

INTERLOCAL AGREEMENT
Between
THE CITY OF OLYMPIA AND THURSTON COUNTY

For Producing the
THURSTON COUNTY 2015 POINT IN TIME HOMELESS CENSUS

And Conducting the
THURSTON COUNTY 2015 HOMELESS CONNECT EVENTS

Whereas, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

Whereas, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform; provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the City of Olympia (**OLYMPIA**) and Thurston County (**THURSTON**) agree as follows:

I. Purpose/Objective

The purpose of this Agreement is to allow **OLYMPIA** to enter into a technical services contract with Public Health and Social Services, Housing and Community Renewal of **THURSTON** for the following purposes:

Work with the Thurston County Homeless Coordinator to coordinate two inter-related activities:

- **2015 Thurston County Point in Time (PIT) Homeless Count of Homeless Persons** and to compile the results into the “2015 Homeless Census Report for Thurston County” with all homeless census activities to be guided by State Department of Commerce’s “State Guidelines Point in Time Homeless Census” (**EXHIBIT B**); and,
- **2015 Homeless Connect Events**, to include one urban hub Homeless Connect Event coordinated by City of Olympia and one or more rural hub Homeless Connect Event(s) coordinated by Thurston County Homeless Census Coordinator during which homeless census workers will collect homeless census data from homeless people who will also receive survival commodities and services.

II. Definitions

In this Agreement, the following words shall have the meanings set forth below:

“2015 Point in Time Count of Homeless Persons” will mean the annual Thurston County census of homeless people, and will also be referred to as “the Homeless Census” and “the Point in Time Census” and will occur throughout the last week of January, 2015.

“2015 Homeless Connect Events” will mean two or more specific events intended to provide goods and services for homeless people in venues that will facilitate Homeless Census work. that will occur on dates to be determined during the last week of January, 2015.

“Homeless people” will mean those individuals who reside in emergency shelters, transitional housing, in vehicles or out of doors at the time of the Point in Time Census. Please note that other individuals without a secure place of residence may also be included in designated section of the final report.

“Community Partners” will mean all local non-profit organizations and representatives thereof, local faith based organizations and representatives thereof, government officials and other individuals who are involved directly or indirectly with service, shelter or transitional housing provision for homeless individuals.

“HOME Consortium” will mean the eight member inter-jurisdictional body that governs the use of federal HOME funds and the two state funded programs called the “Homeless Housing Program” and the “Affordable Housing Program”, which also funds and governs the annual Homeless Census.

“HCAC” will mean the “HOME Citizens Advisory Committee” established by the HOME Consortium composed of appointed members who represent service providers, non-profit housing developers, private sector housing industry, faith-based communities, homeless people and other stakeholders in local homeless and affordable housing policy and funding issues.

III. Scope of Agreement/Work

A. **EXHIBIT A-1:** **2015 POINT IN TIME HOMELESS CENSUS**
The full scope of agreement/work is attached as **EXHIBIT A-1**. A summary of key responsibilities for **OLYMPIA** and **THURSTON** follows:

1. Responsibilities of **THURSTON** shall be as follows:
 - Provide direction and coordination from the County Homeless Coordinator;
 - Provide programmatic knowledge and availability of staff from various County departments;
 - Provide data from the Department of Commerce Homeless Management Information Systems (HMIS);

- Provide a prompt review of all **OLYMPIA** work products to stay current on project timeline;
- General project management and oversight; and,
- Make payment(s) as requested to **OLYMPIA** for services provided.

2. Responsibilities of **OLYMPIA** shall be as follows:

- Work with the County Homeless Coordinator to provide overall homeless census administrative coordination;
- Mobilize broad based participation through conducting a series of community meetings and transmit community partner communications in a timely fashion;
- Directly coordinate the participation of all homeless service, shelter and transitional housing providers; all local jurisdictions, and other organizational participants;
- Provide training for all homeless census participants;
- Provide a signed “confidentiality statement form” from all persons involved in the homeless census to **THURSTON**. All personal information collected in the census is confidential, and anyone that receives this information shall take all necessary steps to protect the identity and confidentiality of each person counted as provided by RCW 43.185C.030;
- Provide the **preliminary unsheltered report to the County on or before March 1, 2015**, and provide subsequent written analysis and table production;
- Provide the **preliminary homeless census results report to the County on or before March 1, 2015**, and provide subsequent written analysis and table production;
- Produce and present the **2015 Thurston County Homeless Census Report** to the HOME Consortium and Thurston County Commission on or before May 31, 2015, contingent upon receipt of all Department of Commerce PIT data for Thurston County; and,
- Submit invoices to **THURSTON** for work performed.

B. **EXHIBIT A-2** **2015 HOMELESS CONNECT EVENTS**

The full scope of agreement/work is attached as **EXHIBIT A-2**. A summary of key responsibilities for **OLYMPIA** and **THURSTON** follows:

1. Responsibilities of **THURSTON** shall be as follows:

- Provide direction and coordination from the County Homeless Coordinator;
- Provide programmatic knowledge and availability of staff from various County departments;
- Provide a prompt review of all **OLYMPIA** work products to stay current on project timeline;
- General project management and oversight; and,
- Make payment(s) as requested to **OLYMPIA** for services provided.

2. Responsibilities of **OLYMPIA** shall be as follows:

- Provide services detailed in the scope of work as possible within the allotted hours set forth in the scope of work;
- Work with the County Homeless Coordinator to provide general administrative coordination of all Homeless Connect Event activities based in the urban hub (Homeless Coordinator to manage rural hub events);
- Mobilize broad based participation through conducting a series of community meetings and communicate with community partners regarding key activities and deadlines in a timely fashion;
- Secure all available services, goods and volunteers for all key elements of the urban hub Homeless Connect Event (shared resources for both urban hub and rural hub) to the extent possible;
- Work with the Homeless Coordinator, the HCAC representatives and others to coordinate the participation of all homeless service, shelter and transitional housing providers; all local jurisdictions, and other organizational participants;
- Provide guidance and coordination for all Homeless Connect Event participants;
- Provide a signed “confidentiality statement form” from all persons involved in the homeless census to **THURSTON**. All personal information collected in the census is confidential, and anyone that receives this information shall take all necessary steps to protect the identity and confidentiality of each person counted as provided by law;
- Conduct the **2015 Urban Hub Homeless Connect Event in agreed location.**
- Submit invoices to **THURSTON** for work performed.

IV. Payment (or Funding/Costs/etc.)

A. THURSTON agrees to pay OLYMPIA for services rendered through the execution of this contract in an amount **not exceed \$30,000**. Invoice(s) submitted by OLYMPIA will itemize services rendered and costs incurred to be paid.

V. Method of Payment

A. OLYMPIA will invoice THURSTON upon completion of all work, with invoice(s) clearly itemizing contract activities and work products delivered.

B. Upon completion of the work set forth in the invoice, payment will be made by THURSTON within thirty (30) days of receipt of a final invoice from OLYMPIA upon completion of work.

VI. Indemnification & Insurance

A. THURSTON agrees to defend, indemnify and hold OLYMPIA, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or in connection with THURSTON's performance of the Agreement, except to the extent such injuries and damages are caused by the negligence of OLYMPIA.

B. OLYMPIA agrees to defend, indemnify and hold the THURSTON, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or in connection with OLYMPIA's performance of this Agreement, except to the extent such injuries and damages are caused by the negligence of THURSTON.

VII. Joint Board

This Agreement creates no Joint Board and no separate legal entity.

VIII. Duration of Agreement

This Agreement shall be effective from the date of last authorizing signature hereto, upon proper compliance with RCW 39.34.040, until June 30, 2015 unless otherwise terminated in the manner described under the termination section of this Agreement.

IX. Administrative Changes and Modifications

Thurston and Olympia may make administrative changes to specific portions of the "Scope of Work" regarding deadlines and specific tasks if such changes do not materially affect the Thurston's ability to meet State reporting deadlines. Such amendments must make specific reference to this Agreement and be executed in writing, signed by the Thurston County Community Housing Program Manager and the City Housing Program Manager who are the designated representatives of

Thurston and the Olympia. Such amendments shall not invalidate this Agreement or relieve or release either the Thurston or Olympia from its obligations under this Agreement

X. Termination of Agreement

This Agreement may be terminated upon sixty (60) days notice to the other party using the method of notice provided for in this Agreement. Payment shall be made for all services rendered up until the effective date of termination.

XI. Entire Agreement

This Agreement sets forth all terms and conditions agreed upon by **OLYMPIA** and **THURSTON** and supersedes any and all prior agreements oral or otherwise with respect to the subject matter addressed herein.

XII. Recording

Prior to its entry into force, this Agreement shall be filed with the Thurston County Auditor's Office or posted upon the websites or other electronically retrievable public source as required by RCW 39.34.040.

XIII. Notice

Any notice required under this Agreement shall be to the party at the address listed below and shall become effective three days following the date of deposit in the United States Postal Service.

CITY OF OLYMPIA

Attn: **Anna Schlecht**, Housing Program Manager, City of Olympia
Re: Interlocal Agreement: Point in Time Count of Homeless Persons and Homeless Connect Events
City of Olympia
P.O. Box 1967
Olympia, WA 98507-1967

THURSTON COUNTY

Public Health and Social Services
Attn: **Gary Aden**, Housing Program Manager
Re: Interlocal Agreement – Point in Time Count of Homeless Persons *aka* Homeless Census
Thurston County Health Department
412 Lilly Road NE
Olympia, WA 98506

XIV. Interpretation and Venue

This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The parties hereby agree that venue for enforcement of this agreement shall be the Superior Court of Thurston County.

XV. Ratification

Any work performed prior to the effective date that falls within the scope of this Agreement and is consistent with its terms is hereby ratified and confirmed.

CITY OF OLYMPIA

THURSTON COUNTY

Mayor

Don Sloma, Director
Public Health and Social Services

Date: _____

Date: _____

Approved as to form:

Approved as to form:
Jon Tunheim, County Prosecutor



Assistant City Attorney

By _____
Thurston County Deputy Prosecutor

EXHIBIT A - 1

**INTERLOCAL AGREEMENT
BETWEEN
CITY OF OLYMPIA and THURSTON COUNTY
SCOPE OF WORK – 2015 PIT HOMELESS CENSUS**

The proposed services to be performed by Olympia are set forth as follows:

PIT Homeless Census Scope of Work and Budget		
<p>The City of Olympia requests \$25,000 of Homeless Housing Program funds to conduct the 2015 Homeless Point-In-Time Census for Thurston County, in conformance with the standards established by the Washington State Department of Commerce, and RCW 43.185C.030 and RCW 43.185C.180. Working at the direction of the County Homeless Coordinator, the City of Olympia will coordinate, conduct, and prepare the 2015 Point-in-Time Homeless Census Report for Thurston County. Funds will pay for all costs in performance of conducting the census survey and producing report(s).</p>		
Project Task	Timeline Dates	Budget
<p>CENSUS PREPARATION: Schedule, facilitate and conduct community-wide organizational meetings for the 2015 Point-in-Time Homeless Census to include:</p> <ul style="list-style-type: none"> • Census Planning & Scoping Identify community partners & conduct a series of planning meetings to develop methodologies (activities; locations; mapping; roles; timelines; deliverables) for the 2014 Homeless Census. <ul style="list-style-type: none"> ○ Community Planning Partners: <ul style="list-style-type: none"> ▪ Jurisdictions: HOME representatives & community leaders ▪ Service Providers: Street outreach, service, shelter, housing Providers, food banks, faith communities ▪ Other Partners: Public, businesses with homeless contact ○ Confirm Site-based Census Location <ul style="list-style-type: none"> ▪ Urban Hub ▪ Rural Hubs ○ Confirm Methodologies <ul style="list-style-type: none"> ▪ Consult literature – Cite references ▪ Seek guidance – Elected Official's, community partners <ul style="list-style-type: none"> • Sheltered Populations <ul style="list-style-type: none"> ○ Provider-based Census (Via HMIS) • Unsheltered Populations <ul style="list-style-type: none"> ○ Site-based Census <ul style="list-style-type: none"> ▪ Urban Hub(s) Mapping / Staffing ▪ Rural Hub(s) Mapping / Staffing ○ Field-based Census <ul style="list-style-type: none"> ▪ Street Outreach / Mapping / Staffing ▪ Camp Outreach / Mapping / Staffing • Confirm Administrative Functions <ul style="list-style-type: none"> ○ Solicit paid staff and key volunteers 	<p>9/1/14 - 1/20/15</p> <p>9/1/14 – 11/15/14</p> <p>11/1/14 – 12/15/14</p> <p>10/1/14 – 1/1/15</p> <p>10/1/14 – 2/22/15</p>	<p>25,000</p>

<ul style="list-style-type: none"> ○ Provider Census Mobilization ○ Community Volunteer Mobilization ○ Finalize all census forms & related documents ● Homeless Coordinator's Role: <ul style="list-style-type: none"> ○ Provide policy direction for PIT & HEC ○ HMIS Capacity Building ○ Coordinate Provider HMIS Data Entry ○ Co-Coordinate planning efforts ○ Participate in data analysis <i>(listed below)</i> <p>CENSUS COORDINATION Manage the Point in Time Homeless Census last week of January, 2015.</p> <ul style="list-style-type: none"> ○ Secure Coordinating Center – Obtain location suitable for coordinating the census and hosting all participants. ○ Census Mobilization Provide all necessary forms, materials and resources needed to conduct census. ○ Provider Surveys – Non-HMIS Coordinate all data collection from outside agencies not participating in the HMIS ○ Supervise Census Workers Supervise all census workers ○ Data Collection Collect census forms for data entry into HMIS. ○ Record Keeping Retain all paper surveys & related documents <p>CENSUS DATA ANALYSIS Facilitate the analysis of homeless census results to include:</p> <ul style="list-style-type: none"> ○ Review Data Ensure data is standardized and unduplicated ○ Analyze Survey Data Examine 2015 census results, compare with past years and other Washington counties. ○ Draft Report Narratives Develop written analysis ○ Draft Charts Develop explanatory charts and tables <p>CENSUS REPORT PRODUCTION (All Related 2015 Homeless Census Reports) Develop and produce the 2015 Homeless Census Report, incorporating census data, public school census data and other relevant information.</p> <ul style="list-style-type: none"> ○ Unsheltered Report Submit unsheltered data to the County ○ Final Homeless Census Report Submit Final Point in Time Census Report to the county ○ Homeless Census De-Brief Report Develop a final evaluation report on the effectiveness of the 2015 PIT Homeless Census Report ○ ● ALL WORK COMPLETE – 2015 PIT HOMELESS CENSUS <i>(Contingent upon timely release of data from State Commerce)</i> 	<p>9/1/14 - 2/28/15</p> <p>1/10/15 – 1/31/15</p> <p>2/1/15 - 2/28/15</p> <p>2/28/15 - 3/31/15 <i>(Contingent upon timely release of data from State Commerce)</i></p> <p>4/30/2015</p>	
	TOTAL PAYMENT	25,000

EXHIBIT A - 2

**INTERLOCAL AGREEMENT
BETWEEN
CITY OF OLYMPIA and THURSTON COUNTY
SCOPE OF WORK – HOMELESS CONNECT EVENTS**

This proposal is submitted for the purpose of conducting the 2015 Homeless Connect Events, configured as a singular urban hub event conducted by City of Olympia and a number of rural hub Homeless Connect Events to be conducted by the County Homeless Coordinator. Proposed services identified below.

2015 Homeless Connect Event - Scope of Work and Budget		
<p>The City of Olympia requests \$5,000 of HOME Consortium (Homeless Housing Program) funds to conduct a Homeless Connect Event for Thurston County to be held last week of January, 2015. Held in conjunction with the 2015 Point in Time Homeless Census (PIT Homeless Census) the urban hub and rural hubs' Homeless Connect Events" (HCE) will function as "one-stop homeless service centers" intended to:</p> <ol style="list-style-type: none"> 1) Serve as a PIT Census locations January 2015 Point in Time Census (TBA last week January, 2015) 2) Offer tangible goods and services to homeless and street dependent people 3) Provide referrals for services, shelter and housing for homeless and street dependent people 4) Strengthen the County's network of services 5) Increase public awareness of homeless issues <p>The County Homeless Coordinator and the City of Olympia will plan for and conduct these events in conjunction with the 2015 PIT Homeless Census, coordinating all participating community partner agencies and volunteers. Actual HCE services rendered contingent upon available resources and volunteers. Requested funds will pay for all costs in performance of conducting these Homeless Connect Events.</p>		
Project Task	Timeline	Budget
<p>URBAN HUB HOMELESS CONNECT EVENT PREPARATION: <i>STAFF LEAD: City of Olympia</i></p> <p><u>Preparation:</u></p> <ul style="list-style-type: none"> • Early contact with Community Partners - partnership with HCAC members <ul style="list-style-type: none"> ○ Thurston Co. Food Bank: solicit commodities for meal & grab & go foods ○ Tacoma Goodwill: solicit coats / hats / sleeping bags for distribution ○ Hair Stylists / Barber Schools: solicit volunteers for free hair cuts ○ Thurston County Medical Reserve Corps ○ HCAC members: Planning assistance ○ Interfaith Works partners: Volunteers, planning assistance • Identify and secure location – partnership with HCAC members • Community / neighborhood outreach <ul style="list-style-type: none"> ○ Promo - information, recruitment, mitigate potential negative impacts • Recruit volunteers - partnership with HCAC members <ul style="list-style-type: none"> ○ Faith Communities ○ Service Organizations • Recruit interns – negotiate contracts & establish academic goals 	<p>Sept – Dec. 2014</p>	<p><i>See below</i></p>

<ul style="list-style-type: none"> ○ Contact Evergreen & St. Martin's Faculty ○ Contact high School Senior Project coordinators <p>Event Management / PIT Census Data Gathering HCE to be held in conjunction with Homeless Census to collect PIT Partnership with HCAC members</p> <ul style="list-style-type: none"> ● Set up for event install equip/supplies/materials for all event elements <ul style="list-style-type: none"> ○ Prepared meal(s) (number of meal times based on available resources) ○ Commodities distribution <ul style="list-style-type: none"> ▪ Personal Hygiene kits ▪ Coats, hats, gloves ▪ Food – grab & go ▪ Survival equipment (tarps, sleeping bags, tents) ▪ Pet goods (food, leashes, collars) ○ Personal Services <ul style="list-style-type: none"> ▪ Hair cuts ▪ Foot care / wound care ▪ Social Services referrals <ul style="list-style-type: none"> ● PATH ● Ambassadors ○ Medical Reserve Corps <ul style="list-style-type: none"> ▪ Immunizations ▪ Health screenings ▪ Grab & go care package ○ Event Management <ul style="list-style-type: none"> ▪ Coordinate interns, staff & volunteers ▪ Ensure delivery of high quality services and goods for all attendees <p>EVALUATE HOMELESS CONNECT EVENT:</p> <ul style="list-style-type: none"> ● Schedule, facilitate and conduct a debrief meeting ● Compile evaluations and feedback, deliver an outcome report 	<p>January 2015</p>	
<p>RURAL HUB HOMELESS CONNECT EVENT(S) STAFF LEAD: County Homeless Coordinator</p> <ul style="list-style-type: none"> ● Preparation - Based on joint preparation for urban hub HCE and rural hub resources ● Event Management – Based on rural hub resources ● Supplies, rents, services – secure resources as needed up to sub-total of \$1,500 ● Evaluate Homeless Connect Events – facilitate de-brief meetings, deliver outcome report 		\$3,500
<p>Please note: Contract based on separate coordination of urban and rural HCE as noted above, jointly secured and funded commodities and related resources.</p>	TOTAL	5,000

CITY STAFF TIME CALENDAR

Month	Week	HCE Hours	PIT Hours	Volunteer Hours	TOTAL HOURS
October		3	5	12	20 Hours
November		10	5	15	30 Hours
December		10	10	25	45 Hours
January		15	10	30	55 Hours
TOTAL HOURS		38 Hours	30 Hours	82 Hours	150 Hours

State Guidelines Point in Time and Housing Inventory Count of Homeless Persons

January 2014



Department of Commerce
Innovation is in our nature.

Contact Information

For more information concerning these Guidelines, and the Homelessness Housing and Assistance Act, please contact:

Department of Commerce
Community Services & Housing Division
PO Box 42525
Olympia, Washington 98504-2525

(360) 725-3028 nick.mondau@commerce.wa.gov

<http://www.commerce.wa.gov/PIT>

Introduction

The Homelessness Housing and Assistance Act requires an annual count of homeless persons in Washington State. The purpose of these guidelines is to define the common elements required of all local counts, to ensure that data is comparable between counties, and to ensure that confidentiality is protected.

Communities are encouraged to adapt this basic framework to the specific conditions and count infrastructure of their community.

The Act specifically states:

RCW 43.185C.030

The department shall annually conduct a Washington homeless census or count consistent with the requirements of RCW 43.63A.655. The census shall make every effort to count all homeless individuals living outdoors, in shelters, and in transitional housing, coordinated, when reasonably feasible, with already existing homeless census projects including those funded in part by the United States Department of Housing and Urban Development (HUD) under the McKinney-Vento homeless assistance program. The department shall determine, in consultation with local governments, the data to be collected.

All personal information collected in the census is confidential, and the department and each local government shall take all necessary steps to protect the identity and confidentiality of each person counted.

The department and each local government are prohibited from disclosing any personally identifying information about any homeless individual when there is reason to believe or evidence indicating that the homeless individual is an adult or minor victim of domestic violence, dating violence, sexual assault, or stalking or is the parent or guardian of a child victim of domestic violence, dating violence, sexual assault, or stalking; or revealing other confidential information regarding HIV/AIDS status, as found in RCW 70.24.105. The department and each local government shall not ask any homeless housing provider to disclose personally identifying information about any homeless individuals when the providers implementing those programs have reason to believe or evidence indicating that those clients are adult or minor victims of domestic violence, dating violence, sexual assault, or stalking or are the parents or guardians of child victims of domestic violence, dating violence, sexual assault, or stalking. Summary data for the provider's facility or program may be substituted.

The Washington homeless census shall be conducted annually on a schedule created by the department. The department shall make summary data by county available to the public each year. This data, and its analysis, shall be included in the department's annual updated homeless housing program strategic plan....

Date of Count

Because the U.S. Department of Housing and Urban Development (HUD) directs Continuums of Care to perform a point in time count (PIT) and housing inventory count (HIC) of homeless persons during the last ten days of January, to avoid duplication the state mandated count will be done on Thursday, January 23, 2014.

This date is unlikely to be ideal for every community. Communities are free to conduct additional counts on other dates.

Communities should strive to perform their counts on this date. However, if a particular facility/program that serves homeless persons is not able to collect data on that day, or counting on that day would significantly undercount unique individuals frequenting that location, the count for that specific facility can be done on any day during the last ten days of January, provided efforts are made to ensure that the count is unduplicated.

Example: a food bank that is not open on Thursdays could do a count on Saturday if they explicitly ask that the form only be filled-out once by respondents, and/or identifiers were collected that could be unduplicated during tabulation. Respondents should be asked to indicate where they slept on the night of the point in time count (Thursday night).

In special circumstances (such as very rural areas) the count can be performed over the course of several days at particular facilities, provided efforts are made to un-duplicate count data and refer to the night of the count.

Housing Inventory Count

HUD requires counties to collect information on the number of individuals in each homeless program included in the housing inventory chart. This includes all emergency shelter programs, homeless transitional housing programs, permanent supportive housing programs and rent assistance.

This information is collected during the same week as the point in time count. Counties will be responsible for providing accurate data on the number of individuals staying at each facility either using Commerce HMIS or their own approved methods.

Protecting Identities of Persons Counted

As per 43.185C.180, personally identifying information (such as names, birthdays, addresses, etc.) cannot be collected unless written consent is obtained from the persons providing the information.

... (2) Information about homeless individuals for the Washington homeless client management information system shall come from the Washington homeless census and from state agencies and community organizations providing services to homeless individuals and families. Personally identifying information about homeless individuals for the Washington homeless client management system may only be collected after having obtained informed, reasonably time limited written consent from the homeless

individual to whom the information relates. Data collection shall be done in a manner consistent with federally informed consent guidelines regarding human research which, at a minimum, require that individuals be informed about the expected duration of their participation, an explanation of whom to contact for answers to pertinent questions about the data collection and their rights regarding their personal identifying information, an explanation regarding whom to contact in the event of injury to the individual related to the homeless client survey, a description of any reasonably foreseeable risks to the homeless individual, and a statement describing the extent to which confidentiality of records identifying the individual will be maintained....

As per the HEARTH ACT, the term ‘personally identifying information’ means individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, including: (A) a first and last name; (B) a home or other physical address; (C) contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); (D) a social security number; and (E) any other information, including date of birth, racial or ethnic background, or religious affiliation, that, in combination with any other non-personally identifying information, would serve to identify any individual.

Any personally identifying information collected by the count must be protected from release to persons not directly involved in the count process. Steps should be taken to ensure that only persons that must view personally identifying information as part of the counting process have access to that information. Persons collecting and handling personally identifying information must be explicitly instructed that the information must remain confidential, and steps must be taken to ensure that personally identifying information contained on paper forms and databases is secured from unauthorized access.

Written consent forms authorizing the collection of personally identifying information must explicitly state: how the information will be used, that persons being surveyed are under no obligation to provide personally identifying information, and the potential risks of providing information.

Important Note: No personally identifying information should be collected as part of the count from persons who are 1) in a DV agency; 2) currently fleeing or in danger from a domestic violence, dating violence, sexual assault or stalking situation or 3) has HIV/AIDS.

Information Collected in Count

Each community must be able to derive counts of each of the following data elements from their count. Communities are free to collect additional information. Specific required wording is provided for questions where subtle differences in how the question is asked and/or defined could lead to results that are not comparable between communities.

It is understood and expected that specific details about some unsheltered persons will be difficult or impossible to collect (i.e., substance use problems, disabilities). The most important information regarding unsheltered persons is the total count. The importance of accurate information collection descends by the order listed below.

	<i>Information</i>	<i>Notes</i>
1	Persons (all household types)	
2	Persons by gender	
3	Single persons	
4	Households (all household types)	
5	Households with minor children accompanied by an adult(s)	
6	Minor children in households, accompanied by an adult(s)	
7	Persons under age 18 unaccompanied by an adult	
8	Households with no minor children	
9	Senior citizens (aged 65 or older)	
10	1-9 above Unsheltered. (In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street)	
11	1-9 above in Emergency Shelter (1-90 day time limits)	
12	1-9 above in Transitional Housing (91 days to 2 years time limit)	

13	Chronically homeless individuals (Homeless more than one year OR more than three times in last three years; with disability)	
14	Chronically homeless families	Families with at least one chronically homeless individual
15	Race	White, Black or African-American, Asian, American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander
16	Ethnicity	Hispanic or Non-Hispanic
17	Veterans	A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.
18	Mentally disabled	Includes persons with self-reported mental health problems
19	Persons with alcohol and/or other drug problems	Includes persons with formally diagnosed alcohol or other drug abuse problems, and persons who self identify a substance use problem.
20	Physically disabled	Should only include persons with chronic physical problems, as opposed to time-limited physical injuries.
21	Persons with both substance use and mental health problems (formally diagnosed or self identified)	Can be derived via substance use and mental health questions (13 and 14 above)
22	Domestic violence victims	Asked prior to any collection of personal identifiers. If answer is "yes" personally identifying information may not be collected. Only includes individuals and family members of individuals who are in DV shelter or are <u>currently fleeing or in danger</u> from a domestic violence, dating violence, sexual assault or stalking situation.
23	Persons with HIV/AIDS	If answer is "yes" personally identifying information may not be collected.
24	Seasonal agricultural workers	Includes both traditional "farm workers," and others who seasonally derive income from agricultural activities such as collecting decorative forest products.

Who is counted in the annual homeless count?

For the point in time count, persons living in emergency shelters (including motel/hotel vouchers), transitional housing, or unsheltered (in places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street) should be counted. Persons living in a dwelling lacking any of the following should be considered homeless: drinking water, restroom, heat, ability to cook hot food, or ability to bathe.

Persons living temporarily with family or friends due to loss of housing, economic hardship, or a similar reason (often referred to as “*doubled-up*” or “*couch surfing*”) do not meet the HUD definition of homeless. There is no requirement to count these individuals; however this data is useful in identifying the need for housing and services.

For the purposes of this count, transitional housing refers to housing where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least 1 month that ends in 24 months and cannot be extended.

Counts do not need to conduct rigorous screening of persons to determine whether they are homeless. Generally persons who self identify as homeless should be counted, unless they obviously do not fit the criteria. Instructions to surveyors and survey forms should include the definition of who is considered homeless, as appropriate.

Requirements to Minimize Count Duplication

Counts must strive to limit double-counting persons by employing the following strategies:

- Conduct the count during one day (minor exceptions allowed as described previously).
- Obtain written consent to collect personal identifiers that allow un-duplication during count tally.
- Explicitly ask person being surveyed whether they have been counted previously.

Locations of Persons Counted

- All homeless persons in emergency or transitional housing must be counted.
- Persons living outside, in cars, in tents, encampments and other “unsheltered” places should also be counted.

Under no circumstances should count surveyors risk collecting count information in ways that pose a significant safety risk. Persons such as experienced outreach workers and currently/formally homeless persons with relationships with existing homeless persons may be able to safely enter isolated homeless encampments to collect count information.

Count activities can be funded by revenue collected as part of the Homelessness Housing and Assistance Act. Local governments must spend enough Act funds to count people throughout the county.