

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

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1A-1. CoC Name and Number: CA-607 - Pasadena CoC

1A-2. Collaborative Applicant Name: City of Pasadena

1A-3. CoC Designation: CA

1A-4. HMIS Lead: City of Pasadena

1B. Continuum of Care (CoC) Engagement

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Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1B-1. CoC Meeting Participants.

For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:

- 1. participated in CoC meetings;**
- 2. voted, including selecting CoC Board members; and**
- 3. participated in the CoC’s coordinated entry system.**

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	No
Local Jail(s)	Yes	Yes	No
Hospital(s)	Yes	Yes	No
EMS/Crisis Response Team(s)	Yes	Yes	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	No
Disability Service Organizations	Yes	Yes	No
Disability Advocates	Yes	Yes	No
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes

Youth Advocates	Yes	Yes	No
School Administrators/Homeless Liaisons	Yes	Yes	No
CoC Funded Victim Service Providers	Not Applicable	No	No
Non-CoC Funded Victim Service Providers	Yes	Yes	No
Domestic Violence Advocates	Yes	Yes	No
Street Outreach Team(s)	Yes	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes	Yes
LGBT Service Organizations	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Mental Illness Advocates	Yes	Yes	Yes
Substance Abuse Advocates	Yes	Yes	Yes
Other:(limit 50 characters)			
Veteran Organizations	Yes	Yes	Yes
Local Businesses	Yes	Yes	No
Faith-Based Organizations	Yes	Yes	Yes

1B-1a. CoC’s Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.

Applicants must describe how the CoC:

- 1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;**
- 2. communicates information during public meetings or other forums the CoC uses to solicit public information;**
- 3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and**
- 4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF. (limit 2,000 characters)**

(1)The CoC actively engages with & solicits opinions from stakeholders interested in/working to end homelessness in various forums & spaces, including CoC Board and Committee Meetings. The 5 standing committees meet regularly to provide the CoC guidance, incorporating the unique knowledge & experience of members. Committees include the Street Outreach Collaborative, as well as the Healthcare, Housing, Planning & Research, & Faith Community Committees. The CoC’s membership is diverse & includes housing & service providers, people w/lived experience, healthcare providers, local govt. officials, law enforcement, mainstream systems, community members, faith-based & educational organizations. Intentional outreach ensures that membership includes underrepresented groups. Input is also solicited from the larger CoC membership (~150 stakeholders) via semi-annual meetings. Staff, providers & advocates routinely attend community meetings to gather opinions outside the CoC, including City commissions & Business Improvement

District meetings.

(2) Meetings are open to the public & posted on the CoC's website. Notices & supporting materials are distributed via targeted email lists to interested stakeholders. Meetings consist of regular requests for input on CoC policies & priorities, PIT count planning, funding opportunities, & population-specific best practices. (3) These meetings are critical platforms to gather feedback on emerging & unmet needs. They also provide opportunities for cross-system collaboration/resource alignment & strategic evaluation of CoC initiatives. Feedback from these multidisciplinary partners is incorporated into the actions taken by the CoC to prevent & end homelessness, informing system-level priorities, policy recommendations, & resource allocation decisions. (4) The CoC's website & electronic materials (i.e. PDFs) are compliant w/ Sect. 508 Standards for Information & Communication Technology to ensure effective communication w/ people w/ disabilities.

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 the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;**
 - 4. how often the CoC solicits new members; and**
 - 5. 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)**

(4) CoC membership is officially solicited annually at a minimum. Proactive recruitment, however, is conducted throughout the year to ensure ample representation & a diverse participation of stakeholders in the CoC's general membership. Membership is open to anyone willing to participate in and support community-wide strategies that are grounded in evidence-based best practices to prevent and end homelessness. (1&2) The CoC has a transparent, open-ended invitation process, as all meeting dates are posted online and meeting notices are emailed to both the general membership and targeted listservs. Staff, the CoC Board, and CoC members are responsible for recruitment efforts to engage new attendees and they are encouraged to regularly connect with their networks to promote participation. Staff frequently attend events throughout the CoC, where they provide information about the work of the CoC, information about how to get involved, and invitations to new members to participate. Members can join via the CoC's website, email, or in person at any CoC meeting by providing their contact information. Agencies that receive funding from the CoC are also required to participate in full membership and applicable committee meetings. CoC staff routinely identify and address attendance gaps in essential sectors, re-engaging agencies with decreased participation in CoC meetings through targeted & personal invitations. (5) The CoC has lived experience representation on the Board, and proactively engages formerly homeless service providers to participate in committee meetings. The CoC encourages new and existing advocates with lived experience to join and share their experiences in an effort to facilitate the

implementation of initiatives that address unmet needs and recurrent barriers.
(3) The CoC makes available accessible electronic documents and makes accommodations for people with disabilities, as requested.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded.

Applicants must describe:

- 1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;**
- 2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;**
- 3. the date(s) the CoC publicly announced it was open to proposal;**
- 4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and**
- 5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.**
(limit 2,000 characters)

(1&3) The CoC undertook an open Request for Applications (RFA) solicitation process for new Bonus and DV Bonus projects starting 7/25, with submissions due 8/12. Broad outreach to eligible agencies that do not receive CoC funding encouraged a diversified portfolio of partners. Outreach included contacting 10 local DV service providers with an invitation to their leadership via email to apply for new projects for DV Bonus funding (7/15). The RFA was widely advertised w/ email notifications to CoC and Service Provider Listservs (7/12), which includes public and private agencies, and through a dedicated webpage on the CoC's website. A mandatory workshop, held on 7/25, assisted prospective new and returning applicants with understanding the application requirements and becoming familiar with the new online submission platform. (4) Hard copies of the RFA were available and accessible electronic versions were posted on the CoC's website to ensure effective communication with people with disabilities. Ongoing technical assistance provided throughout the RFA process ensured adequate support for agencies that were applying and prevented any discouragement for new agencies. (2) All submitted proposals that met threshold requirements were reviewed and scored by a non-conflicted Grants Evaluation Panel on 8/19 using the publicly available scoring tools posted on the CoC's website and reviewed in the mandatory workshop. There was no preference for agencies with past CoC funding experience. Projects were assigned a score based on experience with administering similar programs, housing and services design, financial efficiency and management, and ability to enhance system performance. The Evaluation Panel recommended the highest scoring proposals for inclusion in the CoC application, and the CoC Board ultimately approved the recommendations on 8/26. Both applicants selected for CoC and DV Bonus funding are agencies that have not previously received Pasadena CoC grant funding.

1C. Continuum of Care (CoC) Coordination

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1C-1. CoCs Coordination, Planning, and Operation of Projects.

Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	No
Head Start Program	No
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
SAMHSA	Yes

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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;
2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and
3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.
(limit 2,000 characters)

(1) The CoC works w/ the ESG recipient (City of Pasadena) in the planning & allocation of ESG funds. The ESG recipient participates in CoC meetings, committees, & has representation on the Board. CoC & ESG recipients analyze grants collectively to determine the appropriate mix of housing & services. The ESG allocation plan is driven by a housing needs analysis, PIT data, & evaluation of service gaps. Providers are expected to implement programs w/ outcomes that increase household stability & income. As the Collaborative Applicant for the CoC, the City of Pasadena Housing Department is responsible for the Consolidated Plan & is the ESG/CDBG entitlement jurisdiction administrator. Staff responsible for CoC planning are also responsible for ESG planning & coordinate w/ CDBG staff to ensure the Consolidated Plan fully represents & addresses the needs of individuals experiencing homelessness. (2) The CoC provided PIT, HIC, HMIS, CES, & System Performance Measure (SPM) data regarding the nature & extent of homelessness & current availability of services/resources. The CoC refers to federal (i.e. HUD, HHS, USICH, NAEH) & state (BSCH, HCD) data reports on the regional landscape of homelessness & evidence-based best practices, which informs the planning process & determines what should be prioritized for upcoming ESG funding. The CoC also reviews data from local & private agencies such as LAHSA, United Way & Urban Initiatives on outstanding & emerging needs. The CoC evaluates & reports ESG-funded project level outcomes to recipients & compiles/submits data for the ESG CAPER report. (3) Consolidated Plan goals are discussed & developed at CoC meetings, with feedback incorporated in the Consolidated Plan to effectively communicate the needs & priorities of people experiencing homelessness, identify targeted services, & pursue strategies to fill service gaps as required. Reviews related to Consolidated Plan sections are conducted to ensure information is accurate.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Yes to both

Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.

1C-2b. Providing Other Data to Consolidated Yes

Plan Jurisdictions.

Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.

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 protocols for coordinated entry and the CoC's emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and**
- 2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality. (limit 2,000 characters)**

(1) Survivors of domestic violence/sexual assault (DV/SA) have access to all CES resources. CES staff receives annual training that incorporates best practices on safety protocols & providing trauma-informed/victim-centered services. Current efforts to increase access to safe housing & services for survivors include strengthened partnerships w/ victim service providers (VSPs) that leverage DOJ & HHS-funded programs to assist w/ emergency crises, safety planning, legal advocacy & counseling services. VSPs are voting members of the CoC. The CoC is supported by a Regional DV Coordinator who serves as the primary liaison between DV & CES providers to improve survivors' access CES resources. All services implement victim-centered & trauma-informed principles. The CoC issues guidance & training to providers regarding the VAWA Final Rule, Notice of Occupancy Rights, & the Emergency Transfer Plan (ETP). If a unit becomes unsafe for a survivor, the CoC's ETP allows participants to transfer to an available, safe unit or, alternatively, to temporarily relocate to a motel to ensure safety.

(2) CoC strives to maximize client choice for housing type & location, all while ensuring safety & confidentiality & taking into consideration the unique circumstances of clients. Participants in DV/SA programs are eligible to gain access to services through the standardized CES assessment process using a coded ID number, which only VSPs are able to de-code, as a confidentiality protocol. If a participant discloses they are seeking specialized services for DV/SA, they are given the option to receive a referral to DV/SA-specific resources while remaining connected to CES housing resources. To further safeguard confidentiality, clients have the opportunity to de-identify their record in HMIS w/ non-VSPs if they feel their safety is at risk, so they can move through the system while maintaining their privacy. Likewise, the physical location of DV emergency shelters is never disclosed.

1C-3a. Training–Best Practices in Serving DV Survivors.

Applicants must describe how the CoC coordinates with victim services

providers to provide training, at least on an annual basis, for:
1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and
2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.
(limit 2,000 characters)

(1)The CoC works collaboratively w/ victim service providers (VSPs) to coordinate annual trainings for CoC project providers & CES staff. Informed experts in the field of DV conduct the trainings to promote best practices in effectively serving survivors. Topics include screening for DV, safety planning, privacy & confidentiality, complexity of needs, resources available to DV survivors, prioritizing client choice, & emergency needs of participants. Trauma-informed & victim-centered practices are emphasized & incorporated into provider trainings & the coordinated entry process to prevent retraumatization. Trauma-informed approaches are delivered w/ an understanding of the physical, social, & emotional vulnerabilities & experiences of trauma survivors while prioritizing the restoration of the survivor's feelings of safety, choice & control. Victim-centered approaches place the survivor's priorities & needs at the forefront of service delivery, & further provide nonjudgmental assistance, while safeguarding the client against practices that may reintroduce trauma.

(2) Data has shown the need for CES staff to have updated information/training on how to best serve DV survivors & provide referrals to resources/programs that are able to meet their unique needs. To address this, the CoC has solicited the support of a Regional DV Coordinator, who serves as the primary liaison between DV & CES service providers, in order to improve how victims & survivors access CES resources. The DV Regional Coordinator attends population-specific CES leadership meetings to communicate information & available resources, as well as the complex dynamics of DV. The DV coordinator also conducts safety planning trainings w/ CES staff. Safety planning protocols ensure survivors are assessed in a confidential manner by informing them about how the information will be used to secure safe housing. Survivors are given the option to decline to answer questions/not to disclose personal information.

1C-3b. Domestic Violence–Community Need Data.

Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking.
(limit 2,000 characters)

The CoC utilized the domestic violence data elements (as outlined in the HMIS Data Standards) from projects in the CoC's HMIS and the PIT Count in order to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking (DV). Currently, all DV housing programs in the regional area enter information into HMIS, so no comparable database was referenced in this analysis. The HMIS data collected includes universal information on any experience of domestic violence (recent or past) and if a person is actively fleeing DV in order to support the evaluation of needs and trends pertaining to this population. Specifically, the Pasadena CoC pulled an

unduplicated count of all clients served in the CoC by program type during the past year (8/1/18-7/31/19), and compared the size, proportion, and housing outcomes of DV survivors to non-DV survivors. Program types included Coordinated Entry System (CES), Emergency Shelters (ES), Transitional Housing (TH), Rapid Rehousing (RRH), Permanent Supportive Housing (PSH), and Street Outreach (SO). The CoC also participates in a Regional DV CES meeting where victim service providers (VSPs) and representatives from the single adult, families, and youth coordinated entry systems provide qualitative data via discussions on local needs and gaps in housing and resources for survivors, which is then used to inform program administration and implementation.

If awarded, the DV Bonus funding would provide a unique opportunity for the CoC to strengthen our collaboration efforts with a leading victim service provider (VSP) and leverage data from their comparable database to better assess the special needs related to DV. As such, the CoC would be able to provide much needed support to a population that is highly vulnerable to trauma and adverse outcomes.

***1C-4. PHAs within CoC. Attachments Required.**

Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC’s geographic area.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 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., Moving On
City of Pasadena Housing Department	28.30%	Yes-HCV	Yes-HCV

1C-4a. PHAs’ Written Policies on Homeless Admission Preferences.

Applicants must:

1. provide the steps the CoC has taken, with the two largest PHAs within the CoC’s geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference—if the CoC only has one PHA within its geographic area, applicants may respond for one; or

2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)

City of Pasadena Housing Department (CoPHD), a public housing agency, serves the entire CoC’s geographic area. The CoPHD has established several homeless admission preferences within the Administrative Plan (attached). The CoPHD continues to grant a General Preference to people experiencing homelessness on the Housing Choice Voucher waitlist, in addition to dedicating 161 project-based vouchers to projects which fill vacancies with chronically homeless individuals and families through the Coordinated Entry System. CoPHD also maintains a preference for permanent supportive housing in

project-based voucher RFPs. These practices have contributed to the 28.3% homeless admission rate.

Additionally, this year the CoPHD established two new Limited Preferences by setting aside fifteen tenant-based Housing Choice Vouchers for households exiting homeless programs. Ten tenant-based vouchers were set aside for households exiting rapid rehousing programs who no longer had supportive services needs but required an ongoing rental subsidy to remain stably housed. Similarly, five tenant-based vouchers were set aside for households exiting non-project based permanent supportive housing programs who no longer had a need for intensive services but still required an ongoing rental subsidy to remain stably housed. These fifteen vouchers will free up vacancies in homeless programs to serve vulnerable families and individuals experiencing homelessness. These new limited preferences build on CoPHD's existing Moving On Strategy, which allows residents in project-based permanent supportive housing or PHA-administered tenant-based CoC Rental Assistance (PSH) to transfer into the tenant-based Housing Choice Voucher program when they no longer need intensive supportive services.

1C-4b. Moving On Strategy with Affordable Housing Providers.

Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.

Yes

If “Yes” is selected above, describe the type of provider, for example, multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs. (limit 1,000 characters)

The City of Pasadena Housing Department (CoPHD), a public housing agency, has a limited preference for over-housed households currently living in affordable housing, including low income tax credit developments and local, low-income housing programs. These households often no longer need large units as their adult children have moved out, but remain in their multi-bedroom apartments due to the affordability. These fifteen set-aside, tenant-based Housing Choice Vouchers give these households the opportunity to move or even port out to a different jurisdiction, while sustaining affordable rent costs. More importantly, this limited preference frees up vacancies in affordable housing developments which will then become available to low-income families, many of whom are currently unstably housed.

1C-5. Protecting Against Discrimination.

Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. (limit 2,000 characters)

Research has repeatedly shown that discrimination threatens not only access to

housing but the stability of communities. To prevent discrimination, the CoC has implemented a CoC-wide anti-discrimination policy that ensures all CoC temporary & permanent housing projects (regardless of funding source), including benefits & services, are open to all eligible individuals & families experiencing homelessness, regardless of perceived sexual orientation, gender identity, & marital status in accordance w/ the Fair Housing Act & 24 CFR 5.105(a)(2) - Equal Access to HUD-Assisted or HUD-Insured housing. Projects do not deny admission to or separate family members when they enter shelter or housing & people are served without discrimination based on any protected classes under the Fair Housing Act. The CoC recently collaborated w/ Mental Health Advocacy Services (MHSA) to host its annual CoC-wide Fair Housing Training on 8/14/19 to educate housing & service providers on how to proactively address discrimination & effectively advocate for Fair Housing on behalf of their clients. The training covered federal Fair Housing & Anti-Discrimination laws, such as the Fair Housing Amendments Act (FHAA/FHA), Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, & other federal laws/regulations, including 24 CFR 5.105(a). California Fair Housing & Anti-Discrimination laws were also reviewed. Collectively, these laws prohibit discrimination in housing based on race, color, religion, sex, national origin, disability, & family status. Attendees were trained on what constitutes unlawful discrimination by housing providers (i.e. denial of a reasonable accommodation, prohibiting emotional support animals), the rights their clients w/ disabilities are entitled to, & common examples of reasonable accommodations. Contact information for federal, state, & local housing agencies was provided as a resource to file a housing discrimination complaint, if necessary.

***1C-5a. Anti-Discrimination Policy and Training.**

Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:

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 address discrimination based on any protected class under the Fair Housing Act?	Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	Yes

***1C-6. Criminalization of Homelessness.**

Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC’s geographic area.

1. Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
2. Engaged/educated law enforcement:	<input checked="" type="checkbox"/>

3. Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
4. Implemented communitywide plans:	<input checked="" type="checkbox"/>
5. No strategies have been implemented:	<input type="checkbox"/>
6. Other:(limit 50 characters)	
Engaged/educated public	<input checked="" type="checkbox"/>
Collab. btw service providers & police department	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

1C-7. Centralized or Coordinated Assessment System. Attachment Required.

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 for homelessness assistance in the absence of special outreach; and**
- 3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner. (limit 2,000 characters)**

(1) The Coordinated Entry System (CES) covers 100% of the CoC’s geographic area using a “no-wrong door” model that includes outreach teams, 24/7 hotlines, & access points across the CoC, which ensures that people experiencing homelessness have equitable & timely access to resources. CoC policy requires that any agency receiving funding from the CoC participate in CES. CES identifies & prioritizes people w/ the greatest service needs & levels of vulnerability through CES triage tools, full SPDAT assessments & case conferencing. Integrated CES for families, individuals & youth function together as a community-wide CES.

(2) CES has both a centralized 24-hour phone system for families & a decentralized system for individuals & youth that allows for people to be assessed at any trained agency within the CoC’s geographic area. Partner agencies which do not serve as CES points of entry (i.e. law enforcement, mental health & education providers) are informed on how to refer people to get connected to the system. Racially & ethnically diverse multidisciplinary street outreach teams, which include peer workers, also serve as CES access points for hard-to-engage or hard-to-reach populations which likely will not access services without specialized outreach. CES & CES Access Points are comprehensive & accessible to all, including special populations w/ unique needs & people w/ disabilities or Limited English Proficiency.

(3) Currently, the CES assessment screens for special populations so that they can be quickly referred to appropriate resources, including survivors of DV, veterans, transitional-age youth (18-24) & people with HIV. Assessments

provide a comprehensive score that is used to determine housing needs & high acuity clients are prioritized for limited housing resources. Although separate Access Points are in place to meet the needs of distinct sub-populations, initial screening at each Access Point allows for immediate linkage to the appropriate resources.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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1D-1. Discharge Planning Coordination.

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

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

1E. Local CoC Competition

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

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Warning! The CoC Application score could be affected if information is incomplete on this formlet.

*1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.

Applicants must indicate whether the CoC:

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Yes
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

1E-2. Project Review and Ranking–Objective Criteria.

Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	Yes

1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.

FY2019 CoC Application	Page 17	09/30/2019
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Applicants must describe:

- 1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and**
 - 2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.**
- (limit 2,000 characters)**

All new & renewal applications were reviewed using a scoring tool that is responsive to local needs & priorities. While renewal projects were heavily evaluated on their overall performance based on APR & SPM data, projects received points based on their ability to serve people with high/multiple barriers to housing, including having low/no income, criminal histories, past/current substance use, or a history of victimization. Points were also assigned based on the project's certification to comply w/ Housing First (HF) principles. By serving participants w/ high/multiple barriers, all PSH projects provide housing & services to the hardest to serve populations & are essential to ending homelessness for these groups. As a result, this can hinder the success of meeting key system performance indicators, such as employment & income growth. Lower performing projects are provided w/ technical assistance & 1-on-1 meetings to identify strategies to improve overall performance.

New funding was prioritized for projects that serve individuals, families w/ children & youth identified as having the most severe needs. Points were awarded based on subpopulation vulnerabilities, size, & growth trends identified in the 2019 PIT Count. Applicants were required to identify which high needs populations would be served, including: people identified as high acuity using a vulnerability triage tool, people w/ the longest histories of homelessness, number of previous homeless episodes, people w/ multiple disabilities & are at high risk of victimization or illness, people w/ a history of DV/trauma, criminal justice involvement, substance use, & people w/ low/no income. All projects were evaluated for HF compliance & low barrier programming. Points were also assigned based on CoC needs & current system gaps. DV projects were reviewed & assigned points for agency experience w/ DV survivors, use of best-practices & improving safety for survivors with a history of victimization/trauma.

1E-4. Public Postings–CoC Consolidated Application. Attachment Required.

Applicants must:

- 1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or**
- 2. check 6 if the CoC did not make public the review and ranking process; and**
- 3. indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or**
- 4. check 6 if the CoC did not make public the CoC Consolidated Application.**

Public Posting of Objective Review and Ranking Process		Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing, Project Listings	
1. Email	<input checked="" type="checkbox"/>	1. Email	<input checked="" type="checkbox"/>
2. Mail	<input type="checkbox"/>	2. Mail	<input type="checkbox"/>
3. Advertising in Local Newspaper(s)	<input type="checkbox"/>	3. Advertising in Local Newspaper(s)	<input type="checkbox"/>
4. Advertising on Radio or Television	<input type="checkbox"/>	4. Advertising on Radio or Television	<input type="checkbox"/>
5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>	5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>
6. Did Not Publicly Post Review and Ranking Process	<input type="checkbox"/>	6. Did Not Publicly Post CoC Consolidated Application	<input type="checkbox"/>

1E-5. Reallocation between FY 2015 and FY 2018.

Applicants must report the percentage of the CoC’s ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.

Reallocation: 12%

1E-5a. Reallocation–CoC Review of Performance of Existing Projects.

Applicants must:

- 1. describe the CoC written process for reallocation;**
 - 2. indicate whether the CoC approved the reallocation process;**
 - 3. describe how the CoC communicated to all applicants the reallocation process;**
 - 4. describe how the CoC identified projects that were low performing or for which there is less need; and**
 - 5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.**
- (limit 2,000 characters)**

(1) Reallocation decisions are grounded in a thorough analysis of project performance. The inventory of CoC projects is reviewed annually by the Board to identify opportunities for reallocation based on a projects’ data quality, expenditure of funds, utilization, housing retention & other factors. CoC program funds may be reallocated either by a voluntary or an involuntary process. A CoC sub-recipient may voluntarily reallocate funds from an existing project by reducing their funding amount in whole or part to allow for the creation of a new project. The CoC may involuntary reallocate projects that continue to have high rates of unspent funds or consistently score low in the evaluation process. Staff notify any projects considered for reallocation in writing & provide rationale for the action. (2&3) The CoC’s written process for reallocation was approved by the CoC, is included in the Governance Charter & is communicated to all

applicants in the mandatory workshop for renewal projects. If funding becomes available as a result of reallocation, this information is posted to the CoC website & shared in the funding availability email announcement. (4) The CoC identifies low performing projects during the Letter of Intent application process. Applicants submit an APR & Systems Performance Measures report for the most recently expired fiscal year, & eLOCCS reports are provided by Pasadena's Finance Dept. to analyze total draw-downs & calculate unspent funds. Points are tied to criteria that is ascertained from these reports, including data quality, bed utilization, success on key SPMs, & financial efficiency/management. (5) CoC staff meet with low-performing projects to discuss barriers to project implementation, identify strategies to improve performance/funding utilization, & determine the overall effectiveness of reallocation. The outcome of these meetings helps guide the CoC's best course of action. Any decision to reallocate is voted on & finalized by the CoC Board.

DV Bonus

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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1F-1 DV Bonus Projects.

Applicants must indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing: Yes

1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.

1. PH-RRH	<input type="checkbox"/>
2. Joint TH/RRH	<input type="checkbox"/>
3. SSO Coordinated Entry	<input checked="" type="checkbox"/>

*1F-2. Number of Domestic Violence Survivors in CoC's Geographic Area.

Applicants must report the number of DV survivors in the CoC's geographic area that:

Need Housing or Services	247.00
the CoC is Currently Serving	324.00

1F-2a. Local Need for DV Projects.

Applicants must describe:

- 1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and**
 - 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).**
- (limit 500 characters)**

Of the 324 DV survivors served in the past year, 247 (76%) are still in need of permanent housing compared to only 56% of non-DV survivors.(2) The CoC used HMIS data to calculate the outstanding PH need among DV survivors by pulling an unduplicated count of all clients served in the CoC by program type (CES, ES, TH, RRH, PSH, & SO) during the past year and compared the size, proportion, and housing outcomes of DV survivors to non-DV survivors (1). The analysis is uploaded in Section 4B.

1F-3. : SSO-CE Project–CoC including an SSO-CE project for DV Bonus funding in their CoC Priority Listing must provide information in the chart below about the project applicant and respond to Question 1F-3a.

DUNS Number	883937211
Applicant Name	Peace Over Violence

1F-3a. Addressing Coordinated Entry Inadequacy.

Applicants must describe how:

- 1. the current Coordinated Entry is inadequate to address the needs of survivors of domestic violence, dating violence, or stalking; and**
 - 2. the proposed project addresses inadequacies identified in 1. above.**
- (limit 2,000 characters)**

(1) CoC data & input from victim service providers (VSPs) continues to point to a recurring concern that DV survivors are not able to access CES in a streamlined way that takes into consideration their unique needs & vulnerabilities. This ultimately has resulted in a significant unmet service need among DV survivors in the CoC. There is currently no DV agency within the system that is funded through the CoC program & many VSPs are not connected to CES, despite this being the CoC’s centralized system for housing & services for people experiencing homelessness. As a result, survivors most in need are not being connected to the fundamental resources they require to access safe housing & exit homelessness. CES also lacks the capacity to assess & adequately address the needs of DV survivors largely in part because staff that work with non-VSP agencies do not specialize in providing comprehensive services to DV survivors. This difference in workforce knowledge & training can result in clients being retraumatized because best practices to facilitate recovery are not being incorporated in service delivery.

(2) The DV Bonus project will help address unmet needs of DV survivors by more effectively coordinating referrals between VSPs & homeless service providers. Peace Over Violence (project applicant) is one of the leading VSPs within the CoC & this funding provides a unique opportunity to bridge the siloed

operations between DV & homeless services & integrate systems that have historically had limited connection to each other. This project will provide comprehensive supportive services to DV survivors from experts utilizing trauma-informed approaches to address immediate safety needs while closely coordinating with CES leads to achieve housing stability. This funding provides an opportunity to solidify strong partnerships with VSPs, incentivizes active involvement in the CoC, and allows for direct collaboration/alignment of systems to close unmet service gaps.

1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.

Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing—using the list feature below.

Applicant Name	DUNS Number
This list contains no items	

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

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2A-1. HMIS Vendor Identification. Bitfocus Clarity

Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.

2A-2. Bed Coverage Rate Using HIC and HMIS Data.

Using 2019 HIC and HMIS data, applicants must report by project type:

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	126	0	126	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	51	0	51	100.00%
Rapid Re-Housing (RRH) beds	17	0	17	100.00%
Permanent Supportive Housing (PSH) beds	422	0	405	95.97%
Other Permanent Housing (OPH) beds	0	0	0	

2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-2., applicants must describe:

- 1. steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and**
- 2. how the CoC will implement the steps described to increase bed coverage to at least 85 percent.**
(limit 2,000 characters)

N/A: All bed coverage rates are above 95%.

***2A-3. Longitudinal System Analysis (LSA) Submission.**

Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0. Yes

***2A-4. HIC HDX Submission Date.**

Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). 04/30/2019
(mm/dd/yyyy)

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

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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2B-1. PIT Count Date. 01/22/2019

Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).

2B-2. PIT Count Data–HDX Submission Date. 04/30/2019

Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).

2B-3. Sheltered PIT Count–Change in Implementation.

Applicants must describe:

1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and

2. how the changes affected the CoC’s sheltered PIT count results; or
3. state “Not Applicable” if there were no changes.

(limit 2,000 characters)

The 2019 sheltered PIT count methodology remained unchanged from 2018. However, the CoC continues to explore opportunities to enhance data quality when necessary to improve the overall implementation of the count and obtain accurate real-time data. In preparation for the PIT, program staff received technical assistance to ensure that all records were entered correctly into HMIS and data was up-to-date. The CoC proactively worked to ensure that exits and entries were completed in a timely manner during the period leading up to the count. Following the PIT, program staff were able to communicate with CoC staff and identify clients that had been surveyed on the street but were actually

staying the night in shelter to avoid duplication and possible sources of error. Further, CoC staff reached out to providers directly to verify data for projects that were significantly different compared to prior years' data and then made adjustments if necessary without compromising the integrity of the data. The CoC is confident that the sheltered PIT count yielded the most accurate results possible.

***2B-4. Sheltered PIT Count—Changes Due to Presidentially-declared Disaster.**

Applicants must select whether the CoC added or removed 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 2019 sheltered PIT count. No

2B-5. Unsheltered PIT Count—Changes in Implementation.

Applicants must describe:

- 1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**
 - 2. how the changes affected the CoC's unsheltered PIT count results; or**
 - 3. state "Not Applicable" if there were no changes.**
- (limit 2,000 characters)**

(1) No methodology changes were made to the unsheltered PIT count from 2018 to 2019, however, data quality improvements were made by way of utilizing a mobile-enabled survey instrument to collect participant responses. The survey was developed in coordination w/ CoC committees, homeless service providers, & past PIT count volunteers. It was piloted w/ focus groups comprised of people w/ lived experience to identify any necessary revisions/updates, ensure administration guidance & phrasing of questions was clear, & for overall user-friendliness. The mobile survey replaced the traditional pen & paper survey (backups were provided as a precautionary measure) & was well reviewed by over 180 volunteers.

(2) The mobile survey decreased the potential for human error through the implementation of conditional logic that automated the data collection process by advancing the surveyor to the next applicable question based on the participant's last response. This was particularly useful for questions that sought to establish chronic homeless status because surveyors were clear on what to ask & the questions were easier for participants to answer. Human error was also curbed by eliminating the need to input data manually before analysis could take place. The collection of participant responses electronically considerably improved the efficiency of counting efforts & allowed for real-time data collection, which was critical b/c staff could immediately provide technical assistance if necessary & easily identify duplicate responses. This year extrapolation methodology was implemented to better estimate population

demographics. Extrapolated estimates were developed by removing observation only surveys (with little collected data) from the denominator and applying the resulting proportion to the total population experiencing homelessness. This new methodology resulted in more accurate estimates and likely contributed to the increase in chronic homelessness within the CoC.

***2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

Applicants must:

Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count. Yes

2B-6a. PIT Count–Involving Youth in Implementation.

Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:

- 1. plan the 2019 PIT count;**
 - 2. select locations where youth experiencing homelessness are most likely to be identified; and**
 - 3. involve youth in counting during the 2019 PIT count.**
- (limit 2,000 characters)**

(1) The CoC conducted a supplemental count of unaccompanied and parenting youth (ages 18 to 24) in addition to the general PIT count. The CoC engaged youth service providers, educators, formerly and currently homeless youth, LGBT partners, and youth advocates to provide input in the planning and coordination of the youth count. Engaging these partners year after year has contributed to a thorough youth count. Focus groups and planning meetings were held in the evening to accommodate youth schedules and ensure that they would be involved in the planning process to the fullest extent possible. Ongoing meetings also resulted in the development of outreach materials to let youth and those who engage youth know about the count in order to raise awareness. This was also accomplished through the use of social media and resulted in the development of training materials that were youth-specific.

(2) Stakeholders involved in planning efforts determined that youth experiencing homelessness would be more visible on the street during daylight hours, rather than in the evening when the general count was conducted. During planning meetings, CoC staff and stakeholders identified hotspot locations where youth were likely to be found (i.e. libraries, parks, transit centers, community centers, fast food restaurants with wi-fi, coffee shops) and incorporated these locations into their routes to ensure full coverage of their designated zone.

(3) The CoC continues to refine and strengthen our efforts to encourage youth participation in the count. Stipends were available to youth who volunteered to participate in the count and serve as youth navigators. Navigators aided trained surveyors (youth service providers) in identifying youth experiencing homelessness during the count and advised team members on where and whom to count. Post-count debriefs occurred during which feedback from stakeholders was given and will be used to inform future counts.

2B-7. PIT Count–Improvements to Implementation.

Applicants must describe the CoC’s actions implemented in its 2019 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)

The CoC reviews & revises its PIT count strategy annually to ensure that all efforts are made to better count chronically homeless (CH) individuals & families, families w/ children, & veterans. The CoC’s continued emphasis on personal contact with all who are counted versus extrapolating data contributes to the overall PIT accuracy. Months prior to the PIT, the CoC engaged service providers who work w/ people experiencing CH, families, & veterans to obtain input on changes that should be implemented to better identify & survey locations where these sub-populations are known to congregate. Based on input from previous year’s PIT, questions asked to determine CH status were clarified to obtain a more accurate response. This improved data quality contributed to the increase in CH counted. The CoC solicited input for strategies to improve engagement w/ these groups to encourage PIT participation. During planning sessions, street outreach teams, veteran providers, law enforcement HOPE team, & CES lead agencies for individuals, families w/ children, & youth cataloged hot-spots for targeted survey administration. The CoC provided volunteers with these locations along w/ the zone map to ensure they were canvassed. Pre-count efforts also focused on tents, makeshift shelters, & identifying locations where vehicles were being used as sleeping accommodations.

Staff worked to ensure that there was adequate representation of counters that had lived experience of homelessness or service providers that have experience engaging/ working w/people experiencing homelessness on each of the 17 volunteer teams to increase survey participation. Staff also made efforts to place bilingual surveyors in areas known to have a higher concentration of non-English speakers to ensure data was collected from these groups. In-person training was provided on two separate occasions so that there were no barriers to conducting the survey & to review successful engagement strategies with volunteers.

3A. Continuum of Care (CoC) System Performance

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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*3A-1. First Time Homeless as Reported in HDX.

Applicants must:

Report the Number of First Time Homeless as Reported in HDX.
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650

3A-1a. First Time Homeless Risk Factors.

Applicants must:

1. describe the process the CoC developed to identify 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)

The CoC experienced an 11% decrease in first-time homelessness between 2017 & 2018. (1)The CoC identifies risk factors for first-time homelessness through collaboration w/ prevention & mainstream service providers & through ongoing data analysis. The CoC has engaged w/ UCLA's California Policy Lab to leverage the growing understanding of drivers into homelessness to inform prevention strategies. A significant risk factor for first-time homelessness in Pasadena is having a high rent burden. Other common risk factors include history of eviction, housing insecurity (i.e. doubled up, couch surfing, motel living), criminal justice/foster care involvement, exiting institutions, disability/illness, low/fixed income, insufficient mainstream benefits assistance &

history of DV. The CoC is also examining ways to counteract systemic racism which disproportionately impacts the risk of homelessness among communities of color.

(2&3) To further reduce first-time homelessness, the City of Pasadena as the lead agency for the CoC, has significantly increased resources for homelessness prevention (HP) through county Measure H & California Emergency Solutions and Housing funds. New funding has expanded existing HP approaches which include rental/utility assistance, connection to mainstream resources/public benefits, and case management. The CoC is exploring other potential uses, such as supplementing gaps in legal services/eviction defense or instituting diversion training for CoC providers. Based on pre-identified risk factors, the CoC has emphasized outreach to places where people at risk of becoming homeless can be found, including the Pasadena Senior Center for people w/ fixed incomes, & targeting inreach to people exiting institutions such as jails & hospitals. Other measures include expanding the City's affordable housing search website w/ affordable home ownership & rental opportunities and the City's inclusionary zoning, which has created over 500 affordable housing units.

***3A-2. Length of Time Homeless as Reported in HDX.**

Applicants must:

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.	701
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3A-2a. Strategy to Reduce Length of Time Homeless.

Applicants must:

- 1. describe the CoC's strategy to reduce the length of time individuals and persons in families remain homeless;**
 - 2. describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and**
 - 3. 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)**

The growth in length of time homeless (LOTH) in the CoC is likely attributed to the increased street outreach efforts in 2018 to serve people with longer histories of homelessness and prioritize them for permanent housing (PH), including the provision of emergency motel vouchers for these individuals and families while they continue to wait for housing opportunities. The CoC also experienced a lengthy delay in receiving much needed county rapid rehousing (RRH) funding, which likely contributed to this LOTH increase. (3) The CoC, led by the City of Pasadena, works to reduce LOTH through the coordinated investment and strategic allocation of local, state and federal resources to target and prioritize people who have had the longest experience of homelessness. (1) Efforts to reduce LOTH include diversion and problem solving to prevent people from entering into the system and employing additional housing locators and navigators to increase access to and rapidly place clients in housing. The CoC

has also increased our investment in landlord incentive programs which provide financial incentives to landlords who rent to people exiting homelessness. Our goal is to increase the number of landlords who participate in our programs by offsetting perceived financial risk. The CoC has expanded its investment in RRH with new county Measure H funds in order to quickly place medium acuity households in PH. (2) The CoC identifies and connects individuals and families with the longest histories of homelessness to housing through a “no wrong door” approach and streamlined connections to resources through the CES. The use of a population-specific assessment tool (VI-SPDAT, VI-FSPDAT, Next Step Tool) prioritizes highly vulnerable people, including those who have been homeless the longest, for PSH. The CoC also collaborates with law enforcement, healthcare and other mainstream systems to identify people with the longest histories of homelessness and re-engage them on the path to PH.

***3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	28%
2. Report 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 as reported in HDX.	96%

3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.

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;
 2. provide the organization name or position title responsible for overseeing 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;
 3. 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; and
 4. provide the organization name or position title responsible for overseeing 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)**

In Pasadena, the rate at which individuals and families in emergency shelter (ES), safe havens (SH), transitional housing (TH), and rapid rehousing (RRH) programs exit to permanent housing (PH) destinations increased 10% between 2017 and 2018. For individuals and families in PH projects other than RRH,

96% retained their permanent housing or exited to PH destinations, which remains unchanged from 2017. (2&4) The CoC, led by the City of Pasadena, oversees the strategies to increase exits to PH destinations and increase an already high PH retention rate.

(1) The CoC increased the number of housing locators and navigators through Measure H and state Homeless Emergency Aid Program (HEAP) funds to assist clients in ES, SH, TH and RRH programs successfully exit to PH. These housing specialists are skilled at working with landlords, negotiating leases, and securing available units. Additional PH placement strategies include all CoC projects maintaining a Housing First approach, utilizing a TBRA mobility policy to increase PH supply, increasing RRH and PSH funding by leveraging other county and state resources (i.e. County Measure H), continuing to direct available funding to PH projects, recruiting private landlords, promoting mainstream benefits attainment, and investing in strategies to increase participants' earned income by providing connections to employment opportunities.

(3) Current CoC strategies to increase the already high PH retention rate include the provision of trauma-informed and client-centered intensive case management informed by a harm reduction approach. In addition, RRH and PSH programs provide home-based case management and landlord mediation to resolve issues before they escalate. The CoC continues to work towards improving retention rates by communicating system performance regularly at Housing Committee meetings to inform service provision practices and respond to technical assistance and capacity building needs.

***3A-4. Returns to Homelessness as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	1%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	3%

3A-4a. Returns to Homelessness–CoC Strategy to Reduce Rate.

Applicants must:

- 1. describe the strategy the CoC has implemented to identify 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 return to homelessness. (limit 2,000 characters)**

The CoC continues to maintain a low 3% rate of people who return to homelessness (RTH), which demonstrates the success of the CoC's

collaborative programming to ensure that participants' needs are met. (3) The City of Pasadena, as the lead agency for the CoC, oversees the strategy to reduce the rate that individuals & families RTH.

(1) Case conferencing & CES data analysis are effective strategies to identify people at risk of RTH. All permanent housing (PH) providers must initiate a case conference prior to exiting clients. Bi-weekly case conferencing includes case managers & other service providers who help ensure a successful exit to PH & a safety net upon exit. Case conferencing also allows for collective trouble-shooting & dissemination of approaches to identify people at risk of RTH, understanding the factors that have led to housing instability and connecting them to interventions which better meet their needs. As a result of these efforts, RTH rates are very low: 13% of SO clients RTH (-4% since 2017), 6% of ES clients RTH (-4% since 2017), 7% of TH clients RTH (-1% since 2017) & 6% overall RTH (same as 2017).

(2) To ensure ongoing reductions in recidivism, the CoC uses HMIS data quarterly to identify common factors of households who RTH to help inform policy & practices to prevent RTH. This involves looking at housing barriers upon entry, length & depth of services offered, & recidivism among different exit destinations. To ensure RTH remains low, case managers connect individuals & families who exit to PH w/ mainstream & community resources such as income assistance, employment services, health care, mental health services, & substance use treatment to ensure ongoing support. Clients participate in this process, building the knowledge & skills necessary to maintain the resources & navigate the process for any future needs. Those who do RTH are quickly identified by monthly HMIS reports, w/ case managers working to quickly re-engage them.

***3A-5. Cash Income Changes as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	26%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	14%

3A-5a. Increasing Employment Income.

Applicants must:

- 1. describe the CoC's strategy to increase employment income;**
 - 2. describe the CoC's strategy to increase access to employment;**
 - 3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income;**
- and**
- 4. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase jobs and income from employment.**
- (limit 2,000 characters)**

Changes in earned income for system stayers remained unchanged from 2017 (7%) and increased by 1% for system leavers between 2017 and 2018. CoC-funded programs serve the most vulnerable populations experiencing homelessness with the highest service needs and who are affected by disabilities or other significant barriers to employment. This population is less likely to be able to increase earned income due to these multiple barriers, and many are receiving disability benefits, which remain largely flat over time. However, the CoC believes that homelessness, even when coupled with a disability or other significant barriers to employment, does not have to prevent people from working or participating in job-training activities. (1&2) The CoC collaborates with service providers and employment agencies within the community to connect participants to job programs specifically targeted to people experiencing or with histories of homelessness, ensuring customized support. Services provided include career counseling, job placement, and job retention services to enhance access to employment opportunities which will ultimately increase employment income. (3) Through referrals and ongoing collaboration, providers work with mainstream employment agencies such as the Foothill Workforce Development Board, CA Employment Development Dept., CA Dept. of Rehabilitation, and Los Angeles County Dept. of Public Social Services' Welfare to Work program, and the Flintridge Center (education & training agency) to increase earned income. Union Station Homeless Services, the CES lead for the single adult and family systems, has operated its Sources Career Development Program for over 23 years, which provides career and education-focused programming so participants are adequately equipped to pursue employment and vocational opportunities. (4) In collaboration with local employment partners, the City of Pasadena is responsible for overseeing strategies to increase jobs income from employment.

3A-5b. Increasing Non-employment Cash Income.

Applicants must:

- 1. describe the CoC's strategy to increase non-employment cash income;**
- 2. describe the CoC's strategy to increase access to non-employment cash sources;**
- 3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase non-employment cash income.**

Changes in non-employment cash income for system stayers remained unchanged from 2017 (44%) and increased by 2% for system leavers between 2017 and 2018. (1) CoC-funded agencies are proactive in linking participants to mainstream benefit resources upon system entry and participants receive expedited SSI/SSDI approvals with assistance from SOAR-trained staff. The CoC, in partnership with Los Angeles County, connects participants to the Countywide Benefits Entitlement Services Team program, which provides advocacy and legal support to obtain disability benefits. In addition, care coordinators and case managers support participants in accessing other public, non-employment cash benefits including: General Relief, CalWorks (TANF), California State Disability Insurance, and veterans benefits. Participants are also linked to non-cash benefits such as CalFresh (SNAP), Medi-Cal, transportation such as ACCESS Paratransit and Dial-a-Ride, In Home Supportive Services, and veteran medical benefits as appropriate. (2) Service providers actively work to collaborate across systems to increase access to non-employment cash sources. The CoC includes and partners with

mainstream health, social, and employment programs to ensure CoC staff are knowledgeable of resources and CoC participants are connected to appropriate benefits. Individualized support is provided to eligible participants to ensure efficient access to and maintenance of these and other public benefits. Program staff of CoC-funded agencies track benefit renewal dates and follow-up to ensure necessary paperwork is submitted and meetings are attended on an annual basis for benefits retention. Staff also provides assistance with completing and submitting any necessary documentation and providing transportation to and support at appointments. (3) The CoC, led by the City of Pasadena, oversees the strategy to increase non-employment cash income.

3A-5c. Increasing Employment. Attachment Required.

Applicants must describe how the CoC:

- 1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and**
 - 2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.**
- (limit 2,000 characters)**

(1) The CoC has cultivated partnerships w/ private employers who are willing to provide an adaptive work environment to PSH participants who have been employed in clerical, food service, warehouse, janitorial & retail industries. A CoC-funded agency, Housing Works, created the Empowerment Works service team that works in concert w/ their Mobile Integrated Services Team to deliver employment reintegration services, such as job aptitude surveys, job readiness & job training, assistance w/ resumes, interview prep, job search assistance & job placement. They have also created a Peer Worker training program available to people w/ lived experience. In addition to a comprehensive 9-week training & skills building curriculum, participants complete an internship at a homeless service agency & are coached to secure paid employment w/ ongoing employment retention support. The CoC has the Sources Career Development program specifically for people experiencing or w/ histories of homelessness. It enlists job developers to work w/ private employers & connect clients to sustainable jobs. Services are ongoing & participants can return as needed. (2) The CoC has MOUs w/ our local Foothill Workforce Development Board (FWDB) & our education/training agency, Flintridge Center (FC) to provide meaningful education, on-the-job training, internships, & employment opportunities for PSH residents. Both of these agencies collaborate to host job fairs in the community. FC connects participants w/ barriers to employment (i.e. criminal justice involvement/previous incarceration) to job training & apprenticeship opportunities to provide a pathway to meaningful careers. The FWDB serves both employers & job seekers by investing in skills development & subsidized job-specific training programs to help PSH clients gain skills/obtain education & credentials. FWDB integrates partner orgs into the delivery system & provides full employment/on-going support for job seekers & public/private employers.

3A-5d. Promoting Employment, Volunteerism, and Community Service.

Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC’s geographic area:

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	<input type="checkbox"/>
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	<input type="checkbox"/>
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	<input type="checkbox"/>
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	<input type="checkbox"/>
5. The CoC works with organizations to create volunteer opportunities for program participants.	<input type="checkbox"/>
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	<input type="checkbox"/>
7. Provider organizations within the CoC have incentives for employment.	<input type="checkbox"/>
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	<input type="checkbox"/>

3A-6. System Performance Measures 05/31/2019
Data–HDX Submission Date

Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)

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

Instructions

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<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

3B-1. Prioritizing Households with Children.

Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of previous homeless episodes	<input checked="" type="checkbox"/>
3. Unsheltered homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad credit or rental history	<input checked="" type="checkbox"/>
6. Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

3B-1a. Rapid Rehousing of Families with Children.

Applicants must:

1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;

2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once

assistance ends; and
3. provide the organization name or position title responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of them becoming homeless. (limit 2,000 characters)

(3) The City of Pasadena oversees the strategy to rapidly rehouse families w/ children, which includes streamlined eligibility & documentation requirements through CES for Families (CES-F) & direct referrals to RRH programs. (1) CES-F provides initial triage w/ a 24-hour central phone system that offers motel vouchers & connections to a Family Solutions Center for a VI-FSPDAT assessment within 3-5 days. Families can also be referred by providers directly through email. Once assessed, families are quickly referred to the most appropriate housing intervention. Housing Navigators work w/ families to develop a housing plan that accommodates the family’s needs & preferences while implementing a Housing First/low-barrier approach. ES, TH, & PH projects within the CoC do not deny admission to or separate family members when they enter shelter/housing & all family members are served together in accordance w/ each family member’s self-reported gender. All RRH programs offer flexible financial assistance, including rental/utility assistance & move-in costs. RRH programs maintain an extensive network of landlords & have access to the City’s Landlord Incentive programs. The City participates in property owner & developers’ association meetings to further encourage landlord participation. These efforts have proven effective as zero unsheltered families were counted in the 2019 PIT & the CoC saw a 37% decrease in family homelessness between 2018 & 2019. (2) In order to ensure that families retain their housing, case managers connect them to mainstream & community resources such as income assistance, employment services, health care, mental health services, & substance use treatment. Case managers provide referrals & ensure that families participate in the process so that they will gain the knowledge & skills necessary to maintain the resources & navigate the system for any future needs. Case managers generally work w/ families for up to six months after RRH assistance ends.

3B-1b. 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 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 any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	<input checked="" type="checkbox"/>
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	<input type="checkbox"/>
3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input checked="" type="checkbox"/>

4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.	<input checked="" type="checkbox"/>
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3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.

Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:

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

3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.

Applicants must check all that apply that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.

1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
3. Unsheltered Homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad Credit or Rental History	<input checked="" type="checkbox"/>

3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.

Applicants must describe how the CoC increased availability of housing and services for:

- 1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and**
 - 2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.**
- (limit 3,000 characters)**

While the number of homeless youth in Pasadena remains low and stable (31 persons; 6% of the total homeless population in 2019), the CoC maintains its efforts to coordinate a comprehensive continuum of services for youth experiencing homelessness and uses HMIS data to measure the impact of these strategies. (1) The CoC increased its availability of housing and services for all youth experiencing homelessness by allocating Federal ESG and County Measure H funding to youth-specific programs. Between these sources, the CoC committed nearly \$230,000 to significantly grow the number of youth RRH beds. Additionally, the CoC provides PSH for chronically homeless youth through a partnership between the lead youth service provider and the City of Pasadena, combining CoC-funded TBRA with county-funded intensive supportive services. The CoC also has six designated beds for youth at the year-round adult shelter. Through a County DMH grant, the CoC's Public Health Department now operates a TAY drop-in center which has increased the availability of supportive services, including case management, counseling, hygiene services, motel vouchers, and housing referrals. In 2018 the CoC allocated 5% of a recent state award (HEAP) to youth-specific programming and will set aside at least 8% of a new state grant in the coming year (HHAP). The CoC will solicit guidance from youth service providers regarding the best use of these funds to address unmet needs.

(2) To increase access to housing and services for youth experiencing unsheltered homelessness, weekly outreach and inreach is conducted at known locations where youth are living. In addition, inreach is conducted on a weekly basis at places that unsheltered youth frequent, such as drop-in programs, community centers and libraries. Outreach workers receive training to respond to the unique needs of particularly vulnerable youth, including pregnant and parenting youth and their families, LGBTQ youth, minors under the age of 18, youth involved with juvenile justice and foster care systems, victims of human trafficking and sexual exploitation, and youth with disabilities. Training also includes youth-specific engagement strategies and skills development to support building trusting relationships to connect youth with the Youth CES for housing and services. In 2018, Learning Works charter school for underserved and in-crisis teens opened and operated a winter shelter on their campus specifically for youth, which was open on the same nights as the adult winter shelter but offered a more youth-inclusive space. The CoC recently increased the YCES lead agency's Federal ESG allocation for emergency shelter funding to bolster their youth-specific motel voucher program which addresses the need for alternative emergency shelter due to this population's increased vulnerability in adult shelters. Pasadena City College also provides linkages to CES and motel vouchers for their students experiencing homelessness.

3B-1d.1. Youth Experiencing Homelessness—Measuring Effectiveness of Housing and Services Strategies.

Applicants must:

- 1. provide evidence the CoC uses to measure each of the strategies in question 3B-1d. 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 both strategies in question 3B-1d.; and**
- 3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d.**

(limit 3,000 characters)

(1) The CoC uses a variety of different data sources to measure the effectiveness of efforts to increase the availability of housing and services for all homeless youth, including unsheltered youth. These sources include PIT, HMIS, and Systems Performance Measure (SPM) data, participant surveys, provider surveys and focus groups. During the 2019 PIT count, 31 youth were experiencing homelessness (28% decrease from 2018). PIT data is used to estimate the number of youth experiencing homelessness within the CoC, the scale of the need for services and housing on any given day, and how that need is changing annually. HMIS and SPM data, which includes data from all CoC programs, is used to calculate and evaluate program outcomes and look at fluctuations over the course of a year. CoC programs enter all youth into HMIS to ensure connections to resources. The Housing Inventory Count (HIC) data also demonstrates increases and availability of services and housing for youth. This data is critical to understanding/measuring the resources that are necessary to effectively address the unique needs of youth. The City has implemented strategies rooted in best practices for youth, including prevention for those exiting the juvenile justice/foster care systems, early intervention with immediate access to ES beds, and a clear pathway to long-term housing supports. These supports may include family reunification, when safe and appropriate, or low-barrier short and long-term housing and supportive services, including RRH.

(2) PIT, HMIS, and SPM data are critical to understanding the effectiveness of the CoC's strategies to increase housing and services for all youth experiencing homelessness (i.e. PSH, RRH, ES, programs) and for unsheltered youth (SO). Measures used to calculate effectiveness include: housing placement and retention, length of time homeless, employment and income growth, returns to homelessness, and educational linkages/outcomes. The CoC uses these measures to continuously assess effectiveness and inform system change.

(3) PIT data provides a snapshot in time to quantify the size of the population experiencing homelessness at a given point during the year, which the CoC uses for comparative purposes in order to determine sub-population shifts that are taking place and to identify trends over several years. Though the PIT is particularly useful in tracking trends over time, HMIS data helps the CoC understand the landscape of youth homelessness over the course of the entire year rather than just at a single point in time. HMIS data can more accurately capture fluctuations and compositional changes in the population over time and also tracks successful destinations at exit so the CoC can identify housing interventions that are most successful for youth. Together these two different sources of data help inform strategies the CoC uses to increase housing and services to all youth experiencing homelessness, including unsheltered youth.

3B-1e. Collaboration–Education Services.

Applicants must describe:

- 1. the formal partnerships with:**
 - a. youth education providers;**
 - b. McKinney-Vento LEA or SEA; and**
 - c. school districts; and**

2. how the CoC collaborates with:
a. youth education providers;
b. McKinney-Vento Local LEA or SEA; and
c. school districts.
(limit 2,000 characters)

(1) The Youth CES (Y-CES) lead, Hathaway-Sycamores, & the Family CES (F-CES) lead, Union Station Homeless Services work closely w/ youth education providers, McKinney-Vento Local Educational Agency (LEA), school district staff, & the regional Los Angeles County Office of Education (LACOE) to increase coordination & ensure youth & families experiencing homelessness are quickly connected w/ housing & services. The local McKinney-Vento homeless liaisons (Local LEA) & the LACOE CES Education Coordinator attend all of the F-CES care coordination meetings & the local LEA representing the Y-CES & F-CES systems attend all LACOE meetings for the region. Y-CES school liaisons work in close partnership w/ LACOE CES Education Coordinators to ensure homeless youth are connected to education & career services. In addition, the Y-CES & F-CES have built formal partnerships w/ local youth education providers, schools & community colleges to identify homeless youth, provide education about the CES, & assist w/ linkages to appropriate housing resources/supportive services. The Families In Transition office of the Pasadena Unified School District refers families experiencing homelessness to the F-CES for connections to housing, emergency shelter, & services.

(2) Housing & service providers from the family & youth systems regularly attend & participate in meetings held by the State & Local Educational Agency. LEA representatives also attend & participate in CoC meetings & planning events, including the Housing and Planning & Research Committees. CoC staff attend Pasadena Community College's (PCC) quarterly Housing Committee meetings to assist w/ coordinating resources for students at risk of/experiencing homelessness. PCC also connects students to Y-CES for resources. The CoC collaborates w/ Learning Works, a local charter school that works w/ high needs, disengaged youth to connect students to Y-CES, plan & conduct the youth PIT, & support the operation of the youth winter shelter.

3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.

Applicants must describe 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's policies and procedures ensure that individuals and families who become homeless are informed of their eligibility for education services. The Youth CES and Family CES teams meet with local school district liaison (LACOE Coordinator) on a regular basis and mutually provide information and resources. They also work together to inform homeless families of eligibility for McKinney-Vento education services, which includes ensuring that families are aware of educational rights. As part of the intake process, CoC providers share information about eligibility for and rights related to education services and then provide support around accessing these services. As mandated in the CoC's Governance Charter, staff are responsible for ensuring that children are

enrolled in school and connected to the appropriate services within the community, including early childhood education programs. CoC providers also work with LEAs to consider the educational needs of children in emergency shelter, by placing families close to their schools of origin so as not to disrupt the children’s education. Formal partnerships have resulted in CoC and school district liaisons developing safeguards to protect students from discrimination by having local education stakeholders, who are involved in strategic planning activities regarding homelessness and children, on committees. As a result, policies and procedures have brought about a joint process to identify families experiencing, or at risk of, homelessness. Efforts to confirm students’ living situations are grounded in sensitivity and respect, bearing in mind the best interest of the student. Thus, verifying the living status of students through landlords and law enforcement is not practiced. Relationships have been established with shelters and TH programs to assist in identifying students through processes that do not create barriers or embarrass families by conducting minimal investigation to verify living situation and conditions.

3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.

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

3B-2. Active List of Veterans Experiencing Homelessness.

Applicant must indicate whether the CoC uses an active list or by-name list to identify all veterans experiencing homelessness in the CoC. Yes

3B-2a. VA Coordination–Ending Veterans Homelessness.

Applicants must indicate whether the CoC is actively working with the U.S. Department of Yes

Veterans Affairs (VA) and VA-funded programs to achieve the benchmarks and criteria for ending veteran homelessness.

3B-2b. Housing First for Veterans.

Applicants must indicate whether the CoC has sufficient resources to ensure each veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach. No

3B-3. Racial Disparity Assessment. Attachment Required.

Applicants must:
 1. select all that apply to indicate the findings from the CoC’s Racial Disparity Assessment; or
 2. select 7 if the CoC did not conduct a Racial Disparity Assessment.

1. People of different races or ethnicities are more likely to receive homeless assistance.	<input checked="" type="checkbox"/>
2. People of different races or ethnicities are less likely to receive homeless assistance.	<input checked="" type="checkbox"/>
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	<input checked="" type="checkbox"/>
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	<input checked="" type="checkbox"/>
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
7. The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

3B-3a. Addressing Racial Disparities.

Applicants must select all that apply to indicate the CoC’s strategy to address any racial disparities identified in its Racial Disparities Assessment:

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	<input checked="" type="checkbox"/>
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	<input checked="" type="checkbox"/>
3. The CoC has identified strategies to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
4. The CoC has implemented strategies to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>

5. The CoC has identified resources available to reduce disparities in their homeless system.	<input type="checkbox"/>
6: The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

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

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4A-1. Healthcare—Enrollment/Effective Utilization

Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.

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

4A-1a. Mainstream Benefits.

Applicants must:

- 1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;**
- 2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;**
- 3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in**

health insurance;
4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and
5. 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) The CoC systematically keeps program staff up to date on the availability of and changes to mainstream resources (e.g. SSI/SSDI, food stamps, TANF, GR, WIC, substance use programs, GROW and GAIN programs which support CalWorks & GR participants in joining the labor market, Foothill Workforce Development Board-administered job training and counseling, and transportation resources- i.e. Access Paratransit, Dial-a-ride, and discounted bus/rail line cards) through regular emails to provider Listservs and by requiring participating agencies to have SOAR-trained staff. Providers also receive training on how to facilitate the process of enrolling participants for benefits during the CES assessment and screening process. (2) Dissemination of available mainstream resources is a regular part of the bi-weekly CES meetings and quarterly Housing Committee meetings, and more often as needed. (3&4) The CoC works with mainstream programs that assist people experiencing homelessness to apply for and receive benefits including: DPSS Medicaid (Medi-Cal) enrollment which provides access to specialty mental health care, drug recovery services, and recovery bridge housing in addition to primary health care coverage. CoC project staff are trained to assist people with applying for Medicare and Medicaid and offer ongoing support to ensure effective utilization of benefits. ChapCare, a healthcare agency and benefits provider within the CoC visits sites that serve people experiencing homelessness and actively works to assist participants with enrolling in health insurance. Project staff collaborate with experts in the healthcare system and local administrators of benefit programs to ensure full understanding of Medicaid benefits and resources and assist participants with the navigation process to reduce barriers to utilization. (5) The City of Pasadena, in partnership with the CoC’s CES leads for the single adult, family and youth systems, is responsible for overseeing this strategy.

4A-2. Lowering Barriers to Entry Data:

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 has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	9
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	9
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

4A-3. Street Outreach.

Applicants must:

1. describe the CoC’s street outreach efforts, including the methods it

uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
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)

(2) Pasadena currently has 8 distinct street outreach (SO) teams which collectively cover 100% of the CoC’s geographic area with the primary goal of quickly identifying & engaging all people experiencing unsheltered homelessness. (3) These groups meet monthly to discuss opportunities for continued coordination and improvement of service delivery. Three SO teams have dedicated, 40 hour full-time schedules and the remaining have standing weekly scheduled days/times of operation. Collectively, the SO network consists of housing navigators, mental health clinicians, substance use specialists, street-based nurses, persons with lived experience, generalists, police officers, and a firefighter. This multifaceted collaboration effectively engages with and provides for those with unmet housing, physical, and mental health needs. The CoC has actively worked to engage our systems partners, such as law enforcement & Huntington Hospital, to enhance our coordination efforts. (1) SO teams target known hotspots such as parks, libraries, churches, Metro stations, the ER, and encampments to connect participants to supportive services and housing resources. Outreach is conducted more frequently to “hidden” areas (i.e. freeway embankments) to ensure that all people experiencing homelessness in the CoC are identified and continue to be engaged. SO teams are integrated with LA-HOP, a publicly available online portal, which allows community members to make outreach requests. (4) SO teams intently work to engage people experiencing homelessness that are least likely to request assistance. The teams administer the VI-SPDAT on the street to enter all individuals into CES and facilitate the connection to permanent housing resources. Teams have bilingual staff and translation services readily available to enhance communication and reduce language barriers to engagement. Transportation vehicles, such as wheelchair accessible vans, are also accessible to accommodate people with disabilities.

4A-4. RRH Beds as Reported in 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 2018 and 2019.

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	48	17	-31

4A-5. Rehabilitation/Construction Costs–New No Projects.

Applicants must indicate whether any new project application the CoC ranked and

submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting \$200,000 or more in funding for housing rehabilitation or new construction.

4A-6. Projects Serving Homeless under Other Federal Statutes. No

Applicants must indicate whether the CoC is 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.

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
_ FY 2019 CoC Competition Report (HDX Report)	Yes	FY 2019 CoC Compe...	08/07/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners’ Preference.	No	Moving On Multifa...	09/17/2019
1C-4. PHA Administrative Plan Homeless Preference.	No	PHA Administratio...	09/17/2019
1C-7. Centralized or Coordinated Assessment System.	Yes	CE Assessment Tool	08/09/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	Projects Accepted...	09/05/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	Project Rejected/...	09/05/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	Local Competition...	08/07/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	Local Competition...	09/03/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes	Consolidated Appl...	09/25/2019
3A. Written Agreement with Local Education or Training Organization.	No	Local Education o...	09/17/2019
3A. Written Agreement with State or Local Workforce Development Board.	No	State or Local Wo...	09/03/2019
3B-3. Summary of Racial Disparity Assessment.	Yes	Racial Disparity ...	09/25/2019
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No	Domestic Violence...	09/27/2019
Other	No		

Other	No		
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Attachment Details

Document Description: FY 2019 CoC Competition Report

Attachment Details

Document Description: Moving On Multifamily Preference

Attachment Details

Document Description: PHA Administration Plan Preference

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: Projects Accepted Notification

Attachment Details

Document Description: Project Rejected/Reduced Notification

Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: Local Competition Public Announcement

Attachment Details

Document Description: Consolidated Application

Attachment Details

Document Description: Local Education or Training Organization Agreement

Attachment Details

Document Description: State or Local Workforce Agreement

Attachment Details

Document Description: Racial Disparity Assessment Summary

Attachment Details

Document Description:

Attachment Details

Document Description: Domestic Violence Needs Assessment

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/17/2019
1B. Engagement	09/30/2019
1C. Coordination	09/29/2019
1D. Discharge Planning	No Input Required
1E. Local CoC Competition	09/29/2019
1F. DV Bonus	09/28/2019
2A. HMIS Implementation	09/29/2019
2B. PIT Count	09/29/2019
3A. System Performance	09/29/2019
3B. Performance and Strategic Planning	09/29/2019
4A. Mainstream Benefits and Additional Policies	09/29/2019
4B. Attachments	09/27/2019

FY2019 CoC Application	Page 56	09/30/2019
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Submission Summary

No Input Required

2019 HDX Competition Report

PIT Count Data for CA-607 - Pasadena CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	530	575	677	542
Emergency Shelter Total	100	173	177	183
Safe Haven Total	0	0	0	0
Transitional Housing Total	78	55	38	38
Total Sheltered Count	178	228	215	221
Total Unsheltered Count	352	347	462	321

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	201	202	164	269
Sheltered Count of Chronically Homeless Persons	47	47	74	103
Unsheltered Count of Chronically Homeless Persons	154	155	90	166

2019 HDX Competition Report

PIT Count Data for CA-607 - Pasadena CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	26	37	37	23
Sheltered Count of Homeless Households with Children	25	33	29	23
Unsheltered Count of Homeless Households with Children	1	4	8	0

Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	89	44	30	31	32
Sheltered Count of Homeless Veterans	13	13	11	8	6
Unsheltered Count of Homeless Veterans	76	31	19	23	26

2019 HDX Competition Report
HIC Data for CA-607 - Pasadena CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	126	0	126	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	51	0	51	100.00%
Rapid Re-Housing (RRH) Beds	17	0	17	100.00%
Permanent Supportive Housing (PSH) Beds	422	0	405	95.97%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	616	0	599	97.24%

2019 HDX Competition Report
HIC Data for CA-607 - Pasadena CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	106	150	101	68

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

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC	2	17	15	0

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC	4	45	48	17

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Summary Report for CA-607 - Pasadena 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 FY2018 DATA: If you provided revised FY2018 data, the original FY2018 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.

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2017	Revised FY 2017	FY 2018	Submitted FY 2017	Revised FY 2017	FY 2018	Difference	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	658	658	618	94	94	107	13	65	65	56	-9
1.2 Persons in ES, SH, and TH	806	805	730	103	103	113	10	80	80	71	-9

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 2017	Revised FY 2017	FY 2018	Submitted FY 2017	Revised FY 2017	FY 2018	Difference	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	681	696	653	512	524	781	257	220	240	518	278
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	828	840	765	456	467	701	234	182	197	397	200

2019 HDX Competition Report

FY2018 - 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 2017	FY 2018	Revised FY 2017	FY 2018	% of Returns	Revised FY 2017	FY 2018	% of Returns	Revised FY 2017	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	6	15	0	1	7%	0	0	0%	1	1	7%	2	13%
Exit was from ES	80	123	3	1	1%	1	3	2%	4	3	2%	7	6%
Exit was from TH	66	43	0	0	0%	2	3	7%	3	0	0%	3	7%
Exit was from SH	0	0	0	0		0	0		0	0		0	
Exit was from PH	117	54	0	0	0%	0	1	2%	1	0	0%	1	2%
TOTAL Returns to Homelessness	269	235	3	2	1%	3	7	3%	9	4	2%	13	6%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2019 HDX Competition Report

FY2018 - 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 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	575	677	102
Emergency Shelter Total	173	177	4
Safe Haven Total	0	0	0
Transitional Housing Total	55	38	-17
Total Sheltered Count	228	215	-13
Unsheltered Count	347	462	115

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	810	809	735	-74
Emergency Shelter Total	662	662	621	-41
Safe Haven Total	0	0	0	0
Transitional Housing Total	148	147	117	-30

2019 HDX Competition Report

FY2018 - 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 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	158	137	153	16
Number of adults with increased earned income	9	9	11	2
Percentage of adults who increased earned income	6%	7%	7%	0%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	158	137	153	16
Number of adults with increased non-employment cash income	66	60	67	7
Percentage of adults who increased non-employment cash income	42%	44%	44%	0%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	158	137	153	16
Number of adults with increased total income	66	63	74	11
Percentage of adults who increased total income	42%	46%	48%	2%

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	59	65	57	-8
Number of adults who exited with increased earned income	16	16	15	-1
Percentage of adults who increased earned income	27%	25%	26%	1%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	59	65	57	-8
Number of adults who exited with increased non-employment cash income	5	8	8	0
Percentage of adults who increased non-employment cash income	8%	12%	14%	2%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	59	65	57	-8
Number of adults who exited with increased total income	21	24	21	-3
Percentage of adults who increased total income	36%	37%	37%	0%

2019 HDX Competition Report

FY2018 - 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 2017	Revised FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	716	793	737	-56
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.	112	112	135	23
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)	604	681	602	-79

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	789	867	799	-68
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.	134	137	149	12
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.)	655	730	650	-80

2019 HDX Competition Report

FY2018 - 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 FY2018 (Oct 1, 2017 - Sept 30, 2018) 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 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	51	55	50	-5
Of persons above, those who exited to temporary & some institutional destinations	14	14	12	-2
Of the persons above, those who exited to permanent housing destinations	20	19	3	-16
% Successful exits	67%	60%	30%	-30%

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

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	671	733	698	-35
Of the persons above, those who exited to permanent housing destinations	96	132	195	63
% Successful exits	14%	18%	28%	10%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	446	411	399	-12
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	430	394	383	-11
% Successful exits/retention	96%	96%	96%	0%

2019 HDX Competition Report

FY2018 - SysPM Data Quality

CA-607 - Pasadena CoC

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

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

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

2019 HDX Competition Report FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	94	68	99	127	101	84	64	51	269	307	405	445		4	45	48				
2. Number of HMIS Beds	90	62	99	127	54	84	64	51	246	307	398	405		4	45	48				
3. HMIS Participation Rate from HIC (%)	95.74	91.18	100.00	100.00	53.47	100.00	100.00	100.00	91.45	100.00	98.27	91.01		100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	648	627	723	633	135	145	149	128	351	448	433	418	141	70	95	104	0	2	56	81
5. Total Leavers (HMIS)	596	576	619	506	81	92	98	89	19	38	45	34	122	26	35	48	0	2	31	53
6. Destination of Don't Know, Refused, or Missing (HMIS)	111	126	54	37	9	14	26	12	3	4	1	4	0	2	0	1	0	1	1	1
7. Destination Error Rate (%)	18.62	21.88	8.72	7.31	11.11	15.22	26.53	13.48	15.79	10.53	2.22	11.76	0.00	7.69	0.00	2.08		50.00	3.23	1.89

2019 HDX Competition Report

Submission and Count Dates for CA-607 - Pasadena CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/22/2019	

Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	4/30/2019	Yes
2019 HIC Count Submittal Date	4/30/2019	Yes
2018 System PM Submittal Date	5/31/2019	Yes

CHAPTER 4

ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST [24 CFR Part 5, Subpart D; 982.203; 982.204; 982.205; 982.207]

INTRODUCTION

This Chapter defines the eligibility criteria for local preferences which the CoPHD has adopted to meet local housing needs and explains the CoPHD's system of applying them. It is the CoPHD's objective to ensure that applicants are placed in the proper order on the waiting list so that an offer of assistance is not delayed to any applicant or made to any applicant prematurely.

By maintaining a waiting list, the CoPHD will be able to perform the activities which will ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

A. APPLICATION POOL

The waiting list will be maintained in accordance with the following guidelines:

1. The applications will be maintained in a database file.
2. All applicants in the pool will be maintained in the order of preference and date and time of the application.

The waiting list will contain the following information for each applicant:

1. Applicant name.
2. Family unit size (number of bedrooms for which family qualifies based on the occupancy standards).
3. Date and time of application.
4. Qualification of any local preferences.
5. Racial or ethnic designation of the head of household (for statistical purposes only).

The order of admission from the waiting list may not be based on family size or on the family unit size for which the family qualifies under the CoPHD occupancy policy. If the CoPHD does not have sufficient funds to subsidize the family unit size of the family at the top of the waiting list, the CoPHD may not skip the top family to admit an applicant with a smaller family unit size.

When HUD awards the CoPHD funding for a specified category of families on the waiting list, the CoPHD must select applicant families in the specified category. The CoPHD must use a single waiting list for admission to its Section 8 Tenant-Based Assistance Program (TBAP).

Special Admissions [24 CFR 982.203]

The CoPHD may admit an applicant that is not on the CoPHD waiting list or without considering the family's waiting list position when HUD awards program funding that is targeted for families living in specified units. The CoPHD will maintain records showing that the family was admitted with HUD-targeted assistance.

The CoPHD must use the assistance for the families living in these units.

The following are examples of types of program funding that may be targeted for a family living in a specified unit:

1. A family displaced because of demolition or disposition of a public or Indian housing project.
2. A family residing in a HUD-owned multi-family rental housing project when HUD sells, forecloses or demolishes the project.
3. For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990.
 - a. A non-purchasing family residing in a project subject to a homeownership program.
 - b. A family displaced because the mortgage prepayment or voluntary termination of a mortgage insurance contract.
 - c. A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the contract term; and
4. A non-purchasing family residing in a HOPE 1 or HOPE 2 Project.

Applicants who are admitted under targeted funding which are not identified as a Special Admission would be identified by codes in the automated system.

B. WAITING LIST PREFERENCES [24 CFR 982.207]

The CoPHD has adopted a local preferences system for applicants' placement on the waiting list and selection of families from the waiting list. Preferences will only be verified at the time the family has been selected from the waiting list.

If an applicant makes a false statement in order to qualify for a preference, the CoPHD will deny the preference. If the applicant falsifies documents in order to qualify for a preference, the application will be disqualified.

C. LOCAL PREFERENCES [24 CFR 982.207]

A notice adapting new local preferences will be publicized and distributed using the same guidelines as those for opening and closing the waiting list.

The CoPHD uses the following local preferences:

1. **Residency preference** for applicants in which the family lives in Pasadena or the head of household or spouse is working or who has been notified that they are hired to work in Pasadena.

2. **Working preference** for applicants in which the head of household or spouse works at least 15 hours a week within the CoPHD's jurisdiction or attends school full-time within the CoPHD's jurisdiction. This also applies to applicants who are reporting self-employment within the CoPHD's jurisdiction.
3. **Disabled preference** for applicants in which the head of household or spouse is disabled.
4. **Veteran preference** for applicants in which the head of household or spouse is a current member of the U S Armed Forces, a U S Armed Forces veteran, or the surviving spouse of a U S Armed Forces veteran.
5. **Involuntarily Displaced preference** for applicants who have been involuntarily displaced (as described below).
6. **Substandard housing preference** for applicants who are currently residing in substandard housing (as described below).

An applicant shall be given the benefit of the working preference if the head and spouse, or sole member is age 62 or older or is a person with disabilities.

Preferences will be verified pursuant to the verification process outlined in Chapter 7 of this Plan, "Verification Procedures".

Involuntary Displacement

Involuntarily displaced applicants are applicants who have been involuntarily displaced within the last 90 days and are not living in standard, permanent replacement housing, or will be involuntarily displaced within three months from the date of preference status verification by the CoPHD.

Families are considered to be involuntarily displaced if they are required to vacate housing as a result of:

1. A disaster (fire, flood, earthquake, etc.) that has caused the unit to be uninhabitable. To receive the preference for involuntary displacement, a written notice of displacement must be submitted. This notice can be provided by an agency or government in the case of displacement due to natural disaster such as fire, earthquake, or flood or displacement due to governmental action.
2. Federal, State or local government action related to code enforcement, public improvement or development.
3. Action by a residential owner which is beyond an applicant's ability to control, and which occurs despite the applicant having met all previous conditions of occupancy, and is other than a rent increase.

If the owner is an immediate family relative, and there has been no previous rental agreement, and the applicant has been part of the owner's family immediately prior to application, the applicant will not be considered involuntarily displaced.

For purposes of this definitional element, reasons for an applicant having to vacate a housing unit include, but are not limited to:

- a. Conversion of an applicant's housing unit to non-rental or non-residential use.

- b. Closure of an applicant's housing unit for rehabilitation or non-residential use.
 - c. Notice to an applicant that s/he must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy.
 - d. Sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when possession is transferred; or
 - e. Any other legally authorized act that results, or will result, in the withdrawal by the owner of the unit or structure from the rental market. In the case of displacement by a residential owner, a copy of the notice to vacate stating the reason(s) for eviction must be provided.
4. Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family. The actual or threatened violence must have occurred within the past 120 days or be of a continuing nature.

The CoPHD will comply with the Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA), which protects family members who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. Form HUD-50066 Certification of Domestic Violence, Dating Violence or Stalking is to be completed, signed and submitted by the family within 14 business days of the request.

To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless the CoPHD gives prior written approval. Additionally, the applicant will qualify for this preference if the applicant is a victim of dating violence or stalking which resulted in the applicant to be displaced.

The CoPHD may approve the return of the abuser to the household under the condition that a counselor, therapist or other appropriate professional recommends, in writing, that the individual be allowed to reside with the family. If the abuser returns to the family without approval of the CoPHD, the CoPHD may deny or terminate assistance as a breach.

The CoPHD will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced.

5. To avoid reprisals because the family provided information on criminal activities to a law enforcement agency and, after a threat assessment, the law enforcement agency recommends re-housing the family to avoid or reduce risk of violence against the family.

The family must be part of a Witness Protection Program, or the HUD Office or law enforcement agency must have informed the CoPHD that the family is part of a similar program.

The CoPHD will take precautions to ensure that the new location of the family is concealed in cases of witness protection.

6. By hate crimes if a member of the family has been the victim of one or more hate crimes, and the applicant has vacated the unit because of the crime or the fear of such a crime has destroyed the applicant's peaceful enjoyment of the unit. A hate crime is actual or threatened physical violence or intimidation that is directed against a person or their property, and is based on the person's race, color, religion, sex, national origin, disability or familial status, including sexual orientation, and which occurred within the last 120 days or is of a continuing nature.
7. Displacement by non-suitability of the unit when a member of the family has a mobility and/or other impairment that makes the person unable to use critical elements of the unit and the owner is not legally obligated to make changes to the unit.

Critical elements are entry and egress of unit and building, a sleeping area, a full bathroom, a kitchen if the person with a disability must do their own food preparation, etc.

8. Due to HUD disposition of a multi-family project under Section 203 of the Housing and Community Development Act Amendments of 1978.

Standard Replacement Housing

In order to receive the displacement preference, applicants who have been displaced must not be living in "standard, permanent replacement housing."

Standard replacement housing is defined as housing that is decent, safe and sanitary according to Housing Quality Standards (HQS), and is adequate for the family size according to HQS.

Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters. In the case of domestic violence, the family will not be eligible for this preference if the family relocates and the abuser continues to reside with the family at the new location. It does not include any individual imprisoned or detained pursuant to State law or an Act of Congress. Shared housing with family or friends is not considered temporary and is considered standard replacement housing.

Substandard Housing

Applicants who live in substandard housing are families whose dwelling meets one or more of the following criteria, provided that the family did not cause the condition:

1. Is dilapidated as cited by officials of a code enforcement office and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair; endangers the health, safety, and well-being of the family.
2. Does not have operable indoor plumbing.
3. Does not have a usable flush toilet in the unit for the exclusive use of the family.
4. Does not have usable bathtub or shower in unit for exclusive family use.
5. Does not have adequate, safe electrical service.

6. Does not have an adequate, safe source of heat.
7. Does not have a kitchen. (Single Room Occupancy [SRO] Housing is not substandard solely because it does not contain sanitary and/or food preparation facilities in the unit.)
8. Has been declared unfit for habitation by a government agency.
9. Is overcrowded according to HQS. Note: Persons who reside as part of a family unit shall not be considered a separate family unit for substandard housing definition preference purposes.

Applicants living in Public Housing or publicly assisted housing shall not be denied this preference if unit meets the criteria for the substandard preference.

10. An applicant who is a "homeless family" is considered to be living in substandard housing. A "homeless individual or family" is one who:

Lacks a fixed, regular and adequate nighttime residence and has a primary nighttime residence that is:

- a. A supervised public or private operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for mentally ill); or
- b. An institution providing temporary residence for individuals intended to be institutionalized; or
- c. A public or private place not designed for or ordinarily used as a regular sleeping accommodation for humans.

Families who are residing with friends or relatives on a temporary basis are not considered homeless.

Veteran Preference

The head of household or spouse is an active member of the U S Armed Forces, a U S Armed Forces veteran or surviving spouse of a U S Armed Forces veteran who has a honorable discharged.

Ex-spouses of veterans are not considered the surviving spouse.

D. TARGETED FUNDING

When HUD awards special funding for certain family types, families who qualify are placed on the supportive services waiting list.

The CoPHD has the following "Targeted" Supportive Housing Programs:

1. Continuum of Care
2. Housing Opportunities for Persons With AIDS (HOPWA)



E. LIMITED PREFERENCES

The CoPHD, in accordance with Notice PIH 2013-15, offers the following limited preferences for households exiting specific homeless programs:

Households exiting Rapid Rehousing programs: 10 Tenant-Based HCV

Households exiting non-PBV Permanent Supportive Housing: 5 Tenant-Based HCV

Referrals for these limited preference vouchers will be from Pasadena-based homeless programs utilizing the SPA 3 Coordinated Entry System.

The following limited preference will be offered to over-housed families currently residing in affordable housing projects that were developed with the financial assistance of the City of Pasadena Housing Department:

15 Tenant-Based HCV

Referred households for any limited preference must meet the eligibility requirements for admission to the HCV program as outlined in Chapter 2 of this document.

F. PREFERENCE ELIGIBILITY

Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's preference eligibility. Applicants are required to notify the CoPHD in writing when their circumstances change.

When an applicant claims an additional preference, s/he will be placed on the waiting list in the appropriate order determined by the newly claimed preference.

G. ORDER OF SELECTION [24 CFR 982.207]

The order of selection is based on the CoPHD 's system for weighing preferences.

Local Preferences

Local preferences will be used to select families from the waiting list. The CoPHD has selected the following system to apply ranking preferences. All local preferences will be weighed as follows:

- a. Residency Preference: 20 pts.
- b. Working Preference: 2 pts
- c. Disabled Preference: 2 pts
- d. Substandard Housing: 5 pts
- e. Involuntary Displacement: 5 pts
- f. Veteran's Preference: 5 pts

Among Applicants with Equal Preference Status

Among applicants with equal preference status, the waiting list will be organized by date and time that each application was submitted to the CoPHD.

H. FINAL VERIFICATION OF PREFERENCES

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, applicants will be required to submit the appropriate documentation to support their claim of preference. In order to qualify for a preference, the documentation submitted by the applicant must support the claim for the preference as defined by HUD and/or the CoPHD.

An applicant will be disqualified if the applicant submitted false information on any previous occasion when claiming preferences.

I. PREFERENCE DENIAL

If the CoPHD denies a preference, the CoPHD will notify the applicant in writing of the reasons the preference was denied and offer the applicant an opportunity to request an informal review of the determination. If the preference denial is upheld as a result of the informal review, or the applicant does not request an informal review, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

J. REMOVAL FROM WAITING LIST [24 CFR 982.204(c)]

If an applicant fails to respond to a mailing from the CoPHD, the applicant will be mailed a second and final written notification and given 15 days to respond. If they fail to respond within the 15 days to the second notice, they will be removed from the waiting list. An extension will be considered as a reasonable accommodation if requested by a person with a disability within 15 days of receipt of the letter.

The CoPHD may also send notifications to applicants via email. The above mentioned process will apply when notification is sent via email. The applicant will have 7 days to respond to an email notification.

If a letter is returned by the Post Office with or without a forwarding address, the applicant will be removed without further notice and the envelope and letter will be maintained in the file. In the event that any correspondence is mailed for any purpose and is returned by the Post Office, the applicant will be removed from the waiting list. This policy will apply to all applicants effective 2013. Applicants will not be entitled to the grace period for misdirected mail due to the applicant's failure to report a change of address to the CoPHD. This procedure also applies when an applicant fails to correctly list their address on the application and/or any updates.

If an email is returned undeliverable due to an invalid address, the applicant's name will be removed from the waiting list without further notice. A copy of the email notifying CoPHD that the email was undeliverable will be maintained in the file. In the event any email is sent for any purpose and is returned undeliverable, the applicant's name will be removed from the waiting list. Applicants will not be given a grace period for misdirected mail.

If an applicant fails to honor the first scheduled appointment to come into the office and/or to submit requested documents, the CoPHD will schedule a final appointment. If the applicant fails to honor the final appointment, the applicant will be removed from the waiting list. The CoPHD may accommodate the applicant if the applicant can provide documentation of a legitimate reason for failure to attend (i.e., emergency, medical, disability, etc.).

If an applicant fails to attend the briefing session appointment, the application for rental assistance will be disqualified. However, a final appointment may be scheduled if the applicant can demonstrate a valid reason (i.e., medical, etc.) why they were unable to keep the briefing session appointment.

An applicant will be removed from the waiting list if the sole member listed on the application has passed away or is permanently residing in a convalescent home. In the event that the head of household passes away or resides in a convalescent home, the application will only be re-assigned if the original application lists an adult family member (who has not been previously removed from the application) other than the head of household. If the application reflects more than two adult family members, the family must select a new head of household. In the event that the family cannot decide, the CoPHD will then disqualify the application. If the sole member of the household is the live-in aide, the application will be canceled and removed from the waiting list. The CoPHD must be notified within 15 days when the head of household has passed away or is permanently residing in a convalescent home.

If the head of household is no longer interested in rental assistance and has provided a written statement to that effect, the application will be canceled and the applicant will be removed from the waiting list.

If the head of household requests to place the application on "HOLD", application will be cancelled and applicant will be removed from the waiting list.

K. CHANGES IN FAMILY CIRCUMSTANCES

Applicants will be required to report all changes in family circumstances within 15 days from the date of the change. All changes must be reported online. Changes reported in writing will not be accepted and will be returned to the applicant. It is the responsibility of the applicants to update their application when changes occur.

L. EXPIRATION OF THE WAITING LIST

The waiting list will be maintained until there are less than 200 Pasadena resident applicants or the current waiting list has been in place for more than 5 years. Applicants on the expiring waiting list will be notified that their application has expired and the CoPHD will re-open enrollment.

CHAPTER 4

ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST [24 CFR Part 5, Subpart D; 982.203; 982.204; 982.205; 982.207]

INTRODUCTION

This Chapter defines the eligibility criteria for local preferences which the CoPHD has adopted to meet local housing needs and explains the CoPHD's system of applying them. It is the CoPHD's objective to ensure that applicants are placed in the proper order on the waiting list so that an offer of assistance is not delayed to any applicant or made to any applicant prematurely.

By maintaining a waiting list, the CoPHD will be able to perform the activities which will ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

A. APPLICATION POOL

The waiting list will be maintained in accordance with the following guidelines:

1. The applications will be maintained in a database file.
2. All applicants in the pool will be maintained in the order of preference and date and time of the application.

The waiting list will contain the following information for each applicant:

1. Applicant name.
2. Family unit size (number of bedrooms for which family qualifies based on the occupancy standards).
3. Date and time of application.
4. Qualification of any local preferences.
5. Racial or ethnic designation of the head of household (for statistical purposes only).

The order of admission from the waiting list may not be based on family size or on the family unit size for which the family qualifies under the CoPHD occupancy policy. If the CoPHD does not have sufficient funds to subsidize the family unit size of the family at the top of the waiting list, the CoPHD may not skip the top family to admit an applicant with a smaller family unit size.

When HUD awards the CoPHD funding for a specified category of families on the waiting list, the CoPHD must select applicant families in the specified category. The CoPHD must use a single waiting list for admission to its Section 8 Tenant-Based Assistance Program (TBAP).

Special Admissions [24 CFR 982.203]

The CoPHD may admit an applicant that is not on the CoPHD waiting list or without considering the family's waiting list position when HUD awards program funding that is targeted for families living in specified units. The CoPHD will maintain records showing that the family was admitted with HUD-targeted assistance.

The CoPHD must use the assistance for the families living in these units.

The following are examples of types of program funding that may be targeted for a family living in a specified unit:

1. A family displaced because of demolition or disposition of a public or Indian housing project.
2. A family residing in a HUD-owned multi-family rental housing project when HUD sells, forecloses or demolishes the project.
3. For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990.
 - a. A non-purchasing family residing in a project subject to a homeownership program.
 - b. A family displaced because the mortgage prepayment or voluntary termination of a mortgage insurance contract.
 - c. A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the contract term; and
4. A non-purchasing family residing in a HOPE 1 or HOPE 2 Project.

Applicants who are admitted under targeted funding which are not identified as a Special Admission would be identified by codes in the automated system.

B. WAITING LIST PREFERENCES [24 CFR 982.207]

The CoPHD has adopted a local preferences system for applicants' placement on the waiting list and selection of families from the waiting list. Preferences will only be verified at the time the family has been selected from the waiting list.

If an applicant makes a false statement in order to qualify for a preference, the CoPHD will deny the preference. If the applicant falsifies documents in order to qualify for a preference, the application will be disqualified.

C. LOCAL PREFERENCES [24 CFR 982.207]

A notice adapting new local preferences will be publicized and distributed using the same guidelines as those for opening and closing the waiting list.

The CoPHD uses the following local preferences:

1. **Residency preference** for applicants in which the family lives in Pasadena or the head of household or spouse is working or who has been notified that they are hired to work in Pasadena.

2. **Working preference** for applicants in which the head of household or spouse works at least 15 hours a week within the CoPHD's jurisdiction or attends school full-time within the CoPHD's jurisdiction. This also applies to applicants who are reporting self-employment within the CoPHD's jurisdiction.
3. **Disabled preference** for applicants in which the head of household or spouse is disabled.
4. **Veteran preference** for applicants in which the head of household or spouse is a current member of the U S Armed Forces, a U S Armed Forces veteran, or the surviving spouse of a U S Armed Forces veteran.
5. **Involuntarily Displaced preference** for applicants who have been involuntarily displaced (as described below).
6. **Substandard housing preference** for applicants who are currently residing in substandard housing (as described below).

An applicant shall be given the benefit of the working preference if the head and spouse, or sole member is age 62 or older or is a person with disabilities.

Preferences will be verified pursuant to the verification process outlined in Chapter 7 of this Plan, "Verification Procedures".

Involuntary Displacement

Involuntarily displaced applicants are applicants who have been involuntarily displaced within the last 90 days and are not living in standard, permanent replacement housing, or will be involuntarily displaced within three months from the date of preference status verification by the CoPHD.

Families are considered to be involuntarily displaced if they are required to vacate housing as a result of:

1. A disaster (fire, flood, earthquake, etc.) that has caused the unit to be uninhabitable. To receive the preference for involuntary displacement, a written notice of displacement must be submitted. This notice can be provided by an agency or government in the case of displacement due to natural disaster such as fire, earthquake, or flood or displacement due to governmental action.
2. Federal, State or local government action related to code enforcement, public improvement or development.
3. Action by a residential owner which is beyond an applicant's ability to control, and which occurs despite the applicant having met all previous conditions of occupancy, and is other than a rent increase.

If the owner is an immediate family relative, and there has been no previous rental agreement, and the applicant has been part of the owner's family immediately prior to application, the applicant will not be considered involuntarily displaced.

For purposes of this definitional element, reasons for an applicant having to vacate a housing unit include, but are not limited to:

- a. Conversion of an applicant's housing unit to non-rental or non-residential use.

- b. Closure of an applicant's housing unit for rehabilitation or non-residential use.
 - c. Notice to an applicant that s/he must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy.
 - d. Sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when possession is transferred; or
 - e. Any other legally authorized act that results, or will result, in the withdrawal by the owner of the unit or structure from the rental market. In the case of displacement by a residential owner, a copy of the notice to vacate stating the reason(s) for eviction must be provided.
4. Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family. The actual or threatened violence must have occurred within the past 120 days or be of a continuing nature.

The CoPHD will comply with the Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA), which protects family members who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. Form HUD-50066 Certification of Domestic Violence, Dating Violence or Stalking is to be completed, signed and submitted by the family within 14 business days of the request.

To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless the CoPHD gives prior written approval. Additionally, the applicant will qualify for this preference if the applicant is a victim of dating violence or stalking which resulted in the applicant to be displaced.

The CoPHD may approve the return of the abuser to the household under the condition that a counselor, therapist or other appropriate professional recommends, in writing, that the individual be allowed to reside with the family. If the abuser returns to the family without approval of the CoPHD, the CoPHD may deny or terminate assistance as a breach.

The CoPHD will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced.

5. To avoid reprisals because the family provided information on criminal activities to a law enforcement agency and, after a threat assessment, the law enforcement agency recommends re-housing the family to avoid or reduce risk of violence against the family.

The family must be part of a Witness Protection Program, or the HUD Office or law enforcement agency must have informed the CoPHD that the family is part of a similar program.

The CoPHD will take precautions to ensure that the new location of the family is concealed in cases of witness protection.

6. By hate crimes if a member of the family has been the victim of one or more hate crimes, and the applicant has vacated the unit because of the crime or the fear of such a crime has destroyed the applicant's peaceful enjoyment of the unit. A hate crime is actual or threatened physical violence or intimidation that is directed against a person or their property, and is based on the person's race, color, religion, sex, national origin, disability or familial status, including sexual orientation, and which occurred within the last 120 days or is of a continuing nature.
7. Displacement by non-suitability of the unit when a member of the family has a mobility and/or other impairment that makes the person unable to use critical elements of the unit and the owner is not legally obligated to make changes to the unit.

Critical elements are entry and egress of unit and building, a sleeping area, a full bathroom, a kitchen if the person with a disability must do their own food preparation, etc.

8. Due to HUD disposition of a multi-family project under Section 203 of the Housing and Community Development Act Amendments of 1978.

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In order to receive the displacement preference, applicants who have been displaced must not be living in "standard, permanent replacement housing."

Standard replacement housing is defined as housing that is decent, safe and sanitary according to Housing Quality Standards (HQS), and is adequate for the family size according to HQS.

Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters. In the case of domestic violence, the family will not be eligible for this preference if the family relocates and the abuser continues to reside with the family at the new location. It does not include any individual imprisoned or detained pursuant to State law or an Act of Congress. Shared housing with family or friends is not considered temporary and is considered standard replacement housing.

Substandard Housing

Applicants who live in substandard housing are families whose dwelling meets one or more of the following criteria, provided that the family did not cause the condition:

1. Is dilapidated as cited by officials of a code enforcement office and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair; endangers the health, safety, and well-being of the family.
2. Does not have operable indoor plumbing.
3. Does not have a usable flush toilet in the unit for the exclusive use of the family.
4. Does not have usable bathtub or shower in unit for exclusive family use.
5. Does not have adequate, safe electrical service.

6. Does not have an adequate, safe source of heat.
7. Does not have a kitchen. (Single Room Occupancy [SRO] Housing is not substandard solely because it does not contain sanitary and/or food preparation facilities in the unit.)
8. Has been declared unfit for habitation by a government agency.
9. Is overcrowded according to HQS. Note: Persons who reside as part of a family unit shall not be considered a separate family unit for substandard housing definition preference purposes.

Applicants living in Public Housing or publicly assisted housing shall not be denied this preference if unit meets the criteria for the substandard preference.

- ✓ 10. An applicant who is a "homeless family" is considered to be living in substandard housing. A "homeless individual or family" is one who:

Lacks a fixed, regular and adequate nighttime residence and has a primary nighttime residence that is:

- a. A supervised public or private operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for mentally ill); or
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The head of household or spouse is an active member of the U S Armed Forces, a U S Armed Forces veteran or surviving spouse of a U S Armed Forces veteran who has a honorable discharged.

Ex-spouses of veterans are not considered the surviving spouse.

D. TARGETED FUNDING

When HUD awards special funding for certain family types, families who qualify are placed on the supportive services waiting list.

The CoPHD has the following "Targeted" Supportive Housing Programs:

1. Continuum of Care
2. Housing Opportunities for Persons With AIDS (HOPWA)

E. LIMITED PREFERENCES

The CoPHD, in accordance with Notice PIH 2013-15, offers the following limited preferences for households exiting specific homeless programs:

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Referrals for these limited preference vouchers will be from Pasadena-based homeless programs utilizing the SPA 3 Coordinated Entry System.

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Referred households for any limited preference must meet the eligibility requirements for admission to the HCV program as outlined in Chapter 2 of this document.

F. PREFERENCE ELIGIBILITY

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Changes in an applicant's circumstances while on the waiting list may affect the family's preference eligibility. Applicants are required to notify the CoPHD in writing when their circumstances change.

When an applicant claims an additional preference, s/he will be placed on the waiting list in the appropriate order determined by the newly claimed preference.

G. ORDER OF SELECTION [24 CFR 982.207]

The order of selection is based on the CoPHD 's system for weighing preferences.

Local Preferences

Local preferences will be used to select families from the waiting list. The CoPHD has selected the following system to apply ranking preferences. All local preferences will be weighed as follows:

- | | | |
|----|---------------------------|---------|
| a. | Residency Preference: | 20 pts. |
| b. | Working Preference: | 2 pts |
| c. | Disabled Preference: | 2 pts |
| d. | Substandard Housing: | 5 pts |
| e. | Involuntary Displacement: | 5 pts |
| f. | Veteran's Preference: | 5 pts |

Among Applicants with Equal Preference Status

Among applicants with equal preference status, the waiting list will be organized by date and time that each application was submitted to the CoPHD.

H. FINAL VERIFICATION OF PREFERENCES

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, applicants will be required to submit the appropriate documentation to support their claim of preference. In order to qualify for a preference, the documentation submitted by the applicant must support the claim for the preference as defined by HUD and/or the CoPHD.

An applicant will be disqualified if the applicant submitted false information on any previous occasion when claiming preferences.

I. PREFERENCE DENIAL

If the CoPHD denies a preference, the CoPHD will notify the applicant in writing of the reasons the preference was denied and offer the applicant an opportunity to request an informal review of the determination. If the preference denial is upheld as a result of the informal review, or the applicant does not request an informal review, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

J. REMOVAL FROM WAITING LIST [24 CFR 982.204(c)]

If an applicant fails to respond to a mailing from the CoPHD, the applicant will be mailed a second and final written notification and given 15 days to respond. If they fail to respond within the 15 days to the second notice, they will be removed from the waiting list. An extension will be considered as a reasonable accommodation if requested by a person with a disability within 15 days of receipt of the letter.

The CoPHD may also send notifications to applicants via email. The above mentioned process will apply when notification is sent via email. The applicant will have 7 days to respond to an email notification.

If a letter is returned by the Post Office with or without a forwarding address, the applicant will be removed without further notice and the envelope and letter will be maintained in the file. In the event that any correspondence is mailed for any purpose and is returned by the Post Office, the applicant will be removed from the waiting list. This policy will apply to all applicants effective 2013. Applicants will not be entitled to the grace period for misdirected mail due to the applicant's failure to report a change of address to the CoPHD. This procedure also applies when an applicant fails to correctly list their address on the application and/or any updates.

If an email is returned undeliverable due to an invalid address, the applicant's name will be removed from the waiting list without further notice. A copy of the email notifying CoPHD that the email was undeliverable will be maintained in the file. In the event any email is sent for any purpose and is returned undeliverable, the applicant's name will be removed from the waiting list. Applicants will not be given a grace period for misdirected mail.

If an applicant fails to honor the first scheduled appointment to come into the office and/or to submit requested documents, the CoPHD will schedule a final appointment. If the applicant fails to honor the final appointment, the applicant will be removed from the waiting list. The CoPHD may accommodate the applicant if the applicant can provide documentation of a legitimate reason for failure to attend (i.e., emergency, medical, disability, etc.).

If an applicant fails to attend the briefing session appointment, the application for rental assistance will be disqualified. However, a final appointment may be scheduled if the applicant can demonstrate a valid reason (i.e., medical, etc.) why they were unable to keep the briefing session appointment.

An applicant will be removed from the waiting list if the sole member listed on the application has passed away or is permanently residing in a convalescent home. In the event that the head of household passes away or resides in a convalescent home, the application will only be re-assigned if the original application lists an adult family member (who has not been previously removed from the application) other than the head of household. If the application reflects more than two adult family members, the family must select a new head of household. In the event that the family cannot decide, the CoPHD will then disqualify the application. If the sole member of the household is the live-in aide, the application will be canceled and removed from the waiting list. The CoPHD must be notified within 15 days when the head of household has passed away or is permanently residing in a convalescent home.

If the head of household is no longer interested in rental assistance and has provided a written statement to that effect, the application will be canceled and the applicant will be removed from the waiting list.

If the head of household requests to place the application on "HOLD", application will be cancelled and applicant will be removed from the waiting list.

K. CHANGES IN FAMILY CIRCUMSTANCES

Applicants will be required to report all changes in family circumstances within 15 days from the date of the change. All changes must be reported online. Changes reported in writing will not be accepted and will be returned to the applicant. It is the responsibility of the applicants to update their application when changes occur.

L. EXPIRATION OF THE WAITING LIST

The waiting list will be maintained until there are less than 200 Pasadena resident applicants or the current waiting list has been in place for more than 5 years. Applicants on the expiring waiting list will be notified that their application has expired and the CoPHD will re-open enrollment.

Brown, Diana

From: Brown, Diana
Sent: Tuesday, August 20, 2019 4:13 PM
To: amiskey
Cc: Sarah Tower; O'Reilly-Jones, Jennifer (joreillyjones@cityofpasadena.net)
Subject: Union Station CoC Bonus Funding Application - Evaluation Panel Recommendation
Attachments: USHS New Project Summary Score.pdf

Importance: High

Dear Anne,

This communication is to inform you that the Holly Street Housing Expansion application submitted on behalf of Union Station Homeless Services for inclusion in the 2019 Pasadena Continuum of Care application as a new project was received and reviewed.

The Grants Evaluation Panel met on Monday, August 19 to review and score all new project applications submitted for funding in this year's CoC competition using the Pasadena CoC performance evaluation criteria. Based on this evaluation, your project received a score of **90**. Attached you will find a scoring summary that breaks down how your project scored in each category. While your application was strong and high scoring, points were lost primarily due to a lack of detail in the description of best practices that are utilized to provide supportive services and housing retention strategies, as well as unrealistic milestones. Based on this score, the grants evaluation panel did not recommend the project for inclusion in the 2019 application to HUD.

The CoC Board will be meeting next week to approve the evaluation panel's scores for new projects. You have an opportunity to appeal the score that was assigned to your application by submitting a formal request in writing by this Friday, August 23, 2019.

Next Steps

If you wish to appeal your project's assigned score, please submit a written appeal that contains clear and complete statement(s) that focus on the application process or procedures rather than the merit of the program. Appeals should be submitted via email to Jennifer O'Reilly-Jones at joreillyjones@cityofpasadena.net. Any appeals that are received will be presented to the CoC Board at their meeting on Monday, August 26th for final determination. If you chose to submit an appeal, you will be notified of the Board's decision and if the project is being recommended for inclusion with the application no later than Wednesday August 28th.

Please contact myself or Jenni if you have any questions or concerns.

Thank you for your application, and we look forward to your engagement and participation in future funding opportunities.

Best regards,
Diana

Diana Trejo, MPH

Homelessness Policy Fellow
City of Pasadena Housing Department
(626) 744-8315

Brown, Diana

From: Brown, Diana
Sent: Monday, August 26, 2019 4:55 PM
To: amiskey
Cc: Sarah Tower; O'Reilly-Jones, Jennifer (joreillyjones@cityofpasadena.net)
Subject: RE: Union Station CoC Bonus Funding Application - Evaluation Panel Recommendation

Good afternoon,

This notification is to inform you that Union Station's PSH Bonus funding application was not recommended by the CoC Board to be included in the City of Pasadena's 2019 CoC application to HUD.

Thank you for your submission and we hope that you consider applying for any available Bonus funding in next year's competition.

Best regards,
Diana

Local Competition Deadline

The screenshot shows a web browser window displaying the Pasadena Partnership website. The browser's address bar shows the URL <https://pasadenapartnership.org/2019-coc-nofa/>. The website header includes the Pasadena Partnership logo and navigation links: Find Help, For Providers, Committees, Homeless Count, About Us, and Events. The main content area is titled "2019 CoC NOFA" and contains the following text:

HUD released the [Notice of Funding Availability \(NOFA\) for the 2019 CoC Program Competition](#), FR-6200-N-25, in July 2019, making available approximately \$2.3 billion to serve people experiencing homelessness nationally. The information in the NOFA set forth the competition rules and processes for 2019. Before the application is submitted to HUD, the Pasadena CoC is required to hold a local competition to determine which projects will be included in the consolidated application, along with their relative priority. The results of the local competition dictate which projects the CoC will include in the final application for funding.

Renewal projects must submit a Letter of Intent (LOI) application by 5:00 p.m. on July 29 and all new projects must submit applications no later than 5:00 p.m. on August 12, 2019 to be considered for inclusion in the CoC application. Applications submitted after the corresponding deadline will not be considered for funding. All projects that are recommended for funding will work with City staff to ensure all information is accurate and submitted in HUD's grant management system (eSnaps) on or before August 30, 2019.

Below the text are three columns of information:

- Renewal Projects**: CoC Projects that have been notified of inclusion in the Pasadena CoC application can find more information about the process here. [Learn More](#)
- New Projects**: New projects are created through CoC Bonus and Reallocation funding during the annual program competition. Applicants should consult with the CoC to determine what funding opportunities are available. [Learn More](#)
- CoC Application**: The CoC Application contains information on the CoC planning body, governance structure, overall performance, and strategic planning process and determines the CoCs are funded in. [Learn More](#)

At the bottom of the page, there are sections for "About Us" and "Contact Us". The "About Us" section states: "The Pasadena Partnership is a collaborative funding and planning body that is". The "Contact Us" section has a form with the label "Your Name (required)" and an input field.

The desktop background is dark blue. The taskbar at the bottom shows icons for Windows, Search, File Explorer, Microsoft Edge, Google Chrome, and other applications. The system tray in the bottom right corner shows the date and time: 8:55 AM 8/7/2019.

Renewal Projects Deadline

The screenshot shows a web browser window displaying the Pasadena Partnership website. The browser's address bar shows the URL <https://pasadenapartnership.org/coc-renewal-projects/>. The website header includes the Pasadena Partnership logo and navigation links: Find Help, For Providers, Committees, Homeless Count, About Us, and Events. The main content area is titled "Renewal CoC Projects" and contains the following text:

Projects that were awarded Pasadena Continuum of Care (CoC) funding in 2018 are required to submit a Letter of Inquiry (LOI) to be included in the 2019 Pasadena CoC Application to HUD.

Renewal projects were awarded funding in a previous Continuum of Care competitive application process and are evaluated annually to determine how well they are performing and their ability to enhance the CoC's system performance. All agencies with a project up for renewal in the 2019 CoC competition are required to submit a Letter of Intent (LOI) application by 5:00 p.m. on July 29, 2019 to be considered for inclusion in the CoC application.

The "2019 Letter of Intent" section lists several resources:

- LOI for Renewal Projects**: Available Now, Download
- 2019 LOI Evaluation Tool**: Download
- PDF of 2019 LOI Application**: View a the full PDF of the 2019 CoC LOI application questions prior to entering an online application. Download
- 2019 Housing Inventory Count (HIC)**: Please use the summarized 2019 Housing Inventory Count (HIC) document to enter the total number of units listed for your program in the "Bed Utilization" section of the 2019 LOI application. Download
- PDF of LOI Workshop**

The "Timeline" section lists the following events:

- LOI Workshop**: All renewal project applicants will be required to attend the Letter of Interest (LOI) workshop to review the LOI application and submission process on July 18, 2019.
- LOI Responses Due** (highlighted with a red box): All LOI responses are due July 29, 2019. Renewal applicants are required to submit an online application with all required attachments and requested information.
- Grants Evaluation Panel Review**: Members of the Grants Evaluation Panel will meet to review LOI submissions and make funding recommendations to the CoC Board on August 6, 2019.
- Preliminary Recommendations**: All applicants will be notified of the preliminary funding decisions made by the Grants Evaluation Panel on August 7, 2019. Projects that risk loss of funding are given the opportunity to appeal the decision at the CoC Board meeting on August 13, 2019.
- CoC Board Approval**: The CoC Board will meet to approve

The Windows taskbar at the bottom shows the system clock as 8:56 AM on 8/7/2019. The desktop background is a blue abstract image, and the taskbar includes icons for various applications and the Start button.

Renewal Application Deadline

The screenshot shows a web browser window with two tabs: "CoC Renewal Projects - Pasadena" and "2019 CoC LOI Application - Pasadena". The address bar shows the URL: <https://pasadenapartnership.org/2019-coc-loi-application/>. The website header includes the Pasadena Partnership logo and navigation links: "Find Help", "For Providers", "Committees", "Homeless Count", "About Us", and "Events".

The main content area features a large heading: **2019 CoC Renewal LOI**. Below this heading, a red rectangular box highlights the text: **Submission Deadline: July 29, 2019 at 5:00 p.m.**

A horizontal navigation bar contains the following menu items: Overview, Agency Information, Project Information, HMIS Data Quality, Bed Utilization, System Performance Measures, CoC Engagement & Collaborative Capacity, Financial Efficiency & Management, Program Policies & Procedures, Attachments, and Submit.

The central text reads: **Letter of Intent (LOI) for Continuum of Care Renewal Projects**
FY2019 CoC Renewal Applicants
City of Pasadena Department of Housing
649 N Fair Oaks Ave, Pasadena, CA 91103

Contact information for Jennifer O'Reilly-Jones, Homeless Programs Coordinator, is provided: joreillyjones@cityofpasadena.net

Contact information for Diana Trejo, Homelessness Policy Fellow, is provided: dbro-intern@cityofpasadena.net

A section titled **Notice Regarding Disclosure of Contents of Document** contains the following text: "All responses to this Letter of Intent (LOI) accepted by the City of Pasadena (City) shall become the exclusive property of the City. At such time as the City Manager recommends a contractor to the City Council, and such recommendation, with any recommended contract appears on the City Council agenda, all LOIs accepted by the City shall become a matter of public record and shall be regarded as public, with the exception of those elements of the LOI which are defined by the contractor as business or trade secrets and plainly marked as 'Trade Secret', 'Confidential', or 'Proprietary'. Each element of a LOI which a contractor desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is required or"

The Windows taskbar at the bottom shows the system tray with the date and time: 8:58 AM, 8/7/2019.

New Projects Deadline

The screenshot shows a web browser window displaying the Pasadena Partnership website. The browser's address bar shows the URL <https://pasadenapartnership.org/coc-new-projects/>. The website header includes the Pasadena Partnership logo and navigation links: Find Help, For Providers, Committees, Homeless Count, About Us, and Events. The main content area is titled "New CoC Projects" and contains two paragraphs of text. The first paragraph states that the Pasadena Partnership encourages new and existing providers to apply for new or expansion projects through available Reallocation and/or Bonus funds. It includes a red underlined deadline: "All new projects must submit applications no later than 5:00 p.m. on August 12, 2019 to be considered for inclusion in the CoC application." The second paragraph mentions that the U.S. Department of Housing and Urban Development (HUD) scores the annual CoC Program Consolidated Application. To the right of the main text is a "Timeline" section with four items: "New Project Workshop", "RFA Responses Due" (highlighted with a red box), "Grants Evaluation Panel Review", and "Preliminary Recommendations". The "RFA Responses Due" item states that all RFA responses are due August 12, 2019. Below the main text is a "2019 Request For Applications (RFA)" section with a paragraph and four download links: "RFA for PSH Bonus Funding", "RFA for DV Bonus Funding", "New CoC Projects Application", and "PDF of New CoC Projects Application". The Windows taskbar at the bottom shows the time as 8:56 AM on 8/7/2019.

New CoC Projects

The Pasadena Partnership actively encourages new and existing providers to apply for new or expansion projects through available Reallocation and/or Bonus funds. This funding can be used to create new projects that implement evidence-based best practices, eliminate under-performing projects, and ensure the Pasadena CoC program inventory matches the local identified needs. All new projects must submit applications no later than 5:00 p.m. on August 12, 2019 to be considered for inclusion in the CoC application.

The U.S. Department of Housing and Urban Development (HUD) scores the annual CoC Program Consolidated Application that is submitted by the City of Pasadena Department of Housing as the Collaborative Applicant for the CoC and solely determines which projects (if any) included in the application are selected for funding. Projects that are selected for inclusion in the annual CoC application during the local competition are not guaranteed a contract award.

2019 Request For Applications (RFA)

On July 25, 2019 the City of Pasadena, the CoC's Collaborative Applicant, will host a new project workshop. All interested applicants are required to attend the workshop to submit an application for inclusion in the CoC application. Important materials and resources for agencies interested in submitting an application can be found below.

RFA for PSH Bonus Funding
Now Available
Download

RFA for DV Bonus Funding
Now Available
Download

New CoC Projects Application
Available Now

PDF of New CoC Projects Application
Download

Timeline

New Project Workshop
All interested applicants will be required to attend the New Project workshop to review available funding opportunities on July 25, 2019. Agencies that do not attend this workshop will not be eligible to submit an application.

RFA Responses Due
All RFA responses are due August 12, 2019. Applicants are required to submit an online application with all required attachments and requested information.

Grants Evaluation Panel Review
Members of the Grants Evaluation Panel will meet on August 19, 2019 to review RFA responses and make recommendations to the CoC Board for projects to be included in the CoC application.

Preliminary Recommendations
All applicants will be notified of the preliminary decision made by the Grants Evaluation Panel on August 20, 2019. Applicants not selected to move forward in the competition are given the opportunity to appeal the RFA process at the CoC Board meeting by August 23, 2019.

New Projects Application Deadline

The screenshot shows a Windows desktop with a Microsoft Edge browser window open. The browser address bar shows the URL <https://pasadenapartnership.org/2019-new-project-applications/>. The website header includes the Pasadena Partnership logo and navigation links: Find Help, For Providers, Committees, Homeless Count, About Us, and Events. The main content area features a large heading: **2019 CoC New Projects Application**. Below this heading, a red rectangular box highlights the text: **Submission Deadline: August 12, 2019 at 5:00 p.m.** A horizontal menu below the deadline includes tabs for Overview, Applicant Information, Applicant Experience, Project Detail, Attachments, Certification, and Submit. The 'Overview' tab is selected. The page content includes the following text: **Continuum of Care New Projects Application**, **FY2019 CoC Program Competition**, **City of Pasadena Department of Housing**, 649 N Fair Oaks Ave, Pasadena, CA 91103, **Jennifer O'Reilly-Jones**, Homeless Programs Coordinator, joreillyjones@cityofpasadena.net, **Diana Trejo**, Homelessness Policy Fellow, dbro-intern@cityofpasadena.net. At the bottom, a section titled **Notice Regarding Disclosure of Contents of Document** contains a paragraph of legal text regarding public records and confidentiality.

Pasadena CoC – Local Competition Announcement

Renewal Project Evaluation and Scoring Tool

The screenshot shows a web browser window displaying the Pasadena Partnership website. The browser's address bar shows the URL <https://pasadenapartnership.org/coc-renewal-projects/>. The website's navigation menu includes links for 'Find Help', 'For Providers', 'Committees', 'Homeless Count', 'About Us', and 'Events'. The main content area is titled 'Renewal CoC Projects' and contains the following text:

Projects that were awarded Pasadena Continuum of Care (CoC) funding in 2018 are required to submit a Letter of Inquiry (LOI) to be included in the 2019 Pasadena CoC Application to HUD.

Renewal projects were awarded funding in a previous Continuum of Care competitive application process and are evaluated annually to determine how well they are performing and their ability to enhance the CoC's system performance. All agencies with a project up for renewal in the 2019 CoC competition are required to submit a Letter of Intent (LOI) application by 5:00 p.m. on July 29, 2019 to be considered for inclusion in the CoC application.

The '2019 Letter of Intent' section features several download links:

- LOI for Renewal Projects**: Available Now. Download.
- 2019 LOI Evaluation Tool**: Download. (This link is highlighted with a red box in the screenshot.)
- PDF of 2019 LOI Application**: View a the full PDF of the 2019 CoC LOI application questions prior to entering an online application. Download.
- 2019 Housing Inventory Count (HIC)**: Please use the summarized 2019 Housing Inventory Count (HIC) document to enter the total number of units listed for your program in the "Bed Utilization" section of the 2019 LOI application. Download.
- PDF of LOI Workshop**: Download.

The 'Timeline' section lists the following milestones:

- LOI Workshop**: All renewal project applicants will be required to attend the Letter of Interest (LOI) workshop to review the LOI application and submission process on July 18, 2019.
- LOI Responses Due**: All LOI responses are due July 29, 2019. Renewal applicants are required to submit an online application with all required attachments and requested information.
- Grants Evaluation Panel Review**: Members of the Grants Evaluation Panel will meet to review LOI submissions and make funding recommendations to the CoC Board on August 6, 2019.
- Preliminary Recommendations**: All applicants will be notified of the preliminary funding decisions made by the Grants Evaluation Panel on August 7, 2019. Projects that risk loss of funding are given the opportunity to appeal the decision at the CoC Board meeting on August 13, 2019.
- CoC Board Approval**: The CoC Board will meet to approve...

Pasadena CoC – Local Competition Announcement

Renewal Project Evaluation and Scoring Tool

2019 LOI-Evaluation-Criteria.pdf

1 / 10

2019 Evaluation Criteria for Renewal Continuum of Care Funding
Pasadena CoC

CoC-Funded Renewal Projects Evaluation Criteria

2019 Scoring Tool for Renewal Projects

Score Breakdown

Summary of Factors	Points Possible	Points Assigned
Threshold Requirements	Pass/Fail	
HMIS Data Quality	10	
Bed Utilization	7	
System Performance Measures	50	
CoC Engagement and Collaborative Capacity	15	
Financial Efficiency and Management	13	
Policies & Procedures	5	
Total	100	

9:04 AM
8/7/2019

Pasadena CoC – Local Competition Announcement

New Projects Evaluation and Scoring Tools

The screenshot shows a web browser window displaying the Pasadena Partnership website. The browser's address bar shows the URL <https://pasadenapartnership.org/coc-new-projects/>. The website header includes the Pasadena Partnership logo and navigation links: Find Help, For Providers, Committees, Homeless Count, About Us, and Events. The main content area features several key announcements:

- New CoC Projects Application**: Available Now, with a Download link.
- PDF of New CoC Projects Application**: Available for Download.
- New Projects Workshop Presentation**: Available Now, with a Download link.
- Grants Evaluation Panel on August 20, 2019**: Applicants not selected to move forward in the competition are given the opportunity to appeal the RFA process at the CoC Board meeting by August 23, 2019.
- CoC Board Approval**: The CoC Board will meet to approve the new projects that have been recommended for inclusion in the 2019 CoC Consolidated application by the CoC Grants Evaluation Panel on August 26, 2019.

A red rectangular box highlights the **2019 Rating and Ranking Tools** section, which contains the following information:

2019 Rating and Ranking Tools

The Grants Evaluation Panel will review and tentatively score new project applications using the below Rating and Ranking Tools.

- New or Expansion Permanent Housing**: Rating and ranking tool for new or expanded permanent housing projects, including Permanent Supportive Housing (PSH) and Domestic Violence Rapid Rehousing (DV RRH). Download Tool
- Domestic Violence SSO-CE**: Rating and ranking tool for Domestic Violence Supportive Services Only - Coordinated Entry (DV SSO-CE) projects. Download Tool

The Windows taskbar at the bottom shows the time as 9:05 AM on 8/7/2019. The desktop background is a blue abstract image, and the taskbar includes icons for Recycle Bin, CoC Applicant D..., Microsoft Edge, Dropbox, Emphasys Elite, Diana, New Projects Deadline, and Google Chrome.

Pasadena CoC – Local Competition Announcement

CoC Bonus Evaluation and Scoring Tool (PSH and DV RRH)

2019 Evaluation Criteria for New/Expansion PSH and DV RRH Projects
Pasadena Continuum of Care

CoC New Projects Evaluation Criteria

2019 Scoring Tool for New/Expansion Permanent Housing Projects

Score Breakdown

Summary of Factors	Points Possible	Points Assigned
Threshold Requirements	Pass/Fail	
Agency Experience	20	
Design of Housing & Supportive Services	30	
Timeliness	10	
Financial Efficiency and Management	20	
Project Ability to Enhance System Performance	20	
Component Type Bonus Points for DV RRH	Up to 5	
Total	105	

9:06 AM
8/7/2019

Pasadena CoC – Local Competition Announcement

DV Bonus Evaluation and Scoring Tool (SSO-CE)

2019 Evaluation Criteria for New/Expansion DV SSO-CE Projects
Pasadena Continuum of Care

CoC New Projects Evaluation Criteria

2019 Scoring Tool for New/Expansion Supportive Services Only- Coordinated Entry Projects

**DV SSO-CE project are not eligible to receive component type prioritization bonus points*

Score Breakdown

Summary of Factors	Points Possible	Points Assigned
Threshold Requirements	Pass/Fail	
Agency Experience	20	
Design of Supportive Services	30	
Timeliness	10	
Financial Efficiency and Management	20	
Project Ability to Enhance System Performance	20	
Total	100	

MEMORANDUM OF UNDERSTANDING

Between

City of Pasadena Department of Housing

And

Flintridge Center

I. PARTIES

This Memorandum of Understanding (herein after referred to as "MOU") is made and entered into by and between the City of Pasadena Department of Housing, the lead agency for the Pasadena Continuum of Care (CoC), and Flintridge Center, an organization in Pasadena that provides education and training opportunities to high-risk individuals within the community.

II. PURPOSE

The purpose of this MOU is to facilitate an agreement between the City of Pasadena Department of Housing, representing the Pasadena CoC, and Flintridge Center. Continuums of Care are required to develop a written agreement a local education or training organization in their geographic area that demonstrates a partnership to ensure access to education and training opportunities for people experiencing homelessness. This agreement serves to establish a working relationship between the parties and to define their respective roles to support people experiencing homelessness in the Pasadena CoC. The City of Pasadena Department of Housing shall be responsible for providing ongoing housing and homelessness assistance programming to support housing retention and the Flintridge Center shall be responsible for providing meaningful education and training opportunities for Pasadena residents who are experiencing homelessness or living in permanent supportive housing in an effort to enhance reintegration within the community. By signing this document, all parties of this MOU are committed to promoting access to education and training opportunities for people experiencing homelessness and with histories of homelessness.

III. OUTCOMES

It is understood that the City of Pasadena Department of Housing, on behalf of the Pasadena CoC, will provide:

1. Permanent housing programs and supportive services to people experiencing homelessness and formerly homeless individuals and families to ensure ongoing support and housing stability so participants can successfully achieve self-sufficiency.
2. Homelessness prevention assistance to support people who are experiencing a housing crisis and are at imminent risk of experiencing homelessness in regaining stability and remaining in their home.
3. Coordination and connections to homeless service providers within the CoC that provide case management, Coordinated Entry System (CES) assessments, housing location, and housing navigation services.

It is understood that the Flintridge Center will provide:

1. Services that prepare participants for obtaining and retaining employment, such as life skills training, employability training, and hands-on volunteering.
2. Reintegration services for community members returning from incarceration to help ease their transition back into the community, including monthly reintegration resource fairs, and record change clinics.
3. Programs that engage youth and young adults in education opportunities, including academic tutoring, community service, life skills workshops, and college and career planning.

IV. DURATION

This MOU is at-will and may be modified by mutual consent of authorized officials from either the City of Pasadena Department of Housing or Flintridge Center. This MOU shall become effective upon signature by the authorized officials from the City of Pasadena Department of Housing and Flintridge Center and will remain in effect until modified or terminated by any one of the partners by mutual consent.

V. SIGNATURES

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

CITY OF PASADENA DEPARTMENT OF HOUSING



WILLIAM K. HUANG
Housing Director

9/17/19
Date

FLINTRIDGE CENTER



JOSH MCCURRY
Co-Executive Director

9.17.19
Date



DANIEL TORRES
Co-Executive Director

9.17.19
Date

Workforce Innovation and Opportunity Act

THIS Memorandum of Understanding, is entered into this 1st day of July, 2019, by and between The Foothill Workforce Development Board (hereinafter referred to as FWDB), having its principle office at 1207 E. Green Street Pasadena, CA 91106, and City of Pasadena Housing Department (hereinafter referred to as Housing, existing under and by virtue of the laws of the State of California as an government entity, having its principal office at 649 North Fair Oaks Ave, Pasadena, CA 91103.

Whereas, the FWDB has been designated as a workforce development local area under the Workforce Innovation and Opportunity Act of 2014 (WIOA) 29 U.S.C. 3101 et seq., Public Law 113-128, 128 Stat.1425); and

Whereas, WIOA required the Foothill Policy Board as the Chief Local Elected Official (CLEO) to appoint a local Workforce Development Board to administer, oversee and provide policy guidance in partnership with the Policy Board (CLEO); and

Whereas, the Policy Board (CLEO) has appointed a workforce development board in accordance with WIOA; and

Whereas WIOA (Public Law 113-128) Section 121(c) requires that the local workforce development board together with the agreement of the Policy Board (CLEO) enter into a Memorandum of Understanding with the core and mandatory one-stop partners to address the manner in which services will be coordinated through the America's Job Centers of California; and

Whereas in accordance with WIOA and the State of California Employment Development Department directive, Housing is a required one-stop partner;

NOW THEREFORE in consideration of the premises and the mutual agreements and covenants hereinafter set forth, the parties hereby agree as follows:

ARTICLE I
THE PARTIES

The parties to this MOU are the FWDB and the Housing local administrator for the Housing and Urban Development CDBG program.

ARTICLE II
PURPOSE AND VISION

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local workforce development boards and the America's Job Center of CaliforniaSM (AJCC) partners to establish an agreement concerning the operations of the AJCC delivery system. The purpose of the MOU is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

California's one-stop delivery system, the AJCC, is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking the following:

- Looking to find a job.
- Building basic educational or occupational skills.
- Earning a postsecondary certificate or degree.
- Obtaining guidance on how to make career choices.
- Seeking to identify and hire skilled workers.

The Foothill Workforce Development board is one of the seven boards that comprises the LA Basin Regional Planning Unit (RPU). The RPU is built upon four strategic goals to ensure the regional workforce system: 1) is demand-driven, reflecting the needs of priority sectors; 2) is inclusive and accessible, enabling all individuals to train for and obtain a quality job; 3) seeks alignment across disciplines, including workforce services, education and economic development; and 4) uses regional sector pathway strategies to build a skilled and competitive workforce.

The Foothill Employment and Training Consortium Policy Board has appointed the Foothill Workforce Development Board to work in cooperation with Housing to implement the local vision which is:

To be a leader in the field of workforce development and a premier workforce development agency providing quality programs and services that address the demands of the local labor market, build a sustainable economy and enhance the quality of life of local residents in the San Gabriel Valley and within Los Angeles County.

The FWDB shall also be responsible for working with One Stop Partner to establish a framework for the coordination, alignment and integration of services between the two partners for job seekers, employers and workers accessing America's Job Center of California (AJCC).

Together it is the intent of the parties to braid funds for support of the infrastructure targeted at creating a seamless, effective and cost-efficient system for providing workforce services to the residents and citizens of the Foothill Workforce Development Board six-city local area.

ARTICLE III
AJCC (ONE-STOP) SYSTEM SERVICES

1. The following are the Career Services offered through the AJCC by the FWDB in accordance with WIOA § 121:
 - a. Eligibility determination for the adult, dislocated worker, and youth programs
 - b. Outreach, intake, worker profiling
 - c. Orientation to information and services available through the one-stop
 - d. Initial assessment of literacy, numeracy, and English proficiency, aptitudes, abilities skills gaps and support services needs
 - e. Labor Exchange Services
 - i. Job search
 - ii. Placement
 - iii. career counseling
 - iv. Information on in-demand industry sectors and occupations
 - v. Information on nontraditional employment
 - f. Labor market statistics - local, regional, and national Job vacancy listings
 - g. Referral and coordination of activities to other programs
 - h. Information on skills necessary to get a job in a demand occupation
 - i. Information on skill requirements, and opportunities for advancement
 - j. Performance and cost information for training by program and providers

- k. Information about local area performance
 - l. Performance information for the local one-stop system
 - m. Information on support services and referral to child care, child support, Medicaid, CHIP, SNAP, EITC, TANF, transportation
 - n. Help filing unemployment insurance claims
 - o. Assistance in establishing eligibility for financial aid for training and education programs not provided under WIOA.
 - p. One on one career services to assist in obtaining or retaining a job including:
 - i. Comprehensive assessments of adults and DW
 - ii. Diagnostic testing and other assessments
 - iii. Interviews and evaluation to identify employment barriers and goals
 - iv. Development of an individual employment plan
 - v. Group counseling
 - vi. Individual counseling
 - vii. Career planning
 - q. Workforce preparation activities;
 - r. Financial literacy services
 - s. Out-of-area job search and relocation assistance
 - t. English language acquisition and integrated education and training program
 - u. Follow-up - Workplace counseling for adults / DW Placed in unsubsidized employment for 12 months after the first day on the job
2. The following are the services offered through the AJCC by Housing
- Rental Assistance (Section 8 Rental Assistance Program) for very low, low income residents.
 - Affordable housing opportunities for local residents (rentals/ownership).
 - A vast array of community planning and development activities.
 - Services such as fair housing education, outreach and counseling, landlord/tenant housing mediation services, tenant protections, etc.
 - Financial assistance to local emergency shelters for homeless client including free meals, information/assistance and referrals for social services.
 - The provision of supportive services to homeless, disabled, low income clients
 - Economic development activities in the CDBG Benefit Service Area.
 - Referral or coenrollment to training and placement services offered through the Municipal Assistance Solutions and Hiring (MASH) program.
3. To further the best interests of the individuals seeking workforce services through the AJCC

by the citizens and residents of the FWDB local area, the FWDB and Housing agree

- a. To participate in joint planning, plan development, and modification of activities to accomplish the following:
 - i. Continuous partnership building, including joint planning.
 - ii. Continuous planning in response to state and federal requirements.
 - iii. Responsiveness to local and economic conditions, including employer needs.
 - iv. Adherence to common data collection and reporting needs.
- b. To make the service(s), described in Article V, below from Housing applicable to the partner program available to customers through the one-stop delivery system.
- c. To participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
- d. To participate in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained.

ARTICLE IV
RESPONSIBILITY OF AJCC PARTNERS

1. The AJCC partner agrees to participate in joint planning, plan development, and modification of activities to accomplish the following:
 - a. Continuous partnership building, including joint planning.
 - b. Continuous planning in response to state and federal requirements.
 - c. Responsiveness to local and economic conditions, including employer needs.
 - d. Adherence to common data collection and reporting needs.
2. Make the applicable service(s) applicable to the partner program available to customers through the one-stop delivery system.
3. Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
4. Participate in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained.

ARTICLE V
SHARING/REFERRAL OF CLIENTS

1. FWDB and Housing shall coordinate the services for their mutual customers listed below as follows:

- a. By cross referring prospective participants as they enter the AJCC within the AJCC. By cross referring participants to external offices and by considering the following as a component of outreach and recruitment:
 - i. Ensuring that intake and referral processes are customer-centered and provided by staff trained in customer service.
 - ii. Ensuring that general information regarding AJCC programs, services, activities and resources are made available to all customers, in a manner that is accessible and comprehensible to all customers as appropriate.
 - iii. By providing access through Housing's web-site, electronically, through traditional correspondence, verbally and through social media.
 - iv. By coordinating on collaterals and making joint public announcements as applicable to the various local initiatives.
- b. Entering into agreements with respect to the exchange of information on common participants or in the alternative agreeing to release of information forms, including the use of an electronic referral system between partners.
- c. Learning the eligibility requirements and client profiles for each other's programs to make appropriate referrals.
- d. Sharing information on common participants among case managers.
- e. Learning the support services provided by each other's programs so as to avoid duplication of services
- f. Providing information on training and financial aid capacity to participants who might benefit from training
- g. Sharing information regarding workshops offered in the AJCC to assist with placement opportunities.

ARTICLE VI

INFRASTRUCTURE FUNDING AGREEMENT & OTHER SHARED SYSTEM COSTS

1. The partners agree to share system operating costs in so far as each benefits from participation in the AJCC. The cost of services, operating cost, and infrastructure costs of the system will be funded by all AJCC partners through a negotiated Cost Sharing Agreement based on proportionate use and agreed upon formula. The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs will also agree to contribute their proportionate share towards infrastructure costs.
2. A complete Cost Sharing Agreement will be completed on a schedule established by the State.
3. Housing will ensure that the shared costs are supported by accurate data, the shared costs are consistently applied over time, and the methodology used in determining the shared costs are reflected in the Cost Sharing Agreement that will be attached to this MOU.

4. AJCC partner contributions, regardless of the type, must be reconciled on a regular basis comparing expenses incurred to relative benefits received. The reconciliation process is necessary in order to ensure that the proportionate share each partner program is contributing remains consistent with the cost methodology, is up to date, and in compliance with the terms of the MOU. The partners agree to semi-annually review infrastructure and other system costs to ensure all AJCC partners continue to contribute their fair and equitable share.

The reconciliation schedule will be conducted between the following timeframes:

July 1st to August 30th and December 1st to January 31st of every year the MOU is in effect.

The Foothill Workforce Development Board Deputy Director will be responsible for working with Housing to reconcile AJCC partner contributions. The original signing parties to the MOU agreement will be responsible for approving the reconciliation and any changes to the Cost Sharing Agreement.

ARTICLE VII **ACCESS FOR INDIVIDUALS WITH BARRIERS TO EMPLOYMENT**

1. FWDB and Housing is committed to providing access and opportunities to including individuals with barriers to employment, as defined in section 3(24) of WIOA, such as individuals with disabilities, individuals who are English language learners, recipient of public assistance, and other low-income individuals who are basic skills deficient, to prepare for, obtain, retain, and advance in high-quality jobs and high-demand careers.

The term “individual with a barrier to employment” means a member of 1 or more of the following populations as defined by the Workforce Innovation and Opportunity Act Sec.3.

- Displaced homemakers
- Low-income individuals
- Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
- Individuals with disabilities, including youth who are individuals with disabilities
- Older individuals
- Ex-offenders
- Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or homeless children and youths (as description of defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2)))
- Youth who are in or have aged out of the foster care system
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers, as defined in section 167(i)
- Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of

- the Social Security Act (42 U.S.C. 601 et seq.)
- Single parents (including single pregnant women)
 - Long-term unemployed individuals
 - Such other groups as the Governor involved determines

2. Housing is committed to:

- a. Ensuring each of their policies, procedures, programs, and services are in compliance with the Americans with Disabilities Act of 1990 and its amendments, in order to provide equal access to all customers with disabilities
- b. Ensuring compliance with the provisions of WIOA, Title VII of the civil Rights act of 1964, the Age Decimation Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37 and all other regulations implementing the aforementioned laws.

ARTICLE VIII
SHARED TECHNOLOGY AND SYSTEM SECURITY

1. WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC Partner agrees to the following:
 - a. Complying with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
 - b. The principles of common reporting and shared information through electronic mechanisms, including shared technology.
 - c. Sharing information to the greatest extent allowable under their governing legislation and confidentiality requirements as benefits the customers of the FWDB AJCC.
 - d. Develop technological enhancements that allow interfaces of common information needs, as appropriate.
 - e. Developing system security measures applicable to all partners in the local AJCC whether co-located or joined through technological means.

ARTICLE IX
CONFIDENTIALITY

1. Maintaining the confidentiality of all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence and use them solely for purposes directly related to such services. Housing agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or

requirement to assure the following:

- i. All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- ii. No person will publish, disclose, use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- iii. Abiding by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere and shall share information necessary for the administration of the program as allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- iv. Sharing Client information only for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

ARTICLE X
NON-DISCRIMINATION AND EQUAL OPPORTUNITY

1. Neither the FWDB nor Housing shall unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.
2. Housing and FWDB will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

ARTICLE XI
GRIEVANCES AND COMPLAINTS PROCEDURE

1. FWDB and Housing agree to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The procedures will allow customers to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

ARTICLE XII
AMERICANS WITH DISABILITIES ACT AND AMENDMENTS COMPLIANCE

1. FWDB and Housing agree to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the civil Rights act of 1964, the Age Decimation Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37 and all other regulations implementing the aforementioned laws.

ARTICLE XIII
EFFECTIVE DATES AND TERM OF MOU

1. This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, commencing on the date of execution by all parties. The MOU will be reviewed not less than once every three years to identify any substantial changes such as changes in signatory official of the Local Board, CEO, or AJCC partner(s).

The IFA will be updated annually if any significant changes occur that requires an update to any relevant component of the MOU. Significant changes include actions that would affect the proportionate shares of the collocated partners, such as a partner moving in our out of the AJCC.

2. Modifications and Revisions

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

3. Termination

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. In the event that it becomes necessary for one or more parties to cease being a part of this this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

ARTICLE XV
ADMINISTRATION AND OPERATONS MANAGEMENT

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

1. Each partner will be responsible for the supervision of its on-site staff regarding employee policies and procedures. The day to day supervision of staff assigned to the AJCC will be the responsibility of the site supervisor for the partner. The original employer of staff assigned to the AJCC will continue to set the priorities of its staff.

2. Dispute Resolution

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution.

3. Press Releases and Communications

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The parties agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage. This also includes letterhead, envelopes, business cards, any written correspondence and fax transmittals.

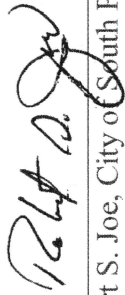
4. Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

Signature Page

By signing below, all parties agree to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

Chief Elected Official



Robert S. Joe, City of South Pasadena

7/1/19
Date

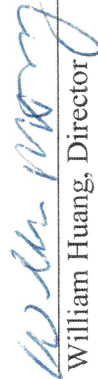
Foothill Workforce Development Board Chair



Daniel J. Lien, Chair

8/20/2019
Date

City of Pasadena Housing Department



William Huang, Director

7/1/19
Date

FWDB AJCC Applicable Career Services

Organization Name: City Of Pasadena Housing Department

WIOA Authorized Program: Housing and Urban Development CDBG Program

Cost Allocation Method: Assigned FTEs (The proportion of Full-Time Equivalent partner program staff at the AJCC assigned to deliver specific service/activity)

Column 1	Column 2		Column 3	Column 4	Column 5	Column 6
	Check Box Below Only if Included in Your Phase I MOU					
Basic Career Services	On-Site	Off-Site	Total Annual Customers Served:	Number of Assigned FTEs/Total Number of All Staff at AJCC Equals /Percentage of Staff	Annual Cost Beginning for Services Delivered July 1, 2019	1. Describe all costs associated with each FTE 2. Describe all Non-FTE costs if applicable
T-I Program Eligibility						
Outreach, Intake, Orient						
Initial Assessment						
Labor Exchange/Job Search						
Referrals to Partners						
LMI						
Performance/Cost Info						
Support Service Info						
UI Info/Assistance						
Financial Aid Info						
Total FTEs						
Total Cost						

FWDB AJCC Applicable Career Services

Organization Name: City of Pasadena Housing Department

WIOA Authorized Program: Housing and Urban Development CDBG Program

Cost Allocation Method: Assigned FTEs (The proportion of Full-Time Equivalent partner program staff assigned to deliver the service/activity)

Column 1	Column 2		Column 3	Column 4	Column 5	Column 6
Individual Career Services	Check Box Below Only if Included in Your Phase I MOU		Total Annual Customers Served: _____	Number of Assigned FTEs/Total Number of All Staff at AJCC Equals /Percentage of Staff	Annual Cost Beginning for Services Delivered July 1, 2019	1. Describe all costs associated with each FTE 2. Describe all Non-FTE costs if applicable
	On-Site	Off-Site				
Comp Assessment						
IEP						
Career Plan/Counsel						
Short-Term Pre-vocational		x			\$73,933	CDBG funds provided for Entrepreneurial Training
Internships/Work Experience						
Out-of-Area Job Search						
Financial Literacy						
IET/ELA						
Workforce Preparation						
Total FTEs				1		
Total Cost					\$73,933	

FWDB AJCC Partner Shared One-Stop System Costs - Cost Sharing Agreement

Organization Name: City of Pasadena Housing Department **WIOA Authorized Program: Housing and Urban Development CDBG Program**

Cost Allocation Method: Assigned FTEs (The proportion of Full-Time Equivalent partner program staff assigned to deliver the service/activity)

Column 1	Column 2		Column 3	Column 4	Column 5	Column 6
Individual Career Services	Check Box Below Only if included in Your Phase I MOU		Total Annual Customers Served: _____	Number of Assigned FTEs/Total Number of All Staff at AJCC Equals /Percentage of Staff	Annual Cost Beginning for Services Delivered July 1, 2019	1. Describe all costs associated with each FTE 2. Describe all Non-FTE costs if applicable
	On-Site	Off-Site				
<u>Shared</u> Initial Intake Activities (e.g., Outreach, Orientation, Intake, Other)						
<u>Shared</u> Initial Assessments of Customer Needs (Career Interests, Aptitudes, Work Readiness, Other)						
<u>Shared</u> Appraisals of Basic Skills						
<u>Shared</u> Identification of Appropriate Services to Meet Customer Needs						
Total FTEs						
Total Cost						

Organization Name: City of Pasadena Housing Department

Cost Allocation Method: Assigned FTEs (The proportion of Full-Time Equivalent partner program staff assigned to deliver the service/activity)

Column 1 Shared One-Stop System Services and Activities	Column 2 Check Box Below Only if Included in Your Phase I MOU		Column 3 Total Annual Customers Served: _____	Column 4 Number of Assigned FTEs/Total Number of All Staff at AJCC Equals /Percentage of Staff	Column 5 Annual Cost Beginning July 1, 2019	Column 6 1. Describe all costs associated with each FTE 2. Describe all Non-FTE costs if applicable
	On-Site	Off-Site				
<u>Shared</u> AJCC Customer Referral Activities (e.g.. participation on an AJCC "Welcome Team")						
<u>Shared</u> Business Services Team Activities (i.e., activities provided directly to an employer(s))						
<u>Staff Cross-Training</u> (Any staff cross-training on your programs and program eligibility)						
<u>Shared Personnel</u> (AJCC receptionists and/or on-site managers)						
Total Number of Services Provided to Individuals						
Total FTEs						
Total Cost						

Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available

By signing below, all parties agree that when data are available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.


Chief Elected Official



Robert S. Joe, City of South Pasadena

7/1/2019
Date

Foothill Workforce Development Board Chair



Daniel J. Lien, Chair

Date

City of Pasadena Housing Department



William Huang, Director

7/1/19
Date