

## Before Starting the CoC Application

You must submit all three of the following parts in order for us to consider your Consolidated Application complete:

1. the CoC Application,
2. the CoC Priority Listing, and
3. all the CoC's project applications that were either approved and ranked, or rejected.

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The FY 2023 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2023 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.

Your CoC Must Approve the Consolidated Application before You Submit It

- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2023 CoC Program Competition on behalf of your CoC.

- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.

- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

## 1A. Continuum of Care (CoC) Identification

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

**1A-1. CoC Name and Number:** CA-509 - Mendocino County CoC

**1A-2. Collaborative Applicant Name:** Mendocino County Department of Social Services

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

**1A-4. HMIS Lead:** Mendocino County Department of Social Services

## 1B. Coordination and Engagement–Inclusive Structure and Participation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
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- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>1B-1.</b>	<b>Inclusive Structure and Participation–Participation in Coordinated Entry.</b>	
	NOFO Sections V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p.	
	In the chart below for the period from May 1, 2022 to April 30, 2023:	
	1. select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC's coordinated entry system; or	
	2. select Nonexistent if the organization does not exist in your CoC's geographic area:	

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing CoC Board Members	Participated in CoC's Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	Yes	Yes
2.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
3.	Disability Advocates	Yes	Yes	Yes
4.	Disability Service Organizations	Yes	Yes	No
5.	EMS/Crisis Response Team(s)	Yes	Yes	Yes
6.	Homeless or Formerly Homeless Persons	Yes	Yes	No
7.	Hospital(s)	Yes	Yes	Yes
8.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Yes	Yes	Yes
9.	Law Enforcement	Yes	Yes	No
10.	Lesbian, Gay, Bisexual, Transgender (LGBTQ+) Advocates	Yes	Yes	No
11.	LGBTQ+ Service Organizations	Yes	Yes	Yes
12.	Local Government Staff/Officials	Yes	Yes	Yes
13.	Local Jail(s)	No	No	No
14.	Mental Health Service Organizations	Yes	Yes	Yes
15.	Mental Illness Advocates	Yes	Yes	Yes

16.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
17.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
18.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
19.	Other homeless subpopulation advocates	Yes	Yes	Yes
20.	Public Housing Authorities	Yes	Yes	Yes
21.	School Administrators/Homeless Liaisons	Yes	Yes	No
22.	Street Outreach Team(s)	Yes	Yes	Yes
23.	Substance Abuse Advocates	Yes	Yes	Yes
24.	Substance Abuse Service Organizations	Yes	Yes	Yes
25.	Agencies Serving Survivors of Human Trafficking	Yes	Yes	No
26.	Victim Service Providers	Yes	Yes	Yes
27.	Domestic Violence Advocates	Yes	Yes	Yes
28.	Other Victim Service Organizations	Yes	Yes	Yes
29.	State Domestic Violence Coalition	Nonexistent	No	No
30.	State Sexual Assault Coalition	Nonexistent	No	No
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Homeless Organizations	Yes	Yes	Yes
33.	Youth Service Providers	Yes	Yes	Yes
	Other: (limit 50 characters)			
34.				
35.				

By selecting "other" you must identify what "other" is.

1B-2.	Open Invitation for New Members.	
	NOFO Section V.B.1.a.(2)	
	Describe in the field below how your CoC:	
1.	communicated a transparent invitation process annually (e.g., communicated to the public on the CoC's website) to solicit new members to join the CoC;	
2.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and	
3.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, LGBTQ+, and persons with disabilities).	

(limit 2,500 characters)

1. The CoC's website has a standing invitation for any members of the public interested to join, which includes a short application and contact information. The County of Mendocino hosts a webpage for the CoC on its Adult and Aging Services Social Services website that provides a direct link to the CoC's website. Between July 19 and August 15, 2022, the CoC requested nominations for CoC Governing Board seats and engaged with the public on how someone would become a member. The CoC released a press release that was shared with all persons who have requested electronic communications from the CoC, regardless of CoC membership status. Homeless service providers were requested to post recruitment fliers for the CoC in the areas persons they serve are able to access. CoC Board Members have also mentored persons with lived experience of homelessness to provide meeting access support and guidance on understanding system-level language and processes.
2. All CoC-approved documents, CoC Membership Application, CoC Meeting Announcements, CoC facilitated meeting Agendas and Minutes, HMIS training & access information, and public announcements are posted to the <https://mendocinococ.org> website in accessible electronic formats.
3. The CoC Coordinated and engaged with Tribal Nations that received ESG-CV and the California State Homeless Housing, Assistance, and Prevention Program to become members of the CoC. Only one entity has placed membership, but all entities participate in the local HMIS and many plan to place membership once they have services fully implemented. There are two Latinx organizations in Mendocino County, both of which declined our offer of CoC membership. The State Domestic Violence and Sexual Assault Coalitions exist in California but are not present or represented in our rural area.

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section V.B.1.a.(3)	

	Describe in the field below how your CoC:
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information;
3.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and
4.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

(limit 2,500 characters)

- 1.The development of the Strategic Plan to Address Homelessness in Mendocino County was done in collaboration with a CoC Board Member with Lived Experience of Homelessness, School Board Homeless Liaison, Legal Aid Advocate, Emergency Shelter Operators, Affordable Housing Developer, Public Health Advocate, Public Housing Authority, Victim Service Provider, City Managers, and Behavioral Health Peer Support Organization.
- 2.The Committee solicited participation in developing the plan from the public using electronic and in-meeting public announcements asking for participation from the public and local jurisdictional leadership. This process led to the development of specific strategies for ending and preventing homelessness.
- 3.The Strategic Plan development progress was discussed at multiple CoC Governing Board meetings, which are available for the public to attend. County of Mendocino Legal Counsel has directed CoC staff to follow the California Brown Act, which requires public posting of all meetings in advance and must allow members of the public to attend, which the CoC strictly follows.
4. All meetings are accessible via teleconference software and published agendas always include information on how the public can access the meeting, commonly using a weblink and telephone number. Public feedback was gathered at CoC Governing Board Meetings, at CoC Strategic Planning Committee Meetings, as well as several other CoC committees. Information was solicited from the 5 jurisdictions in Mendocino County during publicly held meetings, and feedback was provided by meeting attendees and members of the public who were gathered. This feedback was then reviewed for inclusion in the plan or used to improve strategies previously identified. This plan was revised on November 29, 2022, and included goal strategy changes necessary to meet the community's needs as well as progress updates. This revised plan has been presented for feedback at three publicly accessible CoC-hosted meetings and is in the process of being presented to the 5 local jurisdictions.

1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.	
	NOFO Section V.B.1.a.(4)	
	Describe in the field below how your CoC notified the public:	
1.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;	
2.	about how project applicants must submit their project applications—the process;	
3.	about how your CoC would determine which project applications it would submit to HUD for funding; and	
4.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats.	

(limit 2,500 characters)

1. For every CoC Program funding cycle, the CoC Governing Board appoints a Funding Review Ad Hoc Committee that is tasked with creating a local Notice of Funding Availability (NOFA) that announces the funding opportunity. The local NOFA clearly indicates funding is available for both existing and new CoC projects from organizations that have not previously received CoC Program Funding. The local NOFA document is emailed to all persons who have requested to receive communications from the CoC, which include all CoC members and many other members of the public. The NOFA is also posted to the CoC's website and the County of Mendocino issues a Press Release announcing the NOFA.
2. The first page of the NOFA document identifies funding available for renewal projects as well as new projects and states new applicants are encouraged to respond.
3. The NOFA document provides detailed instructions on how to submit project applications and what criteria the CoC will use to determine which project applications would be submitted to HUD for funding.
4. The County Press Release is issued in writing in newspapers, auditorily through radio announcements, and on the CoC website using accessible formats.

## 1C. Coordination and Engagement

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

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1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.	
	NOFO Section V.B.1.b.	

In the chart below:

1.	select yes or no for entities listed that are included in your CoC's coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or
2.	select Nonexistent if the organization does not exist within your CoC's geographic area.

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Yes
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	



18.		
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1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section V.B.1.b.	

	Describe in the field below how your CoC:
1.	consulted with ESG Program recipients in planning and allocating ESG Program funds;
2.	participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3.	provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4.	provided information to Consolidated Plan Jurisdictions to address homelessness within your CoC's geographic area so it could be addressed in the Consolidated Plan update.

(limit 2,500 characters)

1. The two ESG Program recipients in CA-509 are both members of the CoC Governing Board and were involved in planning and allocating ESG and ESG-CV local funding. As CA-509 is an ESG non-entitlement community, we apply to the State of CA Housing and Community Development for ESG and ESG-CV funds. ESG Balance of State funds are split into two by HCD: non-competitive for RRH funding only, and competitive for all other eligible project types listed in HCD's Notice of Funding Availability (NOFA). HCD directs CoCs to identify no more than 2 applicants for non-competitive ESG funding and the allocation for CA-509 is divided equally between applicants.
2. Performance reporting and evaluation are conducted during the annual funding competition using data and reports submitted by ESG Program subrecipients. Mendocino County is not a Consolidated Plan jurisdiction and there are no Consolidated Plan jurisdictions within Mendocino County.
3. CA-509 falls under the State of California's Housing and Community Development (HCD) Consolidated Plan jurisdiction, which uses PIT and HIC data accessed from the HUD Exchange website.
4. The CA-509 CoC Coordinator participated in multiple public feedback sessions hosted by HCD on its Consolidated Plan and offered to provide data as needed, but this offer was never accepted by HCD.

1C-3.	Ensuring Families are not Separated.	
	NOFO Section V.B.1.c.	

Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member's self-reported sexual orientation and gender identity:

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	Yes

4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	Yes
5.	Sought assistance from HUD by submitting questions or requesting technical assistance to resolve noncompliance by service providers.	Yes

1C-4.	CoC Collaboration Related to Children and Youth—SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Select yes or no in the chart below to indicate the entities your CoC collaborates with:

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	No
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

1C-4a.	Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Describe in the field below the formal partnerships your CoC has with at least one of the entities where you responded yes in question 1C-4.

(limit 2,500 characters)

CA-509 collaborates with the Mendocino County Office of Education (MCOE) which is a Local Education Agency (LEA) that hosts the Local Homeless Education Liaison. The Liaison has established at least one school personnel member in every school in every district within Mendocino County who is responsible for the provision of education and related services to students experiencing homelessness. The Liaison is a CoC Governing Board Member and participates on the CoC Strategic Planning Committee. They were instrumental in ensuring the Strategic Plan to Address Homelessness in Mendocino County included strategies to ensure children and students experiencing homelessness were represented in the plan by providing quantitative and qualitative data needed to demonstrate the depth and breadth of homelessness experienced by children. Additionally, MCOE is a Youth Education Provider as they provide special education services for students with severe emotional disturbances hosted on public school sites. The CoC coordinates with the Ukiah Unified School District (UUSD) Board through the UUSD Board Vice President who works for the County of Mendocino and supervises Collaborative Applicant staff and their work completed on behalf of the CoC. UUSD Board President engages the school leadership by problem-solving with school personnel to know how to better educate students experiencing homelessness and offer the support necessary for the student to be successful. CA-509 Governance Charter specifies a dedicated Governing Board Seat held by MCOE. The State Education Agency has not directly collaborated with the CoC but regularly coordinates with the Local Homeless Education Liaison who then engages the CoC in any relevant tasks.

1C-4b.	Informing Individuals and Families Experiencing Homelessness about Eligibility for Educational Services.	
	NOFO Section V.B.1.d.	

Describe in the field below written policies and procedures your CoC uses to inform individuals and families who become homeless of their eligibility for educational services.

(limit 2,500 characters)

CA-509's written standards for Emergency Shelter, Rapid Rehousing, and Permanent Supportive Housing all require CoC and ESG-funded project operators to assess the educational needs of all clients and direct them to the appropriate resources. Families with school-aged children are also directed to contact the Local homeless Education Liaison appointed at their school. If the parents are unsure who to contact, program staff will reach out to the Lead Local Homeless Education Liaison to determine who to contact at the school.

1C-4c.	Written/Formal Agreements or Partnerships with Early Childhood Services Providers.	
	NOFO Section V.B.1.d.	

Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

		MOU/MOA	Other Formal Agreement
1.	Birth to 3 years	No	No
2.	Child Care and Development Fund	No	No
3.	Early Childhood Providers	No	No
4.	Early Head Start	No	No
5.	Federal Home Visiting Program—(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	No	No
6.	Head Start	No	No
7.	Healthy Start	No	No
8.	Public Pre-K	No	No
9.	Tribal Home Visiting Program	No	No
	Other (limit 150 characters)		
10.			

1C-5.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Collaboration with Federally Funded Programs and Victim Service Providers.	
	NOFO Section V.B.1.e.	

In the chart below select yes or no for the organizations your CoC collaborates with:

	Organizations	
1.	state domestic violence coalitions	No
2.	state sexual assault coalitions	No
3.	other organizations that help this population	Yes

1C-5a.	Collaboration with Federally Funded Programs and Victim Service Providers to Address Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC regularly collaborates with organizations indicated in Question 1C-5 to:

1.	update CoC-wide policies; and
2.	ensure all housing and services provided in the CoC's geographic area are trauma-informed and can meet the needs of survivors.

(limit 2,500 characters)

- Two organizations in Mendocino County that provide housing and services to survivors of domestic violence, dating violence, sexual assault, and stalking, which are Project Sanctuary and Mendocino County Youth Project. Both organizations are CoC Governing Board Members and they are often involved in CoC policy development and revision, as well as assisting with educating all other housing and services provided in the CoC are trauma-informed and can meet the needs of survivors.
- All written policy documents state that all persons seeking assistance are asked if they are fleeing or attempting to flee domestic violence, dating violence, sexual assault, and stalking. If they say yes, all CoC housing and service providers are trained to immediately stop documenting information on the client for safety purposes and immediately contact one of the two VSPs for guidance and to take over assisting them with housing and/or services. Project Sanctuary and Mendocino County Youth Project participate in the CoC Strategic Planning Committee and are deeply involved in policy revision processes. When representatives of the VSPs are unable to participate in planning meetings, policy drafts and revisions are sent to them in advance for review and direction on changes needed to ensure the safety of all survivors.

1C-5b.	Coordinated Annual Training on Best Practices to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC coordinates to provide training for:

1.	project staff that addresses best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and
2.	Coordinated Entry staff that addresses best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).

(limit 2,500 characters)

1. Addressing best practices on safety and planning protocols in serving survivors of domestic violence is provided by the HMIS Lead Administrators to all during every monthly HMIS End User Training and HMIS Monthly Office Hours session.
2. Addressing best practices on safety and planning protocols in serving survivors of domestic violence is also addressed by Coordinated Entry System (CES) Staff as a component of the CES annual training. Each HMIS and CES participating agency must have an identified HMIS or CES System Administrator; HMIS and CES trainings include best practices adopted and how System Administrators are to supervise staff and projects to ensure they are following safety and planning protocols in serving survivors of domestic violence.

1C-5c.	Implemented Safety Planning, Confidentiality Protocols in Your CoC's Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC's coordinated entry includes:	
	1. safety planning protocols; and	
	2. confidentiality protocols.	

(limit 2,500 characters)

1. Safety Protocols are imbedded into CA-509's Coordinated Entry System (CES) screening processes, which include assessing a client's immediate safety status resulting from domestic violence, dating violence, sexual assault, stalking, mental health crisis, or medical emergency.
2. Confidentiality protocols are identified in the HMIS Policies and Procedures, which align with HUD's 2004 HMIS Data and Technical Standards Final Notice and describe workstation security, password, and system security, and that HMIS Partner Agencies have protocols in place to prevent accidental release of confidential client-specific information through physical, electronic or visual access to user workstations. All persons involved in the CES are required to sign the HMIS End User Confidentiality Agreement regardless of their level of access to HMIS. The HMIS End User Confidentiality Agreement describes all confidentiality requirements and protocols expected of all CoC members and agencies.

1C-5d.	Used De-identified Aggregate Data to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below:	
	1. the de-identified aggregate data source(s) your CoC used for data on survivors of domestic violence, dating violence, sexual assault, and stalking; and	
	2. how your CoC uses the de-identified aggregate data described in element 1 of this question to evaluate how to best meet the specialized needs related to domestic violence and homelessness.	

(limit 2,500 characters)

1. De-identified aggregate data on survivors of domestic violence, dating violence, sexual assault, and stalking have historically been limited and only available using , HIC, PIT, Longitudinal Systems Analysis (LSA) and Stella P data as victim service providers are required to develop and utilize a comparable database and cannot use the CoC's system. Prior to 2021, no funding that requires HMIS use had been awarded to victim service providers due to the large expense and staff time necessary to create a comparable database. In 2021, Project Sanctuary and Mendocino County Youth Project requested and were awarded ESG-CV funding, which included funding to develop a comparable database. This data is reported through Sage HMIS bundle uploads submitted by the ESG-CV Grantee California Department of Housing & Community Development (HCD).
2. These comparable database systems have been in place for about 2 years at this time and the HMIS Lead Agency has requested De-identified aggregate data on persons served by this project, which the Victim Service Providers are actively working to provide. The CoC plans to use this data to understand the composition of households of survivors of domestic violence, dating violence, sexual assault, and stalking and their service needs to better identify more specific and specialized interventions to better serve survivors.

&nbsp;

1C-5e.	Implemented Emergency Transfer Plan Policies and Procedures for Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:	
1.	whether your CoC has policies and procedures that include an emergency transfer plan;	
2.	the process for individuals and families to request an emergency transfer; and	
3.	the process your CoC uses to respond to individuals' and families' emergency transfer requests.	

(limit 2,500 characters)

1. All housing assistance projects, such as Permanent Supportive Housing, Transitional Housing, and Rapid Re-Housing are provided a VAWA Notice of Occupancy Rights, and a HUD Form 5382 VAWA Certification is completed to begin the emergency transfer process when a program participant shares, they have experienced domestic violence, dating violence, sexual assault, or stalking.
2. The VAWA Notice of Occupancy Rights contains the emergency transfer plan policies and procedures, as well as the process program participants, would follow to request an emergency transfer.
3. CoC Written standards direct project operators to first attempt to fulfill emergency transfer requests using internal company resources. If the project operator does not have sufficient resources or the resources would not increase the individuals' or families' safety, they should contact the local Housing Authority and Coordinated Entry Lead Agency. The project operator should explore any immediately available housing units or resources that would address the individuals' or families' safety needs. If no units or resources are not identified, the project operator should connect the individual or family with the local VSP for interim housing assistance and request the Coordinated Entry Lead Agency to convene an emergency housing case conference to identify new housing options.

1C-5f.	Access to Housing for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC:	
1.	ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have safe access to all of the housing and services available within the CoC's geographic area; and	
2.	proactively identifies systemic barriers within your homeless response system that create barriers to safely house and provide services to survivors of domestic violence, dating violence, sexual assault, or stalking.	

(limit 2,500 characters)

1. All of CA-509 CoC Written Standards require that projects operated must serve survivors of domestic violence, dating violence, sexual assault, or stalking under Category 4 of HUD's definition of persons experiencing homelessness. If a project encounters a survivor who is actively fleeing, project staff are trained to offer assistance by contacting a Victim Service Provider (VSP) for immediate safety needs. Survivors are to be given the choice of continuing to work with the project, transferring all services to the VSP, or utilizing services provided by both the CoC provider and the VSP. During annual local CoC and ESG funding NOFAs, responses received for renewal projects/current project recipients of funds are reviewed to determine if the project serves survivors. If it is unclear from the response, data from HMIS or a Comparable Database is reviewed to determine if persons served in the previous reporting period to determine if the project serves survivors.
2. The two VSPs in Mendocino County participate in the development and review of local policies and project operation guidelines for the CoC. This inclusion has provided representation of survivors in the homeless response system. One example of a new local process is the Mendocino County Sheriff's Department has begun a Re-Entry Stakeholders Group to coordinate access to services by persons exiting incarceration.

1C-5g.	Ensuring Survivors With a Range of Lived Expertise Participate in Developing CoC-Wide Policy and Programs.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC:	
1.	ensured survivors with a range of lived expertise are involved in the development of your CoC-wide policy and programs; and	
2.	accounted for the unique and complex needs of survivors.	

(limit 2,500 characters)

1. Our CoC has identified establishing a Lived Experience Board in the Strategic Plan to Address Homelessness in Mendocino County. In a recent Request for Proposals (RFP) competition, the CoC solicited proposals to implement, organize, and support a Lived Experience Board (LEB) of persons who have lived experiences of homelessness. Unfortunately, no proposals were received requesting funds to establish a LEB. The CoC is working on identifying alternative providers who may be interested in this activity but did not respond to the RFP.
2. Once established, the LEB will have at least one person who is also a survivor so the needs of survivors will be represented in the development of CoC-wide policies and programs. Past CoC-wide policies and programs have been developed in consultation with local VSPs.

1C-6.	Addressing the Needs of Lesbian, Gay, Bisexual, Transgender and Queer+—Anti-Discrimination Policy and Training.	
	NOFO Section V.B.1.f.	

1.	Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
2.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
3.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access in Accordance With an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)?	Yes

1C-6a.	Anti-Discrimination Policy—Updating Policies—Assisting Providers—Evaluating Compliance—Addressing Noncompliance.	
	NOFO Section V.B.1.f.	

	Describe in the field below:
1.	how your CoC regularly collaborates with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families;
2.	how your CoC assisted housing and services providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy;
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and
4.	your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

(limit 2,500 characters)



1. CA-509's CoC-wide anti-discrimination policy is embedded into the CES Policies and Procedures in the Fair Housing and Tenant Selection section. The CES Policies and Procedures are revised annually by the CoC Coordinated Entry/Discharge Planning Committee and always include multiple opportunities for stakeholder and community feedback on the anti-discrimination policy.
2. Collaborative Applicant Staff engaged with housing providers during the development stage of every project and provided resources, language, and information on how to ensure the project policies comply with the CoC-wide anti-discrimination policy, which requires serving all persons regardless of gender or sexual identity, marital status, age, and other protected classes.
3. Policy documents are reviewed during annual funding NOFAs to evaluate the project's anti-discrimination policy meets all said requirements.
4. When a project's policy is found to be non-compliant with the CoC's anti-discrimination policy, the CoC Coordinator sends a written letter to the project and/or agency director that explains the finding and provides direction on how to revise the policy to be compliant. Projects are given a deadline for completion and implementation of revisions and if projects fail to meet the requirements, a report is made to the CoC Governing Board of the noncompliance and to seek direction on how to proceed.

1C-7.	Public Housing Agencies within Your CoC's Geographic Area--New Admissions--General/Limited Preference--Moving On Strategy.	
	NOFO Section V.B.1.g.	

You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen.

Enter information in the chart below for the two largest PHAs highlighted in gray on the current CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with--if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2022 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
Mendocino County		Yes-HCV	Yes

**You must enter information for at least 1 row in question 1C-7.**

1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.	
	NOFO Section V.B.1.g.	

Describe in the field below:

1.	steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference--if your CoC only has one PHA within its geographic area, you may respond for the one; or
2.	state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

(limit 2,500 characters)

1. There is only one PHA in Mendocino County. They had provided a Homeless Preference from 2014 to 2018, which was adopted as a part of the PHA's Moving On Strategy implementation that was completed in collaboration with the CoC. The strategy was collaboratively developed when housing case managers were reporting many PSH (called Shelter Plus Care at the time) participants were no longer in need of care coordination. A large portion of clients were moved to HCV funding, but unfortunately, the PHA did not retain its Moving On Strategy but did retain the Homeless Preference. The PHA has 908 HCV Units at 100% HCV and zero (0) Public Housing Units according to the CoC-PHA Crosswalk as they have converted all their Public Housing Units into HCV Units, which all have a General Homeless Preference.
2. N/A

1C-7b.	Moving On Strategy with Affordable Housing Providers.	
	Not Scored-For Information Only	

Select yes or no in the chart below to indicate affordable housing providers in your CoC's jurisdiction that your recipients use to move program participants to other subsidized housing:

1.	Multifamily assisted housing owners	Yes
2.	PHA	Yes
3.	Low Income Housing Tax Credit (LIHTC) developments	Yes
4.	Local low-income housing programs	Yes
	Other (limit 150 characters)	
5.		

1C-7c.	Include Units from PHA Administered Programs in Your CoC's Coordinated Entry.	
	NOFO Section V.B.1.g.	

In the chart below, indicate if your CoC includes units from the following PHA programs in your CoC's coordinated entry process:

1.	Emergency Housing Vouchers (EHV)	Yes
2.	Family Unification Program (FUP)	No
3.	Housing Choice Voucher (HCV)	No
4.	HUD-Veterans Affairs Supportive Housing (HUD-VASH)	No
5.	Mainstream Vouchers	No
6.	Non-Elderly Disabled (NED) Vouchers	No
7.	Public Housing	No
8.	Other Units from PHAs:	
	CoC Program Funded Permanent Supportive Housing Tenant-Based Rental Assistance Project	Yes

1C-7d.	Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.	
	NOFO Section V.B.1.g.	

1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	Yes
		Program Funding Source
2.	Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.	Family Unification Program (FUP)

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including Emergency Housing Voucher (EHV).	
	NOFO Section V.B.1.g.	

	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
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1C-7e.1.	List of PHAs with Active MOUs to Administer the Emergency Housing Voucher (EHV) Program.	
	Not Scored—For Information Only	

	Does your CoC have an active Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
	If you select yes to question 1C-7e.1., you must use the list feature below to enter the name of every PHA your CoC has an active MOU with to administer the Emergency Housing Voucher Program.	

PHA
Mendocino County

## 1C-7e.1. List of PHAs with MOUs

**Name of PHA:** Mendocino County

## 1D. Coordination and Engagement Cont'd

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1D-1.	Discharge Planning Coordination.	
	NOFO Section V.B.1.h.	

Select yes or no in the chart below to indicate whether your 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.

1. Foster Care	Yes
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	Yes

1D-2.	Housing First—Lowering Barriers to Entry.	
	NOFO Section V.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2023 CoC Program Competition.	1
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2023 CoC Program Competition that have adopted the Housing First approach.	1
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2023 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1D-2a.	Project Evaluation for Housing First Compliance.	
	NOFO Section V.B.1.i.	

You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen.

	Describe in the field below:
1.	how your CoC evaluates every project—where the applicant checks Housing First on their project application—to determine if they are using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation; and
3.	how your CoC regularly evaluates projects outside of your local CoC competition to ensure the projects are using a Housing First approach.

(limit 2,500 characters)

1. To determine the use of a Housing First (HF) Approach, the CoC Funding Review Ad Hoc Committee begins with review of project application section 3B questions 3a-3d. Responses are compared to the applicant's project policies and procedures (P&Ps) to review planned operations for compliance with HF principles. Project P&Ps are obtained from the applicant's website or by request if the website does not host the document(s). Renewal project applicants are required to provide a CoC-APR for the prior Fiscal Year and elements are reviewed for inequities in outcomes for specific populations.
2. To evaluate a project applicant's compliance with HF, the CoC conducts a review of P&Ps and admission/tenant applications, and interviews with project participants and housing case managers who navigate persons experiencing homelessness through the project application process. Factors and performance indicators used to evaluate a project application are ensuring the project accepts applicants regardless of sobriety status or use of substances; does not require participation in any treatment programs/services as a condition of participation; use of drugs/alcohol is not a project noncompliance or lease violation; applications are not rejected due to no or poor credit, financial or rental history, minor criminal convictions, or "housing readiness;" accepts referrals through the Coordinated Entry System; and evaluation of project outcomes over time to identify inequities related to race, ethnicity, housing retention, etc.
3. HF evaluations conducted outside of the annual competition are completed through the CoC's monitoring process. In collaboration with the CoC Governing Board (GB), the CoC Coordinator reviews the documents described above for compliance with HUD, State, and local regulations and standards, including HF. The HF portion of the review uses the USICH HF Checklist to ensure all documents and tools align with the Core Elements. The CoC Coordinator shares the evaluation with project staff and the CoC GB Chair and Co-Chair. If any compliance issues are identified, the CoC GB Chair/Co-Chair provides direction to the CoC Coordinator on how to proceed, typically a letter to the project operator outlining steps necessary to bring the project into compliance. The CoC GB is informed of all evaluation outcomes, compliance issues, and suggested resolution actions, and makes the final decision on project continuance if compliance concerns are not adequately addressed.

1D-3.	Street Outreach—Scope.	
	NOFO Section V.B.1.j.	

	Describe in the field below:
1.	your CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2.	whether your CoC's Street Outreach covers 100 percent of the CoC's geographic area;
3.	how often your CoC conducts street outreach; and

4. how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.

(limit 2,500 characters)

1. CA-509 formally began street outreach efforts in 2020 using ESG-CV funds. ESG-CV funds were also awarded to 5 Tribal Nations in the CoC jurisdiction, all of which began street outreach efforts in late 2021. Street Outreach Teams partner with or are led by Registered Nurse(s) who offer street medicine services during every street outreach effort. Street Outreach workers ask persons engaged about other encampments or unsheltered persons to identify as many locations and unsheltered individuals as possible. Other inquiries are made to law enforcement, EMS workers and park rangers to identify as many people experiencing unsheltered homelessness as possible.
2. Much of the land in Mendocino County is unincorporated wilderness that is difficult to traverse, often requires travel over Tribal Lands, and access to these remote locations is limited. As such, it is impossible for CA-509 to cover 100% of Mendocino County's geographic area. Street Outreach is provided in 100% of accessible areas outside of Tribal Nations, and 5 of the 8 Tribal Nations in Mendocino County offer Street Outreach in their jurisdiction.
3. There are three Street Outreach Teams operated under the CoC that are each assigned to a specific region of the County. Each Team has a different schedule, but they coordinate their efforts when working in an area that borders another region or has received specific requests outside of their assigned region. Each Team operates 2-4 days a week in 4-6-hour shifts. Times and locations are alternated to ensure all persons frequenting an area are engaged, regardless of when they are in the area.
4. The CoC has conducted focus groups with persons who have experienced unsheltered homelessness to identify what interventions or incentives would have increased their interest or level of engagement with Street Outreach Teams. Responses included on-site medical care, hot/cold drinks, camping equipment, animal care services, food vouchers, non-congregate shelters, and having someone listen and care about them. Street Outreach Teams have incorporated these interventions and supplies into their efforts as frequently as possible and ensure that someone with medical training and experience is involved in every outreach effort.

1D-4. Strategies to Prevent Criminalization of Homelessness.

NOFO Section V.B.1.k.

Select yes or no in the chart below to indicate strategies your CoC implemented to ensure homelessness is not criminalized and to reverse existing criminalization policies in your CoC's geographic area:

	Your CoC's Strategies	Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	Yes	Yes
2.	Engaged/educated law enforcement	Yes	Yes
3.	Engaged/educated local business leaders	Yes	Yes
4.	Implemented community wide plans	Yes	Yes
5.	Other:(limit 500 characters)		

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1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC) or Longitudinal Data from HMIS.	
	NOFO Section V.B.1.i.	

		HIC Longitudinal HMIS Data	2022	2023
	Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR.	HIC	113	108

1D-6.	Mainstream Benefits–CoC Annual Training of Project Staff.	
	NOFO Section V.B.1.m.	

Indicate in the chart below whether your CoC trains program staff annually on the following mainstream benefits available for program participants within your CoC's geographic area:

	Mainstream Benefits	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI–Supplemental Security Income	Yes
3.	SSDI–Social Security Disability Insurance	Yes
4.	TANF–Temporary Assistance for Needy Families	Yes
5.	Substance Use Disorder Programs	Yes
6.	Employment Assistance Programs	Yes
7.	Other (limit 150 characters)	

1D-6a.	Information and Training on Mainstream Benefits and Other Assistance.	
	NOFO Section V.B.1.m	

	Describe in the field below how your CoC:
1.	systemically provides up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, SSDI, TANF, substance abuse programs) within your CoC's geographic area;
2.	works with project staff to collaborate with healthcare organizations, including substance abuse treatment and mental health treatment, to assist program participants with receiving healthcare services; and
3.	works with projects to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

(limit 2,500 characters)



1. Each month, the Mendocino County Social Services' Employment and Family Services Outreach and Engagement Team hosts an "Outreach Partners Meeting" in which attendees are trained on how to access mainstream resources and provided updates to mainstream resource programs. A meeting invitation is generated for every meeting that is shared via email to CoC service providers and all persons who have requested to receive all CoC correspondences.
2. The CoC hosts a monthly meeting of CoC providers called Housing Mendo, which includes all CoC funded project staff. The primary purpose of this meeting is to enable housing case managers to coordinate services for persons served, which often requires collaboration with substance abuse and mental health treatment programs and healthcare providers. Representatives from treatment service organizations attend this meeting to collaborate services as necessary to best serve persons experiencing homelessness.
3. CA-509's CoC Coordinator is a certified SOAR trainer who has offered to host SOAR trainings, but we have not been able to implement the model as our local Social Security Office has stated they will not accept SOAR-developed applications as the format does not align with their internal structures.

1D-7.	Increasing Capacity for Non-Congregate Sheltering.	
	NOFO Section V.B.1.n.	

Describe in the field below how your CoC is increasing its capacity to provide non-congregate sheltering.

(limit 2,500 characters)

When the COVID-19 pandemic began, Mendocino County implemented Project Roomkey using COVID-19 Emergency Housing Funding from the California Business and Consumer Services and Housing Agency (BCSH). Shortly after this, California released the Project Roomkey model using FEMA funds, which Mendocino County continued to offer until July 2022, ending when FEMA reimbursement was reduced to 90% as we did not have matching funds available for the non-reimbursable 10%. Additional non-congregate shelter projects have been implemented using non-FEMA funds using ESG-CV funds awarded to Mendocino County, which includes NCS for persons who are fleeing or attempting to flee Intimate Partner Violence, as well as three ESG-CV Tribal Awards. The ESG-CV funded NCS projects coordinate with other NCS providers, such as the CalWORKs Homelessness Assistance and Housing Support Programs and Housing and Disability Advocacy Program to transfer clients who are eligible for mainstream resource-funded NCS to preserve the ESG-CV NCS services for people who are ineligible or unable to be served by mainstream resources. Mendocino CoC has awarded State funds through the Homeless Housing, Assistance and Prevention (HHAP) Program to sustain projects created using ESG-CV funds that utilize this extremely useful and effective housing intervention model.

ID-8.	Partnerships with Public Health Agencies—Collaborating to Respond to and Prevent Spread of Infectious Diseases.	
	NOFO Section V.B.1.o.	

Describe in the field below how your CoC effectively collaborates with state and local public health agencies to:

1.	develop CoC-wide policies and procedures to respond to infectious disease outbreaks; and
2.	prevent infectious disease outbreaks among people experiencing homelessness.

(limit 2,500 characters)

1. The CoC collaborated with the Mendocino County Public Health Department during the COVID-19 pandemic to develop CoC-wide written standards that include information on how to respond to infectious disease outbreaks. In addition to this specific policy development, new and revised infectious disease outbreak prevention materials are distributed to the CoC to provide the most up-to-date direction from HUD and the CDC on how to respond to infectious disease outbreaks.

2. CA-509 has appointed Mendocino County as its Collaborative Applicant and HMIS Lead Agency, so collaboration with Mendocino County Public Health was built using normal County inter-departmental processes. For 10 months of 2020, the Lead HMIS Administrator was reassigned to the County Disaster Operations Center (DOC) as the homeless/housing representative on the DOC planning team. This facilitated ongoing collaboration between Public Health and the HMIS Lead Agency/CoC that is still in place today. Non-congregate shelter for persons who did not have resources to isolate on their own was coordinated by Mendocino County Public Health and Social Services Departments through the implementation of Project Roomkey. Public Health served persons who had been exposed to or tested positive for COVID-19 and Social Services served people who were at high risk of complications or death due to conditions identified by the CDC if they contracted COVID-19. The CoC is engaged in the development of local guidance on how to prevent infectious disease outbreaks beyond the COVID-19 pandemic.

ID-8a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section V.B.1.o.	

Describe in the field below how your CoC:

1.	shared information related to public health measures and homelessness, and
2.	facilitated communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.

(limit 2,500 characters)

1. Mendocino County Public Health (PH) and Social Services (SS) Project Roomkey (PRK) staff entered client data into HMIS, which allowed for data collected from persons at high risk or who contracted COVID-19. Information on these projects was widely shared and promoted to homeless service providers to provide them with the up-to-date date NCS resources available. The Disaster Operations Center (DOC) communicated to PH and SS PRK staff current information on public health measures and mitigating the spread of COVID-19 amongst the homeless.

2. The CoC posted links on its website to information and guidance from the CDC on approaches to reducing the spread of COVID-19 amongst the homeless. Emails received from HUD Exchange for the COVID-19 Resource Digest for Homeless Providers were forwarded to all shelter and housing providers, CoC Members, and members of the public who have requested to receive communications sent by the CoC. The CoC Collaborative Applicant Staff also maintained regular contact with local providers of congregate shelters so that when a shelter guest(s) tested positive for COVID-19, congregate shelter management staff could reach out for support and connection to mainstream Public Health resources. Street Outreach Providers were given CDC tools and guidance on best practices for engaging persons experiencing unsheltered homelessness and information on NCS options if they engaged with anyone that had tested positive or was at high risk of complications.

1D-9.	Centralized or Coordinated Entry System–Assessment Process.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	covers 100 percent of your CoC's geographic area;	
2.	uses a standardized assessment process; and	
3.	is updated regularly using feedback received from participating projects and households that participated in coordinated entry.	

(limit 2,500 characters)

1. There are three Front Door Locations where anyone who walks in, or calls can complete a CES screening and be entered into the system. In addition to these locations, there are many organizations that complete CES screenings with their agency clients who are experiencing homelessness. The information on how to contact these agencies is listed on the CoC's webpage on its CES. 100% of the jurisdiction is covered by the telephone access provided by these locations. Screenings are also available in Spanish and American Sign Language.

2. The CES Committee of the CoC Board sets policies and procedures related to the CES, including the standardized assessment process. The Committee issues a written assessment tool that is reflected in the CES Project in HMIS to all CES screening locations that must be used for CES entry. The Committee provides annual training on the process and ensures that any new screeners are supervised by certified staff until the new staff can attend the annual training. Due to HMIS programming that require Universal Data Elements, the data used in the CES is standardized and must be provided.

3. The CES Committee reviews current CES prioritization in its monthly meeting that is open to the public and all CES participating agencies may participate in. During the review process, feedback is solicited from projects and that participate in coordinated entry. The Committee requests that projects and screeners gather feedback from the households they serve that is used to inform the review and revision processes. Mendocino CoC recently retained Nutmeg Consulting as its Coordinated Entry List Managing Entity, which is in the process of gathering new feedback from CE-participating organizations and households served.

1D-9a.	Program Participant-Centered Approach to Centralized or Coordinated Entry.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;	
2.	prioritizes people most in need of assistance;	
3.	ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their preferences; and	
4.	takes steps to reduce burdens on people using coordinated entry.	

(limit 2,500 characters)

1. Street Outreach Teams are trained on how to complete CE screening so that they can enter persons engaged into the CE, with their permission. CE Front Door locations' contact information is distributed by all homeless service providers, Food Banks, Soup Kitchens, and other locations often frequented by people who are least likely to apply for homeless assistance in the absence of special outreach. Street Medicine Teams frequent similar locations, offering onsite medical care in an effort to increase engagement success.
2. The CE Committee reviews the CES prioritization during their monthly meetings that are accessible to the public. The Prioritization Policy is revised by the Committee to reflect the current community conditions that make persons the most vulnerable. An example is when the COVID-19 pandemic began, the Committee changed the prioritization from the VI-SPDAT score to the number of CDC-identified COVID-19 risk factors that place a person at risk of hospitalization and/or death if they contracted the virus.
3. CE participating PSH and RRH Projects request a By-Name-List (BNL) from the HMIS Lead when there are PSH openings. The BNL is sorted by the CE List Managing Entity using the preferences listed in the CoC CE Prioritization Policy and participants are selected in order of this preference. PSH and RRH Projects then issue emails to all CE screeners that identify the participants without PII requesting additional client information. The CE committee then compares the emailed list to ensure it meets local prioritization.
4. CE Housing Projects communicate directly with CE navigators to gather information for participants and do not contact the participants directly. If a project is unable to reach the CE navigator, they attend the monthly housing navigation meeting to identify other CE navigators who know the participant and can take on services for the client. When written communication is issued to potential and current participants, CE-participating PSH and RRH Projects are encouraged to include the housing navigator assigned to the case so communication with the participant can be facilitated by the navigator as needed.

1D-9b.	Informing Program Participant about Rights and Remedies through Centralized or Coordinated Entry-Reporting Violations.	
	NOFO Section V.B.1.p.	

	Describe in the field below how your CoC through its centralized or coordinated entry:
1.	affirmatively markets housing and services provided within the CoC's geographic area and ensures it reaches all persons experiencing homelessness;
2.	informs program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws; and
3.	reports any conditions or actions that impede fair housing choice for current or prospective program participants to the jurisdiction(s) responsible for certifying consistency with the Consolidated Plan.

(limit 2,500 characters)

1. The Coordinated Entry (CE) is marketed on CoC website and housing and service providers distribute information on how to access the CE, and street outreach providers provide the same information and conduct CE screenings with persons interested while in the field.
2. All CoC Written Standards contain a section on Fair Housing Rights and Grievance processes that are required by all eligible projects and CE participating projects. This information is included in the CE screening script CE assessors use when completing CE interviews. Additionally, the same information is included in handouts provided to all persons that complete CE screenings. Thus, CE participants are informed of their rights and remedies both verbally and in writing.
3. Mendocino County is not a Consolidated Plan jurisdiction and there are no Consolidated Plan jurisdictions within Mendocino County. CA-509 falls under the State of California's Housing and Community Development (HCD) Consolidated Plan jurisdiction. All conditions or actions that impede fair housing choice for current or prospective program participants are reported via email to HCD at ConsolidatedPlan@hcd.ca.gov.

1D-10.	Advancing Racial Equity in Homelessness—Conducting Assessment.	
	NOFO Section V.B.1.q.	

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	06/15/2022

1D-10a.	Process for Analyzing Racial Disparities—Identified Racial Disparities in Provision or Outcomes of Homeless Assistance.	
	NOFO Section V.B.1.q.	

	Describe in the field below:
1.	your CoC's process for analyzing whether any racial disparities are present in the provision or outcomes of homeless assistance; and
2.	what racial disparities your CoC identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

1. Our CoC's process for analyzing whether any racial disparities are present in the provision or outcomes of homeless assistance began with collection of data reports and tools that demonstrate the demographics of persons served and their outcomes. The data reports and tools gathered were the CoC Analysis Tool: Race and Ethnicity 3.0 which includes 2021 PIT Count Data and 2020 US Census Data for Mendocino County, 2018-2021 Stella P Demographics Overview, CoC APR generated from our HMIS of all persons served by HUD projects and their outcome data, and System Performance Measure Report Data for 2018-2020. The State of California provided a Goal Setting Tool used to generate local Goals for HHAP Round 3 as informed by use of baseline data the State generated from the State's Homeless Data Integration System (HDIS) and included prior performance data for the performance measures used for each Outcome Goal. The workbook allowed for input of data on specific populations or groups, including race and ethnicity, charted past outcome data, and projected outcomes through 2024 based on past performance. The CoC used the data to identify areas of improvement and change both for the overall system and for a specific race or group to identify goals to target improvement and change in the group's future outcomes. By exploring the data in this presented way, a greater understanding of the needs in our community was facilitated, along with our progress in the recent past, and provided guidance to the planning group on how to develop strategies that will lead to the reduction of racial disparities amongst persons served and their outcomes.

2. This review led to the identification of huge disparities between rates of services and positive outcomes for persons who identify as Native American/Alaskan compared to people who identify as white. There are nine Tribal Nations in Mendocino County, Tribal Nations land represents less than 1% of the entire County area, and while just 4% of the population identified as Native American/Alaskan in the 2020 US Census, they represent 32% of the people experiencing unsheltered homelessness in 2020 in Mendocino County. We have set a goal to reduce the number of people who identify as Native American/Alaskan from 162 to 95 by June 30, 2024, which is a decrease of 67 (-41%), as measured by the CA-509 Mendocino County 2024 Stella P Data for All Project Types and All Household Types.

1D-10b.	Implemented Strategies that Address Racial Disparities.	
	NOFO Section V.B.1.q.	

Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	Yes
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes
6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes

7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes
11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
	Other:(limit 500 characters)	
12.		

1D-10c.	Implemented Strategies that Address Known Disparities.	
	NOFO Section V.B.1.q.	

Describe in the field below the steps your CoC is taking to address the disparities identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

Our CoC has established new Street Outreach teams using ESG-CV funds that will be expanded using state Housing, Homelessness, Assistance, and Prevention Program (HHAP) funds to expand access to existing emergency and interim housing projects as well as permanent housing supports and resources. CoC Staff has been working closely with several Tribes in Mendocino County who have also been awarded ESG-CV and state HHAP funds to support emergency shelter and street outreach activities to facilitate coordination between existing Street Outreach and Street Medicine Teams in their outreach efforts. CoC staff has also been working with these same partners to develop HMIS Projects, User Accounts, and training forums to assist Tribes in recording and reporting data on the clients served. Partnerships with Tribes will continue to ensure that people who identify as American Indian or Alaskan Native have the same access to housing resources as their white counterparts. In addition to collaboration on Street Outreach, the CoC has collaborated with Tribal Nations that have received Homeless Disability and Advocacy Services (HDAP) funds from the State of CA to provide Diversion and Homelessness Prevention services, either operated by the Tribe themselves or by alternative service providers with advanced permission and planning with the Tribe. CoC Staff are also building relationships with Mendocino County Civil Rights and Diversity, Equity, and Inclusion staff to schedule communitywide cultural sensitivity and diversity training to aid direct services staff in providing improved and inclusionary care.

1D-10d.	Tracked Progress on Preventing or Eliminating Disparities.	
	NOFO Section V.B.1.q.	

Describe in the field below:

1.	the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance; and
2.	the tools your CoC uses.



(limit 2,500 characters)

1. Our CoC has established the following goals to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance:

- Reduce the number of people who are American Indian or Alaska Native experiencing homelessness from 114 to 77, a decrease of 37 (33%). We will track progress made on this goal through the number of people who are American Indian or Alaska Native by June 30, 2024 as identified in the annual CoC APR Report in HMIS and in the 2024 Stella P Data by All Project Types and All Household Types.
- Reduce the number of people who identify as Native American or Native Alaskan from 162 to 95 by June 30, 2024, which is a decrease of 67 (-41%), as measured by the CA-509 Mendocino County 2024 Stella P Data for All Project Types and All Household Types. We will track progress on this goal by using data from the CA-509 Mendocino County 2024 Stella P Data for All Project Types and All Household Types.
- In 2020, 20 of 186 (10.75%) people who exited to permanent housing identified as American Indian or Alaska Native, which is only an increase of 0.98%, while the overall system increased by over 6%. We will increase the number of people who exit to permanent housing and identify as Native American or Alaska Native from 20 to 60 by June 30, 2024 (300% increase). We will track progress made on this goal using the number of people who are American Indian or Alaska Native identified in the annual CoC APR Report in HMIS and 2024 Stella P Data by All Project Types and All Household Types.
- Increase our outreach to populations and geographies that have previously had little to no engagement with our CoC to better identify persons experiencing homelessness in areas currently unrepresented, with a focus on Tribal Nations.
- Examine the lengths of time between CE entry to CE housing referral and between CE housing referral to housing placement. Once identified, we will identify strategies to lessen these time frames, which will result in a higher rate of housing placement in less time.
- Improve utilization rates and housing placement time frames of FUP through utilization of the Family Homelessness Challenge Grant and Bringing Families Home CA State DSS Funding.
- Implement a State Funded Housing Flex Fund that will offer Homeless Prevention & Diversion funding and services to reduce the number of people who become homeless for the first time.

2. Tools our CoC uses are CoC APRs, CAPERs, SPM, US Census.

1D-11.	Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking—CoC's Outreach Efforts.	
	NOFO Section V.B.1.r.	
<div>Describe in the field below your CoC's outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decision making processes.</div>		

(limit 2,500 characters)

Our CoC is in the process of establishing a Lived Experience Board (LEB) of persons who have experienced homelessness in the last 7 years. A recent Request for Funds was issued jointly by the County of Mendocino and our CoC to procure for California State Homeless Housing, Assistance, and Prevention (HHAP) Program funds. This RFP scope of work included, "Implement, organize, and support a Lived Experience Board (LEB) of persons who have lived experiences of homelessness." Unfortunately, no responses were received requesting funds for this activity and alternative procurement methods will need to be implemented to identify an entity to facilitate the LEB.

There is one open CoC Governing Board Seat for a homeless or formerly homeless individual that is advertised on CoC webpage. Additionally, CoC members engage with project participants to encourage CoC involvement. Establishing the LEB is included in the Strategic Plan to Address Homelessness in Mendocino County.

1D-11a.	Active CoC Participation of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

You must upload the Letter Signed by Working Group attachment to the 4B. Attachments Screen.

Enter in the chart below the number of people with lived experience who currently participate in your CoC under the four categories listed:

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included in the decisionmaking processes related to addressing homelessness.	1	1
2.	Participate on CoC committees, subcommittees, or workgroups.	0	0
3.	Included in the development or revision of your CoC's local competition rating factors.	0	0
4.	Included in the development or revision of your CoC's coordinated entry process.	0	0

1D-11b.	Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

Describe in the field below how your CoC or CoC membership organizations provide professional development and employment opportunities to individuals with lived experience of homelessness.

(limit 2,500 characters)

The CoC is in the process of developing professional development and employment opportunities for individuals with lived experience of homelessness. This work was initially identified in the local Strategic Plan to Address Homelessness in 2018 and was intended to begin in late 2020. This plan was greatly derailed by the COVID-19 Pandemic and CoC Staff attention became focused on preserving life and mitigating the spread of COVID-19 amongst persons experiencing homelessness. Mendocino County Social Services is a CoC member and operates multiple projects that provide professional development and employment opportunities, such as the California Work Opportunity and Responsibility to Kids, General Assistance, Housing and Disability Advocacy Program, West Business Development Center, and other mainstream projects.

1D-11c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	
	Describe in the field below:	
1.	how your CoC routinely gathers feedback from people experiencing homelessness;	
2.	how your CoC routinely gathers feedback from people who have received assistance through the CoC or ESG Programs; and	
3.	the steps your CoC has taken to address challenges raised by people with lived experience of homelessness.	

(limit 2,500 characters)

1. The Strategic Planning Committee (SPC) of the local CoC Board developed the Strategic Plan to Address Homelessness in Mendocino County contains the goals and strategies of the CoC regarding preventing and ending homelessness. The Committee solicited participation in the development of the plan from the public using electronic and in meeting public announcements asking for participation from the public. The Strategic Plan was recently updated and as part of the revision process, feedback on goals and strategies was solicited from participants of non-congregate and congregate shelters as well as residents of permanent supportive housing projects.

2. There were two themes identified in the review process that emerged as the leading concerns raised by people with lived experience of homelessness. The first concern was that it was taking too long to move into housing due to many systemic barriers and bureaucratic processes most potential project participants could not navigate on their own. The second concern identified was that tenant-based rental assistance projects were insufficient as housing stock is extremely limited and persons experiencing homelessness could not find housing even when they had intensive case management services and rental assistance.

3. The CoC and County of Mendocino received Technical Assistance through ESG-CV that focused on improving the CE processes to facilitate greater use of ESG-CV Rapid Rehousing funds. Monthly Rapid Rehousing Case Conferencing has commenced greater understanding and implementation of RRH projects, improved relationships between housing case managers and PHA staff, and has led to increased collaboration on other project types. The CoC completed monitoring of the CoC Program Funded PSH TRA project operated by the Mendocino County Public Housing Authority and has led to changes in multiple areas that have decreased waiting time and created faster housing placements. To address the second concern, the CoC has sourced new housing opportunities of all types whenever possible. In the past two years, the CoC has funded the development of 42 new permanent supportive housing units that are reserved for use by persons experiencing homelessness.

1D-12.	Increasing Affordable Housing Supply.	
	NOFO Section V.B.1.t.	
	Describe in the field below at least 2 steps your CoC has taken in the past 12 months to engage city, county, or state governments that represent your CoC's geographic area regarding the following:	
	1. reforming zoning and land use policies to permit more housing development; and	
	2. reducing regulatory barriers to housing development.	

(limit 2,500 characters)

1. CoC CA-509 has been advocating for the Mendocino County Board of Supervisors and the Councils of the Cities of Fort Bragg, Point Arena, Ukiah, and Willits to identify land they own or have rights to that can be used for housing development and adjust zoning and land use policies to permit housing development. CoC Representatives and Members have attended Town Halls, Stakeholder Feedback Sessions, Public Meetings, and other public meetings to advocate, encourage, and support revisions to zoning and land use policies that allow for more single and multi-family homes and housing complexes.
2. As a result of ongoing advocacy and collaboration, the County Strategic Plan recently drafted by the Mendocino County Board of Supervisors identifies areas of improvement needed to “Support increased housing stock at a range of affordability levels.” Improvements needed range from the creation of workforce housing committees and initiatives, identifying and tasking leadership to implement a wide array of housing programs, including market-rate housing and housing for unsheltered residents, interviewing developers and housing industry stakeholders, and developing a plan to reduce barriers and time relative to permitting, expansion of water and sewer districts to facilitating increased density of housing development, discovering and implementing strategies to provide permanent and temporary housing opportunities and supportive services for people who are unhoused, implement online permitting processes and record searching functions to streamline construction and provide the County with additional sources of revenue, and create forums and dialog with County residents about the value of and need for housing and commercial opportunities.

## 1E. Project Capacity, Review, and Ranking–Local Competition

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1E-1.	Web Posting of Your CoC's Local Competition Deadline–Advance Public Notice.	
	NOFO Section V.B.2.a. and 2.g.	
	You must upload the Web Posting of Local Competition Deadline attachment to the 4B. Attachments Screen.	

1.	Enter your CoC's local competition submission deadline date for New Project applicants to submit their project applications to your CoC—meaning the date your CoC published the deadline.	07/31/2023
2.	Enter the date your CoC published the deadline for Renewal Project applicants to submit their project applications to your CoC's local competition—meaning the date your CoC published the deadline.	07/31/2023

1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section V.B.2.a., 2.b., 2.c., 2.d., and 2.e.	
	You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen.	
	Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:	

1.	Established total points available for each project application type.	Yes
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Provided points for projects that addressed specific severe barriers to housing and services.	Yes

5.	Used data from comparable databases to score projects submitted by victim service providers.	Yes
6.	Provided points for projects based on the degree the projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	Yes

1E-2a.	Scored Project Forms for One Project from Your CoC's Local Competition. We use the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section V.B.2.a., 2.b., 2.c., and 2.d.	

You must upload the Scored Forms for One Project attachment to the 4B. Attachments Screen.

Complete the chart below to provide details of your CoC's local competition:

1.	What were the maximum number of points available for the renewal project form(s)?	100
2.	How many renewal projects did your CoC submit?	2
3.	What renewal project type did most applicants use?	PH-PSH

1E-2b.	Addressing Severe Barriers in the Local Project Review and Ranking Process.	
	NOFO Section V.B.2.d.	

Describe in the field below:

1.	how your CoC analyzed data regarding each project that has successfully housed program participants in permanent housing;
2.	how your CoC analyzed data regarding how long it takes to house people in permanent housing;
3.	how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and
4.	considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.

(limit 2,500 characters)

1. The local NOFA process established by the CoC requested renewal applications include their prior-year HUD Sage System Annual Performance Report (APR) and Prior Year Project Budget and new project applications to include documentation or written narrative that demonstrates the following data elements: Number of anticipated placements in or exits to permanent housing; Written description of the plan to support Proposed Outcomes; Strategies to maximize bed/unit utilization rates; Strategies to rapidly rehouse participants; Strategies to prevent returns to homelessness; and target population, if any. This data was analyzed to determine data regarding each project that has successfully housed program participants in permanent housing.
2. The local CoC NOFA required data regarding how long it takes to house people in permanent housing. The review committee examined the average length of participation in days (CoC APR Q22b).
3. Our CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when we ranked and selected projects by exploring data reported for persons experiencing chronic homelessness and the rates of special population membership of all project participants.
4. Our CoC considered the rural nature of our community, the low availability of housing stock, and the large prevalence of serious mental illness found amongst project participants when rating and ranking projects that provide housing and services to the hardest-to-serve populations result in lower performance levels but are needed by our community.

1E-3.	Advancing Racial Equity through Participation of Over-Represented Populations in the Local Competition Review and Ranking Process.	
	NOFO Section V.B.2.e.	
	Describe in the field below:	
1.	how your CoC used the input from persons of different races and ethnicities, particularly those over-represented in the local homelessness population, to determine the rating factors used to review project applications;	
2.	how your CoC included persons of different races and ethnicities, particularly those over-represented in the local homelessness population in the review, selection, and ranking process; and	
3.	how your CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	

(limit 2,500 characters)



1. Invitations to participate in the Local Competition Review and Ranking Process were issued to the public on the CoC Website, during public CoC Board and Committee meetings, and via email to CoC Members and members of the public who have requested to receive all CoC communications. The CoC Coordinator spoke with leaders and homeless services staff of Tribal Nations and Tribal Housing Entities about the CoC Competition process and invited them to participate in the development and application of Local Competition Review and Ranking Process policies and procedures. Feedback from Tribal Nation leaders and homeless services staff was incorporated into the revision of Impact & Effectiveness ranking criteria, value of points awarded, and targeted populations that should be given preference.
2. Despite the efforts described above to invite new participants to rating and ranking sessions, only four volunteers agreed to participate, and these members did not include persons who identify as Black, Indigenous, or Persons of Other Colors.
3. Our CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population through multiple rating factors in the project's design regarding connection to mainstream resources and collaboration with community partners. The CoC has encouraged, supported, and facilitated the expansion of CoC Projects' network of service providers to include nontraditional organizations, with a focus on Family Resource Centers, Tribal Services Offices, and food distribution programs.

1E-4.	Reallocation—Reviewing Performance of Existing Projects.	
	NOFO Section V.B.2.f.	
	Describe in the field below:	
	1. your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;	
	2. whether your CoC identified any low performing or less needed projects through the process described in element 1 of this question during your CoC's local competition this year;	
	3. whether your CoC reallocated any low performing or less needed projects during its local competition this year; and	
	4. why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.	

(limit 2,500 characters)

1. Each renewal project was assessed by the CoC Secretary to determine if reallocation should be considered and to determine a reallocation amount for consideration by the Governing Board. CoC staff completed the assessment of both renewal projects using the following questions: (1) Has the project had significant recaptures in the past two completed grant cycles? If so, what amounts have been recaptured? (2) Would the project have the capacity to continue operations (at the same or a reduced level) with a decreased CoC award? (3) Do CoC survey results related to funding priorities and CoC service needs indicate that this project type should be considered for reallocation? (4) What are the project's contributions toward CoC progress in meeting HUD's Policy Priorities (taken from Renewal Application)? Completed Reallocation Assessments will be provided to the Funding Recommendations Ad Hoc Committee to inform the decision-making process related to reallocation.

2. No projects were identified through this process during our local 2023 CoC Program competition.

3. No projects were reallocated due to low performance or less need during our local 2023 CoC competition.

4. Both renewal projects were identified as greatly needed by our community, so no projects were reallocated due to community need changes. One renewal project was identified as low-performing due to having significant recaptures in the past two completed grant cycles. The CoC considered reallocating this project but decided not to reallocate funds as the applicant has recently requested the opportunity to implement their strategy of having 2 staff persons who on a part-time basis have part of their jobs dedicated to several Coordinated Entry tasks that are in alignment with strategies of the CoC's Strategic Plan. Staff will work toward the goal of ensuring all those enrolling clients in Coordinated Entry do so in a uniform way. The CoC decided to allow the applicant the opportunity to fully implement the newly identified strategy that will be reviewed in April 2023, six months into the upcoming grant cycle.

1E-4a.	Reallocation Between FY 2018 and FY 2023.	
	NOFO Section V.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2018 and FY 2023?	No
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1E-5.	Projects Rejected/Reduced–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject any project application(s) submitted for funding during its local competition?	No
2.	Did your CoC reduce funding for any project application(s) submitted for funding during its local competition?	No
3.	Did your CoC inform applicants why your CoC rejected or reduced their project application(s) submitted for funding during its local competition?	

4.	If you selected Yes for element 1 or element 2 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	
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1E-5a.	Projects Accepted–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Accepted attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	09/13/2023
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1E-5b.	Local Competition Selection Results for All Projects.	
	NOFO Section V.B.2.g.	
	You must upload the Local Competition Selection Results attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Project Names; 2. Project Scores; 3. Project accepted or rejected status; 4. Project Rank–if accepted; 5. Requested Funding Amounts; and 6. Reallocated funds.	Yes
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1E-5c.	Web Posting of CoC-Approved Consolidated Application 2 Days Before CoC Program Competition Application Submission Deadline.	
	NOFO Section V.B.2.g. and 24 CFR 578.95.	
	You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC's website or partner's website–which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	09/25/2023
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1E-5d.	Notification to Community Members and Key Stakeholders that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application was posted on your CoC's website or partner's website.	09/25/2023
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## 2A. Homeless Management Information System (HMIS) Implementation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2A-1.	HMIS Vendor.	
	Not Scored—For Information Only	

	Enter the name of the HMIS Vendor your CoC is currently using.	WellSky
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2A-2.	HMIS Implementation Coverage Area.	
	Not Scored—For Information Only	

	Select from dropdown menu your CoC's HMIS coverage area.	Single CoC
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2A-3.	HIC Data Submission in HDX.	
	NOFO Section V.B.3.a.	

	Enter the date your CoC submitted its 2023 HIC data into HDX.	04/29/2023
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2A-4.	Comparable Database for DV Providers—CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.	
	NOFO Section V.B.3.b.	

	In the field below:	
1.	describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in HMIS comparable databases;	
2.	state whether DV housing and service providers in your CoC are using a HUD-compliant comparable database—compliant with the FY 2022 HMIS Data Standards; and	

3. state whether your CoC's HMIS is compliant with the FY 2022 HMIS Data Standards.

(limit 2,500 characters)

1. In the two last years, CA-509 HMIS staff provided guidance, assistance, and training to two organizations that serve victims of domestic violence to establish comparable databases to gather and report data in compliance with 2022 HMIS Data Standards. Project Sanctuary (PS) is the lead Victim Services Provider in Mendocino County, operating a DV safe house/shelter for women and children fleeing DV, in addition to Transitional Housing for the same population. Prior to the COVID-19 Pandemic, PS did not receive any funding that required HMIS data collection and reporting, so they did not have a database that met HUD HMIS Data Standards. PS responded to the ESG-CV local Request for Proposals, asking to provide non-congregate shelter. CoC Staff requested and received approval from California's Department of Housing and Community Development (HCD), who is the ESG-CV Grantee, to fund an HMIS Comparable Database for them. PS expanded their existing database hosted by Apricot Solutions to also include an HMIS Module, thus making it more affordable and integrating the comparable database programming and maintenance into existing structures. Mendocino County Youth Project (MCYP) receives Office of Victim Services funding used for administrative purposes and HMIS Data Standards state they too are prohibited from use of the CoC HMIS. After receiving funding use approval from HCD, CoC HMIS Staff also provided MCYP staff with guidance, assistance, and training regarding establishing their HMIS comparable database. MCYP too was able to expand its existing data collection system to include an HMIS module, making it more affordable and integrating programming and maintenance into existing structures.

2. DV housing and service providers are using HUD-compliant comparable databases that are compliant with the 2022 HMIS Data Standards.

3. Mendocino County CoC CA-509 is compliant with 2022 HMIS Data Standards.

2A-5. Bed Coverage Rate—Using HIC, HMIS Data—CoC Merger Bonus Points.

NOFO Section V.B.3.c. and V.B.7.

Enter 2023 HIC and HMIS data in the chart below by project type:

Project Type	Total Year-Round Beds in 2023 HIC	Total Year-Round Beds in HIC Operated by Victim Service Providers	Total Year-Round Beds in HMIS	HMIS Year-Round Bed Coverage Rate
1. Emergency Shelter (ES) beds	230	9	221	100.00%
2. Safe Haven (SH) beds	0	0	0	
3. Transitional Housing (TH) beds	67	27	40	100.00%
4. Rapid Re-Housing (RRH) beds	108	0	108	100.00%
5. Permanent Supportive Housing (PSH) beds	529	0	529	100.00%
6. Other Permanent Housing (OPH) beds	100	0	100	100.00%

2A-5a.	Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.	
	NOFO Section V.B.3.c.	

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:

1.	steps your 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 your CoC will implement the steps described to increase bed coverage to at least 85 percent.

(limit 2,500 characters)

All project types are at 100% HMIS Year-Round Bed Coverage Rates

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section V.B.3.d.	
	You must upload your CoC's FY 2023 HDX Competition Report to the 4B. Attachments Screen.	

Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by February 28, 2023, 8 p.m. EST?	Yes
--	-----

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

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2B-1.	PIT Count Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC conducted its 2023 PIT count.	01/25/2023
--	---	------------

2B-2.	PIT Count Data—HDX Submission Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC submitted its 2023 PIT count data in HDX.	04/29/2023
--	---	------------

2B-3.	PIT Count—Effectively Counting Youth in Your CoC's Most Recent Unsheltered PIT Count.	
	NOFO Section V.B.4.b.	

	Describe in the field below how your CoC:
1.	engaged unaccompanied youth and youth serving organizations in your CoC's most recent PIT count planning process;
2.	worked with unaccompanied youth and youth serving organizations to select locations where homeless youth are most likely to be identified during your CoC's most recent PIT count planning process; and
3.	included youth experiencing homelessness as counters during your CoC's most recent unsheltered PIT count.

(limit 2,500 characters)



1. We divide our CoC into three regions when completing PIT Counts to allow for greater coverage of our jurisdiction. A Team Captain is assigned to each region and for the last three PIT Counts, the Team Captain of the Inland South Region has been Amanda Archer who is the Executive Director of the Mendocino County Youth Project (MCYP). MCYP is the largest provider of homeless youth services and offers services County-wide. Amanda Archer has also served on the CoC Governing Board in the seat dedicated for a homeless youth service provider and has mentored multiple youth serving in the CoC Governing Board in the seat dedicated to a Transitional Age Youth with lived experience of homelessness. By having MCYP be one of three leaders of the PIT Count, stakeholder engagement occurred as a normal part of Ms. Archer's duties.
2. MCYP recruited multiple youth who volunteered to participate in conducting PIT Count census and surveys. It was often difficult to have youth with lived experience attend planning sessions so Ms. Archer would review plans and strategies with homeless youth to gather feedback and input that was reviewed, discussed, and integrated into the 2023 PIT Count planning. Additionally, Ms. Archer coordinated hosting a warming shelter at the Arbor Youth Resource Center where many unaccompanied youth experiencing homelessness often visit. The warming shelter provided food and beverages, and unaccompanied youth were able to complete unsheltered PIT Count surveys and receive a backpack with winter supplies as an incentive for completing the survey.
3. Ms. Archer contacted multiple providers that also serve youth experiencing homelessness and asked for information on locations where homeless youth are most likely to be identified throughout the entire County. Surveys were conducted with youth experiencing homelessness at multiple service locations, including the Arbor Homeless Youth Resource Center operated by Redwood Community Services. Encampment location forms were completed with youth experiencing homelessness to help identify locations where unsheltered youth may be sleeping on the night of the PIT Count.

2B-4.	PIT Count—Methodology Change—CoC Merger Bonus Points.	
	NOFO Section V.B.5.a and V.B.7.c.	
	In the field below:	
	1. describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable;	
	2. describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable; and	
	3. describe how the changes affected your CoC's PIT count results; or	
	4. state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2023.	

(limit 2,500 characters)

1. There was one change in the unsheltered PIT Count process between 2022 and 2023, which is the HMIS Lead worked back with sheltering projects to review their data quality and ensure the maximum amount of data available was recorded in HMIS prior to exporting data for HUD reporting.
2. Our CoC Unsheltered Methodology changed from a full canvas census to a randomly selected sample but we made sure to survey known locations, which may have caused us to miss some people in remote areas. We also moved the start time from 5:30 am to 9:00 am to better align with service delivery and identify people more readily. Another change in the 2023 methodology is the PIT Count Volunteer training was previously provided in person as two or three separate events, one per Region. This year we held only one volunteer training held exclusively on Zoom with all three Regions represented.
3. The later start time led to a much lower number of cars identified with people sleeping in them as they may have gone to work or school before the Count began. The changed volunteer training process led to better volunteer training in the two less populated Regions, but there were two volunteers who logged every RV or motorhome on private property, despite training instructions to only count those on public lands. These surveys were identified and excluded from the final data, which was only possible using geospatial data collected in the mobile app.

## 2C. System Performance

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2C-1.	Reduction in the Number of First Time Homeless--Risk Factors Your CoC Uses.	
	NOFO Section V.B.5.b.	
	In the field below:	
1.	describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time;	
2.	describe your CoC's strategies 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 your CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time	

(limit 2,500 characters)

1. CE Committee identifies risk factors through discussions with housing navigators that engage with people ex. homelessness first time. These discussions inform revisions to CE policies and prioritizations. A review of demographic data is included in these discussions to help identify disparities caused by these risk factors.
2. To address individuals and families at risk of becoming homeless, the County of Mendocino has implemented a State Funded Housing Flex Fund that offers Homeless Prevention and Diversion funding and services to reduce the number of people who become homeless for the first time. Additionally, the County of Mendocino was the recipient of a California Interagency Council on Homelessness Family Homelessness (Cal ICH) Challenge Grant that has funded a new initiative called Front Door for Families (FDFF). FDFF provides guidance to Mendocino County families with children who are experiencing homelessness, or are at risk of homelessness, to help them identify housing options. Another CalICH-funded grant, Homeless Housing, Assistance, and Prevention (HHAP) includes prevention & diversion services as an eligible activity and a locally issued Request for Proposals (RFP) solicited interest in offering these services. Finally, the California Advancing and Innovating Medi-Cal (CalAIM) framework has implemented Enhanced Care Management (ECM) and Community Supports (CS) that include various housing interventions and supports.
3. As the CoC Collaborative Applicant, Mendocino County Department of Social Services Program Administrator of the Housing Coordination Unit (HCU) Team is responsible for overseeing our CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time.

2C-1a.	Impact of Displaced Persons on Number of First Time Homeless.	
	NOFO Section V.B.5.b	

Was your CoC's Number of First Time Homeless [metric 5.2] affected by the number of persons seeking short-term shelter or housing assistance displaced due to:

1.	natural disasters?	Yes
2.	having recently arrived in your CoCs' geographic area?	No

(limit 2,500 characters)

1. Large wildfires occurred in Lake, Humboldt and Butte Counties that neighbor Mendocino County. These wildfires destroyed many structures including apartments and homes, which created an influx of persons seeking emergency, interim, and permanent housing, which further stretched the low housing stock in Mendocino County. Additionally, a large sink hole developed in a large Recreational Vehicle Park that left the residents unable to exit the park. As the owner of property refused to pay for any repairs, the park was closed and all residents were connected with interim or permanent housing options. However, this greatly impacted the availability of alternative housing options in other locations within the CoC jurisdiction.
2. None

2C-2.	Length of Time Homeless—CoC's Strategy to Reduce.	
	NOFO Section V.B.5.c.	
	In the field below:	
1.	describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;	
2.	describe how your 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 your CoC's strategy to reduce the length of time individuals and families remain homeless.	

(limit 2,500 characters)

1. To reduce the length of time individuals and persons in families remain homeless in Mendocino County, we will examine the lengths of time between Coordinated Entry System (CES) entry to CES housing referral and between CES housing referral to housing placement. Once identified, we will create quicker and seamless movement through the homelessness system for all individuals and families experiencing homelessness (e.g., operating at maximum capacity by increasing utilization of the overall system).
2. We identify individuals and persons in families with the longest lengths of time homeless through use of data gathered through the Coordinated Entry System, including chronic homelessness status and history of services used. Our CoC rehouses individuals and persons in families with the longest lengths of time homeless using a hodgepodge of permanent supportive housing projects. The CoC Program PSH project included in this funding request consists of 136 units representing 250 beds and is the largest project dedicated to serving persons who experiencing chronic homelessness. The CoC has funded multiple new permanent supportive housing units that are dedicated for persons experiencing chronic homelessness. These new units are filled using the Coordinated Entry System, which prioritizes PSH projects for use by individuals and persons in families with the longest lengths of time homeless.
3. As the Coordinated Entry System CoC Program Grant Recipient, the Community Development Commission of Mendocino County is responsible for overseeing our CoC's strategy to reduce the length of time individuals and families remain homeless.

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing—CoC's Strategy	
	NOFO Section V.B.5.d.	
	In the field below:	
1.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;	
2.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.	

(limit 2,500 characters)

1. Our CoC's strategies to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations is to source new housing opportunities of all types whenever possible; increase utilization of housing resources already available in the community; identify the most effective homelessness programs within the County, particularly those that provide emergency, non-congregate, transitional, and permanent housing to individuals experiencing homelessness, and provide support to expand or maintain services; develop and implement collaborative strategies to engage individuals experiencing street-level homelessness; and launch an initiative specifically focused on the unique needs of homeless families with children.
2. Our CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations is system-wide implementation of Critical Time Intervention and Housing Problem Solving projects that will provide ongoing assistance, guidance, and support for one year after an individual or family has moved into permanent housing from homelessness.
3. As the CoC Collaborative Applicant, the Mendocino County Department of Social Services Program Administrator of the Housing Coordination Unit (HCU) is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.

2C-4.	Returns to Homelessness—CoC's Strategy to Reduce Rate.	
	NOFO Section V.B.5.e.	
	In the field below:	
1.	describe your CoC's strategy to identify individuals and families who return to homelessness;	
2.	describe your 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 your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.	

(limit 2,500 characters)

1. The CoC identifies individuals and families who return to homelessness by tracking their past HMIS activity.
2. The CoC is using funds from the Homeless Housing, Assistance, and Prevention (HHAP) Program offered by the State of CA to facilitate development and implementation of system-wide Critical Time Intervention and Housing Problem Solving projects. These projects will provide case management to persons who were homeless and have moved into permanent housing in order to assist the household in successful retention of permanent housing. Clients that have previously completed services can be reenrolled if a new issue arises that threatens or jeopardizes their permanent housing retention.
3. As the CoC Collaborative Applicant, Mendocino County Department of Social Services Program Administrator of the Coordination Unit (HCU) is responsible for overseeing our CoC's strategy to reduce the rate individuals and persons in families return to homelessness.

2C-5.	Increasing Employment Cash Income—CoC's Strategy.	
	NOFO Section V.B.5.f.	
	In the field below:	
1.	describe your CoC's strategy to access employment cash sources;	
2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their employment cash income; and	
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.	

(limit 2,500 characters)

1. The CoC's strategy to increase employment income is to connect persons seeking employment with training and employment assistance providers.
2. CoC case management agencies have increased their partnerships with mainstream employment assistance projects for persons who are low-income or disabled, such as CalWorks, CA Department of Rehabilitation, and a local entrepreneur development agency called West Company.
3. As the CoC Collaborative Applicant, Mendocino County Department of Social Services Program Administrator of the Housing Coordination Unit (HCU) is responsible for overseeing our CoC's strategy to increase income from employment.

2C-5a.	Increasing Non-employment Cash Income—CoC's Strategy	
	NOFO Section V.B.5.f.	
	In the field below:	
1.	describe your CoC's strategy to access non-employment cash income; and	
2.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.	

(limit 2,500 characters)

1. Our CoC's strategy to access non-employment cash income is to increase homeless service providers' knowledge and understanding of mainstream benefits such as Medicaid and food stamps, and to facilitate communication and collaboration between homeless service providers and project staff that assist with SSI/SSDI applications and advocacy.
2. As the CoC Collaborative Applicant, Mendocino County Department of Social Services Program Administrator of the Housing Coordination Unit (HCU) is responsible for overseeing our CoC's strategy to increase unemployment cash income.

## 3A. Coordination with Housing and Healthcare

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3A-1.	New PH-PSH/PH-RRH Project–Leveraging Housing Resources.	
	NOFO Section V.B.6.a.	
	You must upload the Housing Leveraging Commitment attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	No
--	--	----

3A-2.	New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.	
	NOFO Section V.B.6.b.	
	You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	No
--	--	----

3A-3.	Leveraging Housing/Healthcare Resources–List of Projects.	
	NOFO Sections V.B.6.a. and V.B.6.b.	
	If you selected yes to questions 3A-1. or 3A-2., use the list feature icon to enter information about each project application you intend for HUD to evaluate to determine if they meet the criteria.	

Project Name	Project Type	Rank Number	Leverage Type
This list contains no items			



## 3B. New Projects With Rehabilitation/New Construction Costs

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3B-1.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.s.	

Is your CoC requesting funding for any new project application requesting \$200,000 or more in funding for housing rehabilitation or new construction?	No
--	----

3B-2.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.s.	

If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:

1.	Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
2.	HUD's implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

(limit 2,500 characters)

N/A

## 3C. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3C-1.	Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	

	Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No
--	--	----

3C-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	

You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen.

If you answered yes to question 3C-1, describe in the field below:

1.	how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and
2.	how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.

(limit 2,500 characters)

N/A

## 4A. DV Bonus Project Applicants for New DV Bonus Funding

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

4A-1.	New DV Bonus Project Applications.	
	NOFO Section I.B.3.I.	

	Did your CoC submit one or more new project applications for DV Bonus Funding?	No
Applicant Name		
This list contains no items		

## 4B. Attachments Screen For All Application Questions

We have provided the following guidance to help you successfully upload attachments and get maximum points:

1.	You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete.		
2.	You must upload an attachment for each document listed where 'Required?' is 'Yes'.		
3.	We prefer that you use PDF files, though other file types are supported—please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images. Many systems allow you to create PDF files as a Print option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube.		
4.	Attachments must match the questions they are associated with.		
5.	Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.		
6.	If you cannot read the attachment, it is likely we cannot read it either.		
	. We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).		
	. We must be able to read everything you want us to consider in any attachment.		
7.	After you upload each attachment, use the Download feature to access and check the attachment to ensure it matches the required Document Type and to ensure it contains all pages you intend to include.		
8.	Only use the "Other" attachment option to meet an attachment requirement that is not otherwise listed in these detailed instructions.		
Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	PHA Administrativ...	09/14/2023
1C-7. PHA Moving On Preference	No	PHA Administrativ...	09/14/2023
1D-11a. Letter Signed by Working Group	Yes	1D-11a. Lived Exp...	09/25/2023
1D-2a. Housing First Evaluation	Yes	CDC PSH TRA Housi...	09/14/2023
1E-1. Web Posting of Local Competition Deadline	Yes	1E-1. Web Posting...	09/25/2023
1E-2. Local Competition Scoring Tool	Yes	Renewal and New P...	09/14/2023
1E-2a. Scored Forms for One Project	Yes	CDC PSH TRA Scori...	09/14/2023
1E-5. Notification of Projects Rejected-Reduced	Yes	No Projects Rejected	09/14/2023
1E-5a. Notification of Projects Accepted	Yes	Accepted CoC Proj...	09/14/2023
1E-5b. Local Competition Selection Results	Yes	Approved 2023 CoC...	09/25/2023
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes		

1E-5d. Notification of CoC-Approved Consolidated Application	Yes		
2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	CA-509 2023 HDX C...	09/14/2023
3A-1a. Housing Leveraging Commitments	No		
3A-2a. Healthcare Formal Agreements	No		
3C-2. Project List for Other Federal Statutes	No		
Other	No		

## Attachment Details

**Document Description:** PHA Administrative Plan Section: COMPLETION OF APPLICATION, PREFERENCES, DETERMINATION OF ELIGIBILITY, AND SELECTION OF FAMILIES

## Attachment Details

**Document Description:** PHA Administrative Plan Section: COMPLETION OF APPLICATION, PREFERENCES, DETERMINATION OF ELIGIBILITY, AND SELECTION OF FAMILIES

## Attachment Details

**Document Description:** 1D-11a. Lived Experience Participation Letter

## Attachment Details

**Document Description:** CDC PSH TRA Housing First Evaluation

## Attachment Details

**Document Description:** 1E-1. Web Posting of Local Competition Deadline

## **Attachment Details**

**Document Description:** Renewal and New Project Scoring Sheet

## **Attachment Details**

**Document Description:** CDC PSH TRA Scoring Sheet

## **Attachment Details**

**Document Description:** No Projects Rejected

## **Attachment Details**

**Document Description:** Accepted CoC Projects Letter

## **Attachment Details**

**Document Description:** Approved 2023 CoC Program Priority Listing

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** CA-509 2023 HDX Competition Report

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **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. CoC Identification	08/14/2023
1B. Inclusive Structure	09/14/2023
1C. Coordination and Engagement	09/14/2023
1D. Coordination and Engagement Cont'd	09/14/2023
1E. Project Review/Ranking	Please Complete
2A. HMIS Implementation	09/14/2023
2B. Point-in-Time (PIT) Count	09/14/2023
2C. System Performance	09/14/2023
3A. Coordination with Housing and Healthcare	09/14/2023
3B. Rehabilitation/New Construction Costs	09/14/2023
3C. Serving Homeless Under Other Federal Statutes	09/14/2023

<b>4A. DV Bonus Project Applicants</b>	09/14/2023
<b>4B. Attachments Screen</b>	Please Complete
<b>Submission Summary</b>	No Input Required

**III. COMPLETION OF APPLICATION, PREFERENCES, DETERMINATION OF ELIGIBILITY, AND SELECTION OF FAMILIES****A. PRE-APPLICATION PROCEDURES**

- Duplicate Applications

**B. NOTIFICATION OF APPLICANT STATUS****C. SELECTION CRITERIA AND SPECIAL PURPOSE FUNDING**

- Basic Selection Criteria
- Special Purpose Funding

**D. LOCAL PREFERENCES****E. COMPLETION OF A FULL APPLICATION****F. PROCESSING THE APPLICATION/ELIGIBILITY CRITERIA**

- Verification of the Eligibility Application
- Income Eligibility
- Non-Citizens/Eligible Immigration Status
- Criminal Activity and Domestic Violence
- Consideration of Circumstances
- Drug Treatment Facility
- Criminal History Report

**G. FINAL DETERMINATION**

- Notification of Eligibility
- Denial of Admission
- Removal from the Wait List and the Right to an Informal Review

**H. PURGE****I. MONITORING OF SELECTION AND LEASING****J. RECORDS MANAGEMENT****K. FAMILY DESIGNATION AND DEFINITIONS**

For additional waiting list/eligibility information specific to the Mainstream Voucher and Family Unification Program refer to Chapter XXVII and XXVIII of this Administrative Plan.

**A. PRE-APPLICATION PROCEDURES**

A preliminary-application (pre-application) may be utilized. Applications may be faxed, mailed or submitted in person to the CDC office located at 1076 N. State Street; between the hours of 8:00 a.m. to 5:00 p.m. Monday through Thursday, except on holidays.

Pre-applications may also be mailed to the applicant and, if requested, mailed in an accessible format. Persons with disabilities may call the CDC to make special arrangements to complete their pre-application, if needed as a reasonable accommodation.

Pre-applications submitted to CDC that are fully completed and signed by the applicant family's head of household are date and time stamped during normal business hours. The applicant will retain the faxed date and time as the date and time of their status on the Wait List.

The purpose of the pre-application is to permit the CDC to preliminarily assess family eligibility or ineligibility and to determine placement on the Wait List. The pre-application may contain questions designed to obtain the following information:

- Date and time of application
- Names of adult members and age of all members;
- Gender and relationship of all members;
- Street Address and phone numbers;
- Mailing Address (if different from street address);
- Amount(s) and source(s) of income received by household members;
- Information related to qualification for preference or special admissions;
- Race/ethnicity;
- Citizenship/eligible immigration status;

Pre-applications may not require an interview. The information on the pre-application may not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is completed and all information is verified.

Applicants are required to inform the CDC, in writing, of changes in address, income, assets, household composition and any other changes which may impact eligibility. Applicants are also required to respond to requests from the CDC to update information on their application and to determine their continued interest in receiving rental assistance.

The applicant may be removed from all Wait Lists they are currently on if;

- The applicant fails to provide information or to respond to mailings
- Mail is returned via U.S. Postal Service

Applicants who are removed from the Waiting List may reapply for assistance when the Waiting List is opened.

If the applicant did not respond to the CDC request because of a family member's disability, the CDC may reinstate the applicant in his/her former position on the Waiting List if the person's disability was directly related to the non-compliance, the disability is verified, if need be, and the reason can be identified as pertaining to the person's disability.

#### **Duplicate Applications**

Duplicate applications will not be accepted. Any duplicate pre-applications will be merged with the original pre-application. The family will receive notice of merging of the duplicate status. A pre-application will be considered a duplicate application and be merged with the original application if;

- The family is currently active on the waiting list they applied for, or
- The family has been selected for the waiting list they applied for and the CDC is currently processing the family's eligibility for the program.

### **B. NOTIFICATION OF APPLICANT STATUS**

Based on the information provided by the applicant on the pre-application, if the family is determined to be potentially eligible, the applicant will be notified in writing of their placement on the CDC's Waiting List

If the family is obviously ineligible, the CDC shall notify the family in writing, state the reason(s), and inform the family of its right to an informal review.

### **C. SELECTION CRITERIA AND SPECIAL PURPOSE FUNDING**

#### **Basic Selection Policy**

Except for Special Admissions, applicants will be selected in order of date and time of the initial application with consideration given to the regulations governing income targeting as well as any adopted local preference. CDC uses the aggregate method when determining what local preference holders are contacted first.

Applicants whose income is greater than thirty percent (30%) of the area's median income may be passed on the waiting list pursuant to the income targeting requirements detailed below.

Applicants who applied earlier than applicants who are eligible for local preferences may be passed on the waiting list.

CDC may not select applicants from the waiting list in an order different from the selection procedures for the purpose of selecting higher income families for the program.

#### Income Targeting Pursuant to the Quality Housing and Work Responsibility Act

Not less than seventy-five percent (75%) of all new admissions shall be families whose income is below thirty percent (30%) of the area median income. A new admission shall be defined as an applicant being offered assistance. (Note: A PHA can reduce its required public housing admission of families with income below 40% of median income in a given fiscal year by admitting more than 75% of extremely low-income.)

The CDC may admit a lower percent of extremely low-income families during a PHA's fiscal year (than otherwise required) if HUD approves the use of such lower percent by the CDC, in accordance with the CDC plan, based on HUD's determination that:

- (1) The CDC has opened its waiting list for a reasonable time for admission of extremely low-income families residing in the same metropolitan statistical area (MSA) or non-metropolitan county, both inside and outside the CDC jurisdiction;
- (2) The CDC as provided full public notice of such opening to such families, and has conducted outreach and marketing to such families, including outreach and marketing to extremely low-income families on the Housing Choice Voucher and public housing waiting lists of other PHAs with jurisdiction in the same MSA or non-metropolitan county;
- (3) There are not enough extremely low-income families on the CDC's waiting list to fill available slots in the program during any fiscal year for which use of a lower percent is approved by HUD; and
- (4) Admission of the additional very low-income families other than extremely low-income families to the CDC's tenant-based Voucher program will substantially address worst case housing needs as determined by HUD.

- (5) Two (2) or more PHAs in same jurisdiction may elect to be treated as a single PHA for purposes of meeting targeting goals.
- (6) If a family initially leases a unit outside the CDC jurisdiction under portability at admission to the Voucher program, such admission shall be counted against the targeting obligation of the initial PHA (unless the receiving PHA absorbs the portable family into the receiving PHA Voucher program from the point of admission).
- (7) For further Income Targeting clarification refer to 24 CFR Sec. 982.201.

**Special Purpose Funding:**

HUD may provide funding to serve a targeted population. Since HUD specifies the special population, there is no limit to the number of admissions except for the limit as defined by HUD in establishing the special population and funding.

CDC may select applicants out of order if determined necessary to utilize the budget authority for a targeted program. At the time a family Leases a unit under HAP contract CDC may code the family as Mainstream (MS) or FUP/Y on line 2b of the 50058 if;

- The family has been determined eligible for a special purpose funding voucher, and
- Funding is available

**D. LOCAL PREFERENCES**

The CDC will take the preference points applied and add them (cumulative). The preferences must be supported by documentation. Preferences must be valid at the time the applicant claims the preference and at the time of final determination of eligibility unless otherwise stated in the definition below.

The CDC has elected to employ the following as local preferences for the tenant-based voucher Wait List. Refer to Chapter XXI. of this administrative plan for Project Based Voucher preference policies.

- Graduation from the Permanent Supportive Housing Program (1000 Points)
- FUP-Youth Continued Assistance Preference: (800 points)



- Victims of Domestic Violence Currently Living in Transitional Housing Preference (400 points)
- Natural Disaster Emergency Preference (400 points)
- Family Unification Program (FUP) Preference (1000 points)
- Veterans and Veteran Families Preference (250 points)
- Disabled & Homeless Preference (200 points)
- Persons Eighteen or Older with a Disability Preference (100 points)
- Residency Preference (100 points)
- Lease in Place Preference (500 points)
- Families with Children who are Homeless or At Risk of Homelessness and receiving services from Front Door for Families (1000 points)

#### **GRADUATION FROM THE PERMANENT SUPPORTIVE HOUSING PROGRAM**

CDC has elected to provide a preference for households who are receiving rental assistance through the CDC's Permanent Supportive Housing Program and are eligible to graduate from receiving supportive services.

The graduation criteria set forth in the Permanent Supportive Housing Rental Assistance Program Policies and Procedures Manual must be verified and documented in order for a family to qualify for this preference.

CDC and CoC's participating homeless service providers will collaborate to determine which households are eligible for this preference. A preference verification letter from the family's case management agency providing supportive services must be submitted with the completed pre-application.

The CDC may apply this preference to no more than five (5) households within a calendar year. If an application is submitted to the CDC which identifies eligibility for this preference and the preference is no longer available, CDC will notify the family in writing that they are not eligible to receive this preference.

**DISABLED & HOMELESS PREFERENCE**

CDC has elected to provide a preference for persons with disabilities who are:

- Transitioning out of institutional or other segregated settings, or
- At serious risk of institutionalization, or
- Homeless, or at risk of becoming homeless

The preference must be supported by documentation and valid at the time the applicant claims the preference and at the time of final determination of eligibility.

CDC may notify local service providers and current applicants listed on the tenant-based Wait List if this preference opens.

CDC will apply 200 preference points for this preference if the family meets the criteria listed above and provides sufficient verification as determined by CDC.

**Verification of Preference:** CDC will use the Disabled & Homeless Preference verification form to determine eligibility for this preference and obtain required verifications listed to retain in the applicants file.

**NATURAL DISASTER EMERGENCY PREFERENCE**

Families who have been affected by a Federal or State declared natural disaster such as a fire, flood, earthquake or other natural cause in which the applicant's housing was rendered uninhabitable.

Qualifying families are families in which the natural disaster occurred within 24 Months from the date the family claims the preference and the family is not living in standard, permanent replacement housing at the time of eligibility determination. The definition for standard, permanent replacement housing can be found on the Natural Disaster verification form which is used to verify this preference.

In order for CDC to determine eligibility for this preference verification must be obtained. CDC must verify the natural disaster occurred at the applicant's place of residence, the disaster was a result of natural causes or through no fault of their own, the dwelling unit is inhabitable and proof of residency must be provided. The following are examples of acceptable documentation;

- A Fire Department Report or other acceptable verification which lists the applicant's names as residents, confirms the cause of the disaster and verifies the structure inhabitable, and

- Verification from a recognized federal or state disaster relief organization, such as the Red Cross, and
- Proof of residency of the affected property (rental or ownership documentation or other acceptable verification).

### **LEASE IN PLACE PREFERENCE**

The Lease in Place preference is only used in the event that CDC's vouchers under HAP contract fall below maximum leasing potential. This is generally when units under contract fall below 90% of units available for three consecutive months. This preference will apply to families on the Wait List who live in Mendocino County and are willing and able to lease in place. CDC will continue to use the Lease in Place preference until the vouchers under HAP contract reach 90% of units available for a period of three months consecutively.

Families who are considered to be living in place are those who reside in a unit where the landlord will accept the Housing Choice Voucher program. CDC will require the family to provide a current lease agreement and a written letter of acceptance from the landlord. If the family is not currently occupying the rental unit, but the Landlord has agreed to rent to the family when the voucher is issued, a letter of intent to rent may be submitted as an alternative to a Lease Agreement.

The unit must meet all other program requirements in order to qualify for the Lease in Place preference.

Families must lease under HAP contract at the address correlated with the Landlord Acceptance letter in order to maintain this preference.

The Lease in Place preference is a tool used by CDC only to increase voucher utilization during a limited window of time. The preference does not displace any other applicant families from the Wait List nor does it significantly impact the length of time an applicant family remains on the list as the life of the CDC Wait List is typically no more than twelve months.

### **VETERANS AND VETERANS FAMILIES PREFERENCE**

*[California Health and Safety Code § 34322.2. "Priority shall be given within each preference category to families of veterans and servicemen (sic)."]*

Households containing a veteran or the surviving spouse of a veteran of one of the regular armed forces of the United States are eligible for this preference.

To claim a veteran's preference, a copy of the DD214 showing Honorable Discharge or equivalent must be obtained. If a surviving spouse of a veteran, the applicant must submit to CDC a marriage certificate and death certificate.

### **RESIDENCY PREFERENCE**

Families who, at the time of selection from the Wait List and final eligibility determination, reside within Mendocino County, or include a member who works, or has been hired to work in Mendocino County. Applicants who have been hired to work in Mendocino County must supply CDC with verification of expected employment start date. Employment start date must be within 90 days from the date the applicant claims the preference.

Verification of Residency may include the following:

- Utility Bills in the name of the family
- Telephone/cable bills
- Verification of address listed on school documents.
- Landlord statements
- Current Social Services verification
- Letter of hire from an employer
- Current paycheck stubs verifying address of employment
- Photo Identification verifies the same address as the applicants mailing address listed on the application
- Any other documentation CDC determines is sufficient.

### **FAMILY UNIFICATION PROGRAM PREFERENCE (FUP – FAMILY AND FUP - YOUTH**

Only families referred to CDC by Family and Children's Services (or affiliated) may qualify for this preference. CDC will apply 1000 preference points to families that qualify for this preference.

Applicants are only eligible for the Family Unification Program (FUP) by referral, therefore CDC will not include this preference as an option on the pre-application.

In the event there are no FUP vouchers available due to CDC reaching the maximum limit, CDC will continue to accept referrals for FUP eligible households referred from Family & Children's Services. In this scenario the

FUP preference will be applied, but the household will not be identified as FUP on the 50058, and instead issued a regular Housing Choice Voucher.

Refer to Chapter XXVIII. of this Administrative Plan for further information pertaining to the Family Unification Program.

### **FUP–YOUTH PREFERENCE: CONTINUED ASSISTANCE**

The FUP Targeted Program refers to special purpose vouchers operated within the Housing Choice Voucher program and is intended to serve specific subpopulations and corresponds with supportive services.

Although the FUP–Family Vouchers provide ongoing housing assistance as long as the household is income eligible, the FUP – Youth Vouchers have an expiration period of 36 months. CDC recognizes that this practice could potentially result in homelessness or other unstable living conditions, therefore, CDC will exercise the option to continue assistance to such populations under the Housing Choice Voucher program. This option will be available to FUP–Youth.

To ensure that housing assistance opportunities remain available for all waitlisted applicants CDC will offer a preference for “continued assistance of FUP–Youth Vouchers”. This preference will be limited to a maximum of 5 vouchers per year and the offer of a Housing Choice Voucher is contingent on funding availability.

The intent of providing the continued assistance option is to provide continuity and housing stability for youth who have an expiring FUP voucher.

CDC may issue a Housing choice Voucher provided there is a HCV available, there is funding availability and in order to receive the preference ALL criteria below must be met:

- Participants in compliance with the rules and regulations of the program for the past 6 consecutive months.
- If the participant owes the CDC for a Repayment Agreement, they must be in compliance with that agreement, or pay the balance in full.
- The FCS must submit a recommendation for a regular Housing Choice Voucher and confirm the participant is in compliance with the FCS.

- If the family is a “remaining family member” and the Youth is no longer part of the household, CDC will grant this preference if all other criteria listed above is met. See “Criteria for Beneficiaries” listed below.

CDC will apply 800 preference points for a family that meets the criteria listed above (800 points maximum for this preference). CDC will take these preference points and add them to any other preference points claimed.

### **PERSONS EIGHTEEN OR OLDER WITH A DISABILITY PREFERENCE**

Applicants will qualify for this preference if any member of the household is eighteen or older and that member meets the disability definition found under 24 CFR Part 5 subpart D 5.403 for the Housing Choice Voucher Program.

This preference must be supported by documentation and valid at the time the applicant claims the preference and at the time of final determination of eligibility.

The disability must be verified with a current benefit award letter confirming SSI, SSDI or Veterans Disability Compensation payments or verification directly from the family’s medical professional stating the individual qualifies under the definition of a disability.

### **VICTIMS OF DOMESTIC VIOLENCE CURRENTLY LIVING IN TRANSITIONAL HOUSING PREFERENCE**

Applicants will qualify for this preference if they are victims of domestic violence and are currently residing in transitional housing managed by the domestic violence agency.

In order to qualify for this preference, the applicant must provide CDC with a preference verification letter directly from the domestic violence agency confirming the applicant is a victim of domestic violence and is currently living in transitional housing managed by the domestic violence agency.

The preference must be valid at the time the applicant claims the preference and at the time of final determination of eligibility.

### **FAMILIES WITH CHILDREN WHO ARE HOMELESS OR AT RISK OF HOMELESSNESS AND RECEIVING SERVICES FROM FRONT DOOR FOR FAMILIES**

Applicants will qualify for this preference if the household includes a minor, they are homeless or at risk of homelessness and are receiving services from Front Door for Families. In order to qualify for this preference a preference

verification letter must be obtained from Front Door for Families which confirms the household consists of a minor child/children meets the HUD definition of Homeless or At Risk of Homelessness (24 CFR 576.2) and they are currently engaged in services through this agency.

Eligibility for this preference must be valid at the time the applicant is selected from the waiting list.

#### **E. COMPLETION OF A FULL APPLICATION**

At the time a family is selected from the Wait List CDC will contact the family by mail with a request to complete a full eligibility application. The notice will include an eligibility application and a list of additional documentation that also must be submitted to CDC no later than the deadline specified.

The family will complete the application on their own whenever possible. The head of household, as well as all members of the household over the age of eighteen (18) years must read and sign all documents including attached HUD forms. Reasonable accommodations shall be made for persons with disabilities, upon request.

The CDC will accept applications from families whose head or spouse is at least 18 years of age, except for emancipated minors under State law. However, the head of household or spouse must be at least 18 years of age at time of the determination of eligibility. Emancipated minors, under State law, may be admitted if the applicant head or spouse can provide documentation that the law considers them of age to enter into a contractual agreement (lease with the landlord, agreement to comply with HUD and CDC requirements.)

All adult members must sign the form HUD-9886, Release of Information, all supplemental forms required by the CDC, the declarations and consents related to citizenship/immigration status, and any other documents required by the CDC. Applicants may be required to sign specific verification forms for information not covered by the form HUD-9886.

Every adult member may be required to sign a consent form to release criminal conviction records and to allow the CDC to review records and use them in accordance with HUD regulations.

If, after receipt of the full application, the CDC determines additional information or document(s) are needed, the CDC will request the document(s) or information in writing. The family will be given ten (10) calendar days to supply the information.

**F. PROCESSING THE APPLICATION/ELIGIBILITY CRITERIA**

To be eligible for participation, an applicant must meet HUD's criteria, as well as any permissible additional criteria established by the CDC.

The HUD eligibility criteria is:

- An applicant must be a "family";
- An applicant's total family annual income must be within the appropriate HUD established Income Limits;
- An applicant must furnish Social Security Numbers, if issued, for all family members age six and older;
- An applicant must furnish a declaration of Citizenship or Eligible Immigrant Status and verifications are required for Eligible Immigration Status. At least one member of the applicant family must be either a U. S. citizen or have eligible immigration status before the CDC may provide any financial assistance.

**Verification of the Eligibility Application**

Information provided by the applicant will be verified including information documenting family composition, income, assets, allowances and deductions, preference status (if needed), full-time student status, and other factors relating to eligibility, to determine applicant eligibility before the applicant is issued a Voucher.

PHAs are required to follow the steps outlined in Notice PIH 2004-18 when verifying SS and SSI. Therefore, the CDC will not contact the local SSA offices by phone, fax, or mail.

If third party verification of SS/SSI benefits of applicants and household members is not available, the CDC will request a current (dated within the last 30 days) SSA benefit verification letter for each household member that receives social security benefits.

If the applicant and/or household member are unable to provide the requested document, the CDC will request the applicant/household member to call SSA at 1-800-772-1213 to request a benefit verification letter. The CDC will inform the applicant and/or household member that a request for a benefit verification letter can also be made at the SSA Internet Website at [www.ssa.gov](http://www.ssa.gov).



CDC will follow the verification requirements set forth in Chapter V of this Administrative Plan.

### **Income Eligibility**

The family's annual income must fall within the applicable very Low-income limits as published by the Department of Housing and Urban Development. Some families may qualify if they are low-income under these circumstances:

- A low-income family that is continuously assisted under the 1937 Housing Act;
- 
- PBV: A low-income family that meets the additional eligibility criteria outlined below:
  - A household in place at time of selection for Project Based Voucher Assistance. To meet this criteria a household must be residing in a unit in a development that has applied for and been selected to receive Project Based Voucher assistance (lease must pre-date initial selection letter); or
  - A household that has leased a unit in a development selected for Project Based Voucher assistance, but was not in place at time of selection, and is in place at execution of the HAP contract for Project Based Voucher assistance.
- A low-income non-purchasing family residing in a HOPE I (HOPE for Public and Indian Housing Homeownership) or HOPE 2 (HOPE for Multifamily Units) Project;
- A low-income (or moderate-income) family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing as defined in under 24 CFR 248.101.
- A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a project subject to resident homeownership program under 24 CFR 248.173

### **Restrictions Regarding Assistance to Non-Citizens or Eligible Immigration Status Requirements**

#### **Required Documentation**

- Housing Choice Voucher programs are covered under Section 214 of the Housing and Community Development Act of 1980, which makes financial assistance contingent upon the submission of verifiable evidence of citizen or eligible non-citizen status.

- Families must submit evidence of citizenship or eligible non-citizen status. A family consisting of members with both eligible and ineligible status may be eligible for prorated assistance.
- Verification of evidence of eligible non-citizen status is necessary to determine whether or not the applicant/participating family is eligible for continuing assistance or admittance to the program. Families will be required to submit a declaration for all members who claim eligible status and/or provide a listing of those members who do not claim eligible status.
- Non-citizen students do not have eligible status, nor does their non-citizen spouse and/or minor children accompanying or joining the non-citizen student. A citizen spouse or minor children of a citizen spouse and non-citizen student are eligible for assistance, however;
- Eligible immigration status includes the following categories:  
Citizens or national of the United States;

Non-citizens with status in one of the following categories:

A non-citizen admitted to the U.S. for permanent residence under Section 101(a)(20) of the Immigration and Nationality Act (INA); as an immigrant under Section 101(a)(15) or as a special agricultural worker under Section 120 or 210A of the INA;

A non-citizen who entered the U.S. before January 1, 1972, (or such later date as enacted by law), and who (1) has continuously maintained residence in the U.S. since then, (2) who is not ineligible for citizenship, and (3) who has been deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under Section 249 of the INA;

A non-citizen admitted to the U.S. with refugee status under Section 207 of the INA, or with asylum status under Section 208 of the INA, or admitted before April 1, 1980 under Section 203(a)(7) of the INA;

A non-citizen admitted to the U.S. with parole status under Section 212(d)(5);

A non-citizen lawfully present in the U.S. as a result of the Attorney General's withholding deportation under Section 243(h) of the INA (threat to life or freedom); or

A non-citizen admitted for temporary or permanent residence under Section 245A of the INA.

- Evidence of citizenship or eligible non-citizen status shall consist of the following documents or such other documents as deemed acceptable by HUD or the U.S. Citizenship and Immigration Services (CIS) (formerly INS):

For citizens: a signed Declaration of U.S. citizenship;

For non-citizens:

1. A signed Declaration of eligible immigration status;
  2. The CIS documents listed in Guidebook 7465.10G, Chapter 6, Section 6- (or any other documents determined by the CIS to be acceptable evidence and announced by notice in the Federal Register); and
  3. A signed Verification Consent Form.
- Documents submitted by an applicant family to verify eligible immigration status will be first verified using the CIS Systematic Alien Verification for Entitlements (SAVE) system. If the SAVE system does not provide verification, a secondary manual search of CIS records will be instituted by the CDC. If both searches fail to verify eligibility, the family will be notified and will be given the option of requesting an appeal to the CIS and/or a CDC informal hearing.

#### Ineligible Immigration Status

- Families determined to be ineligible when the evidence of citizenship or eligible non-citizen status submitted by a head of household or spouse cannot be verified either by the CDC's preliminary inquiry or by the CIS secondary search will be notified in writing that the individual or family has been determined ineligible.
- Families determined ineligible due to lack of citizenship or non-eligible citizenship status may request an appeal to the CIS according to 24 CFR 5.514(e) and may request an informal hearing with the CDC. Applicant families may request an informal hearing as described in Section 9-2 (c)(2) of Guidebook 7465.10G either upon the completion of the CIS appeal or in place of the CIS appeal.
- Assistance to an applicant may be delayed if the CIS appeal process has been concluded, but may not be denied until after the conclusion of the CDC informal hearing process, if the applicant requests an informal hearing.

**Criminal Activity and Domestic Violence for Applicants**

The CDC will deny admission to an applicant for the following reasons:

1. An applicant will be denied admission for three (3) years from the date of termination of rental assistance if a household member was terminated from federally assisted housing for drug-related criminal activity. The CDC may admit the household if it is determined:
  - That the household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the CDC and has had no further arrests; or
  - That the circumstances leading to termination no longer exist. (For example, the criminal household member has died, imprisoned, or no longer residing with the applicant.)
2. Any member of the household is subject to a lifetime registration requirement under a State sex offender registration program; For applicant households containing members subject to a lifetime sex offender registration requirement, the CDC will offer the family the opportunity to remove the member from the household. If the family is unwilling to do so, the CDC must deny admission to the family. The CDC will notify the family of its right to dispute the accuracy and relevance of the criminal background check information.
3. Has been convicted of manufacturing or producing methamphetamine on the premises of any federally assisted housing (including the building or complex in which the unit is located and associated common areas and grounds).
4. Households shall be denied admission for three (3) years after the date of the most recent conviction of the following types of activities:
  - Drug-related criminal activity,
  - Violent criminal activity including domestic violence,
  - Other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity;
  - Other criminal activity which may threaten the health or safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of the

CDC (including a CDC employee or a CDC contractor, subcontractor or agent), or

- Shows a pattern of alcohol and/or drug abuse. A pattern shall be at least three (3) drug or alcohol-related criminal offenses within the five (5) year period prior to application for assistance.

**Drug Related Criminal Activity or Other Criminal Activity**

The following are standards to be applied as appropriate, for drug-related criminal activity and other criminal activity concerning denial of admission:

1. The CDC may determine the use of an illegal drug through a conviction of a drug-related charge.
2. The CDC shall determine involvement in criminal activity through the conviction for a criminal activity.
3. Any household member includes adults and minors who are on the lease or who are living in the household, but not reported to the CDC.
4. Currently engaging in illegal use of a drug or other criminal activity shall be defined as a conviction within one year from the date the CDC discovers the conviction.
5. Reasonable cause shall be determined by a conviction on an illegal use of a drug charge or other criminal activity.
6. There is no time period concerning the conviction of a drug-related charge for manufacturing, production, or distribution of methamphetamine on the premises of federally assisted housing. Such household members being convicted of this offense will be denied admission indefinitely.
7. The time period of ineligibility for admission for other drug-related convictions or other criminal activity convictions shall be three (3) years from the date of the conviction. Refer to Consideration of Circumstances listed below.
8. If the CDC previously denied admissions for criminal activity, the CDC elects not to consider evidence that a household member was not engaged in criminal activity for a period of time. The household shall not be eligible for admission for three (3) years from the date of the conviction.

9. Evidence of criminal activity shall be defined as conviction of criminal activity.

### **Consideration of Circumstances**

In determining whether to deny admission because of action or failure to act by members of the family:

1. The CDC may consider all relevant circumstances such as the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstance related to the disability of a family member, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.
2. In determining whether to deny admission or terminate assistance for illegal use of drugs or alcohol abuse by a household member who is no longer engaged in such behavior, the CDC may consider whether such household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program, or has otherwise been rehabilitated successfully (42 U. S. C. 13661).

For this purpose, the CDC may require the applicant or tenant to submit evidence of the household member's current participation in, or successful completion of a supervised drug or alcohol rehabilitation program or evidence of otherwise having been rehabilitated successfully.

3. If the family includes a person with disabilities, the CDC decision concerning such action is subject to consideration of reasonable accommodation in accordance with 24 CFR Part 8.

### **Drug Treatment Facility**

As needed during the informal review or hearing process the CDC may seek information from a drug treatment facility to verify that an applicant or participant is participating in or has completed a drug rehabilitation program, or to verify drug-free status.

In such cases the CDC will utilize a written consent form required by 24 CFR 82.553(a) (i) (B). The CDC is not obligated to request information from drug treatment facilities and is not liable for damages for failure to request or receive the information.

All information received from a drug treatment facility must be maintained confidentially and not be misused improperly or disseminated.

The information must be destroyed either:

- No later than ten (10) calendar days after the CDC makes a final decision to admit the person to the HCV Program; or
- If the CDC denies admission, the CDC will destroy the information in a timely manner after the statute of limitations has passed for the individual to file a civil lawsuit.

### **Criminal History Report**

A criminal history report may be requested from law enforcement agencies for adult members according to the following procedure:

- a. For all applicable household members, the CDC will submit to a law enforcement agency the name, sex, race, date of birth and social security number.
- b. Based on the identifiers submitted, the law enforcement agency will provide this CDC with any criminal history conviction record information and outstanding warrants that are found on the law enforcement agency Computerized Criminal History database and the appropriate Crime Information Center.
- c. The law enforcement agency may also search the National Crime Information Center (NCIC) for criminal information. If a record exists, the law enforcement agency will notify this CDC that such information was found, and will provide the CDC with a copy of the information.
- d. If the person disputes or contests the criminal history report received by the CDC, the CDC may at this time determine that a fingerprint check is necessary.
- e. In no case will the applicant be charged for the cost of the criminal history checks.

## **G. FINAL DETERMINATION AND NOTIFICATIONS**

After the verification process is completed, a final determination of eligibility will be made before inviting the family to a briefing session.

The Housing Choice Voucher will not be issued before all eligibility criteria have been met.

**Denial of Admissions**

In addition to Section F of this chapter (Domestic Violence, Criminal Activity and Drug Abuse), denial of program assistance may be made for an applicant and participant for any of the following grounds:

- a. The family fails to supply any information that is determined necessary by the CDC in the administration of the program;
- b. The applicant and/or participant provides information that is not true or complete;
- c. The applicant or family member(s) has been evicted from federally-assisted housing in the last three (3) years;
- d. If the CDC has terminated assistance under a Voucher or Certificate program for any member of the family for violation of the Family Obligations within the past three years;
- e. If any member of the family has ever committed fraud, bribery or any other corrupt or criminal act in connection with any federally assisted housing program;
- f. If the family currently owes rent or other amounts to the CDC or another PHA in connection with any rental assistance program.

The CDC, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a PHA or amounts paid to an owner/landlord by a PHA. The PHA may prescribe the terms of the agreement;

- g. If the family has not reimbursed any PHA for amounts paid to an owner/landlord under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;
- h. If the family breaches an agreement to pay amounts owed to a housing authority or amounts paid to an owner/landlord by a housing authority;

The CDC, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a PHA or amounts paid to an owner/landlord by a PHA. The PHA may prescribe the terms of the agreement);



- i. If the family has engaged in or threatened abusive or violent behavior toward CDC personnel;
- j. If an applicant is a Sex Offender and/or required to be registered in a “State life-time sexual offender” registry, they will be determined ineligible;
- k. Any family member has been convicted of manufacturing or producing methamphetamine on the premises of any federally assisted housing (including the building or complex in which unit is located and associated common areas and grounds);
- l. The applicant does not meet the eligibility criteria (e.g. the family’s annual income exceeds income limits for a family of that size);
- m. Any adult member refuses to sign or submit required consent forms.

**Use of Criminal Record**

If the CDC proposes to deny admission for criminal activity as shown by a criminal record, the CDC must provide the subject of the record and the applicant with a copy of the criminal record.

The CDC must give the family an opportunity to dispute the accuracy and relevance of that record, in the informal review process in accordance with Sec. 982. 554

**Removal from the Wait List and Right to an Informal Review****Removal from the Wait List:**

A family may be removed from the Wait List for the following reasons:

- Failure to respond to CDC’s written requests;
- Return mail from the USPS;
- Denial of Admission for ineligibility;
- If a family leases under HAP Contract with a tenant-based voucher (HCV, MS or FUP) and that family has an active wait list record on the tenant-based voucher waitlist (HCV, MS or FUP), that record will be removed from the waitlist;
- An applicant submitted an application when the Wait List was closed or the applicant was not eligible to apply;

- Any other reason CDC determines is necessary in the administration of the program.

**Informal Review:**

Ineligible applicants will promptly be provided with a letter detailing their individual status, stating the reason for ineligibility, and offering them an opportunity for an informal review.

Applicants must submit their request for an informal review in writing to the CDC within ten (10) calendar days from the date of the determination letter.

Persons who claim disabilities and request a reasonable accommodation will have their informal review viewed in accordance with requirements to allow for reasonable accommodation. The 504 Coordinator will review all such reasonable accommodation requests appealing denial of admission or as part of a request for an informal review of the denial of admission.

The Informal Review will be conducted according to regulatory requirements and as outlined further in this Administrative Plan, Chapter XXI.

**H. UPDATING THE WAIT LIST (PURGE)**

The CDC may periodically update (purge) the Wait List to ensure that it is current and accurate.

The CDC may mail a letter to the applicant's last known address requesting information regarding their continued interest in maintaining a place on the Wait List.

If the applicant did not notify the CDC of a move as required, the CDC will not be responsible for the applicant's failure to receive the update request.

The request letter will include a deadline date by which the applicant must notify the CDC of their continued interest, by mail or in person.

Notification of a change in address to the U.S. Post Office or sources other than the CDC is not considered compliance with the requirements to notify the CDC.

An applicant's failure to check on their mail at the address given to CDC, whether the address is that of a family member, friend or PO Box, will not alleviate the applicant's responsibility to update their application.

Applicants will be given ten (10) calendar days, from the date of the letter, to return the notice of continued interest. The CDC does not accept responsibility for mail delays.

If the CDC fails to receive the updated applicant information by the deadline date, the applicant's name will be removed from the Wait List.

## **I. MONITORING OF SELECTION AND LEASING**

In compliance with SEMAP requirements, a statistical report may be prepared each month to ensure that CDC has complied with current regulations affecting the Wait List and selection as it relates to income requirements, single elderly and non-elderly families, and the local preference selection of families.

## **J. RECORDS MANAGEMENT**

All criminal information received will be maintained confidentially and not misused, or improperly disseminated.

All information provided to an owner, manger, or CDC pursuant to VAWA, including the fact that an individual is a victim of domestic violence, dating violence, or stalking, shall be retained in confidence by an owner, manager, or CDC, and shall neither be entered into any shared database nor be provided to any related entity, except to the extent that disclosure is requested or consented to in writing by the individual; required for use in an eviction proceeding of an abuser, stalker or perpetrator of domestic violence; or is otherwise required by applicable law.

Such information may be housed in a locked file with access restricted to individuals responsible for screening and determining eligibility and to the Executive Director.

If the applicant is determined to be eligible, the criminal report shall be shredded as soon as the applicant is housed. If the applicant is denied assistance, the criminal record information shall be destroyed immediately upon completion of the hearing or due process procedures and a final decision has been made.

All information received from a drug treatment facility must be maintained confidentially and not be misused improperly or disseminated.

The information must be destroyed either:

1. No later than ten (10) calendar days after the CDC makes a final decision to admit the person to the HCV Program; or
2. If the CDC denies admission, the CDC will destroy the information in a timely manner after the statute of limitations has passed for the individual to file a civil lawsuit.

## **K. FAMILY DESIGNATION AND DEFINITIONS**

### **FAMILY**

**[24 CFR 5.403]** *To be eligible for assistance, an applicant must qualify as a family. Family as defined by HUD includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status, a single person, who may be an elderly person, disabled person, near-elderly person, or any other single person; or a group of persons residing together. Such groups include, but are not limited to a family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family), an elderly family, a near-elderly family, a disabled family, a displaced family, or the remaining member of a tenant family. CDC has the discretion to determine if any other group of persons qualifies as a family.*

*Gender Identity* means actual or perceived gender characteristics.

*Sexual orientation* means homosexuality, heterosexuality, or bisexuality.

A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law but who can demonstrate that they have lived together previously for at least one year. Evidence of a stable family relationship may include any of the following; birth certificates of the children, joint tax returns, prior lease (held jointly), joint bank accounts, insurance policies, affidavit of domestic partnership or equivalent documentation.

Each family must identify the individuals to be included in the family at the time of application, and must notify CDC in writing within ten (10) calendar days if the family's composition changes.

### **HOUSEHOLD**

*Household* is a broader term that includes additional people who, with CDC's permission, live in an assisted unit, such as live-in aides, foster children, and foster adults.

**FAMILY BREAK-UP AND REMAINING MEMBER OF TENANT FAMILY****Family Break-up [24 CFR 982.315]**

*Except under the following conditions, the PHA has discretion to determine which members of an assisted family continue to receive assistance if the family breaks up:*

- *If the family breakup results from an occurrence of domestic violence, dating violence, or stalking, the PHA must ensure that the victim retains assistance.*
- *If a court determines the disposition of property between members of the assisted family in a divorce or separation decree, CDC is bound by the court's determination of which family members continue to receive assistance.*

**CDC Policy**

When a family on the Wait List breaks up into two otherwise eligible families, only one of the new families may retain the original application date. Other former family members may make a new application with a new application date if the Wait List is open.

If a family breaks up into two otherwise eligible families while receiving assistance, only one of the new families will continue to be assisted.

In the absence of a judicial decision, or an agreement among the original family members, CDC will determine which family retains its placement on the Wait List, or which family will continue to receive assistance. In making its determination, CDC may take into consideration the following factors:

- Interest of any minor children, including custody arrangements,
- Interest of any ill, elderly, or disabled family members,
- Interest of any family member who is the victim of domestic violence, dating violence, or stalking, including a family member who was forced to leave an assisted unit as a result of such actual or threatened abuse,
- Any possible risks to family members as a result of criminal activity,
- The recommendations of social service professionals, and (6) which family member applied as head of household.

Documentation of these factors is the responsibility of the applicant/assisted families. If either or both of the families do not provide the documentation requested by CDC, both may be denied placement on the Wait List for failure to provide information requested by CDC. Chapter XVIII of this Administrative Plan further clarifies Family Break-ups.

**Remaining Member of a Tenant Family [24 CFR 5.403]**

The HUD definition of family includes the *remaining member of a tenant family*, which is a member of an assisted family who remains in the unit when other members of the family have left the unit. Household members such as live-in aides, foster children, and foster adults do not qualify as remaining members of a family. To be considered the remaining member of the tenant family, the person must have been previously approved by the CDC to be living in the unit, see Chapter XVIII, section D of this plan for further clarification. A reduction in family size may require a reduction in the voucher family unit size; see Chapter VI regarding subsidy standards.

If the dependents are the only “remaining members of a tenant family” and there is no family member able to assume the responsibilities of the head of household a minor may continue to receive assistance as a remaining family member if; (1) The court has awarded emancipated minor status to the minor, or (2) an income eligible court appointed or legal guardian moves into the unit with the minor child(ren). If both parents must leave the household and the Department of Social Services and/or the Juvenile Court has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, the CDC will treat that adult as a visitor for sixty (60) calendar days. See Chapter XVIII, section D “remaining member of tenant family” for the policy on “Caretakers for a Child”.

**HEAD OF HOUSEHOLD [24 CFR 5.504(b)]**

*Head of household (HOH)* means the adult member of the family who is considered the head for purposes of determining income eligibility and rent. The head of household is responsible for ensuring that the family fulfills all of its responsibilities under the program, alone or in conjunction with a co-head or spouse.

**CDC Policy**

The family may designate any qualified family member as the head of household. The head of household must have the legal capacity to enter into a lease under state and local law. A minor who is emancipated under state law may be designated as head of household.

**SPOUSE, COHEAD, AND OTHER ADULT**

A family may have a *spouse* or co-head, but not both [HUD-50058 IB, p. 13].

**CDC Policy**

A minor who is emancipated under state law may be designated as a spouse, if married to the HOH.

A *co-head* is an individual in the household who is equally responsible with the head of household for ensuring that the family fulfills all of its responsibilities under the program, but who is not a spouse. A family can have only one co-head.

Minors who are emancipated under state law may be designated as a co-head.

*Other adult* means a family member, other than the head, spouse, or co-head, who is 18 years of age or older. Foster adults and live-in aides are not considered other adults.

### **DEPENDENT [24 CFR 5.603]**

A *dependent* is a family member who is under 18 years of age or a person of any age who is a person with a disability or a full-time student, except that the following persons can never be dependents: HOH, spouse, co-head, foster children/adults and live-in aides. Identifying each dependent in the family is important because each dependent qualifies the family for a dependent allowance.

### **JOINT CUSTODY OF DEPENDENTS**

#### **CDC Policy**

Dependents who are subject to a joint custody arrangement will be considered in the family composition if they reside in the household 50% or more of the time, as long as this designation would not provide for multiple subsidies. 50% will be defined as 182 calendar days per year, which do not need to run consecutively. To make this determination CDC will use evidence provided by the family, such as court ordered custody documents, school records, verification from Social Services agencies, written statements, IRS tax returns, and/or any other document CDC determines is acceptable.

When more than one family is claiming the same dependents in the household's composition, the family with primary custody at the time of the initial examination or reexamination will be able to claim the dependents as household members. If there is a dispute about which family should claim the dependents, CDC will make the determination based on available documents such as those listed above.

### **FULL-TIME STUDENT [24 CFR 5.603; HCV GB, p. 5-29]**

A *full-time student* (FTS) is a person who is attending school or vocational training on a full-time basis. The time commitment or subject load that is needed to be full-time is defined by the educational institution. Identifying each FTS is important because: (1) each family member that is an FTS,

other than the head, spouse, or co-head, qualifies the family for a dependent allowance, and (2) the earned income of such an FTS is treated differently from the income of other family members.

### **ELDERLY AND NEAR-ELDERLY PERSONS, AND ELDERLY FAMILY [24 CFR 5.100 and 5.403, FR Notice 02/03/12]**

#### Elderly Persons

An *elderly person* is a person who is at least 62 years of age.

#### Near-Elderly Persons

A *near-elderly person* is a person who is 50-61 years of age.

#### Elderly Family

An *elderly family* is one in which the head, spouse, co-head, or sole member is an elderly person. Identifying elderly families is important because elderly families qualify for the elderly family allowance as described in Chapter IV section G of this plan.

### **PERSONS WITH DISABILITIES AND DISABLED FAMILY [24 CFR 5.403, FR Notice 02/03/12]**

#### **Persons with a Disability**

Under the HCV program, special rules apply to persons with a disability and to any family whose head, spouse, or co-head is a person with a disability.

CDC must make all aspects of the HCV program accessible to persons with disabilities and consider reasonable accommodations requested based upon a person's disability.

#### **DISABLED FAMILY**

A *disabled family* is one in which the head, spouse, or co-head is a person with disabilities.

Identifying disabled families is important because these families qualify for the disabled family allowance as described in Chapter IV, section G of this plan. Even though persons with drug or alcohol dependencies are considered persons with disabilities, this does not prevent CDC from denying assistance for reasons related to alcohol and drug abuse in accordance with the policies found in Chapter XIV Termination of Assistance.

#### **GUESTS [24 CFR 5.100]**

A *guest* is a person temporarily staying in the unit with the consent of a member of the household who has expressed or implied authority to so consent.

CDC Policy



No adult person(s) other than those approved by CDC shall live/stay in the unit other than on a temporary basis which does not exceed fourteen days (14) in a one-year period.

Children who are subject to a joint custody arrangement or for whom a family has visitation privileges, that are not included as a family member because they live outside of the assisted household 186 or more days per year, not necessarily consecutively, are not subject to the time limitations of guests described above. CDC may require the family to provide documentation of residence and written permission from the owner/landlord.

A family may request an exception to this policy for valid reasons (e.g., care of a relative recovering from a medical procedure). An exception will not be made unless the family can identify and provide documentation of the residence to which the guest will return.

### **FOSTER CHILDREN AND FOSTER ADULTS**

*Foster adults* are usually persons with disabilities, unrelated to the tenant family, who are unable to live alone [24 CFR 5.609].

The term *foster child* is not specifically defined by the regulations. Foster children and foster adults who are living with an applicant or who have been approved by the PHA to live with a participant family are considered household members but not family members. The income of foster children/adults, including California Kinship Guardian Assistant Payments (Kin-GAP)\_per PIH 2008-40, is not counted in family annual income, and foster children/adults do not qualify for a dependent deduction [24 CFR 5.603; HUD-50058 IB, p. 13].

#### **CDC Policy**

A *foster child* is a child that is in the legal guardianship or custody of a state, county, or private adoption or foster care agency, yet is cared for by foster parents in their own homes, under a short-term or long-term foster care arrangement with the custodial agency. A foster child or foster adult may be allowed to reside in the unit if they will be in the unit for more than 186 consecutive calendar days. Documentation from the Department of Public Health and Social Services agency responsible for placement must be provided prior to the placement of the child(ren), except in cases of emergency. See Chapter XX of this plan for additional clarification regarding foster children and foster adults.

Children that are temporarily absent from the home as a result of placement in foster care are discussed in this Chapter below.

**ABSENT FAMILY MEMBERS**

Individuals may be absent from the family, either temporarily or permanently, for a variety of reasons including educational activities, placement in foster care, employment, illness, incarceration, and court order.

**DEFINITIONS OF TEMPORARILY AND PERMANENTLY ABSENT****CDC Policy**

Generally, an individual who is expected to be absent from the assisted unit for 183 consecutive days or less is considered temporarily absent and will continue to be considered a family member. Generally, an individual who is or is expected to be absent from the assisted unit for more than 183 consecutive days is considered permanently absent and no longer a family member.

Exceptions to this general policy are discussed below. See Chapter IV section B for further clarification regarding temporarily and permanently absent household members when determining if income will be included or excluded.

**ABSENT STUDENTS****CDC Policy**

Space may be provided for a family member who is away at school but who lives with the family during school recesses, and who has not established permanent housing elsewhere. For example, a college student residing in a dormitory or other campus housing while attending school would be considered temporarily absent. A college student who has signed a lease agreement elsewhere would be considered to have found permanent housing, and therefore removed from the household.

The student will continue to be considered a family member unless information becomes available to CDC that the student has established a separate household or the family declares that the student has established a separate household.

**ABSENCES DUE TO PLACEMENT IN FOSTER CARE [24 CFR 5.403]**

Children temporarily absent from the home as a result of placement in foster care are considered members of the family.

**CDC Policy**

In instances in which the children have been removed from the home by a social service agency, the agency will be contacted to determine the approximate length of time the children are expected to be away from the home.

If the agency indicates that the children are expected to return to the home at some point or a date certain, or that it is unknown whether the children will be returned to the home but there is an expectation rendered by a social service agency that the children will be returned at some point, the children will remain a part of the family composition and will be counted toward the family's subsidy standard, but will not be counted as dependents until they return to the home.

If, in the opinion of a social service agency, the children are not ever expected to be returned to the home, the children will be removed from the family composition and the family's subsidy standard will be reduced accordingly.

CDC will attempt to obtain written verification from the social service agency. Oral conversations with the social service agency will be thoroughly documented in the family file, including the date of contact, name and title of contact person, name of agency, and telephone number and details of the conversation.

If the child is receiving other federal rent subsidy, the child will be removed from the CDC assisted household until s/he is no longer receiving the other federal rent subsidy.

### **ABSENT HEAD, SPOUSE, OR CO-HEAD**

CDC Policy

A head, spouse, or co-head absent from the unit more than 183 consecutive days due to employment will continue to be considered a family member unless s/he is receiving other federal rent subsidy.

### **FAMILY MEMBERS PERMANENTLY CONFINED FOR MEDICAL**

#### **REASONS [HCV GB, p. 5-22]**

If a family member is confined to a nursing home or hospital on a permanent basis, that person is no longer considered a family member and the income of that person is not counted [HCV GB,p. 5-22].

CDC Policy

CDC will request verification of the family member's permanent absence from a responsible medical professional. If the responsible medical professional cannot provide a determination, the person will be considered temporarily absent. If the family certifies that the family member is confined

on a permanent basis, it may present, and CDC will consider, any additional documentation or evidence.

### **ABSENCE DUE TO HOSPITALIZATION OF SOLE FAMILY MEMBER.**

When the family consists of only one member and that person leaves the home to go into a hospital or nursing home for a period of more than 183 consecutive days, the assistance will be terminated. If a medical provider or other source of similar information documents the person is expected to return to the unit in 183 consecutive days or less, the person shall continue to receive assistance. If the person is not back in the unit within 183 consecutive days, assistance will be terminated.

### **RETURN OF PERMANENTLY ABSENT FAMILY MEMBERS**

#### **CDC Policy**

The family must request in writing CDC's approval for the return to the assisted unit of any adult family member that CDC previously determined to be permanently absent. The family must notify CDC in writing within 10 days of the return of any minor that CDC has determined to be permanently absent. The individual is subject to the eligibility and screening requirements discussed elsewhere in this chapter.

### **LIVE-IN AIDE**

A *live-in aide* is a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who: (1) is determined to be essential to the care and well-being of the persons, (2) is not obligated for the support of the persons, and (3) would not be living in the unit except to provide the necessary supportive services [24 CFR 5.403]. This definition applies to a specific person [PIH 2008-20].

The PHA must approve a live-in aide who meets all of the criteria if necessary as a reasonable accommodation in accordance with 24 CFR 8, to make the program accessible to and usable by the family member with disabilities.

The PHA may not approve an unidentified live-in aide, nor a larger unit than the family qualifies for under the PHA's subsidy standards for an unidentified live-in aide.

Occasional, intermittent, multiple or rotating care givers do not meet the definition of a live-in aide since 24 CFR Section 982.402(b)(7) implies live-in aides must reside with a family permanently for the family unit size to be adjusted in accordance with the subsidy standards established by the PHA. Therefore, an additional bedroom should not be approved.

The PHA must consider requests for an exception to the established subsidy standards on a case by-case basis and provide an exception, where necessary, as a reasonable accommodation. The PHA shall document the justification for all granted exceptions.

The income of a live-in aide is not counted in the calculation of annual income for the family [24CFR 5.609(b)]. Relatives may be approved as live-in aides if they meet all of the criteria defining a live-in aide. Because live-in aides are usually not family members, a relative who serves as a live-in aide would not be considered a remaining member of a tenant family.

#### CDC Policy

The live-in aide, and any family members of the live-in aide, must be identified by the family and approved by CDC. The CDC may not approve an unidentified live-in aide, nor a larger unit than the family qualifies for under the CDC's subsidy standards for an unidentified live-in aide.

A family's request for a live-in aide must be made in accordance with CDC's Request for Reasonable Accommodation policies.

CDC presumes that a relative is a household member, not a live-in aide. For a relative to qualify as a live-in aide, the tenant must show that the care provided is through an arms-length transaction. The family and the live-in aide will be required to submit a certification and documentation that shows the live-in aide is:

- Capable of providing the required care for the tenant;
- Not obligated for the support of the person(s) needing the care;
- Has never been a member of the household while the family was receiving housing assistance, nor has the person made regular financial contributions to the household while the family was receiving housing assistance;
- There is no other reason for the person to live in the unit other than to provide care for the elderly, near-elderly, or disabled family member. The live-in aide declarant should have to demonstrate they have a previous residence they left in good standing;
- Intends to maintain his or her finances separately and live independently from the disabled tenant's household;
- Approval from the owner/landlord.

Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker, that the live-in

aide is essential for the care and well-being of the elderly, near-elderly, or disabled family member.

For continued approval, the family must submit a new request-subject to CDC's verification every year during the Annual Re-certification.

CDC will not approve a particular person as a live-in aide, and may withdraw such approval if [24 CFR 982.316(b)]:

- The person commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- The person commits drug-related criminal activity or violent criminal activity; or
- The person currently owes rent or other amounts to CDC or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.

**III. COMPLETION OF APPLICATION, PREFERENCES, DETERMINATION OF ELIGIBILITY, AND SELECTION OF FAMILIES****A. PRE-APPLICATION PROCEDURES**

- Duplicate Applications

**B. NOTIFICATION OF APPLICANT STATUS****C. SELECTION CRITERIA AND SPECIAL PURPOSE FUNDING**

- Basic Selection Criteria
- Special Purpose Funding

**D. LOCAL PREFERENCES****E. COMPLETION OF A FULL APPLICATION****F. PROCESSING THE APPLICATION/ELIGIBILITY CRITERIA**

- Verification of the Eligibility Application
- Income Eligibility
- Non-Citizens/Eligible Immigration Status
- Criminal Activity and Domestic Violence
- Consideration of Circumstances
- Drug Treatment Facility
- Criminal History Report

**G. FINAL DETERMINATION**

- Notification of Eligibility
- Denial of Admission
- Removal from the Wait List and the Right to an Informal Review

**H. PURGE****I. MONITORING OF SELECTION AND LEASING****J. RECORDS MANAGEMENT****K. FAMILY DESIGNATION AND DEFINITIONS**

For additional waiting list/eligibility information specific to the Mainstream Voucher and Family Unification Program refer to Chapter XXVII and XXVIII of this Administrative Plan.

**A. PRE-APPLICATION PROCEDURES**

A preliminary-application (pre-application) may be utilized. Applications may be faxed, mailed or submitted in person to the CDC office located at 1076 N. State Street; between the hours of 8:00 a.m. to 5:00 p.m. Monday through Thursday, except on holidays.

Pre-applications may also be mailed to the applicant and, if requested, mailed in an accessible format. Persons with disabilities may call the CDC to make special arrangements to complete their pre-application, if needed as a reasonable accommodation.

Pre-applications submitted to CDC that are fully completed and signed by the applicant family's head of household are date and time stamped during normal business hours. The applicant will retain the faxed date and time as the date and time of their status on the Wait List.

The purpose of the pre-application is to permit the CDC to preliminarily assess family eligibility or ineligibility and to determine placement on the Wait List. The pre-application may contain questions designed to obtain the following information:

- Date and time of application
- Names of adult members and age of all members;
- Gender and relationship of all members;
- Street Address and phone numbers;
- Mailing Address (if different from street address);
- Amount(s) and source(s) of income received by household members;
- Information related to qualification for preference or special admissions;
- Race/ethnicity;
- Citizenship/eligible immigration status;

Pre-applications may not require an interview. The information on the pre-application may not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is completed and all information is verified.

Applicants are required to inform the CDC, in writing, of changes in address, income, assets, household composition and any other changes which may impact eligibility. Applicants are also required to respond to requests from the CDC to update information on their application and to determine their continued interest in receiving rental assistance.

The applicant may be removed from all Wait Lists they are currently on if;



- The applicant fails to provide information or to respond to mailings
- Mail is returned via U.S. Postal Service

Applicants who are removed from the Waiting List may reapply for assistance when the Waiting List is opened.

If the applicant did not respond to the CDC request because of a family member's disability, the CDC may reinstate the applicant in his/her former position on the Waiting List if the person's disability was directly related to the non-compliance, the disability is verified, if need be, and the reason can be identified as pertaining to the person's disability.

#### **Duplicate Applications**

Duplicate applications will not be accepted. Any duplicate pre-applications will be merged with the original pre-application. The family will receive notice of merging of the duplicate status. A pre-application will be considered a duplicate application and be merged with the original application if;

- The family is currently active on the waiting list they applied for, or
- The family has been selected for the waiting list they applied for and the CDC is currently processing the family's eligibility for the program.

### **B. NOTIFICATION OF APPLICANT STATUS**

Based on the information provided by the applicant on the pre-application, if the family is determined to be potentially eligible, the applicant will be notified in writing of their placement on the CDC's Waiting List

If the family is obviously ineligible, the CDC shall notify the family in writing, state the reason(s), and inform the family of its right to an informal review.

### **C. SELECTION CRITERIA AND SPECIAL PURPOSE FUNDING**

#### **Basic Selection Policy**

Except for Special Admissions, applicants will be selected in order of date and time of the initial application with consideration given to the regulations governing income targeting as well as any adopted local preference. CDC uses the aggregate method when determining what local preference holders are contacted first.

Applicants whose income is greater than thirty percent (30%) of the area's median income may be passed on the waiting list pursuant to the income targeting requirements detailed below.

Applicants who applied earlier than applicants who are eligible for local preferences may be passed on the waiting list.

CDC may not select applicants from the waiting list in an order different from the selection procedures for the purpose of selecting higher income families for the program.

#### Income Targeting Pursuant to the Quality Housing and Work Responsibility Act

Not less than seventy-five percent (75%) of all new admissions shall be families whose income is below thirty percent (30%) of the area median income. A new admission shall be defined as an applicant being offered assistance. (Note: A PHA can reduce its required public housing admission of families with income below 40% of median income in a given fiscal year by admitting more than 75% of extremely low-income.)

The CDC may admit a lower percent of extremely low-income families during a PHA's fiscal year (than otherwise required) if HUD approves the use of such lower percent by the CDC, in accordance with the CDC plan, based on HUD's determination that:

- (1) The CDC has opened its waiting list for a reasonable time for admission of extremely low-income families residing in the same metropolitan statistical area (MSA) or non-metropolitan county, both inside and outside the CDC jurisdiction;
- (2) The CDC as provided full public notice of such opening to such families, and has conducted outreach and marketing to such families, including outreach and marketing to extremely low-income families on the Housing Choice Voucher and public housing waiting lists of other PHAs with jurisdiction in the same MSA or non-metropolitan county;
- (3) There are not enough extremely low-income families on the CDC's waiting list to fill available slots in the program during any fiscal year for which use of a lower percent is approved by HUD; and
- (4) Admission of the additional very low-income families other than extremely low-income families to the CDC's tenant-based Voucher program will substantially address worst case housing needs as determined by HUD.

- (5) Two (2) or more PHAs in same jurisdiction may elect to be treated as a single PHA for purposes of meeting targeting goals.
- (6) If a family initially leases a unit outside the CDC jurisdiction under portability at admission to the Voucher program, such admission shall be counted against the targeting obligation of the initial PHA (unless the receiving PHA absorbs the portable family into the receiving PHA Voucher program from the point of admission).
- (7) For further Income Targeting clarification refer to 24 CFR Sec. 982.201.

**Special Purpose Funding:**

HUD may provide funding to serve a targeted population. Since HUD specifies the special population, there is no limit to the number of admissions except for the limit as defined by HUD in establishing the special population and funding.

CDC may select applicants out of order if determined necessary to utilize the budget authority for a targeted program. At the time a family Leases a unit under HAP contract CDC may code the family as Mainstream (MS) or FUP/Y on line 2b of the 50058 if;

- The family has been determined eligible for a special purpose funding voucher, and
- Funding is available

**D. LOCAL PREFERENCES**

The CDC will take the preference points applied and add them (cumulative). The preferences must be supported by documentation. Preferences must be valid at the time the applicant claims the preference and at the time of final determination of eligibility unless otherwise stated in the definition below.

The CDC has elected to employ the following as local preferences for the tenant-based voucher Wait List. Refer to Chapter XXI. of this administrative plan for Project Based Voucher preference policies.

- Graduation from the Permanent Supportive Housing Program (1000 Points)
- FUP-Youth Continued Assistance Preference: (800 points)

- Victims of Domestic Violence Currently Living in Transitional Housing Preference (400 points)
- Natural Disaster Emergency Preference (400 points)
- Family Unification Program (FUP) Preference (1000 points)
- Veterans and Veteran Families Preference (250 points)
- Disabled & Homeless Preference (200 points)
- Persons Eighteen or Older with a Disability Preference (100 points)
- Residency Preference (100 points)
- Lease in Place Preference (500 points)
- Families with Children who are Homeless or At Risk of Homelessness and receiving services from Front Door for Families (1000 points)

#### **GRADUATION FROM THE PERMANENT SUPPORTIVE HOUSING PROGRAM**

CDC has elected to provide a preference for households who are receiving rental assistance through the CDC's Permanent Supportive Housing Program and are eligible to graduate from receiving supportive services.

The graduation criteria set forth in the Permanent Supportive Housing Rental Assistance Program Policies and Procedures Manual must be verified and documented in order for a family to qualify for this preference.

CDC and CoC's participating homeless service providers will collaborate to determine which households are eligible for this preference. A preference verification letter from the family's case management agency providing supportive services must be submitted with the completed pre-application.

The CDC may apply this preference to no more than five (5) households within a calendar year. If an application is submitted to the CDC which identifies eligibility for this preference and the preference is no longer available, CDC will notify the family in writing that they are not eligible to receive this preference.

**DISABLED & HOMELESS PREFERENCE**

CDC has elected to provide a preference for persons with disabilities who are:

- Transitioning out of institutional or other segregated settings, or
- At serious risk of institutionalization, or
- Homeless, or at risk of becoming homeless

The preference must be supported by documentation and valid at the time the applicant claims the preference and at the time of final determination of eligibility.

CDC may notify local service providers and current applicants listed on the tenant-based Wait List if this preference opens.

CDC will apply 200 preference points for this preference if the family meets the criteria listed above and provides sufficient verification as determined by CDC.

**Verification of Preference:** CDC will use the Disabled & Homeless Preference verification form to determine eligibility for this preference and obtain required verifications listed to retain in the applicants file.

**NATURAL DISASTER EMERGENCY PREFERENCE**

Families who have been affected by a Federal or State declared natural disaster such as a fire, flood, earthquake or other natural cause in which the applicant's housing was rendered uninhabitable.

Qualifying families are families in which the natural disaster occurred within 24 Months from the date the family claims the preference and the family is not living in standard, permanent replacement housing at the time of eligibility determination. The definition for standard, permanent replacement housing can be found on the Natural Disaster verification form which is used to verify this preference.

In order for CDC to determine eligibility for this preference verification must be obtained. CDC must verify the natural disaster occurred at the applicant's place of residence, the disaster was a result of natural causes or through no fault of their own, the dwelling unit is inhabitable and proof of residency must be provided. The following are examples of acceptable documentation;

- A Fire Department Report or other acceptable verification which lists the applicant's names as residents, confirms the cause of the disaster and verifies the structure inhabitable, and

- Verification from a recognized federal or state disaster relief organization, such as the Red Cross, and
- Proof of residency of the affected property (rental or ownership documentation or other acceptable verification).

### **LEASE IN PLACE PREFERENCE**

The Lease in Place preference is only used in the event that CDC's vouchers under HAP contract fall below maximum leasing potential. This is generally when units under contract fall below 90% of units available for three consecutive months. This preference will apply to families on the Wait List who live in Mendocino County and are willing and able to lease in place. CDC will continue to use the Lease in Place preference until the vouchers under HAP contract reach 90% of units available for a period of three months consecutively.

Families who are considered to be living in place are those who reside in a unit where the landlord will accept the Housing Choice Voucher program. CDC will require the family to provide a current lease agreement and a written letter of acceptance from the landlord. If the family is not currently occupying the rental unit, but the Landlord has agreed to rent to the family when the voucher is issued, a letter of intent to rent may be submitted as an alternative to a Lease Agreement.

The unit must meet all other program requirements in order to qualify for the Lease in Place preference.

Families must lease under HAP contract at the address correlated with the Landlord Acceptance letter in order to maintain this preference.

The Lease in Place preference is a tool used by CDC only to increase voucher utilization during a limited window of time. The preference does not displace any other applicant families from the Wait List nor does it significantly impact the length of time an applicant family remains on the list as the life of the CDC Wait List is typically no more than twelve months.

### **VETERANS AND VETERANS FAMILIES PREFERENCE**

*[California Health and Safety Code § 34322.2. "Priority shall be given within each preference category to families of veterans and servicemen (sic)."]*

Households containing a veteran or the surviving spouse of a veteran of one of the regular armed forces of the United States are eligible for this preference.

To claim a veteran's preference, a copy of the DD214 showing Honorable Discharge or equivalent must be obtained. If a surviving spouse of a veteran, the applicant must submit to CDC a marriage certificate and death certificate.

### **RESIDENCY PREFERENCE**

Families who, at the time of selection from the Wait List and final eligibility determination, reside within Mendocino County, or include a member who works, or has been hired to work in Mendocino County. Applicants who have been hired to work in Mendocino County must supply CDC with verification of expected employment start date. Employment start date must be within 90 days from the date the applicant claims the preference.

Verification of Residency may include the following:

- Utility Bills in the name of the family
- Telephone/cable bills
- Verification of address listed on school documents.
- Landlord statements
- Current Social Services verification
- Letter of hire from an employer
- Current paycheck stubs verifying address of employment
- Photo Identification verifies the same address as the applicants mailing address listed on the application
- Any other documentation CDC determines is sufficient.

### **FAMILY UNIFICATION PROGRAM PREFERENCE (FUP – FAMILY AND FUP - YOUTH**

Only families referred to CDC by Family and Children's Services (or affiliated) may qualify for this preference. CDC will apply 1000 preference points to families that qualify for this preference.

Applicants are only eligible for the Family Unification Program (FUP) by referral, therefore CDC will not include this preference as an option on the pre-application.

In the event there are no FUP vouchers available due to CDC reaching the maximum limit, CDC will continue to accept referrals for FUP eligible households referred from Family & Children's Services. In this scenario the

FUP preference will be applied, but the household will not be identified as FUP on the 50058, and instead issued a regular Housing Choice Voucher.

Refer to Chapter XXVIII. of this Administrative Plan for further information pertaining to the Family Unification Program.

### **FUP–YOUTH PREFERENCE: CONTINUED ASSISTANCE**

The FUP Targeted Program refers to special purpose vouchers operated within the Housing Choice Voucher program and is intended to serve specific subpopulations and corresponds with supportive services.

Although the FUP–Family Vouchers provide ongoing housing assistance as long as the household is income eligible, the FUP – Youth Vouchers have an expiration period of 36 months. CDC recognizes that this practice could potentially result in homelessness or other unstable living conditions, therefore, CDC will exercise the option to continue assistance to such populations under the Housing Choice Voucher program. This option will be available to FUP–Youth.

To ensure that housing assistance opportunities remain available for all waitlisted applicants CDC will offer a preference for “continued assistance of FUP–Youth Vouchers”. This preference will be limited to a maximum of 5 vouchers per year and the offer of a Housing Choice Voucher is contingent on funding availability.

The intent of providing the continued assistance option is to provide continuity and housing stability for youth who have an expiring FUP voucher.

CDC may issue a Housing choice Voucher provided there is a HCV available, there is funding availability and in order to receive the preference ALL criteria below must be met:

- Participants in compliance with the rules and regulations of the program for the past 6 consecutive months.
- If the participant owes the CDC for a Repayment Agreement, they must be in compliance with that agreement, or pay the balance in full.
- The FCS must submit a recommendation for a regular Housing Choice Voucher and confirm the participant is in compliance with the FCS.



- If the family is a “remaining family member” and the Youth is no longer part of the household, CDC will grant this preference if all other criteria listed above is met. See “Criteria for Beneficiaries” listed below.

CDC will apply 800 preference points for a family that meets the criteria listed above (800 points maximum for this preference). CDC will take these preference points and add them to any other preference points claimed.

#### **PERSONS EIGHTEEN OR OLDER WITH A DISABILITY PREFERENCE**

Applicants will qualify for this preference if any member of the household is eighteen or older and that member meets the disability definition found under 24 CFR Part 5 subpart D 5.403 for the Housing Choice Voucher Program.

This preference must be supported by documentation and valid at the time the applicant claims the preference and at the time of final determination of eligibility.

The disability must be verified with a current benefit award letter confirming SSI, SSDI or Veterans Disability Compensation payments or verification directly from the family’s medical professional stating the individual qualifies under the definition of a disability.

#### **VICTIMS OF DOMESTIC VIOLENCE CURRENTLY LIVING IN TRANSITIONAL HOUSING PREFERENCE**

Applicants will qualify for this preference if they are victims of domestic violence and are currently residing in transitional housing managed by the domestic violence agency.

In order to qualify for this preference, the applicant must provide CDC with a preference verification letter directly from the domestic violence agency confirming the applicant is a victim of domestic violence and is currently living in transitional housing managed by the domestic violence agency.

The preference must be valid at the time the applicant claims the preference and at the time of final determination of eligibility.

#### **FAMILIES WITH CHILDREN WHO ARE HOMELESS OR AT RISK OF HOMELESSNESS AND RECEIVING SERVICES FROM FRONT DOOR FOR FAMILIES**

Applicants will qualify for this preference if the household includes a minor, they are homeless or at risk of homelessness and are receiving services from Front Door for Families. In order to qualify for this preference a preference

verification letter must be obtained from Front Door for Families which confirms the household consists of a minor child/children meets the HUD definition of Homeless or At Risk of Homelessness (24 CFR 576.2) and they are currently engaged in services through this agency.

Eligibility for this preference must be valid at the time the applicant is selected from the waiting list.

#### **E. COMPLETION OF A FULL APPLICATION**

At the time a family is selected from the Wait List CDC will contact the family by mail with a request to complete a full eligibility application. The notice will include an eligibility application and a list of additional documentation that also must be submitted to CDC no later than the deadline specified.

The family will complete the application on their own whenever possible. The head of household, as well as all members of the household over the age of eighteen (18) years must read and sign all documents including attached HUD forms. Reasonable accommodations shall be made for persons with disabilities, upon request.

The CDC will accept applications from families whose head or spouse is at least 18 years of age, except for emancipated minors under State law. However, the head of household or spouse must be at least 18 years of age at time of the determination of eligibility. Emancipated minors, under State law, may be admitted if the applicant head or spouse can provide documentation that the law considers them of age to enter into a contractual agreement (lease with the landlord, agreement to comply with HUD and CDC requirements.)

All adult members must sign the form HUD-9886, Release of Information, all supplemental forms required by the CDC, the declarations and consents related to citizenship/immigration status, and any other documents required by the CDC. Applicants may be required to sign specific verification forms for information not covered by the form HUD-9886.

Every adult member may be required to sign a consent form to release criminal conviction records and to allow the CDC to review records and use them in accordance with HUD regulations.

If, after receipt of the full application, the CDC determines additional information or document(s) are needed, the CDC will request the document(s) or information in writing. The family will be given ten (10) calendar days to supply the information.

**F. PROCESSING THE APPLICATION/ELIGIBILITY CRITERIA**

To be eligible for participation, an applicant must meet HUD's criteria, as well as any permissible additional criteria established by the CDC.

The HUD eligibility criteria is:

- An applicant must be a "family";
- An applicant's total family annual income must be within the appropriate HUD established Income Limits;
- An applicant must furnish Social Security Numbers, if issued, for all family members age six and older;
- An applicant must furnish a declaration of Citizenship or Eligible Immigrant Status and verifications are required for Eligible Immigration Status. At least one member of the applicant family must be either a U. S. citizen or have eligible immigration status before the CDC may provide any financial assistance.

**Verification of the Eligibility Application**

Information provided by the applicant will be verified including information documenting family composition, income, assets, allowances and deductions, preference status (if needed), full-time student status, and other factors relating to eligibility, to determine applicant eligibility before the applicant is issued a Voucher.

PHAs are required to follow the steps outlined in Notice PIH 2004-18 when verifying SS and SSI. Therefore, the CDC will not contact the local SSA offices by phone, fax, or mail.

If third party verification of SS/SSI benefits of applicants and household members is not available, the CDC will request a current (dated within the last 30 days) SSA benefit verification letter for each household member that receives social security benefits.

If the applicant and/or household member are unable to provide the requested document, the CDC will request the applicant/household member to call SSA at 1-800-772-1213 to request a benefit verification letter. The CDC will inform the applicant and/or household member that a request for a benefit verification letter can also be made at the SSA Internet Website at [www.ssa.gov](http://www.ssa.gov).

CDC will follow the verification requirements set forth in Chapter V of this Administrative Plan.

### **Income Eligibility**

The family's annual income must fall within the applicable very Low-income limits as published by the Department of Housing and Urban Development. Some families may qualify if they are low-income under these circumstances:

- A low-income family that is continuously assisted under the 1937 Housing Act;
- 
- PBV: A low-income family that meets the additional eligibility criteria outlined below:
  - A household in place at time of selection for Project Based Voucher Assistance. To meet this criteria a household must be residing in a unit in a development that has applied for and been selected to receive Project Based Voucher assistance (lease must pre-date initial selection letter); or
  - A household that has leased a unit in a development selected for Project Based Voucher assistance, but was not in place at time of selection, and is in place at execution of the HAP contract for Project Based Voucher assistance.
- A low-income non-purchasing family residing in a HOPE I (HOPE for Public and Indian Housing Homeownership) or HOPE 2 (HOPE for Multifamily Units) Project;
- A low-income (or moderate-income) family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing as defined in under 24 CFR 248.101.
- A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a project subject to resident homeownership program under 24 CFR 248.173

### **Restrictions Regarding Assistance to Non-Citizens or Eligible Immigration Status Requirements**

#### Required Documentation

- Housing Choice Voucher programs are covered under Section 214 of the Housing and Community Development Act of 1980, which makes financial assistance contingent upon the submission of verifiable evidence of citizen or eligible non-citizen status.

- Families must submit evidence of citizenship or eligible non-citizen status. A family consisting of members with both eligible and ineligible status may be eligible for prorated assistance.
- Verification of evidence of eligible non-citizen status is necessary to determine whether or not the applicant/participating family is eligible for continuing assistance or admittance to the program. Families will be required to submit a declaration for all members who claim eligible status and/or provide a listing of those members who do not claim eligible status.
- Non-citizen students do not have eligible status, nor does their non-citizen spouse and/or minor children accompanying or joining the non-citizen student. A citizen spouse or minor children of a citizen spouse and non-citizen student are eligible for assistance, however;
- Eligible immigration status includes the following categories:  
Citizens or national of the United States;

Non-citizens with status in one of the following categories:

A non-citizen admitted to the U.S. for permanent residence under Section 101(a)(20) of the Immigration and Nationality Act (INA); as an immigrant under Section 101(a)(15) or as a special agricultural worker under Section 120 or 210A of the INA;

A non-citizen who entered the U.S. before January 1, 1972, (or such later date as enacted by law), and who (1) has continuously maintained residence in the U.S. since then, (2) who is not ineligible for citizenship, and (3) who has been deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under Section 249 of the INA;

A non-citizen admitted to the U.S. with refugee status under Section 207 of the INA, or with asylum status under Section 208 of the INA, or admitted before April 1, 1980 under Section 203(a)(7) of the INA;

A non-citizen admitted to the U.S. with parole status under Section 212(d)(5);

A non-citizen lawfully present in the U.S. as a result of the Attorney General's withholding deportation under Section 243(h) of the INA (threat to life or freedom); or

A non-citizen admitted for temporary or permanent residence under Section 245A of the INA.

- Evidence of citizenship or eligible non-citizen status shall consist of the following documents or such other documents as deemed acceptable by HUD or the U.S. Citizenship and Immigration Services (CIS) (formerly INS):

For citizens: a signed Declaration of U.S. citizenship;

For non-citizens:

1. A signed Declaration of eligible immigration status;
  2. The CIS documents listed in Guidebook 7465.10G, Chapter 6, Section 6- (or any other documents determined by the CIS to be acceptable evidence and announced by notice in the Federal Register); and
  3. A signed Verification Consent Form.
- Documents submitted by an applicant family to verify eligible immigration status will be first verified using the CIS Systematic Alien Verification for Entitlements (SAVE) system. If the SAVE system does not provide verification, a secondary manual search of CIS records will be instituted by the CDC. If both searches fail to verify eligibility, the family will be notified and will be given the option of requesting an appeal to the CIS and/or a CDC informal hearing.

#### Ineligible Immigration Status

- Families determined to be ineligible when the evidence of citizenship or eligible non-citizen status submitted by a head of household or spouse cannot be verified either by the CDC's preliminary inquiry or by the CIS secondary search will be notified in writing that the individual or family has been determined ineligible.
- Families determined ineligible due to lack of citizenship or non-eligible citizenship status may request an appeal to the CIS according to 24 CFR 5.514(e) and may request an informal hearing with the CDC. Applicant families may request an informal hearing as described in Section 9-2 (c)(2) of Guidebook 7465.10G either upon the completion of the CIS appeal or in place of the CIS appeal.
- Assistance to an applicant may be delayed if the CIS appeal process has been concluded, but may not be denied until after the conclusion of the CDC informal hearing process, if the applicant requests an informal hearing.

**Criminal Activity and Domestic Violence for Applicants**

The CDC will deny admission to an applicant for the following reasons:

1. An applicant will be denied admission for three (3) years from the date of termination of rental assistance if a household member was terminated from federally assisted housing for drug-related criminal activity. The CDC may admit the household if it is determined:
  - That the household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the CDC and has had no further arrests; or
  - That the circumstances leading to termination no longer exist. (For example, the criminal household member has died, imprisoned, or no longer residing with the applicant.)
2. Any member of the household is subject to a lifetime registration requirement under a State sex offender registration program; For applicant households containing members subject to a lifetime sex offender registration requirement, the CDC will offer the family the opportunity to remove the member from the household. If the family is unwilling to do so, the CDC must deny admission to the family. The CDC will notify the family of its right to dispute the accuracy and relevance of the criminal background check information.
3. Has been convicted of manufacturing or producing methamphetamine on the premises of any federally assisted housing (including the building or complex in which the unit is located and associated common areas and grounds).
4. Households shall be denied admission for three (3) years after the date of the most recent conviction of the following types of activities:
  - Drug-related criminal activity,
  - Violent criminal activity including domestic violence,
  - Other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity;
  - Other criminal activity which may threaten the health or safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of the

CDC (including a CDC employee or a CDC contractor, subcontractor or agent), or

- Shows a pattern of alcohol and/or drug abuse. A pattern shall be at least three (3) drug or alcohol-related criminal offenses within the five (5) year period prior to application for assistance.

**Drug Related Criminal Activity or Other Criminal Activity**

The following are standards to be applied as appropriate, for drug-related criminal activity and other criminal activity concerning denial of admission:

1. The CDC may determine the use of an illegal drug through a conviction of a drug-related charge.
2. The CDC shall determine involvement in criminal activity through the conviction for a criminal activity.
3. Any household member includes adults and minors who are on the lease or who are living in the household, but not reported to the CDC.
4. Currently engaging in illegal use of a drug or other criminal activity shall be defined as a conviction within one year from the date the CDC discovers the conviction.
5. Reasonable cause shall be determined by a conviction on an illegal use of a drug charge or other criminal activity.
6. There is no time period concerning the conviction of a drug-related charge for manufacturing, production, or distribution of methamphetamine on the premises of federally assisted housing. Such household members being convicted of this offense will be denied admission indefinitely.
7. The time period of ineligibility for admission for other drug-related convictions or other criminal activity convictions shall be three (3) years from the date of the conviction. Refer to Consideration of Circumstances listed below.
8. If the CDC previously denied admissions for criminal activity, the CDC elects not to consider evidence that a household member was not engaged in criminal activity for a period of time. The household shall not be eligible for admission for three (3) years from the date of the conviction.



9. Evidence of criminal activity shall be defined as conviction of criminal activity.

### **Consideration of Circumstances**

In determining whether to deny admission because of action or failure to act by members of the family:

1. The CDC may consider all relevant circumstances such as the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstance related to the disability of a family member, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.
2. In determining whether to deny admission or terminate assistance for illegal use of drugs or alcohol abuse by a household member who is no longer engaged in such behavior, the CDC may consider whether such household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program, or has otherwise been rehabilitated successfully (42 U. S. C. 13661).

For this purpose, the CDC may require the applicant or tenant to submit evidence of the household member's current participation in, or successful completion of a supervised drug or alcohol rehabilitation program or evidence of otherwise having been rehabilitated successfully.

3. If the family includes a person with disabilities, the CDC decision concerning such action is subject to consideration of reasonable accommodation in accordance with 24 CFR Part 8.

### **Drug Treatment Facility**

As needed during the informal review or hearing process the CDC may seek information from a drug treatment facility to verify that an applicant or participant is participating in or has completed a drug rehabilitation program, or to verify drug-free status.

In such cases the CDC will utilize a written consent form required by 24 CFR 82.553(a) (i) (B). The CDC is not obligated to request information from drug treatment facilities and is not liable for damages for failure to request or receive the information.

All information received from a drug treatment facility must be maintained confidentially and not be misused improperly or disseminated.

The information must be destroyed either:

- No later than ten (10) calendar days after the CDC makes a final decision to admit the person to the HCV Program; or
- If the CDC denies admission, the CDC will destroy the information in a timely manner after the statute of limitations has passed for the individual to file a civil lawsuit.

### **Criminal History Report**

A criminal history report may be requested from law enforcement agencies for adult members according to the following procedure:

- a. For all applicable household members, the CDC will submit to a law enforcement agency the name, sex, race, date of birth and social security number.
- b. Based on the identifiers submitted, the law enforcement agency will provide this CDC with any criminal history conviction record information and outstanding warrants that are found on the law enforcement agency Computerized Criminal History database and the appropriate Crime Information Center.
- c. The law enforcement agency may also search the National Crime Information Center (NCIC) for criminal information. If a record exists, the law enforcement agency will notify this CDC that such information was found, and will provide the CDC with a copy of the information.
- d. If the person disputes or contests the criminal history report received by the CDC, the CDC may at this time determine that a fingerprint check is necessary.
- e. In no case will the applicant be charged for the cost of the criminal history checks.

## **G. FINAL DETERMINATION AND NOTIFICATIONS**

After the verification process is completed, a final determination of eligibility will be made before inviting the family to a briefing session.

The Housing Choice Voucher will not be issued before all eligibility criteria have been met.

**Denial of Admissions**

In addition to Section F of this chapter (Domestic Violence, Criminal Activity and Drug Abuse), denial of program assistance may be made for an applicant and participant for any of the following grounds:

- a. The family fails to supply any information that is determined necessary by the CDC in the administration of the program;
- b. The applicant and/or participant provides information that is not true or complete;
- c. The applicant or family member(s) has been evicted from federally-assisted housing in the last three (3) years;
- d. If the CDC has terminated assistance under a Voucher or Certificate program for any member of the family for violation of the Family Obligations within the past three years;
- e. If any member of the family has ever committed fraud, bribery or any other corrupt or criminal act in connection with any federally assisted housing program;
- f. If the family currently owes rent or other amounts to the CDC or another PHA in connection with any rental assistance program.

The CDC, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a PHA or amounts paid to an owner/landlord by a PHA. The PHA may prescribe the terms of the agreement;

- g. If the family has not reimbursed any PHA for amounts paid to an owner/landlord under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;
- h. If the family breaches an agreement to pay amounts owed to a housing authority or amounts paid to an owner/landlord by a housing authority;

The CDC, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a PHA or amounts paid to an owner/landlord by a PHA. The PHA may prescribe the terms of the agreement);

- i. If the family has engaged in or threatened abusive or violent behavior toward CDC personnel;
- j. If an applicant is a Sex Offender and/or required to be registered in a “State life-time sexual offender” registry, they will be determined ineligible;
- k. Any family member has been convicted of manufacturing or producing methamphetamine on the premises of any federally assisted housing (including the building or complex in which unit is located and associated common areas and grounds);
- l. The applicant does not meet the eligibility criteria (e.g. the family’s annual income exceeds income limits for a family of that size);
- m. Any adult member refuses to sign or submit required consent forms.

**Use of Criminal Record**

If the CDC proposes to deny admission for criminal activity as shown by a criminal record, the CDC must provide the subject of the record and the applicant with a copy of the criminal record.

The CDC must give the family an opportunity to dispute the accuracy and relevance of that record, in the informal review process in accordance with Sec. 982. 554

**Removal from the Wait List and Right to an Informal Review****Removal from the Wait List:**

A family may be removed from the Wait List for the following reasons:

- Failure to respond to CDC’s written requests;
- Return mail from the USPS;
- Denial of Admission for ineligibility;
- If a family leases under HAP Contract with a tenant-based voucher (HCV, MS or FUP) and that family has an active wait list record on the tenant-based voucher waitlist (HCV, MS or FUP), that record will be removed from the waitlist;
- An applicant submitted an application when the Wait List was closed or the applicant was not eligible to apply;

- Any other reason CDC determines is necessary in the administration of the program.

**Informal Review:**

Ineligible applicants will promptly be provided with a letter detailing their individual status, stating the reason for ineligibility, and offering them an opportunity for an informal review.

Applicants must submit their request for an informal review in writing to the CDC within ten (10) calendar days from the date of the determination letter.

Persons who claim disabilities and request a reasonable accommodation will have their informal review viewed in accordance with requirements to allow for reasonable accommodation. The 504 Coordinator will review all such reasonable accommodation requests appealing denial of admission or as part of a request for an informal review of the denial of admission.

The Informal Review will be conducted according to regulatory requirements and as outlined further in this Administrative Plan, Chapter XXI.

**H. UPDATING THE WAIT LIST (PURGE)**

The CDC may periodically update (purge) the Wait List to ensure that it is current and accurate.

The CDC may mail a letter to the applicant's last known address requesting information regarding their continued interest in maintaining a place on the Wait List.

If the applicant did not notify the CDC of a move as required, the CDC will not be responsible for the applicant's failure to receive the update request.

The request letter will include a deadline date by which the applicant must notify the CDC of their continued interest, by mail or in person.

Notification of a change in address to the U.S. Post Office or sources other than the CDC is not considered compliance with the requirements to notify the CDC.

An applicant's failure to check on their mail at the address given to CDC, whether the address is that of a family member, friend or PO Box, will not alleviate the applicant's responsibility to update their application.

Applicants will be given ten (10) calendar days, from the date of the letter, to return the notice of continued interest. The CDC does not accept responsibility for mail delays.

If the CDC fails to receive the updated applicant information by the deadline date, the applicant's name will be removed from the Wait List.

## **I. MONITORING OF SELECTION AND LEASING**

In compliance with SEMAP requirements, a statistical report may be prepared each month to ensure that CDC has complied with current regulations affecting the Wait List and selection as it relates to income requirements, single elderly and non-elderly families, and the local preference selection of families.

## **J. RECORDS MANAGEMENT**

All criminal information received will be maintained confidentially and not misused, or improperly disseminated.

All information provided to an owner, manger, or CDC pursuant to VAWA, including the fact that an individual is a victim of domestic violence, dating violence, or stalking, shall be retained in confidence by an owner, manager, or CDC, and shall neither be entered into any shared database nor be provided to any related entity, except to the extent that disclosure is requested or consented to in writing by the individual; required for use in an eviction proceeding of an abuser, stalker or perpetrator of domestic violence; or is otherwise required by applicable law.

Such information may be housed in a locked file with access restricted to individuals responsible for screening and determining eligibility and to the Executive Director.

If the applicant is determined to be eligible, the criminal report shall be shredded as soon as the applicant is housed. If the applicant is denied assistance, the criminal record information shall be destroyed immediately upon completion of the hearing or due process procedures and a final decision has been made.

All information received from a drug treatment facility must be maintained confidentially and not be misused improperly or disseminated.

The information must be destroyed either:

1. No later than ten (10) calendar days after the CDC makes a final decision to admit the person to the HCV Program; or
2. If the CDC denies admission, the CDC will destroy the information in a timely manner after the statute of limitations has passed for the individual to file a civil lawsuit.

## **K. FAMILY DESIGNATION AND DEFINITIONS**

### **FAMILY**

**[24 CFR 5.403]** *To be eligible for assistance, an applicant must qualify as a family. Family as defined by HUD includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status, a single person, who may be an elderly person, disabled person, near-elderly person, or any other single person; or a group of persons residing together. Such groups include, but are not limited to a family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family), an elderly family, a near-elderly family, a disabled family, a displaced family, or the remaining member of a tenant family. CDC has the discretion to determine if any other group of persons qualifies as a family.*

*Gender Identity* means actual or perceived gender characteristics.

*Sexual orientation* means homosexuality, heterosexuality, or bisexuality.

A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law but who can demonstrate that they have lived together previously for at least one year. Evidence of a stable family relationship may include any of the following; birth certificates of the children, joint tax returns, prior lease (held jointly), joint bank accounts, insurance policies, affidavit of domestic partnership or equivalent documentation.

Each family must identify the individuals to be included in the family at the time of application, and must notify CDC in writing within ten (10) calendar days if the family's composition changes.

### **HOUSEHOLD**

*Household* is a broader term that includes additional people who, with CDC's permission, live in an assisted unit, such as live-in aides, foster children, and foster adults.

**FAMILY BREAK-UP AND REMAINING MEMBER OF TENANT FAMILY****Family Break-up [24 CFR 982.315]**

*Except under the following conditions, the PHA has discretion to determine which members of an assisted family continue to receive assistance if the family breaks up:*

- *If the family breakup results from an occurrence of domestic violence, dating violence, or stalking, the PHA must ensure that the victim retains assistance.*
- *If a court determines the disposition of property between members of the assisted family in a divorce or separation decree, CDC is bound by the court's determination of which family members continue to receive assistance.*

**CDC Policy**

When a family on the Wait List breaks up into two otherwise eligible families, only one of the new families may retain the original application date. Other former family members may make a new application with a new application date if the Wait List is open.

If a family breaks up into two otherwise eligible families while receiving assistance, only one of the new families will continue to be assisted.

In the absence of a judicial decision, or an agreement among the original family members, CDC will determine which family retains its placement on the Wait List, or which family will continue to receive assistance. In making its determination, CDC may take into consideration the following factors:

- Interest of any minor children, including custody arrangements,
- Interest of any ill, elderly, or disabled family members,
- Interest of any family member who is the victim of domestic violence, dating violence, or stalking, including a family member who was forced to leave an assisted unit as a result of such actual or threatened abuse,
- Any possible risks to family members as a result of criminal activity,
- The recommendations of social service professionals, and (6) which family member applied as head of household.

Documentation of these factors is the responsibility of the applicant/assisted families. If either or both of the families do not provide the documentation requested by CDC, both may be denied placement on the Wait List for failure to provide information requested by CDC. Chapter XVIII of this Administrative Plan further clarifies Family Break-ups.



**Remaining Member of a Tenant Family [24 CFR 5.403]**

The HUD definition of family includes the *remaining member of a tenant family*, which is a member of an assisted family who remains in the unit when other members of the family have left the unit. Household members such as live-in aides, foster children, and foster adults do not qualify as remaining members of a family. To be considered the remaining member of the tenant family, the person must have been previously approved by the CDC to be living in the unit, see Chapter XVIII, section D of this plan for further clarification. A reduction in family size may require a reduction in the voucher family unit size; see Chapter VI regarding subsidy standards.

If the dependents are the only “remaining members of a tenant family” and there is no family member able to assume the responsibilities of the head of household a minor may continue to receive assistance as a remaining family member if; (1) The court has awarded emancipated minor status to the minor, or (2) an income eligible court appointed or legal guardian moves into the unit with the minor child(ren). If both parents must leave the household and the Department of Social Services and/or the Juvenile Court has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, the CDC will treat that adult as a visitor for sixty (60) calendar days. See Chapter XVIII, section D “remaining member of tenant family” for the policy on “Caretakers for a Child”.

**HEAD OF HOUSEHOLD [24 CFR 5.504(b)]**

*Head of household (HOH)* means the adult member of the family who is considered the head for purposes of determining income eligibility and rent. The head of household is responsible for ensuring that the family fulfills all of its responsibilities under the program, alone or in conjunction with a co-head or spouse.

**CDC Policy**

The family may designate any qualified family member as the head of household. The head of household must have the legal capacity to enter into a lease under state and local law. A minor who is emancipated under state law may be designated as head of household.

**SPOUSE, COHEAD, AND OTHER ADULT**

A family may have a *spouse* or co-head, but not both [HUD-50058 IB, p. 13].

**CDC Policy**

A minor who is emancipated under state law may be designated as a spouse, if married to the HOH.

A *co-head* is an individual in the household who is equally responsible with the head of household for ensuring that the family fulfills all of its responsibilities under the program, but who is not a spouse. A family can have only one co-head.

Minors who are emancipated under state law may be designated as a co-head.

*Other adult* means a family member, other than the head, spouse, or co-head, who is 18 years of age or older. Foster adults and live-in aides are not considered other adults.

### **DEPENDENT [24 CFR 5.603]**

A *dependent* is a family member who is under 18 years of age or a person of any age who is a person with a disability or a full-time student, except that the following persons can never be dependents: HOH, spouse, co-head, foster children/adults and live-in aides. Identifying each dependent in the family is important because each dependent qualifies the family for a dependent allowance.

### **JOINT CUSTODY OF DEPENDENTS**

#### **CDC Policy**

Dependents who are subject to a joint custody arrangement will be considered in the family composition if they reside in the household 50% or more of the time, as long as this designation would not provide for multiple subsidies. 50% will be defined as 182 calendar days per year, which do not need to run consecutively. To make this determination CDC will use evidence provided by the family, such as court ordered custody documents, school records, verification from Social Services agencies, written statements, IRS tax returns, and/or any other document CDC determines is acceptable.

When more than one family is claiming the same dependents in the household's composition, the family with primary custody at the time of the initial examination or reexamination will be able to claim the dependents as household members. If there is a dispute about which family should claim the dependents, CDC will make the determination based on available documents such as those listed above.

### **FULL-TIME STUDENT [24 CFR 5.603; HCV GB, p. 5-29]**

A *full-time student* (FTS) is a person who is attending school or vocational training on a full-time basis. The time commitment or subject load that is needed to be full-time is defined by the educational institution. Identifying each FTS is important because: (1) each family member that is an FTS,

other than the head, spouse, or co-head, qualifies the family for a dependent allowance, and (2) the earned income of such an FTS is treated differently from the income of other family members.

### **ELDERLY AND NEAR-ELDERLY PERSONS, AND ELDERLY FAMILY [24 CFR 5.100 and 5.403, FR Notice 02/03/12]**

#### Elderly Persons

An *elderly person* is a person who is at least 62 years of age.

#### Near-Elderly Persons

A *near-elderly person* is a person who is 50-61 years of age.

#### Elderly Family

An *elderly family* is one in which the head, spouse, co-head, or sole member is an elderly person. Identifying elderly families is important because elderly families qualify for the elderly family allowance as described in Chapter IV section G of this plan.

### **PERSONS WITH DISABILITIES AND DISABLED FAMILY [24 CFR 5.403, FR Notice 02/03/12]**

#### **Persons with a Disability**

Under the HCV program, special rules apply to persons with a disability and to any family whose head, spouse, or co-head is a person with a disability.

CDC must make all aspects of the HCV program accessible to persons with disabilities and consider reasonable accommodations requested based upon a person's disability.

#### **DISABLED FAMILY**

A *disabled family* is one in which the head, spouse, or co-head is a person with disabilities.

Identifying disabled families is important because these families qualify for the disabled family allowance as described in Chapter IV, section G of this plan. Even though persons with drug or alcohol dependencies are considered persons with disabilities, this does not prevent CDC from denying assistance for reasons related to alcohol and drug abuse in accordance with the policies found in Chapter XIV Termination of Assistance.

#### **GUESTS [24 CFR 5.100]**

A *guest* is a person temporarily staying in the unit with the consent of a member of the household who has expressed or implied authority to so consent.

CDC Policy

No adult person(s) other than those approved by CDC shall live/stay in the unit other than on a temporary basis which does not exceed fourteen days (14) in a one-year period.

Children who are subject to a joint custody arrangement or for whom a family has visitation privileges, that are not included as a family member because they live outside of the assisted household 186 or more days per year, not necessarily consecutively, are not subject to the time limitations of guests described above. CDC may require the family to provide documentation of residence and written permission from the owner/landlord.

A family may request an exception to this policy for valid reasons (e.g., care of a relative recovering from a medical procedure). An exception will not be made unless the family can identify and provide documentation of the residence to which the guest will return.

### **FOSTER CHILDREN AND FOSTER ADULTS**

*Foster adults* are usually persons with disabilities, unrelated to the tenant family, who are unable to live alone [24 CFR 5.609].

The term *foster child* is not specifically defined by the regulations. Foster children and foster adults who are living with an applicant or who have been approved by the PHA to live with a participant family are considered household members but not family members. The income of foster children/adults, including California Kinship Guardian Assistant Payments (Kin-GAP)\_per PIH 2008-40, is not counted in family annual income, and foster children/adults do not qualify for a dependent deduction [24 CFR 5.603; HUD-50058 IB, p. 13].

#### **CDC Policy**

A *foster child* is a child that is in the legal guardianship or custody of a state, county, or private adoption or foster care agency, yet is cared for by foster parents in their own homes, under a short-term or long-term foster care arrangement with the custodial agency. A foster child or foster adult may be allowed to reside in the unit if they will be in the unit for more than 186 consecutive calendar days. Documentation from the Department of Public Health and Social Services agency responsible for placement must be provided prior to the placement of the child(ren), except in cases of emergency. See Chapter XX of this plan for additional clarification regarding foster children and foster adults.

Children that are temporarily absent from the home as a result of placement in foster care are discussed in this Chapter below.

**ABSENT FAMILY MEMBERS**

Individuals may be absent from the family, either temporarily or permanently, for a variety of reasons including educational activities, placement in foster care, employment, illness, incarceration, and court order.

**DEFINITIONS OF TEMPORARILY AND PERMANENTLY ABSENT****CDC Policy**

Generally, an individual who is expected to be absent from the assisted unit for 183 consecutive days or less is considered temporarily absent and will continue to be considered a family member. Generally, an individual who is or is expected to be absent from the assisted unit for more than 183 consecutive days is considered permanently absent and no longer a family member.

Exceptions to this general policy are discussed below. See Chapter IV section B for further clarification regarding temporarily and permanently absent household members when determining if income will be included or excluded.

**ABSENT STUDENTS****CDC Policy**

Space may be provided for a family member who is away at school but who lives with the family during school recesses, and who has not established permanent housing elsewhere. For example, a college student residing in a dormitory or other campus housing while attending school would be considered temporarily absent. A college student who has signed a lease agreement elsewhere would be considered to have found permanent housing, and therefore removed from the household.

The student will continue to be considered a family member unless information becomes available to CDC that the student has established a separate household or the family declares that the student has established a separate household.

**ABSENCES DUE TO PLACEMENT IN FOSTER CARE [24 CFR 5.403]**

Children temporarily absent from the home as a result of placement in foster care are considered members of the family.

**CDC Policy**

In instances in which the children have been removed from the home by a social service agency, the agency will be contacted to determine the approximate length of time the children are expected to be away from the home.

If the agency indicates that the children are expected to return to the home at some point or a date certain, or that it is unknown whether the children will be returned to the home but there is an expectation rendered by a social service agency that the children will be returned at some point, the children will remain a part of the family composition and will be counted toward the family's subsidy standard, but will not be counted as dependents until they return to the home.

If, in the opinion of a social service agency, the children are not ever expected to be returned to the home, the children will be removed from the family composition and the family's subsidy standard will be reduced accordingly.

CDC will attempt to obtain written verification from the social service agency. Oral conversations with the social service agency will be thoroughly documented in the family file, including the date of contact, name and title of contact person, name of agency, and telephone number and details of the conversation.

If the child is receiving other federal rent subsidy, the child will be removed from the CDC assisted household until s/he is no longer receiving the other federal rent subsidy.

### **ABSENT HEAD, SPOUSE, OR CO-HEAD**

CDC Policy

A head, spouse, or co-head absent from the unit more than 183 consecutive days due to employment will continue to be considered a family member unless s/he is receiving other federal rent subsidy.

### **FAMILY MEMBERS PERMANENTLY CONFINED FOR MEDICAL**

#### **REASONS [HCV GB, p. 5-22]**

If a family member is confined to a nursing home or hospital on a permanent basis, that person is no longer considered a family member and the income of that person is not counted [HCV GB,p. 5-22].

CDC Policy

CDC will request verification of the family member's permanent absence from a responsible medical professional. If the responsible medical professional cannot provide a determination, the person will be considered temporarily absent. If the family certifies that the family member is confined

on a permanent basis, it may present, and CDC will consider, any additional documentation or evidence.

### **ABSENCE DUE TO HOSPITALIZATION OF SOLE FAMILY MEMBER.**

When the family consists of only one member and that person leaves the home to go into a hospital or nursing home for a period of more than 183 consecutive days, the assistance will be terminated. If a medical provider or other source of similar information documents the person is expected to return to the unit in 183 consecutive days or less, the person shall continue to receive assistance. If the person is not back in the unit within 183 consecutive days, assistance will be terminated.

### **RETURN OF PERMANENTLY ABSENT FAMILY MEMBERS**

#### **CDC Policy**

The family must request in writing CDC's approval for the return to the assisted unit of any adult family member that CDC previously determined to be permanently absent. The family must notify CDC in writing within 10 days of the return of any minor that CDC has determined to be permanently absent. The individual is subject to the eligibility and screening requirements discussed elsewhere in this chapter.

### **LIVE-IN AIDE**

A *live-in aide* is a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who: (1) is determined to be essential to the care and well-being of the persons, (2) is not obligated for the support of the persons, and (3) would not be living in the unit except to provide the necessary supportive services [24 CFR 5.403]. This definition applies to a specific person [PIH 2008-20].

The PHA must approve a live-in aide who meets all of the criteria if necessary as a reasonable accommodation in accordance with 24 CFR 8, to make the program accessible to and usable by the family member with disabilities.

The PHA may not approve an unidentified live-in aide, nor a larger unit than the family qualifies for under the PHA's subsidy standards for an unidentified live-in aide.

Occasional, intermittent, multiple or rotating care givers do not meet the definition of a live-in aide since 24 CFR Section 982.402(b)(7) implies live-in aides must reside with a family permanently for the family unit size to be adjusted in accordance with the subsidy standards established by the PHA. Therefore, an additional bedroom should not be approved.

The PHA must consider requests for an exception to the established subsidy standards on a case by-case basis and provide an exception, where necessary, as a reasonable accommodation. The PHA shall document the justification for all granted exceptions.

The income of a live-in aide is not counted in the calculation of annual income for the family [24CFR 5.609(b)]. Relatives may be approved as live-in aides if they meet all of the criteria defining a live-in aide. Because live-in aides are usually not family members, a relative who serves as a live-in aide would not be considered a remaining member of a tenant family.

#### CDC Policy

The live-in aide, and any family members of the live-in aide, must be identified by the family and approved by CDC. The CDC may not approve an unidentified live-in aide, nor a larger unit than the family qualifies for under the CDC's subsidy standards for an unidentified live-in aide.

A family's request for a live-in aide must be made in accordance with CDC's Request for Reasonable Accommodation policies.

CDC presumes that a relative is a household member, not a live-in aide. For a relative to qualify as a live-in aide, the tenant must show that the care provided is through an arms-length transaction. The family and the live-in aide will be required to submit a certification and documentation that shows the live-in aide is:

- Capable of providing the required care for the tenant;
- Not obligated for the support of the person(s) needing the care;
- Has never been a member of the household while the family was receiving housing assistance, nor has the person made regular financial contributions to the household while the family was receiving housing assistance;
- There is no other reason for the person to live in the unit other than to provide care for the elderly, near-elderly, or disabled family member. The live-in aide declarant should have to demonstrate they have a previous residence they left in good standing;
- Intends to maintain his or her finances separately and live independently from the disabled tenant's household;
- Approval from the owner/landlord.

Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker, that the live-in



aide is essential for the care and well-being of the elderly, near-elderly, or disabled family member.

For continued approval, the family must submit a new request-subject to CDC's verification every year during the Annual Re-certification.

CDC will not approve a particular person as a live-in aide, and may withdraw such approval if [24 CFR 982.316(b)]:

- The person commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- The person commits drug-related criminal activity or violent criminal activity; or
- The person currently owes rent or other amounts to CDC or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.



**Mendocino County  
Homeless Services Continuum of Care**

September 14, 2023

U.S. Department of Housing and Urban Development  
Community Planning and Development  
Special Needs Assistance Programs (SNAPS)  
451 7th Street S.W.,  
Washington, DC 20410

RE: CoC CA-509 FY2023 CoC Collaborative Application 1D-11a. Letter Signed by Working Group

To Whom It May Concern,

My name is Aaliyah Armstrong and I hold the Homeless or Formerly Homeless Transition-Age Youth Governing Board Seat of the Mendocino County Homeless Services Continuum of Care (MCHSCoC), CA-509. I have experienced homelessness in the last 7 years and gladly serve my community and represent my fellow youth in the decision-making processes related to addressing homelessness.

Please accept this letter as verification that I have been included in the decision-making processes of the MCHSCoC (CA-509) related to addressing homelessness during FY2022. I will continue to participate in future decision-making processes facilitated by MCHSCoC (CA-509).

Thank you for your time, and if you have any questions or need additional information, please contact the MCHSCoC Coordinator, Veronica Wilson, MSW, at (707)468-7071 or [wilsonv@mendocinocounty.gov](mailto:wilsonv@mendocinocounty.gov).

Sincerely,

Aaliyah Armstrong  
MCHSCoC Governing Board Member



## Housing First Standards: Assessment Summary

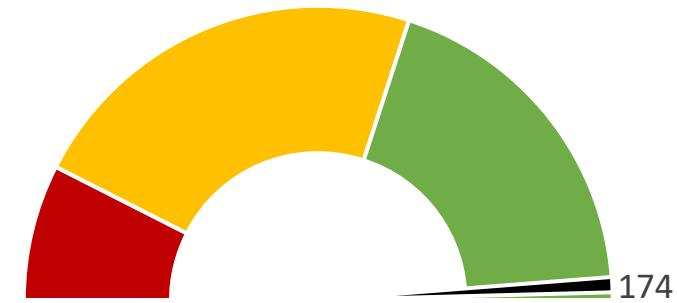
Community Development Commission of Mendocino County  
31-Aug-23

Some standards have not been evaluated. Please return and complete all standards before finalizing report.

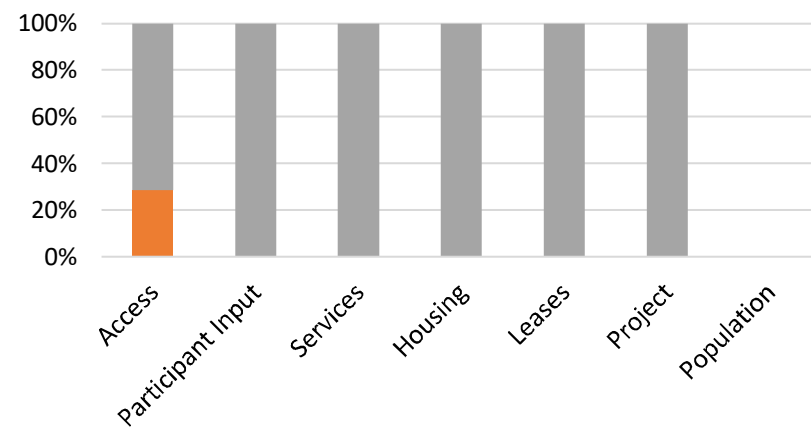
**Your score: 174**

Max potential score: 180

Score is calculated by awarding 1 point for standards answered 'sometimes' and 2 points for standards answered 'always'. Categories that are not applicable for your project are not included in the maximum potential score.

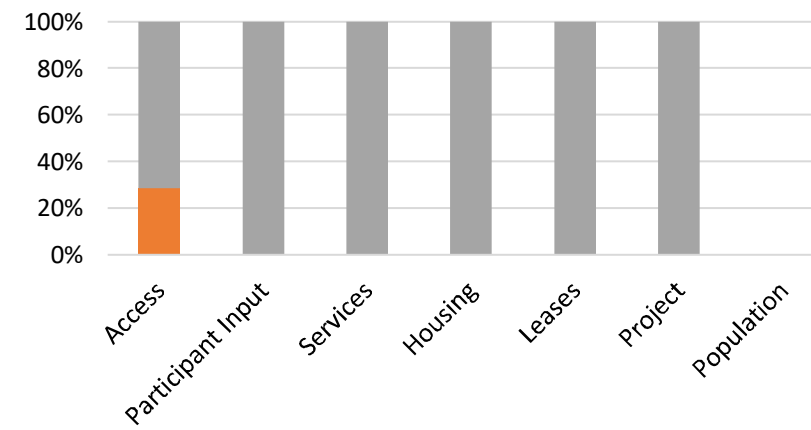


Percentage of Standards "Said"



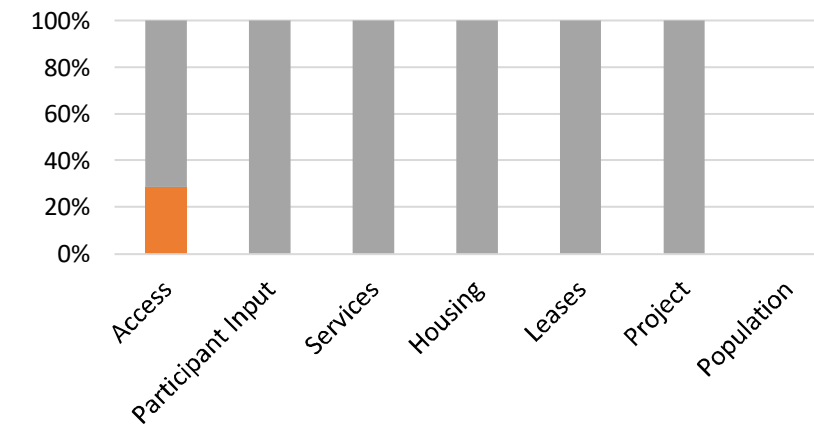
Not at all Somewhat Always

Percentage of Standards "Documented"



Not at all Somewhat Always

Percentage of Standards "Done"



Not at all Somewhat Always



**Mendocino County  
Homeless Services Continuum of Care**

September 25, 2023

U.S. Department of Housing & Urban Development  
Office of Special Needs Assistance Programs  
451 7th Street, S.W., Washington, DC 20410

RE: Continuum of Care CA-509 1E-1. Web Posting of Local Competition Deadline

To Whom It May Concern,

This letter is to clarify the evidence provided for the web posting of Mendocino County Continuum of Care's (CA-509) FY2023 CoC Program Local Competition Deadline. The "CoC 2023 Process for Project Review, Ranking, Selection and Reallocation FINAL.pdf" document was published on July 31, 2023. which contains the Local Competition Timeline and locally established deadline. On July 31, 2023, this document was published on the CoC's website and distributed to an email distribution list of 108 electronic mail addresses for persons who have requested to receive communications issued by the CoC. Unfortunately, CoC Collaborative Applicant Staff forgot to take a screenshot of the web posting before the local deadline passed.

Attached to this letter are three pieces of evidence believed to demonstrate the web posting was completed before August 29, 2023. These three documents are:

1. Email sent on July 31, 2023, to the CoC Email Distribution Group: This email contains the full publication of all documents related to the FY2023 CoC Program Local Competition. While this email does not contain any web links to the CoC's webpage, it establishes the information was made available.
2. Email sent on August 16, 2023, to the CoC Email Distribution Group: This email was to distribute an addendum to the "CoC 2023 Process for Project Review, Ranking, Selection and Reallocation FINAL.pdf" that published the response to an inquiry received regarding the local competition. This email contains two weblinks to the CoC website; the first is a direct link to download the published addendum from the CoC's website and the second is for the CoC's NOFA webpage.
3. Screenshot of the FY2023 CoC Program Local Competition webpage: This is a screenshot taken on September 25, 2023, at 5:03 p.m. PST to demonstrate all information and documents posted on the CoC website pertaining to the FY2023 CoC Program Local Competition.

I request that this information be accepted in lieu of the required screenshot of the local competition deadline taken on or before August 29, 2023. Please accept my thanks and gratitude for taking the time to read this letter and consider the evidence included.

With Gratitude,

Veronica Wilson  
Program Administrator  
Mendocino County Social Services

Attachments: 3

Veronica Wilson

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**From:** Veronica Wilson  
**Sent:** Monday, July 31, 2023 4:21 PM  
**Subject:** FY2023 CoC Program NOFA  
**Attachments:** CoC 2023 Process for Project Review, Ranking, Selection and Reallocation FINAL.pdf

Hello!

On July 5, 2023, the U.S. Department of Housing and Urban Development (HUD) issued the Continuum of Care (CoC) Notice of Funding Opportunity (NOFO) for 2023 Continuum of Care funds. Based on documents provided by HUD, Mendocino County applicants are eligible for a combined total of approximately **\$1,844,275** for new and renewal FY 2023 Continuum of Care projects. A total of **\$1,715,176** is available in Tier 1, **\$129,099** is available in Tier 2 as CoC Bonus Funding for new projects, and **\$50,000** is available in Domestic Violence Bonus Funding.

Please see the attached 2023 HUD CoC Program Process for Project Review, Ranking, Selection, and Reallocation for more information and details on how to apply. Additional information including the HUD NOFO is available on the HUD Continuum of Care Competition webpage, [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

Thank you!

**Veronica Wilson, MSW**

*Program Administrator*

Housing Options for Mendocino (HOME) Team  
Mendocino County Department of Social Services  
747 S. State Street, Ukiah, CA 95482

Office: [\(707\)468-7071](tel:(707)468-7071)

Cell: [\(707\)671-4442](tel:(707)671-4442)

Fax: [\(707\)463-7979](tel:(707)463-7979)

[wilsonv@mendocinocounty.org](mailto:wilsonv@mendocinocounty.org)

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Veronica Wilson

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**From:** Veronica Wilson  
**Sent:** Wednesday, August 16, 2023 10:56 AM  
**Subject:** FY2023 CoC Program NOFA Addendum 1  
**Attachments:** 2023 CoC NOFA Addendum 1.pdf

Hello!

Please see the attached first Addendum to the FY2023 CoC Program Local Competition NOFA. This document can be access at <https://mendocinococ.org/s/2023-CoC-NOFA-Addendum-1.pdf>. For more information on this and other funding opportunities, please visit <https://mendocinococ.org/notice-of-funding-availability-nofa>.

All my best,

**Veronica Wilson, MSW**

*Program Administrator*

Housing Coordination Unit (HCU)

Mendocino County Department of Social Services

747 S. State Street, Ukiah, CA 95482

Office: [\(707\)468-7071](tel:(707)468-7071)

Cell: [\(707\)671-4442](tel:(707)671-4442)

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[wilsonv@mendocinocounty.org](mailto:wilsonv@mendocinocounty.org)

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# 2023 CONTINUUM OF CARE PROGRAM COMPETITION - CLOSES SEPTEMBER 28, 2023

## NOTICE OF FUNDING OPPORTUNITY (NOFO)

On July 5, 2023, the U.S. Department of Housing and Urban Development (HUD) issued the Continuum of Care (CoC) Notice of Funding Opportunity (NOFO) for 2023 Continuum of Care funds. Based on documents provided by HUD, Mendocino County applicants are eligible for a combined total of approximately **\$1,844,275** for new and renewal FY 2023 Continuum of Care projects. A total of **\$1,715,176** is available in Tier 1, **\$129,099** is available in Tier 2 as CoC Bonus Funding for new projects, and **\$50,000** is available in Domestic Violence Bonus Funding.

The following funds are available for NEW projects: See section I.B.2.b.(8)

- Up to **\$129,099 in bonus funding** is competitively available for one or more new Permanent Housing – Permanent Supportive Housing Projects (PH-PSH), Rapid Rehousing Projects (RRH), Joint Transitional Housing – Rapid Rehousing Projects (TH-RRH), and Supportive Services Only – Coordinated Entry (SSO-CE) Projects. To be eligible to receive a CoC Bonus project, the Collaborative Applicant must demonstrate its CoC ranks projects based on how they improve system performance as outlined in section V.B.2.b of the FY2023 HUD CoC Program NOFO.
- A total of **\$50,000 in Domestic Violence (DV) bonus funding** is competitively available for one or more *projects* serving victims of domestic violence. Eligible project types are Rapid Rehousing (PH-RRH) and Joint Transitional Housing and Permanent Housing-Rapid Rehousing (Joint TH/PH-RRH) component projects, and SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of people experiencing homelessness who are survivors of domestic violence, dating violence, sexual assault, or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different).

Please note that the NOFA allows for a reallocation of renewal funds if recommended and approved by the Continuum of Care. All PH-RRH and Joint TH/PH-RRH component projects must follow a housing-first approach.

The local timeline for activities related to the implementation and executive of this NOFA follows this announcement and is posted on the MCHSCoC website.

As part of the FY2023 CoC Program NOFO process, HUD is also accepting renewal or replacement applications for Youth Homeless Demonstration Project (YHDP) funding. At the time of this announcement, there are no YHDP projects in Mendocino County and no existing projects have been selected for reallocation.

Prospective applicants should review the Continuum of Care NOFA in full at:  
<https://www.hud.gov/sites/dfiles/CPIV/documents/FY-2023-CoC-NOFO-Publication.pdf>.

## DOCUMENTS FOR NOTICE OF FUNDING AVAILABILITY RESPONSES

2023 HUD NOFO

2023 MCHSCoC NOFA - Revised

2023 MCHSCoC NOFA Timeline

2023 MCHSCoC CoC Program  
NOFA Announcement

2023 MCHSCoC CoC Program New  
Project Application Review Tool

2023 CoC Program CA-509 Current  
Recipient Scoring Sheet

2023 MCHSCoC NOFA Addendum  
No. 1

2023 MCHSCoC NOFA Addendum  
No. 2

2023 CoC Collaborative Application  
Stakeholder Meeting Invitation

<b>MCHSCoC 2023 CoC Program Application Type: <i>CURRENT CoC Program RECIPIENT</i> (not a new applicant)</b>			
<b>Applicant Name</b>		<b>Points Possible</b>	<b>Points Awarded</b>
Applicant Experience	Length of experience implementing the proposed project activities or activity similar to the proposed project (2 points per year)	10	
Program Design	Quality of the proposed program in delivering activities to participants is based on the following items: <ul style="list-style-type: none"> <li>• Housing First = 3 points</li> <li>• Reasonableness of program staffing = 4 points</li> <li>• Budget relative to program design = 4 points</li> <li>• Type of services offered (ES/SO 1 pt, HP/SSO = 2 pts, RRH/PSH = 3 pts)</li> <li>• Connection to mainstream resources = 3 points</li> <li>• Collaboration with community partners = 3 points</li> </ul>	20	
System Performance Measures	Projects will be evaluated based on performance as reported in the Prior Year HUD Sage System Annual Performance Report <ol style="list-style-type: none"> <li>1. Average Length of Time Participants Remain Homeless               <ul style="list-style-type: none"> <li>• 0 – 30 Days = 3 points</li> <li>• 31 – 90 Days = 2 points</li> <li>• 91 – 120 Days = 1 point</li> <li>• 121 Days or more = 0 points</li> </ul> </li> <li>2. The extent to which participants who exit homelessness to Permanent Housing Destinations return to homelessness within 12 months:               <ul style="list-style-type: none"> <li>• 0% – 5% = 3 points</li> <li>• 6% – 15% = 2 points</li> <li>• 16% – 25% 1 point</li> <li>• 26% or more = 0 points</li> </ul> </li> <li>3. Increases in Total Income for Adult System Stayers               <ul style="list-style-type: none"> <li>• 19% or more = 3 points</li> <li>• 10% – 18% = 2 points</li> <li>• 6% – 9% = 1 point</li> <li>• 0% – 5% = 0 points</li> </ul> </li> <li>4. Number and percentage of persons entering the projects with no prior enrollments in HMIS               <ul style="list-style-type: none"> <li>• 0% – 5% = 3 points</li> <li>• 6% – 10% = 2 points</li> <li>• 11% – 15% = 1 point</li> <li>• 16% or more = 0 points</li> </ul> </li> <li>5. Percentage of exits to or retention of Permanent Housing               <ul style="list-style-type: none"> <li>• 86% or more = 3 points</li> <li>• 66% – 85% = 2 points</li> <li>• 50% – 65% = 1 point</li> <li>• 0% – 49% = 0 points</li> </ul> </li> </ol>	15	
Cost Effectiveness	Projects will be evaluated based on the amount and source of matching funds (5 points), utilization of previous CoC awards (5 points), and applicant's past contributions toward CoC progress on <b>improving system performance</b> (5 points)	15	



HUD Strategic Goals	<p>Number of Goals and Objectives from HUD's Strategic Plan the application furthers:</p> <ul style="list-style-type: none"> <li>• Strategic Goal 1: Support Underserved Communities = 3 points</li> <li>• Strategic Goal 2: Ensure Access to and Increase the Production of Affordable Housing = 3 points</li> <li>• Strategic Goal 3: Promote Homeownership = 2 points</li> <li>• Strategic Goal 4: Advance Sustainable Communities = 2 points</li> </ul>	10	
MCHSCoC Participation	<p><i>Applicant's organization participates in MCHSCoC governance (score all that apply):</i></p> <ul style="list-style-type: none"> <li>• Holds a seat on the MCHSCoC Board = 2 pts</li> <li>• Participates in at least one committee = 2 pts</li> <li>• Regularly attends and participates in membership meetings = 2 pts</li> <li>• Applicant does not have regular attendance or participation in MCHSCoC governance = 0 pts</li> </ul> <p><i>Applicant's organization has, in the last year, participated in activities to design, develop or evaluate the local system (score all that apply):</i></p> <ul style="list-style-type: none"> <li>• Participates in planning meetings for system design = 2 pts</li> <li>• Participates in housing navigation or case conference meetings = 2 pts</li> </ul>	10	
HMIS Data Quality & Timeliness	<p>Applicants will be evaluated based upon the project HMIS or Comparable Database Data Quality and Timeliness from the most recent CoC APR</p> <ul style="list-style-type: none"> <li>• Data Quality (5 points possible)</li> <li>• Data Timeliness (5 points possible)</li> </ul>	10	
Coordinated Entry System	<p>Applicants will be evaluated based on the project Coordinated Entry System (CES) participation:</p> <ul style="list-style-type: none"> <li>• Project selects participants from the Coordinated Entry System (CES) or completes CES screenings with project participants = 10 points</li> <li>• Project does not select participants from the CES and does not complete CES screenings with participants = 0 points</li> </ul>	10	
<b>Total Points</b>		<b>100</b>	

<b>MCHSCoC FY2023 CoC Program Application Type: NEW CoC Program APPLICANT</b>			
<b>Applicant Name</b>		<b>Points Possible</b>	<b>Points Awarded</b>
Applicant Experience	Length of experience implementing the proposed project activities or activity similar to the proposed project (2 points per year)	10	
Program Design	Quality of the proposed program in delivering activities to participants is based on the following items: <ul style="list-style-type: none"> <li>• Housing First = 3 points</li> <li>• Reasonableness of program staffing = 4 points</li> <li>• Budget relative to program design = 4 points</li> <li>• Project Type (ES/SO 1 pt, HP/SSO = 2 points, RRH/PSH = 3 points)</li> <li>• Connection to mainstream resources = 3 points</li> <li>• Collaboration with community partners = 3 points</li> </ul>	20	
System Performance Measures	Project Impact and Effectiveness will be evaluated based on performance outcome measures related to CoC system performance measures: <ul style="list-style-type: none"> <li>• Anticipated average length of time participants will remain homeless               <ul style="list-style-type: none"> <li>○ 0 – 30 Days = 3 points</li> <li>○ 31 – 90 Days = 2 points</li> <li>○ 91 – 120 Days = 1 point</li> <li>○ 121 Days or more = 0 points</li> </ul> </li> <li>• The extent to which participants who exit homelessness to Permanent Housing Destinations are anticipated return to homelessness within 12 months               <ul style="list-style-type: none"> <li>○ 0% – 5% = 3 points</li> <li>○ 6% – 15% = 2 points</li> <li>○ 16% – 25% 1 point</li> <li>○ 26% or more = 0 points</li> </ul> </li> <li>• Anticipated increases in Adult System Stayers' Total Income               <ul style="list-style-type: none"> <li>○ 19% or more = 3 points</li> <li>○ 10% – 18% = 2 points</li> <li>○ 6% – 9% = 1 point</li> <li>○ 0% – 5% = 0 points</li> </ul> </li> <li>• Proposed number and percentage of persons entering the projects with no prior enrollments in HMIS               <ul style="list-style-type: none"> <li>○ 0% – 5% = 3 points</li> <li>○ 6% – 10% = 2 points</li> <li>○ 11% – 15% = 1 point</li> <li>○ 16% or more = 0 points</li> </ul> </li> <li>• Anticipated Percentage of Exits to or Retention of Permanent Housing               <ul style="list-style-type: none"> <li>○ 86% or more = 3 points</li> <li>○ 66% – 85% = 2 points</li> <li>○ 50% – 65% = 1 point</li> <li>○ 0% – 49% = 0 points</li> </ul> </li> </ul>	15	
Cost Effectiveness	Projects will be evaluated based on the amount and source of matching funds (5 points), utilization of previously awarded homeless assistance funds (5 points), and applicant's past contributions toward CoC progress on <b>improving system performance</b> (5 points)	15	

HUD Strategic Goals	<p>Number of Goals and Objectives from HUD's Strategic Plan the application furthers:</p> <ul style="list-style-type: none"> <li>• Strategic Goal 1: Support Underserved Communities = 3 points</li> <li>• Strategic Goal 2: Ensure Access to and Increase the Production of Affordable Housing = 3 points</li> <li>• Strategic Goal 3: Promote Homeownership = 2 points</li> <li>• Strategic Goal 4: Advance Sustainable Communities = 2 points</li> </ul>	10	
MCHSCoC Participation	<p><i>Applicant's organization participates in MCHSCoC governance (score all that apply):</i></p> <ul style="list-style-type: none"> <li>• Holds a seat on the MCHSCoC Board = 2 points</li> <li>• Participates in at least one committee = 2 points</li> <li>• Regularly attends and participates in membership meetings = 2 points</li> <li>• Applicant does not have regular attendance or participation in MCHSCoC governance = 0 points</li> </ul> <p><i>Applicant's organization has, in the last year, participated in activities to design, develop or evaluate the local system (score all that apply):</i></p> <ul style="list-style-type: none"> <li>• Participates in planning meetings for system design = 2 points</li> <li>• Participates in housing navigation or case conference meetings = 2 points</li> </ul>	10	
HMIS Data Quality & Timeliness	<p>Applicants will be evaluated based upon the project HMIS or Comparable Database Data Quality and Timeliness from the most recent CoC APR</p> <ul style="list-style-type: none"> <li>• Data Quality (5 points possible)</li> <li>• Data Timeliness (5 points possible)</li> </ul>	10	
Coordinated Entry System	<p>Applicants will be evaluated based on the project Coordinated Entry System (CES) participation:</p> <ul style="list-style-type: none"> <li>• Project will select participants from the Coordinated Entry System (CES) or completes CES screenings with project participants = 10 points</li> <li>• Project will not select participants from the CES and will not complete CES screenings with participants = 0 points</li> </ul>	10	
<b>Total Points</b>		<b>100</b>	

**MCHSCoC 2023 CoC Program Application Type: CURRENT CoC Program RECIPIENT (not a new applicant)**

Applicant Name	Community Development Commission - PSH TRA	Points Possible	Points Awarded
Applicant Experience	Length of experience implementing the proposed project activities or activity similar to the proposed project (2 points per year)	10	10
Program Design	<p>Quality of the proposed program in delivering activities to participants is based on the following items:</p> <ul style="list-style-type: none"> <li>Housing First = 3 points</li> <li>Reasonableness of program staffing = 4 points</li> <li>Budget relative to program design = 4 points</li> <li>Type of services offered (ES/SO 1 pt, HP/SSO = 2 pts, RRH/PSH = 3 pts)</li> <li>Connection to mainstream resources = 3 points</li> <li>Collaboration with community partners = 3 points</li> </ul>	20	3+4+4+3 +3+3 =20
System Performance Measures	<p>Projects will be evaluated based on performance as reported in the Prior Year HUD Sage System Annual Performance Report</p> <ol style="list-style-type: none"> <li>Average Length of Time Participants Remain Homeless <ul style="list-style-type: none"> <li>0 – 30 Days = 3 points</li> <li>31 – 90 Days = 2 points</li> <li>91 – 120 Days = 1 point</li> <li>121 Days or more = 0 points</li> </ul> </li> <li>The extent to which participants who exit homelessness to Permanent Housing Destinations return to homelessness within 12 months: <ul style="list-style-type: none"> <li>0% – 5% = 3 points</li> <li>6% – 15% = 2 points</li> <li>16% – 25% 1 point</li> <li>26% or more = 0 points</li> </ul> </li> <li>Increases in Total Income for Adult System Stayers <ul style="list-style-type: none"> <li>19% or more = 3 points</li> <li>10% – 18% = 2 points</li> <li>6% – 9% = 1 point</li> <li>0% – 5% = 0 points</li> </ul> </li> <li>Number and percentage of persons entering the projects with no prior enrollments in HMIS <ul style="list-style-type: none"> <li>0% – 5% = 3 points</li> <li>6% – 10% = 2 points</li> <li>11% – 15% = 1 point</li> <li>16% or more = 0 points</li> </ul> </li> <li>Percentage of exits to or retention of Permanent Housing <ul style="list-style-type: none"> <li>86% or more = 3 points</li> <li>66% – 85% = 2 points</li> <li>50% – 65% = 1 point</li> <li>0% – 49% = 0 points</li> </ul> </li> </ol>	15	0+3+0+ 0+3 =6
Cost Effectiveness	Projects will be evaluated based on the amount and source of matching funds (5 points), utilization of previous CoC awards (5 points), and applicant's past contributions toward CoC progress on <b>improving system performance</b> (5 points)	15	5+3+2 =10

HUD Strategic Goals	<p>Number of Goals and Objectives from HUD's Strategic Plan the application furthers:</p> <ul style="list-style-type: none"> <li>• Strategic Goal 1: Support Underserved Communities = 3 points</li> <li>• Strategic Goal 2: Ensure Access to and Increase the Production of Affordable Housing = 3 points</li> <li>• Strategic Goal 3: Promote Homeownership = 2 points</li> <li>• Strategic Goal 4: Advance Sustainable Communities = 2 points</li> </ul>	10	3+3+0+2 =8
MCHSCoC Participation	<p><i>Applicant's organization participates in MCHSCoC governance (score all that apply):</i></p> <ul style="list-style-type: none"> <li>• Holds a seat on the MCHSCoC Board = 2 pts</li> <li>• Participates in at least one committee = 2 pts</li> <li>• Regularly attends and participates in membership meetings = 2 pts</li> <li>• Applicant does not have regular attendance or participation in MCHSCoC governance = 0 pts</li> </ul> <p><i>Applicant's organization has, in the last year, participated in activities to design, develop or evaluate the local system (score all that apply):</i></p> <ul style="list-style-type: none"> <li>• Participates in planning meetings for system design = 2 pts</li> <li>• Participates in housing navigation or case conference meetings = 2 pts</li> </ul>	10	=10
HMIS Data Quality & Timeliness	<p>Applicants will be evaluated based upon the project HMIS or Comparable Database Data Quality and Timeliness from the most recent CoC APR</p> <ul style="list-style-type: none"> <li>• Data Quality (5 points possible)</li> <li>• Data Timeliness (5 points possible)</li> </ul>	10	0+2.9 =2.9
Coordinated Entry System	<p>Applicants will be evaluated based on the project Coordinated Entry System (CES) participation:</p> <ul style="list-style-type: none"> <li>• Project selects participants from the Coordinated Entry System (CES) or completes CES screenings with project participants = 10 points</li> <li>• Project does not select participants from the CES and does not complete CES screenings with participants = 0 points</li> </ul>	10	=10
<b>Total Points</b>		<b>100</b>	76.9



# **Mendocino County Homeless Services Continuum of Care**

CoC Mendocino County CA – 509 did not reject or reduce any applications  
submitted for the 2023 Continuum of Care Program Annual Competition



**Mendocino County  
Homeless Services Continuum of Care**

September 13, 2023

Community Development Commission  
Attn: Teresa DeSimone, Deputy Director  
1076 N. State Street  
Ukiah, CA 95482

Dear Ms. DeSimone,

It is with pleasure I inform you that the two CoC Program Renewal Applications submitted by the Community Development Commission will both be recommended for approval by the MCHSCoC Board. On September 11, 2023, the MCHSCoC Funding Recommendation Ad Hoc Committee completed the review and ranking of all 2023 CoC Program Applications received. Two (2) Applications were received during the local CoC Notice of Funding Availability (NOFA) annual competition, both of which were Renewal Applications received from the Community Development Commission. Below is a summary of the applications received and the final scores assigned by the MCHSCoC Funding Recommendation Ad Hoc Committee:

Applicant Name	Project Type	Requested Amount	Date Received	Committee Scoring %	Project Ranking
Community Development Commission	Permanent Supportive Housing Tenant-Based Rental Assistance (TRA)	\$1,750,963	08/24/2023	76.9%	<b>1</b> Tier 1: \$1,715,176 Tier 2: \$35,787
Community Development Commission	Coordinated Entry System (CES) Supportive Services Only (SSO)	\$93,312	08/24/2023	76.3%	<b>2</b> Tier 2: \$93,312

HUD has identified \$1,715,176 as the 2023 CoC Program Competition Tier 1 amount for Mendocino County CoC CA-509, which is fully utilized by the Tenant-Based Rental Assistance (TRA) application. The remaining TRA request of \$35,787 and 100% of the Coordinated Entry System Supportive Services Only (CES SSO) requested amount fall into HUD's Tier 2 in accordance with HUD's 2023 CoC Program NOFO sections I.B.3.j.

The MCHSCoC Priority Ranking of CoC Projects will be reviewed at the next MCHSCoC Board Meeting, scheduled for Monday, September 18, 2023, at 1:30 pm. The MCHSCoC Funding Recommendation Ad Hoc Committee has no recommended changes for either Application.

Please let me know if you have any questions, concerns, or would like further information pertaining to the 2023 CoC Program Local Competition. Congratulations on your recommendation!

Best Regards,

Veronica Wilson  
Program Administrator/CoC Coordinator  
(707) 468-7071  
[wilsonv@mendocinocounty.org](mailto:wilsonv@mendocinocounty.org)



# Mendocino County Homeless Services Continuum of Care

## Staff Report

**Meeting Date:** Monday, September 25, 2023

**RE:** Approved 2023 CoC Program Priority Listing Announcement

### Narrative

#### Application Review Process

Applications for the 2023 CoC Program Competition were due for review on September 1, 2023. Two (2) Applications were received during the local CoC Notice of Funding Availability (NOFA) annual competition, both of which were Renewal Applications received from the Community Development Commission. Four (4) members of the 2023 Funding Review Ad Hoc Committee met via Zoom to review, rate, and rank applications.

The 2023 Funding Review Ad Hoc Committee reviewed each application packet, tallied scores, and developed funding recommendations, which are listed below.

#### Recommendations

Below is a summary of the applications received and the final scores assigned by the MCHSCoC Funding Recommendation Ad Hoc Committee. The MCHSCoC Governing Board approved the priority listing of projects below.

Applicant Name	Project Type	Requested Amount	Date Received	Committee Scoring %	Project Ranking
Community Development Commission	Permanent Supportive Housing Tenant-Based Rental Assistance (TRA)	\$1,750,963	08/24/2023	76.9%	<b>1</b> Tier 1: \$1,715,176 Tier 2: \$35,787
Community Development Commission	Coordinated Entry System (CES) Supportive Services Only (SSO)	\$93,312	08/24/2023	76.3%	<b>2</b> Tier 2: \$93,312

HUD has identified \$1,715,176 as the 2023 CoC Program Competition Tier 1 amount for Mendocino County CoC CA-509, which is fully utilized by the Tenant-Based Rental Assistance (TRA) application. The remaining TRA request of \$35,787 and 100% of the Coordinated Entry System Supportive Services Only (CES SSO) requested amount fall into HUD's Tier 2 in accordance with HUD's 2023 CoC Program NOFO sections I.B.3.j.

Applicants are welcome to request copies of their own score sheets and summarized notes from Veronica Wilson, Program Administrator, via email at [wilsonv@mendocinocounty.org](mailto:wilsonv@mendocinocounty.org)



## 2023 HDX Competition Report

### PIT Count Data for CA-509 - Mendocino County CoC

#### Total Population PIT Count Data

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count	751	893	830	633
Emergency Shelter Total	70	242	223	198
Safe Haven Total	0	0	0	0
Transitional Housing Total	106	76	47	25
Total Sheltered Count	176	318	270	223
Total Unsheltered Count	575	575	560	410

#### Chronically Homeless PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	99	195	177	144
Sheltered Count of Chronically Homeless Persons	38	134	126	101
Unsheltered Count of Chronically Homeless Persons	61	61	51	43

## 2023 HDX Competition Report

### PIT Count Data for CA-509 - Mendocino County CoC

#### Homeless Households with Children PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	21	51	38	29
Sheltered Count of Homeless Households with Children	20	50	35	29
Unsheltered Count of Homeless Households with Children	1	1	3	0

#### Homeless Veteran PIT Counts

	2011 PIT	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	92	12	16	19	14
Sheltered Count of Homeless Veterans	18	9	13	13	6
Unsheltered Count of Homeless Veterans	74	3	3	6	8

\*For CoCs that did not conduct an unsheltered count in 2021, 2020 data were used.

# 2023 HDX Competition Report

## HIC Data for CA-509 - Mendocino County CoC

### HMIS Bed Coverage Rates

Project Type	Total Year-Round, Current Beds	Total Current, Year-Round, HMIS Beds	Total Year-Round, Current, Non-VSP Beds*	HMIS Bed Coverage Rate for Year-Round Beds	Total Year-Round, Current VSP Beds in an HMIS Comparable Database	Total Year-Round, Current, VSP Beds**	HMIS Comparable Bed Coverage Rate for VSP Beds	Total Current, Year-Round, HMIS Beds and VSP Beds in an HMIS Comparable Database	HMIS and Comparable Database Coverage Rate
ES Beds	214	197	205	96.10%	0	9	0.00%	197	92.06%
SH Beds	0	0	0	NA	0	0	NA	0	NA
TH Beds	67	24	40	60.00%	0	27	0.00%	24	35.82%
RRH Beds	108	102	108	94.44%	0	0	NA	102	94.44%
PSH Beds	529	529	529	100.00%	0	0	NA	529	100.00%
OPH Beds	100	90	100	90.00%	0	0	NA	90	90.00%
Total Beds	1,018	942	982	95.93%	0	36	0.00%	942	92.53%

2023 HDX Competition Report  
HIC Data for CA-509 - Mendocino County CoC

# 2023 HDX Competition Report

## HIC Data for CA-509 - Mendocino County CoC

### Notes

\*For OPH Beds, this does NOT include any beds that are Current, Non-VSP, Non-HMIS, and EHV-funded.

\*\*For OPH Beds, this does NOT include any beds that are Current, VSP, Non-HMIS, and EHV-funded.

In the HIC, "Year-Round Beds" is the sum of "Beds HH w/o Children", "Beds HH w/ Children", and "Beds HH w/ only Children". This does not include Overflow ("O/V Beds") or Seasonal Beds ("Total Seasonal Beds").

In the HIC, Current beds are beds with an "Inventory Type" of "C" and not beds that are Under Development ("Inventory Type" of "U").

### PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2020 HIC	2021 HIC	2022 HIC	2023 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	243	355	344	365

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

Households with Children	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH units available to serve families on the HIC	1	26	27	60

### Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH beds available to serve all populations on the HIC	41	83	113	108

2023 HDX Competition Report  
HIC Data for CA-509 - Mendocino County CoC

# 2023 HDX Competition Report

## FY2022 - Performance Measurement Module (Sys PM)

### Summary Report for CA-509 - Mendocino County CoC

#### 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.

	Universe (Persons)		Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Revised FY 2021	FY 2022	Submitted FY 2021	Revised FY 2021	FY 2022	Difference	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
1.1 Persons in ES and SH	733	863	99	120	131	11	40	49	49	0
1.2 Persons in ES, SH, and TH	790	880	136	136	148	12	62	62	56	-6

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.

## 2023 HDX Competition Report

### FY2022 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Revised FY 2021	FY 2022	Submitted FY 2021	Revised FY 2021	FY 2022	Difference	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	882	1115	974	994	1175	181	468	487	584	97
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	934	1125	980	998	1180	182	458	458	591	133



## 2023 HDX Competition Report

### FY2022 - 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.

	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 2021	FY 2022	Revised FY 2021	FY 2022	% of Returns	Revised FY 2021	FY 2022	% of Returns	Revised FY 2021	FY 2022	% of Returns	FY 2022	% of Returns
Exit was from SO	0	0	0	0		0	0		0	0		0	
Exit was from ES	53	152	6	22	14%	8	7	5%	6	10	7%	39	26%
Exit was from TH	16	26	0	1	4%	0	0	0%	0	0	0%	1	4%
Exit was from SH	0	0	0	0		0	0		0	0		0	
Exit was from PH	64	77	0	6	8%	3	3	4%	1	7	9%	16	21%
TOTAL Returns to Homelessness	133	255	6	29	11%	11	10	4%	7	17	7%	56	22%

#### Measure 3: Number of Homeless Persons

##### Metric 3.1 – Change in PIT Counts

## 2023 HDX Competition Report

### FY2022 - 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 2021 PIT Count	January 2022 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons		830	
Emergency Shelter Total	242	223	-19
Safe Haven Total	0	0	0
Transitional Housing Total	76	47	-29
Total Sheltered Count	318	270	-48
Unsheltered Count		560	

#### Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Unduplicated Total sheltered homeless persons	830	797	905	108
Emergency Shelter Total	752	741	890	149
Safe Haven Total	0	0	0	0
Transitional Housing Total	99	78	42	-36

## 2023 HDX Competition Report

### FY2022 - 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 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	122	136	148	12
Number of adults with increased earned income	1	1	0	-1
Percentage of adults who increased earned income	1%	1%	0%	-1%

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

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	122	136	148	12
Number of adults with increased non-employment cash income	2	2	1	-1
Percentage of adults who increased non-employment cash income	2%	1%	1%	0%

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

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	122	136	148	12
Number of adults with increased total income	3	3	1	-2
Percentage of adults who increased total income	2%	2%	1%	-1%

## 2023 HDX Competition Report

### FY2022 - Performance Measurement Module (Sys PM)

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

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	16	16	69	53
Number of adults who exited with increased earned income	4	4	1	-3
Percentage of adults who increased earned income	25%	25%	1%	-24%

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

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	16	16	69	53
Number of adults who exited with increased non-employment cash income	6	6	5	-1
Percentage of adults who increased non-employment cash income	38%	38%	7%	-31%

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

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	16	16	69	53
Number of adults who exited with increased total income	10	10	6	-4
Percentage of adults who increased total income	63%	63%	9%	-54%

## 2023 HDX Competition Report

### FY2022 - 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 2021	Revised FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	744	716	753	37
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.	212	210	217	7
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)	532	506	536	30

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

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	951	907	1158	251
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.	284	275	308	33
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.)	667	632	850	218

## 2023 HDX Competition Report

### FY2022 - 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 FY2022 (Oct 1, 2021 - Sept 30, 2022) 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 2021	Revised FY 2021	FY 2022	Difference
Universe: Persons who exit Street Outreach	1	2	6	4
Of persons above, those who exited to temporary & some institutional destinations	1	1	2	1
Of the persons above, those who exited to permanent housing destinations	0	1	0	-1
% Successful exits	100%	100%	33%	-67%

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

## 2023 HDX Competition Report

### FY2022 - Performance Measurement Module (Sys PM)

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	528	529	610	81
Of the persons above, those who exited to permanent housing destinations	148	154	137	-17
% Successful exits	28%	29%	22%	-7%

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

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Persons in all PH projects except PH-RRH	315	243	257	14
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	306	240	247	7
% Successful exits/retention	97%	99%	96%	-3%

2023 HDX Competition Report  
**FY2022 - SysPM Data Quality**  
**CA-509 - Mendocino County CoC**

	All ES, SH			All TH			All PSH, OPH			All RRH			All Street Outreach		
	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022
1. Number of non-DV Beds on HIC	34	172	155	96	87	51	363	365	528	41	83	113			
2. Number of HMIS Beds	28	158	143	47	62	24	353	355	518	41	83	112			
3. HMIS Participation Rate from HIC ( % )	82.35	91.86	92.26	48.96	71.26	47.06	97.25	97.26	98.11	100.00	100.00	99.12			
4. Unduplicated Persons Served (HMIS)	688	741	890	76	78	42	360	361	491	95	307	701	0	37	44
5. Total Leavers (HMIS)	619	548	664	48	67	20	58	47	95	74	103	180	0	1	4
6. Destination of Don't Know, Refused, or Missing (HMIS)	39	38	32	0	2	0	5	2	60	2	2	21	0	0	3
7. Destination Error Rate (%)	6.30	6.93	4.82	0.00	2.99	0.00	8.62	4.26	63.16	2.70	1.94	11.67		0.00	75.00



2023 HDX Competition Report  
**FY2022 - SysPM Data Quality**

## 2023 HDX Competition Report

### Submission and Count Dates for CA-509 - Mendocino County CoC

#### Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2023 PIT Count	1/25/2023	

#### Report Submission Date in HDX

	Submitted On	Met Deadline
2023 PIT Count Submittal Date	4/29/2023	Yes
2023 HIC Count Submittal Date	4/29/2023	Yes
2022 System PM Submittal Date	2/21/2023	Yes

## Before Starting

Collaborative Applicants may choose to register as either a Collaborative Applicant (CA) or a Unified Funding Agency (UFA), and may also apply for High Performing Community (HPC) designation. All Collaborative Applicants should complete the basic registration forms. If UFA and/or HPC designation is requested, the Collaborative Applicant will need to check the appropriate box to make those forms visible for completion and submission to HUD for review. The final determination of the Collaborative Applicant's designation as UFA and/or HPC during HUD's assessment of the registration process and provide the final determination via e-snaps.

Collaborative Applicants are strongly encouraged to review the following documents in their entirety BEFORE completing the CoC Program Registration in e-snaps:

- 24 CFR part 578
- CoC Program Registration Notice
- CoC Program Unified Funding Agency (UFA) Notice
- CoC Program High Performing Community (HPC) Notice
- CoC Program Registration and CoC Review Instructions

HUD communicates the CoC information via Listserv messages.  
[Click here to subscribe to the SNAPS Competitions Mailing List.](#)  
[Click here to subscribe to the SNAPS Program Information Mailing List.](#)

# 1. Continuum of Care Organization

## Instructions:

For additional information see the CoC Program Registration and CoC Review Instructions located on HUD's website.  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

**1. Type of CoC:** CA

**2. HPC Designation:** No

**3. CoC Number and Name:** CA-509 - Mendocino County CoC

**4. Legal Name of Organization:** Mendocino County Department of Social  
(e.g., CoC Lead Agency) Services

**5. Is the CoC composed of two or more CoCs approved by HUD to merge after the previous CoC Program Competition or prior to this FY CoC Program Registration process?** No

**6. Is the Collaborative Applicant an Indian Tribe or TDHE?** No

If you answered "No" and the CoC is selecting a tribal area(s) as part of the CoC's geography, you must attach a Tribal Resolution in Screen 5 "Attachments."

## 2. Continuum of Care Geographic Area(s)

### Instructions:

For additional information see the CoC Program Registration and CoC Review Instructions located on HUD's website.  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

1. Is the CoC including Tribal area(s) as part of the CoC's designated service area? No

2. Select the State(s) in which the CoC's non-tribal geographic area(s) are located  
For multiple state selections, hold the CTRL key and select the applicable states. California

2a. Select the non-tribal geographic code(s) which will be included in the CoC's designated service area. 069045 Mendocino County  
To select multiple geographic areas, hold the CTRL key and select the applicable area(s).

## 5. Attachments

Document Type	Required?	Document Description	Date Attached
Other	No		
Tribal Resolution	No		

## Attachment Details

Document Description:

## Attachment Details

Document Description:

## Certification

I certify the following:

1. That I have been duly authorized by the governing body of the CoC to register the CoC and submit all required registration and application documentation on its behalf;	<input checked="checked" type="checkbox"/>
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2. That the statements herein are true, complete and accurate to the best of my knowledge, including that the geographic areas selected are the areas that this CoC serves;	<input checked="checked" type="checkbox"/>
---	--

and
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3. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).	<input checked="checked" type="checkbox"/>
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## Submission Summary

Page	Last Updated
1. CoC Organization	03/13/2023
2. CoC Geographic Area(s)	03/13/2023
5. Attachments	No Input Required
Certification	03/13/2023