50	Multiple Races	
TOTALS		
51	Total Homeless People (Rows 2+20+36)	
52	Total People Age 18 and Over (Rows 4+5+20)	
53	Total Chronically Homeless People (Rows 6+23+37+38)	

SUBPOPULATION COUNT (adults only)		
SUBPOPULATIONS: How many <u>adults</u> from each household above are in the following categories:		
54	Seriously Mentally Ill	
55	Substance Use Disorder	
56	Persons with HIV/AIDS	
57	Victims of Domestic Violence (optional)	
DISCHARGES: How many <u>adults</u> were discharged from the following systems within 30 days of becoming homeless?		
58	Criminal Justice System (jails, prisons)	
59	Behavioral Health System (mental health hospitals or substance use treatment)	
60	Health Care System (hospitals)	
VETERAN SUBPOPULATION COUNT:		
Out of the total households above, list the following information for <u>households that included a veteran</u>.		
Veteran Households with Adults <u>and</u> Children (adults and children who are together on the night of the count)		
61	Number of Households	
62	Total Number of People	
63	Total Number of Veterans	
64	# of People in Chronically Homeless Families (head of household has a disability AND has been homeless for at least 1 year or has had 4 episodes totaling 12 months in last 3 years)	
65	# of Households that are Chronically Homeless (head of household has a disability AND has been homeless for at least 1 year or has had 4 episodes totaling 12 months in last 3 years)	
	Gender (veterans only)	
66	Female	
67	Male	
68	Transgender OR Gender Non-Conforming (Please circle which one)	
	Ethnicity (veterans only)	
69	Non-Hispanic/Non-Latino	
70	Hispanic/Latino	
	Race (veterans only)	
71	White	
72	Black or African-American	
73	Asian	
74	American Indian or Alaska Native	
75	Native Hawaiian or Other Pacific Islander	
76	Multiple Races	
Veteran Households <u>without</u> Children (single adults, adult couples without children, adults with adult son/daughters)		
77	Number of Households	
78	Total Number of People	
79	Total Number of Veterans	
80	# of People who are Chronically Homeless (have a disability AND have been homeless for at least 1 year or have had 4 episodes totaling 12 months in last 3 years)	
	Gender (veterans only)	
81	Female	
82	Male	
83	Transgender OR Gender Non-Conforming (Please circle which one)	
	Ethnicity (veterans only)	
84	Non-Hispanic/Non-Latino	
85	Hispanic/Latino	
	Race (veterans only)	
86	White	
87	Black or African-American	
88	Asian	
89	American Indian or Alaska Native	
90	Native Hawaiian or Other Pacific Islander	
91	Multiple Races	

YOUTH SUBPOPULATION COUNT:

Out of the total households listed above, please list the following information for households composed entirely of youth (all people in the household are age 24 or younger).

Unaccompanied Youth Households (age 24 or younger without their parent/guardian present: single youth, youth couples, groups of youth)

92	Number of Households	
93	Total Number of Unaccompanied Youth	
94	Number of Unaccompanied Children 17 or younger	
95	Number of Unaccompanied Young Adults age 18-24	
	Gender	
96	Female	
97	Male	
98	Transgender OR Gender Non-Conforming (Please circle which one)	
	Ethnicity	
99	Non-Hispanic/Non-Latino	
100	Hispanic/Latino	
	Race	
101	White	
102	Black or African-American	
103	Asian	
104	American Indian or Alaska Native	
105	Native Hawaiian or Other Pacific Islander	
106	Multiple Races	

Parenting Youth Households (parent(s) age 24 or younger whose children are with them on night of the count)

107	Number of Households	
108	Total Number of People	
109	Number of Parenting Youth (=a parent 24 or younger)	
110	Number of Parenting Youth age 17 or younger	
111	Number of Parenting Youth age 18-24	
112	a. Number of Children with Parenting Youth age 18-24 (children 17 or younger with parent(s) 18 - 24)	
112	b. Number of Children with Parenting Youth age 17 or younger (children with parent(s) age 17 or younger)	
	Gender (parenting youth only)	
113	Female	
114	Male	
115	Transgender OR Gender Non-Conforming (Please circle which one)	
	Ethnicity (parenting youth only)	
116	Non-Hispanic/Non-Latino	
117	Hispanic/Latino	
	Race (parenting youth only)	
118	White	
119	Black or African-American	
120	Asian	
121	American Indian or Alaska Native	
122	Native Hawaiian or Other Pacific Islander	
123	Multiple Races	

DEFINITIONS OF TERMS

Unsheltered

An unsheltered homeless person is someone who, on the night of the Point-in-Time Count, was residing in a place not meant for human habitation. These places include the streets, parks, bus/train stations, encampments, cars, or abandoned buildings. Unsheltered situations do NOT include people doubled up with friends or family, people staying in hotels/motels they paid for themselves, people living in substandard housing, or people who are in institutions (hospitals, jail/prison, residential treatment facilities, etc.).

Households

- **Households with Adults and Children** include households in which at least one adult and one child are present on the night of the count.
- **Households without Children** include single adults, adult couples without children, and adults with adult sons/daughters. It also includes adults who have children, but whose children are not present with them on the night of the count.
- **Households of Only Children** are households in which every person is under the age of 18. This includes unaccompanied children under 18, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

Chronically Homeless

- Definition: a homeless individual (adult or youth) or a homeless family with a head of household (adult or youth) who:
 - Has a disabling condition (serious mental illness, substance use disorder, developmental disability, PTSD, cognitive impairments from brain injury, chronic physical illness or physical disability)**AND**
 - Has been homeless and living in a place not meant for human habitation or an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years where the combined length of time homeless on those occasions totals at least 12 months

Veteran

- An adult who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Youth

- **Youth** are people age 24 or younger, including children under age 18 and young adults age 18-24.
- A **Youth Household** is a household made up entirely of youth age 24 or younger.
- A **Parenting Youth** is a person age 24 or younger who identifies as the parent/legal guardian of one or more children who are present with them on the night of the count, where there is no person over age 24 in that household.
- An **Unaccompanied Youth** is a person age 24 or younger who is not accompanied by a parent/legal guardian and is not a parent presenting with his/her children. Unaccompanied youth can be single youth, youth couples, or groups of youth presenting together as a household.

Please return forms to your **sub-regional lead** by **February 8, 2019**. If you have questions, please contact your sub-regional lead agency for clarification or you may contact Linda Love or Brandie Risenhoover at 918-967-3325.

Sub-regional Lead: _____

Phone Number: _____

Southeastern Oklahoma Continuum of Care
At Risk/Imminently Homeless Point in Time Count

Date of Count: Thursday, 01/24/2019

Please see the last page for definitions of terms used on this form.

Community:			
Counties covered in this report:			
Date of Count:		Contact Person:	
Email:		Phone:	

	Imminently Literally Homeless: Will lose housing within 14 days	At Risk of Homelessness: Housed, with risk factors (see Definitions)
--	---	--

Households made up of Adults <u>with</u> Children (adults and children who are together on the night of the count)			
1	Number of Households		
2	Total Number of People		
3	# of People age 17 or younger		
4	# of People age 18-24		
5	# of People age 25 or older		

Households <u>without</u> Children (includes single adults, couples without children, adults with adult sons/daughters)			
6	Number of Households		
7	Total Number of People		
8	# of People age 18-24		
9	# of People age 25 or older		

Households with <u>Only</u> Children (<u>all</u> members of household are under 18: unaccompanied children, adolescent parents and their children, adolescent siblings, etc.)			
10	Number of Households		
11	Total Number of Children age 17 or younger		

TOTALS			
12	Total People (Row 2 + 7 + 11)		
13	Total Adults (Rows 4 + 5 + 7)		

Subpopulations: How many <u>adults</u> from each household above are in the following categories:			
14	Seriously Mentally Ill		
15	Substance Use Disorder		
16	Persons with HIV/AIDS		
17	Victims of Domestic Violence (optional)		
18	Veterans		
How many <u>adults</u> do you know were discharged from the following systems within the past 30 days?			
19	Criminal Justice System (jails, prisons)		
20	Behavioral Health System (mental health/substance use)		
21	Health Care System (hospitals)		
DEFINITIONS OF TERMS			
<p><u>Imminently Literally Homeless</u></p> <ul style="list-style-type: none"> Someone who is at imminent risk of literal homelessness is currently housed and will lose his or her primary nighttime residence within 14 days, <u>AND</u> No subsequent residence has been identified, <u>AND</u> He or she lacks the resources or support networks needed to obtain other permanent housing. <p><u>At Risk of Homelessness</u></p> <ul style="list-style-type: none"> Someone who is at risk of homelessness has an income below 30% of Area Median Income (AMI), <u>AND</u> Lacks the resources or support networks needed to prevent them from entering emergency shelter or an unsheltered homeless situation, <u>AND</u> Meets at least one of the following conditions: has moved 2 times in the last 60 days; is doubled up; will lose current housing within 21 days; lives in a hotel/motel (self-paid); lives in a severely overcrowded unit; is exiting a publicly-funded institution or system of care (hospital, mental health facility, foster care, jail/prison); or lives in housing associated with instability and increased risk of homelessness, as identified in the jurisdiction's Consolidated Plan. <p><u>Households</u></p> <ul style="list-style-type: none"> <i>Households with Adults and Children</i> include households in which at least one adult and one child are present on the night of the count. <i>Households without Children</i> include single adults, adult couples without children, and adults with adult sons/daughters. It also includes adults who have children, but whose children are not present with them on the night of the count. <i>Households of Only Children</i> are households in which every person is under the age of 18. This includes unaccompanied children under 18, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children. 			

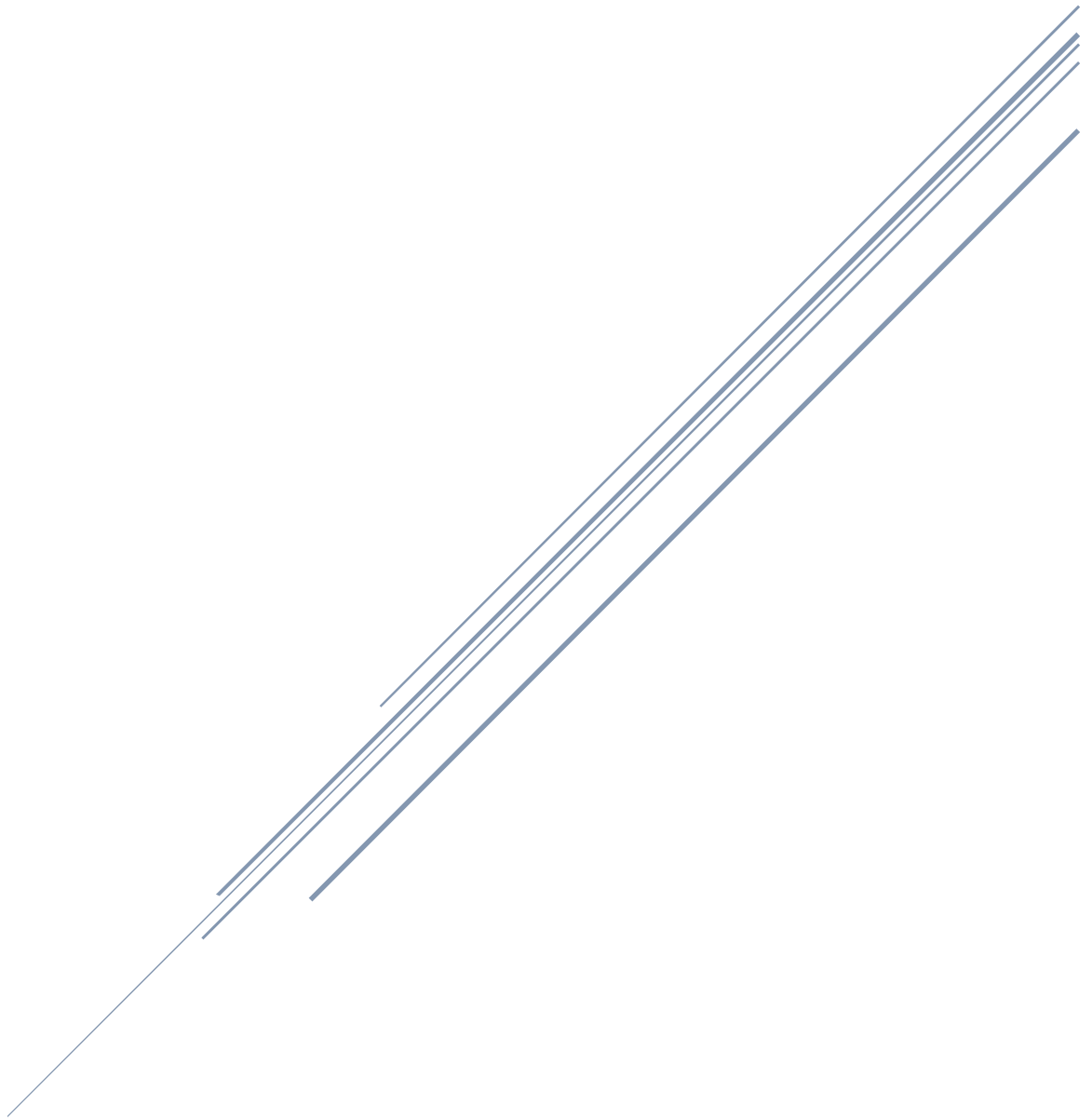
Please return forms to your **sub-regional lead** by **February 8, 2019**. If you have questions, please contact your sub-regional lead agency for clarification or you may contact Linda Love or Brandie Risenhoover at 918-967-3325.

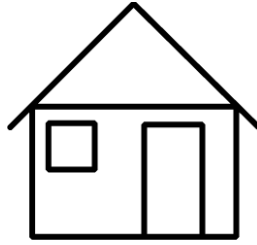
Sub-regional Lead: _____

Phone Number: _____

The Southeastern Oklahoma Continuum of Care

Continuum of Care (CoC) and Emergency Solutions Grant (ESG) Program Policies and Procedures





**The Southeastern Oklahoma Continuum of Care
Continuum of Care (CoC) and
Emergency Solutions Grant Program (ESG) Policies**

Table of Contents

Program Overview	2
General Standards	3
Coordinated Entry	3
Homeless Management Information Systems (HMIS)	3
Performance Management	3
Education of Children 24 CFR 578.23 (c) 7	4
Family Unity	4
Definition of Family.....	4
Reasonable Accommodations	5
Termination of Assistance (24 CFR Part 578.91(a))	5
Grievance Process (24 CFR Part 578.91(b)).....	6
Nondiscrimination/Equal Opportunity/Affirmative Outreach	6
CoC Standards - 24 CFR 578.7(a)(9).....	6
ESG Standards - 24 CFR 576.400 (e):	7
Street Outreach Standards	9
Emergency Shelter Standards	10
Homelessness Prevention and Rapid Re-housing Standards(24 CFR 576.103 and 104)	11
Participant Contribution to Rent	11
Rental Assistance Duration and Adjustment (24 CFR 576.105)	12
Re-evaluations.....	12

Program Overview

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) consolidated three separate homeless assistance programs administered by the U.S. Department of Housing and Urban Development (HUD) under the McKinney-Vento Homeless Assistance Act into a single grant program. The HEARTH Act revised the Emergency Shelter Grants program and renamed the program the **Emergency Solutions Grants (ESG)** program. The HEARTH Act also codified in law the **Continuum of Care (CoC)** planning process that is part of HUD's annual application for funding of programs and services that assist homeless persons.

24 CFR Part 576 Subpart B details the program components and eligible activities of the ESG program. The five components are:

1. Street Outreach
2. Emergency Shelter
3. Homeless Prevention
4. Rapid Re-housing
5. HMIS (Homeless Management Information System)

ESG provider sub-recipients are selected through a Request for Applications process conducted annually by Oklahoma Department of Commerce.

The Southeastern Oklahoma Continuum of Care (SEO CoC) is a community of individuals and organizations with the common purpose of planning for a housing and services continuum for people who are homeless.

The Southeastern Oklahoma Continuum of Care (SEO CoC) is committed to preventing and ending the tragedy of homelessness among individuals and families. Facilitate the development of a continuum of housing and services that provide sufficient opportunities to significantly mitigate homelessness in the SEO CoC, via:

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

CoC funded providers operate permanent supportive housing and rapid rehousing programs and follow the program rules listed in **CoC Interim Rule 24 CFR Part 578**.

ESG provider sub-recipient contracts also include many ESG program requirements as detailed in the ESG Contractors Implementation Manual provided by the Oklahoma Department of Commerce. Each ESG and CoC provider may decide to set standards for their homeless services that exceed these minimum standards, but will at the very least comply with the guidance noted above and the following General Standards.

General Standards

Coordinated Entry

Minimum standards for the coordinated entry and assessment system are:

- All ESG and CoC providers shall participate in the Continuum of Care developed and adopted a coordinated entry system in accordance with HUD's requirements (24 CFR Part 578) for that assessment system.
- Victim services providers are encouraged to provide input in the planning and implementation of the coordinated entry system, but may choose not to use the Continuum of Care's coordinated entry system.

Homeless Management Information Systems (HMIS)

Minimum standards for CoC and ESG data are:

- Providers, except for victim service providers, shall utilize the Homeless Management Information System (HMIS), to enter data on people served and assistance provided under ESG and CoC.
- Victim service providers shall utilize a comparable data system that meets HUD's standards (24 CFR 576.107).
- All providers including victim services providers, shall adhere to the reporting and data quality standards in the current HMIS Policies and Procedures.

Performance Management

All CoC or ESG funded providers will submit Annual Performance Reports (APRs) to HUD. At least annually all providers will be measured using the following HUD CoC performance measures according to the type of project/service provided:

1. Ending Chronic Homelessness – Have providers met commitments made to HUD or have any new chronic persons been housed? (permanent housing projects)
2. Housing Stability – Have participants stayed in or moved to permanent housing? (transitional housing projects)
3. Jobs and Income Growth – Have participants increased their income? (all projects)
4. Mainstream Benefits – Have participants gotten access to services? (all projects)

5. Rapid Re-Housing – Have families been appropriately housed as quickly as possible? (RRH projects)
6. At least 30% of people exiting shelters go to rapid re-housing or permanent housing (shelter providers).

Education of Children 24 CFR 578.23 (c) 7

The SEO 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.

Family Unity

The CoC and ESG providers of emergency shelter, rapid rehousing and permanent housing serving families shall ensure that no members of a household with children under 18 are denied admission or separated when entering shelter or housing.

Definition of Family

Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, the following:

- (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or,
- (2) A group of persons residing together, and such group includes, but is not limited to:
 - a. A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
 - b. An elderly family;
 - c. A near-elderly family;
 - d. A disabled family;
 - e. A displaced family; and,
 - f. The remaining member of a tenant family. In general, this definition of “family” applies to both the ESG and CoC Program rules. However, the [McKinney-Vento Act, as amended by the HEARTH Act](#), distinguishes individuals from families. Therefore, paragraph (1) of the definition of family under the Equal Access Rule is considered an individual under the CoC and

ESG programs and the definition of family for these programs is defined as follows:

Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

Reasonable Accommodations

The SEO CoC is committed to the equal treatment of all persons, and believes that no eligible individual with disabilities should, solely on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any CoC programs.

All providers will provide **Reasonable Accommodations** to applicants and participants of CoC and ESG Programs. A reasonable accommodation is an agency or program modification or change to its policies or procedures that will assist an eligible person with a disability to attain equal participation in programs.

Providers will assist clients in reviewing and understanding the agency or program Reasonable Accommodation Policy and completing any type of Request for Reasonable Accommodation documentation, as needed.

Termination of Assistance (24 CFR Part 578.91(a))

Minimum standards for termination of assistance are:

- **In general** – If a program violation occurs and the provider terminates assistance as a result, the termination shall follow an established process that recognizes the rights of the individuals affected. Termination shall only occur in the most severe cases.
- **Program participants receiving rental assistance or housing relocation or stabilization services** – When terminating rental assistance or housing relocation and stabilization services, the required formal process shall minimally consist of:
 - Written notice clearly stating the reasons for termination;
 - A review of the decision that gives the participant opportunity to present objections to the decision maker; and
 - A prompt written final notice.
- **Ability to provide further assistance** – Termination will not bar the provider from providing later additional assistance to the same family or individual.

Grievance Process (24 CFR Part 578.91(b))

All providers shall have a Grievance Process that recognizes the rights of individuals to due process when assistance is terminated. Individuals receiving assistance are informed at entry of the grievance process for that particular provider. The process shall consist of an informal process and a formal process.

Providers will assist clients in reviewing and understanding the agency or program Grievance Process and completing any type of Grievance Process documentation. Under no circumstances shall engaging in a grievance process negatively impact the services provided to the person or household.

Nondiscrimination/Equal Opportunity/Affirmative Outreach

CoC and ESG providers must maintain copies of their marketing, outreach, and other materials used to inform eligible persons of the program to document compliance with the requirements in 24 CFR 578.93(c).

ESG providers minimum standards shall comply with the requirements for nondiscrimination, equal opportunity and affirmative outreach identified in 24 CFR 576.407 (a-b).

Service providers must ascertain the preferred language of participants and make every effort to provide services in the preferred language.

CoC Standards - 24 CFR 578.7(a)(9)

1. Eligibility. The CoC standard for evaluating individuals' and families' eligibility for assistance is to use an intake process that includes a coordinated assessment to determine and document participant eligibility. All CoC providers will follow CoC Program guidelines to establish the client's status as homeless and verify household income eligibility, if applicable. 24 CFR 578.103 and 24 CFR 576.500

2. Transitional Housing. The CoC standard for determining and prioritizing which eligible individuals and families will receive transitional housing: CoC providers shall use an intake process with the coordinated assessment to prioritize which persons will receive any available transitional housing on a first come first served basis. The determination will be documented in the client file.

3. Rapid Re-housing (RRH). The CoC standard for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance: CoC providers shall use an intake process with the coordinated assessment to prioritize which persons will receive any available Rapid re- housing units on a first come first served basis. The determination will be documented in the client file.

4. Participant share of RRH assistance. The CoC standard for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance: CoC providers shall consider the income information for the last 30 days collected at intake and during the coordinated assessment to determine the percentage or amount each program participant must pay while receiving assistance. The determination will be documented in the client file. Participants will pay no more than 30% of their household income for rent per 24 CFR 578.77 (c).

5. Permanent Supportive Housing. The CoC standard for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance: CoC providers shall use an intake process with the coordinated assessment to determine and prioritize which persons are best served by placement in any available Permanent Supportive Housing unit. Chronically homeless persons are prioritized for PSH beds in accordance with HUD guidance in CPD Notice 14-012 (Attachment D). The determination will be documented in the client file.

ESG Standards - 24 CFR 576.400 (e):

1. Evaluating Eligibility. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG:

Per 24 CFR 576.401: ESG (sub-recipients) providers must conduct an initial evaluation to determine each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. All ESG providers will follow federal documentation guidelines to establish the client's status as homeless or at-risk of homeless and their income eligibility. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under §576.400(d).

2. Coordination Among Providers. Policies and procedures for coordination among all SEO CoC emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers:

The ESG providers must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other ending homelessness programs in the area covered by the Continuum of Care or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness. The list of programs are included in 24 CFR Part 567.400(b)

ESG provider managers and case managers shall participate in Clackamas County Continuum of Care meetings to coordinate services and to discuss ESG policies and procedures. ESG providers receive feedback from other homeless services providers on all services available for low-income and homeless persons including; accessing mainstream services; housing, legal and health care services.

3. Determining and Prioritizing. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance:

ESG-funded providers will be responsible for ensuring that potential participants are served, with provisions for serving eligible households who meet prioritization criteria established through the Continuum of Care using coordinated assessment protocols.

Coordinated assessment tools thoroughly explore a family's or individual's situation and pinpoints their unique housing and service needs. Based upon the coordinated assessment, families and individuals should be referred to the type, level and duration of housing and services most appropriate to their situations and need.

Under homelessness prevention, ESG assistance is available to individuals and families below 30% of Area Median Income (AMI), and are homeless or at risk of becoming homeless.

ESG funds can be used to prevent an individual or family from becoming homeless and regain stability in current housing or other permanent housing. Rapid re-housing funds can be used to assist individuals and families who are literally homeless progress toward permanent housing and achieve housing stability.

- a. Homeless Prevention Households will be re-certified for continued eligibility every 3 months.
- b. Rapid Re-Housing Households will be re-certified annually.

4. Income Determination and Requirements

a) Income Eligibility

There are no income eligibility requirements for receiving street outreach, emergency shelter or transitional housing services and assistance. An applicant must be homeless for rapid re-housing, which has no income requirements. However, in order to continue to receive rapid rehousing assistance, clients must have an annual income that does not exceed 30% of AMI at time of re-evaluation. To qualify for homeless prevention assistance, applicants must have an annual income below 30% AMI at time of intake.

b) Calculating Gross Annual Income

Annual Income is the gross amount of income anticipated to be received by a household during the coming year based on the household's circumstances at the time of program intake and assessment. Annual Income determination is consistent with the Housing Choice Voucher definition of annual Income found at 24 CFR 5.609.

When determining the annual income of a household to establish eligibility for ESG assistance, Providers must count the income of all adults in the household, including nonrelated individuals, within the limitations imposed by 24 CFR 5.609. Not everyone living in the unit is considered a member of the household for the purposes of determining a household's income. Excluded persons include: foster children, foster adults, live-in aides, children of live-in aides and an unborn child. A child subject to a shared-custody agreement should be counted as a household member if the child resides with the household at least 50 percent of the time.

Income generated by an asset, such as the interest on a savings or checking account is considered household income even if the household elects not to receive it. For example, though an applicant may elect to reinvest the interest or dividends from an asset, the interest or dividends are still counted as income anticipated to be received during the coming 12 months. Asset income is discussed in 24 CFR 5.609. Income producing assets include: bank accounts; life insurance policies; lump sum additions (legal settlement, refund, etc.); personal property held as investments; retirement/pension funds; trusts; assets disposed of for less than fair market value; and stocks, bonds or mutual funds.

Street Outreach Standards

Minimum Standards

Targeting/Engagement:

Providers of Street Outreach services shall focus on unsheltered homeless individuals and families, meaning those with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station airport or camping ground.

Assessment/Service Provision/Referral/Prioritization:

- Individuals and families shall be offered an initial need and eligibility assessment and qualifying program participants, including those meeting special population criteria, will be offered the following Street Outreach

services, as needed and appropriate: engagement, case management, emergency health and mental health, transportation services.

- When appropriate based on the individual's needs and wishes, the provision of or referral to rapid rehousing services that can quickly assist individuals to obtain safe, permanent housing shall be prioritized over the provision of or referral to emergency shelter or transitional housing services.

References: 24 CFR 576.101 and 576.400 e (3) (ii)

Emergency Shelter Standards

Minimum Standards

Admission:

Providers of Emergency Shelter services shall admit individuals and families who meet the HUD definition of "homeless," as specified in 24 CFR 576.2 (1, 2, 3 & 4) and agencies' eligibility criteria.

Assessment:

Individuals and families shall be offered an initial need and eligibility assessment and qualifying program participants, including those meeting special population criteria, will be offered Emergency Shelter services, as needed and appropriate.

Prioritization/Diversion/Referral:

When appropriate based on the individual's needs and wishes, the provision of or referral to Homeless Prevention or Rapid Rehousing services that can quickly assist individuals to maintain or obtain safe, permanent housing shall be prioritized over the provision of Emergency Shelter or Transitional Housing services.

Reassessment:

Program participants will be reassessed as case management progresses, based on the participant needs and goals as well as the individual service provider's policies.

Discharge/Length of Stay:

Program participants shall be discharged from Emergency Shelter services when they choose to leave or when they have successfully obtained safe, permanent housing. Any Length of Stay limitations shall be determined by the individual service provider's policies and clearly communicated to program participants.

Safety and Shelter Safeguards for Special Populations:

Safety and Shelter Safeguards shall be determined by the individual Special Population service provider's policies and clearly communicated to program participants.

Reference: 24 CFR 576.102 and 576.400 (e) (iii) and (iv)

Homelessness Prevention and Rapid Re-housing Standards (24 CFR 576.103 and 104)

Eligibility/Prioritization

Minimum standards for determining and prioritizing which eligible families and individuals shall receive homelessness prevention assistance and which eligible families and individuals shall receive rapid rehousing assistance:

Rapid Re-housing (RR) – To be eligible for RR Housing Relocation and Stabilization Services and Short-term and Medium-term Rental Assistance, people must:

- Meet the federal criteria under paragraph (1) of the “homeless” definition in 24 CFR 576.2 OR
- Meet the criteria under paragraph (4) of the “homeless” definition in 24 CFR 576.2 and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition. (See Attachment A).

Homelessness Prevention (HP) – To be eligible for HP Housing Relocation and Stabilization Services and Short-term and Medium-term Rental Assistance, program participants must:

- require HP services to prevent moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in 24 CFR 576.2 (See Attachment A).
- have an annual income below 30% of the median income for the area and: meet the federal criteria under the “at risk of homelessness” definition in 24 CFR 576.2 OR
- meet the criteria in paragraph (2), (3) or (4) of the “homeless” definition in 24 CFR 576.2 (See Attachment A).

Participant Contribution to Rent

Minimum standards for determining what percentage or amount of rent and utilities costs each program participant shall pay while receiving homelessness prevention or rapid rehousing assistance shall be based on the individual service provider's policies and clearly communicated to program participants.

Rental Assistance Duration and Adjustment (24 CFR 576.105)

Minimum standards for determining how long a particular program participant shall be provided with rental assistance and whether and how the amount of that assistance shall be adjusted over time:

- Participants receive approval for the minimum amount of financial assistance necessary to prevent the current episode homelessness. If short-term (1-3 months) or medium-term (4-12 months) is determined to be needed, documentation of financial need shall be kept in the participant's file for each month of financial assistance received. Participants shall not be approved for more rental assistance than can be justified given their income and expenses at a given time.
- Any additional requirements regarding how long a program participant shall be provided with rental assistance and whether and how the amount of that assistance shall be adjusted over time shall be determined by the individual service provider's policies and clearly communicated to program participants.

Re-evaluations

Minimum standards for completing eligibility re-evaluations of individuals and families:

Timing:

- Homelessness Prevention – participants shall be re-evaluated not less than once every three months
- Rapid Rehousing – participants shall be re-evaluated not less than once annually

Eligibility:

- To remain eligible, the participant shall have an annual income that is 30 percent of median family income for the area or less, as determined by HUD; **and**
- The participant shall lack sufficient resources and support networks necessary to retain housing without ESG assistance.

End of ESG Standards

Attachment A

§ 576.2 Definitions.

At risk of homelessness means:

(1) An individual or family who:

- (i)** Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- (ii)** Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately [available](#) to prevent them from moving to an [emergency shelter](#) or another place described in paragraph (1) of the “homeless” definition in this section; and
- (iii)** Meets one of the following conditions:
 - (A)** Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (B)** Is living in the home of another because of economic hardship;
 - (C)** Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - (D)** Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, [State](#), or local government programs for low-income individuals;
 - (E)** Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
 - (F)** Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - (G)** Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the [recipient's](#) approved [consolidated plan](#);

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and [Homeless Youth Act](#) ([42 U.S.C. 5732a\(3\)](#)), section 637(11) of the Head Start [Act](#) ([42 U.S.C. 9832\(11\)](#)), section 41403(6) of the Violence Against Women [Act](#) of 1994 ([42 U.S.C. 14043e-2\(6\)](#)), section 330(h)(5)(A) of the Public Health Service [Act](#) ([42 U.S.C. 254b\(h\)\(5\)\(A\)](#)), section 3(m) of the Food and Nutrition [Act](#) of 2008 ([7](#)

[U.S.C. 2012\(m\)](#)), or section 17(b)(15) of the Child Nutrition [Act](#) of 1966 ([42 U.S.C. 1786\(b\)\(15\)](#)); or

(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento [Homeless Assistance Act](#) ([42 U.S.C. 11434a\(2\)](#)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Consolidated plan means a plan prepared in accordance with [24 CFR part 91](#). An *approved consolidated plan* means a [consolidated plan](#) that has been approved by HUD in accordance with [24 CFR part 91](#).

Continuum of Care means the group composed of representatives of relevant organizations, which generally includes nonprofit [homeless](#) providers; victim service providers; faith-based organizations; governments; businesses; advocates; public housing agencies; school districts; social service providers; mental health agencies; hospitals; universities; affordable housing developers; law enforcement; organizations that serve [homeless](#) and formerly [homeless](#) veterans, and [homeless](#) and formerly [homeless](#) persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; [emergency shelter](#); rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of [homeless](#) persons and persons [at risk of homelessness](#) for a specific geographic area.

Emergency shelter means any facility, the primary purpose of which is to provide a temporary shelter for the [homeless](#) in general or for specific populations of the [homeless](#) and which does not require occupants to sign [leases](#) or occupancy agreements. Any [project](#) funded as an [emergency shelter](#) under a Fiscal Year 2010 Emergency Solutions grant may continue to be funded under ESG.

Homeless means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, [state](#), or local government programs for low-income individuals); or
 - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an [emergency shelter](#) or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for [homeless](#) assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as [homeless](#) under this definition, but who:

(i) Are defined as [homeless](#) under section 387 of the Runaway and [Homeless Youth Act](#) ([42 U.S.C. 5732a](#)), section 637 of the Head Start [Act](#) ([42 U.S.C. 9832](#)), section 41403 of the Violence Against Women [Act](#) of 1994 ([42 U.S.C. 14043e-2](#)), section 330(h) of the Public Health Service [Act](#) ([42 U.S.C. 254b\(h\)](#)), section 3 of the Food and Nutrition [Act](#) of 2008 ([7 U.S.C. 2012](#)), section 17(b) of the Child Nutrition [Act](#) of 1966 ([42 U.S.C. 1786\(b\)](#)) or section 725 of the McKinney-Vento [Homeless Assistance Act](#) ([42 U.S.C. 11434a](#));

(ii) Have not had a [lease](#), ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for [homeless](#) assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for [homeless](#) assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

(i) 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 or has made the individual or family afraid to return to their primary nighttime residence;

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

Homeless Management Information System (HMIS) means the information system designated by the [Continuum of Care](#) to comply with the HUD's data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to [homeless](#) individuals and families and persons at-risk of homelessness.

Metropolitan city means a city that was classified as a [metropolitan city](#) under [42 U.S.C. 5302\(a\)](#) for the fiscal year immediately preceding the fiscal year for which ESG funds are made [available](#). This term includes the District of Columbia.

Private nonprofit organization means a [private nonprofit organization](#) that is a secular or religious organization described in section 501(c) of the Internal Revenue Code of 1986 and which is exempt from taxation under subtitle A of the Code, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance. A [private nonprofit organization](#) does not include a governmental organization, such as a public housing agency or housing finance agency.

Program income shall have the meaning provided in [2 CFR 200.80](#). [Program income](#) includes any amount of a security or utility deposit returned to the [recipient](#) or [subrecipient](#).

Program participant means an individual or family who is assisted under ESG program.

Program year means the consolidated [program year](#) established by the [recipient](#) under [24 CFR part 91](#).

Recipient means any [State](#), [territory](#), [metropolitan city](#), or [urban county](#), or in the case of reallocation, any [unit of general purpose local government](#) that is approved by HUD to assume financial responsibility and enters into a grant agreement with HUD to administer assistance under this part.

State means each of the several [States](#) and the Commonwealth of Puerto Rico.

Subrecipient means a [unit of general purpose local government](#) or [private nonprofit organization](#) to which a [recipient](#) makes [available](#) ESG funds.

Territory means each of the following: the Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands.

Unit of general purpose local government means any city, county, town, township, parish, village, or other general purpose political subdivision of a [State](#).

Urban county means a county that was classified as an [urban county](#) under [42 U.S.C. 5302\(a\)](#) for the fiscal year immediately preceding the fiscal year for which ESG funds are made [available](#).

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. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

Taken from the SEO CoC Governance Charter

Board

The SEO CoC shall be governed by a Board, which will provide oversight and accountability for all SEO CoC responsibilities. The Board shall Responsibilities of the Board

Except for those responsibilities assigned to the SEO CoC members), the Board will act on behalf of the SEO CoC to fulfill the regulatory duties of a continuum of care set forth in 24 CFR § 578. The Board shall be responsible for approval and implementation of all CoC policies and procedures.

Board Membership

Composition

The Board will consist of an odd number of members including, at a minimum, a representative from each sub-regional lead agency. The Board should be representative of the stakeholder organizations represented within the CoC membership and must include a representative of the CoC Collaborative Applicant. The Board must, at all times, make every effort to ensure the participation of at least one homeless or formerly homeless individual on the Board.

Terms of Office

Board members will serve staggered terms of three years so that approximately one-third the members will stand for election each year. In the first year, newly-elected members will draw lots to determine the length of their term—one, two, or three years. There is no limit to the number of terms a board member may serve.

Nomination and Voting

Each year the existing Board will solicit recommendations from CoC members and develop for Membership approval a slate of candidates for election to the Board. The Membership will vote for open Board positions at the Annual Meeting.

Resignation and Removal

Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Chair. In addition, board members may be removed from the Board by a majority vote of remaining board members for repeated absence, misconduct, failure to participate, or violation of conflict of interest policies.

Vacancies

When a board member resigns or is removed from the Board or cannot serve his/her full term for any reason, the Board may appoint another SEO CoC member to fill the unexpired term.

Officers

Officers

The officers of the SEO CoC shall be a Chair, a Vice Chair, and a Secretary.

Election and Term

The officers shall be elected by the SEO CoC board members, annually, at the last meeting of the year. Each officer shall hold office for a term of one year or until their successors have been elected. No person may hold more than one office.

Chair and Vice Chair

The Chair is responsible for scheduling meetings of the SEO CoC, ensuring that the SEO CoC meets regularly or as needed, and for setting the agenda for meetings in collaboration with the Collaborative Applicant. In the absence of the Chair, the Vice Chair assumes the duties of the Chair.

Secretary

The Secretary shall keep accurate records of the acts and proceedings of all meetings of the CoC Board, or designate another person to do so at each meeting, including documenting all actions taken without a meeting. Such records will include the names of those in attendance. The Secretary shall give all notices required by law and by this Charter. The Secretary shall perform such other duties as the SEO CoC may designate, and shall chair SEO CoC meetings in the case of the absence of the Chair and Vice Chair.

Resignation of Officers

Unless otherwise provided by written agreement, any officer may resign at any time by giving written notice to the Chair or the Secretary. Any such resignations shall take effect at the time specified within the written notice or if the time is not specified therein upon its acceptance by the SEO CoC.

Officer Vacancies

Vacancies among the officers may be filled for the remainder of the term by a vote of the majority of the SEO CoC board members at any meeting at which a quorum is present.