Health, Housing & Human Services
CLACKAMAS COUNTY

Richard Swift
Director

April 14, 2016

Board of County Commissioners
Clackamas County

Members of the Board:

Public Hearing on the Proposed Housing and Community Development 2016 Action Plan

Purpose/Outcomes	A Public Hearing before the Board of County Commissioners to review the past performance of the County's Housing and Community Development programs, and to review the Proposed 2016 Housing and Community Development Action Plan.
Dollar Amount and Fiscal Impact	Application for $2,019,843 in Community Development Block Grant (CDBG) funds, $746,028 in HOME funds, and $179,957 in Emergency Solutions Grant (ESG) funds during the 2016 program year.
Funding Source	U.S. Department of Housing and Urban Development No County General Funds are involved.
Duration	Effective July 1, 2016 and terminates on June 30, 2017
Previous Board Action	2015 Action Plan and the 2-Year Funding Recommendations were approved by the BCC on April 30, 2015 - agenda item 043015-A1
Strategic Plan Alignment	1. Build a strong infrastructure 2. Ensure safe, healthy and secure communities
Contact Person	Chuck Robbins, Community Development Director - (503) 655-8591
Contract No.	N/A

BACKGROUND:
The Housing and Community Development Division of the Health, Housing and Human Services Department request a public hearing on the Proposed Housing & Community Development 2016 Action Plan. This hearing will satisfy a U.S. Department of Housing and Urban Development (HUD) requirement that the public annually be given an opportunity to review the performance of the County's Housing and Community Development programs.

The Action Plan implements the goals and objectives of the 2012-2016 Consolidated Plan and serves as the application for HUD funding. The Plan also includes a list of the projects selected for funding in the program years 2015 and 2016. The Action Plan is currently out for public comment until Monday, April 25. The hearing will consist of three parts:

1) A review of the past performance of the County's Housing and Community Development programs;
2) A review of the Proposed 2016 Housing and Community Development Action Plan; and

3) An open discussion period during which citizens may testify on the plan or the County's housing and community development needs.

RECOMMENDATION:

Staff recommends that the Board of County Commissioners take the following actions:

1) Hold a Public Hearing to review past performance of the County's Housing and Community Development program and to review the Proposed 2016 Action Plan;
2) Direct the Community Development Division staff to make any changes necessary as a result of the Board's consideration of testimony to the Proposed Plan, and prepare for Board approval of the Final 2016 Action Plan and other materials necessary for applying for FY 2016 CDBG, HOME, and ESG funds; and
3) Place approval of the 2016 Action Plan on the Board of County Commissioners' consent agenda for adoption at the May 5, 2016 meeting.

Respectfully submitted,

Richard Swift, Director
Health, Housing & Human Services

PUBLIC HEARING

The Clackamas County Board of County Commissioners will hold a

PUBLIC HEARING

At the Public Services Building

Hearings Room - 4th Floor, Room 409

2051 Kaen Road, Oregon City, Oregon

Thursday, April 14, 2016 at 10:00 A.M.

This hearing will satisfy a U.S. Department of Housing and Urban Development requirement that the public annually be given an opportunity to review the past performance of the County's Housing and Community Development programs. The hearing is also to review the Proposed 2016 Housing and Community Development Action Plan.

The Proposed 2016 Action Plan consists of projects selected for funding in 2016 and will become the basis for the County's annual applications under the three grant programs.

Submission of grant application materials will enable the County to receive an estimated $2,000,000 in Community Development Block Grant (CDBG) funds, an estimate $700,000 in Home Investment Partnership (HOME) funds, and an estimated $180,000 in Emergency Solutions Grant (ESG) funds during the 2016 fiscal year.

The hearing will consist of three parts:

1) A review by the Community Development Director, Chuck Robbins, of the past performance of the County's Housing and Community Development programs;
2) A review of the Proposed 2016 Housing and Community Development Action Plan; and
3) An open discussion period during which citizens may testify on the plan or the County's housing and community development needs.

The draft 2016 Action Plan has been posted at this website: http://www.clackamas.us/communitydevelopment/maps.html. Copies of the Plan have also been distributed to your local library for review. For additional information, or to submit comments, contact Kevin Ko or Mark Sirois at the Clackamas County Community Development Division, (503) 655-5891, Public Services Building – Suite 245, 2051 Kaen Road, Oregon City, Oregon 97045. Comments will be accepted until 5:00 p.m., Monday, April 25, 2016.

Reasonable accommodation will be provided for any individual with a disability

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting the Section 504 Coordinator. Determinations

on requests for reasonable accommodation will be made on a case-by-case basis. All requests must be made at least 5 days before the meeting date.

Contact: Chuck Robbins, Clackamas County Community Development, 2051 Kaen Road, Suite 245, Oregon City, Oregon 97045. Telephone: (503) 655-8591. E-Mail: chuckrob@co.clackams.or.us.

CLACKAMAS COUNTY

HOUSING AND COMMUNITY DEVELOPMENT

2016 ACTION PLAN

DRAFT - MARCH 29, 2016 - DRAFT

Clackamas County
Housing and Community Development Division
Public Services Building
2051 Kaen Road – Suite 245
Oregon City, Oregon
(503) 655-8591
www.clackamas.us/communitydevelopment/

DRAFT - MARCH 29, 2016 - DRAFT

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DEPARTMENT OF HEALTH, HOUSING AND HUMAN SERVICES

Director of Health, Housing and Human Services
Rich Swift

Housing and Community Development
Chuck Robbins, Director

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Each year Clackamas County submits an Action Plan explaining how the U.S. Department of Housing and Urban Development (HUD) resources will be used to improve communities throughout the County. This is the annual implementation plan of the 5-Year Consolidated Plan addressing the Housing and Community Development needs in Clackamas County. The needs, goals and objectives were identified through collaboration with participating cities, County agencies and other public and private project sponsors. The goals of the Consolidated Plan are primarily targeted to low- and moderate-income residents of Clackamas County and were developed to:

1. Provide decent housing;

2. Establish and maintain a suitable living environment; and

3. Expand economic opportunities.

To accomplish these goals the County has engaged the following long-term housing and community development objectives:

(1) Revitalization of distressed neighborhoods;

(2) Expansion and improvement of community services and facilities;

(3) Expansion and conservation of the housing stock;

(4) Expansion of employment opportunities for low and moderate income persons; and

(5) Elimination of conditions detrimental to the community's health and welfare.

The current Consolidated Plan covers the 5-year period beginning July 1, 2012 and ending June 30, 2017. This is the fifth (5th) of five annual action plans for this period and covers the 12-month period beginning July 1, 2016. The action plan, developed with the input of citizens and community groups, serves four major functions:

(1) It is the County's application for funds available through the three HUD formula grant programs: the Community Development Block Grant (CDBG), the HOME Investment Partnerships Program (HOME), and the Emergency Solutions Grant (ESG) programs;

(2) It is the annual planning document, built through public input and participation, for CDBG, HOME, ESG, and other related programs;

(3) It lays out expected annual funding resources, the method of fund distribution, and the actions the County will follow in administering HUD programs; and

(4) It provides accountability to citizens for the use of the funds and allows HUD to measure program performance.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The 5 year goals described briefly here are listed in detail in AP 20 Annual Goals and Objectives on page XXX of this Action Plan.

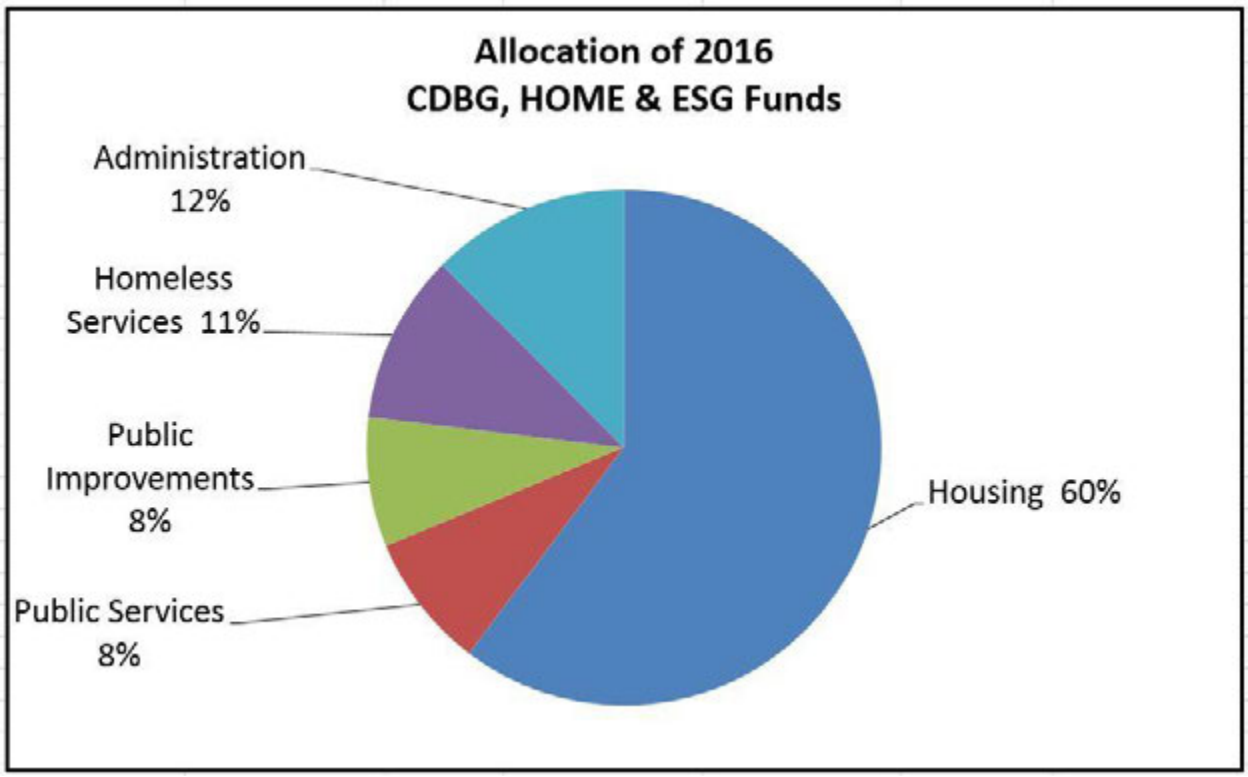
Clackamas County HCD has four (4) housing related goals to assist a total of 10,820 households over 5 years with housing units and information. On these 4 goals HCD has assisted a total of 16,571 households to date during 4 Action Plan Years (2012 to 2015) and plans to assist 2,985 in program year 2016.

HCD has two (2) human services related goals to assist 750 households over 5 years with services. For the human services goal area HCD has assisted 3349 persons in approximately 790 households during 4 Action Plan Years (2012 to 2015) and plans to assist 190 people in 80 households in program year 2016. Lastly HCD has two (2) community development related goals to improve neighborhoods and facilities that have resulted in improved access to facilities for 8,515 households during 4 Action Plan Years (2012 to 2015). In the 2016 program year HCD plans to complete projects and neighborhood facilities to benefit over 1,350 people in over 540 households.

Specific projects for program year 2016 are listed in the 2016 Objectives and Outcomes chart.

Number	Project Name	Objective	Outcome
2016/0005	2016-2017 Homeless Count	Decent Housing	Availability/Accessibility
2016/0008	Annie Ross House Family Shelter	Suitable Living Environment	Availability/Accessibility
2016/0001	Clackamas County Housing Rehabilitation Programs	Decent Housing	Affordability
2016/0006	Employment Connection	Creating Economic Opportunities	Availability/Accessibility
2016/0004	Housing Rights & Resources	Suitable Living Environment	Availability/Accessibility
2016/0014	Installation Subsidy for Fiber Optic Service	Suitable Living Environment	Availability/Accessibility
2016/0017	Jennings Lodge Pedestrian Improvements	Suitable Living Environment	Availability/Accessibility
2016/0007	Mentor Athletics	Suitable Living Environment	Availability/Accessibility
2016/0010	Mobile/Manufactured Home Roof Project	Suitable Living Environment	Availability/Accessibility
2016/0009	NCRA Sewer Hook-Up Grant Program	Suitable Living Environment	Availability/Accessibility
2016/0016	Optional Emergency Assistance	Suitable Living Environment	Availability/Accessibility
2016/0011	Red Lodge Transition House for Women	Suitable Living Environment	Availability/Accessibility
2016/0018	Tiny Houses Community	Decent Housing	Availability/Accessibility
2016/0015	CHDO Operating Support Grant	Decent Housing	Availability/Accessibility
2016/0012	2016 Multifamily Housing Project	Decent Housing	Affordability
2016/0020	TBRA HOME	Decent Housing	Affordability
2016/0019	CWS Shelter Operation & Programs	Suitable Living Environment	Availability/Accessibility
2016/0019	ESG HMIS	N/A	N/A
2016/0019	Los Ninos Cuentan/Casa Hogar	Decent Housing	Availability/Accessibility
2016/0019	NHA - HomeBase	Decent Housing	Availability/Accessibility
2016/0019	NHA Shelter Operation & Programs	Suitable Living Environment	Availability/Accessibility
2016/0019	Springwater Shelter Operation & Programs	Suitable Living Environment	Availability/Accessibility

2016 Objectives and Outcomes



Allocation of Funds

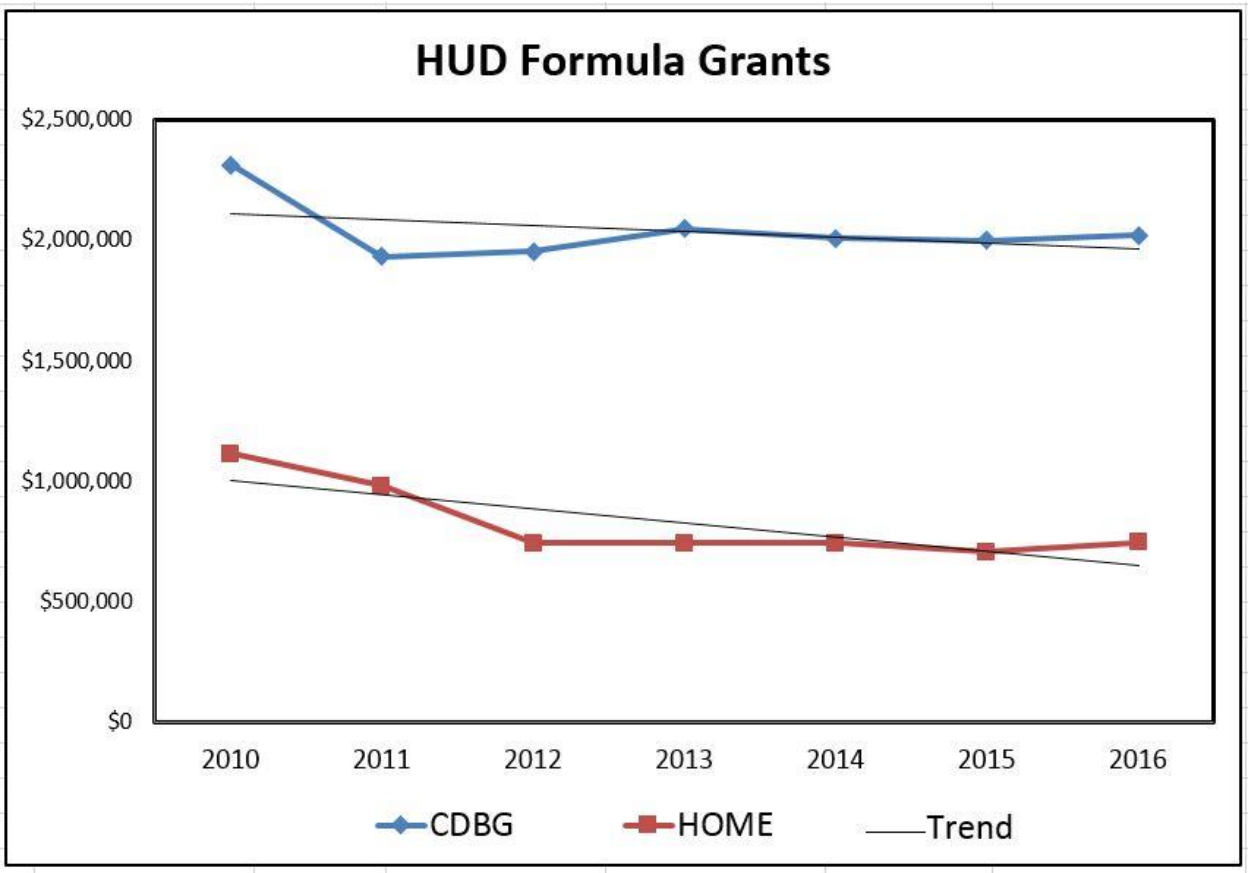
OMB Control No: 2506-0117 (exp. 07/31/2015)

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

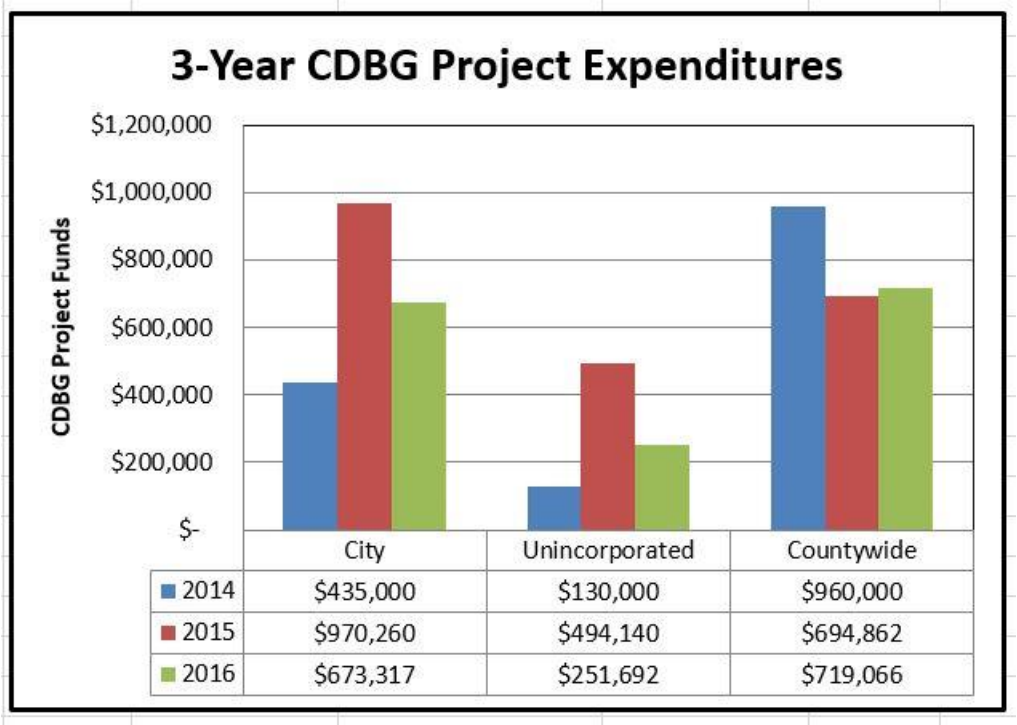
Clackamas County's Housing and Community Development Division has met each of the annual goals established during the 2012-2016 Consolidated Plan development process. Slow moving projects that required additional community planning have been cancelled and sponsors have been encouraged to re-apply in th enext funding cycle.

The Chart below demonstrates a trend of declining CDBG and HOME funds for Clackamas County:

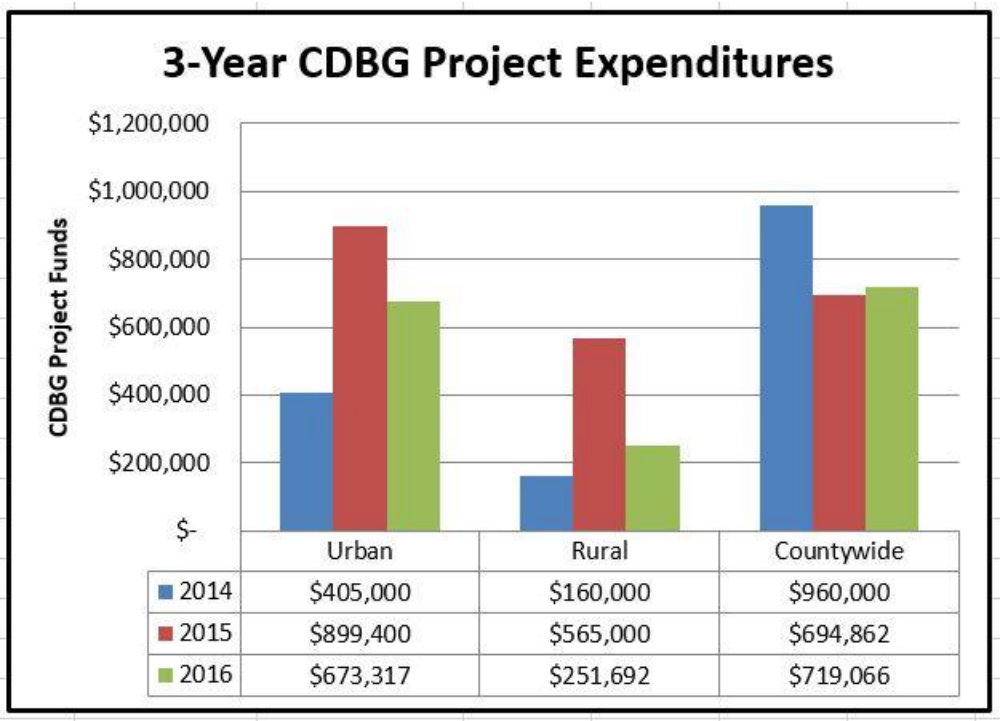


HUD Formula Grant trends

OMB Control No: 2506-0117 (exp. 07/31/2015)



City and Unincorporated Areas



Urban and Rural Areas

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Summary from citizen participation section of plan.

Citizens, community members and agencies participate through community meetings and inclusion on the Citizen Participation email distribution list. Meeting notices, application information and project information is distributed using this list and through the posting of public notices in the newspapers of record. A meeting notice, a schedule of dates for the Action Planning process and a list of Community Development projects were distributed to persons on the Citizen Participation list. Clackamas County now allocates CDBG funds for first 3 years of a 5-Year Consolidated Plan and a second allocation for 2 years of funding. Public meetings to discuss community needs for the two-year Plan period were held on October 29 and November 13, 2014 before the CDBG project applications were released. HCD staff provided technical assistance to community members while the project applications were available beginning on November 5, 2014. Completed project applications were due by December 18, 2014. HCD staff reviewed each project application and considered the applicants' ability to complete each project. HCD staff met with the CDBG Policy Advisory Board to review funding recommendations on March 11, 2015. The Board of County Commissioners held a public hearing to review and approve the 2015 Action Plan on April 9, 2015. A public meeting notice for the 2016 Action Plan was published in the newspapers of record, Oregon City/Clackamas Review on March 16, 2016 and in the Lake Oswego Review on March 16, 2016. The Board of County Commissioners held the public hearing on April 14, 2016 to receive feedback and testimony on the 2016 Action Plan.

All comments were accepted.

In reviewing the proposals the County used a selection process that emphasizes communication, compromise, and consensus. Working closely with all of the project sponsors Community Development program staff helped to prioritize each project and evaluate actual project costs. With a commitment to local match participation the County ensures a high degree of leveraging and maximizes the impact CDBG funds have on local communities throughout the County. 2016 is the last year of our 5-year Consolidated Plan. If projects are cancelled the funds allocated for those projects are carried forward for the following year to support new projects that will be selected as part of the next program year CDBG application funding cycle.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

INSERT PUBLIC COMMENTS SUMMARY HERE>>>>>Clackamas County uses public meetings, emails and surveys to interact with stakeholders. HCD maintains a list of interested persons: the Citizen

Participation list to communicate via email with stakeholders about meetings, dates, applications and recommendations for funding.

6. Summary of comments or views not accepted and the reasons for not accepting them

All public comments were accepted during the February 24, 2016 Public meeting and the April 14, 2016 Public Hearing.

Comments were accepted verbally, by email and in written letters. Most of the comments during the Feburary 24th meeting were concerning the need for homebuyer assistance programs and services.

A summary of comments is included in Appendix D of this plan.

7. Summary

The Housing and Community Development Division is identifying appropriate projects and completing those projects in a timely manner. Community Development staff working with 16 cities and towns, community partners and non-profit agencies are identifying projects and completing those projects within project budgets. Projects that do not make progress due to various factors are cancelled and the funds re-allocated based on Priority Needs areas and according to Funding Policies. Only 1 project was identified as a slow moving project from 2012. This health clinic rehabilitation project is now under construction with an anticipated completion date of July 30, 2016.

This past year Clackamas County HCD responded to a local emergency by amending our 2015 Action Plan to redirect Community Development Block Grant (CDBG) funds to provide assistance to tenants forced to leave their homes at Forest Edge Apartments and the Berryhill Park Apartments in Oregon City. Tenants needed to leave to avoid a weather related landslide event. Forms of moving and relocation assistance for low-income households included; moving and storage expenses, rental assistance, security deposit assistance, assistance locating alternative housing, emergency lodging expenses and other related and eligible costs. As a result of this experience, HCD plans to include an Optional Emergency Assistance activity in all future actions plans, which will allow the County to provide more timely and effective optional relocation assistance to victims of similar catastrophes.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	CLACKAMAS COUNTY	
CDBG Administrator	CLACKAMAS COUNTY	Housing and Community Development Division
HOPWA Administrator		
HOME Administrator	CLACKAMAS COUNTY	Housing and Community Development Division
ESG Administrator	CLACKAMAS COUNTY	Housing and Community Development Division
HOPWA-C Administrator	CLACKAMAS COUNTY	Community Development Division

Table 1 – Responsible Agencies

Narrative (optional)

HOPWA funds are granted to nearby City of Portland for distribution through a six-county area that includes Clackamas County.

The Clackamas County Community Development Divisions works with 16 incorporated cities and towns and unincorporated rural areas to represent 386,000 citizens over 1800 square miles. Clackamas County is considered an urban county since most of the population lives in urban incorporated and unincorporated areas east of the Willamette river and just south of the City of Portland, Oregon.

Consolidated Plan Public Contact Information

Kevin Ko, CD Manager and Mark Sirois, Project Coordinator

Clackamas County Health, Housing and Human Services Department

Community Development Division 2051 Kaen Road #245

Oregon City, Oregon 97045 phone: 503.650.8591 email: marksir@co.clackamas.or.us

The Consolidated Plan is also posted at http://www.clackamas.us/communitydevelopment/maps.html

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The Clackamas County Community Development consultation process is an ongoing discussion with members of the community through our Citizen Participation List. When a person or agency has a project idea or program in need of funding, that person or organization generally contacts the Community Development Division to discuss how to apply for CDBG funding and whether or not their project would be eligible for CDBG or other types of funding. Community members are invited to join the Citizen Participation List and to attend annual public meetings to discuss needs in their community. Housing and Community Development staff sometimes attend community meetings or nonprofit board meetings to discuss eligible and ineligible project ideas, the project application process and the schedule of proposals and awards.

Annual public hearings also provide an opportunity for citizens, advocates and organizations to discuss community needs with the elected Board of County Commissioners. The 2012-2016 Consolidated Planning process also included an online community survey which was open to all county residents. This past community needs survey was even advertised in the Citizen News, a county-wide publication sent to all county residents on a quarterly basis. The individual members of the homeless Continuum of Care also participated in consultation and in the online community needs survey to establish our Priority Needs.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

Clackamas County Housing and Community Development Division (HCD) coordinates activities between public housing and assisted housing agencies through funding and reporting outcomes to state and federal agencies. The local public housing authority is a part of Clackamas County's Health, Housing and Human Services Department. Nonprofit and for profit housing developers and housing providers are in regular contact with HCD staff about project ideas and potential state and federal grants that could be combined with CDBG and HOME funds for a successful housing project proposal. The HOME program provides vital funding to affordable housing providers that also apply for state tax credit funding as one of few sources of funds available to develop affordable housing units in the rural parts of Clackamas County.

The Clackamas County Health, Housing and Human Services (H3S) Department includes; a public housing authority, a community development division, a public health division, a social services division, a behavioral health division and a primary care division. H3S is often a convener of agencies to apply for funding, build facilities and provide services to vulnerable populations. In some cases the county provides the services, and in other cases non-profit agencies provide the housing or services. CDBG

funds also provide support for the Housing Rights and Resources program, an H3S program in the Social Services Division. This program provides housing referral and information on all available housing services and resources to residents in need of affordable housing and related services.

HCD consults directly with the county primary care health facilities and health services to coordinate services and projects.

HCD consults directly with local governments (16 cities and towns in Clackamas County) regarding public facilites and infrastructure projects. Adjacement governments including City of Portland, Multnomah County and Washington County are contacted regularly regarding public meetings however due to scheduling conflicts staff from these governments rarely attend our public meetings.

Currently HCD has business and civic leaders engaged in the community and housing development needs assessment through their activities on non-profit boards, planning councils and commissions. Some non-profit agencies are considered civic organizations. HCD will continue to reach out to community groups that include civic and business leaders in the community. HCD is currently nutruring business contacts on the Housing Advisory Board that guides the Housing Authority of Clackamas County and county-wide affordable housing policy.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

H3S Housing and Community Development Division (HCD) personnel administer the Continuum of Care (CoC) annual renewal application process and the Homeless Management Information System (HMIS). The same HCD office uses CDBG funds for the Homeless Point in Time (PIT) count of homeless persons. The PIT is conducted with over 150 volunteers coordinated by the Social Services Division. The CoC policies and ESG program policies were developed with both CoC and ESG homeless services providers. The CoC reviewed and adopted the CoC and ESG policies. ESG and COC policies are included in Appendix B of this Action Plan.

HCD personnel also provide the HMIS training and support for CoC and ESG providers. The monthly CoC activities and quarterly performance reports are coordinated by the same Community Development Division staff that coordinates the ESG funding applications and awards process. The FY 2016 ESG funding recommendations were presented to the CoC Homeless Council (CoC) for discussion and review on March 23, 2016. CoC providers, the local public housing agency and all the agencies in the Continuum of Care are engaged in addressing the needs of homeless persons.

The CoC consults with Community Solutions, a Workforce Investment Act partner and division of H3S, to conduct employment related training for homeless persons.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The CoC in Clackamas County meets monthly and is coordinated by the Housing and Community Development Division (HCD) personnel that also coordinate the ESG funding applications and awards. The ESG fund allocations are presented annually to members of the CoC for discussion and review. The CoC group has also designated Clackamas County HCD as the CoC HMIS administrator. HCD staff also provide the HMIS training and support for ESG providers. ESG providers are active in developing ESG and CoC performance measures as well as evaluating outcomes of CoC and ESG programs.

The CoC Steering Committee functions as the CoC governing board and provides ongoing guidance to the process of evaluating ESG outcomes and activities. The CoC Steering Committee was consulted on March 19, 2015 regarding the recommended FY 2015 and FY2016 ESG funding levels and activities. The CoC Steering Committee also oversees the policies of the HMIS system and data quality standards as part of the CoC activities. HCD staff also presented and discussed recommended funding for CDBG and ESG projects with CoC members on March 25, 2015. A list of local agencies that are actively involved in the ongoing process of setting priorities, establishing policies and evaluating outcomes is detailed in following the chart.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	CASCADIA BEHAVIORAL HEATHCARE, INC.
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS
	What section of the Plan was addressed by Consultation?	Homelessness Strategy HOPWA Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The agency is part of the Continuum of Care
2	**Agency/Group/Organization**	Housing Authority of Clackamas County
	Agency/Group/Organization Type	PHA Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Public Housing Authority is an active participant in Community Needs Assessments, Continuum of Care, public meetings and homeless strategy planning.
3	**Agency/Group/Organization**	CLACKAMAS WOMEN'S SERVICES
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency is one of very few providers of services for survivors of domestic violence in this urban and rural county. This agency is active in the Continuum of Care planning and the ESG funding and policy discussions.
4	**Agency/Group/Organization**	NORTHWEST HOUSING ALTERNATIVES
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency is a provider of affordable housing units, homeless services and housing development. This agency often participates in housing and homeless needs strategic planning efforts.
5	**Agency/Group/Organization**	CENTRAL CITY CONCERN
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency provides services and housing through the homeless Continuum of Care.

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6	**Agency/Group/Organization**	IMPACT NW
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This Agency is part of our Continuum of Care.
7	**Agency/Group/Organization**	INN HOME
	Agency/Group/Organization Type	Housing Services-Children Services-homeless Services-Education Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency is part of the homeless Continuum of Care that serves homeless youth.
8	**Agency/Group/Organization**	LEGAL AID SERVICES OF OREGON
	Agency/Group/Organization Type	Service-Fair Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Part of our Housing Rights and Resources and included in all planning efforts
9	**Agency/Group/Organization**	LIFEWORKS NORTHWEST
	Agency/Group/Organization Type	Services-homeless Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency provides outreach and health services to homeless adults. This agency is part of the Continuum of Care.
10	**Agency/Group/Organization**	OUTSIDE IN
	Agency/Group/Organization Type	Services-Children Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency provides outreach and health services to homeless youth. This agency is part of the Continuum of Care.
11	**Agency/Group/Organization**	Proud Ground
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency is the regional community land trust non-profit housing developer and also part of the Continuum of Care network in the region.
12	**Agency/Group/Organization**	UNITED WAY OF AMERICA
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence Services-homeless Foundation
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This foundation provides funding to non-profit homeless services providers in our County.
13	**Agency/Group/Organization**	STATE OF OREGON DEPARTMENT OF HUMAN SERVICES
	Agency/Group/Organization Type	Other government - State

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This State of Oregon TANF agency has a local office in our county. A representative from this office participates in our Continuum of Care activities and planning.

Identify any Agency Types not consulted and provide rationale for not consulting

All agencies that expressed interest in participating were consulted. No agencies were excluded.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	H3S Community Development Division	The goals of the Continuum of Care are included as part of the Homeless Prevention Goals in the Action Plan
10 year Plan to Address Homelessness	H3S Social Services Division	The Goals of the 10 year Plan to Address Homelessness are included in both the Action Plan and the Continuum of Care annual goals and objectives.
Public Housing Annual Plan	Housing Authority of Clackamas County	The PHA improvements are included in the annual Action Plan

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

As a result of the demand for a Coordinated Housing Access (CHA) for homeless services, CDBG funds were awarded to the Social Services Division to provide staffing to the CHA system until other funds can be identified. The CoC application for funding in FY2016 included re-allocated funds to support the CHA system to provide information to the CoC Steering committee and additional assistance to CoC programs. Action Plan staff meet with the Continuum of Care members to discuss housing and community development needs and resources. CoC members are invited to attend public meetings and public hearings to provide testimony on homeless and homeless housing needs in Clackamas County.

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AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

The Citizen Participation process for this Action plan began in 2011 with a community needs assessment, small group meetings with stakeholders, an online survey, public meetings and public hearings. The result of the community needs assessment was the development of our CDBG & HOME Funding Priority Needs Chart that is part of the Consolidated Plan (Consolidated Plan Appendix 8).

This Notice was posted to our website in 2011/2012:

What does your Community Need?

Clackamas County Community Development Division is preparing a Consolidated Plan to prioritize spending from several federal grants (CDBG, ESG and HOME) over the next 5-years (2012-2016). Citizen input will help in our county-wide needs assessment and will help us set priorities for selecting project activities. As part of that assessment, we would like to hear from you on what you see as the major needs in your community.

Important Dates:

October 18, 2011 Public Hearing to receive public testimony on community needs throughout Clackamas County

November 2, 2011 Applications for funding available/distributed

December 8, 2011 Last day to submit applications for funding for next three years of projects.

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The 2016 Action Plan included a public meeting on February 24, 2016 and a public hearing with the Board of County Commissioners on April 14, 2016. An Advertisement about the April 14th public meeting was posted in the 2 county newspapers of record: The Lake Oswego Review and the Clackamas/Oregon City review. The same notice was distributed to the members on the Citizen Participation list. Also included with the email to members of the Citizen Participation list was a list of projects recommended for funding. The CoC members were also provided with an English and Spanish language public meeting notice for the April 14th Public Hearing.

HCD staff will also be conducting community meetings to discuss Fair Housing Goals during the summer of 2016. HCD staff will use this opportunity to broaden citizen participation in the housing and community development goal setting process for the 2017-2021 Consolidated Planning process.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community Residents of Public and Assisted Housing Citizen Participation List	A total 15 persons attended both public meetings to voice their support of particular projects.	Persons spoke in support of eviction prevention services, elderly and disabled housing, a range of housing options for persons with mental illness, a rural food bank project, an accessibility project at a low-income community and family services center, a job training program for persons in public housing, domestic violence services and housing supports for unaccompanied teenage parents.	All comments were accepted.	

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	Non-targeted/broad community	The public hearing before the Board of County Commissioners was held on April 9, 2015	Four (4) persons spoke in favor of the plan for funding street improvements, a food bank facility and homeless services funding.	All Comments were accepted	

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Non-targeted/broad community	A survey was distributed online to any county residents who wanted to participate in the housing and community development needs survey. 492 people responded.	Overall support of affordable housing.Weatherization support by more than half of respondents.Private development of apartments was supported by less than half of respondents.Ranking projects: 1. Maintain exisiting affordable housing. 2 Services for low-income persons. 3. New affordable housing. 4. Streeet and sidewalk improvements. 5. New and exisiting public facilities.	All comments were accepted.	
4	Public Meeting	Residents of Public and Assisted Housing	Met with HACC resident group	Residents expressed the need for more affordable housing options.	All comments were accepted	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Homeless Advocates CoC	Met with the Homeless Council (Continuum of Care) advocates at their monthly meeting on March 25, 2015 to present the project and public services funding recommendations and invite members to attend the Board of County Commissioners meeting on April 9th.	Members expresssed the need for more funding for affordable housing projects and homeless services.	All comments were accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

Clackamas County Housing and Community Development Division works closely with the public housing authority, the County Behavioral Health Program, the Continuum of Care, non-profit agencies and the local County Social Service agencies to secure and administer many sources of

funding for services, programs and rent assistance to benefit low-income residents of Clackamas County.

These expected resources are estimates based on historical funding trends, amounts to be matched and leveraged.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,019,843	0	0	2,019,843	0	The next 5 year plan begins in July 2017.

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	746,028	0	251,000	997,028	0	The next 5 year plan begins in July 2017.$251,000 of Prior Year carryover funds from the 2015 CHAP and TBRA projects
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	179,957	0	0	179,957	0	The next 5 year plan begins in July 2017.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how

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matching requirements will be satisfied

Resources reasonably expected to be made available to supplement CDBG funds include local matching to be contributed by project sponsors. Matching contributions (cash or in-kind) equivalent in value to a minimum of 20% of the project cost are required by County policies. It is anticipated that funding available to finance community development activities from local matching sources and will total at least $579,457.

The Continuum of Care application process will renew $1,707,422 of funding for homeless services, programs and rent assistance for homeless individuals and families. This year CoC was eligible to apply for an additional $251,421 of funds as a bonus project. The awards for bonus projects have not yet been announced.

The HOME funded Multifamily project, Rondel Court, will secure an additional $XXX,XXX of Low Income Housing Tax Credits LIHTC. HOME funds will be matched using cash from non-federal sources such as the state Housing Development Grant and other housing state funds, forbearance of property taxes, project grants, local fees and charges. ESG funds will be matched using private donations, local and state homeless prevention funds.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

No publically owned land is available for this purpose.

Discussion

The Housing and Community Development Division will continue to partner with the public housing authority, the County Behavioral Health Program, the County Health Centers, the Continuum of Care, non-profit agencies, for profit housing developers and the local County Social Service agencies to explore new programs, services and financial resources for programs and services that benefit our low-income and special needs residents.

Anticipated Resources amounts are based on anticipated funding levels, anticipated program income, prior year funds carried forward and

expected matching funds on individual community projects.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	HOUSING GOAL I	2012	2016	Affordable Housing	Countywide	Affordable Housing	HOME: $775,426	Rental units constructed: 50 Household Housing Unit
2	HOUSING GOAL II	2012	2016	Affordable Housing	Countywide	Affordable Housing	CDBG: $375,000 HOME: $86,000	Homeowner Housing Added: 10 Household Housing Unit Homeowner Housing Rehabilitated: 60 Household Housing Unit
3	HOUSING GOAL III	2012	2016	Homeless	Countywide	Public Services Needs (People)	CDBG: $68,317 HOME: $165,000 ESG: $166,461	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 10 Households Assisted Public service activities for Low/Moderate Income Housing Benefit: 1000 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 50 Households Assisted
4	HOUSING GOAL IV	2012	2016	Affordable Housing	Countywide	Public Services Needs (People)	CDBG: $163,200	Public service activities other than Low/Moderate Income Housing Benefit: 2500 Persons Assisted

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	HUMAN SERVICES GOAL I	2012	2016	Homeless	Countywide	Public Services Needs (People)	CDBG: $0	Public service activities for Low/Moderate Income Housing Benefit: 0 Households Assisted
6	HUMAN SERVICES GOAL II	2012	2016	Non-Homeless Special Needs	Countywide	Public Services Needs (People)	CDBG: $130,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 190 Households Assisted Homelessness Prevention: 25 Persons Assisted
7	COMMUNITY DEVELOPMENT GOAL I	2012	2016	Non-Housing Community Development	Countywide	Infrastructure Projects Public Facilities	CDBG: $681,692	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1050 Persons Assisted
8	COMMUNITY DEVELOPMENT GOAL II	2012	2016	Non-Housing Community Development	Countywide	Infrastructure Projects	CDBG: $200,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 50 Households Assisted

Table 6 – Goals Summary

Goal Descriptions

1	**Goal Name**	HOUSING GOAL I
	Goal Description	Create new affordable housing for rent-burdened residents. Preserve and improve the quality of the affordable rental housing stock available to low-income families. Focus efforts to meet the housing needs of households with incomes below 50% of the area median. Support the development of housing for special needs populations and families with children while planning to meet the housing needs of a rapidly-growing senior population. Maintain strong partnerships between the County and private/public developers in the development and preservation of affordable rental housing. Assure that new affordable housing has accessibility to services and ease of access to public transit for travel to employment centers and other centers of opportunity.ÂÂÂÂ Support the County Department of Health, Housing and Humans Services Housing Initiatives strategies. Support the redevelopment of public housing units to improve the quality of housing. Develop a tenant-based rental assistance program. Housing Goal I Five-Year Performance Measurement: 307 households will have new or improved rental housing.
2	**Goal Name**	HOUSING GOAL II
	Goal Description	Stabilize existing homeownership and provide opportunities for new homeowners. Stabilize homeownership through housing repair, energy efficiency improvements, rehabilitation and assistance with sewer connections. Support the expansion of opportunities for low- and moderate-income households to become new homeowners, especially first-time homeowners. Support the use of manufactured homes and mobile home parks or subdivisions as a reasonable method of obtaining affordable housing, especially in rural areas. Between 2012 and 2016, 270 households will be assisted to maintain their housing or to become (or remain) homeowners. The 5 year goals is to assist 270 households with CHAP and Housing Rehabilitation program services.

3	**Goal Name**	HOUSING GOAL III
	Goal Description	Reduce homelessness and meet the housing needs of special needs populations. Support the goals of the Clackamas County Ten-Year Plan and Policies to Address Homelessness and the efforts of the Homeless Council to reduce homelessness sin the County. Provide affordable housing and stabilizing services to persons who are at risk of homelessness. Support efforts to develop a flexible funding source to provide appropriate services and rental assistance to persons who are homeless or at risk of homelessness. Focus resources on the more vulnerable populations, including people with mental health problems, veterans, people with disabilities, people coming from institutions, people with addictions and victims of domestic violence. In partnership with private and public housing entities, develop a range of housing choices for vulnerable populations (including persons at risk of homeless, homeless persons and other special needs populations), including a focus on meeting the need of chronic homeless persons for permanent supportive housing. Develop a set of program policies to create a 15% set-aside in all new affordable housing developments specifically to assist the target populations. From 2012 to 2016, 250 homeless or at-risk households receive affordable housing. HomeBase, Homeless Count, ESG program
4	**Goal Name**	HOUSING GOAL IV
	Goal Description	Promote community awareness of the affordable housing needs of low-and moderate-income households, the needs of homeless persons and the ongoing need to ensure equal access of all households to housing resources. Support projects and programs, such as the Housing Rights and Resources Program, that affirmatively address and promote fair housing rights and further housing opportunities for all County residents in accordance with the Fair Housing Act. Promote public awareness of the issue of fair housing and support the education of tenants, prospective homeowners, landlords, developers, property managers and housing staff on the Fair Housing Act and the Americans with Disabilities Act. Update and support the recommendations in the Analysis of Impediments to Fair Housing. Promote Transit Oriented Development (TOD). Expand Project-based Rental Assistance programs (PBRA). Explore special voucher rent rates for high-rent areas (HACC). From 2012 to 2016, 10,000 households will receive assistance in understanding their rights.
5	**Goal Name**	HUMAN SERVICES GOAL I
	Goal Description	Stabilize the lives of families and individuals who are in crisis. Focus on the prevention of homelessness and other personal crises through intervention services tied to rental assistance. Rent-Well tenant training and supports for homeless families and families in crisis to repair negative credit and rental records.

6	**Goal Name**	HUMAN SERVICES GOAL II
	Goal Description	HomeBase and Rental Well programs to increase the self-sufficiency of residents, particularly low-and moderate-income families and individuals as well as other special needs populations who are in need of a range of community supports and services. From 2012 to 2016, 750 persons will receive self-sufficiency services. Support the preservation of basic community services and seek their expansion. Assure that special needs populations, people with mental illness, people with disabilities and the elderly have access to essential services so they can reach their potential for independence. Expand opportunities for employment at living wages for the unemployed and underemployed through vocational and job training, work skills development, counseling, continuing education and literacy, and job placement. Assure that youth are provided the services and support systems they need to mature into employment and community life.
7	**Goal Name**	COMMUNITY DEVELOPMENT GOAL I
	Goal Description	Revitalize low- and moderate-income neighborhoods. Provide safe and accessible neighborhood streets and walkways/bikeways, especially near schools. Support the revitalization of distressed neighborhoods through infrastructure and facilities improvements. Five-Year Performance Measurement: 690 households will benefit from community improvements.
8	**Goal Name**	COMMUNITY DEVELOPMENT GOAL II
	Goal Description	Improve community infrastructure and facilities by: Create or improve community facilities that deliver crisis/safety net or self-sufficiency services. Construct public improvements to support the development of affordable housing and/or support business development or retention. Support the removal of barriers to accessibility by persons with disabilities and senior population. Five-Year Performance Measurement: 300 households will benefit from neighborhood improvements.

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

During the 2016 program year HOME funds will be used to assist approximately 150 low-income persons in at least 60 Households. HOME funds will also assist approximately 50 housing with Tenant Based Rent Assistance.

AP-35 Projects – 91.220(d)

Introduction

The projects for program years 2015 and 2016 were all selected through a Request for Proposals process conducted in November, December of 2014 and January and February of 2015.

Expenditure Limits: The calculation to determine the CDBG public services cap may include 15% of the preceding year's program income. As of March 28, 2016, $189,109 of CDBG program income has been receipted in IDIS. Added to our 2016 CDBG entitlement amount of $2,019,843 (2,019,843 + 189,109 = 2,208,952 x .15 = $331,343) the Public Services cap for PY2016 is $331,343). The 3 public service projects total $290,866.

#	Project Name
1	2016 Housing Rehabilitation Program
2	2016 CDBG Administration
3	2016 HOME Administration
4	2016 Housing Rights and Resources Program
5	2017 Homeless Count
6	2016 Employment Connections
7	2016 Mentor Athletics
8	Annie Ross House Family Shelter
9	NCRA Sewer Hook-up Grant program
10	Mobile/Manufactured Home Roof Project
11	Red Lodge Transition House for Women
12	2016 Multifamily Housing project
13	2016 CHAP Homebuyer Assistance Program
14	Installation Subsidy for Fiber Optic Service
15	CHDO Operating Support Grant
16	Optional Emergency Assistance 2016
17	Jennings Lodge Pedestrian Improvements
18	Tiny Houses Community
19	2016 HESG Program
20	Tenant Base rental Assistance TBRA

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocation Priorities are based on a Priority List developed through a community needs assessment

process completed in 2012 as part of the consolidated planning process. The Priority list is in the Funding Policies as Appendix 5 and in the Consolidated Plan as Appendix 8.

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	**Project Name**	2016 Housing Rehabilitation Program
	Target Area	Countywide
	Goals Supported	HOUSING GOAL II
	Needs Addressed	Affordable Housing
	Funding	CDBG: $300,000
	Description	Housing Rehabilitation program serving low-income resident homeowners of Clackamas County with grants and low interest loans for home repairs and ADA accessibility improvements.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	40 low-income households will benefit from these services.
	Location Description	

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	Planned Activities	The Housing Rehabilitation Program offers deferred-payment loans and grants to low-income owner-occupants. Current grants and loans include: Sewer hook-up gra $6,000 and up Single purpose (e.g. furnace) up to $15,000 Exterior repairs up to $25,000 Complete repairs up to $35,000 Clackamas County also offers a Home Access Grant to low-income persons who have physical or age-related disabilities and need to improve the access to or safety of their home. The maximum grant is $5,000. Renters and property owners are eligible. A critical housing repair program may also be funded.
2	**Project Name**	2016 CDBG Administration
	Target Area	Countywide
	Goals Supported	HOUSING GOAL I HOUSING GOAL II HOUSING GOAL III HOUSING GOAL IV HUMAN SERVICES GOAL I HUMAN SERVICES GOAL II COMMUNITY DEVELOPMENT GOAL I COMMUNITY DEVELOPMENT GOAL II
	Needs Addressed	Public Facilities Infrastructure Projects Public Services Needs (People) Affordable Housing
	Funding	CDBG: $375,768

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Description	Funds for program administration, program development, management, personnel, accounting, and grant compliance expenses.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Funds for program administration, program development, management, personnel, accounting, and grant compliance expenses.
3	**Project Name**	2016 HOME Administration
	Target Area	Countywide
	Goals Supported	HOUSING GOAL I HOUSING GOAL II HOUSING GOAL III HOUSING GOAL IV
	Needs Addressed	Affordable Housing
	Funding	HOME: $74,602
	Description	Grant administration, reporting, contract monitoring and management of the HOME program.
	Target Date	8/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Location Description	
	Planned Activities	Grant administration, reporting, contract monitoring and management of the HOME program.
4	**Project Name**	2016 Housing Rights and Resources Program
	Target Area	Countywide
	Goals Supported	HOUSING GOAL IV
	Needs Addressed	Public Services Needs (People)
	Funding	HOME: $135,000
	Description	Public Services funding for a Housing Rights and Resources program to provide tenants and landlords information and services on fair housing laws and programs.
	Target Date	8/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	2,500 low-income households will benefit from these services.
	Location Description	
	Planned Activities	This is an ongoing public service that provides housing information, legal aid, housing rights education, landlord training and housing referral services to all residents of Clackamas County. The Housing Rights and Resources Program involves three agencies including: Clackamas County Social Services Division, The Fair Housing Council and, Legal Aid Services working together to provice services to low and moderate income tenants and home owners in Clackamas County.
5	**Project Name**	2017 Homeless Count
	Target Area	Countywide
	Goals Supported	HOUSING GOAL IV

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Needs Addressed	Public Services Needs (People) Affordable Housing
	Funding	CDBG: $28,200
	Description	The January 2017 Point in Time Homeless Count is a complete point in time homeless street count every two years that is required by HUD.
	Target Date	8/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	A complete street and shelter count of homeless people in Clackamas County in January 2017. This information is included in several HUD reports.
6	**Project Name**	2016 Employment Connections
	Target Area	Countywide
	Goals Supported	HUMAN SERVICES GOAL II
	Needs Addressed	Public Services Needs (People)
	Funding	CDBG: $125,000
	Description	Public services funding to support a job training program for low-income public housing residents in Clackamas County.
	Target Date	8/30/2017

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	Estimate the number and type of families that will benefit from the proposed activities	50 low-income persons will get employment training.
	Location Description	
	Planned Activities	The project will focus on residents of two public housing sites, Clackamas Heights and Oregon City View Manor, but may also serve residents of other Clackamas County public housing sites and Section 8 residents. All individuals served will be low income: to qualify for public housing, the household income must not exceed HUD set standards, which is 80% of the area median income, based on the specified number of family members. In addition, the project will seek to target individuals with additional barriers to employment, such as having a criminal background, behavioral health needs, or living with mental illness. Services will begin onsite at two Clackamas County public housing locations and then transition to services being offered at the WorkSource Clackamas Annex (Annex) location.
7	**Project Name**	2016 Mentor Athletics
	Target Area	Countywide
	Goals Supported	HUMAN SERVICES GOAL II
	Needs Addressed	Public Services Needs (People)
	Funding	CDBG: $30,866
	Description	Funding for a public services youth mentoring program assisting low income children in Milwaukie and Oregon City with educational and extracurricular activities.
	Target Date	

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	Estimate the number and type of families that will benefit from the proposed activities	20 youth will benefit from these services.
	Location Description	
	Planned Activities	Children living in Clackamas County Public Housing are often isolated and lack the resources to participate in extracurricular activities, resulting in poor academic, physical, and emotional development. Needs were determined and quantified by Housing Authority service coordination case notes, property management reports, and statistical data base; school reports; and mentoring self efficacy questionnaire. While the needs for the public housing communities have not changed over the past five years, youth participating in Mentor Athletics have experienced positive changes in their lives over the past five years. Most mentoring programs either focus specifically on mentoring or sports and recreation. Mentor Athletics multi-faceted approach of using individual and group mentoring in addition to sports and recreation helps develop the emotional and physical needs of the whole child.
8	**Project Name**	Annie Ross House Family Shelter
	Target Area	Countywide
	Goals Supported	COMMUNITY DEVELOPMENT GOAL I
	Needs Addressed	Public Facilities
	Funding	CDBG: $430,000
	Description	Funding to support the re-development of the Northwest Housing Alternatives, offices and affordable housing units including replacement and expansion of the Annie Ross House for use as a homeless shelter in Milwaukie.

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	Target Date	8/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	This shelter serves 35 to 50 people per year.
	Location Description	2316 SE Willard street in Milwaukie, Oregon
	Planned Activities	Funding to support the replacement and expansion of the Annie Ross House homeless shelter in Milwaukie. The NHA campus now consists of two offices buildings, the Annie Ross House shelter for families and nine rental units: five transitional housing apartments, one staff apartment, two units of Bridges to Housing, and one market-rate rental. NHA now has 34 staff working on the Milwaukie campus with an annual budget of almost $5 million. 1. A brand new building for the Annie Ross House that expands its capacity and provides families with individual apartment units. The new shelter will consist of six separate studio apartments in a single building. 2. Two, three, and four-bedroom affordable rental housing options for families. The land beneath the NHA campus could accommodate significantly more housing than it currently does. The intention is to use the campus redevelopment to build as much affordable housing as the site can reasonably accommodate. Early site planning indicates that our campus could hold as many as 38 units of affordable rental housing on the site in addition to the shelter. The location near the new MAX station will ensure that residents with low-incomes will have easy transit access to the employment and educational opportunities throughout the Metro region. 3. An office building that meets NHA's staff needs and serves as a community asset. The conceptual plan for office space accommodates the growing staff, includes a community room for campus residents and a classroom for community use.

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9	**Project Name**	NCRA Sewer Hook-up Grant program
	Target Area	Countywide
	Goals Supported	COMMUNITY DEVELOPMENT GOAL I
	Needs Addressed	Infrastructure Projects
	Funding	CDBG: $25,000
	Description	Funding for a sewer hookup program that will assist low income households with cost to disconnect septic tanks and connect to the sewer system in North Clackamas.
	Target Date	8/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	20 low income households will benefit from this project.
	Location Description	North Clackamas Revitalization Area (NCRA)

	Planned Activities	The North Clackamas Revitalization Area (NCRA) was formed by the Board of County Commissioners in 2006 to address neighborhood blight, including a lack of infrastructure. Due to the lack of public sanitary sewer facilities, homes were served by on-site wastewater disposal systems, primarily aging cesspools. This type of system is not suitable for densely populated urban areas or with the predominate soil type in the NCRA and, per Oregon Department of Environment Quality regulations, cesspools may no longer be repaired or replaced, leaving property owners with few options when their old system failed. In 2010-2012 Water Environment Services constructed a public sanitary sewer collection system to serve approximately 940 properties the North Clackamas Revitalization Area. Construction was funded through formation of Assessment District 2009-1, and sanitary sewer assessments were levied on the benefited properties by the Board of County Commissioners in May 2013 when construction was complete. The average assessment was approximately $10,000. Actual costs per property vary depending on the location of the home's plumbing and the location of the on-site system.
10	**Project Name**	Mobile/Manufactured Home Roof Project
	Target Area	Countywide
	Goals Supported	HOUSING GOAL II
	Needs Addressed	Affordable Housing
	Funding	CDBG: $75,000
	Description	Funding for low income residents to repair or replace leaking or damaged mobile/manufactured roofs located in Clackamas County mobile home parks.
	Target Date	8/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	20 low income households will benefit from this project.

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Location Description	
	Planned Activities	Repair or replace mobile/manufactured roofs located in Clackamas County parks, serving residents up to 200% of the federal poverty level. This need has quadrupled in the last 3 years resulting in the disqualification for weatherization program services. These residents typically are not able to obtain a loan to pay for roof repair work to be done. If roofing is addressed energy conservation measures can be installed, some health and safety issues can be addressed and hopefully this low-income housing stock can be preserved and continue to be functional for the residents of Clackamas County.
11	**Project Name**	Red Lodge Transition House for Women
	Target Area	Countywide
	Goals Supported	COMMUNITY DEVELOPMENT GOAL II
	Needs Addressed	Public Facilities
	Funding	CDBG: $150,000
	Description	Acquisition and rehabilitation of a transitional housing facility assisting approximately 20 formerly incarcerated Native American women per year in Clackamas County.
	Target Date	8/21/2018
	Estimate the number and type of families that will benefit from the proposed activities	20 persons per year will benefit from this transitional housing facility.
	Location Description	TDB

	Planned Activities	Red Lodge will seek to secure a rehabilitation/transition house in Clackamas County to serve formerly incarcerated Native American women as they successfully transition and return into the community. The project will serve a homeless population. The purchase and creation of a culturally responsive transitional house designed to support primarily Native American women while they rebuild their lives after their release from prison. The Red Lodge Transition House for Women meets the national objective of benefitting low and moderate-income persons: this re-entry housing project would directly impact approximately 20 homeless, poverty-level women a year.
12	**Project Name**	2016 Multifamily Housing project
	Target Area	Countywide
	Goals Supported	HOUSING GOAL I
	Needs Addressed	Affordable Housing
	Funding	HOME: $775,426
	Description	Funds will be used for the construction and preservation of an affordable housing project. HOME funds have been conditionally set aside for Rondel Court in Molalla.
	Target Date	8/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 50 households/people will have access to new housing units.
	Location Description	
	Planned Activities	Funds will be used for the construction and preservation of affordable housing projects. Subject to successful application to the State for Low Income Housing Tax Credits, HOME funds have been conditionally set aside for Rondel Court – redevelopment/rehabilitation of an apartment building in Molalla.

OMB Control No: 2506-0117 (exp. 07/31/2015)

13	**Project Name**	2016 CHAP Homebuyer Assistance Program
	Target Area	Countywide
	Goals Supported	HOUSING GOAL II
	Needs Addressed	Affordable Housing
	Funding	HOME: $86,000
	Description	This project will assist low-income first-time homebuyers with down payments and closing costs.
	Target Date	8/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	10 low income households will benefit from this project
	Location Description	
	Planned Activities	This project will assist low-income first-time homebuyers in purchasing single-family homes by providing funds for down payment and closing costs. On March 24, 2016, Community Development staff gave a 2-hour power point presentation to approximately 27 realtors and a lender regarding the Clackamas Homebuyer Assistance Program (CHAP). The presentation included information about the CHAP process and property standards. In addition, we gave out information about the NCRA homebuyer program, Clackamas County's Housing Rehab loans, the Home Access Grant program, the Sewer Hookup Grant program and new Weatherization Roof Grant program. The presentation included a question and answer session. County staff received feedback from Realtors about difficulties in the current market.
14	**Project Name**	Installation Subsidy for Fiber Optic Service
	Target Area	Countywide

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Goals Supported	HUMAN SERVICES GOAL II
	Needs Addressed	Infrastructure Projects
	Funding	CDBG: $25,000
	Description	Funding to assist low income households to access high-speed internet services through the City of Sandy network in Sandy, Oregon.
	Target Date	8/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	40 low income households will benefit from this service
	Location Description	City of Sandy, Oregon
	Planned Activities	Funding would subsidize Fiber-to-the-Home (FTTH) installation costs for low-moderate income areas of Sandy. The City is currently finishing construction of a FTTH network to serve every residence in Sandy. However the individual service connections for each residence are only being installed for current customers (approximately 1400) and those who have signed up for service since the project commenced (approximately 400).
15	**Project Name**	CHDO Operating Support Grant
	Target Area	Countywide
	Goals Supported	HOUSING GOAL I COMMUNITY DEVELOPMENT GOAL I
	Needs Addressed	Affordable Housing
	Funding	HOME: $26,000
	Description	Funds will be used to support Community Housing Development Organizations (CHDO) staff work on the development of low-income housing and to support operating expenses.

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Target Date	8/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Funds will be used to support Community Housing Development Organizations (CHDO) staff work on the development of low-income housing and to support operating expenses and capacity building. Funds will be provided to two non-profit housing development organizations.
16	**Project Name**	Optional Emergency Assistance 2016
	Target Area	Countywide
	Goals Supported	COMMUNITY DEVELOPMENT GOAL II
	Needs Addressed	Public Services Needs (People)
	Funding	CDBG: $25,000
	Description	
	Target Date	8/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	20 households will benefit from this service.
	Location Description	

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Planned Activities	Optional Emergency Assistance. If any projects are cancelled, up to $25,000 of CDBG funds may be used for emergency assistance to individuals or agencies for emergency assistance due to a fire, landslide, snowstorm, flood or other such emergency. Funding and assistance with relocation of residents and/or associated expenses to mitigate the effects of the emergency conditions.
17	**Project Name**	Jennings Lodge Pedestrian Improvements
	Target Area	Countywide
	Goals Supported	COMMUNITY DEVELOPMENT GOAL I
	Needs Addressed	Infrastructure Projects
	Funding	CDBG: $251,692
	Description	Construction of street, pedestrian, ADA and drainage improvements along 1000 feet of Portland Avenue near Lane Elementary School in Jennings Lodge, and Gladstone High School in Gladstone, Oregon.
	Target Date	8/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	1000 adults and children will use this walkway
	Location Description	Jennings Lodge area
	Planned Activities	The project is located in Jennings Lodge, on the north side of Portland Avenue between Jennings Avenue and Hull Avenue. The project will construct 1000 feet of six-foot wide sidewalk adjacent to the Candy Lane Elementary School. It will also include intersection improvements to upgrade the ADA ramps and improve drainage. The new sidewalk will benefit all users of Candy Lane Elementary School, as well as older students walking to Gladstone High School less than ½ mile away.
	Project Name	Tiny Houses Community

18	**Target Area**	Countywide
	Goals Supported	HOUSING GOAL III
	Needs Addressed	Public Facilities
	Funding	CDBG: $68,317
	Description	Funding to acquire land and/or for infrastructure improvements for a homeless services self-governing community of 10 tiny houses and one community building.
	Target Date	8/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	10 to 20 homeless persons will benefit from this project annually
	Location Description	TBD
	Planned Activities	Clackamas County Health, Housing and Human Services is seeking suitable land for siting a self-governing community of 10 tiny houses and one community building. Due to zoning codes, the tiny houses may have to be connected. The tiny home community would end homelessness for at least ten adults. Each tiny house would be about 144 square feet and the community building would be about 1,600 square feet. It is estimated that one acre or a little less would be sufficient. Each home would include sleeping, living and some minimal storage areas as well as a toilet and small kitchenette. The community building would house showers, a full kitchen, laundry and community meeting space, along with some additional storage space. The site would include a large community garden and small personal planting areas adjacent to each home. Proximity to public transportation will be a major factor in siting. Several local partners have expressed an interest in using the project as a learning opportunity for students in architecture, construction, project management and land use planning.
	Project Name	2016 HESG Program

OMB Control No: 2506-0117 (exp. 07/31/2015)

19	**Target Area**	Countywide
	Goals Supported	HOUSING GOAL III
	Needs Addressed	Public Services Needs (People)
	Funding	:
	Description	2016 HESG Program includes funding for Emergency Shelters staffing services and operations($101,000), HESG Homeless Management Information System (HMIS)($48,783), HESG Rapid Re-housing($16,678) and HESG Administration ($13,496).
	Target Date	8/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	1000 low-income persons will receive emergency shelter housing and services and/or rapid re-housing housing stabilization services or financial assistance.
	Location Description	Several locations in the county.
	Planned Activities	2016 HESG Program includes funding for Emergency Shelters staffing services and operations($101,000), HESG Homeless Management Information System (HMIS)($48,783), HESG Rapid Re-housing($16,678) and HESG Administration ($13,496).
20	**Project Name**	Tenant Base rental Assistance TBRA
	Target Area	Countywide
	Goals Supported	HOUSING GOAL III
	Needs Addressed	Public Services Needs (People)
	Funding	HOME: $165,000
	Description	The Tenant Based Rental Assistance Program (TBRA) provides funds to assist individual households who are homeless or at risk of becoming homeless. The assistance may be used for rent, utility costs, security deposits, and/or utility deposits.

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Target Date	8/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	50 households will benefit
	Location Description	
	Planned Activities	The Tenant Based Rental Assistance Program (TBRA) provides funds to assist individual households who are homeless or at risk of becoming homeless. The assistance may be used for rent, utility costs, security deposits, and/or utility deposits. The maximum assistance is 24 months. Funding will be for two TBRA programs: HomeBase administered by Northwest Housing Alternatives (NHA); and Reboot NW a partnership between the Housing Authority of Clackamas County, the Workforce Investment Council of Clackamas County, and Clackamas County Community College. HomeBase prevents homelessness from happening for households in crisis and provides case management to keep them stable in their housing. For those households who are currently experiencing homelessness, participants receive case management from NHA Family Support Specialists to move quickly from homelessness into housing and connect to mainstream social services. The Reboot NW initiative will train long-term unemployed residents and career-seeking veterans for jobs in the Manufacturing and IT sectors. The program will fund critical occupational skill training while fast-tracking participants through industry credentialing and certification programs. Participants may also receive paid work experiences, job placement assistance, on-the-job training and up to years of housing assistance.

OMB Control No: 2506-0117 (exp. 07/31/2015)

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Assistance is directed throughout the county. No geographic areas in Clackamas County were targeted.

The 2015 median annual income for the Portland-Metro MSA, which includes Clackamas County, is $73,900 for a household of 4 people. Low income (50% of AMI) persons and households have an income of less than $36,750 per year or $3,062 per month for a family of 4. For a single person the median income per year is $51,730. A low income adult person would have an income of less than $25,750 per year or less than $2,146 per month.

Nine and a half percent (9.5%) of Clackamas County residents are living below the official poverty level in Clackamas County based on the 2005-2009 American Community Survey results. Female householders with children had the highest rates of poverty, and nearly half of female householders with children under the age of five were found to be living below poverty.

The United States Department of Housing and Urban Development (HUD) has generated a series of standards that can be used to determine if a Census Tract Block Group has a minority concentration or a concentration of low-income households. To determine if a low-income concentration exists, the Area Median Income (AMI) of a block group must be below 50% of the Area Median Income for the Metropolitan Statistical Area (MSA).

Geographic Distribution

Target Area	Percentage of Funds
Countywide	100

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

No geographic areas in Clackamas County were targeted except to the extent that projects serving an area must be located in a qualified census tract or area with at least 43.44% low- and moderate-income residents. Clackamas County has a 43.44% low-and moderate income exception.

Clackamas County Definition of a high-concentration of low income people

HUD's definition of low to moderate income household (LMI) is a household that has either an income that is less than 50% (low) or less than 80% (moderate) of Area Median Income (AMI).

Low and moderate income households are those whose gross annual income does not exceed 80

percent of the Area Median Income (AMI) for the Portland metropolitan area, with adjustments for family size. The income limits change annually; approved projects will be expected to comply with the limits that exist at the time of any contract or agreement.

Clackamas County has 218 Census Tract Block Groups. Of those 218 block groups, ten percent (10%) have a population that is more than 56% low and moderate income. The 22 block groups (representing the 10% of all block groups in the county) with a population that is more than 56% low and moderate income households according to the Census Bureau.

Eight percent (7.7%) of Clackamas County residents identified their ethnicity (considered separate from race) as Hispanic or Latino in the 2010 census.

2010 Census data on ethnicity of County residents indicates that of the more populated cities, Canby and Molalla had the highest percentages of Hispanic/Latino residents (21% and 14% respectively). Among the cities with populations above 10,000 people, Canby, Happy Valley and Wilsonville had greater than 20% minority populations.

Clackamas County Minority Concentration Definition:

Clackamas County Housing and Community Development Division reviewed both race and ethnic information from the 2010 Census Bureau to determine minority ranking. The 22 block groups with the highest minority ranking represent 10 percent of all the block groups in Clackamas County.

A total of 37,379 persons were living in these high concentrations of minority areas.

Concentrations of Both high Low to Moderate Income and high Minority

The Minority and Low/Mod map attached shows the areas of both minority populations and LMI household concentrations. Maps are in Attachment F of this Action plan. Annually, Clackamas County Housing and Community Development Division expends approximately 12.5% ($250,000) of CDBG funds per year on projects in these high concentration areas.

22 block groups are approximately 10% of the total number of block groups in Clackamas County. These nine (9) block groups rank in the top 22 for both minority and LMI, and represent the block groups with the highest concentrations of poverty and minorities.

Five (5) of the high concentration (HC) block groups are located in the North Clackamas Area. One (1) of the HC block groups is in Milwaukie and two (2) of the HC block groups is in Canby. A total of 13, 855

people live in these areas of concentrated minority and poverty.

Discussion

Recent and future Projects in High Concentration areas:

2014 and 2015 North Clackamas Renewal Area (NCRA) Sewer Hook Up Assistance Grant (SHUAG): Between July 1, 2014 to November 18, 2015, a total of 17 households were assisted residential sewer hookup grants. The NCRA project area includes Census Tract Block Groups: 216.01-1 (31% minority/39.1% low income), 216.01-2 (26% minority/25.4% low income), 216.01-3 (26% minority/30.4% low income) and, 216.01-4 (26% minority/27% low income).

2013 and 2014 Bell Road Ped/Bike Improvements: A neighborhood improvement project adding sidewalks, drainage improvements and bike paths in a low/mod income residential area, Census Tract Block Group: 216.01-3 (26% minority/30.4% low income). The anticipated benefit will be to the 500 persons living in the project area.

Homeless Housing Chez Ami and Jannsen Apartments: Two existing permanent and transitional housing units for homeless and formerly homeless persons some with severe mental illness. A total of 64 beds in 48 housing units are supported through the annual Continuum of Care CoC renewal funding application process**:** Census Tract Block Group: 221.04-2 (38.7% low income).

2012 and 2013 Housing Rehab projects: Between July 1, 2011 to March 25, 2015-NCRA area, a total of 22 households were assisted with a housing rehabilitation loan or grant. The NCRA project area includes Census Tract Block Groups: 216.01-1 (31% minority/39.1% low income), 216.01-2 (26% minority/25.4% low income), 216.01-3 (26% minority/30.4% low income) and, 216.01-4 (26% minority/27% low income).

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Below are the Community Development 2016 Affordable Housing goals for the Homeless, Non-homeless and Special Needs
populations. Funding for these projects is made available through the CDBG, HOME, ESG and the Continuum of Care (CoC) grant
programs.

One Year Goals for the Number of Households to be Supported	
Homeless	70
Non-Homeless	70
Special-Needs	20
Total	160

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	50
The Production of New Units	20
Rehab of Existing Units	80
Acquisition of Existing Units	10
Total	160

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

On March 24, 2016, Community Development staff gave a 2-hour power point presentation to approximately 27 realtors and a lender regarding the Clackamas Homebuyer Assistance Program (CHAP). The presentation included information about the CHAP process and property standards. In addition, we gave out information about the NCRA homebuyer program, Clackamas County's Housing Rehab loans, the Home Access Grant program, the Sewer Hookup Grant program and new Weatherization Roof Grant program. The presentation included a question and answer session. County staff received feedback from Realtors about difficulties in the current market.

1000 households will receive HESG program services of emergency shelter, eviction prevention, housing

stability counseling and/ or Rapid Rehousing.

140 Households will be assisted with rental assistance, new units, home repairs and purchase of private housing:

60 low income households will receive funds and assistance to complete owner housing rehabilitation projects. It is estimated that 20 of these households will house a disabled /special needs person.

20 low income households will get access to new affordable housing units.

50 Households will receive Tenant Based Rental Assistance TBRA.

AP-60 Public Housing – 91.220(h)

Introduction

The Housing Authority of Clackamas County (HACC) is a part of the Health, Housing and Human Services (H3S) Department.

Actions planned during the next year to address the needs to public housing

Actions planned during the next year to address the needs of public housing

- *Provide service coordination through the ROSS grant for 540 public housing units*
- *Coordinate with local Workforce organizations to connect residents with employment and training opportunities*
- *Coordinate with CTEC Youth Services to provide unengaged teens with mentoring, employment and education opportunities.*
- *Coordinate with Mentor Athletics to provide youth sports, recreation and mentoring opportunities for HACC youth*
- *Provide service coordination and support to residents facing eviction.*
- *Coordinate with Public Health to provide for health, mental health and service coordination for most vulnerable residents.*
- *Manage community gardens in the Oregon City and Milwaukie neighborhoods, encourage resident participation and leadership. Provide opportunities for continuing garden and nutrition education.*
- *Manage the Hillside Community Food Basket in coordination with the Oregon Food Bank*
- *Maintain and manage community computers available for resident use*
- *Promote resident engagement and leadership through the HACC Resident Advisory Board*
- *Promote available community resources and opportunities available to residents through a quarterly newsletter.*

Actions to encourage public housing residents to become more involved in management and participate in homeownership

HACC offers a range of economic empowerment strategies to assist public housing residents to become economically self-sufficient.

- ***ROSS Service Coordination***

Under the HUD Resident Opportunity for Self-Sufficiency Grant (ROSS), HACC has a full-time Service Coordinator available to coordinate supportive services and other activities designed to help PHA

residents attain economic and housing self-sufficiency.

- ***Effective Partnership with Regional Workforce Agencies Connecting Residents to Employment and Training Opportunities****HACC collaborates with regional work force agencies including the Clackamas Workforce Partnership, Community Solutions of Clackamas County and WorkSource to connect residents with employment and training opportunities. Through these collaborative partnerships residents get basic soft skills instruction, participate in workshops and get support in job search activities, have opportunities to participate in paid on the job training, access training in targeted high growth industries such as construction, manufacturing, health care and technology.*

- ***Asset Building through Individual Development Accounts***

Through the IDA program, HACC residents with the opportunity to save for post-secondary education, to grow a business or to purchase a home using an IDA matched savings account. IDA matched savings accounts match every $1 a participant saves with $3. IDA savers must complete a 10 hour financial education workshop where they learn about budgeting, credit repair and credit building, debt management and avoiding predatory lending. IDA savers are also required to complete 6 hours of asset specific training related to their goal. Through the IDA program, residents are also linked to other financial empowerment resources such as free tax preparation sites, referrals to non-profit credit counseling agencies, home ownership counseling and opportunities to access low-interest emergency loans. Public Housing residents are engaged in the management through a Resident Advisory Board (RAB). RAB membership is comprised of public housing and Section 8 Housing Choice Voucher (HCV) leaders that represent residents served by HACC. The RAB convenes not fewer than two times per year to develop, approve, review and evaluate HACC's Annual Plan. The RAB is also consulted for input and approval of any significant amendment or modification to the Annual Plan.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

HACC is not designated as a troubled agency.

Discussion

Clackamas County has formed a Housing Advisory Board to provide affordable housing policy guidance to the Housing Authority and the Board of County Commissioners. The Housing Advisory Board (HAB) is

an eight member body that convenes once each month to discuss topics and issues pertaining to the development, preservation and promotion of affordable housing of all types in Clackamas County. Currently, the HAB has been working on developing an Affordable Housing Toolkit that may help mitigate some of the impediments to affordable housing development. The toolkit will describe available policies and resources that the county may utilize to address the growing need for affordable housing in the County. Tools that promote both new development and preservation of affordable housing are being considered. At this writing, the toolkit is still in the development stage. When the toolkit is finalized, the Affordable Housing Toolkit will be presented to the BCC for consideration.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The H3S Housing and Community Development Division (HCD) coordinates most of the homeless and other special needs activities through its partnerships with non-profit service providers, the Social Services Division, Continuum of Care, the Housing Authority of Clackamas County public housing agency. Activities include: CoC coordination, CoC Homeless Point in Time count, ESG coordination, CoC Homeless Outreach and Discharge Planning.

Housing Assistance for Alcohol and Drug Recovery: The Behavioral Health Division (BHD) of Clackamas County has developed supportive housing for those in alcohol and drug recovery. BHD, through CODA, has implemented housing assistance and services program for Clackamas County residents in alcohol and drug recovery. The program has three main components: substance abuse recovery, finding any retaining permanent housing, and increasing income by connecting people with benefits and/or employment options. Direct client dollars can be used for, but not limited to, moving costs, rent assistance, application fees, deposits, and paying off previous debts. The target population for this program is individuals participating in alcohol and drug recovery at or below 50% Median Family Income, homeless, or at risk of homelessness.

Measureable outcomes of the program are:

- Number of participants who have stayed in the program
- Number of participants who are clean and sober
- Number of participants who have not entered into criminal activity
- Number of participants who have remained housed
- Number of participants who have connected with entitlements
- Number of participants who have found employment and/or increased their incomeThe contract to provide these services began on 3/8/12 and was extended to 6/30/14 for a total budget amount of $593,196. The estimated number of people who were to be served during the two year period was 100, with ultimately 128 individuals served during that two year periodBHD continued the funding for this program for FY 15 with a total budget of $222,000.BHD continued the funding for this program for FY 16 was increased to $448,000. In the first 6 months of the FY 16 contract, 56 individuals have been served.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness

including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Households with dependent children: Locally funded HomeBase (RRH and homelessness prevention) expanded last year, reaching 459 people & plans to increase capacity next year. The locally funded Bridges to Housing Program stabilizes housing for high need homeless families serving 38 families & 63 children last year. Through the Rent Well-RRH project 25 families from the streets/emergency shelter will be assisted. Clackamas Womens Services and a network of churches and faith-based organizations in North Clackamas are working to address family homelessness in their community.

Survivors/Victims of domestic violence: The CoC includes a TH and a PSH project focused on domestic violence survivors and their families. This provider operates an ESG funded DV emergency shelter which recently doubled its beds, a homelessness prevention program, Beyond Shelter, and the newly opened Family Justice Center. The projects involve a wide range of on-site services from over 12 public safety and services agencies, funded by more than 24 public and private entities. Victims in Clackamas County can now access an advocate, plan for their safety, talk to a police officer, meet with a prosecutor, receive medical assistance, file a protective order in a video court, receive information on shelter and get help with transportation—all in one location on a drop-in basis.

Unaccompanied youth: Springwater is a CoC TH for youth 16- 21 funded with CoC, ESG, local government & private funds. HomeSafe is a CoC TH for pregnant and parenting youth 6 – 21 funded with CoC, local and state grants. Host Homes is funded with local, state and private grants. The program is for 16- 18 year olds attending school houses up to six unaccompanied youth with families. The Outside In program funded with local government grants links with school Homeless Liaisons to provide health services to unaccompanied youth 16-17 in the school & community.

Persons who routinely sleep on the streets or in other places not meant for human habitation: Clackamas County has a range of services for persons sleeping on the streets or in other places not meant for human habitation. Two major service centers (Clackamas Services Center and Father's Heart) provide hot meals, clothing, medical services, and severe weather shelter, and are close to where many unsheltered homeless reside. Several smaller agencies also provide basic needs and outreach to homeless on the streets and places not meant for habitation.

Compassion events, similar to Project Homeless Connect, are held throughout the year to provide a "one stop" for basic services, such as food, clothing, medical care, veterans' services and housing options. A new severe weather winter shelter opened in 2013 in a rural area with a significant homeless camping population.

Homelessness among veterans: Housing Authority of Clackamas County has housed 25 homeless veterans using VASH vouchers. The Veterans Services Office conducts veteran outreach with free

medical screenings, warm clothing, information on compensation and other veterans' benefits, employment, housing, counseling and other services. Clackamas County is part of a new SSVF grant and is providing office space and supplemental rental assistance using state funds for a nonprofit provider of outreach, homeless placement and homeless prevention for veterans. This grant has streamlined access to the regional Grant Per Diem program for vets who are working on permanent housing placement either through VASH, SSVF or other programs.

Addressing the emergency shelter and transitional housing needs of homeless persons

The activities to address emergency shelter needs within the County will be funded through the Emergency Solutions Grants (ESG) program. 1000 Households with receive HESG program services from July 1, 2016 to June 30, 2017. The FY 2016 ESG allocation will be supplemented by matching funds at least equal to its amount.

Primary emphasis will continue to be on payment of emergency shelter operations expenses including utilities, maintenance, insurance, and staff salary costs. The purpose of emphasizing payment of operations expenses is to provide some predictability and stability to the operation of the shelters by assuring that their most basic expenses are met. This assures the continued operation of the facilities in times of scarce and fluctuating resources, and it compliments specific fundraising efforts for special projects.

Northwest Housing Alternatives' Annie Ross House and Clackamas Women's Services' Evergreen House, provide emergency shelter to homeless families with children and survivors of domestic violence, respectively. Independent living services are provided through The Inn's Springwater program, which targets assistance to the homeless youth population. Los Ninos Cuenten's Casa Hogar provides emergency shelter services to Hispanic/Latino homeless families and individuals who have survived domestic violence. Case management at each program improves vocational and coping skills to make the transition from homelessness to independent living. Continuum of Care funds Also provide 49 beds of transitional housing for homeless households, including families, singles, and youth.

Clackamas County's Coordinated Housing Access system provides a one-stop option for homeless individuals and families to be assessed and matched with all homeless programs in the County for which they are eligible.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were

recently homeless from becoming homeless again

Chronically homeless individuals and families: In 2014, The Continuum of Care increased the number of beds for chronically homeless persons in Clackamas County. The CoC did this by leveraging Housing Authority Housing Choice Vouchers, converting Permanent Supportive Housing (PSH) beds to chronically homeless beds, reaching out to PSH providers to prioritize beds for chronically homeless persons and using Medicaid to provide enhanced services for chronically homeless persons in PSH beds.

Families with children: The CoC increased capacity and worked on outreach goals to end homelessness among households with dependent children. The HomeBase program utilized multiple funding sources to expand and become the largest RRH and homelessness prevention program in the County. Through the reallocated Rent Well RRH project, the CoC will be able to stabilize housing for 15 families from the streets/emergency shelter. The locally-funded Bridges to Housing (B2H) Program stabilizes housing for high-need homeless families and assisted 136 persons last year. Outreach plan includes referrals from different geographic parts of the county. An outreach strategy adopted by the HPC educates landlords on housing choice vouchers.

B2H serves high-needs homeless families with children, with a capacity of 30 families at a time. These homeless families have multiple complex needs which often include but are not limited to housing barriers, domestic violence, addictions, mental health issues and disabling conditions. B2H families receive longer term housing subsidies and intensive services designed to support their income self-sufficiency and permanent housing stability as well as the children's and adult's educational success.

Veterans and their families: Housing Authority of Clackamas County has housed 45 homeless veterans using VASH vouchers. The Veterans Services Office coordinates with Social Services to conduct veteran outreach with free medical screenings, warm clothing, information on compensation and other veterans' benefits, employment, housing, counseling and other services. Clackamas County is part of an SSVF grant and provides office space for a nonprofit provider of outreach, homeless placement and homeless prevention for veteran families. This grant has streamlined access to the regional Grant Per Diem program for vets who are working on permanent housing placement either through VASH, SSVF or other programs.

Unaccompanied youth: Springwater Transitional Housing for youth 18-23 is funded with CoC, ESG, local government, and private funds. Case management, vocational education services, physical and mental health support, supervision and shelter are provided to youth.

HomeSafe Transitional Housing for pregnant and parenting youth 16 – 21 is funded with CoC, local and state grants. Youth have access to rent assistance in scattered apts., case management, referral and linkages to mainstream services.

Independent Living Plans (ILPs) are funded with state and local govt. funds for independent living services to youth transitioning from foster care. Case management is provided for youth discharged

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from Child Welfare at 18 or 19 years old without permanent housing. Case managers refer and link ex-foster youth to programs and services.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

These discharge plans have been confirmed through the Continuum of Care application and planning process.

Foster Care: The Oregon Department of Human Services (DHS), dictates the Foster Care Discharge Policy in which the County actively participates. DHS refers willing children to a Continuum of Care provider for a Life Skills/Transition Readiness Assessment. This results in: 1. Identification of resources and linkages needed to assist the child in transitioning to independent living, including life skills training, housing subsidies, college tuition, and health insurance and 2. Preparation of an individualized Comprehensive Transition Plan which must be approved by a Family Court Judge every 6 months until the child is successfully transitioned to independent living.

Youth can access Chafee rental subsidies to help them secure an apartment. They can secure tuition-free access to a state college along with Chafee grants to assist with room and board. Youth with developmental disabilities and/or mental illness exiting the foster care system continue to receive an array of services including options such as adult foster care and supported housing that are based on unique client needs. Each option is designed to ensure that youth exiting the foster care system are not routinely discharged into homelessness.

Health Care: The discharge planning for low-income and disabled people has historically resided with the State through the Medicaid program. With the advent of the Affordable Care Act (ACA) and the expansion of Oregon's Medicaid program, discharge planning is shifting to local control. All Medicaid providers are joined in Coordinated Care Organizations (CCOs) covering specific geographic areas. The CCOs integrate physical, mental and dental health services. The ACA Medicaid expansion has been structured to align the financial incentives with clinical outcomes/housing status of patients. This has begun to persuade hospital systems and health care providers to plan and act outside their silo, to begin discussions with CoCs about effective liaison and resource sharing.

Mental Health: The Discharge Policy in place for persons being discharged from a mental health facility is ensured by Clackamas County Behavioral Health Department (CCBH). As part of Health Share, the area's Medicaid Coordinated Care Organization, CCBH has both financial and clinical incentives to ensure that no county residents are discharged from a psychiatric hospital without housing and services. In addition,

Oregon is under an U. S. Dept. of Justice 4 year plan to provide better community outcomes for people with mental illness. Specific mandates are subcontracted by the State to CCBH. The local Discharge Policy, which is monitored and enforced by the State, requires all adults leaving a psychiatric hospital be housed consistent with their level of care needs and personal wishes.

Corrections: The purposeful effort to structure successful community re-entry for inmates is a local mandate spearheaded by the Clackamas County Sheriff's Office (CCSO) which participates on the CoC governing board. Because community safety is its #1 priority, CCSO promotes post-discharge services with housing to reduce recidivism. Likewise, the Clackamas County Behavioral Health (CCBH) is a provider in the local Medicaid program, Health Share. CCBH understands that successful re-entry will reduce incidence and cost of ER visits and hospitalization.

Discussion

Our Jurisdiction receives no HOPWA funding. Our jurisdiction works with Cascade Aids Project (CAP) a service agency which provides housing and services for persons that are HIV positive in our three-county area that is referred to as the Portland Metro Area.

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The **2012 Analysis of Impediments to Fair Housing Choice** identified five broad impediment areas. These impediment areas were based on analysis of existing data and broad public input. Some impediments, such as discrimination in housing, can be addressed with strategies aimed at identification and enforcement, as well as education (consumer, provider and housing industry).

Clackamas County Housing and Community Development Division is conducting an Assessment of Fair Housing (AFH) beginning in March 2016. The new AFH plan and goals will be available for public comments by July 30th, a public hearing will be held in August and the new 5-year plan will be submitted to HUD for approval in Septemebr 2016.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

As mention in AP-60 Public Housing the Clackamas County has formed a Housing Advisory Board to provide affordable housing policy guidance to the Housing Authority and the Board of County Commissioners. The Housing Advisory Board (HAB) is an eight member body that convenes once each month to discuss topics and issues pertaining to the development, preservation and promotion of affordable housing of all types in Clackamas County. Currently, the HAB has been working on developing an Affordable Housing Toolkit that may help mitigate some of the impediments to affordable housing development. The toolkit will describe available policies and resources that the county may utilize to address the growing need for affordable housing in the County. Tools that promote both new development and preservation of affordable housing are being considered. At this writing, the toolkit is still in the development stage. When the toolkit is finalized, the Affordable Housing Toolkit will be presented to the BCC for consideration.

In Clackamas County, many of the existing patterns of sprawl, decentralization and homogenous housing developments resulted from commuter demand for housing. Homogeneity, whether exclusively single family or multifamily, can result in limited housing choice suitable to needs and incomes of County residents. Undefined or subjective design standards can also make it difficult to meet affordable housing needs within built-out communities.

Access to affordable and adequate housing for households with lowest incomes has been restricted over the years. Since 2000, median renter income in the U.S. has fallen relative to contract rents. Utility costs have been increasing, as has the price of commuting to work. Quality of housing, particularly at the lowest rent levels, is at risk if property owners do not have assets to maintain units. The result is that

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lowest income tenants, in addition to the burden of finding housing at all, may be forced to live in unsuitable or unsafe housing.

A range of suitable housing choices should ideally be available to fit the entire range of household incomes, providing choices for all residents, including those who work in the community.

Households with extremely low incomes, especially those needing support services, find very few options. The Clackamas County Comprehensive Plan, last updated in 2001, recognizes the goal of providing a variety of housing types and densities to meet the needs of County residents. Policies with the potential of increasing affordable housing include:

- Provisions for mobile home park continuation and development.
- Encouraging new condominiums, while discouraging conversion of existing rental units.
- Locating diverse affordable housing opportunities with access to services and employment.
- Support for regional planning activities and policies to increase affordable housing.
- Encouraging increased densities in zoning.
- Reducing costs for utilities and roadways through flexible lot patterns in subdivisions and Planned Unit Developments.
- Expedited design review and permitting.
- Permitting prefabricated housing meeting Uniform Building Code on individual lots within the Urban Growth Boundary.
- Preserving existing housing when renovation a feasible option.
- Encouraging infill while preserving the character of existing neighborhoods.

Discussion

AP-85 Other Actions – 91.220(k)

Introduction

Clackamas County Housing and Community Development Division (HCD) propose the following actions in program year 2016 that address obstacles to meeting underserved needs, foster and maintain affordable housing, develop institutional structure, encourage public housing residents to become more involved in management and encourage public housing residents to attain home ownership. HCD contiunes to request proposals from housing development organizations for the development and preservation of multi-family affordable rental housing projects that serve lower income households. Funding available to support these activities included: HOME funds, Housing Choice Vouchers and Public Housing Replacement Funds.

Rondel Court Apartment Rehabilitation and Expansion. Caritas Community Housing proposes to entirely rehabilitate and expand the aging 30 unit apartment complex into a new 47 unit affordable rural housing development. At completion, the project will be a vibrant integrated housing development including families, elderly and other special needs populations.

In addition to the above projects, HCD is currently assisting Central City Concern with the development of Town Center Greens, a new 60-unit multi-family housing project located near Clackamas Town Center. The Town Center Greens project began construction in September 2015 and is anticipated to be completed in September of 2016.

Actions planned to address obstacles to meeting underserved needs

Clackamas County HCD will address obstacles to meeting underserved needs in FY2016 by engaging in these activities:

1. Leverage available program funds by requiring sponsor contributions.

2. Seek additional funding from public and private sources to finance program activities.

3. Continue a program to assist renters and homeowners who need safety and accessibility adaptations in order to remain in their own homes.

4. Investigate the development and implementation of an inspection program to enforce habitability standards in multi-family housing projects.

5. Promote and assist the development of additional transitional housing which will be available to low- and very low-income individuals and families.

6. Promote and assist the development of affordable housing which will be available to very low, low-,

and moderate-income individuals and families.

7. Increase capacity to assist Homeless Families with Children.

8. Develop a set of program policies to create a 15 percent set-aside in all new affordable housing developments specifically to assist the targeted special need populations.

9. Promote the use of Section 8 Project Based Vouchers into the development of any new affordable housing project.

10. Develop Alcohol and Drug treatment Housing.

Actions planned to foster and maintain affordable housing

HOME funds will be used primarily to develop affordable housing units for rental by low-income individuals and families. HOME funds will also be used to assist Community Housing Development Organizations (CHDOs) with grants for operating costs allowed by 24 CFR 92.208. HCD ensures that HOME-assisted rental housing remains affordable by monitoring projects during the period of affordability for compliance with the HOME regulations at 24 CFR Part 92.

Clackamas County ensures the long-term affordability of HOME-assisted homebuyer properties during the period of affordability by monitoring to verify that the home remains owner-occupied.Monitoring activities include both desk and on-site monitoring.

Actions planned to reduce lead-based paint hazards

Clackamas County contracts with a professional firm to provide lead hazard evaluation services at no cost to the owners and buyers participating in its housing rehabilitation and homebuyer programs. When such hazards are discovered, they are addressed in a manner consistent with procedures approved by HUD, the State Health Division and the Department of Environmental Quality. However, the County does not anticipate using HOME funds for its housing rehabilitation and homebuyer programs in the next year. The HOME-funded project will be new construction and will not involve lead-paint hazards.

Actions planned to reduce the number of poverty-level families

The Housing and Community Development Division (HCD) coordinates efforts with the Social Services Division (SSD) to reduce the number of households below the poverty line. SSDs activities include:

- Participation in and staffing of the Continuum of Care in Clackamas County as well as the Continuum of

Care Steering Committee (Governing Board) and the Homeless Policy Council.

- Coordination and maintenance of liaison relationships with McKinney Vento funded homeless liaisons that support the educational success of homeless children. These include each of the School Districts in the county, all Clackamas Educational Service District offices, and the State of Oregon Department of Higher Education.

- Contracting with a community based organization for a Homeless Student Success Project that enhances the capacity of the homeless liaison at the highest poverty school district in Clackamas County.

- Participation as one of the four lead agencies on the regional steering committee for the Rent Well tenant education program.

- Participation in the operations of the Janssen Transitional Housing Project (JTHP). SSD currently provides case management for the families living at Janssen. This HUD funded project, sponsored by the Housing Authority of Clackamas County, has been in operation for more than 20 years. JTHP provides seven (7) transitional housing units, intensive and comprehensive case management, flexible assistance to support residents increasing their income and housing stability, and other supportive services for homeless families with children.

- Maintain the Housing Rights and Resources Program which responds to the general public regarding emergency housing, housing discrimination, landlord-tenant concerns, low-cost housing, rent assistance and a variety of other housing-related issues.

- Maintain a contractual relationship with Legal Aid Services of Oregon and the Fair Housing Council of Oregon to support the delivery of Fair Housing services to Clackamas County residents. This contractual relationship hastens service delivery for people experiencing potential discrimination and/or fair housing violations.

Actions planned to develop institutional structure

The Housing and Community Development Division coordinates efforts with the Social Services Division (SSD) to develop institutional structure to strengthen the services system in Clackamas County.

SSD and CD worked together with Continuum of Care partners to develop and implement a county wide Coordinated Housing Access system. This system provides centralized access, eligibility screening and prioritization, using HUD guidelines, to all HUD funded homeless services and housing programs within the County. Three non-HUD funded homeless housing programs also elected to join the new

coordinated system.

SSDs activities include: - Operation of the State of Oregon Housing and Community Services Low Income Rental Housing Fund (LIRHF). LIRHF provides time-limited rental payment assistance to cased-managed clients of SSD.

- Administration of State Homeless Assistance Program (SHAP) funds sub-granted to the Annie Ross House family shelter and Clackamas Women's Services domestic violence shelter.

- Initial screening and intake for families wanting to enter the Annie Ross House shelter and two interfaith hospitality shelter networks (SON and LOTSM).

- Administration of the federal Emergency Food and Shelter Program (EFSP) and contracts with local shelters to provide night of shelter to homeless persons.

- Local administration of the state Emergency Housing Account (EHA). These funds support case management to families accessing the two interfaith hospitality network shelters. EHA funds are also used to support shelter bed nights at Clackamas Womens Service's, Annie Ross House, and the Inn Home emergency shelters.

- Operation of a locally funded Bridges to Housing program that provides high needs homeless families a longer term housing subsidy and intensive, comprehensive case management that focus on permanent housing stability and increasing income.

- Operation of the Rent Well tenant education program, providing year-round, ongoing tenant education in Spanish and English as well as case management to help homeless families with barriers to housing placement locate and access permanent housing units.

- Operation of the Jackson Transitional program for adults who are homeless.

- Operation of the HSP program for families who are homeless or at imminent risk of homelessness needing short term rental assistance and supportive services in order to stabilize.

- Severe Weather Warming Centers at three sites, providing a total of 99 low barrier shelter beds for homeless persons on cold winter nights. These sites provide important linkages for the community efforts to identify and re-house chronically homeless persons.

Actions planned to enhance coordination between public and private housing and social

service agencies

The Housing and Community Development Division coordinates activities between public housing and assisted housing agencies through funding and reporting outcomes to state and federal agencies. The HOME program provides vital funding to private assisted housing providers that also apply for state tax credit funding. HOME funding is one of few sources of funds for affordable housing units in our rural urban county. Housing Rights and Resources program is an H3S program in the Social Services Division that provided housing referral and information services on all available housing services. H3S , HCD and HACC will coordinate on the following action items:

1. Continue to improve communication and coordination among public agencies by developing and upgrading computer systems and telephone networks.

2. Coordinate with the Countys Community Health and Social Services Divisions to maximize utilization of resources available to meet the needs of the homeless and persons with mental illness who need housing services.

3. Maintain the CCSS partnership with the State of Oregon Department of Human Services to operate the Housing Stabilization Program in the county. Now in its sixth year, the program serves families with children for up to 12 months. CCSS provides families intensive case management services with a goal of locating and maintaining safe, stable and affordable housing.

4. Maintain the partnership with SSD, Clackamas Womens Services, and Northwest Housing Alternatives to administer and operate the Homeless Prevention and Rapid Re-Housing Program. The program includes 3 elements: Rent Subsidy Program designed to provide short term (3 months) and medium term (up to 6 months) of rent subsidies to low- and moderate-income renters. A Rapid Re-Housing Program designed to provide housing placement, short-term rental assistance, case management and other support services to families with dependent children who have been living in emergency shelters or on the streets for at least seven days. Counseling and Housing Stabilization Services including case management, outreach, housing search and placement, legal services, and Credit Repair.

5. Maintain the CCSS partnership with HACC and Mental Health to operate the HUD funded Shelter-Plus-Care Program. Shelter Plus Care provides rent assistance to case managed clients of Social Services and Mental Health who are homeless.

6. Coordinate with SSD and Northwest Housing Alternative to ensure the continued success of the HomeBase Program homeless prevention and rapid rehousing services. This coordination will include sharing of information concerning case management best practices, and consistent and accurate data

entry into the Homeless Management Information System.

Discussion

Clackamas County Housing and Community Development Division (HCD) works in conjunction with the Housing Authority of Clackamas County, the Social Services Division, the Behavioral Health Division, Community Health Centers and community non-profit housing providers and private non-profit social services providers to address obstacles to meeting underserved needs, foster and maintain affordable housing, develop institutional structure, encourage public housing residents to become more involved in management and encourage public housing residents to attain home ownership.

In 2016 HCD is funding several affordable housing projects, an employment training program, a fair housing rights and information program, homeless prevention and rapid rehousing services, and a youth mentoring program for youth in public housing.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

This year a Home-buyer program will not be available for low-income residents. In prior years this program was available.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**0**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

   The County does not anticipate offering any other forms of investment of HOME funds beyond

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those described in 24 CFR 92.205(b) in the 2016 program year.

The County will ensure that matching contributions from non-federal sources are made to housing that qualifies as affordable housing under the HOME program in 2016-2017. Matching funds will be in amount not less than 25 percent of the funds required to be matched per 24 CFR 92.218. We anticipate that eligible match will come primarily from non-federal cash contributions such as the State Housing Trust Fund, the value of foregone local fees or taxes and the value of donated voluntary labor and professional services.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

RECAPTURE – Direct Homebuyer Assistance

The Clackamas Homebuyer Assistance Program (CHAP) provides funds to low-income first time homebuyers for downpayment and reasonable closing costs. The county imposes specific recapture provisions as provided in 24 CFR 92.254 (a)(5)(ii)(A)(3) to ensure affordability for the CHAP. Included is the provision that, if the sale of the property occurs during the five-year period of affordability and there are no net proceeds from the sale of the property, or the net proceeds are insufficient to repay the entire HOME investment due, the amount of the HOME funds recaptured will be based on the net proceeds available from the sale, if any. The full recapture provisions are included in the 2015-16 CHAP Policies and Guidelines.

RESALE – Indirect Homebuyer Assistance

Clackamas County imposes resale provisions as provided in 24 CFR 92.254 (a)(5)(i) only for homes purchased under the Community Land Trust (CLT) model of homeownership. The county does not anticipate providing 2015 funds to assist in the development of homeownership opportunities under CLT. The resale provisions have been corrected and no longer includes a "first right of refusal" provision, and includes a detailed description of the fair return homebuyers can expect if they sell their unit during the period of affordability. The full resale provisions are included in the 2015-16 Clackamas County HOME Program
Guidelines: http://www.clackamas.us/communitydevelopment/documents/homeprogram.pdf

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired

with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Clackamas County intends to use the HOME affordable homeownership limits for the area provided by HUD. The County further ensures the long-term affordability of HOME-assisted homebuyer properties enforcing resale and recapture provisions and by monitoring to verify that the home remains owner-occupied during the period of affordability.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

   The County does not anticipate using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds in the 2016 program year.

Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance (may include as attachment)

   Clackamas County has had several meetings with ESG providers and members of the CoC to develop CoC and ESG policies and performance standards. ESG policies have been developed in consultation with both ESG and CoC providers starting in January 2014 and on an ongoing at least quarterly basis. HCD staff consulted with CoC Steering Committee members on March 31st to discuss using ESG funds for Rapid Rehousing in 2014.

   HCD staff consulted with CoC Homeless Council members on March 23, 2016 to discuss using ESG funds for Rapid Rehousing in 2016. The ESG written standards for providing assistance have not been changes since 2015. CoC members and Coc Steering Committee is considering adding an equity performance measure in 2016.

   HCD staff have attended CoC meetings for the last few years to discuss using ESG funds for HMIS ESG and CoC data collection efforts. CoC members have been aware and informed on the ESG program changes and funding. CoC members continue to be involved in developing performance

measurement standards and priorities for both CoC and ESG funding.

The ESG and CoC written standards are attached as Appendix B.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

A CoC working group of providers met in 2013 to implement coordinated assessment. The result was a tool designed and agreed on by all affected programs with the intention of obtaining the most relevant information to make an appropriate referral. The Coordinated Housing Access (CHA) was launched on January 1, 2015 using a telephone call-in system and the HMIS system. CoC agencies and providers are reviewing processes to improve and streamline the intake process. The planning process involved identifying resources in our region and how resources are accessed by homeless persons and families. The system will cover the entire geographic region using a "hub" system as much as possible, though large portions of the county are rural and sparsely populated. The system will be easily accessed, primarily through our Housing Rights and Resources line, a one-stop number for housing information. This number is made available through 2-1-1, the county's website, flyers and referring agencies.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Currently ESG funds are allocated to four (4) nonprofit providers and the County as the HMIS administrator. The process for making sub-awards was to advertise the availability of ESG funding in 2014 as part of the 2015-2016 funding cycle. Four applications to provide Emergency Shelter services were recieved and reviewed. All four nonprofits were funded for homeless emergency shelter services. A Rapid Rehousing and Homeless prevention program will also be funded in FY2016. The contracts have been renewed annually at level funding. ESG and CoC providers are engaged in homeless services planning and ESG allocations. In FY2016 since ESG funding level was decreased by $1,200, the HMIS project was decreased by $1,200 to minimize the impact on the 4 shelters and the rapid re-housing project.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The CoC has a formerly homeless person on the CoC Steering Committee governing board.

5. Describe performance standards for evaluating ESG.

ESG providers are evaluated using the CoC national performance measurements standards. Agencies

that provide only emergency shelter services are evaluated by examining one measures of success:

What percentage of persons leaving shelter are going to permanent housing?

The ESG program has not yet set a minimum percentage for shelters to meet. After a year of collecting data the ESG program staff and the CoC Steering Committee will meet to review the results and set a minimum standard.

Discussion

Since the change to the Emergency Solutions Grant Program the Clackamas County ESG program has been in the process of refining the ESG and CoC policies. In 2016 the ESG program will continue funding Rapid Rehousing and or Homeless prevention activities that were funded for the first time in 2014.

ESG program staff are working closely with the Continuum of Care for homeless programs to coordinate efforts, implement a coordinated assessment process, establish CoC and ESG program policies and to establish performance measures.

OMB Control No: 2506-0117 (exp. 07/31/2015)

Appendix A – Grant Application (Standard 424 Forms)

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
	CLACKAMAS COUNTY 2016 CDBG

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
	B-16-UC-41-0001

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: CLACKAMAS COUNTY, OREGON

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
93-6002286	0969926560000

d. Address:

* Street1:	2051 KAEN ROAD #245
Street2:	
* City:	OREGON CITY
County/Parish:	
* State:	OR: Oregon
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	97045-4035

e. Organizational Unit:

Department Name:	Division Name:
HEALTH, HOUSING & HUMAN SERVIC	COMMUNITY DEVELOPMENT DIVISION

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	Mr.	* First Name:	CHUCK
Middle Name:			
* Last Name:	ROBBINS		
Suffix:			

Title: DIRECTOR

Organizational Affiliation:
HOUSING AND COMMUNITY DEVELOPMENT DIVISION

* Telephone Number:	503-650-8591	Fax Number:	503-655-8563

* Email: CHUCK@CO.CLACKAMAS.OR.US

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

CDBG - COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

ANNUAL APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 1,3,5
* b. Program/Project: 1,3,5

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2016
* b. End Date: 06/30/2017

18. Estimated Funding ($):

* a. Federal	2,019,843.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	0.00
* g. TOTAL	2,019,843.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on .
- [x] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- [ ] c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- [ ] Yes
- [x] No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. 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)**

- [x] ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:	Mr.
* First Name:	RICHARD
Middle Name:	
* Last Name:	SWIFT
Suffix:	
* Title:	DIRECTOR, DEPT OF HEALTH,HOUSING & HUMAN SERV
* Telephone Number:	503-650-5696
Fax Number:	
* Email:	RSWIFT@CO.CLACKAMAS.OR.US
* Signature of Authorized Representative:	
* Date Signed:	

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [ ] New
- [x] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier: CLACKAMAS COUNTY 2016 HOME

5a. Federal Entity Identifier:

5b. Federal Award Identifier: M16-UC-41-0201

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: CLACKAMAS COUNTY, OREGON

* b. Employer/Taxpayer Identification Number (EIN/TIN): 93-6002286

* c. Organizational DUNS: 0969926560000

d. Address:

* Street1: 2051 KAEN ROAD #245
Street2:
* City: OREGON CITY
County/Parish:
* State: OR: Oregon
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 97045-4035

e. Organizational Unit:

Department Name: HEALTH, HOUSING & HUMAN SERVIC

Division Name: COMMUNITY DEVELOPMENT DIVISION

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.
* First Name: CHUCK
Middle Name:
* Last Name: ROBBINS
Suffix:

Title: DIRECTOR

Organizational Affiliation: HOUSING AND COMMUNITY DEVELOPMENT DIVISION

* Telephone Number: 503-650-8591
Fax Number: 503-655-8563

* Email: CHUCK@CO.CLACKAMAS.OR.US

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

11. Catalog of Federal Domestic Assistance Number:

14-238

CFDA Title:

HOME - HOME INVESTMENT PARTNERSHIP PROGRAM

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

ANNUAL APPLICATION FOR HOME INVESTMENT PARTNERSHIP PROGRAM

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 1,3,5
* b. Program/Project: 1,3,5

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2016
* b. End Date: 06/30/2017

18. Estimated Funding ($):

* a. Federal	746,028.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	746,028.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on
- [x] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- [ ] c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- [ ] Yes
- [x] No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. 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)**

- [x] ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr.
* First Name: RICHARD
Middle Name:
* Last Name: SWIFT
Suffix:

* Title: DIRECTOR,DEPT OF HEALTH,HOUSING&HUMAN

* Telephone Number: 503-650-5696
Fax Number:

* Email: RSWIFT@CO.CLACKAMAS.OR.US

* Signature of Authorized Representative:
* Date Signed:

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [ ] New
- [x] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier: CLACKAMAS COUNTY 2016 HESG

5a. Federal Entity Identifier:

5b. Federal Award Identifier: E16-UC-41-0003

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: CLACKAMAS COUNTY, OREGON

* b. Employer/Taxpayer Identification Number (EIN/TIN): 93-6002286

* c. Organizational DUNS: 0969926560000

d. Address:

* Street1: 2051 KAEN ROAD #245
Street2:
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* State: OR: Oregon
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 97045-4035

e. Organizational Unit:

Department Name: HEALTH, HOUSING & HUMAN SERVIC

Division Name: COMMUNITY DEVELOPMENT DIVISION

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.
* First Name: CHUCK
Middle Name:
* Last Name: ROBBINS
Suffix:

Title: DIRECTOR

Organizational Affiliation: HOUSING AND COMMUNITY DEVELOPMENT DIVISION

* Telephone Number: 503-650-8591
Fax Number: 503-655-8563

* Email: CHUCK@CO.CLACKAMAS.OR.US

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

11. Catalog of Federal Domestic Assistance Number:

14-239

CFDA Title:

EMERGENCY SOLUTIONS GRANT PROGRAM - HESG

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

ANNUAL APPLICATION FOR EMERGENCY SOLUTIONS GRANT PROGRAM - HESG

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 1,3,5
* b. Program/Project: 1,3,5

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2016
* b. End Date: 06/30/2017

18. Estimated Funding ($):

* a. Federal	179,957.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	179,957.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on
- [x] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- [ ] c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- [ ] Yes
- [x] No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. 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)**

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Authorized Representative:

Prefix: Mr.
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* Title: DIRECTOR, DEPT OF HEALTH,HOUSING & HUMAN SERV

* Telephone Number: 503-650-5696
Fax Number:

* Email: RSWIFT@CO.CLACKAMAS.OR.US

* Signature of Authorized Representative:
* Date Signed:

Appendix B – Certifications

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Richard Swift, Director
Department of Health, Housing and Human Services

Date

Specific CDBG Certifications

Clackamas County, the Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) **2016** (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.

_____ _____

Richard Swift, Director Date
Department of Health, Housing and Human Services

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

> The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

_____ _____

Richard Swift, Director Date
Department of Health, Housing and Human Services

ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG

are consistent with the jurisdiction's consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

_____ _____

Richard Swift, Director Date
Department of Health, Housing and Human Services

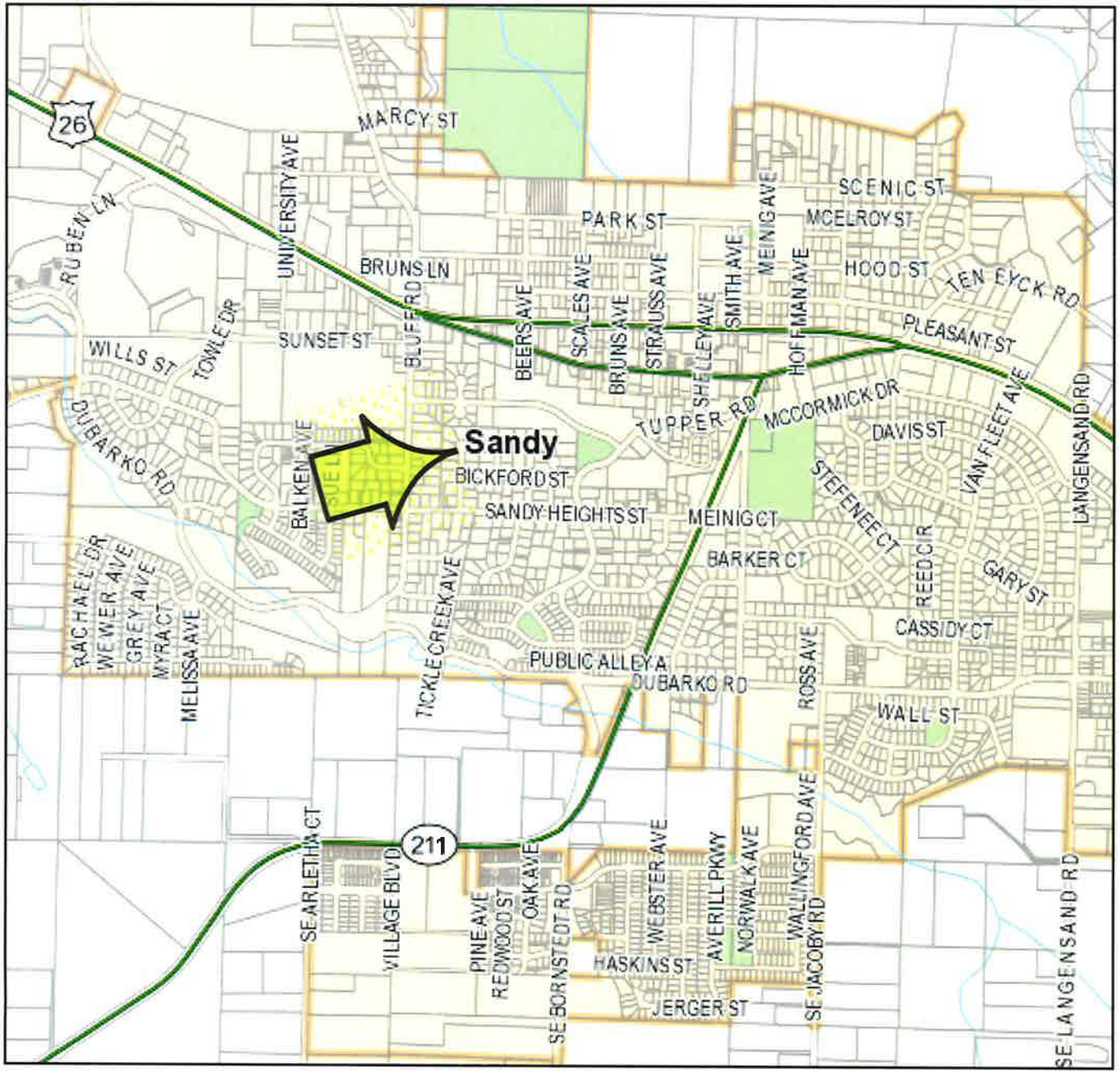
APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

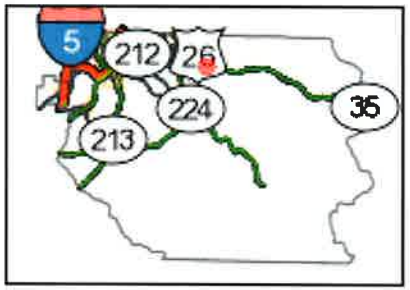
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a

Appendix C – Project Maps



Clackamas County

INSTALLATION SUBSIDY FOR FIBER OPTIC



Clackamas County

Geographic Information Systems
168 Warner Milne Road
Oregon City, OR 97045

This map and all other information have been compiled for preliminary and/or general purposes only. This information is not intended to be complete for purposes of determining land use restrictions, zoning, title, parcel size, or suitability of any property for a specific use. Users are cautioned to field verify all information before

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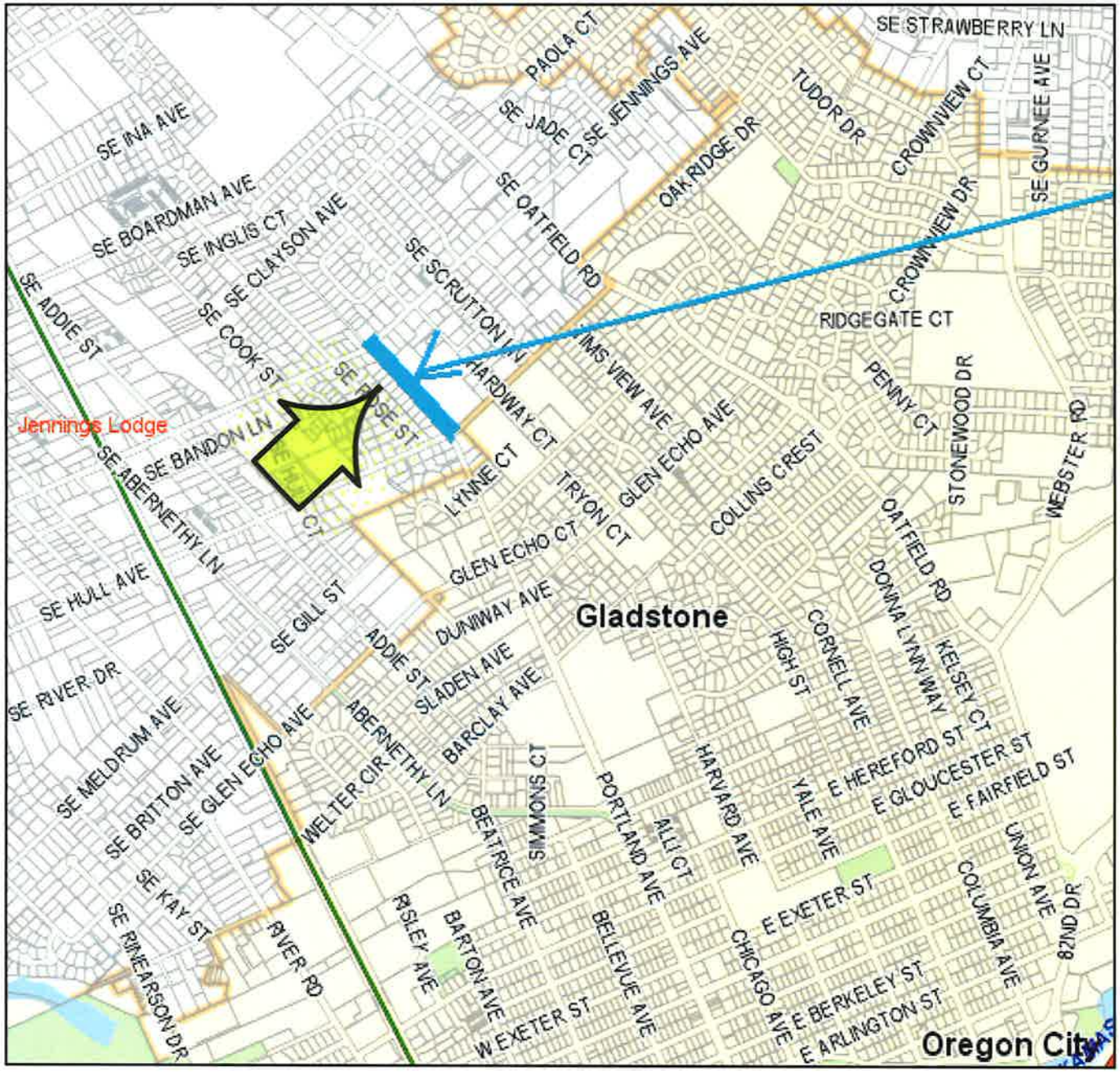
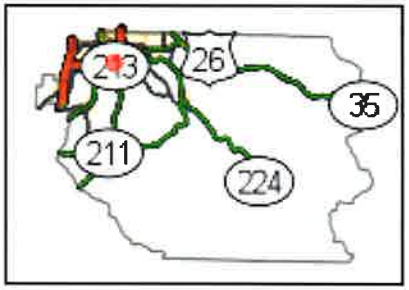


Clackamas County

JENNINGS AVE PROJECT



Clackamas County

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168 Warner Milne Road
Oregon City, OR 97045

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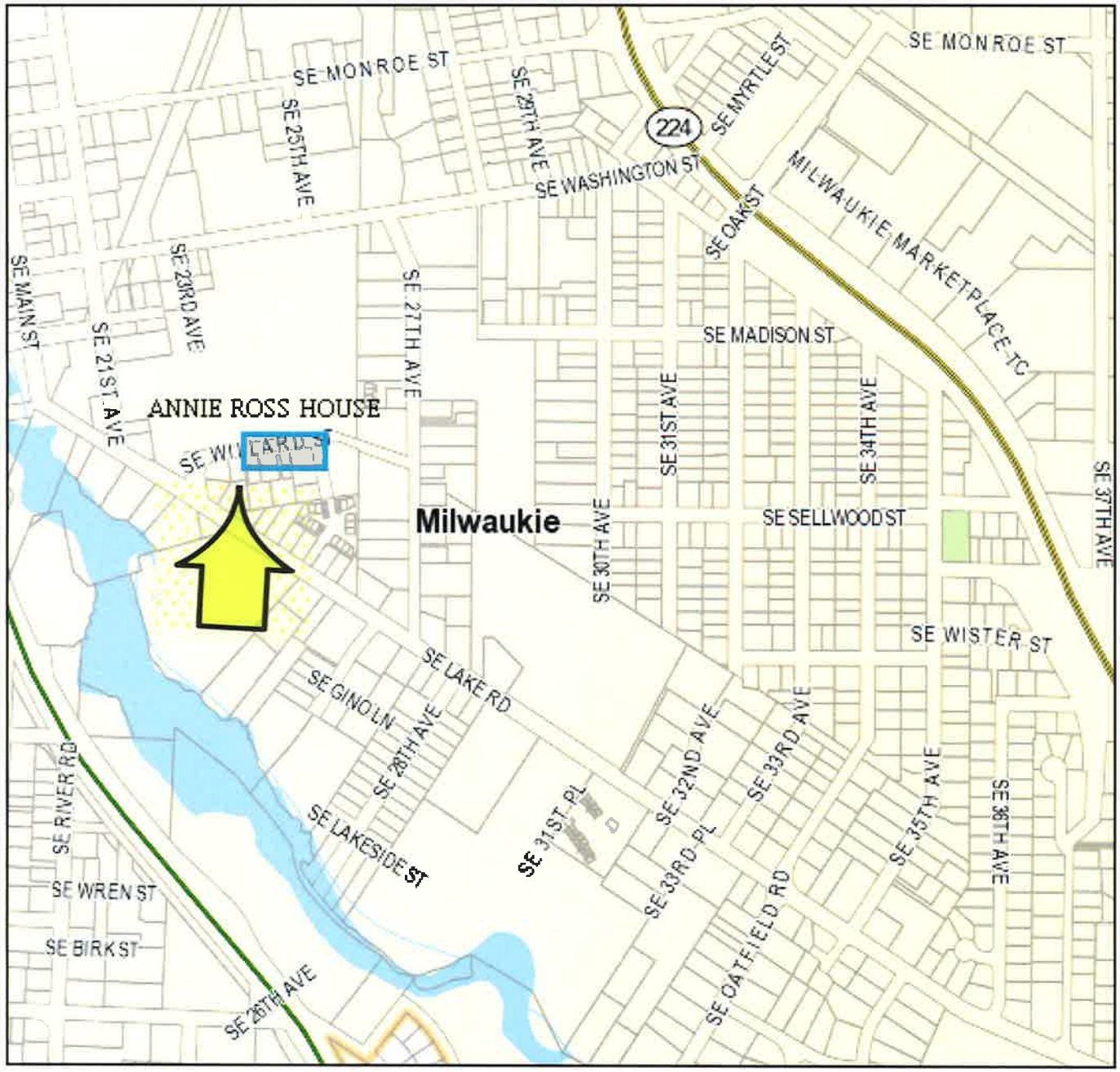
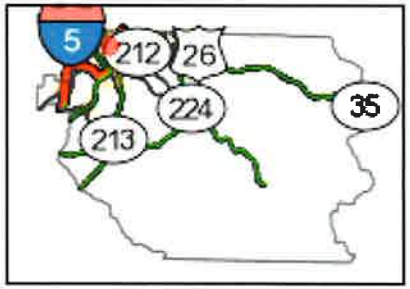
Thu, 10 Mar 2016 11:24:03

Clackamas County

ANNIE ROSS HOUSE





Clackamas County

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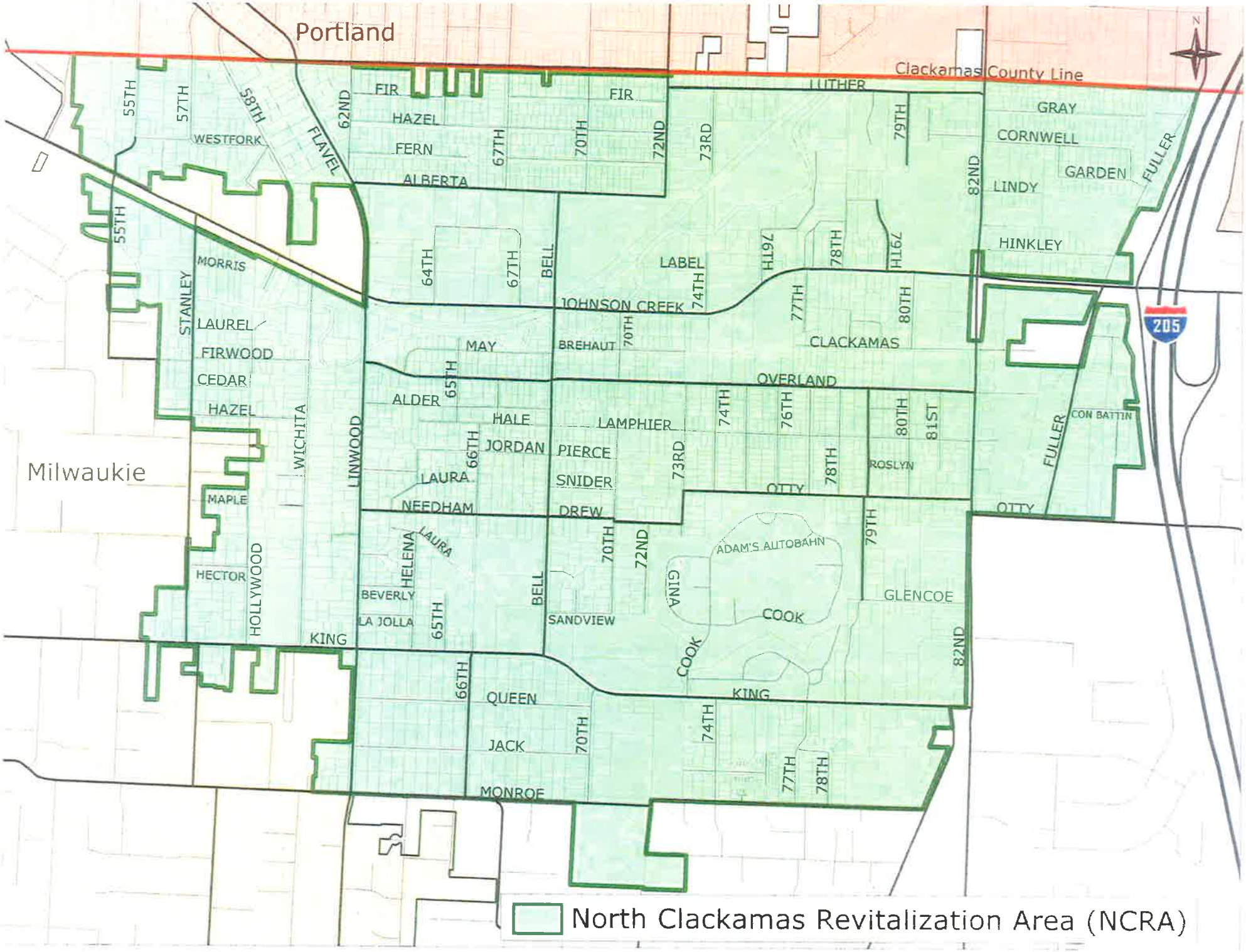

North Clackamas Revitalization Area (NCRA)

Appendix D – Public Comments

Clackamas County Community Development
Public Meeting Summary

6:00p.m. Wednesday, February 24, 2016
2051 Kaen Road Room 288
Oregon City, Oregon

In Attendance:
Angela Trimble, Northwest Housing Alternatives
Emily Reiman, NEDCO
Melissa Erlbaum, Clackamas Women's Services
Christopher Hulette, Northwest Housing Alternatives
Kevin Ko, Housing and Community Development Manager
Mark Sirois, Project Coordinator, Community Development Program

Mark Sirois, Community Development Division, opened the meeting at 6:00p.m. by thanking everyone for attending. Mark explained that the public meeting was a chance for community members to learn about the Community Development Program and the funding that HUD provides. The meeting also provides an opportunity to get information from citizens on the specific community needs and discuss potential future housing and community development projects in the County.

Mark continued by discussing the anticipated federal funding in the coming year. Mark explained that this 2016 Action Plan was the last year of a 5-year plan. The next 5 –year plan will begin July 1, 2017. The Funding Recommendations distributed will be reviewed and approved by the Policy Advisory Board on March 16. The Board of County Commissioners will also review and approve the project list and 2016 Action Plan at a Public Hearing on April 14. The Housing and Community Development Division will conduct a county-wide housing and community development needs assessment and set priority goals before releasing applications for new projects in November 2016. The next funding cycle will be fore 3-years' worth of projects. Applications will be through the Zoomgrants website again.

Mark opened the floor for people to introduce themselves and discuss the needs they see in the community and their particular project ideas. Mark also said that he had received 3 letters of testimony regarding the need for a homebuyer assistance program in Clackamas County.

Public Comments:

People present asked questions about any new projects on the Funding Recommendations list that have been funded in 2016. Mark explained that the Oregon City Slide project was a new emergency assistance project that had been funded to help dislocated families. The Haven House roof was another project that had been funded with carry-over funds. The Centerstone project had been reduced from $150,000 to $50,000 by amendment due

to the scope of work changing and the Tiny Houses project had been postponed a year and reduced slightly.

People present discussed Tiny House models in general, the Red Lodge transitional housing project and the Rondel Courts redevelopment project that will add 17 units to the affordable housing project.

Angela Trimble mentioned that a state funded program that provides rent assistance to persons with severe mental illness has had a very difficult time placing people in rental units. The program has many restrictions regarding how many clients can live in the same apartment complex. The NHA program has experienced tragic losses due to 2 clients being stuck by cars while crossing roadways.

Mark asked if there were any other questions or comments before explain the new online grant application. Mark distributed copies of a sample online application which will begin in mid-November 2016 and close about December 30, 2016. Mark also said that HCD staff are available anytime by phone and email to discuss potential project ideas and to help answer any questions about the CDBG application process.

Kevin clarified that the HOME funding application process is always open and that County staff are always willing to discuss potential multi-family housing projects.

Mark asked everyone to make sure they had signed in so that they could be on the Citizen Participation list. The public meeting concluded at 7:15p.m.

February 22, 2016

Mark Sirois
Clackamas County
Housing and Community Development Division
c/o marksir@clackamas.us

RE: Testimony on housing and community development needs for the County's Housing and Community Development Program, submitted for consideration during the preparation of the County's 2016 Action Plan

Dear Mr. Sirois,

As Clackamas County considers its housing needs I strongly urge you to include significantly increasing County funding for affordable homeownership opportunities in Clackamas County.

I am currently homeless and had to move back home with my parents at the age of 54. Here is a little back ground on me. I have owned homes in Clackamas county for over 20 years until my divorce in 2006, then I rented a small house from a friend for $560 a month. My friends recently had to sell the house as they moved out of state. At this point I found that even the rent market is out of my price range, so I contacted Proud Ground hoping to purchase a home. I am interested in purchasing a home in Clackamas County, but housing prices and rent is simply out of control. As a **school bus driver and trainer** earning **$1,400 to $1,800 a month**, there is no way I can afford a home at today's market prices. I work hard and have been at my job for over 13 years. I want to be a homeowner to show pride and to secure my future financially.

I know that the County has CHAP loans, but with the County's median 2015 sales price of $322,500, a $14,000 loan isn't going to make homeownership possible for me or people like me.

I am on the wait list for Proud Ground's permanently affordable homeownership program, and I know that there are some homes like this in Clackamas County, but we need so many more. Proud Ground's median 2015 sales price of $153,000 is affordable for people like me and I strongly urge you to prioritize funding for this program so all kinds of people, with a variety of jobs and incomes, can settle in Clackamas County and really call it home.

Thank you for your consideration,

Pam Braun
Moonshadowpam@yahoo.com
PO Box 95 Oregon City OR 97045

February 23, 2016

Mark Sirois
Clackamas County
Housing and Community Development Division
c/o marksir@clackamas.us

RE: Testimony on housing and community development needs for the County's Housing and Community Development Program, submitted for consideration during the preparation of the County's 2016 Action Plan

Dear Mr. Sirois,

As Clackamas County considers its housing needs I hope you are really considering increasing County funding for affordable homeownership opportunities.

I am a current Clackamas County homeowner. I was able to purchase my Milwaukie home affordably through the County's previous support of Clackamas Community Land Trust, which is now a part of Proud Ground's permanently affordable homeownership program. Without County and CCLT's support my husband and I never would have been able to purchase this home; in 2011 we paid just $120,000 for this home, which was then valued at $180,000—I can't even imagine what it would go for today.

In addition to being a Proud Ground homeowner, I am also a board member, and I know that Proud Ground has a wait list of families who are interested in purchasing a home in Clackamas County, but who, like me, are simply priced out of today's housing market. Like these families on our wait list, my husband and I have a stable income with steady jobs. We could qualify for a home loan but not one for our home's 2011 value of $180,000—and we certainly couldn't qualify for a home at today's median home price in Clackamas County of $322,000.

Without the assistance we received from Clackamas County and Proud Ground, there is no way we could have afforded to buy our home, and there are so many more people like us. We work hard (at a non-profit and as a cashier at PCC) and we pursued homeownership because we were tired of flaky landlords and frequent rent increases. And now that we own our home, I have a small savings account, home grown tomatoes every summer, and we were able to replace our sixteen year old car with a much newer one. I regret I cannot make it to the public meeting in Oregon City tomorrow.

Thank you for your consideration,

Joanie Lunsford
Milwaukie, OR

Dear Mr. Sirois,

As Clackamas County considers its housing needs I strongly urge you to include significantly increasing County funding for affordable homeownership opportunities in Clackamas County.

I am a current renter who is interested in purchasing a home in Clackamas County, but housing prices are simply out of control. As a self-employed engineer working in the field of recycling consultant earning $40,000 there is no way I can afford a home at today's market prices. I work hard and have a steady job and I want to be a homeowner because I would like to create community and security in my neighborhood.

I know that the County has CHAP loans, but with the County's median 2015 sales price of $322,500, a $14,000 loan isn't going to make homeownership possible for me or people like me.

I am on the wait list for Proud Ground's permanently affordable homeownership program, and I know that there are some homes like this in Clackamas County, but we need so many more. Proud Ground's median 2015 sales price of $153,000 is affordable for people like me and I strongly urge you to prioritize funding for this program so all kinds of people, with a variety of jobs and incomes, can settle in Clackamas County and really call it home.

Thank you for your consideration,

Best,

David Burdick
4917 SE Aldercrest Rd.
Portland, OR 97222

Tel 503 654 2070

February 24, 2016

Mark Sirois
Clackamas County
Housing and Community Development Division
c/o marksir@clackamas.us

RE: Testimony on housing and community development needs for the County's Housing and Community Development Program, submitted for consideration during the preparation of the County's 2016 Action Plan

Dear Mr. Sirois,

As Clackamas County considers its housing needs I strongly urge you to include significantly increasing County funding for affordable homeownership opportunities in Clackamas County.

I am a longtime Clackamas County homeowner, I am a Board Vice Chair and former Chair of the affordable homeownership organization Proud Ground, and I was a founding board member of Clackamas Community Land Trust. Proud Ground has a wait list of families who are interested in purchasing a home in Clackamas County, but who are simply priced out of today's housing market. These people include a locally based truck driver who earns $48,000 a year; a cook earning $43,000 annually; a nonprofit employee who's a single mom with a $31,000 annual income ... and so many more. Proud Ground serves families with stable incomes and steady jobs, families who can qualify for a home loan but not one for the current median home price in Clackamas County of $322,000.

These families desire and deserve a chance at homeownership for the same reasons we all do: stability, wealth-building, being a true part of a community. I know that the County has CHAP loans, but with the County's median 2015 sales price of $322,500, a $14,000 loan isn't going to make homeownership truly affordable for average working families, especially in today's economy.

Proud Ground's permanently affordable homeownership program has 20 households on its wait list who want to own a home in Clackamas County, and I know that there would be hundreds more if the County provided funding for homeownership that is truly affordable. Proud Ground's median 2015 sales price of $153,000 is affordable for hardworking families who are priced out of today's market and I strongly urge you to prioritize funding for this program so all kinds of people, with a variety of jobs and incomes, can settle in Clackamas County and really call it home.

Thank you for your consideration,

Michael R. Silvey
17330 Canyon Court
Lake Oswego, Oregon
503.697.0739

Appendix E – ESG Policy Manual

Continuum of Care (CoC) and
Emergency Solutions Grant Program (ESG)
2015 Policy Manual

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Program Overview

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

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

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

ESG provider sub-recipients are selected through a Request for Proposals process conducted by Clackamas County Housing and Community Development Division at least every three years.

The Clackamas County Continuum of Care (CoC) is a consortium of individuals and organizations with the common purpose of planning for a housing and services continuum for people who are homeless.
The mission of the Clackamas County CoC is to facilitate the development of a continuum of housing and services that provide sufficient opportunities to significantly mitigate homelessness in Clackamas County, via:

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

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

ESG provider sub-recipient contracts also include many ESG program requirements. Each ESG and CoC provider may decide to set standards for their homeless services that

exceed these minimum standards, but will at the very least comply with the following Clackamas County Homeless Services General Standards:

General Standards:

1. COORDINATED ASSESSMENT:

Minimum standards for the coordinated access and assessment system are:

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

2. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS):

Minimum standards for CoC and ESG data are:

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

3. PERFORMANCE MEASUREMENT

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

a. Ending Chronic Homelessness – Have providers met commitments made to HUD or have any new chronic persons been housed? (permanent housing projects)
b. Housing Stability – Have participants stayed in or moved to permanent housing? (transitional housing projects)
c. Jobs and Income Growth – Have participants increased their income? (all projects)
d. Mainstream Benefits – Have participants gotten access to services? (all projects)
e. Rapid Re-Housing – Have families been appropriately housed as quickly as possible? (RRH projects)
f. At least 30% of people exiting shelters go to transitional or permanent housing (shelter providers).

4. EDUCATION OF CHILDREN 24 CFR 578.23 (c) 7

Clackamas County CoC strongly values education, believing that increased educational attainment lowers risk of future homelessness. ESG and CoC programs shall inform parents and unaccompanied youth of their educational rights, take the educational needs of children into account when families are placed in housing and will, to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt such children's education. Providers and homeless school liaisons coordinate schooling for each school-age child, reducing school migration and connecting students to services.

5. FAMILY UNITY

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

6. DEFINITION OF FAMILY

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

(1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or,

(2) A group of persons residing together, and such group includes, but is not limited to:

a. A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);

b. An elderly family;

c. A near-elderly family;

d. A disabled family;

e. A displaced family; and,

f. The remaining member of a tenant family.

In general, this definition of "family" applies to both the ESG and CoC Program rules. However, the McKinney-Vento Act, as amended by the HEARTH Act, distinguishes individuals from families. Therefore, paragraph (1) of the definition of family under the Equal Access Rule is considered an individual under the CoC and ESG programs and the definition of family for these programs is defined as follows:

Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child

who is temporarily away from the home because of placement in foster care is considered a member of the family.

7. REASONABLE ACCOMMODATIONS

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

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

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

8. TERMINATION OF ASSISTANCE (24 CFR Part 578.91(a))

Minimum standards for termination of assistance are:

- **In general** – If a program violation occurs and the provider terminates assistance as a result, the termination shall follow an established process that recognizes the rights of the individuals affected. Termination shall only occur in the most severe cases.
- **Program participants receiving rental assistance or housing relocation or stabilization services** – When terminating rental assistance or housing relocation and stabilization services, the required formal process shall minimally consist of:
    - Written notice clearly stating the reasons for termination;
    - A review of the decision that gives the participant opportunity to present objections to the decision maker; and
    - A prompt written final notice.

- **Ability to provide further assistance** – Termination will not bar the provider from providing later additional assistance to the same family or individual.

9. GRIEVANCE PROCESS (24 CFR Part 578.91(b))

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

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

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

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

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

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

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

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

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

4. Participant share of RRH assistance. The CoC standard for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance: CoC providers shall consider the income information for the last 30 days collected at intake and during the coordinated assessment to determine

the percentage or amount each program participant must pay while receiving assistance. The determination will be documented in the client file. Participants will pay no more than 30% of their household income for rent per 24 CFR 578.77 (c).

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

ESG Standards - 24 CFR 576.400 (e):

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

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

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

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

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

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

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

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

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

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

a. Homeless Prevention Households will be re-certified for continued eligibility every 3 months.

b. Rapid Re-Housing Households will be re-certified annually.

4. Income Determination and Requirements

a) Income Eligibility

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

prevention assistance, applicants must have an annual income below 30% AMI at time of intake.

b) Calculating Gross Annual Income

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

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

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

5. STREET OUTREACH STANDARDS

MINIMUM STANDARDS:

Targeting/Engagement:

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

Assessment/Service Provision/Referral/Prioritization:

- Individuals and families shall be offered an initial need and eligibility assessment and qualifying program participants, including those meeting special population criteria, will be offered the following Street Outreach services, as needed and appropriate: engagement, case management, emergency health and mental health, transportation services.

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

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

6. EMERGENCY SHELTER STANDARDS

MINIMUM STANDARDS:

Admission:

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

Assessment:

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

Prioritization/Diversion/Referral:

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

Reassessment:

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

Discharge/Length of Stay:

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

Safety and Shelter Safeguards for Special Populations:

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

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

7. HOMELESSNESS PREVENTION AND RAPID RE-HOUSING STANDARDS (24 CFR 576.103 and 104)

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

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

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

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

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

PARTICIPANT CONTRIBUTION TO RENT:
Minimum standards for determining what percentage or amount of rent and utilities costs each program participant shall pay while receiving homelessness prevention or rapid re-housing assistance:

- Participants shall pay <u>at least 10% but no more than 50%</u> of their adjusted gross income to rent and utilities based on the household income level established upon intake or when re-evaluated. Any additional requirements regarding the

percentage or amount of rent and utilities costs each program participant shall pay shall be determined by the individual service provider's policies and clearly communicated to program participants.

- Participant's income shall be verified prior to approval for initial and additional financial assistance. Documentation of the participant's income and expenses, including how the participant is contributing to housing costs, if at all, shall be maintained in participant's file. This file shall also contain a plan to sustain housing following the assistance, including either a plan to increase income or decrease expenses or both. 24 CFR 576.400 (e) (vii)

RENTAL ASSISTANCE DURATION AND ADJUSTMENT (24 CFR 576.105): Minimum standards for determining how long a particular program participant shall be provided with rental assistance and whether and how the amount of that assistance shall be adjusted over time:

- Participants receive approval for the minimum amount of financial assistance necessary to prevent the current episode homelessness. If short-term (1-3 months) or medium-term (4-12 months) is determined to be needed, documentation of financial need shall be kept in the participant's file for each month of financial assistance received. Participants shall not be approved for more rental assistance than can be justified given their income and expenses at a given time.

- Any additional requirements regarding how long a program participant shall be provided with rental assistance and whether and how the amount of that assistance shall be adjusted over time shall be determined by the individual service provider's policies and clearly communicated to program participants.

SERVICE TYPE, AMOUNT & DURATION:
Per 24 CFR 576.400 e (viii) the minimum standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant:

Financial Assistance:

No Use with other subsidies – Payment for Financial Assistance costs shall not be provided to a participant who is receiving the same type of financial assistance through other public sources or to a participant who has been provided with replacement housing payments under the URA, during the period of time covered by the URA payments.

Rental application fees – Payment shall only be made for fees charged by the owner to all applicants.

Security deposits – Payment shall not exceed two (2) month's rent.

Last month's rent – Payment shall not exceed one (1) month's rent and shall be included in calculating the participant's total rental assistance.

Utility deposits – Payment shall only be made for gas, electric, water and sewage deposits.

Utility payments:

- Payment shall not exceed 24 months per participant, including no more than 6 months of utility payments in arrears, per service.
- A partial payment counts as 1 month.
- Payment shall only be made if the utility account is in the name of the participant or a member of the same household.
- Payment shall only be made for gas, electric, water and sewage costs.
- Participants shall not receive more than 24 months of utility assistance within any 3-year period.

Moving costs – Payment shall only be made for temporary storage fees accrued after the date the participant begins receiving housing relocation and stabilization services and prior to the date the participant moves into permanent housing. Payment shall not be made for storage fees in arrears.

Housing Relocation and Stabilization Services (24 CFR 576.105 and 576.400 e (ix)):

Housing search and placement services – Payment shall only be made for assisting participants to locate, obtain and retain suitable permanent housing through provision of the following services:

- Assessment of housing barriers, needs and preferences
- Development of an action plan for locating housing
- Housing search
- Outreach to and negotiation with owners
- Assistance with submitting rental applications and understanding leases
- Assessment of housing for compliance with ESG requirements for habitability, lead-based paint and rent reasonableness
- Assistance with obtaining utilities and making moving arrangements
- Tenant counseling

Payment for housing search and placement services shall not exceed 24 months during any 3-year period.

Housing stability case management – Payment shall only be made for assessing, arranging, coordinating and monitoring the delivery of individualized services to facilitate housing stability for a participant who resides in permanent housing or to assist a participant in overcoming immediate barriers to obtaining housing through provision of the following services:

- Using the centralized or coordinated assessment system
- Conducting the initial evaluation, including verifying and documenting participant eligibility
- Counseling

- Developing, securing and coordinating services and obtaining Federal, State and local benefits
- Monitoring and evaluating participant progress
- Providing information and referral to other providers
- Developing an individualized housing and service plan
- Conducting re-evaluations

Payment for housing stability case management services provided while the participant is seeking permanent housing shall not exceed 30 days.

Payment for housing stability case management services provided while the participant is living in permanent housing shall not exceed 24 months.

Mediation – Payment shall only be made for the cost of mediation between the participant and the owner or person with whom the participant is living, if it is necessary to prevent the participant from losing the permanent housing where he/she resides. Payment for mediation services shall not exceed 24 months during any 3-year period.

Legal services – Payment shall only be made for the cost of legal services, if they are necessary to resolve a legal problem that prohibits the participant from obtaining permanent housing or will likely result in the participant losing the permanent housing where he/she resides. Payment for legal services shall not exceed 24 months during any 3-year period.

Credit repair – Payment shall only be made for the cost of assisting the participant in obtaining skills related to household budgeting, managing money, accessing a free personal credit report and resolving personal credit problems. Payment will not be made for a debt or modification of a debt. Payment for credit repair services shall not exceed 24 months during any 3-year period.

- **Rental Assistance** (24 CFR 576.106)**:** Payment shall not exceed 24 months total during a 3-year period in tenant-based or project-based housing.
- Payment for short-term rental assistance shall not exceed 3 months.
- Payment for medium-term rental assistance shall be for more than 3 months, but shall not exceed 24 months.
- Payment for rent arrears shall not exceed 6 months and shall be a one-time payment, including any late fees.
- Except for a one-time payment of rental arrears on the participant's portion, payment shall not be provided to a participant who is receiving tenant-based rental assistance or living in a unit receiving project-based assistance or to a

participant who has been provided with replacement housing payments under the URA, during the period of time covered by the URA payments.

- Payment shall not exceed the Fair Market Rent established by HUD per 24 CFR 888 and shall comply with HUD's standard of rent reasonableness detailed in 24 CFR 982.507.
- Calculation of the rental payment amount shall only include monthly rent for the unit, any occupancy fees under the lease (except for pet and late fees) and if the participant pays separately for utilities, the monthly utility allowance established by the public housing authority for the area in which the housing is located.

- Payment for shall only be made when there is a rental assistance agreement between the agency and the owner, which sets forth the terms under which rental assistance will be provided, including the prior requirements; a requirement that the owner provide the subrecipient with a copy of any notice to vacate given to the participant or any complaint used to commence an eviction action; and the same payment due date, grace period and late payment penalty requirement as the participant's lease.
- Payment of any late payment penalties incurred by the agency shall not be claimed for reimbursement by ESG.
- Payment shall only be made when there is a legally binding, written lease for the rental unit between the participant and the owner, except for payment of rental arrears.
- The rental unit must meet minimum habitability standards per 24 CFR 576.403. See Attachment C.

Tenant-Based Rental Assistance

The rental assistance agreement with the unit owner shall be terminated without further payment if:

- The participant moves out of the unit
- The lease terminates and is not renewed
- The participant becomes ineligible to receive ESG rental assistance

Project-Based Rental Assistance

Payment shall only be made under the following conditions:

- The lease has an initial term of one year
- The rental assistance agreement covers one or more permanent housing units in the same building
- Each unit covered by the agreement is only occupied by participants

- Payment of no more than 100% of the first month's rent will be made for that month, if the participant signs a lease and moves into the unit before the end of that first month of occupancy.

Any additional requirements regarding the type, amount, and duration of housing stabilization and/or relocation services that will be provided to a program participant, including any limitations shall be determined by the individual service provider's policies and clearly communicated to program participants.

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

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

Eligibility:

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

End of ESG Standards

ATTACHMENT A–1

Homeless Definition

CRITERIA FOR DEFINING HOMELESS	**Category 1**	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing

ATTACHMENT A-2

Homeless Definition

RECORDKEEPING REQUIREMENTS	**Category 1**	Literally Homeless	• Written observation by the outreach worker; or • Written referral by another housing or service provider; or • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; • For individuals exiting an institution—one of the forms of evidence above and: o discharge paperwork or written/oral referral, or o written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution
	Category 2	Imminent Risk of Homelessness	• A court order resulting from an eviction action notifying the individual or family that they must leave; or • For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; or • A documented and verified oral statement; and • Certification that no subsequent residence has been identified; and • Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing
	Category 3	Homeless under other Federal statutes	• Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and • Certification of no PH in last 60 days; and • Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; and • Documentation of special needs or 2 or more barriers
	Category 4	Fleeing/ Attempting to Flee DV	• *For victim service providers*: o An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. • *For non-victim service providers:* o Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and o Certification by the individual or head of household that no subsequent residence has been identified; and o Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

ATTACHMENT A-3

Homeless Definition

ELIGIBILITY BY COMPONENT (Emergency Solutions Grants Program)	**Street Outreach**	Individuals defined as Homeless under the following categories are eligible for assistance in SO: • Category 1 – Literally Homeless • Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1) SO projects have the following additional limitations on eligibility within Category 1: • Individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter
	Emergency Shelter	Individuals and Families defined as Homeless under the following categories are eligible for assistance in ES projects: • Category 1 – Literally Homeless • Category 2 – Imminent Risk of Homeless • Category 3 – Homeless Under Other Federal Statutes • Category 4 – Fleeing/Attempting to Flee DV
	Rapid Re-housing	Individuals defined as Homeless under the following categories are eligible for assistance in RRH projects: • Category 1 – Literally Homeless • Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1)
	Homelessness Prevention	Individuals and Families defined as Homeless under the following categories are eligible for assistance in HP projects: • Category 2 –Imminent Risk of Homeless • Category 3 – Homeless Under Other Federal Statutes • Category 4 – Fleeing/Attempting to Flee DV Individuals and Families who are defined as At Risk of Homelessness are eligible for assistance in HP projects. HP projects have the following additional limitations on eligibility with homeless and at risk of homeless: • Must only serve individuals and families that have an annual income below 30% of AMI

ATTACHMENT A-4

Homeless Definition

ELIGIBILITY BY COMPONENT (Projects Funded in FY 2011 CoC Competition – SHP and S+C Programs)		
	Supportive Services Only	Individuals and Families defined as Homeless under the following categories are eligible for assistance in SSO projects: • Category 1 – Literally Homeless • Category 2 – Imminent Risk of Homeless • Category 3* – Homeless Under Other Federal Statutes • Category 4 – Fleeing/Attempting to Flee DV
	Safe Havens	Individuals defined as Homeless under the following categories are eligible for assistance in SH projects: • Category 1 – Literally Homeless SH projects have the following additional NOFA limitations on eligibility within Category 1: • Must serve individuals only • Individual must have a severe mental illness • Individual must be living on the streets and unwilling or unable to participate in supportive services
	Transitional Housing	Individuals and Families defined as Homeless under the following categories are eligible for assistance in TH projects: • Category 1 – Literally Homeless • Category 2 – Imminent Risk of Homeless • Category 3* – Homeless Under Other Federal Statutes • Category 4 – Fleeing/Attempting to Flee DV
	Permanent Supportive Housing	Individuals and families defined as Homeless under the following categories are eligible for assistance in PSH projects: • Category 1 – Literally Homeless • Category 4 – Fleeing/Attempting to Flee DV PSH projects have the following additional NOFA limitations on eligibility within Category 1: • Individuals and Families coming from TH must have originally come from the streets or emergency shelter • Individuals and Families must also have an individual family member with a disability Projects that are dedicated chronically homeless projects, including those that were originally funded as Samaritan Bonus Initiative Projects must continue to serve chronically homeless persons exclusively

* Projects must be located within a CoC that has received HUD approval to serve this category. For more information about receiving HUD approval, please read: **Notice on Limitation on Use of Funds to Serve Persons Defined as Homeless Under Other Federal Laws**

ATTACHMENT B

Emergency Solutions Grants (ESG)
Program Components Quick Reference

ESG funds can be used to provide a wide range of services and supports under the five program **components**: Street Outreach, Emergency Shelter, Rapid Re-Housing, Homelessness Prevention, and HMIS. Each component is described in the tables below, accompanied by a list of corresponding ESG activities. Activities, as opposed to components, include the component plus the activity type. While administration is a not a component, it is considered an activity type*. **Always refer to the program regulations at 24 CFR part 576 for complete information about all eligible costs and program requirements.**

Street Outreach Component. These activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services. § 576.101	
Activity types:	
• Engagement • Case Management • Emergency Health Services	• Emergency Mental Health Services • Transportation • Services for Special Populations

Emergency Shelter Component. These activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. § 576.102			
Essential Services	Renovation (also includes Major Rehab and Conversion)	Shelter Operations	Assistance Required Under the Uniform Relocation and Real Property Acquisition Act of 1970 (URA)
Activity types: • Case management • Child Care • Education Services • Employment Assistance and Job Training • Outpatient Health Services • Legal Services • Life Skills Training • Mental Health Services • Substance Abuse Treatment Services • Transportation • Services for Special Populations	Eligible costs: o Labor o Materials o Tools o Other costs for renovation (including rehab or conversion)	Eligible costs: o Maintenance o Rent o Security o Fuel o Equipment o Insurance o Utilities o Food o Furnishings o Supplies necessary for shelter operation o Hotel/Motel Vouchers	Eligible costs: o Relocation payments o Other assistance to displaced persons

ATTACHMENT B

Rapid Re-Housing Component. These activities are designed to move homeless people quickly to permanent housing through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.104		
Rental Assistance**	**Housing Relocation and Stabilization Services**	
	Financial Assistance	**Services Costs**
Activity types: • Short-term rental assistance • Medium-term rental assistance • Rental arrears **Rental assistance can be project-based or tenant-based.	Activity types: • Rental Application Fees • Security Deposits • Last Month's Rent • Utility Deposits • Utility Payments • Moving Costs	Activity types: • Housing Search and Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair

Homelessness Prevention Component. These activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.103		
Rental Assistance**	**Housing Relocation and Stabilization Services**	
	Financial Assistance	**Services Costs**
Activity types: • Short-term rental assistance • Medium-term rental assistance • Rental arrears **Rental assistance can be project-based or tenant-based.	Activity types: • Rental Application Fees • Security Deposits • Last Month's Rent • Utility Deposits • Utility Payments • Moving Costs	Activity types: • Housing Search and Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair

HMIS Component. These activities are designed to fund ESG recipients' and subrecipients' participation in the Continuum of Care HMIS collection and analyses of data on individuals and families who are homeless and at-risk of homelessness. § 576.107
Eligible costs: o Contributing data to the HMIS designated by the CoC for the area; o HMIS Lead (as designated by the CoC) costs for managing the HMIS system; o Victim services or legal services provider costs to establish and operate a comparable database.

***ADMINISTRATIVE ACTIVITIES**. § 576.108 Eligible administrative costs are broadly categorized as follows:

- General management, oversight, and coordination
- Training on ESG requirements
- Consolidated Plan
- Environmental review

ATTACHMENT C

ESG Minimum Habitability Standards for Emergency Shelters and Permanent Housing: Checklists

About this Tool

The Emergency Solutions Grants (ESG) Program Interim Rule establishes different habitability standards for emergency shelters and for permanent housing (the Rapid Re-housing and Homelessness Prevention components).

- **Emergency Shelter Standards.**
  - Emergency shelters that receive ESG funds for renovation or shelter operations must meet the minimum standards for safety, sanitation, and privacy provided in §576.403(b).
  - In addition, emergency shelters that receive ESG funds for renovation (conversion, major rehabilitation, or other renovation) also must meet state or local government safety and sanitation standards, as applicable.
- **Permanent Housing Standards.** The recipient or subrecipient cannot use ESG funds to help a program participant remain in or move into housing that does not meet the minimum habitability standards under §576.403(c). This restriction applies to all activities under the Homelessness Prevention and Rapid Re-housing components.

Recipients and subrecipients must document compliance with the applicable standards. Note that these checklists do not cover the requirements to comply with the Lead-Based Paint requirements at §576.403(a). For more discussion about how and when the standards apply, see ***ESG Minimum Standards for Emergency Shelters and Permanent Housing,*** located at http://OneCPD.info/esg.

The checklists below offer an optional format for documenting compliance with the appropriate standards. These are intended to:

1. Provide a clear summary of the requirements and an adaptable tool so recipients and subrecipients can formally assess their compliance with HUD requirements, identify and carry out corrective actions, and better prepare for monitoring visits by HUD staff.
2. Provide a tool for a recipient to monitor that its subrecipient is in compliance with HUD requirements. Where non-compliance is identified, the ESG recipient can use this information to require or assist the subrecipient to make necessary changes.

Prior to beginning the review, the subrecipient should organize relevant files and documents to help facilitate their review. For instance, this may include local or state inspection reports (fire-safety, food preparation, building/occupancy, etc.), or policy and procedure documents related to emergency shelter facility maintenance or renovations.

Carefully read each statement and indicate the shelter's or unit's status for each requirement (Approved or Deficient). Add any comments and corrective actions needed in the appropriate box. The reviewer should complete the information about the project, and sign and date the form. This template includes space for an "approving official," if the recipient or subrecipient has designated another authority to approve the review. When the assessment is complete, review it with program staff and develop an action plan for addressing any areas requiring corrective action.

ATTACHMENT C

Minimum Standards for Emergency Shelters

Instructions: Place a check mark in the correct column to indicate whether the property is approved or deficient with respect to each standard. A copy of this checklist should be placed in the shelter's files.

Approved	Deficient	Standard *(24 CFR part 576.403(b))*
		1. *Structure and materials*: a. The shelter building is structurally sound to protect the residents from the elements and not pose any threat to the health and safety of the residents. b. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance uses Energy Star and WaterSense products and appliances.
		2. *Access*. Where applicable, the shelter is accessible in accordance with: a. Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; b. The Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and c. Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and 28 CFR part 35.
		3. *Space and security*: Except where the shelter is intended for day use only, the shelter provides each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.
		4. *Interior air quality*: Each room or space within the shelter has a natural or mechanical means of ventilation. The interior air is free of pollutants at a level that might threaten or harm the health of residents.
		5. *Water Supply*: The shelter's water supply is free of contamination.
		6. *Sanitary Facilities*: Each program participant in the shelter has access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
		7. *Thermal environment*: The shelter has any necessary heating/cooling facilities in proper operating condition.
		8. *Illumination and electricity*: a. The shelter has adequate natural or artificial illumination to permit normal indoor activities and support health and safety. b. There are sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
		9. *Food preparation*: Food preparation areas, if any, contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
		10. *Sanitary conditions*: The shelter is maintained in a sanitary condition.
		11. *Fire safety*: a. There is at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors are located near sleeping areas. b. All public areas of the shelter have at least one working smoke detector. c. The fire alarm system is designed for hearing-impaired residents. d. There is a second means of exiting the building in the event of fire or other emergency.
		12. If ESG funds were used for renovation or conversion, the shelter meets state or local government safety and sanitation standards, as applicable.
		13. Meets additional recipient/subrecipient standards (if any).

ATTACHMENT C

CERTIFICATION STATEMENT

I certify that I have evaluated the property located at the address below to the best of my ability and find the following:

☐ Property meets all of the above standards.

☐ Property does not meet all of the above standards.

COMMENTS:

ESG Recipient Name: _____

ESG Subrecipient Name (if applicable): _____

Emergency Shelter Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Evaluator Signature: _____ Date of review: _____

Evaluator Name: _____

Approving Official Signature (if applicable): _____ Date: _____

Approving Official Name (if applicable): _____

ATTACHMENT C

Minimum Standards for Permanent Housing

Instructions: Place a check mark in the correct column to indicate whether the property is approved or deficient with respect to each standard. The property must meet all standards in order to be approved. A copy of this checklist should be placed in the client file.

Approved	Deficient	**Standard** *(24 CFR part 576.403(c))*
		1. *Structure and materials*: The structure is structurally sound to protect the residents from the elements and not pose any threat to the health and safety of the residents.
		2. *Space and security*: Each resident is provided adequate space and security for themselves and their belongings. Each resident is provided an acceptable place to sleep.
		3. *Interior air quality*: Each room or space has a natural or mechanical means of ventilation. The interior air is free of pollutants at a level that might threaten or harm the health of residents.
		4. *Water Supply*: The water supply is free from contamination.
		5. *Sanitary Facilities*: Residents have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
		6. *Thermal environment*: The housing has any necessary heating/cooling facilities in proper operating condition.
		7. *Illumination and electricity*: The structure has adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There are sufficient electrical sources to permit the safe use of electrical appliances in the structure.
		8. *Food preparation*: All food preparation areas contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
		9. *Sanitary condition*: The housing is maintained in sanitary condition.
		10. *Fire safety*: a. There is a second means of exiting the building in the event of fire or other emergency. b. The unit includes at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors are located, to the extent practicable, in a hallway adjacent to a bedroom. c. If the unit is occupied by hearing-impaired persons, smoke detectors have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person. d. The public areas are equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.
		11. Meets additional recipient/subrecipient standards (if any).

ATTACHMENT C

CERTIFICATION STATEMENT

I certify that I have evaluated the property located at the address below to the best of my ability and find the following:

☐ Property meets all of the above standards.

☐ Property does not meet all of the above standards.

COMMENTS:

ESG Recipient Name: _____

ESG Subrecipient Name: _____

Program Participant Name: _____

Street Address: _____

Apartment: _____

City: _____ State: _____ Zip: _____

Evaluator Signature: _____ Date of review: _____

Evaluator Name: _____

Approving Official Signature (if applicable): _____ Date: _____

Approving Official Name (if applicable): _____

ATTACHMENT D

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

Special Attention of:	**Notice: CPD-14-012**
All Secretary's Representatives	**Issued:** July 28, 2014
All Regional Directors for CPD	**Expires:** This Notice is effective until it is amended, superseded, or rescinded
All CPD Division Directors	
Continuums of Care (CoC)	
Recipients of the Continuum of Care (CoC) Program	**Cross Reference:** 24 CFR Parts 578 and 42 U.S.C. 11381, *et seq.*

Subject: Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status

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I. Purpose

This Notice provides guidance to Continuums of Care (CoC) and recipients of Continuum of Care (CoC) Program (24 CFR part 578) funding for permanent supportive housing (PSH) regarding the order in which eligible households should be served in **all** CoC Program-funded PSH. This Notice also establishes recordkeeping requirements for all recipients of CoC Program-funded PSH that includes beds that are required to serve persons experiencing chronic homelessness as defined in 24 CFR 578.3, in accordance with 24 CFR 578.103.

A. Background

In June 2010, the Obama Administration released *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness* (*Opening Doors*), in which HUD and its federal partners set goals to end Veteran and chronic homelessness by 2015, and end family and youth homelessness by 2020. Ending chronic homelessness is the first goal of *Opening Doors* and is a top priority for HUD. Although progress has been made there is still a long way to go. In 2013, there were still 109,132 people identified as chronically homeless in the United States. In order to meet the first goal of *Opening Doors*–ending chronic homelessness–it is critical that CoCs ensure that limited resources awarded through the CoC Program Competition are being used in the most effective manner and that households that are most in need of assistance are being prioritized.

Since 2005, HUD has encouraged CoCs to create new PSH dedicated for use by persons experiencing chronic homelessness (herein referred to as dedicated PSH). As a result, the number of dedicated PSH beds for persons experiencing chronic homelessness has increased from 24,760 in 2007 to 51,142 in 2013. This increase has contributed to a 25 percent decrease in the number of chronically homeless persons reported in the Point-in-Time Count between 2007 and 2013. Despite the overall increase in the number of dedicated PSH beds, this only represents 30 percent of all CoC Program-funded PSH beds.

To ensure that all PSH beds funded through the CoC Program are used as strategically and effectively as possible, PSH needs to be targeted to serve persons with the highest needs and greatest barriers towards obtaining and maintaining housing on their own–persons experiencing chronic homelessness. HUD's experience has shown that many communities and recipients of CoC Program-funded PSH continue to serve persons on a "first-come, first-serve" basis and/or based on tenant selection processes that screen-in those who are most likely to succeed. These approaches to tenant selection have not been effective in reducing chronic homelessness, despite the increase in the number of PSH beds nationally.

B. Goal of this Notice

The overarching goal of this Notice is to ensure that the homeless individuals and families with the most severe service needs within a community are prioritized in PSH, which will also increase progress towards the Obama Administration's goal of ending chronic homelessness. In order to guide CoCs in ensuring that all CoC Program-funded PSH beds are used most effectively, this Notice establishes an order of priority which CoCs are strongly encouraged to adopt and incorporate into the CoC's written standards and

coordinated assessment system. With adoption by CoCs and incorporation into the CoC's written standards, **all** recipients of CoC Program-funded PSH must then follow this order of priority, consistent with their current grant agreement, which will result in this intervention being targeted to the persons who need it the most. Such adoption and incorporation will ensure that persons are housed appropriately and in the order provided in this Notice.

HUD seeks to achieve three goals through this Notice:

1. Establish an order of priority for dedicated and prioritized PSH beds which CoCs are encouraged to adopt in order to ensure that those persons with the most severe service needs are given first priority.

2. Inform the selection process for PSH assistance not dedicated or prioritized for chronic homelessness to prioritize persons who do not yet meet the definition of chronic homelessness but are most at risk of becoming chronically homeless.

3. Provide uniform recordkeeping requirements for all recipients of CoC Program-funded PSH for documenting chronically homeless status of program participants when required to do so as well as provide guidance on recommended documentation standards that CoCs may require of its recipients of CoC Program-funded PSH if the priorities included in the Notice are adopted by the CoC.

C. Applicability

The guidance in this Notice is provided to all CoCs and all recipients and subrecipients–the latter two groups referred to collectively as recipients of CoC Program-funded PSH. CoCs are encouraged to incorporate the order of priority described in this Notice into their written standards, in accordance with the CoC Program interim rule at 24 CFR 578.7(a)(9) and 24 CFR 578.93, for CoC Program-funded PSH. Upon incorporation of the order of priority into written standards CoCs may then require recipients of CoC Program-funded PSH to follow the order of priority in accordance with the CoC's revised written standards and this Notice and in a manner consistent with their current grant agreement.

D. Key Terms

1. **Housing First.** Housing First is an approach in which housing is offered to people experiencing homelessness without preconditions (such as sobriety, mental health treatment, or a minimum income threshold) or service participation requirements and in which rapid placement and stabilization in permanent housing are primary goals. PSH projects that use a Housing First approach promote the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. HUD encourages all recipients of CoC Program-funded PSH to follow a Housing First approach to the maximum extent practicable. Any recipient that indicated that they would follow a Housing First approach in the FY 2013 CoC Project Application must do so for both the FY 2013 and FY 2014 operating year(s), as the CoC score for the FY 2013–FY 2014 CoC Program Competition was affected by the extent in which project applications indicated that they would follow this approach and this requirement will be incorporated into the recipient's FY 2013 and FY 2014 grant agreement.

HUD recognizes that this approach may not be applicable for all program designs, particularly for those projects formerly awarded under the SHP or SPC programs which were permitted to target persons with specific disabilities (e.g., "sober housing").

2. **Chronically Homeless.** The definition of "chronically homeless" currently in effect for the CoC Program is that which is defined in the CoC Program interim rule at 24 CFR 578.3, which states that a chronically homeless person is:

   (a) An individual who:

      i. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

      ii. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and

      iii. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

   (b) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition [as described in Section I.D.2.(a) of this Notice], before entering that facility; or

   (c) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition [as described in Section I.D.2.(a) of this Notice, including a family whose composition has fluctuated while the head of household has been homeless.

3. **Severity of Service Needs.** This Notice refers to persons who have been identified as having the most severe service needs.

   (a) For the purposes of this Notice, this means an individual for whom at least one of the following is true:

      i. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; or

      ii. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing.

Severe service needs as defined in paragraphs i. and ii. above should be identified and verified through data-driven methods such as an administrative data match or through the use of a standardized assessment tool that can identify the severity of needs such as the Vulnerability Index (VI), the Service Prioritization Decision Assistance Tool (SPDAT), or the Frequent Users Service Enhancement (FUSE). The determination must not be based on a specific diagnosis or disability type, but only on the severity of needs of the individual.

(b) In states where there is an alternate criteria used by state Medicaid departments to identify high-need, high cost beneficiaries, CoCs and recipients of CoC Program-funded PSH may use similar criteria to determine if a household has severe service needs instead of the criteria defined paragraphs i. and ii. above. However, such determination must not be based on a specific diagnosis or disability type.

II. Dedication and Prioritization of Permanent Supportive Housing Strategies to Increase Number of PSH Beds Available for Chronically Homeless Persons

There are two significant ways in which CoCs can increase progress towards ending chronic homelessness in their communities using only their existing CoC Program-funded PSH:

A. Increase the number of CoC Program-funded PSH beds that are dedicated to persons experiencing chronic homelessness.

Dedicated PSH beds are required through the project's grant agreement to only be used to house persons experiencing chronic homelessness unless there are no persons within the CoC that meet that criteria. If this occurs, the recipient may then follow the order of priority in this Notice if it is adopted by the CoC. The bed will continue to be a dedicated bed, however, so when that bed becomes vacant again it must be used to house a chronically homeless person unless there are still no persons who meet that criterion within the CoC's geographic area. These PSH beds are reported as "CH Beds" on a CoC's Housing Inventory Count (HIC). A CoC may increase the number of CoC Program-funded PSH beds that are dedicated to persons experiencing chronic homelessness when it's recipients of non-dedicated CoC Program-funded PSH request a grant amendment to dedicate one or more of its beds for this purpose. A recipient of CoC Program-funded PSH is prohibited from changing the designation of the bed from dedicated to non-dedicated without a grant agreement amendment. Similarly, if a recipient of non-dedicated PSH intends to dedicate one or more of its beds to the chronically homeless it may do so through a grant agreement amendment.

B. Prioritize non-dedicated PSH beds for use by persons experiencing chronic homelessness.

Prioritization means implementing an admissions preference for chronically homeless persons for CoC Program-funded PSH beds. In the FY 2013-FY 2014 CoC Program Competition, CoCs were scored on the extent to which they were willing to commit to prioritizing chronically homeless persons in a percentage of their non-dedicated PSH beds with the highest points going to CoCs that committed to prioritize the chronically homeless

in 85 percent or more of their non-dedicated CoC Program-funded PSH. Further, project applicants for CoC Program-funded PSH had to indicate the number of non-dedicated beds that would be prioritized for use by persons experiencing chronic homelessness. These projects are now required to prioritize chronically homeless persons in their non-dedicated CoC Program-funded PSH beds for FY 2013 and FY 2014, as the project application is incorporated into the grant agreement. PSH beds that were included in the calculation for the CoCs commitment in the CoC Application cannot revise their FY 2014 application to reduce the number of prioritized beds; however, recipients of PSH that are currently not dedicated to the chronically homeless may choose to prioritize additional beds in the FY 2014 CoC Project Application. All recipients of CoC Program-funded PSH are encouraged to prioritize the chronically homeless as beds become vacant to the maximum extent practicable. CoCs will be expected to meet or exceed the goals established in the FY 2013/FY 2014 CoC Application and should continue to prioritize persons experiencing chronic homelessness in their CoC Program-funded PSH until there are no persons within the CoC's geographic area who meet that criteria. Further, to the extent that CoCs incorporate this order of priority into the CoCs written standards, recipients of CoC Program-funded PSH will also be required to follow this criterion included in those standards.

III. Order of Priority in CoC Program-funded Permanent Supportive Housing

A. Order of Priority in CoC Program-funded Permanent Supportive Housing Beds Dedicated to Persons Experiencing Chronic Homelessness and Permanent Supportive Housing Prioritized for Occupancy by Persons Experiencing Chronic Homelessness

1. As of the date of this Notice, CoCs are encouraged to revise their written standards to include the following order of priority for CoC Program-funded PSH that is either dedicated or prioritized for use by the chronically homeless. If adopted into the CoCs written standards, recipients of CoC Program-funded PSH would then be required to follow the order of priority when selecting participants for housing in accordance with the CoC's revised written standards in accordance with this Notice and in a manner consistent with their current grant agreement. For CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness, the following order of priority is strongly encouraged:

   (a) **First Priority–Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs.** A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

      i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and

ii. The CoC or CoC Program recipient has identified the chronically homeless individual or head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs (see Section I.D.3. of this Notice for definition of severe service needs).

(b) **Second Priority–Chronically Homeless Individuals and Families with the Longest History of Homelessness.** A chronically homeless individual or head of household, as defined in 24 CFR 578.3, for which both of the following are true:

i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and,

ii. The CoC or CoC program recipient has **not** identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

(c) **Third Priority–Chronically Homeless Individuals and Families with the Most Severe Service Needs.** A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

i. The chronically homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the total length of those separate occasions equals less than one year; and

ii. The CoC or CoC program recipient has identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

(d) **Fourth Priority–All Other Chronically Homeless Individuals and Families**. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years,

where the cumulative total length the four occasions is **less than** 12 months; and

ii. The CoC or CoC program recipient has **not** identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

2. Where a CoC or a recipient of CoC Program-funded PSH beds that are dedicated or prioritized is not able to identify chronically homeless individuals and families as defined in 24 CFR 578.3 within the CoC, the order of priority in Section III.B. of this Notice, as adopted by the CoC, may be followed.

3. Recipients of CoC Program-funded PSH should follow the order of priority above while also considering the goals and any identified target populations served by the project. For example, a CoC Program-funded PSH project that is permitted to target homeless persons with a serious mental illness that has been identified as a project that will prioritize a portion or all of its turnover beds to persons experiencing chronic homelessness should follow the order of priority under Section III.A.1. of this Notice to the extent in which persons with serious mental illness meet the criteria.

4. Recipients must exercise due diligence when conducting outreach and assessment to ensure that persons are served in the order of priority in this Notice. HUD recognizes that some persons–particularly those living on the streets or in places not meant for human habitation–might require significant engagement and contacts prior to their entering housing and recipients are not required to keep units remain vacant where there are persons who meet a higher priority within the CoC and who have not yet accepted the PSH opportunities offered to them. Street outreach providers should continue to make attempts to engage those persons and the CoC and CoC Program-funded PSH providers are encouraged to follow a Housing First approach to the maximum extent practicable and for those projects that indicated in the FY 2013 CoC Project Application that they would follow a Housing First approach will be required to do so for both the FY 2013 and FY 2014 operating year(s), as the CoC score for the FY 2013 – FY 2014 CoC Program Competition was affected by the extent in which project applications indicated that they would follow this approach and this requirement will be incorporated into the recipient's FY 2013 and FY 2014 grant agreement. For eligibility in dedicated or prioritized PSH serving chronically homeless households, the individual or head of household must meet all of the applicable criteria to be considered chronically homeless per 24 CFR 578.3.

B. Order of Priority in Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing Chronic Homelessness

1. As of the date of this Notice, CoCs are encouraged to revise their written standards to include the following priorities for non-dedicated and non-prioritized PSH beds. If adopted into the CoCs written standards, recipients of CoC Program-funded PSH would then be required to follow the order of priority when selecting participants for housing in accordance with the CoC's revised written standards included in this Notice and in a

manner consistent with their current grant agreement. CoCs that adopt this order of priority are encouraged to include in the written standards a policy that would allow for recipients of non-dedicated and non-prioritized PSH to offer housing to chronically homeless individuals and families first, but minimally would be required to place otherwise eligible households in an order that prioritizes, in a nondiscriminatory manner, those who would benefit the most from this type of housing, beginning with those most at risk of becoming chronically homeless. For eligibility in non-dedicated and non-prioritized PSH serving non-chronically homeless households, any household member with a disability may qualify the family for PSH.

(a) **First Priority–Homeless Individuals and Families with a Disability with the Most Severe Service Needs.**

An individual or family that is eligible for CoC Program-funded PSH who has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter for any period of time, including persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution **and** has been identified as having the most severe service needs.

(b) **Second Priority–Homeless Individuals and Families with a Disability with a Long Period of Continuous or Episodic Homelessness.** An individual or family that is eligible for CoC Program-funded PSH who has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution and had been living or residing in one of those locations for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months.

(c) **Third Priority–Homeless Individuals and Families with Disability Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters.** An individual or family that is eligible for CoC Program-funded PSH who has been living in a place not meant for human habitation, a safe haven, or an emergency shelter. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution.

(d) **Fourth Priority–Homeless Individuals and Families with a Disability Coming from Transitional Housing.** An individual or family that is eligible for CoC Program-funded PSH who is coming from transitional housing, where prior to residing in the transitional housing lived on streets or in an emergency shelter, or

safe haven. This priority also includes homeless individuals and homeless households with children with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and are living in transitional housing–all are eligible for PSH even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing.

2. Recipients of CoC Program-funded PSH should follow the order of priority above, as adopted by the CoC, while also considering the goals and any identified target populations served by the project. For example, in CoC Program-funded PSH where the beds are not dedicated or prioritized and which is permitted to target homeless persons with a serious mental illness should follow the order of priority under Section III.B.1. of this Notice, as adopted by the CoC, to the extent in which persons with serious mental illness meet the criteria.

3. Due diligence should be exercised when conducting outreach and assessment to ensure that persons are served in the order of priority in this Notice, and as adopted by the CoC. HUD recognizes that some persons–particularly those living on the streets or in places not meant for human habitation–might require significant engagement and contacts prior to their entering housing and recipients are not required to keep units vacant where there are persons who meet a higher priority within the CoC and who have not yet accepted the PSH opportunities offered to them. Street outreach providers should continue to make attempts with those persons using a Housing First approach to place as few conditions on a person's housing as possible.

IV. Using a Coordinated Assessment and a Standardized Assessment Tool or Process to Determine Eligibility and Establish a Prioritized Waiting List

A. Coordinated Assessment Requirement

Provisions at 24 CFR 578.7(a)(8) requires that each CoC, in consultation with recipients of Emergency Solutions Grants (ESG) program funds within the CoC's geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. CoCs that adopt the order of priority in Section III of this Notice into the CoC's written standards are strongly encouraged to use their coordinated assessment system in order to ensure that there is a single prioritized waiting list for all CoC Program-funded PSH within the CoC. Under no circumstances shall the order of priority be based upon diagnosis or disability type, but instead on the severity of needs of an individual or family.

B. Written Standards for Creation of a Single Prioritized Waiting List for PSH

CoCs are also encouraged to include in their policies and procedures governing their coordinated assessment system, a requirement that all CoC Program-funded PSH accept referrals only through a single prioritized waiting list that is created through the CoCs coordinated assessment process. Adopting this into the CoC's policies and procedures for coordinated assessment would further ensure that CoC Program-funded PSH is being used most effectively, which is one of the goals in this Notice. This would also allow for

recipients of CoC Program funds for PSH to maintain their own waiting lists, but all households would be referred olds to each of those project-level waiting lists based on where they fall on the prioritized list and not on the date in which they first applied for housing assistance.

C. Standardized Assessment Tool Requirement

CoCs must utilize a standardized assessment tool, in accordance with 24 CFR 578.3, or process. Appendix A of this Notice–*Coordinated Assessment Tool and Implementation: Key Considerations*–provides recommended criteria for a quality coordinated assessment process and standardized assessment tool.

D. Nondiscrimination Requirements

CoCs and recipients of CoC Program-funded PSH must continue to comply with the nondiscrimination provisions of Federal civil rights laws, including, but not limited to, the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Titles II or III of the Americans with Disabilities Act, as applicable.

V. Recordkeeping Requirements

This Notice establishes recordkeeping requirements for all recipients of CoC Program-funded PSH that are required to document a program participant's status as chronically homeless as defined in 24 CFR 578.3 and in accordance with 24 CFR 578.103. Further, HUD expects that where CoCs have adopted the orders of priority in Section III. of this Notice into their written standards, the CoC as well as recipients of CoC Program-funded PSH, will maintain evidence of implementing these priorities.

A. CoC Records

In addition to the records required in 24 CFR 578.103, it is recommended that the CoC should supplement such records with the following:

1. **Evidence of written standards that incorporate the priorities in Section III. of this Notice, as adopted by the CoC.** A CoC adopting the priorities in Section III of this Notice, may be evidenced by written CoC, or subcommittee, meeting minutes where written standards were adopted that incorporate the prioritization standards in this Notice, or an updated, approved, governance charter where the written standards have been updated to incorporate the prioritization standards set forth in this Notice.

2. **Evidence of a standardized assessment tool.** Use of a standardized assessment tool may be evidenced by written policies and procedures referencing a single standardized assessment tool that is used by all CoC Program-funded PSH recipients within the CoC's geographic area.

3. **Evidence that the written standards were incorporated into the coordinated assessment policies and procedures.** Incorporating standards into the coordinated assessment policies and procedures may be evidenced by updated policies and

procedures–that incorporate the updated written standards for CoC Program-funded PSH developed and approved by the CoC.

B. Recipient Recordkeeping Requirements

In addition to the records required in 24 CFR 578.103, recipients of CoC Program-funded PSH that is required by grant agreement to document chronically homeless status of program participants in some or all of its PSH beds must maintain the following records:

1. **Written Intake Procedures.** Recipients must maintain and follow written intake procedures to ensure compliance with the definition of chronically homeless per 24 CFR 578.3. These procedures must establish the order of priority for obtaining evidence as: (1) third-party documentation, (2) intake worker observations, and (3) certification from the person seeking assistance. Records contained in an HMIS or comparable database used by victim service or legal service providers are acceptable evidence of third-party documentation and intake worker observations if the HMIS retains an auditable history of all entries, including the person who entered the data, the date of entry, and the change made; and if the HMIS prevents overrides or changes of the dates entries are made.

2. **Evidence of Chronically Homeless Status.** Recipients of CoC Program-funded PSH whose current grant agreement includes beds that are dedicated or prioritized to the chronically homeless must maintain records evidencing that the individuals or families receiving the assistance in those beds meets the definition for chronically homeless at 24 CFR 578.3. Such records must include evidence of the homeless status of the individual or family (paragraphs (1)(i) and (1)(ii) of the definition), the duration of homelessness (paragraph (1)(ii) of the definition), and the disabling condition (paragraph (1)(iii) of the definition). When applicable, recipients must also keep records demonstrating compliance with paragraphs (2) and (3) of the definition.

   (a) **Evidence of homeless status.** Evidence of an individual or head of household's current living situation may be documented by a written observation by an outreach worker, a written referral by housing or service provider, or a certification by the household seeking assistance that demonstrates that the individual or head of household is currently homeless and living in a place not meant for human habitation, in an emergency shelter, or a safe haven. For paragraph (2) of the definition for chronically homeless at 24 CFR 578.3, for individuals currently residing in an institution, acceptable evidence includes:

      i. Discharge paperwork or a written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the beginning and end dates of the time residing in the institution that demonstrate the person resided there for less than 90 days. All oral statements must be recorded by the intake worker; or

      ii. Where the evidence above is not obtainable, a written record of the intake worker's due diligence in attempting to obtain the evidence described in the paragraph i. above and a certification by the individual seeking

assistance that states that they are exiting or have just exited an institution where they resided for less than 90 days; and

iii. Evidence that the individual was homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter, and met the criteria in paragraph (1) of the definition for chronically homeless in 24 CFR 578.3, immediately prior to entry into the institutional care facility.

(b) Evidence of the duration of the homelessness. Recipients documenting chronically homeless status must also maintain the evidence described in paragraph i. or in paragraph ii. below, and the evidence described in paragraph iii. below:

i. Evidence that the homeless occasion was continuous, for at least one year.

Using any combination of allowable documentation described in Section V.B.2.(a) of this Notice, recipients must provide evidence that the homeless occasion was continuous, for a year period, without a break in living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter. For the purposes of this Notice, a break is considered at least seven or more consecutive nights not residing in a place not meant for human habitation, in shelter, or in a safe haven.

At least 9 months of the 1-year period must be documented by one of the following: (1) HMIS data, (2), a written referral, or (3) a written observation by an outreach worker. In only rare and the most extreme cases, HUD would allow a certification from the individual or head of household seeking assistance in place of third-party documentation for up to the entire period of homelessness. Where third-party evidence could not be obtained, the intake worker must obtain a certification from the individual or head of household seeking assistance, and evidence of the efforts made to obtain third-party evidence as well as documentation of the severity of the situation in which the individual or head of household has been living. An example of where this might occur is where an individual has been homeless and living in a place not meant for human habitation in a secluded area for more than 1 year and has not had any contact with anyone during that entire period.

Note: A single encounter with a homeless service provider on a single day within 1 month that is documented through third-party documentation is sufficient to consider an individual or family as homeless for the entire month unless there is any evidence that the household has had a break in homeless status during that month (e.g., evidence in HMIS of a stay in transitional housing).

ii. Evidence that the household experienced at least four separate homeless occasions over 3 years.

Using any combination of allowable documentation described in Section V.B.2.(a) of this Notice, the recipient must provide evidence that the head of household experienced at least four, separate, occasions of homelessness in the past 3 years.

Generally, at least three occasions must be documented by either: (1) HMIS data, (2) a written referral, or (3) a written observation. Any other occasion may be documented by a self-certification with no other supporting documentation.

In only rare and the most extreme cases, HUD will permit a certification from the individual or head of household seeking assistance in place of third-party documentation for the three occasions that must be documented by either: (1) HMIS data, (2) a written referral, or (3) a written observation. Where third-party evidence could not be obtained, the intake worker must obtain a certification from the individual or head of household seeking assistance, and must document efforts made to obtain third-party evidence, and document of the severity of the situation in which the individual has been living. An example of where this might occur is where an individual has been homeless and living in a place not meant for human habitation in a secluded area for more than one occasion of homelessness and has not had any contact with anyone during that period.

iii. Evidence of diagnosis with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in Section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability. Evidence of this criterion must include one of the following:

(1) Written verification of the condition from a professional licensed by the state to diagnose and treat the condition;

(2) Written verification from the Social Security Administration;

(3) Copies of a disability check (e.g., Social Security Disability Insurance check or Veterans Disability Compensation);

(4) Intake staff (or referral staff) observation that is confirmed by written verification of the condition from a professional licensed by the state to diagnose and treat the condition that is confirmed no later than 45 days of the application for assistance and accompanied with one of the types of evidence above; or

(5) Other documentation approved by HUD.

C. Recordkeeping Recommendations for CoCs that have Adopted the Order of Priority in this Notice.

Where CoCs have incorporated the order of priority in this Notice into their written standards, recipients of CoC Program-funded PSH may demonstrate that they are following the CoC-established requirement by maintaining the following evidence:

1. **Evidence of Cumulative Length of Occasions.** For recipients providing assistance to households using the selection priority in Sections III.A.1.(a) and (b) of this Notice, the recipient must maintain the evidence of each occasion of homelessness as required in Section V.B.2.(b)(2) of this Notice, which establishes how evidence of each occasion of homelessness, when determining whether an individual or family is chronically homeless, may be documented. However, to properly document the length of time homeless, it is important to document the start and end date of each occasion of homelessness and these occasions must cumulatively total a period of 12-months. In order to properly document the cumulative period of time homeless, at least 9 months of the 12-month period must be documented through third-party documentation unless it is one of the rare and extreme cases described in Section V.B.2.b.ii. of this Notice. For purposes of this selection priority, a single encounter with a homeless service provider on a single day within one month that is documented through third-party documentation is sufficient to consider an individual or family as homeless for the entire month unless there is any evidence that the household has had a break in homeless status during that month (e.g., evidence in HMIS of a stay in transitional housing).

2. **Evidence of Severe Service Needs.** Evidence of severe service needs is that by which the recipient is able to determine the severity of needs as defined in Section I.D.3. of this Notice using data-driven methods such as an administrative data match or through the use of a standardized assessment conducted by a qualified professional.

3. **Evidence that the Recipient is Following the CoC's Written Standards for Prioritizing Assistance.** Recipients must follow the CoC's written standards for prioritizing assistance, as adopted by the CoC. In accordance with the CoC's adoption of written standards for prioritizing assistance, recipients must in turn document that the CoC's revised written standards have been incorporated into the recipient's intake procedures and that the recipient is following its intake procedures when accepting new program participants into the project.

VI. Questions Regarding this Notice

Questions regarding this notice should be submitted to HUD's Ask A Question at: www.onecpd.info/get-assistance/my-question.

Appendix A

Coordinated Assessment Process and Standardized Assessment Tool: Key Considerations

A coordinated assessment process is intended to increase and streamline access to housing and services for households experiencing homelessness, matches appropriate levels of housing and services based on their needs, and prioritizes persons with severe service needs for the most intensive interventions. HUD will be issuing guidance regarding the minimum requirements for establishing and operating a coordinated assessment system, as required by 24 CFR 578.7(a)(8), separately. Meanwhile, this Appendix is intended to help inform CoC efforts to implement an effective coordinated assessment *process* and qualities of an effective standardized assessment tool. As stated in Section III of this Notice, the use of both a coordinated assessment process and assessment tool(s) are critical to effectively implement the order of priority described in Section III.A. and III.B., if adopted by the CoC and incorporated into the CoCs written standards.

Recommendations for Effective Implementation of a Coordinated Assessment Process

The coordinated assessment process must incorporate and defer to any funding requirements established under the CoC Program interim rule, ESG Program interim rule, or a Notice of Funding Availability under which a project is awarded. In addition, the following are recommended as the minimum criteria for the effective implementation of a coordinated assessment process.

1. **Standardized**–The assessment process should rely upon a standardized method and criteria to determine the appropriate type of intervention for individuals or families. This standardized process could encompass the CoC-wide use of a standardized assessment tool, as well as data driven methods.

2. **Improves data management**–Individual tracking, resource allocation and planning, system monitoring, and reporting to the community and to funders is improved by use of a common, coordinated assessment tool.

3. **Non-directive**–The recommendations of the tool can be overridden by the judgment of qualified professionals, especially in where there are extenuating circumstances that are not assessed by the tool are relevant to choosing appropriate interventions. Discretion must be exercised in a nondiscriminatory manner consistent with fair housing and civil rights laws and should be subject to appropriate review and documentation (see Section V. of this Notice for the recordkeeping requirements), to ensure it is applied judiciously.

4. **Mainstream resources**–Effective coordinated assessment facilitates meaningful coordination between the homeless response system and the intake processes for mainstream systems. Connections should be made to public housing authorities, multifamily housing, health and mental health care, the workforce development system, and with other mainstream income and benefits as appropriate and applicable.

5. **Align Interventions**–The various types of interventions that are available are aligned and used strategically.

6. **Leverage local attributes and capacity**–The physical and political geography, including the capacity of partners in a community, and the opportunities unique to the community's context, should inform local coordinated assessment implementation.

7. **Assess program capacity**–Assess the variety and capacity of programs in the community to identify and fill critical gaps in housing and service resources and to ensure that a there is a range of options needed for a coordinated assessment system to work well.

8. **Outreach**–The coordinated assessment system should ensure that connections and ongoing engagement occurs with those not accessing services and housing on their own. Often, these are the highest need and most at-risk people in communities.

9. **Privacy protections**–Protections should be in place to ensure proper use of the information with consent from the client. Assessment should also be conducted in a private location.

10. **Fair Housing and Civil Rights**—Protections should be in place to ensure compliance with all civil rights requirements, including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. The assessment tool should not seek disability-related information that is unnecessary for determining the need for housing-related services. The coordinated assessment process should ensure that program participants are informed of rights and remedies available under applicable federal, state, and local fair housing and civil rights laws, in accordance with the requirement at 24 CFR 578.93(c)(3).

11. **Training**–Initial and ongoing training on the use of the assessment tool should be provided to those parties that will be administering the assessment.

12. **Accessible and well-advertised**–The assessment must be well advertised and easily accessed by people seeking services or housing. This can happen in a variety of ways: access to services can be centralized, a one-stop shop approach. Access can be coordinated, leveraging outreach capacity and linking or integrating with mainstream systems. The assessment must be conducted in a manner that is accessible for individuals with disabilities, ensures meaningful program access for persons with Limited English Proficiency, and is affirmatively marketed in order to reach eligible persons who are least likely to seek assistance in the absence of special outreach, in accordance with 24 CFR 578.93(c)(1).

13. **Prioritization**–When resources are scarce, the coordinated assessment process should prioritize who will receive assistance based on their needs. Coordinated assessment should never result in long waiting lists for assistance. Instead, when there are many more people who are assessed to receive an intervention than there are available openings, the process should refer only individuals with the greatest needs.

14. **Inform system change efforts**–Information gathered during the coordinated assessment process should identify what types of programs are most needed in the community and be used by the CoC and other community leaders to allocate resources.

Recommended Qualities of a Good Standardized Assessment Tool

While HUD requires that CoCs use a standardized assessment tool, it does not endorse any specific tool or approach, there are universal qualities that any tool used by a CoC for their coordinated assessment process should include.

1. **Valid**–Tools should be evidence-informed, criteria-driven, tested to ensure that they are appropriately matching people to the right interventions and levels of assistance, responsive to the needs presented by the individual or family being assessed, and should make meaningful recommendations for housing and services.

2. **Reliable**–The tool should produce consistent results, even when different staff members conduct the assessment or the assessment is done in different locations.

3. **Inclusive**–The tool should encompass the full range of housing and services interventions needed to end homelessness, and where possible, facilitate referrals to the existing inventory of housing and services.

4. **Person-centered**–Common assessment tools put people–not programs–at the center of offering the interventions that work best. Assessments should provide options and recommendations that guide and inform client choices, as opposed to rigid decisions about what individuals or families need. High value and weight should be given to clients' goals and preferences.

5. **User-friendly**–The tool should be brief, easily administered by non-clinical staff including outreach workers and volunteers, worded in a way that is easily understood by those being assessed, and minimize the time required to utilize.

6. **Strengths-based**–The tool should assess both barriers **and** strengths to permanent housing attainment, incorporating a risk and protective factors perspective into understanding the diverse needs of people.

7. **Housing First orientation**–The tool should use a Housing First frame. The tool should not be used to determine "housing readiness" or screen people out for housing assistance, and therefore should not encompass an in-depth clinical assessment. A more in-depth clinical assessment can be administered once the individual or family has obtained housing to determine and offer an appropriate service package.

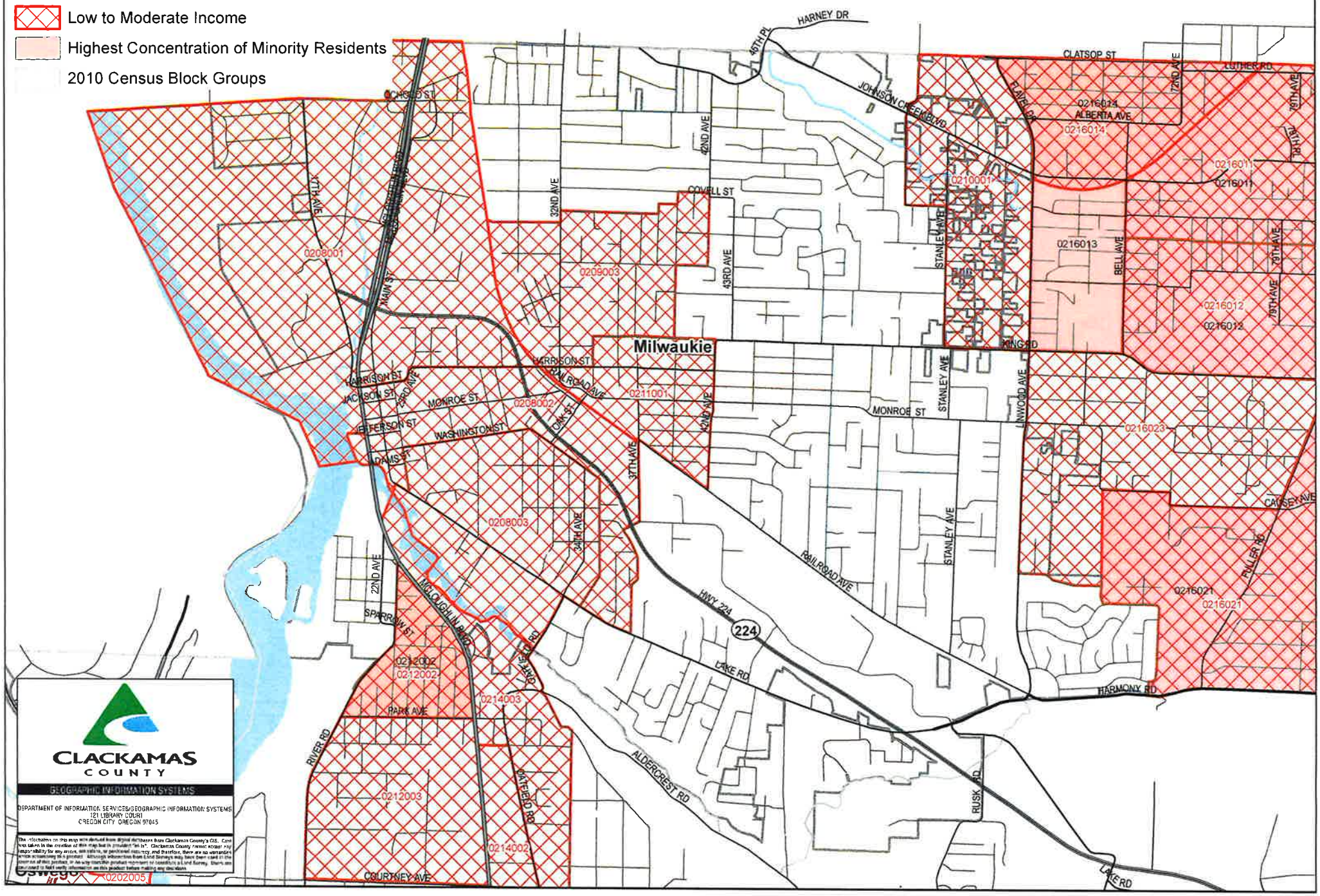
8. **Sensitive to lived experiences**–Providers should recognize that assessment, both the kinds of questions asked and the context in which the assessment is administered, can cause harm and risk to individuals or families, especially if they require people to relive difficult experiences. The tool's questions should be worded and asked in a manner that is sensitive to the lived and sometimes traumatic experiences of people experiencing homelessness. The tool should minimize risk and harm, and allow individuals or families to refuse to answer questions. Agencies administering the assessment should have and follow protocols to address any psychological impacts caused by the assessment and should administer the assessment in a private space, preferably a room with a door, or, if outside, away from others' earshot. Those administering the tool should be trained to recognize signs of trauma or anxiety.

Additionally, the tool should link people to services that are culturally sensitive and appropriate and are accessible to them in view of their disabilities, *e.g.,* deaf or hard of hearing, blind or low vision, mobility impairments

9. **Transparent**–The relationship between particular assessment questions and the recommended options should be easy to discern. The tool should not be a "black box" such that it is unclear why a question is asked and how it relates to the recommendations or options provided.

Appendix F – Maps of High Poverty and High Minority Areas

Concentrations of Minority and Low Income Populations in the City of Milwaukie

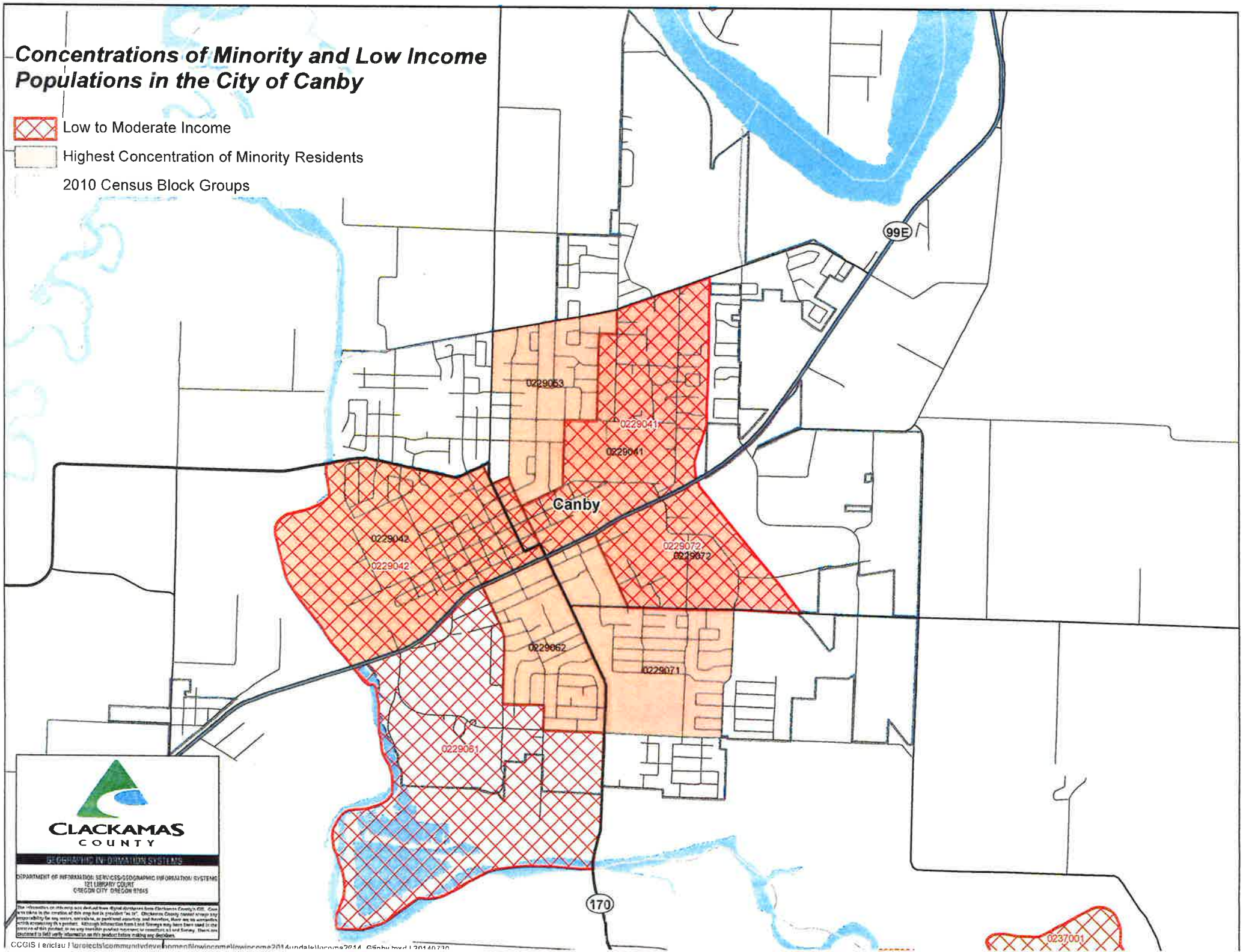


Concentrations of Minority and Low Income Populations in the City of Canby

Low to Moderate Income

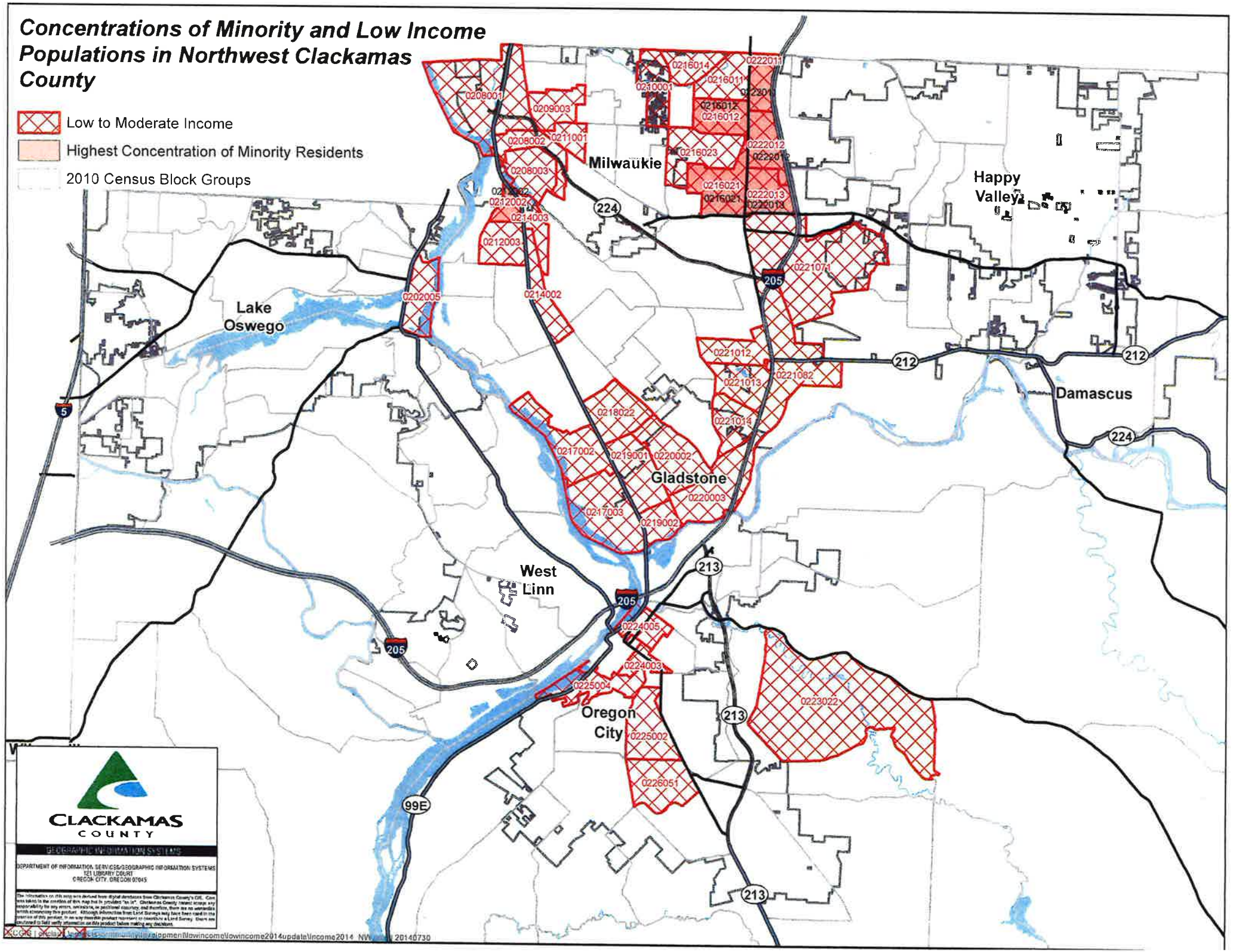
Highest Concentration of Minority Residents

2010 Census Block Groups



CCGIS | ericlau | \projects\communitydevelopment\lowincome\lowincome2014\undated\lincome2014_Canby.mxd | 20140730

Concentrations of Minority and Low Income Populations in Northwest Clackamas County



CLACKAMAS COUNTY

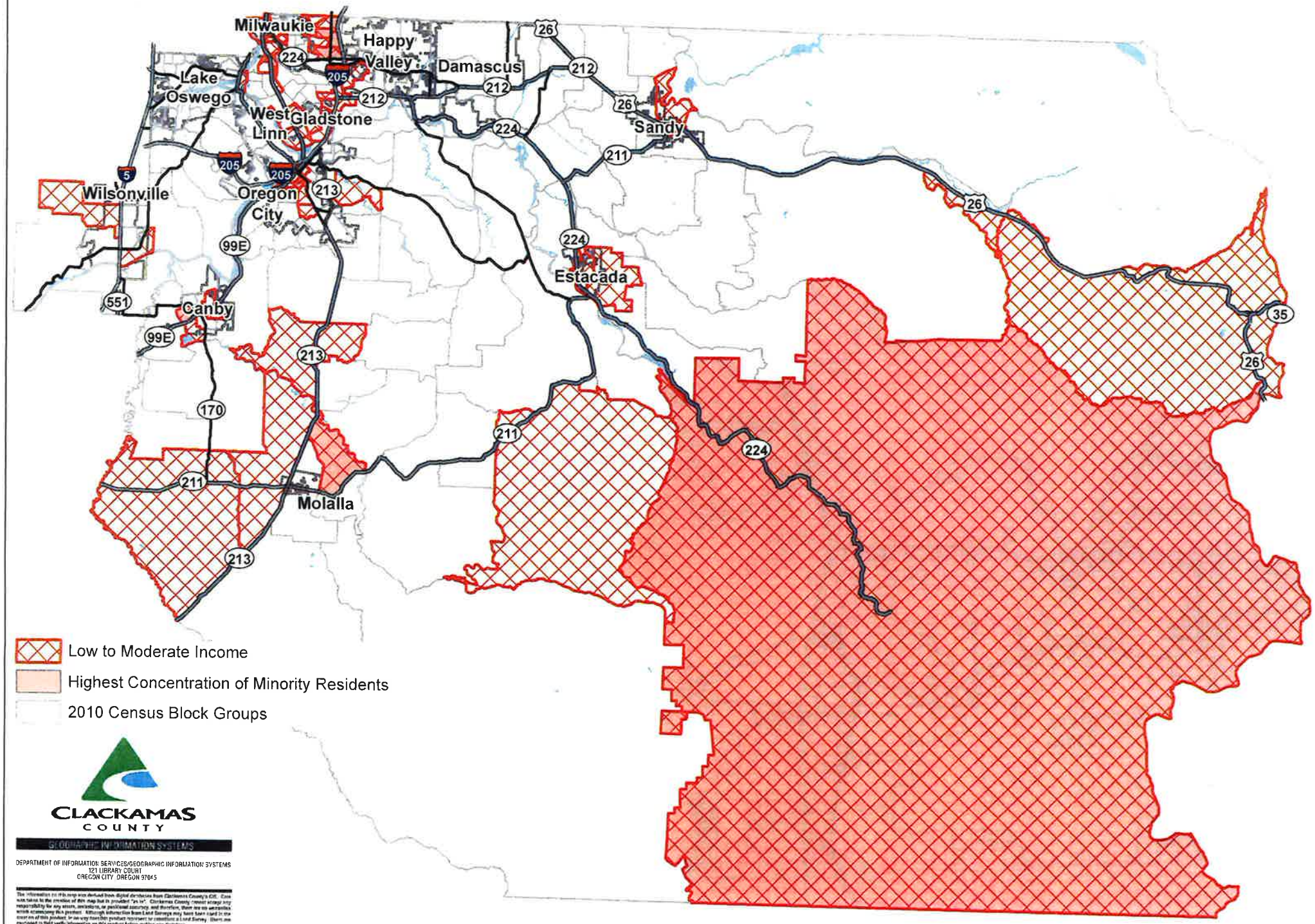
GEOGRAPHIC INFORMATION SYSTEMS

DEPARTMENT OF INFORMATION SERVICES/GEOGRAPHIC INFORMATION SYSTEMS
121 LIBRARY COURT
OREGON CITY, OREGON 97045

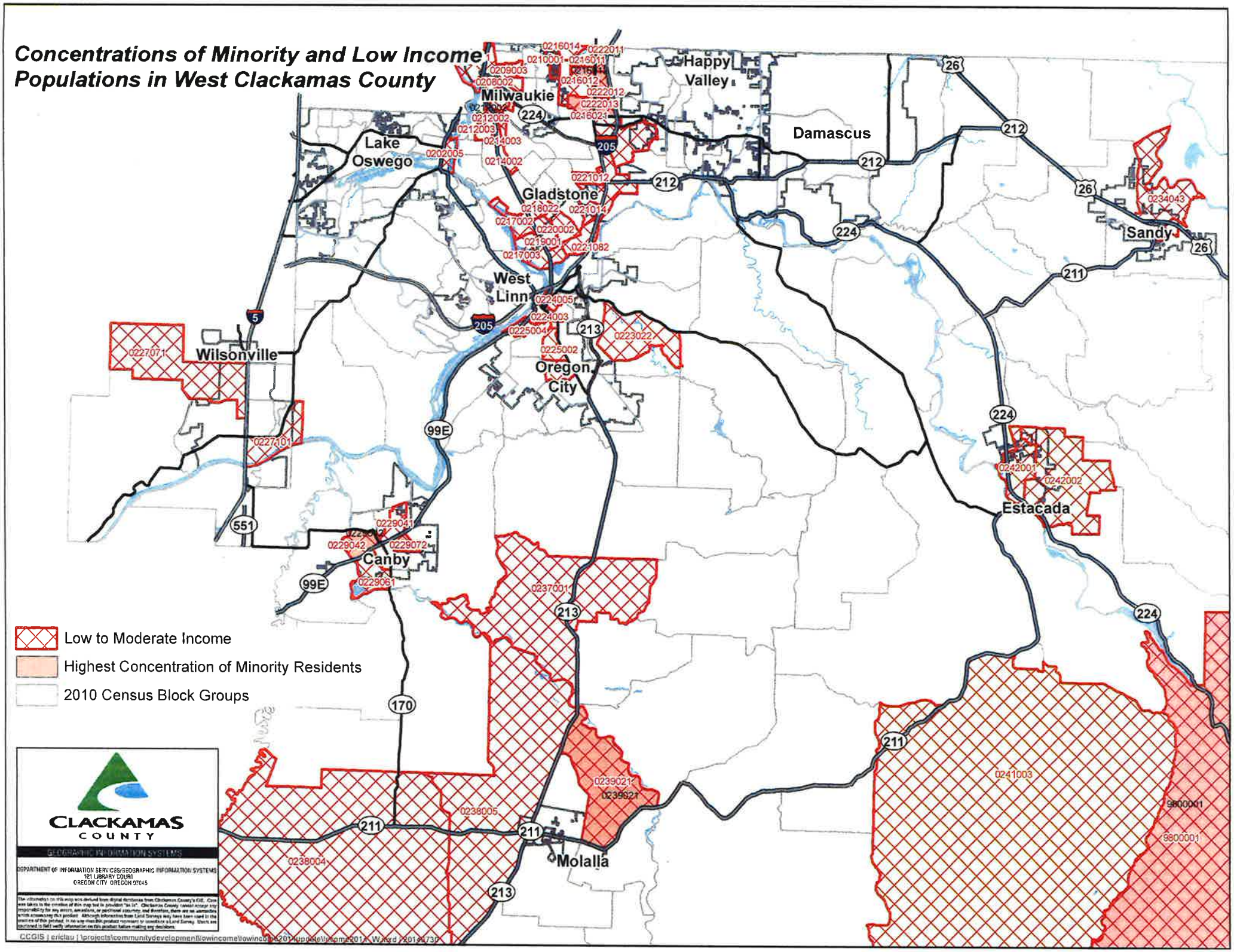
The information on this map was derived from digital databases from Clackamas County's GIS. Care was taken in the creation of this map but it is provided "as is". Clackamas County cannot accept any responsibility for any errors, omissions, or incomplete currency, and therefore, there are no warranties which accompany this product. Although information from Land Surveys may have been used in the creation of this product, in no way thereby product represents or constitutes a Land Survey. There are prohibited to field verify information on this product before making any decisions.

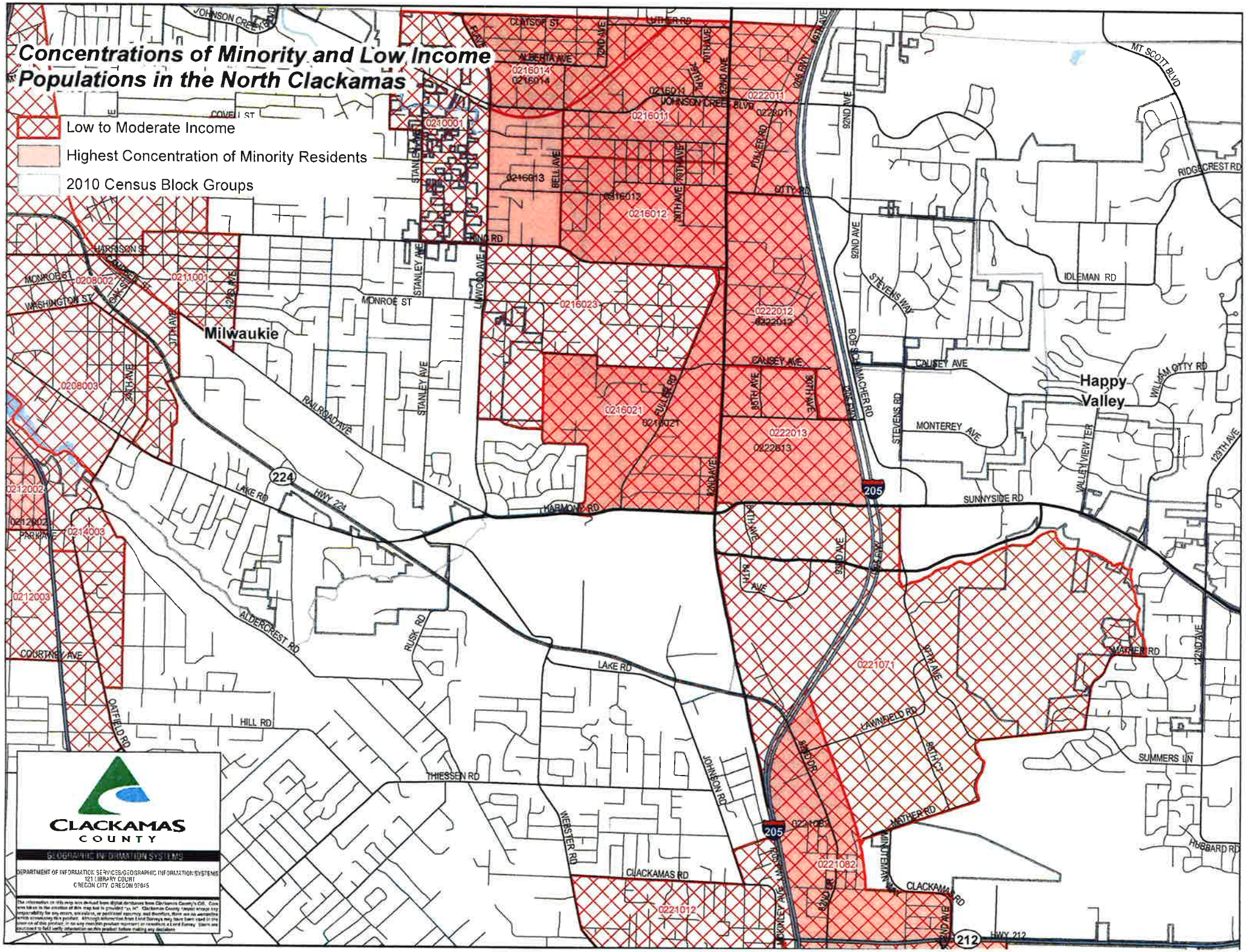
CCGIS | Data | Projects | Community Development | Lowincome | Lowincome2014update | Income2014_NW_map_20140730

Concentrations of Minority and Low Income Populations in Clackamas County



Concentrations of Minority and Low Income Populations in West Clackamas County




Concentrations of Minority and Low Income Populations in the North Clackamas
Low to Moderate Income
Highest Concentration of Minority Residents
2010 Census Block Groups
Milwaukie
Happy Valley
JOHNSON CREEK BLVD
CLATSOP ST
ALBERTA AVE
COVEL ST
HARRISON ST
MONROE ST
WASHINGTON ST
STANLEY AVE
LINWOOD AVE
BELL AVE
KING RD
RAILROAD AVE
LAKE RD
HWY 224
HARMONY RD
PARK AVE
COURTNEY AVE
OATFIELD RD
HILL RD
ALDERCREST RD
RUSK RD
THIESSEN RD
WEBSTER RD
JOHNSON RD
CLACKAMAS RD
LAWNFIELD RD
SUMMERS LN
HUBBARD RD
HWY 212
MT SCOTT BLVD
RIDGECREST RD
IDLEMAN RD
STEVENS WAY
CAUSEY AVE
WILLAMETTE RD
MONTEREY AVE
SUNNYSIDE RD
VALLEY VIEW TER
BOB SCHUMACHER RD
FULLER RD
OTTY RD
92ND AVE
82ND AVE
122ND AVE
129TH AVE
205
224
212
CLACKAMAS COUNTY
GEOGRAPHIC INFORMATION SYSTEMS
DEPARTMENT OF INFORMATION SERVICES/GEOGRAPHIC INFORMATION SYSTEMS
121 LIBRARY COURT
OREGON CITY, OREGON 97045

Appendix G – HOME Beneficiaries

APPENDIX G

CLACKAMAS COUNTY

HOME Distribution Process and Beneficiary Preferences

(1) *With respect to 24 CFR 91.220(l)(2)(v), please provide a description of eligible applicants for HOME assistance, describe your process for soliciting and funding applications, and state where detailed application materials are available (e.g. posted online).*

Clackamas County limits HOME assistance to applicants with a household income below 80% AMI. Specific HOME assisted programs (such as Tenant-Based Rental Assistance) may have lower income limits. Assistance is provided on a first-come, first-served basis. Detailed information for all HOME programs is available online at:

http://www.clackamas.us/communitydevelopment/

Printed materials are also made available at events and at the offices of our service/program providers. Articles are periodically run in area newspapers, including the county-sponsored Citizen News. Further assistance and application packets are available by contacting the Clackamas County Community Development Division (CD) at 503-655-8591. CD staff reviews all applications for assistance and determines program eligibility based on program guidelines.

Agencies and organizations wishing to develop affordable housing projects or programs to benefit HOME-eligible households must discuss their proposal with CD staff. CD staff will assist with identifying service areas, eligible and ineligible beneficiaries, and help with the application process. The Board of County Commissioners determines final approval of HOME funding of affordable housing development or programs. Funding for HOME programs and projects are made available on a first-come, first-served basis.

(2) *With respect to 24 CFR 91.220(l)(2)(vi), please describe whether you limit the beneficiaries for HOME assistance or give preference to a particular segment of the LMI population as outlined in 24 CFR 91.220(l)(2)(vi)(A) to (D).*

Except for the Tenant Based Rental Assistance Program which limits eligibility to households who are homeless or are at risk of becoming homeless, Clackamas County does not limit HOME assistance to a particular segment of the LMI population.

DRAFT Funding Recommendations

for the
2015-2016 Community Development Block Grant Program
and the
2015-2016 HOME and Emergency Solutions Grant Programs

	2015 Grant Funds	2016 Grant Funds

Community Development Block Grant
City Projects

Canby		
1. North Cedar Street and Pedestrian Improvements Construction of 300 lineal feet of new sidewalks and curb between NW 6th Avenue and NW 5th Avenue across from Eccles Elementary School in Canby, Oregon.	$200,000	
Gladstone		
2. Addie Street Improvements Street, sidewalk and storm drainage improvements along 1,025 linear feet of Addie Street in Gladstone, Oregon.	$200,000	
Milwaukie		
3. ADA Ramp Enhancements City of Milwaukie ADA sidewalk ramp replacement project to remove architectural barriers and improve mobility at 32 high priority sidewalk ramps throughout the city.	$100,000	
4. Milwaukie High School Crosswalk Construction of a street crossing to improve student and pedestrian safety in the area of the Milwaukie High School on Washington Street in Milwaukie, Oregon.	$65,000	
5. Annie Ross House Family Shelter Funding to support the re-development of the Northwest Housing Alternatives, offices and affordable housing units including replacement and expansion of the Annie Ross House for use as a homeless shelter in Milwaukie.		$430,000
Molalla		
6. Lola Street Improvement - Phase 2 Construction of street, storm drainage, ADA ramps and pedestrian improvements along 700 linear feet of Lola Street between 3rd and 5th Street in Molalla.	$180,000	

	2015 Grant Funds	2016 Grant Funds
Oregon City		
7. A Safe Place- Child Care Remodel This project will remodel 624 square feet at an Oregon City domestic violence full services center to provide quality drop-in child care with caregivers/parents on the premises to children aged 6 months to 12 years accompanying survivors to services.	$45,260	
8. Oregon City Landslide Assistance Emergency Relocation assistance for residents displaced by a landslide. Moving and relocation assistance may include; moving and storage expenses, rental assistance, security deposit assistance, assistance locating alternative housing, emergency lodging expenses and other related and eligible costs.	$100,000	
Sandy		
9. Installation Subsidy for Fiber Optic Service Funding to assist low income households to access high-speed internet services through the City of Sandy network in Sandy, Oregon.	$25,000	$25,000

Unincorporated/Countywide Projects

Colton		
10. Colton Food Bank Acquisition and Rehab Acquisition and Rehabilitation of the food bank and community center building on 1 acre of land in Colton, Oregon. Rehabilitation will include ADA accessible entry and restrooms.	$200,000	
Countywide		
11. Clackamas County Housing Rehabilitation Programs Housing Rehabilitation program serving low-income resident homeowners of Clackamas County with grants and low interest loans for home repairs and ADA accessibility improvements.	$300,000	$300,000
12. Mobile/Manufactured Home Roof Project Funding for low income residents to repair or replace leaking or damaged mobile/manufactured roofs located in Clackamas County mobile home parks.	$75,000	$75,000
13. Red Lodge Transition House for Women Acquisition and rehabilitation of a transitional housing facility assisting approximately 20 formerly incarcerated Native American women per year in Clackamas County.		$150,000

	2015 Grant Funds	2016 Grant Funds
14. Optional Emergency Assistance		$25,000
Optional funding and assistance with relocation of residents and/or associated expenses to mitigate the effects of the emergency conditions due to a fire, landslide, snowstorm, flood or other such emergency.		
Jennings Lodge		
15. Jennings Lodge Pedestrian Improvements		$251,692
Construction of street, pedestrian, ADA and drainage improvements along 1000 feet of Portland Avenue near Lane Elementary School in Jennings Lodge, and Gladstone High School in Gladstone, Oregon.		
Milwaukie		
16. Wichita Center Improvements	$120,000	
Construction of an ADA accessible ramp to the main entrance of the building and installation of a marked crosswalk on King Road in front of the Wichita Center.		
North Clackamas		
17. Centerstone Expansion	$50,000	
Construction of tenant improvements to expand services at the County's mental health crisis walk-in center located in Happy Valley, Oregon.		
18. NCRA Sewer Hook-Up Grant Program	$25,000	$25,000
Funding for a sewer hookup program that will assist low income households with cost to disconnect septic tanks and connect to the sewer system in North Clackamas.		
Oak Grove		
19. River Road Head Start Overflow Project	$25,000	
Construction of an emergency storm system overflow to prevent flooding in the basement floor of the River Road Head Start childcare facility in Oak Grove, Oregon.		
20. Haven House 2015 Roof	$45,000	
Haven House is a facility where Bridges to Change operates a transitional housing program for men leaving the Correctional System. The project is to remove and replace the roof on the facility.		
TBD		
21. Tiny Houses Community		$68,317
Funding to aquire land and/or for infrastructure improvements for a homeless services self-governing community of 10 tiny houses and one community building.		

	2015 Grant Funds	2016 Grant Funds
Public Service Projects		
Countywide		
22. Employment Connection Public services funding to support a job training program for low-income public housing residents in Clackamas County.	$85,000	$125,000
23. Coordinated Housing Access Public Services funding for staffing of a centralized or coordinated process designed to coordinate program participant intake, assessment and provision of referrals for homeless persons in Clackamas County.	$20,000	
24. Housing Rights & Resources Public Services funding for a Housing Rights and Resources program to provide tenants and landlords information and services on fair housing laws and programs.	$135,000	$135,000
25. Rent Well Public Services funding for RentWell, a tenant education program that helps remove barriers to housing and prevent homelessness in Clackamas County.	$48,000	
26. Mentor Athletics Funding for a public services youth mentoring program assisting low income children in Milwaukie and Oregon City with educational and extracurricular activities.	$31,862	$30,866
Planning and Admin		
Administration		
27. CDBG Administration Funds for program administration, program development, management, personnel, accounting, and grant compliance expenses.	$394,815	$375,768
Countywide		
28. 2016-2017 Homeless Count The 2017 Point in Time Homeless Count is a complete point in time homeless street count every two years that is required by HUD.	$10,000	$28,200
Community Development Block Grant Sub-Total	**$2,479,937**	**$2,044,843**

	2015 Grant Funds	2016 Grant Funds

HOME Investment Partnership Act
Unincorporated/Countywide Projects

Countywide

29. TBRA HOME The Tenant Based Rental Assistance Program (TBRA) provides funds to assist individual households who are homeless or at risk of becoming homeless. The assistance may be used for rent, utility costs, security deposits, and/or utility deposits. Funding will be used in the HomeBase Program and Reboot NW program.	$200,000	$165,000
30. CHAP Homebuyer Assistance Program This project will assist low-income first-time homebuyers with down payments and closing costs.	$100,000	$86,000

To Be Determined

31. Multifamily Housing Project Funds will be used for the construction and preservation of an affordable housing project. HOME funds have been conditionally set aside for Rondel Court in Molalla.	$1,611,780	$795,426

Planning and Admin

Countywide

32. HOME Administration Grant administration, reporting and management of the HOME program.	$70,672	$74,602
33. CHDO Operating Support Grant Funds will be used to support Community Housing Development Organizations (CHDO) staff work on the development of low-income housing and to support operating expenses.	$26,000	$26,000
HOME Investment Partnership Act Sub-Total	**$2,008,452**	**$1,147,028**

Emergency Solutions Grant
Public Service Projects

Countywide

34. NHA Shelter Operation & Programs Emergency Homeless Shelter Operations funding for the Annie Ross Family Shelter in Milwaukie, Oregon.	$40,000	$40,000

	2015 Grant Funds	2016 Grant Funds
35. NHA - HomeBase Public Services funding for staffing the HomeBase homeless prevention and homeless services program operated by Northwest Housing Alternatives.	$16,678	$16,678
36. Springwater Shelter Operation & Programs Emergency Shelter ESG operationg funds for a homeless youth shelter in Clackamas.	$11,000	$11,000
Suppressed		
37. Los Ninos Cuentan/Casa Hogar Funding for Emergency Shelter operations for homeless families, survirors of domestic violence providing culturally specific services for Latino families in Clackamas County.	$10,000	$10,000
38. CWS Shelter Operation & Programs Emergency Shelter services to homeless households affected by domestic and sexual violence.	$40,000	$40,000
Planning and Admin		
Administration		
39. ESG Administration ESG Grant administration, reporting and monitoring of contracts.	$13,597	$13,496
40. ESG HMIS ESG Homeless Management Information System reporting, training and program data quality monitoring.	$50,015	$48,783
Emergency Solutions Grant Sub-Total	**$181,290**	**$179,957**
Continuum of Care Unincorporated/Countywide Projects		
41. CoC 2015 HMIS CoC Homeless Management Information System reporting, training and program data quality monitoring.	$70,862	$70,862
Planning and Admin		
Countywide		
42. CoC 2015 Planning	$19,773	$50,884
Continuum of Care Sub-Total	**$90,635**	**$121,746**

	2015 Grant Funds	2016 Grant Funds
Grand Total	$4,760,314	$3,493,574

GRANT YEAR 2016 NOTES:
CDBG - Total includes $25,000 of Carryover funds.
HOME - Total includes $150,000 of anticipated program income and $251,000 of Carryover funds.