# January 2017 Steering Committee Meeting

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AGENDA

I. Call to Order – Daphne Lemelle
   a) Roll Call – TBD

II. New Steering Committee Members – Daphne Lemelle
   a) Welcome Kim Kornmayer
   b) Acceptance of Provider Representative – Gregory Pate (Resolution 1.2017)
   c) Confirmation of Consumer Representative – Karl Erikson (Resolution 2.2017)

III. Lead Agency Report -- Add to official minutes

IV. Old Business
   a) Updated ESG Standards for approval (Resolution 3.2017) – Eva Thibaudeau
   b) TDHCA ESG competition – Eva Thibaudeau
   c) 2017 Annual Point in Time Homeless Count: January 24, 25, 26 (weather day 27th) – Eva Thibaudeau
   d) The Way Home Community Conversation 2017 – Eva Thibaudeau

V. New Business
   a) News from Federal Partners – Eva Thibaudeau

VI. Announcements

VII. Public Comments

VIII. Adjournment
A. Networks, Initiatives and Affinity Groups
   a. CoC Provider Input Forum
      i. The next Provider Input Forum is scheduled for Tuesday, February 21, from 9:00 am to 10:30 am at Harris County CSD 8410 Lantern Point Drive, Houston, Texas.

   b. Housing Houston’s Heroes
      i. The SSVF workgroup meets the second Thursday Monthly from 11am-12:30pm. The 2017 SSVF program launch will be held in San Diego on the week of February 6. Each of the five SSVF agencies has remained funded and will participate. There will also be coordination with the CoC at the launch.
      ii. VA National has instructed all local VA’s to conduct a housing surge of Veterans prior to the 2017 Homeless Count. To this end, the CoC is working with the Houston VA to coordinate activities related to this surge. Data was provided to the VA that showed the number of Veterans that were a) in HMIS and not housed and b) were identified during the 2016 count. The VA ran this list against their system to determine which Veterans were not eligible for VA housing or services. The remaining list of 81 will be sent back to the CoC for non-VA housing while the others will be housed through the VA.

   c. Youth/Young Adult Affinity Group
      i. Coalition for the Homeless submitted the application for the Youth Demonstration Project.

   d. RRH Workgroup
      i. The RRH Expansion Workgroup meets twice a month. The Project Manager conducts a monthly staffing with each team and facilities a Peer Group for the Case Managers.
      ii. The FAI/CMI meeting is conducted Tuesdays from 11:30 to 12:30 pm.
      iii. The ESG Funders Collaborative workgroup meets monthly and is comprised of Cities of Houston and Pasadena, Counties of Fort Bend and Harris and the CoC Lead Agency representing the CoC.

   e. Coordinated Access Workgroup
      i. 1115 team meetings conducted weekly from 3-4 on Wednesdays.
      ii. 1185 team meetings conducted weekly on Mondays from 3-4 pm.
      iii. The Coordinated Access workgroup only meets as needed.
      iv. The Permanent Supportive Housing Workgroup only meets as needed.
      v. Two new Coordinated Access Assessors from Montgomery Count were trained. Continued planning for expanding Coordinated Access into Fort Bend is underway.
vi. The revised Coordinated Access vulnerability tools were implemented in late December. The reassessment process for all clients previously assessed began on December 19, 2016.

vii. DV CA started a 6-month pilot phase with existing agency permanent housing on October 3rd.

f. Income Now Workgroup
   i. The Income Now Implementation Workgroup meets weekly on Tuesdays from 2:30pm to 4:00pm at SEARCH. The meeting rotates weekly between full implementations team and supervisors meeting.
   ii. The SOAR Workgroup will meet January 12 to monitor implementation in and to continue with action steps to increase system capacity.
   iii. The SOAR transition team meets weekly. The SOAR workflow has been completed in HMIS as of December 20, 2016.

B. Other CoC Items
   b. The Downtown Transition meetings are now occurring as needed.
   c. The 2017 PIT survey tool was finalized and tablets tested.
   d. HUD announced the awards for the FY2016 CoC NOFA. TX-700/The Way Home CoC was awarded $33,233,058. This is an increase of over $1M in projects and five new projects for our Continuum adding 354 beds to our community.
   e. The Medical Respite Workgroup continues to meet as needed and a new subgroup was identified from it. This HOT List Workgroup’s purpose is to identify the characteristics of the most vulnerable homeless clients in Harris County. A by-name “hot” list of these clients is being created and each client will be assigned to a designated outreach team.
   f. The AHAR was submitted on December 8, 2016. The sample site of Houston was accepted by HUD as “usable” data in all categories. The Harris County area included both Fort Bend & Montgomery Counties. Only PSH data was deemed usable by HUD for this area, primarily due to the transfer of Montgomery County from the Balance of State CoC. The HMIS Reporting Manager is working with all Montgomery County agencies to begin data clean-up in preparation for the 2017 PIT.
   g. The Landlord Marketing Group will host educational events for landlords and property managers in 2017. The group will meet soon to begin planning for these events. The group is also still working with Harris County Community Services Department to optimize the Housing Resource Center for use by The Way Home programs.
   h. Fort Bend County
      i. Local PIT training for volunteers and surveyors has been scheduled for January 19th at United Way of Fort Bend.
      ii. Attended Fort Bend Chamber’s New Member Reception to expand networking and education concerning homelessness in the county.
iii. Final stages reached in establishing Navigation Hub in Richmond through a partnership with Friends of North Richmond (providing space) and Family Houston (providing case management).

iv. Continued attendance at monthly meetings including local city councils, Fort Bend Chamber Network Nites, and Fort Bend Commissioners Court Meetings, Fort Bend Connection and Fort Bend Veterans.

v. Met with local police officials, including Fort Bend Sheriff’s Office, Richmond PD, Sugar Land PD, Stafford PD and Missouri City PD. All agencies have agreed to contact us on PIT count if they identify any homeless individuals.

vi. Meeting and tour of new Texas State Technical College in Rosenberg with Income Now and Workforce Solutions to discuss potential partnership.

i. Montgomery County

i. A meeting with Workforce Solutions Regional Navigator and Workforce Solutions Director in Conroe. Will monitor drop ins of homeless persons/customers in their office to determine capacity and need for employment counselor.

ii. Set up location for HMIS Client Track monthly trainings in Conroe for employees and volunteers of current agencies who are new users.

iii. September 15 was a full meeting day to familiarize our Eva with an overview of Montgomery County and introductions to county and city officials: Housing Authority, City Mayor and City Administrator, County Judge, Conroe and Montgomery County CDBG Directors.

iv. Coordinated meeting with Community Youth Outreach partners about housing options for homeless youth.

v. Provided more information concerning membership in The Way Home CoC to the attendees of the monthly meeting for the Montgomery County Homeless Coalition.

vi. Organized a session for agencies currently using Client Track to learn more about a data quality plan and reporting expectations.

vii. October 27 was another day for Eva in Conroe to meet with agencies who are prospective hub sites for CA.

Agencies attending: Salvation Army, The Women's Center, Star of Hope, Fresh Start, Family Promise, Montgomery County Youth Services Bridgeway House, Hope's Path for youth aging out of foster care and Community Youth Outreach for homeless youth.
THE WAY HOME CONTINUUM OF CARE
EMERGENCY SOLUTIONS GRANTS
PROGRAM
WRITTEN STANDARDS

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INTRODUCTION

The Way Home Continuum of Care has developed the following standards for providing assistance with Emergency Solutions Grants (ESG) funds as required by 24 CFR 576.400 (e). These standards were created in coordination with the City of Houston Housing and Community Development Department, City of Pasadena Community Development, Harris County Community Services Department, Houston/Harris County Continuum of Care which includes Harris County, the City of Houston, Fort Bend County and the City of Pasadena, and Texas Department of Housing and Community Affairs funding within the CoC geographic area. They are in accordance with the interim rule for the Emergency Solutions Grants Program released by the U.S. Department of Housing and Urban Development on December 4, 2011 and the final rule for the definition of homelessness also released by the U.S. Department of Housing and Urban Development on December 4, 2011.

The Way Home Continuum of Care expects that the standards will adjust as The Way Home Continuum of Care gains more experience with and collects more data from services provided with the Emergency Solutions Grants program. The Standards serve as the guiding principles for funding programs. The Business Rules outline the operations and process for carrying out each program component.

STANDARDS APPLICABLE TO ALL PROGRAM COMPONENTS

ELIGIBLE ESG PROGRAM COMPONENTS

There are six (6) ESG Program Components:

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

Funds for ESG can be used to support any of the eligible components. The Way Home Continuum of Care gives priority to funding that supports securing housing options for homeless households and to support the expansion of rapid re-housing.
COORDINATED ASSESSMENT & SERVICES AMONG PROVIDERS

The Way Home Continuum of Care expects that all providers participate in the coordinated assessment system. The system consists of an electronic assessment system housed in the HMIS and a dedicated Project Manager through the CoC Lead Agency. Coordinated assessment uses a common housing assessment and triage tool to ensure that all homeless individuals are referred to the appropriate housing intervention. Coordinated Assessment will be used as each housing intervention supported by ESG is fully integrated into the system referral process. Prior to full implementation of coordinated assessment, agencies may continue to accept direct referrals from individuals and other agencies.

Designate staff members for CoC Provider Input forum: The Provider Input Forum is the venue where providers give and receive information regarding CoC strategies and policies. CoC Provider Input Forums will meet quarterly, or more often as required by current CoC policies. Each agency will assign two representatives to the input forum, in addition to one member (CEO/ED) who has decision making capacity for the program. To maintain good standing in The Way Home CoC, Members will be required to participate in Provider Input Forums each year; organizational members of the CoC will be expected to have authorized representatives attend at least three-quarters of the four annual Provider Input Forums.

Participate in any standardized training as designated by ESG funders and offered through CoC. The CoC will provide a vetted and standardized training curriculum for all housing stability case managers. Training will be available for all agencies providing case management for housing based services. The curriculum and standards will be developed as part of and in partnership with the Continuum of Care Technical Assistance plan from the Department of Housing and Urban Development. This will focus on the requirements of maintaining stable housing and ensure access to mainstream resources that will provide ongoing, necessary supportive services for households.

COORDINATING WITH MAINSTREAM AND TARGETED HOMELESS PROVIDERS

The Way Home Continuum of Care expects that every agency that is funded through ESG will coordinate with and access mainstream and other targeted homeless resources. The Way Home Continuum of Care will evaluate performance of each provider based on outcomes achieved. Outcomes are outlined and updated in the housing models adopted by the CoC
Steering committee. These outcome measures will be used to evaluate program success annually. The Way Home Continuum of Care will use this and other performance metrics to guide funding decisions for ESG funded programs. Required outcomes for each intervention will match the outcomes approved by the CoC Steering Committee annually.

**FAIR HOUSING ACT COMPLIANCE**

The Department of Housing and Urban Development ("HUD") is responsible for enforcing the federal Fair Housing Act (the "Act"), which prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, familial status, and disability. One type of disability discrimination prohibited by the Act is the refusal to make reasonable accommodations in rules, policies, practices, or services when such accommodations may be necessary to afford a person with a disability equal opportunity to use and enjoy a dwelling. HUD and DOJ frequently respond to complaints alleging that housing providers have violated the Act by refusing reasonable accommodations to persons with disabilities. State and federal laws require entities to make reasonable changes to policies, practices, procedures and/or physical changes to housing units and/or buildings if such changes are necessary to enable a person with a disability to have equal access to the housing and/or building. Please note that such changes must be necessary as a result of the person’s disability. Please refer to [http://www.hud.gov/offices/fheo/library/huddojstatement.pdf](http://www.hud.gov/offices/fheo/library/huddojstatement.pdf) for more information as to what this policy entails.

Agencies receiving ESG Funds must have a policy in place for program recipients to request reasonable accommodations.

**STANDARDS SPECIFIC TO EMERGENCY SHELTER**

**ELIGIBILITY: HOMELESS STATUS**

Homeless clients entering into the shelter system must meet the HUD criteria for homelessness as either literally homeless (Homeless Category 1), at imminent risk of homelessness (Homeless Category 2), homeless under another federal statute (Homeless Category 3), or fleeing/attempting to flee domestic violence (Homeless Category 4).

For additional details related to the HUD definition of Homeless and applicability to each program component, see Appendix A and Appendix C.
ELIGIBILITY: INTAKE AND ASSESSMENT

As already indicated above under Coordinated Assessment & Services, case managers will use the Continuum wide assessment tool to review client situation, understand eligibility, and begin the process of determining length of assistance. The tool will include an assessment form for diversion that providers are currently testing. Once testing has been finalized, the diversion assessment will be required for all providers, including DV providers.

ELIGIBILITY: PRIORITIZATION & REFERRAL POLICIES

Emergency shelters will prioritize individuals/families that:

- Cannot be diverted; and
- Are literally homeless; and
- Can be safely accommodated in the shelter; and
- Are not in need of emergency medical or psychiatric services or are a danger to self or others.

Also note the following:

- Emergency Shelters cannot discriminate per HUD regulations.
- There are no requirements related to ID, income or employment;
- Transgender placement is based on self-identification of gender.

STANDARDS SPECIFIC TO HOMELESSNESS PREVENTION

ELIGIBILITY: HOMELESS STATUS

Homelessness Prevention funds may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in §576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD and noted in Attachment A.

ELIGIBILITY: INTAKE AND ASSESSMENT

As already indicated above under Coordinated Assessment & Services, case managers will use the Continuum wide assessment tool to review client situation, understand eligibility, and begin
the process of determining length of assistance. The tool will include an assessment form for diversion that providers are currently testing. Once testing has been finalized, the diversion assessment will be required for all providers, including DV providers.

STANDARDS SPECIFIC TO STREET OUTREACH

STANDARDS SPECIFIC TO HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

ELIGIBILITY: STATUS AS HOMELESS OR AT-RISK OF HOMELESSNESS

HOMELESSNESS PREVENTION

Individuals/families, who meet the HUD criteria for the following definitions, are eligible for Homelessness Prevention assistance:

- At Risk of Homelessness
- Homeless Category 2: Imminently at-risk of homelessness
- Homeless Category 3: Homeless under other federal statute and
- Homeless Category 4: Fleeing/attempting to flee DV (as long as the individuals/families fleeing or attempting to flee DV are not also literally homeless. If the individuals/families are also literally homeless they would actually qualify for Rapid Re-Housing instead. See below.)

Additional eligibility requirements related to Homelessness Prevention include:

- **Proof of residence** within The Way Home Continuum of Care service area.
- **Total household income below 30 percent of Area Family Income** (AFI) for the area at initial assessment. Clients must provide documentation of household income, including documentation of unemployment and zero income affidavit for clients without income.

**RAPID RE-HOUSING**

Individuals/families, who meet the HUD criteria for the following definitions, are eligible for Rapid Re-Housing assistance:

- Homeless Category 1: Literally homeless
- Homeless Category 4: Fleeing/attempting to flee DV (as long as the individuals/families fleeing or attempting to flee DV are also literally homeless).

For additional details related to the HUD definition of Homeless and At Risk of Homelessness and applicability of these definitions to each program component, see Appendix A, B and C.

**ELIGIBILITY: INTAKE AND ASSESSMENT**

Once coordinated access is available for all housing interventions, all clients must have an initial eligibility assessment and triage for appropriate housing by a specially trained housing assessor. All clients come through coordinated access and are assessed using the housing triage in HMIS. Housing triage will identify, based on the standard assessment, individuals who are best suited for rapid re-housing. The standard assessment accounts for length and frequency of homelessness, physical and mental health status, criminal history, veteran status, domestic violence experience, substance abuse conditions and employment history.

**TARGETED POPULATIONS: CLIENT PRIORITIZATION**

**HOMELESSNESS PREVENTION**

Note that all targeted individuals and families described below have to meet the minimum HUD requirements for eligibility to HP.

The Way Home Continuum of Care will use a shared assessment form that will target those clients with the most barriers to housing. Each barrier will have an allotment of points, and the higher score (and more barriers) the more likely the client will receive services. The assessment of barriers is based on an objective review of each client’s current situation using the tool
rather than the subjective opinion of a case manager assessing each client’s needs. All clients must have a minimum score of 20 to receive assistance. See Appendix D for a copy of the assessment form.

Additionally, The Way Home Continuum of Care prioritizes and assists households who have previously received Rapid Re-Housing assistance and are at risk of becoming homeless again regardless of barrier assessment score. These households will be identified and triaged through the Coordinated Access system.

### RAPID RE-HOUSING

Coordinated access will prioritize individuals who are currently homeless but not in need of permanent supportive housing as eligible for rapid re-housing. This can include, but is not limited to individuals and households who,

- are first time homeless;
- have few recent episodes of homelessness; or
- are part of a family that is homeless.

It should be noted, rapid re-housing funds are directed to individuals with income or work history and skills that indicate employability.

### FINANCIAL ASSISTANCE

#### DURATION AND AMOUNT OF ASSISTANCE

The Way Home Continuum of Care has adopted the CoC approved Housing Models and Business Rules to measure community outcomes for all housing interventions. The CoC requires that all subrecipients for ESG Rapid Re-Housing funds use the CoC-wide assessment tools to assist in determining the duration and amount of assistance. The tools do not dictate the amount of assistance that each household receives, but guides the case manager and client to determine the appropriate amount of assistance for each household.

- All clients are assessed to determine initial need and create a budget to outline planned need for assistance.
• Agencies cannot set organizational maximums or minimums but must rely on the CoC standardized tools to evaluate household need.
• Through case management, client files are reviewed monthly to ensure that planned expenditures for the month validate the financial assistance request.
• The Way Home Continuum of Care expects that households will receive the minimum amount of assistance necessary to stabilize in housing.

Clients cannot exceed 24 months of assistance in a 36 month period. The Rapid Re-Housing Business Rules outline processes that may require supervisory approval.

**PARTICIPANT SHARE**

Participant share will be determined by use of common assessment and budgeting tools approved through The Way Home Continuum of Care. These tools will assist in determining the monthly assistance and client contribution amounts. Clients will participate in the development of their individual housing plan with a case manager. The housing plan will be based on client goals and shared goals for achieving housing stability. Case managers will use the housing plan to assist in determining the client contribution toward rent. Clients are expected to contribute a portion of their income based on budgeting to ensure housing stability. Financial assistance is available for households with zero income. Details of when clients are terminated or redirected to a more appropriate intervention are outlined in the business rules.

**HOUSING STABILIZATION AND RELOCATION RELATED ASSISTANCE AND SERVICES**

**REQUIRED SERVICES: CASE MANAGEMENT & CASE LOADS**

The Way Home Continuum of Care requires that all clients are referred to a case manager through the coordinated access system. Coordinated access will triage homeless clients for rapid re-housing that are in need of short to medium term assistance based on individual circumstances and vulnerability. Coordinated Access Assessors will refer to a rapid re-housing case manager who is contracted through a case management intermediary contracted by local funders. The case manager will perform an individual assessment and create a housing plan using the common assessment tools. This begins the process to rapidly re-house the homeless household as quickly and efficiently as possible.

Homelessness prevention clients must have an initial home visit when first approved for assistance and subsequent house visits with each recertification every three months. It is
expected that case managers will conduct office visits with homelessness prevention clients between home visits, at least once per month. Case managers and program managers are encouraged to provide more than the minimum required services through case management.

Rapid re-housing case managers will maintain an average case load of 35 clients. This will allow case managers to provide quality case management and ensure that services are targeted to individuals most likely to be successful with rapid re-housing assistance. As the rapid re-housing program for the continuum expands, this number may increase.

Case management includes housing assistance and home and office visits determined by client need and supported by the housing plan.

As required by the Continuum of Care Housing Models, case managers are expected to follow up with clients that have successfully exited rapid re-housing case management at a minimum of 30 days after exiting the program. Clients who remain in housing for 90 days after exiting rapid re-housing, identified through HMIS, are categorized as stably housed.

Case management staff must communicate with the landlord and ensure that they have an updated copy of the Rental Assistance Agreement and are aware of anticipated changes to the participant rent share.

### REQUIRED SERVICES: HOUSING LOCATION SERVICES

Any subrecipient of ESG assistance must also agree to utilize and may contribute to the function of housing specialist for households receiving rapid re-housing. This specialized position will be dedicated to finding appropriate housing and developing relationships with affordable housing providers so that ESG clients have greater access to housing choice, rather than expecting that clients must navigate the system on their own.

### REQUIRED SERVICES: INSPECTION AND LANDLORD AGREEMENT

Any unit that receives financial assistance through rapid re-housing must pass a Housing Quality Standards Inspection as outlined in the ESG regulations. The inspections will be conducted by a qualified agency with expertise in inspection and the process for identifying units and conducting an inspection is outlined in the rapid re-housing business rules.

Any unit that receives rental assistance payments through rapid re-housing must have an agreement in place between the financial assistance intermediary and the property. The rental assistance agreement details the terms under which rental assistance will be provided. The
rental assistance agreement outlines the requirements for rental payment as well as terms regarding any notice to vacate or eviction by the owner.

**INELIGIBLE SERVICES: CREDIT REPAIR AND LEGAL SERVICES**

The Way Home Continuum of Care will not allow ESG funds to be used for credit repair or legal services. These services are deemed ineligible activities. The Way Home Continuum of Care has found limited access to this resource by clients and providers and will instead encourage the use mainstream service providers and establish them as part of the system of providers with formal relationship.

**OPTIONAL SERVICES: SECURITY/UTILITY DEPOSITS**

Rental and utility deposits can be included in housing stabilization services as dictated by the housing stabilization plan. Rental and utility deposits can be included in lieu of or in combination with rental assistance for a unit. Requirements for inspections and rental assistance agreements for units with only security deposits are outlined in the rapid re-housing business rules.

- Security deposits can cover up to two months of rent.
- Deposits may remain with the client if they are stably housed as outlined in the case management and caseloads section.
- Security and utility deposit transactions will be managed through the case management fiscal agent and are outlined in the business rules.

**OPTIONAL SERVICES: RENTAL APPLICATION FEES**

The Way Home Continuum of Care expects that rapid re-housing location specialists will work closely with housing providers and establish trusting relationships among landlords in a way that will encourage property owners and managers to waive application fees for rental properties. To that end, application fees can only be provided for one application at a time; but note that this only limits the number of applications that require application fees. Case managers and housing specialists can and should work with clients and landlords to process as many free applications as possible.
ELIGIBILITY: PERIODIC RE-CERTIFICATION

All case managers are required to re-certify clients based on the following schedule. At that time, a case manager may decide to extend, decrease or discontinue providing assistance.

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<thead>
<tr>
<th>Program Component</th>
<th>Schedule</th>
<th>Re-certification Criteria</th>
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<tbody>
<tr>
<td>Homelessness Prevention</td>
<td>Every 3 months</td>
<td>For both HP and RRH, to continue to receive assistance, clients must</td>
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<tr>
<td></td>
<td></td>
<td>• be at or below 30% AFI AND</td>
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<td></td>
<td></td>
<td>• lack sufficient resources and support networks necessary to retain housing without ESG assistance.</td>
</tr>
<tr>
<td>Rapid Re-Housing</td>
<td>Annually</td>
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STANDARDS SPECIFIC TO ADMINISTRATIVE COSTS
<table>
<thead>
<tr>
<th>Category</th>
<th>Definition</th>
<th>Details</th>
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| Category 1: Literally Homeless | Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: | • Has a primary nighttime residence that is a public or private place not meant for human habitation;  
 • Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or  
 • Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution |
| Category 2: Imminent Risk of Homelessness | Individual or family who will imminently lose their primary nighttime residence, provided that: | • Residence will be lost within 14 days of the date of application for homeless assistance;  
 • No subsequent residence has been identified; and  
 • The individual or family lacks the resources or support networks needed to obtain other permanent housing |
| Category 3: Homeless under other Federal statutes | Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: | • Are defined as homeless under the other listed federal statutes;  
 • Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;  
 • Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and  
 • Can be expected to continue in such status for an extended period of time due to special needs or barriers |
| Category 4: Fleeing/Attempting to Flee DV | Any individual or family who: | • Is fleeing, or is attempting to flee, domestic violence;  
 • Has no other residence; and  
 • Lacks the resources or support networks to obtain other permanent housing |
### APPENDIX B: HUD DEFINITION FOR AT RISK OF HOMELESSNESS

<table>
<thead>
<tr>
<th>Category</th>
<th>Individuals and Families</th>
<th>Unaccompanied Children and Youth</th>
<th>Families with Children and Youth</th>
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<tbody>
<tr>
<td><strong>Category 1</strong></td>
<td>An individual or family who: (i) Has an annual income below 30% of median family income for the area; <strong>AND</strong> (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; <strong>AND</strong> (iii) Meets one of the following conditions: A. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <strong>OR</strong> B. Is living in the home of another because of economic hardship; <strong>OR</strong> C. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; <strong>OR</strong> D. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; <strong>OR</strong> E. Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; <strong>OR</strong> F. Is exiting a publicly funded institution or system of care; <strong>OR</strong> G. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan.</td>
<td>A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute</td>
<td>An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.</td>
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## APPENDIX C: CROSS WALK OF HUD HOMELESS AND AT RISK DEFINITIONS AND ELIGIBILITY TO ESG PROGRAM COMPONENTS

<table>
<thead>
<tr>
<th>Eligibility by Component</th>
<th>Emergency Shelter</th>
<th>Individuals and families defined as Homeless under the following categories are eligible for assistance in ES projects:</th>
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<td>• Category 1: Literally Homeless</td>
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<td></td>
<td>• Category 1: Literally Homeless</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Category 4: Fleeing/Attempting to Flee DV (if the individual or family is also literally homeless)</td>
</tr>
<tr>
<td></td>
<td>Homelessness Prevention</td>
<td>Individuals and families defined as Homeless under the following categories are eligible for assistance in HP projects:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Category 2: Imminent Risk of Homeless</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Category 3: Homeless Under Other Federal Statutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Category 4: Fleeing/Attempting to Flee DV (if the individual or family is NOT also literally homeless)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Individuals and families who are defined as At Risk of Homelessness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additionally, HP projects must only serve individuals and families that have an annual income BELOW 30% AMI</td>
</tr>
</tbody>
</table>
Eligibility Requirements

All potential clients will be screened for the following:

**Income** – Only households with income below 30% of the Area Median Income are eligible for Homelessness Prevention services (see Attachment A for income limits)

PLUS

**Trigger Crisis** – An event has occurred which is expected to result in housing loss within 30 days due to one of the listed reasons (see Attachment B for qualifying trigger crises)

PLUS

**No resources or support network to prevent homelessness** – No other options are possible for resolving this crisis. “But for this assistance” this household would become literally homeless—staying in a shelter, a car, or another place not meant for human habitation

OR

**Unaccompanied children and youth who qualify as homeless under another Federal statute** – See Runaway and Homeless Youth Act definition or Documentation for school district certification of homelessness (see Attachment C for other definitions of homelessness)

OR

**Families with children or youth who qualify as homeless under another Federal statute** – See Runaway and Homeless Youth Act definition or Documentation for school district certification of homelessness (see Attachment C for other definitions of homelessness)

PLUS

**Score of at least 20 points**—or 15 – 19 points with override sign-off (see Attachment D for score sheet)
### 30% Area Median Income (2015)

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Income</th>
<th>Monthly Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Person Household</td>
<td>$14,600</td>
<td>($1,216/month)</td>
</tr>
<tr>
<td>2 Person Household</td>
<td>$16,650</td>
<td>($1,388/month)</td>
</tr>
<tr>
<td>3 Person Household</td>
<td>$18,750</td>
<td>($1,563/month)</td>
</tr>
<tr>
<td>4 Person Household</td>
<td>$20,800</td>
<td>($1,733/month)</td>
</tr>
<tr>
<td>5 Person Household</td>
<td>$22,500</td>
<td>($1,875/month)</td>
</tr>
<tr>
<td>6 Person Household</td>
<td>$24,150</td>
<td>($2,013/month)</td>
</tr>
<tr>
<td>7 Person Household</td>
<td>$25,800</td>
<td>($2,150/month)</td>
</tr>
<tr>
<td>8 Person Household</td>
<td>$27,500</td>
<td>($2,292/month)</td>
</tr>
</tbody>
</table>
Attachment B

Trigger Crisis

Will lose housing within 30 days due to one of the following:

___ Moved twice or more in the past 60 days
___ Living in the home of another person because of economic hardship
___ Notified that right to occupy their current housing or living situation will be terminated within 21 days after date of application
___ Living in hotel or motel and cost is not paid for by charitable organization or government program for low-income people
___ Living in SRO or efficiency where more than 2 people live; or in a larger housing unit with more than 2 people per room
___ Exiting a publicly funded institution or system of care
___ Exiting a publicly or privately funded inpatient substance abuse treatment program or transitional housing program
___ Living in rental housing that is being condemned by a government agency and tenants are being forced to move out
Attachment C

Other Definitions of Homelessness

- Runaway and Homeless Youth Act (42 U.S.C 5701 et seq.)
  Runaway and Homeless Youth funding is administered by the Family and Youth Services Bureau within the Administration for Children & Families (ACF) of the U.S. Department of Health and Human Services (HHS). Information about Runaway and Homeless Youth program grantees is available online at http://www2.ncfy.com/locate/index.htm.

- Head Start Act (42 U.S.C. 9831 et seq.)
  Head Start funding is administered by the Office of Head Start (OHS) within ACF/HHS. A listing of Head Start programs, centers, and grantees is available online at http://eclkc.ohs.acf.hhs.gov/hslc/HeadStartOffices.

- Violence Against Women Act of 1994; subtitle N (42 U.S.C. 14043e et seq.)
  Violence Against Women Act established the Office on Violence Against Women (OVW) within the U.S. Department of Justice (DOJ). OVW administers financial and technical assistance to communities across the country that are developing programs, policies, and practices aimed at ending domestic violence, dating violence, sexual assault, and stalking. Currently, OVW administers one formula grant program and eleven discretionary grant programs, all of which were established under VAWA and subsequent legislation. More information about OVW is available online at http://www.ovw.usdoj.gov/.

- Public Health Service Act; section 330 (42 U.S.C. 254b)
  The Public Health Service Act authorized the Health Center Program, which is administered by the Bureau of Primary Health Care within the Health Resources and Services Administration (HRSA) of HHS. Information about local Health Centers can be found online at http://bphc.hrsa.gov/index.html.

- Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.)
  Food and Nutrition Act of 2008 relates to the Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps. SNAP is administered by the U.S. Department of Agriculture (USDA). More information about SNAP can be found online at http://www.fns.usda.gov/snap/.

- Child Nutrition Act of 1966; section 17 (42 U.S.C. 1786)
  Child Nutrition Act of 1966 authorized numerous programs related to school lunches and breakfasts and funds for meals for needy students. For more information about these programs, contact the local School Department.

- McKinney-Vento Act; subtitle B of title VII (42 U.S.C. 11431 et seq.)
  McKinney-Vento Act authorized the McKinney-Vento Education for Homeless Children and Youths Program, which is administered via the Office of Elementary and Secondary Education within the U.S. Department of Education. More information about this program is available online at http://www2.ed.gov/programs/homeless/index.html. Also, contact the local School Department.
Attachment D

Prioritization Scoring

Income Scoring

___ Rent burden at 66 – 80% of income.... 5 points
___ Income at or below 15% AMI.... 20 points OR
___ Income 16 – 29% AMI.... 10 points

15% Area Median Income (2015)

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Median Income</th>
<th>Average Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Person Household</td>
<td>$7,300</td>
<td>($608/month)</td>
</tr>
<tr>
<td>2 Person Household</td>
<td>$8,325</td>
<td>($694/month)</td>
</tr>
<tr>
<td>3 Person Household</td>
<td>$9,375</td>
<td>($781/month)</td>
</tr>
<tr>
<td>4 Person Household</td>
<td>$10,400</td>
<td>($867/month)</td>
</tr>
<tr>
<td>5 Person Household</td>
<td>$11,250</td>
<td>($938/month)</td>
</tr>
<tr>
<td>6 Person Household</td>
<td>$12,075</td>
<td>($1,006/month)</td>
</tr>
<tr>
<td>7 Person Household</td>
<td>$12,900</td>
<td>($1,075/month)</td>
</tr>
<tr>
<td>8 Person Household</td>
<td>$13,750</td>
<td>($1,146/month)</td>
</tr>
</tbody>
</table>
## Tenant Barriers/Risk Factors Scoring

<table>
<thead>
<tr>
<th>Tally</th>
<th>Screening Barrier</th>
<th>Points for Barrier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eviction history</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>No credit references: has no credit history</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>Lack of rental history: has not rented in the past</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>Unpaid rent or broken lease in the past (separate from current unpaid rent)</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>Poor credit history: late or unpaid bills, excessive debt, etc</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>Past Misdemeanors</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>Past Felony other than critical Felonies listed below</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>Exiting criminal justice system where incarcerated for less than 90 days</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>Critical Felony (drugs, sex crime, arson, crimes against other people)</td>
<td>5 points</td>
</tr>
<tr>
<td></td>
<td>Pregnant or has at least one child 0 – 6</td>
<td>5 points</td>
</tr>
<tr>
<td></td>
<td>Head of household under 30 years old</td>
<td>5 points</td>
</tr>
<tr>
<td></td>
<td>Family experienced literal homelessness in the past 3 years</td>
<td>5 points</td>
</tr>
<tr>
<td></td>
<td>Only 1 adult in household</td>
<td>5 points</td>
</tr>
</tbody>
</table>

**TOTAL** (Tally of Income & Tenant Barriers Scoring)

### Override

If a household has 15 to 19 points but the agency believes there is a compelling reason to provide homelessness prevention services, the program can document reasons for overriding
the score. The override must be signed off by an agency representative at a higher level of authority than direct service staff.
Request for CoC Steering Committee Agenda Item

1. Brief Description of Proposed Item

Acknowledgement of new Provider Representative, Gregory Pate of Avenue 360 (formerly known as Houston Area Community Services/HACS) as voted on by The Way Home Provider membership in November 2016, to The Way Home CoC Steering Committee. This acceptance will fill the seat that was opened due to term limit.

2. Date of Steering Committee Meeting: January 11, 2017

3. Proposed Committee Resolution:

Resolution: That the CoC Steering Committee hereby accepts, in accordance with the CoC Charter, the appointment of Gregory Pate (Avenue 360), to the CoC Steering Committee to fill the vacant seat for Provider Representative.

4. Approval of CoC Steering Committee Chair

Signature: _______________________________ Date: ___________________________
Request for CoC Steering Committee Agenda Item

1. Brief Description of Proposed Item

Acceptance of Recommendation by Consumer CoC Participants to name Karl Erikson to The Way Home CoC Steering Committee. This acceptance will fill the seat that was vacated through term limits by Carl Wiley, Consumer Representative.

2. Date of Steering Committee Meeting: January 12, 2017

3. Proposed Committee Resolution:

Resolution: That the CoC Steering Committee hereby accepts, in accordance with the CoC Charter, the appointment of Karl Erikson to the CoC Steering Committee to fill the open position of Consumer Representative.

4. Approval of CoC Steering Committee Chair

Signature: _________________________________ Date: ________________________
Request for CoC Steering Committee Agenda Item

1. Brief Description of Proposed Item

Recommendation to update The Way Home ESG Written Standards to include TDHCA Required Policy for Reasonable Accommodations.

2. Date of Steering Committee Meeting: January 12, 2017

3. Proposed Committee Resolution:

Resolution: That the CoC Steering Committee hereby accepts the updated The Way Home ESG Written Standards effective as of signature date.

4. Approval of CoC Steering Committee Chair

Signature: _______________________________ Date: __________________________