



Greetings Partners,

We are excited to announce a period of updates to the local Coordinated Entry System (CES) that will begin Monday April 17, 2023 and last approximately 6-8 weeks until fully implemented.

In an effort to increase the efficiency of the CES and to reduce housing resource vacancies, Coordinated Entry is currently in the beginning stages of implementing community-wide By-Name Lists (BNLs) for Single Adults, Young Adults, and Families.

This effort is in response to clear direction from HUD to our community requiring that we cease the practice of filling units outside of Coordinated Entry- locally known as "External Fills." An excerpt from the letter which can be found at the end of this document is as follows:

*"...it has come to our attention that some Continuum of Care (CoC) funded projects in the Seattle-King CoC are bypassing the CE System required by 24 CFR 578.7(a)(8) through a process known as "External Fill". Use of the CoC's CE System is required under 24 CFR 578.23(c)(9) for all CoC funded projects, and this process does not appear to meet this requirement. We urge you to ensure that all CoC projects comply with the CE requirements as soon as possible--other than for the exceptions provided for projects serving people fleeing Domestic Violence, all referrals are coming from the CE System."**

Shifting to a By-Name List process provides an opportunity to monitor inflow, triage resources, and partner more deeply with community providers in our shared labor.

[*HUD Exchange AAO](#)



What is a By-Name List?

A By-Name List is a comprehensive data set containing information about all people experiencing homelessness across a community. By-Name Lists will draw on data available from HMIS. BNLs are not waitlists. Matching to resources will be determined based on eligibility, interest, and service match.

What about prioritization?

Since October of 2020, Coordinated Entry has been prioritizing households based on [COVID Prioritization](#). Using a BNL rather than a Priority Pool will ensure households can be matched to resources regardless of COVID Prioritization tier. As tiebreaking is necessary, CoPri will be applied.

How can I connect households to resources?

Case Conferencing for Single Adults, Young Adults, and Families will transition to daily meetings with units shared daily. KCRHA is seeking commitment from agencies that any household they nominate to resources will be navigated through application to lease-up. This will ensure our unhoused neighbors are fully supported and that our system has strong throughput. BNL development and maintenance will require participation from service providers to ensure data in HMIS is accurate and up to date.

What about External Fills?

External Fills will end by 5/26/23. In the interim, units will be available for External Fill if unfilled 14 days after posting in HMIS.

We appreciate your continued partnership as we implement this change. Thank you.



OFFICE OF COMMUNITY PLANNING
AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

November 10, 2022

Marc Dones, Chief Executive Officer
King County Regional Homeless Authority
400 Yesler Way
Seattle, WA 98104

Dear Marc:

I am writing both to recognize the progress that the King County Regional Homeless Authority (KCRHA) and its many partners have made in housing people experiencing unsheltered homelessness and to clarify some requirements related to Coordinated Entry (CE).

The U.S. Department of Housing and Urban Development's Office of Special Needs Assistance Programs (SNAPS) supports communities in their work to end homelessness, especially unsheltered homelessness, by finding sustainable housing for every household experiencing homelessness. The Seattle-King County Continuum of Care's support for Emergency Housing Voucher implementation and recent steps to develop a Housing Central Command (HCC) are very positive steps, and I'd like to commend KCRHA for its leadership.

At the same time, it has come to our attention that some Continuum of Care (CoC) funded projects in the Seattle-King CoC are bypassing the CE System required by 24 CFR 578.7(a)(8) through a process known as "External Fill". Use of the CoC's CE System is required under 24 CFR 578.23(c)(9) for all CoC funded projects, and this process does not appear to meet this requirement. We urge you to ensure that all CoC projects comply with the CE requirements as soon as possible--other than for the exceptions provided for projects serving people fleeing Domestic Violence, all referrals are coming from the CE System. The availability of technical assistance from SNAPS for HCC offers a great opportunity to get any support the CoC and other partners need to come into compliance. Please contact me if you need any other technical assistance, support or if you have any questions.

Thank you for your interest in the Department's programs.

Sincerely,

Norm Suchar
Director
Office of Special Needs Assistance Programs

cc: Jack Peters, CPD Field Office Director, Seattle