

## **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:** OK-507 - Southeastern Oklahoma Regional CoC

**1A-2. Collaborative Applicant Name:** KI BOIS Community Action Foundation, Inc.

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

**1A-4. HMIS Lead:** United Way of Ponca City

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

Other:(limit 50 characters)		
Veterans Administration	Yes	No
Supportive Services for Veteran Families	Yes	Yes
Choctaw Nation	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)**

1)The CoC invites all persons in the geographic area to meetings in an effort to gain input from a diverse cross section of the CoC. Due to the geographic size of the CoC, efforts are made to glean information from sources that would not readily attend a CoC meeting. One example is local coalition meetings. Membership in these coalitions is large and diverse. Membership includes federally qualified health centers, the Choctaw Nation, the Chickasaw Nation, Systems of Care, Dept of Human Services, DV shelters, CREOKS Behavioral Health, Carl Albert Mental Health, hospitals, SSVF, public schools, and some newspapers. The CoC is a standing agenda item for many of the coalitions. Others include the CoC only when there is information to report or gather. The SSVF Program serves all 21 counties of the CoC so they have a unique perspective as their case mgrs are in every county. The CoC invites their case mgrs to report at CoC meetings on their unique areas.

2)The CoC reports results back to the local coalitions at their regularly scheduled meeting following the PiT Count, HIC update, AHAR, and submission of the consolidated application. These groups are also made aware of the website postings and where to find them.

3)Information gathered at these meetings is used to improve the PiT methodology, improve data collection, improve access to the most hard to reach individuals, inform committee planning/activity such as the Consolidated Entry Committee and Consolidated Application Committee.

**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)**

1) Membership in the CoC is open to all stakeholders in its covered geographic area. Semi-annually, the CoC issues a formal public invitation for membership to any and all interested persons/organizations within the geographic area. New members may join at any time during the year by providing the CoC with their names, contact information, and any relevant affiliations.

2) The invitation is sent directly to target organizations, e-mailed to local coalition and interagency memberships, shared at meetings, and posted on organizational websites. The invitation process is reviewed at CoC and other

meetings, and is consistently brought up in other group settings.

3) The CoC issues a formal public invitation twice per year. CoC representatives issue informal invitations throughout the year when attending other meetings, gleaning and/or reporting information to groups.

4) Special outreach to homeless and formerly homeless persons is generally done through local service providers who know them personally. These service providers are apt to make them feel more at ease about the invitation and thought of being in the group setting. They can also provide transportation to meetings, if needed. All homeless and formerly homeless persons with an interest in the homeless services system are welcome to attend any or all meetings they choose, full or committee.

**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)**

1) The CoC Request for Applications (RFA) notice was sent via e-mail to CoC members, DV/Youth/Homeless Shelters along with local county coalitions, interagency councils, and the Oklahoma Department of Commerce (ESG state grantee). Sharing with local coalitions and councils increases exposure to those that may not attend CoC meetings and/or have never applied for funding. The notice was posted on CoC section of the KI BOIS CAF website the same day it was released via e-mail.

2) All submitted project applications are reviewed to determine if they are applying in the correct category for the proposed services and for completeness. If the application passes this preliminary review, it is accepted into the review and ranking process. If the application was submitted timely but has an issue that is curable, the application will be sent back for correction. Once resubmitted timely with corrections, the application will go through the preliminary review again. If it passes, it will be accepted into the review and ranking process.

3) The CoC released its RFA to the public on 7/10/18. 4) The CoC explicitly states in the RFA they will accept applications from those not previously funded.

## 1C. Continuum of Care (CoC) Coordination

### Instructions:

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

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

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Not Applicable
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Funding Collaboratives	No
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Not Applicable
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)	

**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)**

1) The CoC hosts an ESG Focus Group and Input Session for the Okla Dept of Commerce (State ESG Recipient) in conjunction with a CoC meeting on an annual basis. This ensures the issues specific to the CoC are brought to the attention of the State. It also allows the CoC and its membership to have input

into the development of performance standards, request for proposal and the consolidated plan. The Okla Dept of Commerce (ODOC) is responsible for the only Con Plan jurisdiction covering the CoC. The CoC provides ODOC with HUD HDX reports (PiT, HIC), the consolidated application from e-snaps and ESG and other reports as needed or required from HMIS. The CoC lead agency interacts in person with the State a minimum of 6 times per year each through bi-monthly state-wide CoC meetings and bi-monthly Governor's Interagency Council on Homelessness (GICH) board meetings. This interaction is also used to further inform the State and ensure this information is being addressed in the Con Plan updates.

2) The SEO CoC Lead Agency has contact with ODOC 1 to 2 times per month regarding ESG and grantees. This contact includes formal and informal discussions regarding performance, budgets, and evaluation of programs. The Lead Agency is granted access to ODOC monitoring reports of ESG grantees in their Continuum. This information is used to assess agency capacity, performance, training needs, and areas of concern or, possibly, identify a best practice. The assessment of monitoring information is used to help inform the committee making funding recommendations from the Continuum to ODOC. The CoC receives an ESG allocation from ODOC. The CoC provides volunteers to review other CoC ESG applications, reviews their own application scores once received, ranks applications and makes ESG funding recommendations to ODOC based on the ranking of applications and current allocation.

**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)**

1) The CoC policies state that when an individual or family is actively fleeing and presents at a non-victim service provider, the provider should make every effort to connect the individual with a victim services provider. If, when an assessment is being conducted, a household is determined to be at imminent

risk of harm due to domestic violence, the assessment staff should immediately assist the household to connect with Domestic Violence Services by calling the local domestic violence provider or local law enforcement and tending to their immediate transportation and security needs. A DV shelter serves on the Coordinated Entry Committee to ensure the needs of DV households are considered and addressed.

2) Households who are fleeing, or attempting to flee, but who are seeking shelter or services from non-victim specific provider are presented with the option of working with a victim service provider to continue their assessment or continuing with the initial assessment provider after they are thoroughly informed of the impacts of either decision. In the CoC, there are 10 DV shelters, 1 of which is operated by the Chickasaw Nation. There are 3 Tribal Nations (Chickasaw, Choctaw, Muscogee-Creek) with active DV pgms who partner with the shelters and RRH pgms to assist with deposits, other costs and services. Tribal pgms will help survivors of any race. This partnership is key to overcoming the unique barriers faced by survivors. RRH pgms will meet with DV survivors in shelter to minimize their exposure. DV survivors choose their housing and with their shelter advocate determine when they are ready to move in based on their safety plan. The CoC's PSH project prioritizes DV victims for their program. The case mgr is housed in a DV shelter and routinely makes rounds of the other 2 shelters in their service area to eliminate the need for victims to leave the shelter to discuss housing.

**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)**

1) The CoC funded project staff annually attends the Oklahoma Partners for Change: Conference on Domestic Violence, Sexual Assault and Stalking. This conference is also attended by DV shelters and is open to other service providers within the CoC. This conference is supported by the Oklahoma District Attorneys Council and the Office on Violence Against Women. Staff attending the conference share information and are asked to do short trainings for membership. The CoC shares online training opportunities with the CoC membership as they are announced; such as the webinars and training material from the National Alliance for Safe Housing, Safe Housing Partnership, and National Network to End Domestic Violence.

2) Per policy, initial training is provided to coordinated entry staff when an access point is identified. Subsequent to that, at a minimum, annual coordinated entry training will be provided. The CoC is in its first year with a truly formalized coordinated entry system and believes more frequent training may be needed the first one to two years. The CoC also believes, due to the geographic size of the CoC, the training will need to be repeated in sub-regional areas.

**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)**

Only 2 shelters are required to provide comparable data to the CoC. Other DV

shelters participate in the PiT/HIC. As HUD mandates for CoCs have become more complex, several DV shelters have gone from active to passive members of the CoC. The CoC gleans much of its DV specific information regarding specialized need from the PiT/HIC and DV networking or roundtables with those who will come to the table. This data is being used to inform changes to the Coordinated Entry System and policies, as well as Continuum planning activities.

**1C-4. DV Bonus Projects. Is your CoC No  
applying for DV Bonus Projects?**

**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?
Muskogee		Yes-Both	No
Ada		Yes-Both	No
Hugo		No	No
McAlester		Yes-Public Housing	No
Atoka	24.00%	No	No

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

Two of the top five PHAs have no written preference. Hugo gives preference to Veterans when working with SSVF but does not have this in writing. Currently, the CoC is working with the SSVF Program to identify and approach PHA's in the CoC giving homeless Veterans a preference but do not have a specific policy. The case manager who has the working relationship with the PHA is providing resources and sample preference policies to the PHA. 5 of the 7 CoC sub-regional leads are CHDO's. They are also working with specific PHA's identified as not having a preference policy.



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

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

The CoC expects all providers to provide services in accordance with federal, state, and local fair housing laws and to provide housing opportunities to all persons regardless of race, color, religion, sex, familial status, handicap, national origin or sexual orientation. This is a requirement for grantees and sub-grantees. The CoC has no funded HOPWA or Runaway Youth Programs in its area. The CoC shares, with its providers and membership, final rules and notices, opportunities for webinars and training information focusing on equal access to housing and services regardless of sexual orientation or gender identity. The CoC has not yet provided its own in-person training specific to LGBTQ services as they feel the webinars and online trainings offered are far superior to what the CoC could provide locally.

**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)?	No
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)?	No

**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="checked" type="checkbox"/>
No strategies have been implemented:	<input type="checkbox"/>
Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input 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)**

1) Due to the diversity and size of the SEO CoC, access to the Coordinated Entry System follows a "No Wrong Door" approach. The CoC is broken into sub-regional areas. Each sub-regional lead functions as an access point. There are multiple service providers in each sub-regional area functioning as an access point. The CoC is in the process of developing an MOU to formalize the responsibilities of access points.

2) The CoC Coordinated Entry Committee is still working on its marketing strategies to ensure the system reaches those who are least likely to apply for assistance in the absence of special outreach. Resources and information about the CES access points are provided to various community locations and other places known to be frequented by the target population. In addition, each access point is encouraged to explore various outreach activities such as hosting a booth at local community events, resource fairs, festivals and county fairs to provide information and resources.

3) Currently, the CoC's assessment tool is very basic. The CoC's coordinated entry committee met on 8-22-18 to review the assessment. The assessment is being revised and updated to add threshold scoring, specific questions pertaining to veterans, domestic violence victims, and youth. These changes will be presented at the next full CoC meeting for approval.

## 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 checked="checked" type="checkbox"/>
Health Care:	<input checked="checked" type="checkbox"/>
Mental Health Care:	<input checked="checked" type="checkbox"/>
Correctional Facilities:	<input checked="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="checked" type="checkbox"/>
Health Care:	<input checked="checked" type="checkbox"/>
Mental Health Care:	<input checked="checked" type="checkbox"/>
Correctional Facilities:	<input checked="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)**

- 1) The CoC gives additional consideration in the rating process to projects serving Veterans, chronically homeless, unaccompanied youth and victims of domestic.
- 2) After review and rating is complete, the committee will look at the populations served by the programs to determine if serving a high barrier, vulnerable population has affected the program's ability to score on other metrics. The committee may choose to ask questions of the programs if clarification is necessary. The committee will review the issues associated with serving vulnerable populations with severe needs and whether it negatively or positively affected scoring. The committee will factor these issues into the selection and ranking process.

**1E-3. Public Postings. Applicants must indicate how the CoC made public:**

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- (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 type="checkbox"/>	CoC or other Website	<input type="checkbox"/>
Email	<input type="checkbox"/>	Email	<input 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 type="checkbox"/>	Social Media (Twitter, Facebook, etc.)	<input 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: No

**1E-4a.** If the answer is "No" to question 1E-4, applicants must describe how the CoC actively reviews performance of existing CoC Program-funded projects to determine the viability of reallocating to create new high performing projects.  
(limit 2,000 characters)

The HMIS Lead Agency reviews HMIS data monthly and at a minimum sends data to the CoC semi-annually, more often if the data indicates issues with data entry or participant cases. Rate of funds drawn down, number of households served and performance measures are reviewed along with the annual progress report. This information is made available to the Consolidated Application Committee for their review. If the project is underperforming, the information is analyzed with the project staff to determine why. Technical assistance is then provided to the project. If this is a recurring theme and technical assistance does not resolve the issue, then the recommendation will be made to reallocate funds.

**1E-5. Local CoC Competition.** Applicants must indicate whether the CoC:  
(1) established a deadline for project applications that was no later than

**30 days before the FY 2018 CoC Program Competition Application  
deadline—attachment required;  
(2) rejected or reduced project application(s)—attachment required; and  
(3) notify applicants that their project application(s) were being rejected or  
reduced, in writing, outside of e-snaps, at least 15 days before FY 2018  
CoC Program Competition Application deadline—attachment required. :**

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

## 2A. Homeless Management Information System (HMIS) Implementation

### Intructions:

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

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

**2A-1a. Applicants must:** Page 10 of CoC Governance Charter, p 1-2 of HMIS Governance Agreement  
 (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?** Bowman ServicePoint

**2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area.** Regional (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	360	147	47	22.07%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	13	0	0	0.00%
Rapid Re-Housing (RRH) beds	177	0	177	100.00%
Permanent Supportive Housing (PSH) beds	129	0	34	26.36%
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)**

1) The CoC Collaborative Applicant (CA), HMIS Lead Agency and the Ok Dept of Commerce (ODOC) will continue to work jointly to encourage participation in HMIS through information sharing and scheduled trainings. HMIS is a burden for small rural shelters with minimal staff. Many of their governing boards do not see the return on investment for participating in HMIS and are not interested. In the next year, the sub-regional leads will contact all emergency shelters in their area that do not serve DV to further discuss the benefits of entering in HMIS. There are no CoC funded emergency shelter or transitional housing beds in the CoC. The 34 CoC funded PSH beds are 100% HMIS covered. The remaining 95 PSH beds not in HMIS are HUD-VASH. In the past, our VA has said they will not enter in HMIS. The CA has met with the VA regarding this issue. They are not prepared to enter in HMIS at this time. The CoC is working on correcting the number of youth beds to only reflect homeless beds.

2) The CA, along with ODOC and the HMIS LA, will continue to encourage providers to participate in HMIS at trainings, meetings and other locations where providers are gathered. The CA and ODOC will continue to initiate HMIS discussions on a state level at the Governor's Interagency Council on Homeless.

**2A-6. AHAR Shells Submission: How many 10  
2017 Annual Housing Assessment Report  
(AHAR) tables shells did HUD accept?**

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



## **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).** 01/25/2018

**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)**

- 1) There were no changes in CoC methodology. Data quality changes included continued education on who can and cannot be counted during the PiT. This also continues to include increased focus on youth. Most youth shelters in the CoC house state-custody youth and still sometimes do not necessarily understand the full scope of who can and cannot be counted.
- 2) The CoC PiT did not see significant changes.
- 3) Not applicable.

**2C-2. Did your CoC change its provider coverage in the 2018 sheltered count?** No

**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:	0
Total:	0

**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.** No

**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?** No

**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)**

1) & 3) The CoC met with the SSVF and PATH Programs to confirm known locations, as well as identify new and abandoned locations. These two programs have the most "street" contact with individuals and families that are literally homeless including Veterans and chronically homeless. This information was shared with volunteers counting unsheltered persons.  
2) The CoC reviewed PIT procedures and forms with shelters and other providers prior to the count. One on one training and guidance was provided as needed in sub-regional areas.

## 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.	580
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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)

- 1) FY17 showed a decrease in first time homeless of 255 persons in ES, SH, or TH. Through existing coordinated entry, intake & other information gathering the CoC has identified factors to help determine risk for homelessness including current or history of victimization, # of times moved in the last 6-12 months, head of household with disability, and/or severely doubled up among others.
- 2) The CoC is working with Community Action Agencies (sub-regional leads) to improve and enhance prevention services in their area in an effort to avert homelessness or divert households directly to new permanent housing.
- 3) The Board and Coordinated Entry Committee are responsible for overseeing 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)

- 1) In FY 17, the average length of time homeless for persons in ES, SH, and TH was 34; for persons in ES, SH, TH, and PH (prior to "housing move in"), the

average length of time was 64. It has been difficult to track the length of time homeless across the CoC due to the limited number of providers entering into HMIS.

2) The CoC's priority is to first reduce the length of time persons are unsheltered, then reduce the time spent sheltered and finally be able to divert all who are imminently homeless. This is achieved through effective use of the coordinated entry system in coordination with CoC, ESG and other funding to provide housing first and needed services to stabilize the household.

3) The coordinated entry system and byname lists are used to help identify those with the longest lengths of time homeless. Some persons can be identified through HMIS, but it is not an effective means due to the low number of providers entering. Once assessed, the household is matched to the most appropriate services likely to provide a permanent end to their homelessness.

4) The Coordinated Entry Committee and Executive Committee are responsible for overseeing the CoC's strategies to reduce length of time homeless.

### **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.	65%
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.	80%

### **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)**

1) & 2) The CoC provides technical assistance to new case managers and the permanent supportive housing program emphasizing increased comprehensive case management and "thinking outside the box" approaches for those with the greatest barriers to achieving and maintaining permanent housing. The CoC will review system performance measures data semiannually to track changes in permanent housing placements. The CoC will provide or collaborate with appropriate partners to provide TA to individual providers or the CoC membership as a whole depending on the data analysis results.

3) The Board and ESG Grantees are responsible for overseeing the CoC's strategies to retain or increase permanent housing placements for households in emergency shelter, safe havens, transitional housing or rapid rehousing.

4) The Board and the CoC funded Permanent Supportive Housing Program oversee the strategy to increase the permanent housing retention rate and exits to permanent housing.

**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	2%

**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)

- 1) The CoC identifies common factors through assessments, intake, interviews and other contacts with providers and persons returning to homelessness.
- 2) All ESG, PH, and SSVF case managers (CM) work with households to establish housing stability goals. The CM will work with the household for an extended time after financial assistance ends if there is a perceived risk of possible return to homelessness. At discharge, the CM reviews and updates the housing stability plan with the household and discusses potential setbacks and factor that can lead to a return to homelessness. The households are assured they may contact their CM if an issue arises threatening housing stability. This is not a guarantee of financial help but of CM assistance to help them find the appropriate resources for their current situation. Providers will continue to use extended case management and follow up with households to mitigate the risk of potential returns to homelessness.
- 3) The Coordinated Entry Committee, Executive Committee and ESG Grantees oversee this 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)

- 1) The CoC's strategy to increase access revolves around developing partnerships with mainstream employers, one stop centers, and other providers. In the rural area, most employers are small businesses. Therefore, the strategy

includes educating employers and business owners about the benefits of investing in the community through hiring persons who are or have been homeless along with those who have a criminal record. Case managers (CM) will refer to one stop centers where they are available. In other areas, CMs develop relationships with mainstream employers to build trust in referrals. CMs do training on job skills, interviewing, professional attire, etc... in group sessions. CMs maintain communication with other non-employment providers to stay current on available programs and eligibility. CMs screen for potential benefit eligibility and make appropriate referrals for potential non-employment cash sources.

2) The CoC encourages employers and business owners to understand what the living wage is for their community. Although, many small businesses cannot afford to offer benefits or pay a living wage.

3) The Lead Agency and ESG Grantees are responsible for overseeing the strategy within CoC funded projects.

**3A-6. System Performance Measures Data** 05/23/2018  
**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)**

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

### Instructions

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

**3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:**

- (1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and  
(2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.

Total number of beds dedicated as DedicatedPLUS	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	7
Total	7

**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 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)

1) The CoC's current strategy uses a number of program resources to identify and rapidly re-house families including ESG, SSVF, CSBG and EFSP. Through coordinated entry (CE) families are screened to determine level of need and best program fit based on need then the CE site will make a referral if the program is outside their agency. This typically happens the day the family presents. Families are housed within 5-10 days. SSVF is longer as discharge status must be verified prior to acceptance in the program but still averages 14 days. DV victims may remain in shelter longer than 30 days due to the volatility of their situation. Some DV clients do not feel safe living on their own in the community during the 30 day window. DV shelters work with them to identify barriers, create safety plans and add objectives to achieve safety in their service plans. The strategy has been effective but has limitations due to funding and large geography.

2) Once financial assistance ends, many programs are able to continue case management services for a short period of time. This allows case managers to help the households work through any issues arising during the transition. Programs also do follow-up when possible to determine if any needs or barriers to maintaining housing have surfaced. Households continue to have access to their case managers after discharge from the program if housing stability is threatened.

3) The CE Committee and Board along with ESG grantees oversee the RRH strategy.

**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.	<input type="checkbox"/>
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	<input type="checkbox"/>
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input 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 type="checkbox"/>
CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	<input 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	No
LGBT youth homelessness	No
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 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)**

- 1) The CoC works with ESG grantees to partner with counselors and youth services to provide RRH to all youth youth experiencing homelessness including unsheltered high school youth; also to provide "interim" housing to bridge the gap through high school to college dormitories. This strategy is effective but has limitations as ESG and other funding sources used are not dedicated to youth only services.
- 2) At this time, the CoC does not have a specific formalized strategy to increase housing for youth only. The CoC has worked with a youth provider to find them a sponsor for ESG. The CoC has worked with youth shelters to help with other services, such as procuring Emergency Food and Shelter Program funds for per diem and mass shelter expenses, school supplies, etc...

**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)**

1) & 2) The CoC has no specific tool to measure and must rely on the PiT Count to officially gauge effectiveness as there are no youth providers entering in HMIS. In 2018, the # of sheltered homeless (by HUD's definition) children only households went down by 1 from 10 to 9. The # of unsheltered went down by 5 from 5 to 0. The CoC is still working with youth providers to improve the accuracy of the count of HUD defined homeless youth.

3) At this time, since this is the only method the CoC has, the CoC believes the current strategies are appropriate. As other target population strategies and measurement tools are implemented and mature, the CoC will start focusing on the same for the youth only population.

**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)**

1a) Given the size and rural nature of the CoC, coordination with the local education liaisons can sometimes be challenging. The sub-regional leads as well as local shelters have contacted all the homeless liaisons in area schools. Many small rural school districts have one liaison shared between districts. The liaisons participate in the PiT.

1b&c) The CoC lead agency collaborates with the State Education Agency Homeless Coordinator formally through the Governor's Interagency Council on Homelessness. 4 of the 6 sub-regional leads operate Head Start programs and have an established partnerships/collaborations with multiple programs including LEAs. DV shelters also have MOU's with local LEA's and Technology Centers.

2ab&c) Due to the geographic size of the CoC, formalized partnerships are established on a local level through sub-regional leads and other providers.

**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)**

The CoC policy follows Oklahoma state law which mandates attendance at an educational facility (public or otherwise) for children between the ages of 5 and 18. The policy also requires that CoC funded projects adhere to the educational requirements of the HEARTH Act. Therefore, when developing service/stability plans with families, case managers discuss and include goals and objectives for meeting the educational needs of the children. Domestic Violence providers are required by Oklahoma DV statutes to assess the educational needs of children

and inform the family of their options. In DV shelters, children have their own service plans. Educational needs are assessed within the full family assessment, but the actual goals and objectives surrounding education are placed in the child's service plan.

**3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No". Applicants must select "Yes" or "No", from the list below, if the CoC has written formal agreements, MOU/MOA's or partnerships with providers of early childhood services and support.**

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

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

- 1) The CoC policy is that all persons identifying themselves as or being assessed as Veterans, regardless of current situation (homeless or imminently homeless), be referred to the SSVF program. This is a feasible strategy since SSVF covers all 21 counties of the CoC and has case managers strategically located to engage Veterans where they are located. Outreach is conducted by SSVF, PATH, ESG and other non-CoC funded programs.
- 2) Once the Veteran is identified, the assessment will be completed by SSVF staff to determine needs and what programs they are eligible for (VA and/or other non-VA).
- 3) If the original referring program was a non-VA program, they will continue to work with SSVF and provide companion services if possible. After SSVF assesses eligibility for all known programs, VA and non-VA, staff will make appropriate referrals. The SSVF program case conferences a minimum of once monthly with the VA for the benefit of Veterans and to stay current on available and appropriate services.

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

**3B-5. Racial Disparity. Applicants must:** No  
(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.

## 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	No
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

#### 4A-1a. Mainstream Benefits. Applicants must:

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

1) Case managers within the CoC are required to assist participants to access and apply for mainstream benefits as part of case management services. The CoC partners with Community Action Agencies to provide sub-regional leadership within the CoC area. The CAA outreach offices also assist with client referral and access to mainstream benefits through staff time, transportation and other services.

2) The CoC relies heavily on sub-regional leads to share up-to-date information regarding mainstream services in their area with program staff. ESG and PSH programs have regular meetings with the Department of Human Services (DHS) to share information regarding program services and DHS mainstream benefits. Meetings are generally quarterly or semi-annually. More frequent meetings are

held for the purpose of case conferencing when necessary. CoC members participate in local coalitions with providers of mainstream services allowing for information sharing. The CoC lead agency shares information about available mainstream services with the CoC membership as acquired via e-mail and at membership meetings.

3) The Lead Agency and Board are responsible for overseeing this performance measure.

#### **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.	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 that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.	1
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

#### **4A-3. Street Outreach. Applicants must:**

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

1) The CoC has street outreach conducted mainly by two programs, SSVF and PATH. ESG case managers provide limited street outreach. The PATH program regularly visits known locations, including parks, bridges, etc. They also visit shelters, service providers and soup kitchens. They carry outreach bags in vehicles so they are always ready to provide outreach. SSVF case managers visit the same locations in the counties not covered by PATH.

2) SSVF covers all 21 counties in the CoC; PATH covers 5.

3) PATH does their outreach weekly and covers 20% of the CoC area. SSVF provides outreach on an as needed basis as locations become known or at local events such as Stand Downs. They average around 12 outreach contacts per month. SSVF covers 100% of the CoC area. Given the large rural nature of the CoC area, street outreach is not feasible in some areas.

4) The PATH agency has bilingual staff available when needed. PATH staff carries a notepad to help communicate with deaf/hard of hearing if they can read and write. PATH will provide transportation to phone, computer or internet services and help set up access. SSVF meets Veterans where they are,

eliminating the transportation barrier. SSVF will contact partners with interpreters if needed.

**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)**

1) All HUD funded programs are responsible for affirmatively marketing housing and services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or disability and especially those who are least likely to seek services. They are also responsible for maintaining records of said activities. If the programs encounter impediments to fair housing, they are to contact the CoC lead agency and the State.

2) 16 of the 21 CoC counties have access to sign language and Spanish interpreters. Some of these are through MOU's with Head Start programs. If a person presenting for services requires an interpreter, the staff person doing the intake will immediately contact the agency with the appropriate interpreter. Information is provided to participants regarding local, state and federal fair housing laws, as well as Legal Aid contact information. Information is also posted in program offices.

**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	129	177	48

**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		
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes	SEO CoC Coordinat...	09/12/2018
1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	2018 SEO CoC Rati...	09/12/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes	2018 SEO CoC Evid...	09/14/2018
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	2018 SEO CoC Evid...	09/12/2018
1E-4. CoC's Reallocation Process	Yes	2018 SEO CoC Real...	09/12/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	2018 SEO CoC Noti...	09/12/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	2018 SEO CoC Noti...	09/12/2018
1E-5. Public Posting–Local Competition Deadline	Yes	2018 SEO CoC Evid...	09/12/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	SEO CoC Governanc...	09/12/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	ShareLink HMIS Po...	09/12/2018
3A-6. HDX–2018 Competition Report	Yes	OK-507 SEO CoC 20...	09/12/2018
3B-2. Order of Priority–Written Standards	No	SEO CoC Governanc...	09/14/2018

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

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** SEO CoC Coordinated Assessment 081314

## **Attachment Details**

**Document Description:** 2018 SEO CoC Rating Tool and Instructions  
approved 071218

## **Attachment Details**

**Document Description:** 2018 SEO CoC Evidence of Public Posting  
Consolidated App and Priority Listing 091318  
446 pm

## **Attachment Details**

**Document Description:** 2018 SEO CoC Evidence of Public Posting  
Rating Tool

## **Attachment Details**

**Document Description:** 2018 SEO CoC Reallocation Process

## **Attachment Details**

**Document Description:** 2018 SEO CoC Notification Projects Accepted

## **Attachment Details**

**Document Description:** 2018 SEO CoC Notification Projects Rejected or  
Reduced

## **Attachment Details**

**Document Description:** 2018 SEO CoC Evidence of Public Posting RFA

## **Attachment Details**

**Document Description:** SEO CoC Governance Charter 010917

## **Attachment Details**

**Document Description:** ShareLink HMIS Policies and Procedures Manual  
07 2018

## **Attachment Details**

**Document Description:** OK-507 SEO CoC 2018 HDX Competition Report

## **Attachment Details**

**Document Description:** SEO CoC Governance Charter 010917 with  
Orders of Priority marked

## **Attachment Details**

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## Submission Summary

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

Page	Last Updated
1A. Identification	09/12/2018
1B. Engagement	09/12/2018
1C. Coordination	09/12/2018
1D. Discharge Planning	09/12/2018
1E. Project Review	09/12/2018
2A. HMIS Implementation	09/12/2018
2B. PIT Count	09/12/2018
2C. Sheltered Data - Methods	09/12/2018
3A. System Performance	09/12/2018
3B. Performance and Strategic Planning	09/12/2018
4A. Mainstream Benefits and Additional Policies	09/12/2018
4B. Attachments	09/14/2018

FY2018 CoC Application	Page 39	09/14/2018
------------------------	---------	------------

**Submission Summary**

No Input Required



## **The Southeastern Oklahoma Regional Continuum of Care**

### **Rating & Ranking Tool Instructions**

The following criteria will be used in the rating and ranking of projects submitted for consideration in the HUD Continuum of Care (CoC) Notice of Funding Availability (NOFA).

#### **Participation in the SEO CoC**

Applicant agencies must be an active participant in the Southeastern Oklahoma Regional Continuum of Care (SEO CoC). Per SEO CoC policy, members will be considered “active” when they have attended the annual and mid-year meeting and participated in the Point in Time Count and the Housing Inventory Count.

#### **Renewal Project Outcomes**

Projects will receive points based on bed utilization, percentage of participants participating in mainstream programs, percentage of participants employed, percentage of participants remaining housed at program exit.

#### **Employment**

Projects will receive points based on the percentage of program participants obtaining or maintaining employment income.

#### **Mainstream Resources**

Projects will receive points for their utilization of mainstream resources for the homeless subpopulation served through their projects. The term utilization of mainstream resources means linkage to and outcomes with other providers for the homeless individual/family being served. Mainstream resources are defined by HUD in the NOFA application.

#### **Project Match & Leveraging of Resources**

Projects will receive points for documenting the match resources allocated to their proposed project. Projects that do not meet the HUD prescribed level of match for their projects will not be included in the rating and ranking process. Projects will also receive points for their ability to leverage existing community resources to meet the needs of the homeless subpopulation as outlined in their project proposals.

#### **Program Operations Requirement**

Any member agency requesting funding through the HUD CoC NOFA process must be operating within the Continuum geography for a minimum of one year prior to the grant submission process and in good standing with the Oklahoma Secretary of State.

#### **Applicant Status**

Member agencies submitting a project for consideration through the HUD CoC NOFA process must be operating as a 501 ©3, tax exempt organization. Supportive materials required to document the non-profit status are inclusive of but not limited to the following: by-laws, volunteer board members, regular board meetings with written minutes, mission statements, financial statements, annual audit statements, etc.

#### **Renewal Projects**

All member agencies presenting renewal projects through the HUD CoC NOFA process are required to have submitted their most recent Annual Progress Report (APR) by the due date.

## The Southeastern Oklahoma Regional Continuum of Care 2018 Rating Tool

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

Project Year: \_\_\_\_\_

Population Served: \_\_\_\_\_

	4	3	2	1	0	Score	Weight	Total (Score X Weight)
Target Population	CH Families	CH Individuals	DV	Veterans	General		15	
Bed Utilization Rate	During the last reporting period, this project had a bed utilization rate of 90-100%	During the last reporting period, this project had a bed utilization rate of 80-90%	During the last reporting period, this project had a bed utilization rate of 70 – 79%	During the last reporting period, this project had a bed utilization rate of 60 – 69%	During the last reporting period, this project had a bed utilization rate of 59% or lower		25	
Program Participant Length of Stay	With this project, participants stay housed for 6 or more months on average.	With this project, participants stay housed between 4-5 months on average.	With this project, participants stay housed for 3 months on average, but less than 4 months.	With this project, participants stay housed for 2 months on average, but less than 3 months.	With this project, participants stay housed for 1 month or less.		20	
Program Participant Employment	With this project, 21% or more participants have obtained employment income.	With this project, 11 - 20% or more participants have obtained employment income.	With this project, 6 - 10% or more participants have obtained employment income.	With this project, 1 - 5% or more participants have obtained employment income.	With this project, less than 1% of participants have obtained employment income.		15	
Program Participant Mainstream Resources	With this project, 21% or more participants have obtained income through mainstream resources.	With this project, 11 - 20% of participants have obtained income through mainstream resources.	With this project, 6-10% of participants have obtained income through mainstream resources.	With this project, 1- 5% of participants have obtained income through mainstream resources.	With this project, less than 1% of participants have obtained income through mainstream resources.		15	
Case Management Contacts	Client contact 2 or more times per week.	Client contact 1 time per week.	Client contact 2 times per month.	Client contact 1 time per month.	Client contact less than 1 time per month		10	
Leveraging of Resources	This project meets the match requirement through existing community resources.	-----	-----	-----	This project has not leveraged the required match and/or community resources.		10	
Agency Capacity	Agency has operated in CoC and served homeless population for 10 or more years.	Agency has operated in CoC and served homeless population for 8 or more years.	Agency has operated in CoC and served homeless population for 5 or more years.	Agency has operated in CoC and served homeless population for 3 or more years.	Agency has operated in CoC and served homeless population for less than 2 years		1	

Points Scored: \_\_\_\_\_

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

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# **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.

## **Reallocation Process**

As part of the annual Continuum of Care (CoC) competition, HUD has given all CoCs the opportunity to reallocate funds from existing projects to create new projects that better meet the needs of the community. These project types include: Permanent Supportive Housing for chronically homeless individuals or families and Rapid Re-housing units for families.

During the 2018 CoC competition, the Southeastern Oklahoma CoC will not be reallocating funds from its existing project.

## Linda Love

---

**From:** Linda Love  
**Sent:** Sunday, August 26, 2018 1:17 PM  
**To:** Kasey Bryce  
**Cc:** Anne Peck  
**Subject:** 2018 Continuum of Care Application  
**Attachments:** 2018 SEO CoC KI BOIS Application Acceptance Letter signed.pdf

Good Afternoon,

Please find attached your official letter stating your Permanent Supportive Housing renewal application has been accepted by the Southeastern Oklahoma Continuum of Care.

Sincerely,

Linda

Linda Love, CCAP  
Chair  
Southeastern Oklahoma Continuum of Care  
P. O. Box 727  
Stigler, Oklahoma 74462

(918) 967-3325, Ext. 127 Voice  
(918) 967-8660 Fax

## The Southeastern Oklahoma Continuum of Care

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August 26, 2018

Ms. Kasey Bryce  
Case Manager  
KI BOIS Community Action Foundation, Inc.  
P. O. Box 727  
Stigler, Oklahoma 74462

Dear Ms. Bryce,

This letter is to inform KI BOIS Community Action Foundation their CoC renewal application for Permanent Supportive Housing has been accepted for submission to HUD and will be ranked on the SEO CoC's Priority Listing.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda Love", with a stylized flourish at the end.

Linda Love, CCAP  
Chair

LLL/hlf

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August 26, 2018

All applications submitted for the 2018 HUD CoC NOFA competition have been accepted. There have been no denied applications. Acceptance letters were sent to each organization that submitted an application.

If you have any questions, please feel free to contact Linda Love, SEO CoC Chair, at 1-800-299-4479.

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8/26/2018

## Linda Love

---

**From:** Linda Love  
**Sent:** Tuesday, July 10, 2018 10:05 AM  
**To:** Amber Giacomo; Amy Donaldson; Anne Peck; Bachelor, Michelle; Brandie Risenhoover; Bree Long; Brenda Brewer; Cale Powers; Charlotte Savage; Christie Baldrige ; Cleary, Christine; Crystal Craig; Dena; Denise Robison; Earl Cook; Elizabeth Felts; Erica Pogue; Goldman, Melanie R; Jana Thompson; John Dessauer; Judy Cantrell; Kasey Bryce; Kathy James; Kevin Michael ; Kristen Crenshaw; Kristy Maddux ; Kristy Palmer; LaQuita Thornley ; Linda Love; Mary Hicks; Melisa Brumley ; Pound, Donna (dpound@bigfive.org); Rachel Michael; Rachel Runfolo; Regan Ginton; Reynada Wall; Rhonda Teague; Sabra Emde; Sarah Frye; Shannon Snelling; Sharon Nelson; Sonya Steves; Stacy Hester; Stacy Williams; Steve Parker; Tammy Randazzo; tobi Ervin; Tracy Archey; Vera Cole ; Yolanda Gay; Amie Swan ; Anne Peck; Family Crisis Center; Maggie Kane; Norita Walker (crisiscenter@gmail.com); Okmulgee County Family Resource Center; SOS for Families; The Family Shelter; Women in Safe Homes ; Women's Crises Services; Beverly Washington; Brandy Krohn; Greg Contreras (gcontreras@oklayes.org); Jackie Miller; Mark Winters; Randy Goff; Stanley Hopkins; Terri Krebs; Terry Long; Gospel Rescue Mission; Hope House McAlester (hopehousemcalester@att.net); Rich Schaus; TSA - New Beginnings  
**Cc:** Rebekah Zahn; Jessica Izquierdo  
**Subject:** Southeastern Oklahoma Continuum of Care Request for Applications  
**Attachments:** 2018 SEOCoc Request for Renewal and Bonus Project Applications.doc

**Importance:** High

Good Morning,

Attached you will find the Southeastern Oklahoma Continuum of Care Request for Applications. Only renewal and bonus project applications will be accepted. Please review the RFA document and the HUD Notice of Funding Availability carefully prior to making your decision to apply.

Have a great day!

Linda

Linda Love, CCAP  
Director of Planning and Development  
KI BOIS Community Action Foundation, Inc.  
P. O. Box 727  
Stigler, Oklahoma 74462

(918) 967-3325, Ext. 127 Voice  
(918) 967-8660 Fax

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## **Governance Charter**

Approved 01/15/2014

Amended 08/02/2016

Amended 01/09/2017

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## Organization

The name of this unincorporated organization is the Southeastern Oklahoma Continuum of Care (hereinafter referred to as the “SEO CoC”). HUD reference number OK-507.

## Geographic Area

The SEO CoC covers a geographic area in southeastern Oklahoma spanning 21 counties. The area includes Atoka, Bryan, Carter, Choctaw, Coal, Haskell, Hughes, Johnston, Latimer, LeFlore, Love, Marshall, McCurtain, McIntosh, Murray, Muskogee, Okfuskee, Okmulgee, Pittsburg, Pontotoc and Pushmataha.

## Purpose

The purpose of the SEO CoC is to:

- Promote community-wide commitment to the goal of ending veteran and chronic homelessness by 2015, ending homelessness for families, youth and children by 2020, and setting a path to ending all types of homelessness;
- Help secure funding for efforts by nonprofit providers and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

## Responsibilities

The SEO CoC is responsible for fulfilling duties as follows:

### **Operation of the CoC**

- Hold meetings of the full membership, with published agendas, at least semi-annually;
- Issue a public invitation annually for new members to join within the geographic area;
- Adopt and follow a written process to select a CoC board and review, update, and approve the process at least once every 3 years;
- Appoint additional committees, subcommittees, or workgroups;
- Adopt, follow, and review annually a governance charter in consultation with the collaborative applicant and the HMIS lead;
- For CoC and ESG grants, collaborate with the Oklahoma Department of Commerce (ODOC) to establish performance targets appropriate for population and program type in consultation with recipients and subrecipients, then monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers;
- Establish a centralized or coordinated assessment system in consultation with recipients of ESG Funds; and

- Establish and follow written standards for providing CoC assistance in consultation with recipients of ESG Funds.

## **Designation and operation of a Homeless Management Information System (HMIS)**

- Designate a single HMIS for its geographic area and designate an eligible applicant to manage its HMIS;
- Review, revise, and approve privacy, security, and data quality plans;
- Ensure consistent participation of recipients/subrecipients in HMIS; and
- Ensure that the HMIS is administered in compliance with HUD requirements.

## **Continuum of Care Planning**

- Coordinate implementation of a housing and service system;
- Conduct, at least biennially, a Point-in-Time count of homeless persons that meets HUD requirements;
- Conduct an annual gaps analysis of homelessness needs and services;
- Provide information as required to ODOC so they can complete the Consolidated Plan;
- Consult with ODOC, state and local ESG recipients in the geographic area on the plan for allocating ESG funds and reporting/evaluating performance of ESG programs.

## **Preparation of a CoC Application for Funds**

- Design, operate, and follow a collaborative process for the development of applications and approve submission of applications in response to the CoC Program Notice of Funding Availability (NOFA);
- Establish priorities for funding projects;
- Designate the collaborative applicant to submit the application;
- The collaborative applicant must collect and combine the required application information from all projects within the geographic area and will apply for funding for CoC planning activities.

## **CoC Membership**

### **Open Membership and New Members**

Membership in the SEO CoC is open to all stakeholders in the covered geographic area, including nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans, and homeless and formerly homeless individuals.

Annually, the SEO CoC shall issue a public invitation for any interested person within geographic area to become a member of the CoC. The invitation will be sent to relevant organizations in the



geographic area, shared at local coalition and interagency meetings, and posted on organizational websites.

New members may enroll at any time during the year by providing to the CoC their names, contact information, and any relevant affiliations.

## **Responsibilities of Members**

Most of the responsibilities of the SEO CoC will be carried out by its Board (with input from Members), with the following exceptions:

- Members will vote directly to approve the governance framework set forth in this Governance Charter and any subsequent changes or additions to the Governance Charter;
- Every three years following initial approval of this Governance Charter, members will review, update, and approve changes to the Governance Charter;
- Unless the Board selection process is changed by a subsequent amendment to the Governance Charter, members will vote annually to elect directors to available board positions.

## **Membership Meetings**

The full membership of the SEO CoC shall meet at least semi-annually. All SEO CoC members shall be notified of the date and location of membership meetings.

The first meeting of the year held in January will be the Annual Meeting. The agenda for the Annual Meeting will include:

- A review of any proposed changes to the SEO CoC Governance Charter followed by a vote on those changes;
- Review of the Point in Time Count documents and the Housing Inventory Count; and
- Any other business the Board chooses to put before its members.

## **Notice of Meeting**

Notice of the place, date and time of each Membership Meeting, including the Annual Meeting, shall be sent to members by email or other reasonable means of communication at least one week (7 days) before the meeting date, along with the agenda for the meeting.

## **Quorum and Voting**

The members present at any properly announced meeting of SEO CoC members shall constitute a quorum. Issues presented to SEO CoC members for a vote will be decided by simple majority of the votes cast.

## **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.

## **Rules of Governance for the Board**

### **Quorum and Voting**

A number equal to a majority of the Board shall constitute a quorum for the transaction of business at any meeting.

At all meetings, business items may be decided by arriving at a consensus. If a vote is necessary, all votes shall be by voice or ballot at the will of the majority of those in attendance at a meeting with a quorum being present. Each representative seat shall have one vote. No member may vote on any item which presents a real or perceived conflict of interest.

## **Proxies**

Board members may have non-voting proxies attend meetings in their place.

## **Action Without a Meeting**

Any action that may be taken at any meeting of the SEO CoC Board may be taken without a meeting if that action is approved, in writing (e.g. letter, email) by a majority of all SEO CoC Board members who would be entitled to vote if a meeting was held for such purpose.

## **Committees and Working Groups**

The SEO CoC will carry out its responsibilities through the work of a number of Committees and Working Groups. All CoC Members may participate on Committees and Working Groups. Policies and policy decisions made by Committees and Working Groups must be approved by the Board before taking effect.

### **Standing Committees**

The SEO CoC shall have four standing committees, as follows:

#### **Point in Time/Housing Inventory Count Committee**

The Point in Time/Housing Inventory Count Committee facilitates activities surrounding the Point in Time Count and the Housing Inventory Count. These include:

- Develop and disseminate surveys and documents for use during the Count;
- Provide training at the Annual Meeting in January regarding Point in Time and Housing Inventory Count activities;
- Collect Count data from sub-regional lead agencies, compile and prepare Count data for entry into the HUD Homeless Data Exchange (HUD HDX);

#### **Performance and Outcomes Committee**

The Performance and Outcomes Committee will collaborate with the CoC Collaborative Applicant, CoC-funded entities, and CoC Membership to:

- Review PIT and HIC data, conduct a gaps analysis, and make recommendations for Board approval of the priorities to be used in ranking requests for CoC funding;
- Develop performance measures to evaluate SEO CoC's overall success in eliminating homelessness, using guidance available from HUD and making changes over time as necessary to incorporate new regulations or guidance available from state or local authorities;
- In collaboration with the Oklahoma Department of Commerce (ODOC), establish written standards and performance measures for ESG assistance and providers;
- Evaluate outcomes of projects funded under the ESG and CoC Program, and provide outcome data to the Collaborative Applicant to report to HUD; and

- Consult with state and local government agencies, homeless service providers, private funders, and other relevant entities and organizations to evaluate available resources and reach agreement about how those resources can be allocated most effectively to implement plans to eliminate homelessness.

### **Consolidated Application Committee**

The Consolidated Application Committee will:

- Work with the Collaborative Applicant to design and implement a collaborative process for developing a consolidated application for SEO programs and projects seeking CoC funding;
- Review findings of the Performance and Outcomes Committee, the program priorities established by the Board, and the applications for new programs or projects, and make recommendations to the Board about which programs/projects to include in the annual CoC application, and rank projects for the application; and
- Develop and oversee operation of a grievance process for agencies whose applications for funding have not been selected by the CoC.

### **HMIS/Data Committee**

The HMIS Committee will work with the HMIS Lead Agency to:

- Develop, annually review, and, as necessary, revise for Board approval a privacy plan, security plan, and data quality plan for the HMIS, as well as any other HMIS policies and procedures required by HUD.
- Develop for Board approval and implement a plan for monitoring the HMIS to ensure that:
  - Recipients and subrecipients consistently participate in HMIS;
  - HMIS is satisfying the requirements of all regulations and notices issued by HUD;
  - The HMIS Lead is fulfilling the obligations outlined in its HMIS Governance Charter and Agreement with the CoC, including the obligation to enter into written participation agreements with each contributing HMIS organization.
- Oversee and monitor HMIS data collection and production of the following reports:
  - Annual Homeless Assessment Report (AHAR); and
  - Annual Performance Reports (APRs).

## **Other Committees and Working Groups**

The CoC may establish committees or working groups as it deems necessary. One existing group will assist the CoC in meeting its regulatory obligations.

### **Centralized/Coordinated Intake and Assessment Work Group**

This Work Group is planning for establishment and operation of a centralized or coordinated assessment system.

## Designation of Collaborative Applicant and HMIS Lead

### **Collaborative Applicant**

KI BOIS Community Action Foundation (CAF), Inc. serves as the SEO CoC's Collaborative Applicant.

### **HMIS Lead**

The United Way of Ponca City serves as the SEO CoC's HMIS Lead Agency.

### **HMIS Designation**

The SEO CoC designates Bowman Systems ServicePoint as the single Homeless Management Information System for its geographic area.

### **HMIS Governance Charter**

The duties and responsibilities of the SEO CoC, the HMIS Lead, the HMIS/Data Committee and Contributing HMIS Organizations are set forth in further detail in the HMIS Governance Charter.

## Code of Conduct and Conflicts of Interest

### **Conduct and Attendance**

Board members, committee members, and other SEO CoC representatives must exercise care, diligence and prudence when acting on behalf of the SEO CoC. These individuals must complete work they have agreed to undertake on behalf of the SEO CoC in a timely manner. In addition, they must attend Board and committee meetings and be prepared to discuss matters presented for their deliberation. Absence without notice or explanation for three meetings within a calendar year or repeated failure to complete work assignments will be grounds for removal from the Board and/or committee assignments.

### **Conflict of Interest**

#### **Rules Regarding Conflict**

Board members, committee members, and other SEO CoC representatives must abide by the following in order to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. Failure to honor this rule will be grounds for removal from the Board and any of its committees.

- Whenever SEO CoC board members, committee members, representatives, or any of their immediate family members have a financial interest or any other personal interest in a matter coming before the Board or one of its committees, they must:
  - Fully disclose the nature of the interest; and
  - Withdraw from discussing, lobbying or voting on the matter.

## **Disclosure**

At the beginning of every meeting of the Board or committee, Board and committee members must disclose if they have any conflicts of interest or potential conflicts of interest regarding any business included in the meeting's agenda.

## **Abstention from Decision-Making**

Any matter in which board members or SEO CoC committee members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. In addition, the minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested board members' and committee members' actual or potential conflicts of interest and their abstention.

## **Continuum of Care Standards on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing**

All CoC funded permanent supportive housing projects shall adhere to Notice CPD-16-011, "Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing." The Continuum of Care Membership formally adopted Notice CPD-16-011 on August 2, 2016. This Notice supersedes Notice CPD-14-012. See Appendix A for further explanation.

## **Approval of Governance Charter and Subsequent Amendments**

This Governance Charter and every subsequent amendment to it must be approved by a majority of SEO CoC members. In consultation with the Collaborative Applicant and the HMIS Lead, the Board will review the Governance Charter annually and recommend to CoC members changes to improve the functioning of the SEO CoC and maintain compliance with federal and state regulations. In addition, every three years, the Board will invite interested CoC members to participate in a review and discussion of the Governance Charter. Based on consensus achieved in that discussion, the Board will ask SEO CoC members to ratify the existing Governance Charter or approve proposed changes to the Governance Charter at the next annual or mid-year meeting.

## Appendix A

FAQ ID:  
1892

### What is the order of priority for CoC Program-funded PSH beds that are either dedicated or prioritized for the chronically homeless?

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Where the CoC has adopted the orders of priority described in the Prioritization Notice, recipients of either dedicated or prioritized CoC Program-funded PSH must select persons for permanent supportive housing in the following order:

**Order of Priority 1** - A household should be prioritized first in dedicated or prioritized PSH if all of the following are true:

1. Individual or head of household meets the definition of chronically homeless per 24 CFR 578.3; and,
2. The length of time the individual or head of household has been homeless is at least 12 months continuously or over a of at least four occasions in the past 3 years where the total length of time homeless totals at least 12 months; and,
3. The individual or head of household has been identified as having severe service needs.

**Order of Priority 2** - A household should be prioritized second in dedicated or prioritized PSH if all of the following are true:

1. Individual or head of household meets the definition of chronically homeless per 24 CFR 578.3; and,
2. The length of time the individual or head of household has been living in a place not meant for human habitation, a safe haven, or in an emergency shelter is at least 12 months continuously or over a period of at least four occasions in the past 3 years where the total length of time homeless totals at least 12 months; and,
3. The individual or head of household has **not** been identified as having severe service needs; and,
4. There are no chronically homeless households within the CoC's geographic area that meet the criteria under Order of Priority 1 for dedicated or prioritized PSH.

**Order of Priority 3** - A household should be prioritized third in dedicated or prioritized PSH if all of the following are true:

1. Individual or head of household meets the definition of chronically homeless per 24 CFR 578.3; and,
2. The length of time the individual or head of household has been living in a place not meant for human habitation, a safe haven, or in an emergency shelter is at least four occasions in the past 3 years where the total length of time homeless totals less than 12 months; and,
3. The individual or head of household has been identified as having severe service needs; and
4. There are no chronically homeless households within the CoC's geographic area that meet the criteria under Order of Priority 1 and 2 for dedicated or prioritized PSH.



**Order of Priority 4** - A household should be prioritized fourth in dedicated or prioritized PSH if all of the following are true:

1. Individual or head of household meets the definition of chronically homeless per 24 CFR 578.3;
2. The length of time the individual or head of household has been living in a place not meant for human habitation, a safe haven, or in an emergency shelter is at least four occasions in the past 3 years where the total length of time homeless totals less than 12 months (see [FAQ 1897](#)); and,
3. The individual or head of household has **not** been identified as having severe service needs; and
4. There are no chronically homeless households within the CoC's geographic area that meet the criteria under Order of Priority 1, 2, and 3 for dedicated or prioritized PSH.

Taken from the HUD Exchange website:

<https://www.hudexchange.info/faqs/1892/what-is-the-order-of-priority-for-coc-program-funded-psh-beds-that-are/>

## 2018 HDX Competition Report

### PIT Count Data for OK-507 - Southeastern Oklahoma Regional CoC

#### Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	436	351	244
Emergency Shelter Total	200	206	185
Safe Haven Total	0	0	0
Transitional Housing Total	17	0	2
Total Sheltered Count	217	206	187
Total Unsheltered Count	219	145	57

#### Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	65	75	44
Sheltered Count of Chronically Homeless Persons	20	43	33
Unsheltered Count of Chronically Homeless Persons	45	32	11

## 2018 HDX Competition Report

### PIT Count Data for OK-507 - Southeastern Oklahoma Regional 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	32	35	19
Sheltered Count of Homeless Households with Children	20	29	14
Unsheltered Count of Homeless Households with Children	12	6	5

#### Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	19	19	40	14
Sheltered Count of Homeless Veterans	12	14	12	7
Unsheltered Count of Homeless Veterans	7	5	28	7

## 2018 HDX Competition Report

### HIC Data for OK-507 - Southeastern Oklahoma Regional 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	360	147	47	22.07%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	13	0	0	0.00%
Rapid Re-Housing (RRH) Beds	177	0	177	100.00%
Permanent Supportive Housing (PSH) Beds	129	0	34	26.36%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	679	147	258	48.50%

## 2018 HDX Competition Report

### HIC Data for OK-507 - Southeastern Oklahoma Regional 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	2	7	23

#### 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	19	18	26

#### 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	164	129	177



## 2018 HDX Competition Report

### FY2017 - Performance Measurement Module (Sys PM)

#### Summary Report for OK-507 - Southeastern Oklahoma Regional CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more "metrics" used to measure the system performance. Click through each tab above to enter FY2017 data for each measure and associated metrics.

**RESUBMITTING FY2017 DATA:** If you provided revised FY2017 data, the original FY2017 submissions will be displayed for reference on each of the following screens, but will not be retained for analysis or review by HUD.

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

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

#### Measure 1: Length of Time Persons Remain Homeless

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

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

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

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

## 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	Revised FY 2016	FY 2017	Submitted FY 2016	Revised FY 2016	FY 2017	Difference	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	541		524	25		34	9	3		2	-1
1.2 Persons in ES, SH, and TH	541		524	25		34	9	3		2	-1

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.

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2016	Revised FY 2016	FY 2017	Submitted FY 2016	Revised FY 2016	FY 2017	Difference	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	734		647	37		64	27	7		8	1
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	734		647	37		64	27	7		8	1

## 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	
	Revised FY 2016	FY 2017	Revised FY 2016	FY 2017	% of Returns	Revised FY 2016	FY 2017	% of Returns	Revised FY 2016	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO		4		0	0%		0	0%		0	0%	0	0%
Exit was from ES		230		16	7%		5	2%		17	7%	38	17%
Exit was from TH		0		0			0			0		0	
Exit was from SH		0		0			0			0		0	
Exit was from PH		454		20	4%		7	2%		18	4%	45	10%
TOTAL Returns to Homelessness		688		36	5%		12	2%		35	5%	83	12%

#### 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	436	351	-85
Emergency Shelter Total	200	206	6
Safe Haven Total	0	0	0
Transitional Housing Total	17	0	-17
Total Sheltered Count	217	206	-11
Unsheltered Count	219	145	-74

#### Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	918		685	-233
Emergency Shelter Total	918		685	-233
Safe Haven Total	0		0	0
Transitional Housing Total	0		0	0

## 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	Revised FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	6		5	-1
Number of adults with increased earned income	2		0	-2
Percentage of adults who increased earned income	33%		0%	-33%

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

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	6		5	-1
Number of adults with increased non-employment cash income	0		0	0
Percentage of adults who increased non-employment cash income	0%		0%	0%

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

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	6		5	-1
Number of adults with increased total income	2		0	-2
Percentage of adults who increased total income	33%		0%	-33%

## 2018 HDX Competition Report

### FY2017 - Performance Measurement Module (Sys PM)

#### Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	13		8	-5
Number of adults who exited with increased earned income	1		2	1
Percentage of adults who increased earned income	8%		25%	17%

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

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	13		8	-5
Number of adults who exited with increased non-employment cash income	0		1	1
Percentage of adults who increased non-employment cash income	0%		13%	13%

#### Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	13		8	-5
Number of adults who exited with increased total income	1		2	1
Percentage of adults who increased total income	8%		25%	17%

## 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	Revised FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	928		670	-258
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.	93		90	-3
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)	835		580	-255

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	Revised FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1574		1441	-133
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.	178		151	-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.)	1396		1290	-106



## 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	Revised FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	18		17	-1
Of persons above, those who exited to temporary & some institutional destinations	0		1	1
Of the persons above, those who exited to permanent housing destinations	0		2	2
% Successful exits	0%		18%	18%

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

## 2018 HDX Competition Report

### FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	Revised 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	1514		1369	-145
Of the persons above, those who exited to permanent housing destinations	1013		895	-118
% Successful exits	67%		65%	-2%

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

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	60		55	-5
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	52		44	-8
% Successful exits/retention	87%		80%	-7%

## 2018 HDX Competition Report

### FY2017 - SysPM Data Quality

#### OK-507 - Southeastern Oklahoma Regional CoC

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

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

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

## 2018 HDX Competition Report

### FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	161	203	240	203	20	28	18		79	58	64	61	15	100	164	129				
2. Number of HMIS Beds	42	29	40	42	0	0	0		79	36	38	29	15	100	164	129				
3. HMIS Participation Rate from HIC ( % )	26.09	14.29	16.67	20.69	0.00	0.00	0.00		100.00	62.07	59.38	47.54	100.00	100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	919	540	912	661	0	0	0	0	62	64	60	55	275	509	561	697	0	0	0	0
5. Total Leavers (HMIS)	909	522	878	627	0	0	0	0	37	35	36	17	168	319	423	514	0	0	0	0
6. Destination of Don't Know, Refused, or Missing (HMIS)	306	82	35	18	0	0	0	0	0	3	0	1	13	53	22	44	0	0	0	0
7. Destination Error Rate (%)	33.66	15.71	3.99	2.87					0.00	8.57	0.00	5.88	7.74	16.61	5.20	8.56				



## 2018 HDX Competition Report

### Submission and Count Dates for OK-507 - Southeastern Oklahoma Regional CoC

#### Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2018 PIT Count	1/25/2018	

#### 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	5/23/2018	Yes

# **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.**

## **Governance Charter**

Approved 01/15/2014

Amended 08/02/2016

Amended 01/09/2017

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## Organization

The name of this unincorporated organization is the Southeastern Oklahoma Continuum of Care (hereinafter referred to as the “SEO CoC”). HUD reference number OK-507.

## Geographic Area

The SEO CoC covers a geographic area in southeastern Oklahoma spanning 21 counties. The area includes Atoka, Bryan, Carter, Choctaw, Coal, Haskell, Hughes, Johnston, Latimer, LeFlore, Love, Marshall, McCurtain, McIntosh, Murray, Muskogee, Okfuskee, Okmulgee, Pittsburg, Pontotoc and Pushmataha.

## Purpose

The purpose of the SEO CoC is to:

- Promote community-wide commitment to the goal of ending veteran and chronic homelessness by 2015, ending homelessness for families, youth and children by 2020, and setting a path to ending all types of homelessness;
- Help secure funding for efforts by nonprofit providers and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

## Responsibilities

The SEO CoC is responsible for fulfilling duties as follows:

### **Operation of the CoC**

- Hold meetings of the full membership, with published agendas, at least semi-annually;
- Issue a public invitation annually for new members to join within the geographic area;
- Adopt and follow a written process to select a CoC board and review, update, and approve the process at least once every 3 years;
- Appoint additional committees, subcommittees, or workgroups;
- Adopt, follow, and review annually a governance charter in consultation with the collaborative applicant and the HMIS lead;
- For CoC and ESG grants, collaborate with the Oklahoma Department of Commerce (ODOC) to establish performance targets appropriate for population and program type in consultation with recipients and subrecipients, then monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers;
- Establish a centralized or coordinated assessment system in consultation with recipients of ESG Funds; and

- Establish and follow written standards for providing CoC assistance in consultation with recipients of ESG Funds.

## **Designation and operation of a Homeless Management Information System (HMIS)**

- Designate a single HMIS for its geographic area and designate an eligible applicant to manage its HMIS;
- Review, revise, and approve privacy, security, and data quality plans;
- Ensure consistent participation of recipients/subrecipients in HMIS; and
- Ensure that the HMIS is administered in compliance with HUD requirements.

## **Continuum of Care Planning**

- Coordinate implementation of a housing and service system;
- Conduct, at least biennially, a Point-in-Time count of homeless persons that meets HUD requirements;
- Conduct an annual gaps analysis of homelessness needs and services;
- Provide information as required to ODOC so they can complete the Consolidated Plan;
- Consult with ODOC, state and local ESG recipients in the geographic area on the plan for allocating ESG funds and reporting/evaluating performance of ESG programs.

## **Preparation of a CoC Application for Funds**

- Design, operate, and follow a collaborative process for the development of applications and approve submission of applications in response to the CoC Program Notice of Funding Availability (NOFA);
- Establish priorities for funding projects;
- Designate the collaborative applicant to submit the application;
- The collaborative applicant must collect and combine the required application information from all projects within the geographic area and will apply for funding for CoC planning activities.

## **CoC Membership**

### **Open Membership and New Members**

Membership in the SEO CoC is open to all stakeholders in the covered geographic area, including nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans, and homeless and formerly homeless individuals.

Annually, the SEO CoC shall issue a public invitation for any interested person within geographic area to become a member of the CoC. The invitation will be sent to relevant organizations in the

geographic area, shared at local coalition and interagency meetings, and posted on organizational websites.

New members may enroll at any time during the year by providing to the CoC their names, contact information, and any relevant affiliations.

## **Responsibilities of Members**

Most of the responsibilities of the SEO CoC will be carried out by its Board (with input from Members), with the following exceptions:

- Members will vote directly to approve the governance framework set forth in this Governance Charter and any subsequent changes or additions to the Governance Charter;
- Every three years following initial approval of this Governance Charter, members will review, update, and approve changes to the Governance Charter;
- Unless the Board selection process is changed by a subsequent amendment to the Governance Charter, members will vote annually to elect directors to available board positions.

## **Membership Meetings**

The full membership of the SEO CoC shall meet at least semi-annually. All SEO CoC members shall be notified of the date and location of membership meetings.

The first meeting of the year held in January will be the Annual Meeting. The agenda for the Annual Meeting will include:

- A review of any proposed changes to the SEO CoC Governance Charter followed by a vote on those changes;
- Review of the Point in Time Count documents and the Housing Inventory Count; and
- Any other business the Board chooses to put before its members.

## **Notice of Meeting**

Notice of the place, date and time of each Membership Meeting, including the Annual Meeting, shall be sent to members by email or other reasonable means of communication at least one week (7 days) before the meeting date, along with the agenda for the meeting.

## **Quorum and Voting**

The members present at any properly announced meeting of SEO CoC members shall constitute a quorum. Issues presented to SEO CoC members for a vote will be decided by simple majority of the votes cast.

## **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.

## **Rules of Governance for the Board**

### **Quorum and Voting**

A number equal to a majority of the Board shall constitute a quorum for the transaction of business at any meeting.

At all meetings, business items may be decided by arriving at a consensus. If a vote is necessary, all votes shall be by voice or ballot at the will of the majority of those in attendance at a meeting with a quorum being present. Each representative seat shall have one vote. No member may vote on any item which presents a real or perceived conflict of interest.

## **Proxies**

Board members may have non-voting proxies attend meetings in their place.

## **Action Without a Meeting**

Any action that may be taken at any meeting of the SEO CoC Board may be taken without a meeting if that action is approved, in writing (e.g. letter, email) by a majority of all SEO CoC Board members who would be entitled to vote if a meeting was held for such purpose.

## **Committees and Working Groups**

The SEO CoC will carry out its responsibilities through the work of a number of Committees and Working Groups. All CoC Members may participate on Committees and Working Groups. Policies and policy decisions made by Committees and Working Groups must be approved by the Board before taking effect.

### **Standing Committees**

The SEO CoC shall have four standing committees, as follows:

#### **Point in Time/Housing Inventory Count Committee**

The Point in Time/Housing Inventory Count Committee facilitates activities surrounding the Point in Time Count and the Housing Inventory Count. These include:

- Develop and disseminate surveys and documents for use during the Count;
- Provide training at the Annual Meeting in January regarding Point in Time and Housing Inventory Count activities;
- Collect Count data from sub-regional lead agencies, compile and prepare Count data for entry into the HUD Homeless Data Exchange (HUD HDX);

#### **Performance and Outcomes Committee**

The Performance and Outcomes Committee will collaborate with the CoC Collaborative Applicant, CoC-funded entities, and CoC Membership to:

- Review PIT and HIC data, conduct a gaps analysis, and make recommendations for Board approval of the priorities to be used in ranking requests for CoC funding;
- Develop performance measures to evaluate SEO CoC's overall success in eliminating homelessness, using guidance available from HUD and making changes over time as necessary to incorporate new regulations or guidance available from state or local authorities;
- In collaboration with the Oklahoma Department of Commerce (ODOC), establish written standards and performance measures for ESG assistance and providers;
- Evaluate outcomes of projects funded under the ESG and CoC Program, and provide outcome data to the Collaborative Applicant to report to HUD; and

- Consult with state and local government agencies, homeless service providers, private funders, and other relevant entities and organizations to evaluate available resources and reach agreement about how those resources can be allocated most effectively to implement plans to eliminate homelessness.

### **Consolidated Application Committee**

The Consolidated Application Committee will:

- Work with the Collaborative Applicant to design and implement a collaborative process for developing a consolidated application for SEO programs and projects seeking CoC funding;
- Review findings of the Performance and Outcomes Committee, the program priorities established by the Board, and the applications for new programs or projects, and make recommendations to the Board about which programs/projects to include in the annual CoC application, and rank projects for the application; and
- Develop and oversee operation of a grievance process for agencies whose applications for funding have not been selected by the CoC.

### **HMIS/Data Committee**

The HMIS Committee will work with the HMIS Lead Agency to:

- Develop, annually review, and, as necessary, revise for Board approval a privacy plan, security plan, and data quality plan for the HMIS, as well as any other HMIS policies and procedures required by HUD.
- Develop for Board approval and implement a plan for monitoring the HMIS to ensure that:
  - Recipients and subrecipients consistently participate in HMIS;
  - HMIS is satisfying the requirements of all regulations and notices issued by HUD;
  - The HMIS Lead is fulfilling the obligations outlined in its HMIS Governance Charter and Agreement with the CoC, including the obligation to enter into written participation agreements with each contributing HMIS organization.
- Oversee and monitor HMIS data collection and production of the following reports:
  - Annual Homeless Assessment Report (AHAR); and
  - Annual Performance Reports (APRs).

## **Other Committees and Working Groups**

The CoC may establish committees or working groups as it deems necessary. One existing group will assist the CoC in meeting its regulatory obligations.

### **Centralized/Coordinated Intake and Assessment Work Group**

This Work Group is planning for establishment and operation of a centralized or coordinated assessment system.

## Designation of Collaborative Applicant and HMIS Lead

### **Collaborative Applicant**

KI BOIS Community Action Foundation (CAF), Inc. serves as the SEO CoC's Collaborative Applicant.

### **HMIS Lead**

The United Way of Ponca City serves as the SEO CoC's HMIS Lead Agency.

### **HMIS Designation**

The SEO CoC designates Bowman Systems ServicePoint as the single Homeless Management Information System for its geographic area.

### **HMIS Governance Charter**

The duties and responsibilities of the SEO CoC, the HMIS Lead, the HMIS/Data Committee and Contributing HMIS Organizations are set forth in further detail in the HMIS Governance Charter.

## Code of Conduct and Conflicts of Interest

### **Conduct and Attendance**

Board members, committee members, and other SEO CoC representatives must exercise care, diligence and prudence when acting on behalf of the SEO CoC. These individuals must complete work they have agreed to undertake on behalf of the SEO CoC in a timely manner. In addition, they must attend Board and committee meetings and be prepared to discuss matters presented for their deliberation. Absence without notice or explanation for three meetings within a calendar year or repeated failure to complete work assignments will be grounds for removal from the Board and/or committee assignments.

### **Conflict of Interest**

#### **Rules Regarding Conflict**

Board members, committee members, and other SEO CoC representatives must abide by the following in order to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. Failure to honor this rule will be grounds for removal from the Board and any of its committees.

- Whenever SEO CoC board members, committee members, representatives, or any of their immediate family members have a financial interest or any other personal interest in a matter coming before the Board or one of its committees, they must:
  - Fully disclose the nature of the interest; and
  - Withdraw from discussing, lobbying or voting on the matter.

## **Disclosure**

At the beginning of every meeting of the Board or committee, Board and committee members must disclose if they have any conflicts of interest or potential conflicts of interest regarding any business included in the meeting's agenda.

## **Abstention from Decision-Making**

Any matter in which board members or SEO CoC committee members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. In addition, the minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested board members' and committee members' actual or potential conflicts of interest and their abstention.

## **Continuum of Care Standards on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing**

All CoC funded permanent supportive housing projects shall adhere to Notice CPD-16-011, "Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing." The Continuum of Care Membership formally adopted Notice CPD-16-011 on August 2, 2016. This Notice supersedes Notice CPD-14-012. See Appendix A for further explanation.

## **Approval of Governance Charter and Subsequent Amendments**

This Governance Charter and every subsequent amendment to it must be approved by a majority of SEO CoC members. In consultation with the Collaborative Applicant and the HMIS Lead, the Board will review the Governance Charter annually and recommend to CoC members changes to improve the functioning of the SEO CoC and maintain compliance with federal and state regulations. In addition, every three years, the Board will invite interested CoC members to participate in a review and discussion of the Governance Charter. Based on consensus achieved in that discussion, the Board will ask SEO CoC members to ratify the existing Governance Charter or approve proposed changes to the Governance Charter at the next annual or mid-year meeting.

## Appendix A

FAQ ID:  
1892

### What is the order of priority for CoC Program-funded PSH beds that are either dedicated or prioritized for the chronically homeless?

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Where the CoC has adopted the orders of priority described in the Prioritization Notice, recipients of either dedicated or prioritized CoC Program-funded PSH must select persons for permanent supportive housing in the following order:

**Order of Priority 1** - A household should be prioritized first in dedicated or prioritized PSH if all of the following are true:

1. Individual or head of household meets the definition of chronically homeless per 24 CFR 578.3; and,
2. The length of time the individual or head of household has been homeless is at least 12 months continuously or over a of at least four occasions in the past 3 years where the total length of time homeless totals at least 12 months; and,
3. The individual or head of household has been identified as having severe service needs.

**Order of Priority 2** - A household should be prioritized second in dedicated or prioritized PSH if all of the following are true:

1. Individual or head of household meets the definition of chronically homeless per 24 CFR 578.3; and,
2. The length of time the individual or head of household has been living in a place not meant for human habitation, a safe haven, or in an emergency shelter is at least 12 months continuously or over a period of at least four occasions in the past 3 years where the total length of time homeless totals at least 12 months; and,
3. The individual or head of household has **not** been identified as having severe service needs; and,
4. There are no chronically homeless households within the CoC's geographic area that meet the criteria under Order of Priority 1 for dedicated or prioritized PSH.

**Order of Priority 3** - A household should be prioritized third in dedicated or prioritized PSH if all of the following are true:

1. Individual or head of household meets the definition of chronically homeless per 24 CFR 578.3; and,
2. The length of time the individual or head of household has been living in a place not meant for human habitation, a safe haven, or in an emergency shelter is at least four occasions in the past 3 years where the total length of time homeless totals less than 12 months; and,
3. The individual or head of household has been identified as having severe service needs; and
4. There are no chronically homeless households within the CoC's geographic area that meet the criteria under Order of Priority 1 and 2 for dedicated or prioritized PSH.

**Order of Priority 4** - A household should be prioritized fourth in dedicated or prioritized PSH if all of the following are true:

1. Individual or head of household meets the definition of chronically homeless per 24 CFR 578.3;
2. The length of time the individual or head of household has been living in a place not meant for human habitation, a safe haven, or in an emergency shelter is at least four occasions in the past 3 years where the total length of time homeless totals less than 12 months (see [FAQ 1897](#)); and,
3. The individual or head of household has **not** been identified as having severe service needs; and
4. There are no chronically homeless households within the CoC's geographic area that meet the criteria under Order of Priority 1, 2, and 3 for dedicated or prioritized PSH.

Taken from the HUD Exchange website:

<https://www.hudexchange.info/faqs/1892/what-is-the-order-of-priority-for-coc-program-funded-psh-beds-that-are/>