

ARKANSAS BALANCE OF STATE CONTINUUM OF CARE

Board Meeting

July 13th, 2023—11:00 a.m.

Zoom

- I. Welcome
- II. Approval of Minutes (*pages 3-8*)
- III. Partner Reports
 - HUD
 - DHS
 - HMIS
- IV. Old Business
 - Governance Charter Review
 - i. Comments due by 7/20
 - Delta Hills Local Homeless Coalition Realignment
 - Lived Experience Board Members
- V. New Business
 - FY 2023 CoC Notice of Funding Opportunity
 - i. Request for Proposals (*pages 9-12*)
 - ii. Supplemental Applications
 - iii. Rating Tools
 - iv. Important Dates
 - 1. Project Application Q&A through zoom: 7/26 at 2:00 pm
 - 2. Letter of Intent and/or Letter to Voluntary Reallocate due 7/28
 - a. Sample included on page (*page 13*)
 - 3. Project Applications due 8/29 by 4:30 pm
 - 4. Rank and Review announcement due 9/13
 - 5. Public Posting of App and Priority Listing due 2 days before submission
 - 6. CoC Application and Priority Listing due 9/28 b 7:00 PM

- Policies and Procedures for CoC
 - i. Anti-Discrimination Policies and Procedures (*pages 14-21*)
 - ii. Emergency Transfer Policy (*pages 22-28*)
 - iii. Notice of Occupancy Rights Under VAWA (*pages 29-37*)
 - iv. Educational Responsibilities (*pages 38-41*)
 - Vulnerable Populations for Coordinated Entry Prioritization (*see page 43*)
 - i. Serious Mental Health Illness
 - ii. Substance Use Disorder
 - iii. Domestic Violence Survivors
 - Membership Surveys
 - Rapid Rehousing Learning Collaborative
 - i. Register [here](#)
 - Training from Arkansas Coalition Against Domestic Violence
- VI. Committee Reports
- 6.28 Minutes Included (*pages 42-44*)
- VII. Coalition Reports (*pages 45-46*)
- VIII. Next meeting of BoS Board – August 10th, 2023
- IX. Adjourn

Vision Statement:

The vision of the Arkansas Balance of State Continuum of Care is to work toward eliminating homelessness through collaboration of innovative solutions.

Mission Statement:

The mission of the Arkansas Balance of State Continuum of Care is to facilitate a coordinated effort of planning, integration of mainstream resources, and implementation of programs targeted at reducing homelessness and improving housing stability across Arkansas' diverse local homeless coalitions that comprise the Arkansas Balance of State Continuum of Care.

**Arkansas Balance of State
Continuum of Care General Meeting
June 8, 2023**

| Coalition/Organization | Attendees: Voting Members | Attendee: Non-Voting Members |
|-------------------------------|---|--|
| ARVHAN | Cody Shelton, Terrie Morgan (proxy for Mary Thompson) | |
| BBMN | Chonda Tapley, William Tollett | Nicole Brakebill, Jessica Minton, Liz, Cindy |
| Collaborative Applicant | | Casey Kidd, Whitney Force |
| Delta Hills | Shannon Haward | Rose Dawson, Janet Harris, Theresa Aasen, Carol Townsend |
| DHS | | |
| EAR | Josephine Flowers | |
| HMIS | | |
| HUD | | |
| Mississippi | Lisa Willard | |
| NEA | Shane Fore | Madelynn Williams, Jessica Strickland, Heather Coats |
| Phillips | Rosie Burton | |
| RHC | Paul Henley | Stephanie Gee, Capt. Juan Gomez, Shelley Faulknor |
| SSVF-St. Francis House | | Desiree Willmuth |
| SWAP | Sarah Fowler | George Biggs |
| Toadsuck | Aimee Prince, Lacey Strom | Gabe Simon, Lacey Crosby, Melissa Dyson, Shawanna Rodgers, Laura King, Nerissa Passmore, Mary Wood |
| Cloudburst TAs | | Rori Knight-Durham |
| ADFA | | Alisa Green and Kim Edmonson |

Call to Order

The meeting was called to order via virtual platform at 11:01 am by the Chair, Melissa Allen.

Roll Call

A welcome was given and roll of attendees was recorded.

Approval of Minutes

A motion was made by Shannon Haward to approve the minutes for May, William Tollett seconded. Roll was called for voting members to vote, and the minutes from approved.

Federal and State Reports

HUD:

No one present

DHS:

No one present

HMIS:

No one present

ADFA:

Alisa Green from ADFA gave the CoC an overview of the HOME-ARP funding application process indicating that 3 applications have been released including non-congregate shelter, supportive services, and non-profit operating expense assistance. There is a training video and step-by-step instruction sheet on their website as well. She indicated they would like individuals to review that information and submit questions for the question and answer session they will host on 6/13. They will be releasing more information including the NOFO to provide more specific details. Casey thanked Alisa for providing that update so that attendees could hear from them also and what a great opportunity this is. Alisa further indicated that applications will be accepted starting 7/1 and that supportive services and non-profit operating assistance will be accepted and funded until all funding is awarded. Non-congregate shelter will be accepted starting 7/1 and closing at 4:30 pm on 10/6. They will continue to provide guidance as needed going forward. It is important that the questions received for the 13th are in regards to the application so that they can be completed completely.

HMIS Regional Coordinator:

Whitney Force introduced herself as the HMIS Regional Coordinator for the Balance of State Continuum of Care. She explained that in this role, she will solely focus on the projects and agencies within Balance of State and not the full state. She indicated that she and Casey have started planning, and that she has already reached out to agencies and will reach out to more. She will also be doing site visits and attending LHC meetings when able. She ask that everyone be open to working with her on their data and system and to also ask her any questions that they might have so she can assist them.

Old Business

Governance Charter Review: Melissa Allen indicated that we will not vote on Governance Charter Revisions until a later date. Melissa asked Casey to confirm whether or not revisions had been received. Casey stated that there had been some just made in passing since the last revision, but that the only one received this time was from Josephine. She had indicated that we might want to hold off on a vote since the Delta Hills realignment would also impact the map in the governance charter. By doing this, we would only take a vote on revisions once instead of twice. The vote on revisions will occur in August if the DH alignment is approved at that time. Melissa indicated that you can now take additional time to review the governance charter if you have not. She asked that comments be sent to Casey by July 20th.

Workgroups for Continuum: Melissa asked Casey to discuss this section. The workgroups were discussed at the last minute focusing on items that we should be implementing throughout the CoC. Casey has not yet heard back from anyone wanting to participate at this time though. The potential workgroups are racial equity, identifying first time homelessness and reducing that number, reducing length of time being homeless, increasing exits to permanent housing, and reducing the number returning to homelessness. We want to look at strategies we have in place throughout the CoC to impact these above items. We want to ensure that we have equitable approaches to overall reduce homelessness and get individuals into housing. You can indicate in the chat or email Casey if you would like to participate.

New Business

NOFO Prep-Gaps Analysis: Casey indicated that we do not have any idea when the grant will be released as we find out the day that HUD announces it. We do anticipate a bit of time though until it is released as we have not yet received the Grants Inventory Worksheet which comes out first and is typically a month ahead of the release of the NOFO. In preparation for this, Casey has been working on a gaps analysis using PIT count data, Housing Inventory Count, and location of rapid rehousing and homelessness preventions. She has put together maps and shared those which show what counties are covered and show where resources might be missing. This helps us to identify where the gaps are and how we can work together to close those.

NOFO Prep-Specific Project Request: Casey continued the discussion by adding that the project requests goes along with the gaps analysis. At this time, the CoC does not have any CoC funded Permanent Supportive Housing Projects. She indicated that we have 1 transitional housing project, 2 Joint Transitional Housing and Rapid Rehousing projects, and 1 newly funded Rapid Rehousing project. The transitional housing project did not seek renewal funding, so that project will expire 12/31/23. At that time, all CoC projects will be focused on the DV population. Those projects are with Margie's Haven House in Cleburne County, OCYFS in Garland County, and Families in Transition in Crittenden County. Casey has been looking at the data to see what gaps we have and what resources are lacking to serve individuals. She feels like we are truly lacking for permanent supportive housing projects in the CoC. She further indicated that we saw a large number of chronically homeless individuals in this year's PIT count. These are the individuals that can receive assistance through PSH. They are the individuals that are in and out of homelessness along with at least one disabled person in their household which could include mental health disability, physical disability, developmental disability, and others. We saw a large number of the adult population in the PIT identifying as struggling with serious mental health illness as well as substance use disorder which is a qualifying disability for PSH. She is very passionate about this and personally feels like this is what is needed in the CoC. She further mentioned that at the general meeting, attendees determined the top 3 vulnerable populations in our CoC are Serious Mental Health Illness, Substance Use Disorder/Addictions, and Domestic Violence. These have not yet been voted on by the board. We are serving the DV population at this time through CoC funds, but Casey feels as though we should move in a direction of serving individuals through PSH. With saying that, Casey stated that at times, CoCs do release a request for applications for specific projects, and she is asking that this occur by the CoC but would need a board vote. This would not impact renewal projects or even new projects that are not PSH. We would not be saying that non PSH projects could not apply, but that PSH projects would most likely receive higher priority which again would be a board and/or rank and review committee decision. Casey asked that the board either vote today on this or hold a special election through email after they have time to think on this discussion more. Shane Fore made a motion to hold a special election, and Chonda Tapley agreed with that. We did not need a vote on this as we were not tabling an item that was supposed to be voted on at today's meeting.

Informational Webinar: Casey reminded the group that last year we held an informational webinar to discuss the ins and outs of the CoC funding, so we will be doing that again this year. The webinar will be held on 06/29 from 11-12:30 through zoom. We hope it to last 1 hour, but scheduled for 1.5 to give enough time for questions if needed. If you have not received the calendar invite and would like that, please reach out to Casey.

Data Sharing Agreement: Casey introduced the data sharing agreement as it will be used with our coordinated entry system. Any agency that will participate in coordinated entry must sign the agreement in order to share data from HMIS with other agencies regarding clients that will be moving through CE. The coordinated entry committee has reviewed data sharing agreements put in place by other CoCs or even statewide agreements. In addition, this shows how agencies will use the data and how client data would be protected. The client must give consent either verbally or by signing a release of information to share their information. They must also know what agencies are participating and sharing their data. This has been discussed both in coordinated entry committee and HMIS steering committee and will be discussed further. At this time, this only impacts data in HMIS. DV data is not in HMIS, so we will look at other methods to protect their data while ensuring they are able to participate in CE. We do have DV facility representation on our CE committee. Casey thanked the committee for their work including Josephine Flowers, the chair, who worked to make the agreement specific to Balance of State. Shannon Haward made a motion to accept the data sharing agreement for Coordinated Entry for Balance of State, and William Tollett seconded the motion. The motion passed, and the data sharing agreement was adopted.

Delta Hills Realignment: Casey indicated that conversations have been going on for months regarding the realignment of Delta Hills Local Homeless Coalition. Casey gave historical information regarding Delta Hills indicating it was its own CoC until it merged with Balance of State officially in 2020. They were an 18 county CoC and remain an 18 county LHC today. COVID hit and serious conversations were not able to be had about the size of the LHC. 18 counties is very large for a coalition and is actually larger than the other 4 CoCs in the state. It is a lot for one coalition as the counties are scattered, they do not necessarily all work together with resources and clients, and it is difficult to connect clients. Casey shared the map of the current breakdown and then proposed realignment map. She indicated that there have been onsite meetings with agencies within the DH coalition while TAs were here the week of the general meeting in addition to a survey being sent out to all of the DH agencies on Shannon's mail list regarding information about their agency, counties served, counties in which they receive referrals, community partners, and feedback regarding the realignment. The information was analyzed along with review of the conversations/meetings that took place, and looking at service areas to develop the proposed map. Casey went over the current coalitions that would be impacted by the realignment. She also indicated that they could view this through the governance charter on a link shared in case they would like to view the proposed map and current map side by side. Casey introduced the proposed map to show what the new coalitions would be if this is approved. Every agency that is in an LHC that would be directly impacted received this proposed map about 2-3 weeks ago asking for feedback regarding this by 7/18. The next DH meeting is on 7/25, and that is when this will be further discussed. It will then be presented to the board if there are not any changes needed for a vote in August. At that time, she asked for any thoughts, questions, or feedback today. Laura King with Toadsuck did ask about an email regarding this discussion, and Casey stated she would need to discuss that with the executive committee of Balance of State before responding. Melissa Allen thanked the group for their work on this as well as the visual map which helped to put it together.

Lived Experience Workgroup: Casey indicated in the last governance charter review and revision, we added 4 board member positions for those with lived experience of homelessness. She sent an email requesting individuals interested in serving in this capacity to let her know. These individuals could either be currently homeless or have experienced homelessness within the last 5 years. The CoC wants those individuals to be at the table and have a voice. If you or someone you know are interested, please let Casey know. She is going to reach out to those that have shown interest and ask for them for a small bio to share with the voting

members so that we can get them installed soon. Melissa Allen further stated that we do not want anyone to be discouraged if we do have more than 4 delegates since we have received a lot of interest and must vote. We want them to know that they can still participate on committees and have a say in how we serve individuals such as themselves. Sarah Fowler of SWAP mentioned that she had an individual that might qualify and would like to speak to them about this if possible. Melissa said that it is exciting to know that we are going to have individuals representing those we are trying to serve.

Committee Reports:

Coordinated Entry: Josephine indicated that she was pleased that the data sharing agreement has been approved and adopted. More updates are to come from the next meeting. She thanked everyone for reviewing the agreement and how great it is that one is now in place. Casey asked Josephine if she could add something about vulnerable populations. She then continued with permission with details regarding the vulnerable populations that were identified at the general meeting which were Serious Mental Health Illness, Substance Use Disorder/Addictions, and Domestic Violence. Our next step as a board is to decide if these are the top 3 vulnerable populations for the full CoC. We have been asking the LHCs to have this discussion: "Do you think the 3 chosen at the general meeting are correct, or do you feel like there are a different 3 for your area." When we say vulnerable, we mean the population that has a difficult time accessing services, knowing where to go, and everything that goes with that process. Our next CE meeting is 6/27, so we ask that you have that discussion before 6/27. We know some have had the discussion, so let us know if you agree or have another 3 by 6/27.

Coalition Reports

ARVHAN: Cody Shelton was not able to give a report at this time, but later told Casey that they are still working on scheduling their LHC meeting at this time.

BBMN: Chonda Tapley indicated that they met in May and indicated that Casey and Whitney were both able to attend. They had their regular topics regarding their local agencies, funding available for clients, the vulnerable populations, coordinated entry, and then letters of good standing for ESG as well. Chonda indicated that they have invited a new organization to attend and be part of BBMN. They will discuss the realignment, ADF funding, and governance charter revision. Melissa encouraged Chonda on our LHC and participation. She thanked Melissa and indicated they definitely try and thanked Casey for her assistance.

Delta Hills: Shannon indicated that Casey had discussed their current items since realignment is being determined at this time. The next meeting will be 7/25.

Eastern Arkansas: The group will meet on 6/13 and will discuss items missed last month since the meeting was rescheduled along with the items regarding their coalition and the realignment.

At this time, Shannon offered to share DH contact information for the counties that would be moving into other coalitions. Melissa suggested an email introduction, and Shannon will lead that.

Mississippi: Lisa stated that she had to leave but gave the update to Casey through chat. They met in May and that update was shared at last month's meeting. Casey believes they might meet again in July.

Northeast Arkansas: Shane reported that he is working on bringing the recovery community into the coalition as they work a lot with the same individuals. He indicated that his facility works closely with this community and would like to invite them to the table. NEA will meet on 6/15.

Phillips County: Rosie had audio issues, but she called Casey after the meeting with an update. They are continuing to meet monthly, and they have a new member which is Pastor Shelley from a church in Poplar Grove. He has a passion for those experiencing homelessness and is excited to participate. The LHC will meet again on 6/27 at 9:00 am.

RHC: Shelley from Salvation Army of Texarkana indicated that they will have a meeting tomorrow (6/9) so will have an update next month. She stated that Casey would be attending to assist them. Casey further mentioned that she and Whitney would both be there to meet with them and are excited about the meeting!

SWAP: Sarah stated that they did not have a meeting last month, but they will be having a meeting next week. They plan to discuss membership and to elect a new voting member since Sue Legal has resigned. Casey asked Sarah to give an update on the coordinated entry coordinator interview process. She indicated that she is working to confirm times on an email for a candidate as well as waiting to hear back from one more candidate to see if they are interested.

Toadsuck: Laura King had to leave the meeting but left the following message in the chat: We took a group of agencies and spoke to Public school homeless liaisons at Arch Ford. We met in May as a full coalition. Our next meeting is in July. Our exec team met yesterday to discuss the many BOS items that are before us. Melissa asked if the voting board members had anything to add, and they did not.

Next meeting: July 13th through zoom

With no other discussion, Melissa Allen adjourned the meeting at 11:55 pm.

Minutes recorded by Casey Kidd via recording of meeting.



Request for Proposals – HUD FY23 CoC Competition

Date: 07/06/2023

The **Arkansas Balance of State Continuum of Care** announces the availability of grants to prevent and end homelessness through the United States Department of Housing and Urban Development’s “Notice of Funding Opportunity (NOFO) for the Fiscal Year 2023 Continuum of Care Competition.” The CoC is open to and will accept and consider proposals from organizations that have not previously received CoC Funding. The deadline for the CoC to submit applications to HUD for the FY 2023 CoC Program Competition is September 28, 2023 by 7:00 PM CST/8:00 PM EST. Please read the NOFO thoroughly to review changes from the FY 2022 NOFO.

NEW PROJECTS

- Eligible New Project Program Components: Permanent Supportive Housing for chronically homeless individuals and/or families, Rapid Rehousing, and Joint Transitional Housing and Rapid Rehousing. The NOFO provides details on each of these.
 - ***The Arkansas Balance of State Board has voted to specifically request PSH projects, so new PSH projects will receive priority over other new project applications.***
- Applications that serve victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking will also be considered. These projects must be Permanent Supportive Housing (if they will serve DV victims that are chronically homeless), Rapid Rehousing, or Joint Transitional Housing and Rapid Rehousing.

Applicants for all projects must submit a letter of intent including the project type and estimated amount (budget) of request to the **Arkansas Balance of State CoC** at ckidd@occnet.org. All interested organizations are urged to contact the CoC and read the NOFO in its entirety before submitting a letter of intent **by 07/28/23**. Select [this link](#) to download the FY 2023 NOFO. Select [this link](#) to access critical instructions and guidance from the HUD website. Project applications and application instruction materials will be posted to that link by HUD. Select [this link](#) to stay up to date on information released by our CoC concerning the funding.

New projects ***must*** create a Supplemental Application in accordance with the attached instructions ***and*** complete an application in HUD’s e-snaps electronic grants systems **by 08/29/23**.

RENEWAL PROJECTS

Applicants for renewal project must send a letter of intent to apply for or notify the CoC of their plans for voluntary reallocation **by 07/28/23**. Letters should specify the project name, project type, and funding amount. Email notification should be sent to ckidd@occnet.org.

Renewal projects ***must*** complete a Supplemental Application in accordance with the attached instructions ***and*** complete their e-snaps renewal application **by 08/29/23**.

An application question and answer session will occur on **07/26/2023 at 2:00 pm** at [this link](#). It is not required, but potential applicants are strongly encouraged to attend. It will also be recorded. All Project applications are **due 08/29/23**. The Rank & Review Committee will notify all applicants of acceptance, rejection, or modification of their projects **by 09/13/23**.

Please understand that HUD has specific requirements for applicants, including:

- The Rank & Review Committee **must** carefully review the qualifications of the applicant and the proposed project to assure that they meet HUD's threshold requirements.
- Projects **must** pass the initial threshold questions to be reviewed for scoring and ranking. *The CoC evaluation metrics for new and renewal projects are explained starting on page 3.*
- Individuals, for-profit organizations, and unincorporated entities are **not** eligible to apply.
- Questions regarding the application process can be sent to ckidd@occnet.org until **08/28/2023**.

Project Ranking Criteria

The Arkansas Balance of State CoC (AR-503) FY 2023 Ranking Tools are recommended by the CoC Rank and Review Committee and approved by the Executive Committee. The tools consider information from the HUD e-snaps application, Applicant's supplemental application, and performance data to determine the extent to which project outcomes address federal and local policy priorities.

HUD has nine National Priorities:

- Ending homelessness for all persons
- Using a Housing First Approach
- Reducing unsheltered homelessness
- Improving system performance
- Partnering with housing, health and service agencies
- Racial Equity
- Increasing Affordable Housing Supply
- Improving Assistance to LGBTQ+
- Persons with Lived Experience

The Arkansas Balance of State CoC has prioritized permanent housing projects with specific priority given to new permanent supportive housing projects to serve individuals that are chronically homeless.

The CoC set its priority based on 2023 PIT Count data as well as conversations that have taken place with community partners and CoC stakeholders over the past year indicating the growing need for housing for individuals that are chronically homeless specifically those facing serious mental health disability and/or substance use disorder. Out of the 871 individuals recognized as homeless, 121 were identified as chronically homeless. At this time, AR-503 does not have any continuum of care funded Permanent Supportive Housing (PSH) projects but recognizes the need of availability of services for chronically homeless individuals and families.

Threshold Criteria:

The CoC requires all applicants to meet the following criteria in order for their projects to be selected and ranked:

- The project complies with eligibility requirements of the CoC Interim Rule and Subsequent Notices while meeting threshold requirements outlined in the HUD 2023 NOFO.
- The project does utilize the Housing First Model.
- The project will follow the CoC's Coordinated Entry Policies and Procedures, including HUD's Equal Access Rule, when it is implemented while also participating in the development and implementation of it.
- The project does or will participate in HMIS or an equivalent database.
- The project has written documentation of match that meets HUD's standards.

- Applicant is an active CoC Participant.
- All application materials are completed and submitted by deadline.
- Applicant does not have any unresolved HUD monitoring findings.
- Current agency audit is exempt of findings.
- *If* a renewal, the project has a spending rate of at least 80% on their total grant award.
- *If* a project serves families, the project will accept all families with children 18 and under without regard to age or gender.
- *If* a project serves families, the project has a staff person responsible for ensuring that children are enrolled in school and connected to services in the community.

Renewal Project Rating Breakdown (*applicant has facilitated CoC dollars for 1 or more years, i.e. current CoC funded project awarded before FY 2022*)

- Project Services and Support (30 points, 16.6% of total score)
- Involving individuals with lived experience (6 points, 3.3% of total score)
- Participates in Continuum of Care (2 points, 1.1%)
- Demonstrated Community Need (38 points, 21% of total score)
- Increases safety for Survivors of Domestic Violence (3 points, 1.7%)
- Serves Vulnerable Populations (22 points, 12.2% of total score)
- Increases Housing Stability (10 points, 5.5% of total score)
- Increases income for adult program participants (20 points, 11.0% of total score)
- Utilizes New and Existing Resources to Improve the Homeless System (10 points, 5.5% of total score)
- Utilization of HMIS or comparable Database (15 points, 8.3% of total score)
- Past year project performance (20 points, 11.0% of total score)
- System Performance Improvement (5 points, 2.8% of total score)

Of the 181 total points, 134 points are based on objective, quantifiable data (74.0%).

1st Year Renewal Project Rating Breakdown (*applicant was awarded funding for the first time for FY 2022 funds which have not yet been received or has not yet completed one full cycle of CoC grant funding i.e. 1st year facilitating CoC funds will not end before grant is due.*)

- Project Services and Support (30 points, 16.6% of total score)
- Involving individuals with lived experience (6 points, 3.3% of total score)
- Participates in Continuum of Care (2 points, 1.1%)
- Increases safety for Survivors of Domestic Violence (3 points, 1.7%)
- Utilization of HMIS or comparable Database (5 points, 8.3% of total score)
- Project Budget Details (10 points, 11.0% of total score)
- Demonstrated Community Need (38 points, 21% of total score)
- Increases Housing Stability (10 points, 5.5% of total score)
- Increases income for program participants 18 years or older (20 points, 11.0% of total score)
- Serves Vulnerable Populations (16 points, 12.2% of total score)
- Utilizes New and Existing Resources to Improve the Homeless System (10 points, 5.5% of total score)
- System Performance Improvement (5 points, 2.8% of total score)

Of the 155 total points, 108 points are based on objective, quantifiable data (69.7%).

New Project Rating Breakdown (*applicant's project is not currently CoC funded*).

- Project Readiness and Management (20 points, 9.8% of total score)

- Project Services and Support (40 points, 19.5% of total score)
- Utilization of HMIS or comparable Database (5 points, 2.4% of total score)
- Involving individuals with lived experience (6 points, 2.9% of total score)
- Participates in Continuum of Care (2 points, 1.0% of total score)
- Demonstrated Community Need (38 points, 18.5% of total score)
- Increasing safety for survivors of Domestic Violence (3 points, 1.5% of total score)
- Project Budget Details (15 points, 7.3% of total score)
- Successful program exits (10 points, 4.9% of total score)
- Increases income for program participants 18 years or older (20 points, 9.8% of total score)
- Serves vulnerable populations (16 points, 7.8% of total score)
- Utilizes New and Existing Resources to Improve the Homeless System (10 points, 4.9% of total score)
- System Performance Improvement (5 points, 2.4% of total score)

Of the 205 total points, 113 points are based on objective, quantifiable data (55.1%).

HMIS Renewal Rating Breakdown (*applicable to our HMIS lead agency*).

- HMIS Performance (20 points, 33.3% of total score)
- Project Description (5 points, 8.3% of total score)
- HMIS Standards (25 points, 41.7% of total score)
- Project Budget (10 points, 16.7% of total score)

Supportive Services-Coordinated Entry Renewal Rating Breakdown (*applicable to our CE grant award recipient*).

- Applicant Performance (15 points, 33.3% of total score)
- Project Description (45 points, 8.3% of total score)
- Project Budget (15 points, 16.7% of total score)

Application and resource materials:

[CoC Project Application Checklist](#)

[Supplemental Application-New Projects](#) (word document included with email)

[Supplemental Application-Renewal Projects](#) (word document included with email)

[Housing First Checklist](#) and [Housing First Assessment Tool](#)

[HUD Form 2991](#)

[2023 Balance of State Point in Time Count Data](#)

[Comparable Database to HMIS](#)

[Comparable Database to HMIS-Spanish Version](#)

[E-snaps support page on HUD Exchange](#)

[Log-in to E-snaps](#)

[Online course to become SOAR certified](#)

Letter of Intent

FY 2023 Continuum of Care Funding

Date:

Arkansas Balance of State Continuum of Care
Attn: Casey Kidd
ckidd@occnet.org

Re: Letter of Intention to Submit (INSERT NEW OR RENEWAL) Project Application

To Arkansas Balance of State Continuum of Care:

This letter is written notification of our intention to submit a (INSERT NEW OR RENEWAL) project application in response to the upcoming HUD CoC FY23 NOFO competition.

- The new project amount for this grant will be (INSERT BUDGET REQUEST).

This grant provides/will provide (INSERT TYPE OF COMPONENT—permanent supportive housing, rapid rehousing, or join transitional+rapid rehousing) to persons/families experiencing homelessness.

The new funding will allow (INSERT AGENCY NAME) to continue offering housing and other services within the Arkansas Balance of State CoC.

Sincerely,

Arkansas Balance of State Continuum of Care

Anti-Discrimination Policies and Procedures

2023

Overview

The Arkansas Balance of State Continuum of Care (AR BoS CoC) is committed to providing housing and services in an environment in which all individuals are treated with respect and dignity as well as equal treatment and opportunity. The AR BoS CoC's Anti-Discrimination Policies and Procedures ensure all people experiencing homelessness in the CoC have equal access to the housing and services necessary to end homelessness.

The AR BoS CoC's Anti-Discrimination Policies and Procedures apply to staff, volunteers, and contractors at all agencies that receive CoC funding at this time, but we strongly encourage all AR BoS CoC partners, regardless of funding source, to adopt these Anti-Discrimination policies.

The AR BoS CoC's Anti-Discrimination Policies and Procedures adhere to the Department of Housing and Urban Development (HUD) Equal Access Rule. The CoC and our partner agencies are committed to complying with all non-discrimination and privacy laws.

These policies and procedures aim to ensure safety, dignity, and well-being of all individuals and families served by the AR BoS CoC. This document has four sections and two appendices:

- Section 1. Equal Access Policy and Procedures
- Section 2. Family Separation Policy
- Section 3. Faith-Based Inclusion Policy
- Section 4. Grievance and Anti-Retaliation Policy and Procedures
- Appendix I: References
- Appendix II: Agency Anti-Discrimination Policy Checklist

Equal Access

Anti-Discrimination Policy:

CoC funded providers shall not discriminate on the basis of any protected characteristic including race, ethnicity, color, national origin, language, ancestry, religion, sex, familial status, age, gender identity, LGBTQ+(Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, etc) status, marital status, domestic or sexual violence victim status, or sensory, mental, or physical

disability. The providers will follow all state and federal regulations regarding nondiscrimination. Definitions of the protected characteristics can be found in Appendix I.

This means that AR BoS CoC and partner agencies including their staff, volunteers, and contractors **will not:**

- Deny any person facilities, services, financial aid, or other benefits.
- Provide services that are different, or are provided in a different form, from that provided to others under the program or activity.
- Subject any person to segregated or separate treatment in any facility or in any matter or process related to receipt of any service or benefit under the program or activity.
- Restrict in any way access to, or the enjoyment of any advantage or privilege enjoyed by others in connection with, facilities, services, financial aid, or other benefits under the program or activity.
- Treat any person differently from others in determining whether the person satisfies any admission, enrollment, eligibility, membership, or other requirement or condition, which individuals must meet to be provided shelter, services, or other benefits provided under the program or activity.
- Deny meaningful access to persons with limited English proficiency, to include translated documents, notice of participant’s rights, grievance forms, and other materials vital for program access or fail to work with language services or an interpreter to assist persons who speak an alternate primary language other than the staff person and need assistance communicating.

AR BoS CoC partner agencies shall make housing available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status. Agencies will ensure equal access to programs for all individuals and their families; provide housing, services, and/or accommodations in accordance with a client’s gender identity; and determine eligibility without regard to actual or perceived sexual orientation, gender identity, or marital status.

All agencies must manage a responsible and sound operation in accordance with federal and local nondiscrimination and equal opportunity provisions, as codified in the [Fair Housing Act](#), Section 504 of the [Rehabilitation Act](#), Title VI of the [Civil Rights Act](#), [Titles II & III](#) of the [Americans with Disabilities Act](#), [HUD’s Equal Access to Housing Rule](#), and [Gender Identity Final Rule](#), 24 CFR 5.100, 5.105(a)(2), and 5.106(b). This includes establishing an Agency Anti-Discrimination Policy and grievance procedures and sharing all policy and procedures with clients, staff, volunteers, and contractors.

Anti-Discrimination Procedures

| | AR BoS CoC | Agencies | Staff, Volunteers, and Contractors |
|----------------------------|--|---|---|
| Anti-Discrimination | Maintain policies and procedures prohibiting | Affirm commitment to serving all eligible | Provide access to facilities, services, |

| | | | |
|---------------------------------|---|--|---|
| | discrimination based on race, color, national origin, religion, sex, familial status, age, gender, LGBTQ+ status | clients by adhering to these Anti-Discrimination policies and procedures and incorporating language into their agency policies. | financial aid, or other benefits provided under the program or activity for all current and potential individuals and families. Provide services to everyone and treat them with dignity and respect. |
| Training & Education | Provide annual and as needed training to AR BoS CoC agencies and agency staff, volunteers, and contractors regarding the AR BoS CoC's Anti-Discrimination policies and procedures, the Equal Access Rule, and related policies and procedures. Partner with Legal Aid of Arkansas to promote and provide fair housing training. | Ensure staff, volunteers, and contractors are trained on CoC and agency Anti-Discrimination Policies and Procedures. Ensure staff, volunteers, and contractors understand that a client may not present the way they identify. Staff should be provided continuing education annually on Anti-Discrimination policies and procedures, with follow-up from their supervisor, to ensure they follow CoC and agency policies. | Participate fully in all trainings and adhere fully to CoC and agency Anti-Discrimination Policies and Procedures. Request assistance from Agency leadership when the need arises to understand how to apply Anti-Discrimination policies and procedures. |
| Language | Use appropriate, inclusive language in communications, publications, trainings, personnel handbooks, and other policy documents that affirms the AR BoS CoC's commitment to serve all eligible clients in adherence with the HUD Equal Access Rule. | Use appropriate, inclusive language with all communication, including taking reasonable steps to ensure meaningful access to programs and activities by Limited English Proficient (LEP) people. | Use appropriate language in all communication with people experiencing homelessness served by agency programs. Ensure meaningful access to persons with Limited English Proficiency, to include translated documents, notice of participants rights, grievance forms, and other materials vital for program access. Work with language services or interpreters to assist persons who speak an alternate language |

| | | | |
|------------------------------------|--|--|---|
| | | | other than the staff person and need assistance communicating. |
| Privacy Rights | Support all clients to understand their privacy rights and the implication of releasing information. | Provide clear and transparent information about privacy rights at intake. Read CoC privacy rights to each client. Read the HMIS privacy notice for HMIS-participating agencies. Train staff, volunteers, and contractors on the CoC's and agency's confidentiality and privacy policies and practices on an annual basis. Ensure the client has access to the data sharing agreement for Coordinated Entry as well as a list of agencies that participate in it. | Honor the request of an individual for a private space to complete intake and data collection. Adhere to any CoC and/or agency confidentiality and privacy policies. Client information should never be shared with people outside agency staff without permission and should be shared with agency staff only on a "need to know" basis. |
| Equal Access and Grievances | Develop and maintain a grievance procedure that can be accessed by clients, staff, volunteers, contractors, and partner agencies. Grievance procedure should be posted to agency website or printed copies should be made available in a public space. | Mediate and resolve conflicts between clients in a way that respects clients and treats them fairly and equally. Take immediate action to resolve inappropriate behavior, treatment, harassment, or equal access issues by any person (staff, volunteers, contractors, or clients) with appropriate consequences. Provide all clients with a copy of the grievance policy at intake, and the policy will be shared with all clients with a grievance. | Inform clients of the Equal Access grievance process. Support clients to proceed through the grievance process. Communicate with administrators if any issues arise. |

Transgender and Gender Nonconforming Policy

The AR BoS CoC prohibits all forms of harassment and discrimination of or by clients, employees, visitors, and volunteers, including harassment and discrimination based on actual or perceived gender identity and expression or based on an individual's association.

The AR BoS CoC will continue to develop partnerships with organizations that can provide expertise around providing services to transgender and gender nonconforming individuals in a manner consistent with federal, state, and local laws.

Agencies, staff, volunteers, and contractors shall affirm commitment to providing equal access for all transgender and gender nonconforming individuals in a manner consistent with the equal access rule and provide services to transgender and gender nonconforming individuals in a manner consistent with the equal access rule.

Transgender and Gender Nonconforming Procedures

To maintain equal access, agencies and staff should:

- Ensure all staff, volunteers, and contractors maintain the confidentiality of a client's legal name and gender at birth and understand the potential impact that disclosure can have on a client's progress to self-sufficiency.
- Ensure the construction or property rehabilitation includes and promotes privacy and safety in sleeping areas, bathrooms, and showers.
- Offer individual stalls in congregate bathrooms, urinals/toilets, and shower heads to support client safety whenever possible.
- Offer individual gender-neutral bathrooms and gender-neutral shower rooms, where feasible.
- Not consider a client or potential client ineligible because their appearance or behavior does not conform to gender stereotypes and will serve all individuals eligible for the program.
- Not ask questions or seek information concerning a person's anatomy or medical history beyond elements necessary for the purpose of providing services.
- Have a preference to move the client with a bias (e.g. move the individual who has concerns towards the person who may identify as another religion that is different from theirs), if a client needs to be moved for harassment and safety concerns.
- Honor the request of an individual for a private space to complete intake and data collection.
- Honor the request of an individual for accommodations based on their personal safety and privacy concerns, whenever feasible. An "accommodation" will not be given as a "requirement."
- Not require an individual's gender identity to match the gender listed on an ID or other documents.
- Focus on improving the process of changing gender markers on identification and benefit applications or will ensure subject matter expertise among staff.

- Assist clients without identification documents to understand the resources available to obtain said documents.
- Make available intake materials that allow individuals to indicate their legal name and the name they prefer to be called.
- HMIS participating agencies should enter the client's preferred name.
- Give clients with prescribed hormones and other medications as part of their gender-affirming healthcare regime full access to those medications.
- Use the client's preferred gender and pronoun and support the client's gender identity.
- Correct any misinformation or inaccurate conclusions that transgender clients threaten the health or safety of other clients solely based on their non-conforming gender identity/expression during risk-based conversations.
- Keep client's transgender status confidential, unless the client gives permission to share this information.
- Tell only essential staff, identified by administrators, regarding a client's transgender status to ensure equal access and safety.
- Ensure staff treat client gender identity and sex assigned at birth as confidential medical information unable to disclose without specific, time-limited client consent. Similarly, client legal name shall be treated as confidential information.

Family Separation Policy

In compliance with CoC Program Interim Rule 24 CFR 578.93(e), involuntary separation is **prohibited** in projects funded through CoC dollars. CoC funded projects may not deny admission to any household on the basis of:

- Age and gender of a child under 18, or
- Gender or marital status of a parent or parents.

The AR BoS CoC will work with providers to ensure placement efforts are coordinated to avoid involuntary family separation. Any person who believes that they or a family member has experienced involuntary family separation may report the issue to CoC staff [here](#). The CoC will investigate the claim and take remedial action when appropriate.

Faith-Based Activities Policy

CoC agencies and staff, volunteers, or contractors shall not, in providing program assistance, discriminate against a program participant or prospective participant on the basis of religion or religious belief. In providing services supported in whole or part with federal financial assistance and in outreach activities related to such services, programs shall not discriminate against current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

Grievance and Anti-Retaliation Policy

Anyone participating in the CoC has the right to file a grievance if they have a complaint about the provision of housing and services.

The AR BoS CoC affirms that people who wish to file a grievance have the right to do so without retaliation from the party accused or any associated representative. Retaliation includes, but is not limited to; harassment, intimidation, violence, program dismissal, refusing to provide services, use of profane or derogatory language to or in reference to the complainant, or breach of contract.

Grievance Procedures

At intake, orientation or employment, all clients, staff, volunteers, and contractors should be provided the program’s Anti-Discrimination Policy and should be informed of the program’s grievance process.

- Anyone can submit a complaint form initially to program administration.
- Program administration will address the grievance with the provider and the client, staff, volunteer, or contractor. If the grievance is against a program administrator, the agency should have an objective representative body, such as a Board Executive Committee, hear and make decisions about the grievance.
- If a participant is not satisfied with the outcome or if a participant fears retaliation at the program level, a complaint can be filed with AR BoS CoC via CoC staff [here](#).
- AR BoS CoC Staff will document the grievance and ask how the complainant would like to receive the written grievance, as well as the written response to their grievance.
- AR BoS CoC staff will notify the Executive Committee within 2 business days of the grievance.
- The AR BoS CoC Executive Committee will appoint a workgroup to review the grievance and respond to it within 15 days from when the grievance was filed.

Appendix I.

Resources

- Get a notice of rights [here](#).
- [HUD Equal Access Final Rule](#)

Appendix II.

Checklist for Agency Anti-Discrimination Policies

This checklist can be used by Agencies to develop Anti-Discrimination

| YES | NO | Checklist Questions | Notes |
|-----|----|--|-------|
| | | Does your agency have an Anti-Discrimination Policy? | |
| | | Is there a stated plan to train new staff and clearly communicate this policy during the onboarding process? Is annual training provided for staff, volunteers, and contractors? | |

| | | | |
|--|--|---|--|
| | | Does the intake process include a copy of the agency's Anti-Discrimination policies to clients or people presenting for services? | |
| | | Does the policy refer to Department of Housing Urban and Development (HUD) Equal Access Rule, anti-discrimination and privacy laws, and all other federal, state, and local non-discrimination and privacy law? | |
| | | Is there a clear statement about non-discrimination because of race, ethnicity, color, national origin, language, ancestry, religion, sex, familial status, age, gender identity, LGBTQ+ status, marital status, domestic or sexual violence victim status, or sensory, mental, or physical disability? | |
| | | Is there an equal access policy? | |
| | | If there is an equal access policy, does it include specific procedures for working with transgender and gender nonconforming persons? | |
| | | Is there a family separation policy? | |
| | | Is there a faith-based activities policy? | |
| | | Are procedures spelled out that demonstrate how the clients, agency, staff, volunteers, and contractors will carry out the agency's anti-discrimination policies? | |
| | | Are there grievance and anti-retaliation policies and procedures? If so, are they shared with each person presenting for services? | |

Arkansas Balance of State Continuum of Care

Emergency Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, and/or Human Trafficking

2023

Emergency Transfers

The Arkansas Balance of State Continuum of Care (AR BoS CoC) along with the CoC funded agencies are concerned about the safety of their tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. In accordance with the Violence Against Women Act (VAWA),¹ AR BoS CoC homeless assistance programs receiving Continuum of Care (CoC) funding and providing housing or rental assistance must allow participants who are victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking to request an emergency transfer from the participant's current unit to another unit.

The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.² The ability of the housing program to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, and on whether the housing program has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan established by the U. S. Department of Housing and Urban

¹ Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, regardless of sex, gender identity, or sexual orientation.

² Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

Development (HUD), the Federal Agency that oversees that AR BoS CoC's CoC funded housing programs are in compliance with VAWA.

Eligibility for Emergency Transfers

A tenant who is a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if, the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer. A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan. Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

Emergency Transfer Request Documentation

To request an emergency transfer, the tenant shall notify their case manager at the housing program and submit an oral or written request to the provider. The provider must provide reasonable accommodations to this policy for individuals with disabilities. The AR BoS CoC has developed the attached sample form, which was adopted from Form HUD-5383. The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under the housing provider's program; OR
2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

Confidentiality

The housing provider will keep confidential any information that the tenant submits in requesting an emergency transfer and information about the emergency transfer unless the tenant gives the housing provider written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination or assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or/or human trafficking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about housing provider's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking.

Emergency Transfer Timing and Availability

The housing provider cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. Housing provider will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. The housing provider may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If the housing provider does not have safe and available units eligible for a tenant who needs an emergency transfer, the housing provider will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, the housing provider will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking that are attached to this plan.

Safety and Security of Tenants

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233 or a local domestic violence shelter for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse, & Incest National Network's National Sexual Assault Hotline at 1-800-656-HOPE (4673) or visit the online [hotline](#).

Tenants who are or have been victims of stalking seeking help may visit the [National Center for Victims of Crime's Stalking Resource Center](#).

Tenants who have been victims of human trafficking may call the National Human Trafficking Hotline at 1-888-373-7888, 711 (TTY), Text *233733 or [chat](#).

Attachment 1: HUD Form 5383 Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, and/or Human Trafficking

Attachment 2: Organizations in the state of Arkansas offering assistance to victims.

Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, and/or Human Trafficking (*Form HUD-5383*)

Purpose of Form: If you are a victim of domestic violence, dating violence, sexual assault, or stalking, and you are seeking an emergency transfer, you may use this form to request an emergency transfer and certify that you meet the requirements of eligibility for an emergency transfer under the Violence Against Women Act (VAWA). Although the statutory name references women, VAWA rights and protections apply to all victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. Using this form does not necessarily mean that you will receive an emergency transfer. See your housing provider's emergency transfer plan for more information about the availability of emergency transfers.

The requirements you must meet are:

- (1) You are a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, your housing provider may ask you for such documentation, as described in the documentation section below.
- (2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.
- (3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

Submission of Documentation: If you have third-party documentation that demonstrates why you are eligible for an emergency transfer, you should submit that documentation to your housing provider if it is safe for you to do so. Examples of third party documentation include, but are not limited to: a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom you have sought assistance; a current restraining order; a recent court order or other court records; a law enforcement report or records; communication records from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking, and concerning your request for an emergency transfer shall be kept confidential. Such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections or an emergency transfer to you. Such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is (i) consented to by you in writing in a time-limited release; (ii) required for use in eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

TO BE COMPLETED BY OR ON BEHALF OF THE PERSON REQUESTING A TRANSFER

1. Name of victim requesting an emergency transfer: _____

2. Your name (if different from victim's): _____

3. Name(s) of other family member(s) listed on the lease: _____

4. Name(s) of other family member(s) who would transfer with the victim:

5. Address of location from which the victim seeks to transfer: _____

6. Address or phone number for contacting the victim: _____

7. Name of the accused perpetrator (if known and can be safely disclosed): _____

8. Relationship of the accused perpetrator to the victim: _____

9. Date(s), Time(s) and location(s) of incident(s): _____

10. Is the person requesting the transfer a victim of a sexual assault that occurred in the past 90 days on the premises of the property from which the victim is seeking a transfer? Yes No

If yes, skip question 11. If no, fill out question 11.

11. Describe why the victim believes they are threatened with imminent harm from further violence if they remain in their current unit.

12. If voluntarily provided, list any third-party documentation you are providing along with this notice:

This is to certify that the information provided on this form is true and correct to the best of my knowledge, and that the individual named above in Item 1 meets the requirement laid out on this form for an emergency transfer. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ **Signed on (Date)** _____

Victim Service Providers: ([ACADV](#)) ([ACASA](#))

| | Hotline | City |
|---|----------------|---------------|
| Family Violence Prevention, Inc. | 870-793-8111 | Batesville |
| Taylor House for Men | 870-569-8024 | Batesville |
| Saline County Safe Haven | 501-315-7233 | Benton |
| The Haven of Northeast Arkansas | 800-474-1064 | Blytheville |
| Lonoke County Safe Haven | 501-941-4357 | Cabot |
| Women’s Crisis Center of South Arkansas | 888-836-0325 | Camden |
| Rise House | 866-358-2265 | Conway |
| Turning Point | 800-980-0929 | El Dorado |
| Peace at Home Family Shelter | 877-442-9811 | Fayetteville |
| Fort Smith Crisis Intervention Center | 800-359-0056 | Fort Smith |
| Sanctuary | 870-741-2121 | Harrison |
| Margie’s Haven House | 501-362-6757 | Heber Springs |
| Angels of Grace | 877-572-9530 | Helena |
| Ouachita Children, Youth, and Family Services | 501-865-3939 | Hot Springs |
| Family Crisis Center, Inc. | 870-933-9449 | Jonesboro |
| Hope Found of NEA | 877-688-4673 | Jonesboro |
| Partners Against Trafficking Humans | 501-301-4357 | Little Rock |
| Women and Children First | 800-332-4443 | Little Rock |
| Compassion’s Foundation | 870-235-1414 | Magnolia |
| Options, Inc. | 870-367-3488 | Monticello |
| The Safe Place | 888-554-2501 | Morrilton |
| Serenity, Inc. | 870-424-7233 | Mountain Home |
| Stone County Abuse Prevention, Inc. | 800-924-5356 | Mountain View |

| | | |
|---|--------------|--------------|
| White River Women's Shelter | 870-523-5000 | Newport |
| CASA | 870-535-2955 | Pine Bluff |
| Northwest Arkansas Women's Shelter | 800-775-9011 | Rogers |
| River Valley Shelter for Women and Children | 800-690-4219 | Russellville |
| White County Domestic Violence Prevention | 501-278-4673 | Searcy |
| Restoration of Hope | 866-884-4637 | Stuttgart |
| Domestic Violence Prevention and Sexual Assault Services | 903-793-4357 | Texarkana |
| Families in Transition | 870-732-4077 | West Memphis |
| Second Chance DV/SA Shelter | 870-587-8044 | Wynne |
| Ozark Rape Crisis Center (Clarksville) | 800-818-1189 | Clarksville |
| Rise House | 866-358-2265 | Conway |
| SWA Crisis and Resource Center | 870-584-3441 | DeQueen |
| Ozark Rape Crisis Center (Harrison) | 870-741-4141 | Harrison |
| Delta Family Crisis Center | 866-855-3442 | Helena |
| Prosecuting Attorney, Rape Crisis Coordinator, Victim Witness | 870-267-8878 | Pine Bluff |
| Ozark Rape Crisis Center (Russellville) | 800-818-1189 | Russellville |
| NWA Center for Sexual Assault | 800-794-4175 | Springdale |

Arkansas Balance of State Continuum of Care

Notice of Occupancy Right under the Violence Against Women Act³

2023

To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.⁴ The U. S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that Arkansas Balance of State Continuum of Care (AR BoS CoC) Housing Programs comply with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, and that you wish to use your rights under VAWA.

Protections for Applicants

If you otherwise qualify for assistance under AR BoS CoC housing programs, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking.

Protections for Tenants

If you are receiving assistance under AR BoS CoC housing programs, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under AR BoS CoC housing programs solely on the basis of criminal activity directly

³ Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

⁴ Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

relating to that domestic violence, dating violence, sexual assault, stalking, and/or human trafficking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

Removing the Abuser or Perpetrator from the Household

AR BoS CoC housing programs may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, stalking, and/or human trafficking.

If AR BoS CoC housing program chooses to remove the abuser or perpetrator, AR BoS CoC housing program may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, AR BoS CoC must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, the AR BoS CoC housing program must follow Federal, State, and local eviction procedures. In order to divide a lease, AR BoS CoC may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking.

Moving to Another Unit

Upon your request, AR BoS CoC housing program may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, AR BoS CoC may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

- (4) You are a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, your housing provider may ask you for such documentation, as described in the documentation section below.
- (5) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.
- (6) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

AR BoS CoC housing program will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, and the location of any move by such victims and their families.

AR BoS CoC housing program's emergency transfer plan provides further information on emergency transfers, and AR BoS CoC housing program must make a copy of its emergency transfer plan available to you if you ask to see it.

Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault, Stalking, and/or Human Trafficking

AR BoS CoC housing program can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. Such request from AR BoS CoC housing program must be in writing, and AR BoS CoC housing program must give you at least 14 business days (Saturdays, Sundays, and Federal Holidays do not count) from the day you receive the request to provide the documentation. AR BoS CoC housing program may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to AR BoS CoC housing program as documentation. It is your choice which of the following to submit if AR BoS CoC housing program asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking.

- A complete HUD-approved certification form given to you by AR BoS CoC housing program with this notice, that documents an incident of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. Examples of such records include police reports, protective orders, and restraining orders, among others.

- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional, or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident of incidents of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking are grounds for protection.
- Any other statement or evidence that AR BoS CoC housing program has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, AR BoS CoC does not have to provide you with the protections contained in this notice.

If AR BoS CoC receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), AR BoS CoC housing program has the right to request that you provide third-party documentation within thirty (30) calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, AR BoS CoC housing program does not have to provide you with the protections contained in this notice.

Confidentiality

AR Bos CoC housing program must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

AR BoS CoC housing program must not allow any individual administering assistance or other services on behalf of AR BoS CoC housing program (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

AR BoS CoC housing program must not enter your information into any shared database or disclose your information any other entity or individual. AR BoS CoC housing program, however, may disclose the information provided if:

- You give written permission to AR BoS CoC housing program to release the information on a time limited basis.
- AR BoS CoC housing program needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires AR BoS CoC housing program or your landlord to release the information.

VAWA does not limit AR BoS CoC housing program's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, stalking, and/or human trafficking committed against you. However, AR BoS CoC housing program cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if AR BoS CoC can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If AR BoS CoC housing program can demonstrate the above, the AR BoS CoC housing program should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

Other Laws

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking under other Federal laws, as well as under State and local laws.

Non-Compliance with The Requirements of This Notice

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with [Arkansas Balance of State Continuum of Care Staff](#) or the Little Rock, Arkansas, [HUD Field Office](#).

For Additional Information

You may view a copy of HUD's final VAWA rule [here](#).

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233 or a local domestic violence shelter for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse, & Incest National Network's National Sexual Assault Hotline at 1-800-656-HOPE (4673) or visit the online [hotline](#).

Tenants who are or have been victims of stalking seeking help may visit the [National Center for Victims of Crime's Stalking Resource Center](#).

Tenants who have been victims of human trafficking may call the National Human Trafficking Hotline at 1-888-373-7888, 711 (TTY), Text *233733 or [chat](#).

Attachment 1: Certification Form HUD-5382

Attachment 2: Organizations in the state of Arkansas offering assistance to victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking.

Certification of Domestic Violence, Dating Violence, Sexual Assault, Stalking, and/or Human Trafficking and Alternate Documentation (*Form HUD-5382*)

Purpose of Form: The Violence Against Women Act ("VAWA") protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

Use of This Optional Form: If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, "professional") from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking occurred and meet

the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.

- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

Submission of Documentation: The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, AND/OR HUMAN TRAFFICKING

- 1. Date the written request is received by victim: _____
- 2. Name of victim: _____
- 3. Your name (if different from victim’s): _____
- 4. Name(s) of other family member(s) listed on the lease: _____

- 5. Residence of victim: _____
- 6. Name of the accused perpetrator (if known and can be safely disclosed): _____

- 7. Relationship of the accused perpetrator to the victim: _____
- 8. Date(s) and times(s) of incident(s) (if known): _____

10. Location of incident(s): _____

In your own words, briefly describe the incident(s):

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ Signed on (Date) _____

Public Reporting Burden: The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

Victim Service Providers: ([ACADV](#)) ([ACASA](#))

| | Hotline | City |
|---|----------------|---------------|
| Family Violence Prevention, Inc. | 870-793-8111 | Batesville |
| Taylor House for Men | 870-569-8024 | Batesville |
| Saline County Safe Haven | 501-315-7233 | Benton |
| The Haven of Northeast Arkansas | 800-474-1064 | Blytheville |
| Lonoke County Safe Haven | 501-941-4357 | Cabot |
| Women's Crisis Center of South Arkansas | 888-836-0325 | Camden |
| Rise House | 866-358-2265 | Conway |
| Turning Point | 800-980-0929 | El Dorado |
| Peace at Home Family Shelter | 877-442-9811 | Fayetteville |
| Fort Smith Crisis Intervention Center | 800-359-0056 | Fort Smith |
| Sanctuary | 870-741-2121 | Harrison |
| Margie's Haven House | 501-362-6757 | Heber Springs |
| Angels of Grace | 877-572-9530 | Helena |
| Ouachita Children, Youth, and Family Services | 501-865-3939 | Hot Springs |
| Family Crisis Center, Inc. | 870-933-9449 | Jonesboro |
| Hope Found of NEA | 877-688-4673 | Jonesboro |
| Partners Against Trafficking Humans | 501-301-4357 | Little Rock |
| Women and Children First | 800-332-4443 | Little Rock |
| Compassion's Foundation | 870-235-1414 | Magnolia |

| | | |
|---|--------------|---------------|
| Options, Inc. | 870-367-3488 | Monticello |
| The Safe Place | 888-554-2501 | Morrilton |
| Serenity, Inc. | 870-424-7233 | Mountain Home |
| Stone County Abuse Prevention, Inc. | 800-924-5356 | Mountain View |
| White River Women's Shelter | 870-523-5000 | Newport |
| CASA | 870-535-2955 | Pine Bluff |
| Northwest Arkansas Women's Shelter | 800-775-9011 | Rogers |
| River Valley Shelter for Women and Children | 800-690-4219 | Russellville |
| White County Domestic Violence Prevention | 501-278-4673 | Searcy |
| Restoration of Hope | 866-884-4637 | Stuttgart |
| Domestic Violence Prevention and Sexual Assault Services | 903-793-4357 | Texarkana |
| Families in Transition | 870-732-4077 | West Memphis |
| Second Chance DV/SA Shelter | 870-587-8044 | Wynne |
| Ozark Rape Crisis Center (Clarksville) | 800-818-1189 | Clarksville |
| Rise House | 866-358-2265 | Conway |
| SWA Crisis and Resource Center | 870-584-3441 | DeQueen |
| Ozark Rape Crisis Center (Harrison) | 870-741-4141 | Harrison |
| Delta Family Crisis Center | 866-855-3442 | Helena |
| Prosecuting Attorney, Rape Crisis Coordinator, Victim Witness | 870-267-8878 | Pine Bluff |
| Ozark Rape Crisis Center (Russellville) | 800-818-1189 | Russellville |
| NWA Center for Sexual Assault | 800-794-4175 | Springdale |

Arkansas Balance of State Continuum of Care

Educational Responsibilities

2023

Background

Federal law ensures educational rights and protections for children and young adults 18-24 experiencing homelessness. Protections apply to children and youth who are living with a parent or guardian and those who are unaccompanied. Every school district in Arkansas is required to designate a homeless liaison to ensure that a children and youth experiencing homelessness have equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. In addition, HUD establishes requirements for Continuums of Care and project applicants through the annual Continuum of Care (CoC) competition while the Arkansas Balance of State Continuum of Care (AR BoS CoC) has also implemented related requirements. This document summarizes basic information about the responsibilities of Local Homeless Coalitions (LHCs) and recipients/sub-recipients of CoC funds.

Responsibilities of Local Homeless Coalitions

LHCs in the AR BoS CoC are responsible for coordinating with their local school district(s) in the following ways:

- Helping to identify children and young adults who are eligible for educational services. If a child or young adult does not have a fixed, regular, and adequate place to sleep at night, he or she is eligible. This includes those living in places not meant for human habitation, emergency shelters, transitional housing, motels/hotels, campgrounds, in doubled-up situations, or in housing that lacks utilities, is infested or has other dangerous conditions.
- Helping to ensure that all families with children and young adults who qualify in your area are informed about their educational rights and their eligibility for educational services and ensuring they receive those services.
- Attending relevant meetings and planning events held by your local school district.
- Ensuring that the local school districts' homeless liaisons are aware of processes to connect homeless families and young adults to Emergency Solutions Grant (ESG) and CoC resources while helping to resolve any issues that might arise in linking households to those resources.

Responsibilities of Recipients/Sub-Recipients-Sample Policy

Recipients and sub-recipients of CoC funds serving families with children and/or young adults 18-24 (unaccompanied youth) are responsible for the things outline in the sample policy below which is intended to help providers comply with requirements established under federal law, by HUD through the annual CoC project application, and by AR BoS CoC. All projects receiving CoC funds that are serving families with children and/or unaccompanied youth are required to have similar policies. Projects may opt to adapt this sample policy or to adopt a different policy that fulfills the requirements.

Purpose:

To ensure that participants in (*INSERT CoC Project Name*) are helped to understand their educational rights established under Subtitle VII-B of the McKinney-Vento Homeless Assistance Act and most recently reauthorized by the Every Student Succeeds Act; to ensure that children and young adults are immediately enrolled in school as required by federal and state law; and to ensure that they are connected to transportation and educational services to help them succeed in school.

Policy:

1. The Program Director and/or their designee is responsible for:
 - a. Ensuring that all families with children and young adults participating in this project are informed about their educational rights and their eligibility for educational services at intake and as necessary thereafter.
 - b. Ensuring that no matter where they live, how long they have lived there, or how long they plan to stay, all children and young adults participating in the project are enrolled in school immediately, even if they lack the paperwork normally required (e.g., school records, records of immunization, and other required health records, proof of residency, guardianship, and other documents), are unable to pay fines or fees, or have missed application or enrollment deadlines. Students have the right to enroll in school and attend classes while the school gathers needed documents. Enrollment shall occur as quickly as possible and within no more than 2 business days of project entry. Children and young adults who are not required to enroll in school shall be encouraged and assisted but not required to enroll. Families shall be encouraged and assisted to enroll children in early childhood education programs. Enrollment includes attending classes and participating fully in school activities and applies to youth without a parent or guardian.
 - c. Assist unaccompanied youth to choose and enroll in a school, giving priority to his/her wishes while assisting to exercise his/her right to appeal.
 - d. Advocating as necessary to ensure that homeless students are able to continue to attend their school of origin (i.e., where they went before becoming homeless or the school in which they were last enrolled) the entire time they are homeless and until the end of the academic year during which they find permanent housing. This includes pre-schools and the designated receiving school at the

next grade level when a student completes the final grade level served by the school of origin. Remaining in the school of origin should be presumed to be in the best interest of the student unless contrary to the request of the parent, guardian, or unaccompanied youth.

- e. Assisting, as necessary, to ensure that the parent, guardian, or unaccompanied youth is provided with the required written explanation of decisions made by school districts and how to appeal them as well as ensuring that they are referred to the local school district's homeless liaison who must carry out the dispute resolution process as expeditiously as possible.
- f. Assisting, as necessary, to appeal any decision by the local school district that it is not in the student's best interest to attend the school of origin or the school where they currently live in requested by the parent, guardian, or unaccompanied youth.
- g. Advocating, as necessary, to ensure that if a dispute arises over eligibility, school selection, or enrollment, the student is immediately enrolled in the school in which enrollment is sought, pending resolution of all available appeals.
- h. Advocating, as necessary, to secure the transportation services to which students are entitled (i.e., to and from the school or preschool of origin, including until the end of the year when the student obtains permanent housing).
- i. Assisting, as necessary, to secure temporary transportation services through other means, if possible, when school districts are unable to immediately provide such required services.
- j. Advocating on behalf of homeless students as necessary to ensure that they receive the services for which they are eligible according to their needs and comparable to those provided to other students including assistance from the local school district's homeless liaison, Early Intervention Program for Infants and Toddlers with Disabilities, Head Start, other preschool programs, services for disabled students, free school meals, services for English language learners, gifted and talented services, before and after school care, career and technical education, summer learning, online learning, and referrals to health, mental health, dental, and other services.
- k. Advocating, as necessary, to ensure that homeless students who meet the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities, including magnet schools, summer school, career and technical education, advanced placement, online learning, and athletic programs.
- l. Advocating, as necessary, to ensure that students receive appropriate full or partial credit for coursework, including consulting with the prior school about partial coursework completed, evaluating students' mastery of partly completed courses, and offering credit recovery.
- m. Advocating, as necessary, to ensure that all homeless youth receive information and individualized counseling regarding college readiness, college selection, the

- application process, financial aid, and the availability of on-campus supports. Furthermore, ensure that unaccompanied homeless youths are informed of their status as independent students for the purposes of federal financial aid for postsecondary education and assist them in receiving verification of such status.
- n. Advocating as necessary to ensure that records, including information about a student's living situation, are kept private.
 - o. Helping homeless students to succeed in school and to get help from the local homeless education liaison, as necessary.
 - p. Developing relationship with colleges to access higher education services specifically for homeless young adults.
 - q. Designating a staff person who is responsible for:
 - i. Helping participants to understand their educational rights;
 - ii. Ensuring that children and young adults are enrolled in school and early childhood education;
 - iii. Ensuring that students get access to all services, programs, and extracurricular activities for which they are eligible; and
 - iv. Ensuring that children and young adults receive the transportation services to which they are entitled.
- These need not be the only responsibilities of the designated staff person.*
- r. Ensuring that the designated staff person is involved in the development of participants' service plans where there are extensive or significant unmet educational needs.
 - s. Ensuring that no policies, procedures, or practices that are inconsistent or interfere with the educational rights established under federal law are adopted by the project.

Resources

- [Arkansas Balance of State Continuum of Care](#)
- [Arkansas Department of Education-Division of Elementary & Secondary Education-Homeless Education Services](#)
- [Arkansas McKinney-Vento State Guidelines and Resources](#)

Coordinated Entry Meeting Notes 06/27/2023

| Local Homeless Coalition | Attendees |
|--------------------------|-----------------------------------|
| ARBoS HMIS | Absent |
| ARVHAN | Absent |
| BBMN | Chonda Tapley, Jessica Minton |
| Collaborative Applicant | Casey Kidd |
| Delta Hills | Myracle White, Shannon Haward |
| Eastern Arkansas | Josephine Flowers |
| HMIS | Absent |
| Legal Aid | Sherry Thompson |
| Mississippi County | Absent |
| Northeast Arkansas | Avery Collins (CRDC – 8 counties) |
| Phillips County | Rosie Burton |
| RHC | Absent |
| SWAP | Sarah Fowler |
| Toadsuck | Spring Hunter |
| Cloudburst TA | Katie Peterson, Rori Durham |

Today's Items:

Action Items from Last Meeting

- ✓ **Josephine** will send a draft of the data sharing agreement to Casey for the executive board to review for approval.
- ✓ **Casey** will present the draft to the executive board.
- ✓ **Community Response (To Be Reviewed at Later Date)**

Today's Agenda Items

- Follow-up on action Items from last meeting
 - Data Sharing Agreement
Josephine reported that she sent the draft of the data sharing agreement to Casey to present to the executive board to review and vote on it. The executive board approved the document and Casey presented it to ARBoS Board. The agreement was approved without amendment.
- Coordinated Entry Committee Vote for Vulnerable Populations
 - Josephine shared that the three populations identified as most vulnerable during the last General Meeting of Arkansas Balance of State were: Mental Health, Substance Use and Domestic Violence. After the topic was presented to Local Homeless Coalitions, three additional categories have been discussed as populations to be considered as most vulnerable: Youth, Elderly and those with a Disability. The coordinated entry committee have to make a recommendation to our Arkansas Balance of State Board regarding the top three populations we hail as most vulnerable when accessing services through coordinated entry. A vote was held. See chart below. Please note that ARVAC, Mississippi County and RHC were absent. Mississippi county sent two of their preferences via

communication with Casey. We will continue to work to get the preferences of ARVAC and RHC.

| LHC | Mental Health | Substance Use | Domestic Violence | Youth | Elderly | Disabled |
|-------------|---------------|---------------|-------------------|-------|---------|----------|
| ARVHAN | ♥ | ♥ | ♥ | | | |
| BBMN | ♥ | | | | ♥ | ♥ |
| Delta Hills | ♥ | ♥ | ♥ | | | |
| EA | ♥ | ♥ | ♥ | | | |
| MS | ♥ | ♥ | | | | ♥ |
| NEA | ♥ | ♥ | ♥ | | | |
| PH | | ♥ | ♥ | | ♥ | |
| RHC | | | ♥ | ♥ | ♥ | |
| SWAP | ♥ | ♥ | ♥ | | | |
| Toadsuck | | | | ♥ | ♥ | ♥ |
| Totals | 7 | 7 | 7 | 2 | 4 | 3 |

- Katie emphasized that the three most vulnerable populations decided upon can be viewed as a pilot, in that it is a starting point as we develop our coordinated entry process and can be adapted if/when needed.
- The next steps for putting the data sharing agreement into place were discussed. Next steps include:
 - Obtaining signatures from agencies using HMIS and/or receiving Balance of State funding. It was suggested that Whitney take the lead on obtaining the signatures on the shared agreement.
 - There will likely need to be some administrative changes in HMIS for the agencies who sign the agreement. This too will need to be discussed with Whitney and she can further discuss with Eric.
 - The agreement needs to be presented to the steering committee. Casey shared that she is waiting for the steering committee to get back on track with meetings and she will present it to them for discussion.
- Sarah Fowler – Update Coordinated Entry Coordinator
 - Sarah shared that an offer was extended to the coordinated entry coordinator interviewee and she accepted. Her start date is July 31st. The committee thanked Sarah for her hard work on getting this position filled.
- Collection of Policies and Procedures
 - Josephine shared that various policies and procedures will be needed in establishing our coordinated entry processes. Each committee member was requested to ask their LHC members to share with the coordinated entry committee any policies and procedures they have that would relate

to any aspect of coordinated entry. Spring agreed to share the processes Toadsuck uses.

- Phased Assessment
 - Katie shared that some COC's have longer assessments that go through various domains. Since our interest is to do a short initial assessment, not an indebt initial assessment, we would be doing a phased assessment. The first phase, the initial assessment, would be brief, about 6 questions, to understand the immediate needs of the individual being assessed. Katie shared that this approach is person-centered and doesn't require the person to share their life story. A brief assessment is also user friendly for individuals who do not use HMIS. Development of the assessment depends on what Wellsky offers. We need to decide if we want a phased assessment, a traditional assessment or a hybrid of the two. Katie shared that the best assessment is the one "we create" as the questions could be fashioned to specifically address the population and areas we serve.

Action Items Due July 27, 2023:

- ✓ **Casey** will present the shared agreement to the steering committee.
- ✓ **Casey** will speak with Whitney about getting agencies who use HMIS and/or receive ABoS monies to sign the shared agreement.
- ✓ **Committee Members** will email copies of policies and procedures they have that may relate to any part of the coordinated entry processes to Josephine.
- ✓ **TA** will present examples of phased assessments at the next coordinated entry meeting.

Next meeting: Tuesday, July 27, 2023 - 10:00 a.m.

Local Homeless Coalition Reports

ARVHAN: No Report

BBMN: No Report

Delta Hills:

Emails were sent out on 6/15/2023 to participants in Delta Hills that read "As you know, we are in the process of splitting up Delta Hills into a smaller LHC, with several counties merging with already active LHCs. A previous email was sent out asking for feedback about everyone's thoughts, comments, concerns, or questions on this splitting and merging. Counties affected will be: Van Buren, Cleburne and White joining Toad Suck; Searcy joining BBMN; Jackson joining NEA; Woodruff, Cross, St. Francis, Lee, And Monroe (along with Phillips) will be joining Eastern AR. If you can please take 3 minutes out of your day and let me know your opinion it would be greatly appreciated." 99% of the responses received agreed and had no issue with splitting up Delta Hills as long as it was the best option. There was one organization that had an issue with the realignment, however the main issue was because we (Shannon and Shoshana) would not be her main contact for LHC questions, grant application help, etc. We have always been there to help in any way we could and I told this organization that I would still answer any questions she may have and that Casey would also be of great assistance. Our next meeting is July 25th, 2023 at 2pm via zoom. This meeting is going to be mostly, if not all, about pros and cons of Delta Hills realignment.

Eastern Arkansas:

EALHC met June 13th.

- ABoS HMIS Coordinator - Whitney Force was introduced in her new role as ABoS HMIS Coordinator.
- Highlights From Balance of State Meeting
Josephine Flowers provided highlights from the ABoS monthly meeting.
 - Arkansas Balance of State Shared Agreement. Questions were raised by FIT regarding how information would be shared for organizations serving individuals impacted by domestic violence. Josephine shared that ABoS recognizes that for safety reasons information can't be handled in the same manner. It is still being determined how information from shelters will be handled.
 - Challenges LHCs are Facing:
 - Challenges identified were: A diverse representation of the community in LHC meetings. Several organizations are not present at the table. Funding of additional projects. Housing resources for those who are homeless.
 - Identifiable Vulnerable Populations
 - EALHC identified the following populations as most vulnerable: mental illness, substance use, domestic violence. A discussion was held regarding the increased number of individuals who have physical disabilities but it was decided the uptick in numbers is not enough to identify them within the most vulnerable population we currently serve.
 - Reimagining the Borders of Local Homeless Coalitions

- The map as it is now and the one reimagining the borders was presented side-by-side. The overall response was favorable for redrawing the borders. The pro of having additional participants with the possibility of building a stronger coalition was discussed.

Mississippi: No Report
NEA: No Report
Phillips: No Report
RHC: No Report
SWAP: No Report
Toadsuck: No Report