

7.1 CES Housing Program Vacancies

PURPOSE

The purpose of this policy is to ensure that all Continuum of Care (CoC), Emergency Solutions Grant (ESG), and Youth Homelessness Demonstration Program (YHDP) housing providers follow a standardized process for filling vacancies, improving efficiency and minimizing vacancy rates. It outlines clear steps for timely communication of available housing units through the Coordinated Entry System (CES) to ensure that placements are made efficiently and in alignment with CES prioritization protocols.

FORMS

There are no forms related or required for this Policy

POLICY

All CoC, ESG, and YHDP housing providers are required to enroll new participants exclusively through the CoC's Coordinated Entry (CE) referral process. Providers must notify the CE facilitator of any current or anticipated housing vacancies within 14 business days of becoming aware of them. The notification must include essential details such as project name, unit size, location, and any funder-defined eligibility requirements.

Communication about housing vacancies is crucial for the efficiency of the CE process. Providers are required to submit an Open Units Report in the Homeless Management Information System (HMIS) at least one month before the unit becomes available or as soon as possible. The CE Coordinator will work to match the vacancy with a prioritized household from the By-Name List within four business days of receiving the vacancy notification.

If no chronically homeless clients are eligible or available, the CE process will identify the next qualified participant. No unit will be held vacant if a suitable household is not immediately available.

KEY TAKE AWAYS

- **Mandatory Use of CE Referrals:** All CoC, ESG, and YHDP housing providers must fill vacancies exclusively through the Coordinated Entry referral process.
- **Timely Vacancy Reporting:** Providers must report anticipated or current vacancies to the CE facilitator within 14 business days of awareness. Ideally, reports should be submitted one month in advance through the HMIS Open Units Report.
- **Efficient Matching Process:** The CE Coordinator will prioritize households and match them to the reported vacancies within four business days, based on the latest data recorded in HMIS.
- **Prioritization and Flexibility:** If no eligible chronically homeless clients are available, the vacancy will be matched to the next qualifying participant based on CES prioritization.