

Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.

- Using the CoC Application Detailed Instructions while completing the application in e-snaps.

- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.

- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.

- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.

- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.

- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click [here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: KS-505 - Overland Park, Shawnee/Johnson County CoC

1A-2. Collaborative Applicant Name: United Community Services of Johnson County

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Mid America Regional Council

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	No
Local Jail(s)	No	No	No
Hospital(s)	No	No	No
EMT/Crisis Response Team(s)	No	No	No
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable		Not Applicable
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes	No
Street Outreach Team(s)	Yes	Yes	Yes
Youth advocates	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Not Applicable		Not Applicable
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
County and Municipal Departments of Correction	Yes	Yes	Yes
KS Managed Care Organizations - Amerigroup, United Healthcare	Yes	Yes	No
Johnson County Healthcare for the Homeless grantee	Yes	Yes	No

Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.

1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

Coc membership is open to any and all persons and organizations that agree to work together to end homelessness and risk for homelessness among Johnson County residents. Invitations are sent out through county-wide email blasts, postings on the CoC lead's website, and through personal invitation when an organization or agency is identified that is not yet engaged. In the past year, we expanded our focus on youth-serving organizations by engaging Youthrive, a new organization committed to improving outcomes including housing for hard to serve youth aging out of foster care. In addition, one of our state's managed care organizations - United Health Care - has become more engaged as it dedicated staff to prioritizing housing for the Medicaid population it serves. Both of these organizations are working with populations at high risk for homelessness and are partnering with CoC members to stabilize their clients' housing and provide the wrap around services needed to maintain it.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
KidsTLC	No	Yes	Yes
Homeless Liaisons (LEAs), six school districts	No	Yes	Yes
KVC Health Systems	No	Yes	No
Johnson County Mental Health Center	No	Yes	Yes
Youthrive	No	Yes	No

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area.

Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
Kansas Department of Children and Families	Yes	Yes
Family Conservancy	Yes	No
Johnson County District Attorney's Victims Assistance Unit	Yes	No
SAFEHOME	Yes	Yes
Metropolitan Organization to Counter Sexual Assault (MOCSA)	No	No

1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)

At CoC Board and monthly meetings, discussions are regularly held to examine the appropriateness of existing programs (CoC and ESG funded or not), what additional housing or supportive services are needed, and how those needs might be met and by whom. Opportunities for funding are shared at both these meetings and broadcast through the CoC lead agency's e-newsletters (1,000+ subscribers) and CoC email list (126 subscribers). Many organizations within KS-505 participate in adjacent CoCs and share our gaps and needs with them. In the 2014 ESG competition, the CoC's Board identified the need for RRH that served both households with and without children, resulting in a new entity formerly in an adjacent county receiving a new RRH project serving both household types here. In 2016, this same agency applied for a bonus RRH grant in the FY2016 CoC NOFA for KS-505. Two non-CoC funded youth serving agencies – one new in 2016 - are already exploring an application in 2017 for homeless youth.

1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation? Semi-Annually

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	3
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	3
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	3
How many of the Con Plan jurisdictions are also ESG recipients?	1
How many ESG recipients did the CoC participate with to make ESG funding decisions?	1
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1

1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)

Staffs of city and county level community development departments are active within the CoC membership and board. They regularly receive information on the CoC's county-wide PIT count, HIC, needs and gaps in services and housing for key populations experiencing homelessness, and existing and new programs and supports for those who are homeless and at risk for homelessness. CoC lead agency staff and members provide feedback to city and county leadership and management around issues impacting homelessness including affordable housing, tenant and landlord practices and how best to prioritize limited HUD funds to guide policy and fiscal decisions, in addition to public presentations to their community advisory boards. Development staff writing local consolidated plans count on CoC lead agency staff and members to assist them describe local efforts, numbers affected, and report gaps and needs as a system.

1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)

KS-505 members don't directly receive ESG funds but apply to the State of Kansas, through Kansas Housing Resources Corporation (KHRC). In 2016, KHRC maintained ESG project performance standards/outcomes (RRH outcomes are 75% HHs will access PH, 75% stay in PH 6 months; Street Outreach's are 50% access housing, 75% access essential services). Johnson County government is the ESG grantee, submitting a request for multiple organizations. ESG grantees and sub-grantees are members of the CoC and its Board. CoC lead staff and members meet with County staff to discuss needs and gaps for specific populations, existing organizational capacity and expertise to address those gaps, and strategic pursuit of project types based on need and limited local funding support. In 2016, CoC lead agency staff met the ESG grantee and subgrantees to review and prioritize proposed applications, prior use of funds, and previous performance measures, assuring all were in alignment with CoC priorities and needs.

1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)

Calls to coordinated assessment related to DV in Johnson County are referred

to SAFEHOME which provides ER, TH and RRH programs, and partners with Jo Co PHA to offer Housing Choice Vouchers to survivors with high barriers to housing. SAFEHOME also houses MOCSA staff to provide specialty counseling and outreach services. It maintains confidentiality for clients directly or indirectly referred, and provides safe and trauma informed services supporting victims' choices and recovery at an undisclosed facility. Law enforcement and hospitals conduct a lethality assessment with DV related cases and directly connects victims to SAFEHOME services. SAFEHOME partners with DV service providers in the KC Metro, the KS Dept of Children and Families (child support enforcement, works programs, TANF), Jo Co District Attorney's Victims Services Unit, Workforce Partnership (job and resume preparation), and multiple financial institutions (financial education, credit counseling) to offer services.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Johnson County Housing Services	6.54%	Yes-HCV
Olathe Public Housing Authority	0.00%	No

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)

Rental complexes/housing receiving tax credits to offer affordable housing and homeless units in the county for families partner with local CoC members to offer options for HHs experiencing homelessness. However, many past project-based voucher/income based housing is no longer income based or is directed specifically for seniors, who statistically are least likely of all age groups in the county to be poor or homeless. Local community housing development organizations focus on rehabilitating distressed single homes for purchase, often too costly for homeless HHs. In order to expand permanent housing

options, both Catholic Charities and SAFEHOME began partnering with Johnson County Housing Services in 2015-6 to access set-aside housing vouchers for those high acuity households experiencing homelessness – a limited preference. In 2016, Olathe's PHA will propose a similar set-aside for homeless households to their City Council, establishing a limited preference.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 1000 characters)	
Participated in public hearing against criminalizing public food sharing	<input checked="" type="checkbox"/>
Working with City of Olathe to examine city policies and practices within city government that contribute to and penalize homelessness	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons

**discharged are not discharged into homelessness.
(limit 1000 characters)**

There is no discharge policy preventing local hospitals from releasing a patient into homelessness, although hospitals prepare a release plan that includes housing. CoC members are contacted by hospital personnel when a patient is to be released with nowhere to go or referred to 2-1-1. Local hospitals partner with Health Partnership Clinic, the CoC's Healthcare for the Homeless grantee to establish a medical home where they can be connected to Medicaid services and managed care organizations who assist with housing. Hospitals partner with SAFEHOME, a DV provider to offer confidential services for patients who are victims of DV or sexual assault and emergency housing. CoC members have worked to provide continuing education about homelessness resources to local hospital social workers to reduce the likelihood that anyone is discharged into homelessness. This is especially challenging in a county with extremely limited emergency housing for single individuals experiencing homelessness.

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.

**1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.
(limit 1000 characters)**

Coordinated assessment/entry is implemented by the United Way of Greater Kansas City's 2-1-1 and covers the Kansas City Metro, including Johnson County. 2-1-1 is advertised as a social service and homelessness resource and calls are toll-free. Personnel taking calls from households who identify as homeless or in need of housing use a common intake form to gather information about the caller and their household, needs, current housing situation and location, resources, status (veteran, DV) to assess whether their homelessness can be diverted/prevented. Callers are referred to appropriate housing, shelters or emergency assistance providers, with the goal of a direct hand-off to the referral's organization. Homeless and social service providers maintain their housing, programs, and eligibility criteria information in 2-1-1. If households present directly to them and they can serve them, they do so. If unable, they connect households to 2-1-1 for an appropriate referral in their region.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list, enter the information in the blank text box, click "Save" at the bottom of

the screen, and then select the applicable checkboxes.

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
United Way of Greater Kansas City	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	9
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	2
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	7
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

Performance outcomes from APR reports/HMIS:	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>
Monitoring criteria:	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>
Need for specialized population services:	

Youth	<input checked="" type="checkbox"/>
Victims of Domestic Violence	<input checked="" type="checkbox"/>
Families with Children	<input checked="" type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="" type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)

Vulnerability of participants and severity of needs was considered in the development and subsequent scoring of project applications for the FY2016 NOFA. Greater points (and thus higher scores) were awarded to those programs who served those who were most likely to remain homeless without assistance, including those dedicating or prioritizing those with longer episodes of homelessness, those who served hard to serve and especially vulnerable subpopulations, and those who targeted HUD’s priority populations. Additionally, 20 of 120 points were awarded based on the program’s use of housing first and low barrier approaches when admitting and retaining clients in housing programs.

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)

Notice of the NOFA's release, invitation to apply, and timeline was shared through email to CoC members, the CoC board, and posted to UCS' public website July 7, 2016, and then to the lead agency's network of 1,000 stakeholders on July 8, 2016. The rank and review process and tool was presented to the CoC’s Board August 8 and approved on August 11, 2016. The process and tool was shared with the full CoC membership at its August monthly meeting. The results of the Rank and Review committee’s decisions were shared, first with the CoC’s Board on August 25, and then through email to all participants in the CoC, posting to UCS' public website, and an e-newsletter to the CoC lead agency's network of 1,000 stakeholders on August 26, 2016.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached). 09/09/2016

1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.) No

1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.)

1F-6. In the Annual Renewal Demand (ARD) Listing is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW? Yes

1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

CoC lead staff monitor program recipients' unit/bed utilization rates, rate of exiting to or maintaining PH as appropriate, increasing both employment and non-employment related income, proportion of households connected to mainstream benefits, and fiscal spending bi-annually. These are based primarily on their HIC, recent HUD submitted APRs and those from HMIS, and HUD and organizational documentation of financial use of grant funding within the grant's contract year. This past year, we began reviewing system-wide performance measures and incorporated the above program-specific measures into the annual rank and review process scoring system to elevate the importance of shared performance measures among grantees and bring full clarity to the prioritization process. This has led to a more transparent process, shared goals and better usage of limited renewal grant funding.

1G-2. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing? Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit.

Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA.

p2 in CoC governance, p2-5 in HMIS governance charter

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.

Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)?

Yes

2A-4. What is the name of the HMIS software MAACLink

used by the CoC (e.g., ABC Software)?

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Mid America Assistance Coalition

2B. Homeless Management Information System (HMIS) Funding Sources

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Select the HMIS implementation coverage area: Multiple CoCs

*** 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.**

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$44,184
ESG	\$18,196
CDBG	\$0
HOME	\$0
HOPWA	\$0
Federal - HUD - Total Amount	\$62,380

2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
Other Federal - Total Amount	\$0

2B-2.3 Funding Type: State and Local

Funding Source	Funding
----------------	---------

City	\$0
County	\$0
State	\$0
State and Local - Total Amount	\$0

2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	\$0
Organization	\$0
Private - Total Amount	\$0

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	\$70,208
Other - Total Amount	\$70,208

2B-2.6 Total Budget for Operating Year	\$132,588
---	------------------

2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy): 04/27/2016

2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	118	60	58	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	46	31	15	100.00%
Rapid Re-Housing (RRH) beds	89	0	89	100.00%
Permanent Supportive Housing (PSH) beds	26	0	26	100.00%
Other Permanent Housing (OPH) beds	12	0	12	100.00%

2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)

Not applicable

2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.

VA Grant per diem (VA GPD):	<input type="checkbox"/>
VASH:	<input type="checkbox"/>

Faith-Based projects/Rescue mission:	<input type="checkbox"/>
Youth focused projects:	<input type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input type="checkbox"/>
Not Applicable:	<input checked="" type="checkbox"/>

2C-4. How often does the CoC review or assess its HMIS bed coverage? Semi-Annually

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	0%	0%
3.3 Date of birth	0%	0%
3.4 Race	0%	0%
3.5 Ethnicity	0%	0%
3.6 Gender	0%	0%
3.7 Veteran status	0%	0%
3.8 Disabling condition	0%	0%
3.9 Residence prior to project entry	0%	0%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	0%
3.15 Relationship to Head of Household	0%	0%
3.16 Client Location	0%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	0%	0%

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

None	<input type="checkbox"/>
------	--------------------------

2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?

10

2D-4. How frequently does the CoC review data quality in the HMIS?

Quarterly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.

Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

VA Supportive Services for Veteran Families (SSVF):	<input checked="" type="checkbox"/>
VA Grant and Per Diem (GPD):	<input checked="" type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input checked="" type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. (limit 750 characters)

GPD, SSVF, and RHY providers that cover our region use the CoC's HMIS - the greater Kansas City region uses the same HMIS and thus while these providers are not within our county, they serve our residents. The VAMC is currently

working toward also using the HMIS also - Kansas City MO 's VAMC serves Johnson County KS veterans.

2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count? Yes

2E-2. Indicate the date of the most recent sheltered PIT count: (mm/dd/yyyy) 01/27/2016

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD? Not Applicable

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: (mm/dd/yyyy) 04/27/2016

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
Interviews with all sheltered persons	<input type="checkbox"/>

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input checked="" type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)

Given the limited sizes of our emergency shelters and transitional housing units, the CoC committed to interviewing all clients classified as sheltered homeless for the point in time for the most accurate count and data on the total population

and sub-populations experiencing homelessness in Johnson County. We used HUD's Model Sheltered Night of Count PIT Survey as published on HUD's website December 2014 with the addition of three questions regarding the head of household's current employment, whether past history within the criminal justice system was a barrier to maintaining employment or stable housing, and history of adult household members within the foster care system as a child or youth. These questions assisted us to understand the barriers faced by households, improve the CoC system wide, and prevent first time homelessness. Data was collected over three days for housing status on January 27 2016.

2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)

There was no change in our methodology from prior years.

2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? No

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)

Not applicable

2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Training:	<input checked="" type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication techniques:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)

All data was entered into a survey monkey program and total data downloaded into an excel file by limited staff who actively looked for inconsistencies in data reported in surveys submitted by agencies, and data totals were compared to those submitted around the housing inventory chart. While hypothetically complete data was available with all surveys, if data on a survey was incomplete or inconsistent, staff would follow up with agencies and use their HMIS data or case files to correct or answer questions. If any surveys were submitted with no checks or all no responses to disability questions, these surveys were automatically flagged for follow up to ensure their accuracy.

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 01/27/2016

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD? Not Applicable

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 04/27/2016

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

Night of the count - complete census:	<input type="checkbox"/>
Night of the count - known locations:	<input checked="" type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input checked="" type="checkbox"/>
HMIS:	<input type="checkbox"/>
	<input type="checkbox"/>

2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)

We conducted survey interviews with all households identified as unsheltered on the night of January 26 into the morning of January 27 2016. Attempts at conducting a complete census by canvassing the county resulted in no additional households identified, so we continue to rely on service organizations, local law enforcement, and street outreach organizations to identify and seek out unsheltered households in the county at the time of the PIT count and interview all who meet criteria. We used HUD's Model Interview-based Unsheltered Night of the Count PIT survey as published on HUD's website December 2014 with the addition of three questions regarding the head of household's current employment, whether a household member's criminal history impacted employment of housing stability, and prior history with any foster care system as a child or youth. These questions assist us understand the barriers faced by households, improve the CoC system, and prevent first time homelessness.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)

There was no change in our collection methodology from prior years. However, the CoC intentionally expanded its relationships with street level and CIT staff of local law enforcement, including municipal police departments and county sheriff's offices which improved identifying additional unsheltered households in 2016. Additionally, youth-oriented street outreach efforts were expanded in the weeks prior to the PIT date.

2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count? Yes

2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)

Not applicable

2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input type="checkbox"/>
Unique identifier:	<input checked="" type="checkbox"/>
Survey questions:	<input checked="" type="checkbox"/>
Enumerator observation:	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)

In the past years, the CoC intentionally expanded its relationships with street level and CIT staff of local law enforcement, including municipal police departments and county sheriff's offices, and youth serving street outreach organizations. In prior years, minimal relationships with office-only staff made the likelihood of identifying unsheltered households less. Additionally, PIT count training was co-trained by street outreach and direct service providers in order to improve quality of training and incorporate real-life examples and experience conducting the count. Finally, mental health street outreach ESG resources

enabled street outreach staff to partner with food pantry providers to engage HHs believed to be unsheltered in order to connect them with essential services. This also increased relationships with unsheltered HHs for the PIT count.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	174	153	-21
Emergency Shelter Total	94	100	6
Safe Haven Total	0	0	0
Transitional Housing Total	57	43	-14
Total Sheltered Count	151	143	-8
Total Unsheltered Count	23	10	-13

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	268
Emergency Shelter Total	76
Safe Haven Total	0
Transitional Housing Total	195

3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

(limit 1000 characters)

Strategies to reduce first time homelessness include: implementation of a coordinated assessment process thru 2-1-1 connecting those at risk to emergency assistance and social service providers; assessing factors that impact housing instability to effectively partner with at risk households to address issues; enrolling those receiving emergency assistance in all eligible mainstream benefits to stabilize their income; incorporating a lethality assessment with law enforcement calls related to DV to connect those who have not left abusive homes with safety planning to prevent entry into shelter; connecting households with job training programs to increase their income; working with both McKinney Vento students who are doubled up and their families to stabilize their housing situation; and building CoC members' staff knowledge and capacity of best practices around case management, tenant rights and responsibilities, credit repair, and advocating for household sustaining wages.

3A-3. Performance Measure: Length of Time Homeless.

Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.

(limit 1000 characters)

In the past three years, the CoC has dramatically expanded its RRH capacity in order to reduce the time HH remain homeless, especially those with children. In addition a non-CoC funded shelter sought and received local funding to serve individual women experiencing homelessness, the only non-DV ER shelter serving individuals in the county. Landlord summits have been held to foster partnerships between CoC housing providers and increase housing opportunities for those they serve with poor credit, felony or eviction histories. High acuity households are enrolled in RRH regardless of income and the VI-SPDAT used to assess their acuity, including length of time homeless. Those with the highest acuity are prioritized to receive both a housing choice voucher thru a partnership between RRH providers and Johnson County's PHA and wrap around services in order to assure they do not return to homelessness

*** 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

**3A-4a. Exits to Permanent Housing Destinations:
Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the**

retention of program participants in CoC Program-funded permanent supportive housing.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	47
Of the persons in the Universe above, how many of those exited to permanent destinations?	40
% Successful Exits	85.11%

3A-4b. Exit To or Retention Of Permanent Housing:
 In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	37
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	31
% Successful Retentions/Exits	83.78%

3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)

1. Landlord summits have fostered partnerships with CoC housing providers to increase housing opportunities for those they serve with poor credit, felony or eviction histories making it more likely HHs will access affordable housing and landlords will partner with clients and case managers to resolve problems before evicting tenants. 2. Households are provided financial education/budgeting supports along with debt reduction through pay day loan buyback programs in order to stabilize/increase their income to meet basic needs. 3. High acuity households are enrolled in RRH regardless of income and the VI-SPDAT used to assess their acuity. HHs with the highest acuity are prioritized to receive both a housing choice voucher thru a partnership between RRH providers and Johnson County's PHA and wrap around services to assure they do not return to homelessness. Case managers regularly receive trainings on new or expanded resources and best support practices to prevent returns to homelessness.

3A-6. Performance Measure: Job and Income Growth. Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase

**program participants' cash income from employment and non-employment non-cash sources.
(limit 1000 characters)**

Strategies engaged in by CoC projects to increase income from multiple sources include: Jo Co Mental Health training case managers on SOAR in order to assure clients are quickly and appropriately connected to SSI/SSDI and Medicaid– Kansas is one of the top ten states for average approval rates; decreasing transportation barriers for clients seeking employment opportunities and training by bringing Workforce Partnership's mobile offices to the physical spaces of SAFEHOME, Catholic Charities, and Salvation Army's offices; adopting the practice of immediately assessing eligibility and enrolling HHs in mainstream benefits through the KS Dept of Children and Families' Online Application for Benefits at initial case management meeting; building and maintaining relationships with local employers offering entry level positions and Johnson County Community College's adult education dept.

**3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.
(limit 1000 characters)**

The CoC works with Workforce Partnership/WFP - a WIOA services provider - to increase homeless HHs' income by: placing those with limited employment experience into paid internships and work-based learning opportunities; assisting HHs apply for unemployment benefits; connecting clients with local businesses (Cerner, WebCo, UPS) for improved job opportunities; reducing barriers to employment like transportation & childcare costs in partnership with KS Dept of Children and Families , partnering with state & local chambers of commerce to expand job choice networks; connecting clients with Johnson County and Kansas City KS Community Colleges' Adult Education courses to improve skills and job options; and offering WFP's services and supports onsite, online and via a mobile career unit that is ADA accessible. WFP also partners with the State to offer vocational rehabilitation, veterans focused job recruitment, and second chance employment – improve income opportunities for homeless HHs.

**3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?
(limit 1000 characters)**

We targeted areas in the county identified by local police, mental health and youth street outreach teams, homeless liaisons, and service providers as having unsheltered homeless households in the past or currently. No areas were specifically excluded from the count. CoC members including law enforcement were notified of the upcoming count 45 days before the PIT, with service providers contacting those who had been unsheltered in the past to determine their current situation, try to house them, and if they refused, to make them aware of the PIT count so their information was collected. Data was collected for 3 days on the whereabouts of unsheltered households on the night of the PIT count, with Jo Co Mental Health's and KidsTLC's outreach vans seeking out identified households. Canvassing the entire county was found to be

ineffective, as a significant portion of the county is unincorporated/rural, and prior efforts to identify households this way found none

3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)? No

3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)? (limit 1000 characters)

Not applicable

3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached. (mm/dd/yyyy) 08/10/2016

3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data. (limit 1500 characters)

NOT APPLICABLE

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 1: Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

- 1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;**
- 2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and**
- 3. The highest needs for new and turnover units.**

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	5	0	-5
Sheltered Count of chronically homeless persons	2	0	-2
Unsheltered Count of chronically homeless persons	3	0	-3

**3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.
 (limit 1000 characters)**

The number of both sheltered and unsheltered chronically homeless households identified in the 2016 PIT count compared to 2015 PIT count decreased.

3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	2	2	0

3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count. (limit 1000 characters)

ALL PSH beds in KS-505 are prioritized for those who are experiencing chronic homelessness - which has historically met the need of housing CH individuals and households. Dedicating these beds would prevent the CoC from quickly and responsively meeting the PSH needs of all households with significant barriers to housing by leaving open beds for only CH - which is a very limited population within our geography, as evidenced by none being identified at the 2016 PIT Count. While two households/5 persons self-reported that they met the CH criteria at the 2015 PIT, providers report that when housing them, they often could not document that they met the CH eligibility criteria. Prioritizing all PSH for CH is the most flexible and responsive strategy for those households served in KS-505.

3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status? Yes

3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the 1-2

Orders of Priority are found.

3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? Yes

This question will not be scored.

3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017? (limit 1000 characters)

Those who meet both CH criteria and grant specific population status (individuals with mental illness, households with HIV/AIDs) will be prioritized for current PSH units as they become available. For households with children or individuals without mental illness/HIV/AIDs that meet the CH criteria, Catholic Charities and SAFEHOME (if the household has experienced domestic violence) provide RRH and based on their acuity, partner with Jo Co PHA to access Housing Choice Vouchers in order to provide long term stable housing supports while the agencies will continue to offer wrap around, in-home case management to prevent their return to homelessness. They will partner with other local services providers as needed to be responsive to each household's needs. The CoC continues to build partnerships with local landlords to expand housing options for their clients.

3B. Continuum of Care (CoC) Strategic Planning Objectives

3B. Continuum of Care (CoC) Strategic Planning Objectives

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Number of previous homeless episodes:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Criminal History:	<input checked="" type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input checked="" type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)

The CoC will rapidly rehouse every family that becomes homeless more quickly by expanding its RRH capacity, especially for HHs experiencing domestic violence as the majority of HHs in shelter had histories of abuse and children. This will be completed by seeking additional RRH funding through ESG in 2017 and SAFEHOME, our local DV shelter/provider, building on its 2015 Perm Housing Bonus to provide more RRH for their clients. Additionally the CoC will increasingly be able to permanently house households within 30 days of homelessness by RRH providers partnering with local PHAs who've set-aside vouchers as a bridge to Housing Choice Vouchers supports for those families and individuals with high acuity based on the SPDAT. Finally the CoC will continue to assure that all emergency housing and TH providers policies identify permanent rehousing of clients as their primary goal/outcomes vs completing a program successfully.

3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve families in the HIC:	10	32	22

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)

CoC policies and procedures prohibit involuntary family separation:	<input checked="" type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

PIT Count of Homelessness Among Households With Children

	2015 (for unsheltered count,		
FY2016 CoC Application		Page 45	09/08/2016

	most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	48	42	-6
Sheltered Count of homeless households with children:	44	42	-2
Unsheltered Count of homeless households with children:	4	0	-4

3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

The total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT Count DECREASED.

3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input checked="" type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input checked="" type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input type="checkbox"/>
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input checked="" type="checkbox"/>
Community awareness training concerning youth trafficking:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

N/A:	<input type="checkbox"/>
------	--------------------------

3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Length of time homeless:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2015)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	2	2	0

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why. (limit 1000 characters)

The numbers were unchanged.

3B-2.9. Compare funding for youth homelessness in the CoC's geographic

area in CY 2016 and CY 2017.

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$75,000.00	\$225,000.00	\$150,000.00
CoC Program funding for youth homelessness dedicated projects:	\$0.00	\$0.00	\$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$75,000.00	\$225,000.00	\$150,000.00

3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	17
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	15
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	19

3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts. (limit 1000 characters)

The CoC dedicates September CoC meetings to homeless children and youth with active participation of all six school districts' LEAs and the Kansas Dept of Educ McKinney Vento SEA; LEAs attend CoC meetings, participate on the CoC's Board, and work year round with CoC members to meet the needs of students and their families; CoC members collaborate with LEAs to implement innovative mentoring programs for homeless students and their families to meet the households' needs; LEAs educate all educational teachers and staff about McKinney Vento eligibility criteria and link educators with appropriate resources for youth and their families; CoC lead agency trains CoC members including LEAs on the impact of adverse childhood events and risk for homelessness; juvenile justice representatives and psychiatric treatment centers attend CoC meetings and collaborate with LEAs to support successful transitions between justice system, hospitalizations, school and home.

3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow. (limit 2000 characters)

Eligibility is consistently conveyed through maintaining strong partnerships and

communications among LEA liaisons and those service providers who serve families with children year round whether in the homeless housing and supportive services system, juvenile justice system, psychiatric residential treatment centers, foster or child in need of care system, or the broader community. The CoC holds an annual meeting dedicated specifically to homelessness among school-age children with all six school districts' liaisons and the state's McKinney Vento representative, with contact information for all districts' liaisons distributed in the meeting and by email to all members. All housing providers have policies that school age children be enrolled in school within 3 days of entrance although most report enrolling immediately. Partners from child welfare, juvenile justice, psychiatric residential facilities and school districts meet to address gaps in services and supports regularly through the CoC's lead agency. All CoC members are educated about McKinney Vento policies and regulations and how local school districts are meeting them. SEA and LEA liaisons promote school district practices that make supports for homeless students and the families more accessible (clear posting on school districts' websites of supports available and contact information, training staff to identify likely McKinney Vento eligible students during enrollment, back to school events for known families) while Coc members support the districts' liaisons ongoing education of school related staff of the rights of students experiencing homelessness and the school's responsibilities. The CoC supports transportation agreements across county and state lines when needed to assure students can maintain their enrollment in their school of origin, and connects LEA liaisons with members who can assist students receive required vaccinations, ID, records and educational materials.

3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others? (limit 1000 characters)

Programs serving infants, toddlers, and young children such as local Head Starts (thru the Olathe Public Schools and Growing Futures Early Education Center) and Johnson County's Dept of Health and Environment which offers the WIC program are all members of the KS-505 CoC. Johnson County Mental Health Center (HUD funded) does have written agreements to provide services for some of these programs, but not specifically focused on those households experiencing homelessness. CoC members including LEA liaisons are learning how recent changes to the McKinney Vento law, that encompasses educational services for homeless toddlers and young children prior to school age, will impact current resources and capacities. The expansion of educational supports for very young children experiencing homelessness will likely require new partnerships between current and new CoC members in the coming year.

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 3: Ending Veterans Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	0	2	2
Sheltered count of homeless veterans:	0	2	2
Unsheltered count of homeless veterans:	0	0	0

3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

Annual PIT counts have identified 6(2011)-1(2012)-0(2013)-1(2014)-0(2015)-2(2016) veterans. While technically we saw an increase in veterans in 2016, our numbers are consistently small and all veterans identified in 2016 were housed at the PIT and moving towards permanent housing options.

3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF. (limit 1000 characters)

The CoC participated in the SSVF's Community Plan which coordinated efforts to prevent and end homelessness among Veterans within the CoC's geographic area. This included staff from VISN, SSVF, Kansas City VAMC and HUD-VASH, grant per diem programming and local homeless service providers providing mental health, RRH, PSH, TH, and emergency shelter. The adoption of RRH and Housing First practices support veteran households regain and maintain housing. Additionally, coordinated assessment includes questions to identify veteran callers and makes appropriate referrals to targeted programming for veterans. Finally, in January of 2016, Johnson County launched Kansas' first Veterans Treatment Court which will identify those Veterans with lower level felony or misdemeanor offenses who are unstably housed and connect them to CoC members for housing and supportive services beyond those offered by agencies serving only veterans in the case when they do not qualify or desire those services.

3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	19	2	-89.47%
Unsheltered Count of homeless veterans:	2	0	-100.00%

3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016. Yes

This question will not be scored.

3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016? (limit 1000 characters)

Since 2011, annual PIT counts have identified 6(2011)-1(2012)-0(2013)-1(2014)-0(2015)-2(2016). We are currently working with our SSVF representative to assess current services and protocols that need to be in place to be declared Functional Zero for veterans homelessness. One challenge is that the primary mainstream housing and services for Vets are based in organizations outside our county.

4A. Accessing Mainstream Benefits

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients? Yes

4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	9
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	9
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)

CoC collaborates with 3 organizations to assure clients' health needs are met: Health Partnership Clinic (Served 1733 homeless persons in past year, 4 health navigators dedicated to enrolling clients in health insurance, one homeless care coordinator to work with homeless clients and CoC to meet additional needs, Healthcare for the Homeless grantee, provides dental services to homeless students in Olathe SD, women's services at SAFEHOME DV shelter monthly); Johnson County Mental Health Center (served 24 homeless individuals, enrolls clients in all mainstream benefits including Medicare/Medicaid in initial case

management meeting, has SOAR trained staff) ; and Heartland Regional Alcohol and Drug Assessment Center (served 72 homeless individuals with history of substance abuse in 8 months with intensive case management, enrolls clients in health insurance/SSI/SSDI often by connecting to pro bono legal assistance and local enrollment events such as at the Johnson County library).

4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?

Educational materials:	<input checked="" type="checkbox"/>
In-Person Trainings:	<input checked="" type="checkbox"/>
Transportation to medical appointments:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

4B. Additional Policies

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?

FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	9
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	9
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	100%

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	9
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	9
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	100%

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">X</div>
--------------------------------	---

Use of phone or internet-based services like 211:	<input checked="" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	34	89	55

4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135? (limit 1000 characters)

Not applicable

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons

defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)

Not applicable

4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition? No

4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)

Not applicable

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application. No

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance:	<input type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>

Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>
Retooling transitional housing:	<input type="checkbox"/>
Rapid re-housing:	<input type="checkbox"/>
Under-performing program recipient, subrecipient or project:	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input checked="" type="checkbox"/>

4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance

4C. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	KS-505_01 CoC Con...	09/07/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes		
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	FY2016 KS-505 CoC...	09/08/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	FY2016 KS-505 CoC...	09/08/2016
05. CoCs Process for Reallocating	Yes	KS-505_05 CoC pro...	09/07/2016
06. CoC's Governance Charter	Yes	KS-505 CoC Govern...	09/08/2016
07. HMIS Policy and Procedures Manual	Yes	KS-505 HMIS Polic...	09/08/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	KS-505 Jo Co PHA ...	09/08/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No		
11. CoC Written Standards for Order of Priority	No	KS-505 PSH CoC Wr...	09/06/2016
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	KS-505 HUD HDX sy...	09/06/2016
14. Other	No	FY2016 Certificat...	09/08/2016
15. Other	No		

Attachment Details

Document Description: KS-505_01 CoC Con App Evidence of communication to rejected applicants - NA

Attachment Details

Document Description:

Attachment Details

Document Description: FY2016 KS-505 CoC Rating and Review Procedure

Attachment Details

Document Description: FY2016 KS-505 CoC Rating and Review Procedure_Public Posting Evidence

Attachment Details

Document Description: KS-505_05 CoC process for reallocating_none recommended

Attachment Details

Document Description: KS-505 CoC Governance and HMIS Governance Charters

Attachment Details

Document Description: KS-505 HMIS Policy and Procedures_HMIS Lead and vendor

Attachment Details

Document Description:

Attachment Details

Document Description: KS-505 Jo Co PHA admin plan letter_evidence of limited homeless preference

Attachment Details

Document Description:

Attachment Details

Document Description: KS-505 PSH CoC Written Standards for Order of Priority

Attachment Details

Document Description:

Attachment Details

Document Description: KS-505 HUD HDX system performance measures report 10.14-9.15

Attachment Details

Document Description: FY2016 Certificates of Consistency with the Consolidated Plan, Johnson County, City of Overland Park, City of Shawnee

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. Identification	08/23/2016
1B. CoC Engagement	Please Complete
1C. Coordination	09/08/2016

FY2016 CoC Application	Page 62	09/08/2016
------------------------	---------	------------

1D. CoC Discharge Planning	09/08/2016
1E. Coordinated Assessment	08/23/2016
1F. Project Review	09/08/2016
1G. Addressing Project Capacity	09/08/2016
2A. HMIS Implementation	09/08/2016
2B. HMIS Funding Sources	08/30/2016
2C. HMIS Beds	09/02/2016
2D. HMIS Data Quality	08/23/2016
2E. Sheltered PIT	09/02/2016
2F. Sheltered Data - Methods	09/08/2016
2G. Sheltered Data - Quality	09/02/2016
2H. Unsheltered PIT	09/02/2016
2I. Unsheltered Data - Methods	09/02/2016
2J. Unsheltered Data - Quality	08/23/2016
3A. System Performance	09/08/2016
3B. Objective 1	09/07/2016
3B. Objective 2	09/08/2016
3B. Objective 3	09/08/2016
4A. Benefits	09/08/2016
4B. Additional Policies	08/23/2016
4C. Attachments	Please Complete
Submission Summary	No Input Required

Christie Corbin

From: Valorie Carson
Sent: Thursday, August 25, 2016 1:04 PM
To: David Aramovich (davidaramovich@smsd.org); David Arnold; Dustin Hardison; Elizabeth Worth (elizabeth.worth@jocogov.org); Heidi_Strand@usc.salvationarmy.org; Jason Bohn (jbohn@MARC.ORG); Josh Henges; Joshua Henges (JHenges@kidstlc.org); Kim Brabits (kbrabits@catholiccharitiesks.org); Megan Nee (MTNee@OLATHEKS.ORG); Mina Foster (mina_foster@usc.salvationarmy.org); Robert Johnson, COR (RobertE.Johnson@jocogov.org); Sarah Waggoner; Stacy Copeland (Stacy.Copeland@jocogov.org); Trent Howerton (trenth@workforcepartnership.com); Vicki Dercher (JoCoIHN-vicki@sbcglobal.net); Viki Schmidt (viki.schmidt@jocogov.org)
Cc: Valorie Carson
Subject: CoC Board Notification: FINAL KS-505 RANK AND REVIEW SCORING for FY2016
Importance: High

Dear CoC Board members,

The rank and review committee met on Tuesday August 23 from 9:00-12:15 to review the FY2016 CoC project applications for KS-505. This year's project applications included nine renewal projects and one new project with the allowable bonus dollars. **No applications were recommended for reallocation and only one organization expressed interest in applying for the available bonus funds, so no applications were rejected in FY2016.**

KS-505's FY2016 HUD-approved annual renewal demand (ARD) was \$657,737 with a possible bonus project of \$32,799. Tier One project were limited to up to 93% of the CoC's ARD, which was \$611,695. All renewal dollars above \$611,695 and bonus projects were required to be in Tier Two.

Two renewal projects have just recently received their initial grant awards and contracts from the FY2015 competition (MARC's HMIS and Safehome's DV RRH), and thus have no current APRs from which to draw data for the agreed upon scoring criteria. The HMIS project will have its own performance measures in the FY2017 competition but given the essential nature of HMIS to measuring both system and project level effectiveness and reporting out performance measures, the committee agreed that it should be ranked fully within Tier One to assure its ongoing support. Its position in the ranking does not reflect the committee's assessment that it ranks above other applications, but rather the CoC's commitment to data-driven decision-making within the system, the essential nature of HMIS to that commitment, and HUD's requirements for HMIS within the CoC's overall.

Safehome DV RRH project's final score was an extrapolation of those scored items of which it could respond (39.4 of 50 possible points) to a score based on 120 total points (94.5). This score was then ranked with other project renewal applications.

Catholic Charities HHI program was split between Tier One (\$55,671) and Tier Two (\$46,042). Given the bonus project must be placed in Tier Two, Hillcrest's RRH project was the final ranking after Catholic Charities HHI project application.

ORGANIZATION		TYPE		TOTAL POINTS: 120 possible		
MARC		HMIS	renew		\$62,632	\$62,632
JCMHC	3 bed	PSH	renew	113.4	\$27,549	\$90,181
SAFEHOME	TLP	TH	renew	99.6	\$57,568	\$147,749

TIER ONE
93% ARD

JCMHC	12 bed	PSH	renew	99		\$110,194	\$257,943	
Cath Char	RRH+SSP	RRH	renew	97.8		\$59,728	\$317,671	
SAFEHOME	DV RRH	RRH	renew	(94.5)		\$88,176	\$405,847	
JCHS	SAVE	PSH	renew	85.4		\$38,922	\$444,769	
Cath Char	HHI-2	RRH	renew	79.4		\$111,255	\$556,024	
Cath Char	HHI	RRH	renew	75	\$101,713	\$55,671	\$611,695	
Cath Char	HHI	RRH	renew	75		\$46,042	\$657,737	
	RRH							TIER TWO
HILLCREST	JoCo	RRH	bonus			\$32,799		

Valorie Lynn Carson
 Community Planning Director
 United Community Services of Johnson County
 12351 W. 96th Terrace, Suite 200
 Lenexa, KS 66215
 913-438-4764 phone
 913-492-0197 fax
valoriec@ucsjoco.org
www.ucsjoco.org



United Community Services of Johnson County

Board Members

- Michael Hockley, President
- Kate Allen
- Brian S. Brown
- Jennifer Bruning
- Tara S. Eberline
- Rev. Lee Jost
- Donna Lauffer
- Janis McMillen, PhD
- Justin Nichols
- Leo J. Nunnink
- Jill Quigley
- Tom Robinett
- Sandra Sanchez
- Paul Snider
- Maury L. Thompson
- Kevin Tubbesing
- Eric Wade

Council of Advisors

- Gary Anderson
- Mary Birch
- Dick Bond
- Pat Colloton
- David Cook, PhD
- Ben Craig
- Hon. Peggy Dunn
- Hon. Ed Eilert
- Jeffrey O. Ellis
- SuEllen Fried
- Ellen Hanson
- Terrie Huntington
- Audrey Langworthy
- Clint Robinson
- Carol Sader
- Joseph Sopcich, PhD
- Brad Stratton
- Charlie Sunderland
- Elaine Tatham, PhD
- Stephen Tatum
- David Warm
- Ron Wimmer, PhD
- Hannes Zacharias

Executive Director

Julie K. Brewer

August 11, 2016

To whom it may concern:

As a CoC we are working towards creating a system of housing supports and services that best meets the needs of our CoC’s population with a combination of federal, state, local and private funds. These funds are limited and must be used strategically and our CoC is committed to prioritizing funding for those programs that clearly demonstrate capacity to effectively use their funds to reduce homelessness and increase permanent housing capacity.

As a result, in FY2016’s KS-505 HUD CoC NOFA, a ranking process was developed that was objective and strongly performance-based. All renewal and proposed projects were evaluated based on:

- their program’s alignment with HUD’s published priorities (including the housing type and priority populations),
- annual performance report (APR) outcomes documented in their APRs submitted to HUD,
- their project application submitted in e-snaps,
- implementation of or commitment to Housing First policies/Low Barrier approach to housing,
- fiscal responsibility and effectiveness with grant funds,
- data quality (HMIS missing data points), and
- demonstrated levels of engagement with the CoC and responsiveness to CoC identified priorities and needs related to homelessness and risk for homelessness.

APR outcomes included in the Rank and Review process directly related to those goals set by the HEARTH act and included: percentage of persons remaining in or exiting to permanent housing, percentage of persons who increased or maintained their income from all sources, and the average bed/unit utilization rate for the year of the APR.

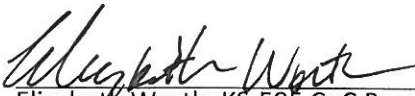
A rank and review committee of five CoC members from non-CoC funded organizations was recruited, including representation from the public schools, street outreach, department of corrections, the faith community, and a person who had experienced homelessness. Each were trained on the scoring tool and process by which the project applications would be reviewed, scored and subsequently ranked.



Due to the timing of the release of the NOFA, subsequent timeline for project applications and review, and bi-monthly meeting schedule of the Board, no formal KS-505 CoC Board meeting minutes are available to document the process. Instead and as is consistent with the Board's process and governance, the FY2016 KS-505 Rank and Review Process and Scoring Criteria was developed by committee members (four of which were on the CoC's Board) and the CoC's lead agency representative and submitted for review and approval to the full CoC's Board membership via email on August 8, 2016. Of the 14 of 15 members responding to the process and scoring criteria, no edits were suggested and on August 11th, all responding members unanimously approved the process and tool.

This letter is a submitted by KS-505 CoC Board's co-chairs to clearly state and verify the process by which the rank and review process was approved. The process and scoring tool will be shared at the CoC's larger community meeting at the first meeting following the ranking process and scoring criteria's approval, which will be the August 24th KS-505 CoC meeting.

Thank you,



Elizabeth Worth, KS-505 CoC Board co-chair
Johnson County Mental Health Center



Dustin Hardison, KS 505 CoC Board co-chair
Catholic Charities of Northeast Kansas

**FY2016 KS-505 CoC NOFA Project Information for
Rank and Review Process for PSH/RRH/TH Project**

Project Name (as it appears on application): _____

Contact Name _____ **Phone:** _____ **Email:** _____

Program Type:

- Permanent Supportive Housing
 Rapid Re-Housing
 Transitional Housing
 HMIS
 New Project
 Renewal Project (multiple years)
 Renewal Project (first year)

Program Focus	Data Source	Scoring Criteria	Score
Dedicate or prioritize program beds for chronically homeless clients	Cover sheet	Dedicates: 4 (max) Prioritizes: 2 Neither: 0	
Targets one or more of HUD's priority populations (Veterans, Youth 18-24, Families w Children, Chronic Homeless)	Cover sheet, application	2 or more: 4 (max) 1: 2 0: 0	
Addresses one or more hard to serve and especially vulnerable population (those with severe mental illness, substance abuse, chronic diseases, domestic violence)	Cover sheet, application	One or more: 2 0: 0	
		10 points possible	
Performance Measures			
<p align="center">Housing Stability</p> PSH/RRH: % of persons who remained in permanent housing or exited to permanent housing. TH: % of persons who exited to permanent housing	Cover sheet (verify on submitted APR)	90% or greater = 20 80-89% = 15 70-79% = 10 60-69% = 5 <60% = 0	
<p align="center">Increased Total Income</p> PSH/RRH: - % of persons who Increased or maintained income from all sources (Earned Income <u>and</u> Other Income) TH: % of persons who increased income from all sources (Earned Income <u>and</u> Other Income)	Cover sheet (verify on submitted APR)	55% or greater=20 45-54% = 16 35-44% = 12 25-34% = 8 15-24% = 4 <15% = 0	
<p align="center">Bed Utilization</p> Average bed utilization rate for year Jan%+Apr%+Jul%+Oct%/4 = average for year	Cover sheet (verify on submitted APR)	95% or greater = 10 88-94% = 8 80-87% = 6 72-79% = 4 <72% = 0	
		50 points possible	
Fiscal Responsibility/Effectiveness			
In the most recent contract year for which there is an APR, were grant funds returned unspent? If yes, what percentage of the total were returned?	Cover sheet (verify on submitted fiscal balances)	5% or less = 15 6-10% = 12 11-15% = 8 15-25% = 4 >25% returned=0	
		15 points possible	
Housing First Approach/Low Barrier Operation			
Responses related to screening and eligibility criteria, reasons for termination, and commitment and policies to move participants into permanent housing quickly	HF/LB worksheet, application		
		20 points possible	

HMIS data quality			
% of missing data points for persons served in program	Submitted APR	5% or less = 5 6-10% missing =3 >10% missing = 0	
		5 points possible	
Community Responsiveness and Coordination			
Does the organization applying: <ul style="list-style-type: none"> • Regularly attend CoC meetings • Collaborates with other organizations to deliver appropriate housing and supportive services • Responsive to identified gaps and needs in local programming • Participates in CoC level planning, point in time • Commits to participate in coordinated entry, use of a standardized tool selected by the CoC and to comply with HMIS policies and procedures (w DV exceptions) • Demonstrate a clear understanding of the CoC system’s priorities and challenges with the current application addressing those priorities and challenges 	Application, CoC meeting sign ins, Board minutes, committee sign- ins, History of service provision		
		20 points possible	
		TOTAL POINTS: 120	

**FY2016 KS-505 CoC NOFA Project Information for
Rank and Review Process for PSH/RRH/TH/HMIS Projects**

Project Name (as it appears on application): _____

Contact name _____ **Phone:** _____ **Email** _____

Program Type (should match the project application):

Please check one: Permanent Supportive Housing Rapid Re-Housing Transitional Housing HMIS

Please check one: New Project Renewal Project

Agency prioritizes beds for persons experiencing chronic homelessness: _____ Yes _____ No

Percentage of agency's beds dedicated for persons experiencing chronic homelessness: _____%

Is project dedicated to serving one of the following priority or hard to serve populations as stated in the project application? Check all that apply.

_____ Veterans _____ Youth _____ Families w children _____ CH
 _____ Mentally Ill _____ Substance Abuse _____ Chronic Disease/HIV _____ DV

If awarded; this agency commits to participation in Coordinated Entry system, use of standardized assessment tool selected by CoC, and compliance with Coordinated Entry policies and procedures: _____ Yes _____ No

Performance Measures

Date of last completed APR (please use as source for performance measures below) _____

Housing Performance Measures (last APR data) (*renewal PSH/RRH/TH projects only*):

Outcome	Most recently submitted APR	HUD Performance Measure
PSH/RRH: % of persons who remained in permanent housing or exited to permanent housing.		80%
TH: % of persons who exited to permanent housing		85%

Income Performance Measure (last APR data) (*renewal PSH/RRH/TH projects only*):

Outcome	Most recently submitted APR	HUD Performance Measure
PSH/RRH: - % of persons who Increased or maintained income from all sources (Earned Income <u>and</u> Other Income)		54%
TH: % of persons who increased income from all sources (Earned Income <u>and</u> Other Income)		54%

Bed Utilization Rate (last APR data) (*renewal PSH/RRH/TH projects only*):

Outcome – PIT count of persons served on the last Wednesday of the following months:	January	April	July	Oct
Total number of persons served				
Bed Utilization rate - percentage				
Total number of households served				

(renewal PSH/RRH/TH projects only) If this project did not meet its HUD Performance Measures (Housing Stability, Increased Total Income, and Increased Earned Income) in your last Annual Performance Report, describe the steps your agency has taken to ensure achievement of the Performance Measure(s) for the current application:

Amount of HUD funding requested for FY2016: \$ _____

Project’s capacity to effectively use available grant funds to serve those experiencing homelessness *(all renewals)*

Outcome	Most recently ended contract year – <i>mm/dd/yy - mm/dd/yy</i>
\$ of HUD funding granted	
\$ of HUD funding expended	
% of HUD funding expended	
\$ of HUD funding unspent/returned	

If less than 95% of grant funds were used in the most recent contract year resulting in funds being returned to HUD, please provide reason(s) why funds went unspent and actions your organization has taken to prevent returning funds in the future *(all renewals)*:

How do you consider severity of needs and vulnerabilities in prioritizing who is served?

List five ways in which your organization has coordinated with other CoC members to better serve local residents experiencing homelessness and has responded to identified gaps or needs for service or housing?

- 1.
- 2.
- 3.
- 4.
- 5.

Proposed project’s commitment to a Housing First approach and to operating as a low-barrier project

	YES	NO
Has this program’s organization committed to moving its participants into permanent housing quickly and made the policy and practice changes to do so?		
Screening/Eligibility Criteria for Participation:		
Are participants/Will participants be screened out of this program based on having no, too little or little income?		
Are participants/Will participants be screened out of this program based on active or history of substance abuse?		
Are participants/Will participants be screened out of this program based on having a criminal record with exceptions for state-mandated restrictions?		
Are participants/Will participants be screened out of this program based on history of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)?		
Reasons for Termination from Program:		
Are participants/Will participants be terminated from the program for failure to participate in supportive services?		
Are participants/Will participants be terminated from the program for failure to make progress on a service plan?		
Are participants/Will participants be terminated from the program for loss of income or failure to improve income?		
Are participants/Will participants be terminated from the program for domestic violence?		
Are participants/Will participants be terminated from the program for any other activity not covered in a lease agreement typically found in the project's geographic area? If so, please list: _____		

I verify that the above information is accurate and reflective of this program’s operations and practices.

Signature, organizational position

Date

Please complete this form for each project application submitted for rank and review in the 2016 NOFA process and submit it to Valorie Carson, valoriec@ucsjoco.org by Wednesday August 10th, 2016.

KS-505 FY2016 CoC Rank and Review Committee scoring results 8.25.16

PROJECT APPLICANT ORGANIZATION				Total Score	grant amount	total ARD	
		TYPE					
Mid America Regional Council		HMIS	renew		\$62,632	\$62,632	TIER ONE 93% ARD
JoCo Mental Health Center	3 bed	PSH	renew	113.4	\$27,549	\$90,181	
SAFEHOME	TLP	TH	renew	99.6	\$57,568	\$147,749	
JoCo Mental Health Center	12 bed	PSH	renew	99	\$110,194	\$257,943	
Catholic Charities	RRH+SSP	RRH	renew	97.8	\$59,728	\$317,671	
SAFEHOME	DV RRH	RRH	renew	(94.5)	\$88,176	\$405,847	
JoCo Housing Services/SAVE	AIDS/HIV	PSH	renew	85.4	\$38,922	\$444,769	
Catholic Charities	HHI-2	RRH	renew	79.4	\$111,255	\$556,024	
Catholic Charities	HHI	RRH	renew	75	\$101,713	\$55,671	
Catholic Charities	HHI	RRH	renew	75	\$46,042	\$657,737	TIER TWO
HILLCREST Trans Housing	RRH JC	RRH	bonus	NA	\$32,799	\$690,536	

The committee met Tuesday August 23rd for three hours to discuss the nine renewal applications and the one bonus project application. Using a scoring sheet approved by CoC Board members, committee members scored project applications on program type, program focus, community responsiveness and coordination, and objective performance measures related to housing stability, income sufficiency, bed utilization and fiscal responsibility. For more information about the scoring criteria, see FINAL RR committee score sheet FY2016.

KS-505's annual renewal demand (the amount needed to fully fund all existing projects or ARD) was \$657,737 with a possible bonus project of \$32,799. Tier One projects were limited to up to 93% of the CoC's ARD or \$611,695. All renewal dollars above \$611,695 and bonus projects were required to be placed in Tier Two.

KS-505 CoC lead staff deeply appreciate the many volunteer hours of reading, scoring and thoughtful discussion and debate that all five Rank and Review Committee members gave to this process and without which the process could not have been completed. Thank you.

Please direct any questions about the process and/or results to Valorie Carson, valoriec@ucsjoco.org or call 913-438-4764.

Abbreviations and Definitions:

ARD = annual renewal demand, the amount needed to fully fund all existing projects funded in the FY2015 CoC competition

DV = domestic violence

HMIS = Homeless Management Information System

PSH = permanent supportive housing program

RRH = rapid re-housing program (form of permanent housing)

TH = transitional housing program

renew = project application that was previously funded in the FY2015 CoC competition

bonus = project application that is new and created with up to 5% of KS-505's annual renewal demand, must be placed in Tier Two per HUD instructions

Christie Corbin

From: Valorie Carson
Sent: Thursday, August 25, 2016 1:04 PM
To: David Aramovich (davidaramovich@smsd.org); David Arnold; Dustin Hardison; Elizabeth Worth (elizabeth.worth@jocogov.org); Heidi_Strand@usc.salvationarmy.org; Jason Bohn (jbohn@MARC.ORG); Josh Henges; Joshua Henges (JHenges@kidstlc.org); Kim Brabits (kbrabits@catholiccharitiesks.org); Megan Nee (MTNee@OLATHEKS.ORG); Mina Foster (mina_foster@usc.salvationarmy.org); Robert Johnson, COR (RobertE.Johnson@jocogov.org); Sarah Waggoner; Stacy Copeland (Stacy.Copeland@jocogov.org); Trent Howerton (trenth@workforcepartnership.com); Vicki Dercher (JoColHN-vicki@sbcglobal.net); Viki Schmidt (viki.schmidt@jocogov.org)
Cc: Valorie Carson
Subject: CoC Board Notification: FINAL KS-505 RANK AND REVIEW SCORING for FY2016
Importance: High

Dear CoC Board members,

The rank and review committee met on Tuesday August 23 from 9:00-12:15 to review the FY2016 CoC project applications for KS-505. This year's project applications included nine renewal projects and one new project with the allowable bonus dollars. No applications were recommended for reallocation and only one organization expressed interest in applying for the available bonus funds, so no applications were rejected in FY2016.

KS-505's FY2016 HUD-approved annual renewal demand (ARD) was \$657,737 with a possible bonus project of \$32,799. Tier One project were limited to up to 93% of the CoC's ARD, which was \$611,695. All renewal dollars above \$611,695 and bonus projects were required to be in Tier Two.

Two renewal projects have just recently received their initial grant awards and contracts from the FY2015 competition (MARC's HMIS and Safehome's DV RRH), and thus have no current APRs from which to draw data for the agreed upon scoring criteria. The HMIS project will have its own performance measures in the FY2017 competition but given the essential nature of HMIS to measuring both system and project level effectiveness and reporting out performance measures, the committee agreed that it should be ranked fully within Tier One to assure its ongoing support. Its position in the ranking does not reflect the committee's assessment that it ranks above other applications, but rather the CoC's commitment to data-driven decision-making within the system, the essential nature of HMIS to that commitment, and HUD's requirements for HMIS within the CoC's overall.

Safehome DV RRH project's final score was an extrapolation of those scored items of which it could respond (39.4 of 50 possible points) to a score based on 120 total points (94.5). This score was then ranked with other project renewal applications.

Catholic Charities HHI program was split between Tier One (\$55,671) and Tier Two (\$46,042). Given the bonus project must be placed in Tier Two, Hillcrest's RRH project was the final ranking after Catholic Charities HHI project application.

ORGANIZATION		TYPE		TOTAL POINTS: 120 possible		
MARC		HMIS	renew		\$62,632	\$62,632
JCMHC	3 bed	PSH	renew	113.4	\$27,549	\$90,181
SAFEHOME	TLP	TH	renew	99.6	\$57,568	\$147,749

TIER ONE
93% ARD

JCMHC	12 bed	PSH	renew	99		\$110,194	\$257,943	
Cath Char	RRH+SSP	RRH	renew	97.8		\$59,728	\$317,671	
SAFEHOME	DV RRH	RRH	renew	(94.5)		\$88,176	\$405,847	
JCHS	SAVE	PSH	renew	85.4		\$38,922	\$444,769	
Cath Char	HHI-2	RRH	renew	79.4		\$111,255	\$556,024	
Cath Char	HHI	RRH	renew	75	\$101,713	\$55,671	\$611,695	
Cath Char	HHI	RRH	renew	75		\$46,042	\$657,737	TIER
	RRH							TWO
HILLCREST	JoCo	RRH	bonus			\$32,799		

Valorie Lynn Carson
 Community Planning Director
 United Community Services of Johnson County
 12351 W. 96th Terrace, Suite 200
 Lenexa, KS 66215
 913-438-4764 phone
 913-492-0197 fax
valoriec@ucsjoco.org
www.ucsjoco.org

FILE MESSAGE McAfee E-mail Scan

Ignore Delete Reply Reply All Forward More - Meeting 2016 NOFA relat. To Manager Done Create New Reply & Delete Quick Steps Move Move OneNote Actions Mark Unread Categorize Follow Up Tags Translate Find Related Select Zoom

Delete Respond

Fri 8/26/2016 2:17 PM



Julie Brewer <ucsjoco@ucsjoco.ccsend.com> on behalf of Julie Brewer <ucsjoco@ucsjoco.org>

UCS News: Making Ends Meet in Johnson County and Rank and Review Results for HUD CoC

To: Valorie Carson

UCS Releases Rank and Review Results for HUD Continuum of Care

UCS acts as Johnson County's Continuum of Care on Homelessness' (CoC) lead agency and writes the collaborative application annually on behalf of local members. In FY 2015, \$675,000 was awarded to members of Johnson County's CoC to support 10 programs.



In its role as CoC lead agency, UCS is also responsible for managing the CoC Rank and Review process, conducting regular meetings of the CoC membership and board, and providing educational/best practices opportunities for all entities involved in serving our county's homeless population.

The Johnson County CoC's Rank and Review Committee and Board have officially released KS-305's FY2016 HUD Continuum of Care (CoC) NOFA Rank and Review results for this year's competition. Thank you to the Rank and Review Committee for their invaluable expertise and the volunteer time they devoted to this process. To review the full results, please click [here](#).

Please direct any questions about the process and/or results to Valorie Carson, valorie@ucsjoco.org or call 913-438-4764.

Our mission: Provide data analysis, lead collaborative planning and mobilize resources to enhance the availability and delivery of health and human services.

Contact us at 913-438-4764 or www.ucsjoco.org

or your trends to



KS-505 FY2016 CoC Rank and Review Committee scoring results August 25, 2016

UCS acts as Johnson County's Continuum of Care on Homelessness (CoC) lead agency and is responsible for facilitating the annual CoC Rank and Review process.

The Johnson County CoC Rank and Review Committee and Board have released KS-505's FY2016 HUD Continuum of Care (CoC) NOFA Rank and Review results for this year's competition. To review the full results, please click [here](#).

The committee met Tuesday August 23rd for three hours to discuss the nine renewal applications and the one bonus project application. Using a scoring sheet approved by CoC Board members, committee members scored project applications on program type, program focus, community responsiveness and coordination, and objective performance measures related to housing stability, income sufficiency, bed utilization and fiscal responsibility. KS-505's annual renewal demand (the amount needed to fully fund all existing projects or ARD) was \$657,737 with a possible bonus project of \$32,799. Tier One projects were limited to up to 93% of the CoC's ARD or \$611,695. All renewal dollars above \$611,695 and bonus projects were required to be placed in Tier Two.

KS-505 CoC lead staff deeply appreciate the many volunteer hours of reading, scoring and thoughtful discussion and debate that all five Rank and Review Committee members gave to this process and without which the process could not have been completed. Thank you.

Please direct any questions about the process and/or results to Valorie Carson, valoriec@ucsjoco.org or call 913-438-4764.

FY 2016 CoC NOFA Rank and Review Process

Since publishing the release of the FY 2016 HUD CoC notice of funding availability on July 7th, the KS-505 CoC's Board developed and approved a

[2015 Rank and Review Committee Report for KS-505 FINAL 11.03.15](#)

[Poverty and Unrelated Individuals](#)

[Struggling to Make It - Poverty in Johnson County 2011 ACS](#)

[Kansas City 6-County Poverty Data](#)

[Human Need in Johnson County](#)

Christie Corbin

From: Valorie Carson
Sent: Thursday, August 25, 2016 1:04 PM
To: David Aramovich (davidaramovich@smsd.org); David Arnold; Dustin Hardison; Elizabeth Worth (elizabeth.worth@jocogov.org); Heidi_Strand@usc.salvationarmy.org; Jason Bohn (jbohn@MARC.ORG); Josh Henges; Joshua Henges (JHenges@kidstlc.org); Kim Brabits (kbrabits@catholiccharitiesks.org); Megan Nee (MTNee@OLATHEKS.ORG); Mina Foster (mina_foster@usc.salvationarmy.org); Robert Johnson, COR (RobertE.Johnson@jocogov.org); Sarah Waggoner; Stacy Copeland (Stacy.Copeland@jocogov.org); Trent Howerton (trenth@workforcepartnership.com); Vicki Dercher (JoColHN-vicki@sbcglobal.net); Viki Schmidt (viki.schmidt@jocogov.org)
Cc: Valorie Carson
Subject: CoC Board Notification: FINAL KS-505 RANK AND REVIEW SCORING for FY2016
Importance: High

Dear CoC Board members,

The rank and review committee met on Tuesday August 23 from 9:00-12:15 to review the FY2016 CoC project applications for KS-505. This year's project applications included nine renewal projects and one new project with the allowable bonus dollars. No applications were recommended for reallocation and only one organization expressed interest in applying for the available bonus funds, so no applications were rejected in FY2016.

KS-505's FY2016 HUD-approved annual renewal demand (ARD) was \$657,737 with a possible bonus project of \$32,799. Tier One project were limited to up to 93% of the CoC's ARD, which was \$611,695. All renewal dollars above \$611,695 and bonus projects were required to be in Tier Two.

Two renewal projects have just recently received their initial grant awards and contracts from the FY2015 competition (MARC's HMIS and Safehome's DV RRH), and thus have no current APRs from which to draw data for the agreed upon scoring criteria. The HMIS project will have its own performance measures in the FY2017 competition but given the essential nature of HMIS to measuring both system and project level effectiveness and reporting out performance measures, the committee agreed that it should be ranked fully within Tier One to assure its ongoing support. Its position in the ranking does not reflect the committee's assessment that it ranks above other applications, but rather the CoC's commitment to data-driven decision-making within the system, the essential nature of HMIS to that commitment, and HUD's requirements for HMIS within the CoC's overall.

Safehome DV RRH project's final score was an extrapolation of those scored items of which it could respond (39.4 of 50 possible points) to a score based on 120 total points (94.5). This score was then ranked with other project renewal applications.

Catholic Charities HHI program was split between Tier One (\$55,671) and Tier Two (\$46,042). Given the bonus project must be placed in Tier Two, Hillcrest's RRH project was the final ranking after Catholic Charities HHI project application.

ORGANIZATION		TYPE		TOTAL POINTS: 120 possible		
MARC		HMIS	renew		\$62,632	\$62,632
JCMHC	3 bed	PSH	renew	113.4	\$27,549	\$90,181
SAFEHOME	TLP	TH	renew	99.6	\$57,568	\$147,749

TIER ONE
93% ARD

JCMHC	12 bed	PSH	renew	99		\$110,194	\$257,943	
Cath Char	RRH+SSP	RRH	renew	97.8		\$59,728	\$317,671	
SAFEHOME	DV RRH	RRH	renew	(94.5)		\$88,176	\$405,847	
JCHS	SAVE	PSH	renew	85.4		\$38,922	\$444,769	
Cath Char	HHI-2	RRH	renew	79.4		\$111,255	\$556,024	
Cath Char	HHI	RRH	renew	75	\$101,713	\$55,671	\$611,695	
Cath Char	HHI	RRH	renew	75		\$46,042	\$657,737	TIER
	RRH							TWO
HILLCREST	JoCo	RRH	bonus			\$32,799		

Valorie Lynn Carson
 Community Planning Director
 United Community Services of Johnson County
 12351 W. 96th Terrace, Suite 200
 Lenexa, KS 66215
 913-438-4764 phone
 913-492-0197 fax
valoriec@ucsjoco.org
www.ucsjoco.org

Christie Corbin

From: Valorie Carson
Sent: Thursday, August 25, 2016 1:04 PM
To: David Aramovich (davidaramovich@smsd.org); David Arnold; Dustin Hardison; Elizabeth Worth (elizabeth.worth@jocogov.org); Heidi_Strand@usc.salvationarmy.org; Jason Bohn (jbohn@MARC.ORG); Josh Henges; Joshua Henges (JHenges@kidstlc.org); Kim Brabits (kbrabits@catholiccharitiesks.org); Megan Nee (MTNee@OLATHEKS.ORG); Mina Foster (mina_foster@usc.salvationarmy.org); Robert Johnson, COR (RobertE.Johnson@jocogov.org); Sarah Waggoner; Stacy Copeland (Stacy.Copeland@jocogov.org); Trent Howerton (trenth@workforcepartnership.com); Vicki Dercher (JoCoIHN-vicki@sbcglobal.net); Viki Schmidt (viki.schmidt@jocogov.org)
Cc: Valorie Carson
Subject: CoC Board Notification: FINAL KS-505 RANK AND REVIEW SCORING for FY2016
Importance: High

Dear CoC Board members,

The rank and review committee met on Tuesday August 23 from 9:00-12:15 to review the FY2016 CoC project applications for KS-505. This year's project applications included nine renewal projects and one new project with the allowable bonus dollars. **No applications were recommended for reallocation and only one organization expressed interest in applying for the available bonus funds, so no applications were rejected in FY2016.**

KS-505's FY2016 HUD-approved annual renewal demand (ARD) was \$657,737 with a possible bonus project of \$32,799. Tier One project were limited to up to 93% of the CoC's ARD, which was \$611,695. All renewal dollars above \$611,695 and bonus projects were required to be in Tier Two.

Two renewal projects have just recently received their initial grant awards and contracts from the FY2015 competition (MARC's HMIS and Safehome's DV RRH), and thus have no current APRs from which to draw data for the agreed upon scoring criteria. The HMIS project will have its own performance measures in the FY2017 competition but given the essential nature of HMIS to measuring both system and project level effectiveness and reporting out performance measures, the committee agreed that it should be ranked fully within Tier One to assure its ongoing support. Its position in the ranking does not reflect the committee's assessment that it ranks above other applications, but rather the CoC's commitment to data-driven decision-making within the system, the essential nature of HMIS to that commitment, and HUD's requirements for HMIS within the CoC's overall.

Safehome DV RRH project's final score was an extrapolation of those scored items of which it could respond (39.4 of 50 possible points) to a score based on 120 total points (94.5). This score was then ranked with other project renewal applications.

Catholic Charities HHI program was split between Tier One (\$55,671) and Tier Two (\$46,042). Given the bonus project must be placed in Tier Two, Hillcrest's RRH project was the final ranking after Catholic Charities HHI project application.

ORGANIZATION		TYPE		TOTAL POINTS: 120 possible		
MARC		HMIS	renew		\$62,632	\$62,632
JCMHC	3 bed	PSH	renew	113.4	\$27,549	\$90,181
SAFEHOME	TLP	TH	renew	99.6	\$57,568	\$147,749

TIER ONE
93% ARD

JCMHC	12 bed	PSH	renew	99		\$110,194	\$257,943	
Cath Char	RRH+SSP	RRH	renew	97.8		\$59,728	\$317,671	
SAFEHOME	DV RRH	RRH	renew	(94.5)		\$88,176	\$405,847	
JCHS	SAVE	PSH	renew	85.4		\$38,922	\$444,769	
Cath Char	HHI-2	RRH	renew	79.4		\$111,255	\$556,024	
Cath Char	HHI	RRH	renew	75	\$101,713	\$55,671	\$611,695	
Cath Char	HHI	RRH	renew	75		\$46,042	\$657,737	
	RRH							TIER TWO
HILLCREST	JoCo	RRH	bonus			\$32,799		

Valorie Lynn Carson
 Community Planning Director
 United Community Services of Johnson County
 12351 W. 96th Terrace, Suite 200
 Lenexa, KS 66215
 913-438-4764 phone
 913-492-0197 fax
valoriec@ucsjoco.org
www.ucsjoco.org

KS-505 Overland Park/Shawnee/Johnson County Continuum of Care on Homelessness –

Governance structure

Membership:

KS-505 CoC membership is made up of those who agree to work together to end homelessness and risk for homelessness among Johnson County residents *and* to participate in KS-505 CoC's homeless management information system and coordinated assessment system.

Meetings:

- a. Eleven meetings of the full CoC membership will be held annually, with no meeting in December.
- b. All CoC meetings are open to the public and new members are welcomed.
- c. All full CoC membership meetings will have written agendas which will be sent out 5-7 days prior to the meeting by email and made available at the meeting.
- d. An open invitation to join the CoC is extended to the public annually through the UCS e-newsletter, a posting on the Johnson County government website, and one local newspaper announcement.

Board/Decision Making Body:

- a. The CoC Board acts on behalf of the CoC.
- b. The Board will consist of, but not be limited to, CoC members that are representative of:
 - i. All recipients of SHP funding
 - ii. All recipients and sub recipients of ESG funding
 - iii. The HMIS lead agency
 - iv. The CoC lead agency
 - v. Public housing authorities within the geographic region
 - vi. A public school district within the geographic region
 - vii. A community housing development organization
 - viii. Any organizations or agencies who are providing housing for those who are homeless in Johnson County
 - ix. A person representing the criminal justice system (either county or municipality level)
 - x. A person who has or is experiencing homelessness
- c. The Board will elect co-chairs for a two-year term, one of which represents the private sector and the other, the public sector. Primary responsibilities as chair of the Board will alternate. Board chairs will be responsible for leading the meetings with assistance from CoC lead agency staff. In addition, a secretary will be elected to record and communicate meeting minutes from Board meetings.
- d. There is one vote per organization represented on the CoC's Board. More than one representative from an organization may attend the meeting but only one vote may be cast.
- e. CoC Board meetings are open for attendance by all CoC members, but non-Board members may not vote on issues coming before the Board.

- f. Code of Conduct and Conflicts of Interest – Board members are expected to represent the interests of the whole community rather than their personal or organizational interests. As a result, conflicts of interest may arise. Thus, all board members must:
 - i. Complete a conflict of interest document annually that discloses any affiliation with organizations receiving funding through or in connection with the CoC.
 - ii. Any changes to their affiliations must be updated as soon as they happen.
 - iii. Abstain from voting on or advocating for their organization during deliberations by the Board.
 - iv. Consider all information observed or shared in any grant application or monitoring process as fully confidential.
- g. Recusal – If a vote affecting one or more CoC members is required by the Board, any Board members affiliated with the affected organizations must recuse themselves from voting.
- h. The CoC Board and full membership will make decisions about governance structures based on its best understanding of the Department of Housing and Urban Development’s definitions regarding the CoC’s responsibilities. When new guidance is issued, the Board will act to bring its governance and activities into alignment with HUD’s recommendations in a reasonable time frame.
- i. Regular Board meetings will be held six times a year. Additional meetings may be scheduled as needed.
- j. Written minutes will be kept for all CoC Board meetings. Results of Board meetings will be conveyed at monthly CoC membership meetings and meeting minutes will be made available upon request.

Committees:

- a. KS-505 has 4 standing committees which include:
 - a. Expanding Housing Options
 - b. Gaining and Maintaining Employment
 - c. HMIS Data Quality
 - d. Rank and Review (active only part of the year)
- b. Each committee will have a chair that is represented on the Board and reports to the Board.
- c. Committee meetings will be held quarterly. Committee meetings will be embedded within existing monthly CoC meetings on the months they are held to minimize additional scheduling challenges.
- d. The Rank and Review Committee must include at least three persons, none of which are representatives of organizations competing for funding. They will be required to evaluate applications, review project performance, and make recommendations on project application rank order and final funding requests as consistent with current HUD guidelines.
- e. Additional committees may be formed and subsequently disbanded as needed.

HMIS Lead:

- a. The CoC is responsible to designate a homeless management information system and an eligible applicant to act as the HMIS Lead to manage the CoC’s HMIS.

- b. An HMIS Lead will be selected in concert with the KS-501 (Wyandotte County KS) and MO-604 (Kansas City/Jackson County, MO) CoCs given the contiguous nature of the CoCs' service areas and shared HMIS database.
- c. The HMIS Lead will be selected based on their capacity to carry out all HMIS related responsibilities and requirements as conveyed in HUD's guidelines.
- d. As the entity responsible for designating and operating the HMIS, the CoC must:
 - i. Review, revise and approve a privacy plan, security plan, and data quality plan for the HMIS biannually,
 - ii. Ensure consistent and ongoing participation of recipients and sub recipients in the HMIS,
 - iii. Ensure the HMIS is administered in compliance with HUD requirements.
- e. The HMIS data quality committee will meet quarterly and provide support to the HMIS Lead as appropriate.

Staffing:

- a. Given the non-legally binding structure of the KS-505 CoC, a lead agency will be identified that has the capacity to provide part-time staff support and assure that the annual application to HUD for CoC funding is submitted in a timely manner.
- b. Staff support will be primarily responsible for:
 - i. Scheduling and providing support for meetings,
 - ii. Identifying full CoC membership meeting speakers,
 - iii. Updating knowledge of new regulations and policies affecting the CoC,
 - iv. Communicating any changes to the full CoC membership and Board,
 - v. Providing guidance to the CoC board on options,
 - vi. Serving as a member of the Board.
- c. Staff support will connect with broader efforts to end homelessness (region, state-level) in order to best benefit the local CoC membership and county residents.
- d. Given KS-505 will be sharing a HMIS and a coordinated assessment system with adjacent KS-501 (Wyandotte County KS) and MO-604 (Kansas City/Jackson County, MO) CoCs, the CoC lead agency will represent KS-505 in all discussions and work related to establishing both systems.
- e. Resources to support staff for the CoC are not available through HUD's ESG or SHP programs. As a result, outside funds will be sought to support a portion of a staff member's salary at the lead agency.

Process for amending Governance Charter:

- a. The CoC Board will craft any amendments to the charter, bring them to the full membership for review and feedback, and subsequently consider any relevant feedback and vote on the amendment. In order for an amendment to pass, a majority (greater than 50%) of all Board member organizations eligible to vote must vote yes.
- b. Electronic voting will be admissible given any proposed changes to the Governance Charter are provided to members of the Board ten business days prior to a vote.
- c. In general, all proposed amendments and actions will be crafted by Board members and brought before the CoC before a final Board vote is made in order to promote transparency.

The exception would be if a decision was time sensitive, requiring a vote be made prior to the next CoC meeting. In this case the CoC will allow the Board to make the final decision.

Grievances:

- a. Situations may occur where a CoC member organization believes that the fair and consistent application of a CoC process or procedure affecting the organization has not been followed. In most cases, the Board expects that the organization will be able to satisfactorily address such concerns directly with those executing the process or procedure. However, when a recent or continuing problem cannot be resolved directly to the satisfaction of the complainant, the CoC Board will provide the member organization an alternative vehicle for doing so.
- b. The Board will consider a grievance from a CoC member if evidence is submitted that the CoC member has in good faith attempted to resolve the issue within their organization and if appropriate, with the persons or organizations involved.
- c. To file a grievance, a written statement should outline the relevant facts that form the basis of the CoC member's grievance, indicating the process or policy that was allegedly violated, and stating the resolution sought. This grievance should be submitted to the Board through the CoC's lead agency representative.
- d. The grievance will be reviewed by a team made up of three Board members: one Board member chosen by the organization making the grievance, one Board member chosen by the organization responsible for the actions leading to the grievance, and a Board member agreed upon by the other two chosen members. The grievance review team will come to a resolution which will be conveyed to the CoC member filing the grievance and to the Board.
- e. In filing a grievance to the Board for consideration, the CoC member organization filing agrees to abide by the resolution proposed by the grievance review team.

Multi-Continuum Homeless Management Information System (HMIS) Governance Charter for Kansas City Continuum of Care (KS-505, KS-501 and MO-604)

I. Charter Purpose and Current Structure

- a. The Charter is designed to provide a frame for greater Kansas City's multi-jurisdiction HMIS implementation, consistent with Section 508.7 of the Federal Register / Vol. 76, No. 237 Homeless Management System Requirements.
- b. The three Continuum of Care organizations serving the greater Kansas City area (MO-604 Homeless Services Coalition, KS-501 Wyandotte County CoC and KS-505 Johnson County CoC) have agreed to engage in a Multi-Continuum HMIS and the responsibilities inherent in that including the choice of a singular HMIS Lead Agency to support a fully functional HMIS system.
- c. The three CoC organizations have selected the Mid-America Regional Council (MARC) as the HMIS Lead Agency.
- d. The purpose of this HMIS Governance Charter is to identify and define the roles and responsibilities of the three CoC agencies, the HMIS Lead Agency, and the HMIS Governing Board.

II. Duration & Amendment

This Charter may be amended at any time, by written agreement of all parties. The Charter will be updated and/or renewed within 24 months of its effective date. The parties to this Charter recognize that implementation of a multi-jurisdictional HMIS may take a period of adjustment and changes to this Charter may be needed as all provisions of the Charter are implemented and evaluated to ensure continued consistency and compliance with HUD regulations.

This Charter is considered effective following the signatures of the designated representatives of the four organizations that are party to this Charter.

III. Background and Definitions

HMIS is an internet-based data collection software application designed to capture information about the numbers, characteristics, and needs of homeless persons and those at risk of homelessness over time.

Use of HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD) for projects funded by the Continuum of Care (CoC) Program, Emergency Solutions Grant (ESG) Program, and Housing Opportunities for Persons with AIDS (HOPWA) Program; as well as by the U.S. Department of Veterans Affairs (VA) for projects funded by the Supportive Services for Veteran

Families (SSVF) Program; and by the U.S. Department of Health and Human Services (HHS) for projects funded by the Runaway & Homeless Youth (RHY) Program and Projects for Assistance in Transition from Homelessness (PATH) Program.

In an effort to effectively coordinate homeless services, the federal government strongly encourages all homeless projects to participate in a CoCs HMIS, including those receiving funds from the following: VA-Grant & Per Diem (GPD) Program, and the VA-Veterans Affairs Supportive Housing (VASH) Program.

Any local mandates currently in place will be upheld, such as the Wyandotte CoC requirement that GPD and HUD-VASH participate in HMIS

Continuum of Care: The local planning entity for homeless programming and service delivery. Where “the CoCs” or “CoC” is used in this document it is in reference to all three Continua of Care.

HMIS Lead: The organization designated by the Continua of Care to manage and administer the regional HMIS software implementation. The HMIS is managed by the designated HMIS Lead Agency.

Covered Homeless Organization (CHO): Any organization that records, uses, or processes protected personal information (PPI) in HMIS.

IV. Duties of the Continua of Care Organizations

Under HUD policy (24 CFR part 580), the major responsibilities of each Continuum of Care are to:

- a. Develop a plan for a coordinated housing and service system that meets the needs of individuals, unaccompanied youth and families experiencing homelessness that, at a minimum, includes an annual point-in-time count with an annual gaps analysis;
- b. Provide input to local government Consolidated Plans;
- c. Consult with Emergency Solutions Grant (ESG) recipients and provide information to develop a plan for allocating ESG funds;
- d. Report on and evaluate the performance of ESG program recipients and sub-recipients, establish performance targets, monitor performance, evaluate outcomes and take action to address poor performance including providing technical assistance;
- e. Evaluate ESG and CoC project outcomes at the system level and project level;
- f. Develop written standards for providing assistance;
- g. Establish a coordinated assessment system in collaboration with the ESG recipient agencies that is comprehensive in assessing the needs of individuals and families requesting assistance, covers the full CoC geographic area, and make it available to those seeking assistance
- h. Select a HMIS Lead Agency to oversee the operations of the HMIS
- i. Select members to serve on the HMIS Governing Board and ensure active participation

- j. Support HMIS by providing ongoing funding
- k. Provide regular training on ethics and client confidentiality
- l. Ensure HMIS is governed in accordance with CoC expectations
- m. Regularly monitor HMIS Lead Agency and CHOs for compliance
- n. Ensure CHOs are collecting all necessary data to produce required reporting
- o. Ensure accuracy of CoC, Notification of Funding Announcement (NOFA) and Annual Homelessness Assessment Report (AHAR) reporting

V. Duties of all Continua of Care when committing to Multi-Continuum HMIS

- a. All CoCs with a multi-Continuum HMIS must designate the same HMIS Lead Agency and must work jointly with the HMIS Lead to develop and adopt a joint governance charter;
- b. The joint governance charter includes:
 - i. A requirement that the HMIS Lead Agency enter into written HMIS Participation Agreements with each CHO regarding the use of the HMIS system and to report to the COCs on such compliance by each CHO;
 - ii. A requirement that the Governing Board set the participation fee for each CHO charged by the HMIS Lead Agency to support the HMIS; and
 - iii. Such additional requirements as may be issued by notice from time to time
- c. All CoCs within a multi-Continuum HMIS must designate the same governance, technical, security, privacy, and data quality standards;
- d. Each CoC must
 - i. Designate the same HMIS as the official HMIS; and the HMIS must be capable of reporting unduplicated data for each CoC separately.
 - ii. Maintain documentation evidencing compliance with this part and with the governance charter; and
 - iii. Review, revise and approve the policies and plans (required by this part and by any notices issued from time to time).

VI. Duties of the HMIS Lead Agency

- a. The Planning responsibilities of the HMIS Lead Agency include:
 - i. Prepare general HMIS project/strategic plan
 - ii. Develop HMIS budget, with identification of funding sources including CHO contributions, and staffing requirements
 - iii. Develop/maintain a Data Quality Standards and Compliance Plan
 - iv. Develop/maintain a Security Standard and Compliance Plan
 - v. Develop/maintain a Data Usage and Community Communications Plan
 - vi. Develop/maintain a Disaster Recovery Plan

- b. The HMIS Lead Agency will work to accomplish items b through f above within six months of initiating its role.

The Management and Operations responsibilities of the HMIS Lead Agency include:

- a. Oversee the process for the selection of the HMIS vendor, and upon approval by the HMIS Governing Board and with approval from the CoC governing boards, enter into an agreement with the selected vendor
- b. Provide system day-to-day oversight of the HMIS vendor/system
- c. Provide input and feedback to the HMIS vendor on system configuration, customization and maintenance
- d. Seek ESG and other funds to support the HMIS system
- e. Establish CHO fees for HMIS system use and collect fees from agencies
- f. Establish a HMIS Users Committee and convene the committee with the HMIS vendor to obtain input and feedback on the system's operations and the vendor's customer service
- g. Provide a Help Desk to receive requests for assistance
- h. Develop and oversee the implementation of a Training Plan to ensure proper training for HMIS system users and to document training participation
- i. Survey CHOs on at least an annual basis to obtain feedback on HMIS performance
- j. Generate required HUD reports
- k. Document HMIS compliance with required policies and procedures for data quality, privacy and security
- l. Develop and execute an HMIS Participation Agreement with each agency using the HMIS that defines participation protocols, including training criteria, consent protocols, system use, and privacy and security standards.
- m. Develop and implement written agreements with CHOs that share client level data. The agreements will describe the level of data elements or program information sharing among the data sharing HMIS agencies.
- n. Develop and implement a defined and documented client consent protocol for use as a baseline practice among all participating HMIS users.

The Policy and Procedures Development responsibilities of the HMIS Lead Agency include:

- a. Develop policies and procedures to guide the use and evaluation of the HMIS vendor and the contribution of data from CHOs
- b. Prepare and implement a Standards and Compliance Plan
- c. Prepare and implement a Data Release and Transfer Plan

The Monitoring and Compliance responsibilities of the HMIS Lead Agency include:

- a. Develop and follow a defined monitoring process and tools to evaluate the performance of the HMIS vendor
- b. Develop and follow a remediation process and protocols for non-compliance
- c. Report to the HMIS Governing Board and CoC boards on the results of monitoring of the HMIS vendor, compliance results and steps taken as needed for non-compliance

VII. Duties of the HMIS Governing Board

The responsibilities of the HMIS Governing Board include:

- a. With input from the HMIS Lead staff, make recommendation on HMIS vendor to all three CoC boards for their approval
- b. Approve HMIS budget, with identification of funding sources including CHO contributions, and staffing requirements
- c. Oversee the work of the HMIS Lead Agency in the management of the HMIS system
- d. Approve Data Quality Standards and Compliance Plan
- e. Approve Security Standard and Compliance Plan and ensures the rights and privacy of clients
- f. Approve Data Usage and Community Communications Plan, and review the participation by CHOs (including ESG) in providing data for the HMIS system
- g. Approve Disaster Recovery Plan
- h. Review reports from the HMIS Lead Agency on system use, and user input and feedback
- i. Approve a Training Plan and review reports on trainings delivered and participation
- j. Approve Monitoring and Compliance plans and policies and review reports on HMIS vendor/system monitoring and compliance reviews
- k. Review and recommend AHAR and other required reports for submission to HUD

VIII. Composition of HMIS Governing Board

- a. The HMIS Governing Board will meet as needed, but not less frequently than quarterly.
- b. This initial Charter of the HMIS Governing Board will be a foundational charter and limited to 24 months in duration with an assessment process done by the 18th month leading to a longer-term Charter by the end of the 24 months.
- c. The HMIS Governing Board will be composed of:
 1. 5 members chosen by the Jackson County CoC
 - i. At least 1 community member
 - ii. At least 1 non-CoC funded
 2. 4 member each from the Wyandotte and Johnson County CoCs
 - i. At least 1 community member
 - ii. At least 1 non-CoC funded

3. 2 members from the Homelessness Task Force. One would be the HTF Chair and the second would be appointed by the Chair, but would have to be from another County than the one that the Chair represents
 4. HMIS Lead Agency and CoC staff would be ex-officio members
- d. Decisions by the HMIS Governing Board will be made by simple majority, except those fiscal decisions impacting allocation and use of CoC funds, including user fees and HMIS Lead application to HUD, which require approval from 10 of the 15 members with at least one representative from each CoC making up the majority.

IX. Formation and Participation by Members of the HMIS Governing Board

- a. Upon signing of this Charter, each CoC board and the Homelessness Task Force chair will make appointments to the HMIS Governing Board. The three CoC boards will approve the appointments from their organization. MARC, acting as the HMIS Lead Agency will schedule the first meeting of the HMIS Governing Board.
- b. The HMIS Governing Board will establish by-laws and a meeting schedule.

X. Planning and Software Selection

- a. The HMIS Governing Board is responsible for the selection of the HMIS software to be used by organizations contributing information to the HMIS with the concurrence of the three CoC boards of directors. The HMIS Governing Board will ensure the software selected for use is able to manage the collection of each data variable and corresponding response categories for the Universal Data Elements and for the Program-Specific data elements as outlined in the most recent HMIS Data and Technical Standards issued by HUD.
- b. The HMIS Lead Agency will ensure the HMIS is able to generate CoC specific client and program-related reports, both at the system and program levels for purposes of understanding the nature and extent of homelessness within the greater Kansas City metro area. These reports will at a minimum include a summary report of the number of unduplicated client records that have been entered into the HMIS, the Annual Progress Report (APR), AHAR, number of clients served, utilization summary, and demographic reports.
- c. The HMIS Governing Board will oversee planning to ensure that the HMIS system meets federal requirements and community objectives toward building a unified homeless service system. The HMIS Governing Board will oversee and evaluate the work of the HMIS Lead Agency in the management of its HMIS system, the HMIS system vendor, training, system security, quality control, expanding system functionality, etc.

XI. HMIS Management and Operations

- a. The HMIS Lead Agency will provide technical support for the oversight of the HMIS system; direct the HMIS system vendor to address technical problems when identified by users or by the HMIS Lead Agency; and review and authorize HMIS software changes in response to the changing requirements of HUD and CHOs. The HMIS Lead Agency will provide technical support commensurate with the requirements of the HMIS software and/or system; provide timely support on software technical matters; and is responsible for implementation of authorized changes to the HMIS software and processes. This technical support includes maintaining a regularly updated list of HMIS system service requests, activities, deliverables, and resolutions.
- b. The HMIS Governing Board will maintain mechanisms for soliciting, collecting, and analyzing feedback from end users, program managers, and agency executive directors. Feedback includes impressions of operational milestones and progress, system functionality, and general HMIS operations. Examples of feedback include satisfaction surveys, questionnaires, and focus groups.
- c. The HMIS Governing Board will be responsible for adopting a Monitoring and Compliance Plan and receiving regular reports from the HMIS Lead Agency on the HMIS System service requests, activities, deliverables, and resolutions. The HMIS Governing Board will provide authoritative support when necessary to expedite vendor/system issue resolution.
- d. The HMIS Lead Agency will maintain a current and accurate organization chart that clearly identifies all team members, roles and responsibilities, and general work activities/functions. The organizational chart will be available to the HMIS Governing Board members for review.
- e. The HMIS Lead Agency will ensure that regular training on software usage, software and data security, and data entry techniques is provided to CHOs as well as develop, update, and disseminate data entry tools and training materials.

XII. HMIS Management and Operations - Compliance Monitoring

The HMIS Lead Agency is responsible for reporting to the HMIS Governing Board necessary information to ensure the HMIS is managed in accordance to CoC policies, protocols, and goals. This includes:

- a. Develop community relationships, buy in, and encouraging participation of non-CoC funded programs;

- b. Ensure Hearth mandated CHOs (non DV) are actively participating in HMIS and meeting HMIS requirements by establishing an HMIS performance based component to application scoring that is supported by the CoC Review and Rank process.
- c. Monitor milestones, noting variances, and report any variances identified to the HMIS Governing Board and to the three CoC boards.
- d. Monitor program and agency-level participation in HMIS through point-in-time census of beds/slots versus clients served and report these findings to the CoC on an annual basis. Evidence of monitoring reports will be available for review.
- e. Ensure participation in the Annual Homeless Assessment Report (AHAR) by all required organizations, programs, or agencies.
- f. Review annual site visits with all HMIS CHOs to ensure Client consent is completed and documented as appropriate with the CoC's Client Consent Policies and Protocols and well as ensure adherence by all agency staff with the HMIS data and system security protocols as outlined by the CoC and the HUD HMIS Data and Technical Standards.

XIII. HMIS Management and Operations - Data Quality

- a. The HMIS Governing Board will develop and monitor a community level data quality plan and standards.
- b. The HMIS Lead Agency will oversee the use of the HMIS system by CHOs to ensure the collection of each data variable and corresponding response categories on all clients serviced by McKinney Vento Funding, as revised by the HEARTH Act of 2009.
- c. The HMIS Lead Agency and/or its designee will prepare and disseminate quarterly data quality reports first to the HMIS Governing Board and CoC boards that indicate levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.
- d. With the support of the CHOs, the HMIS Lead Agency will provide technical assistance and training in response to data quality reports disseminated to participating programs that indicate levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.
- e. The HMIS Lead Agency and/or its designee will run and present/disseminate data quality reports to the CoC Boards at the community planning level that indicate cross program levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards. The HMIS Lead Agency will present to the HMIS Governing Board data quality reports at the community planning level on data entry completion,

consistency with program model, and timeliness as compared to the community quality standards.

XIV. HMIS Policy Development and Oversight

- a. The HMIS Lead Agency and/or its designee will provide regular training on client confidentiality and privacy as it relates to HMIS.
- b. Individual CoCs will provide training and guidance to all required HMIS participants (McKinney Vento funded programs such as ESG, SHP, S+C, SRO, and HOPWA projects that target homeless) on regulations pertaining to the McKinney Vento and HEARTH Acts.
- c. The HMIS Lead Agency will maintain documentation of the number of CHOs (utilizing the system) and ensure that the information is up-to-date.
- d. The HMIS Governing Board will establish metrics to evaluate coverage rates of CHOs.
- e. The CoCs, the HMIS Lead Agency, and the HMIS Governing Board will develop and implement the following HMIS Policies and Procedures.
 - i. Agency Participation Agreement - Develop a written agreement between the HMIS Lead Agency and each CHO that describes the protocols for participation in the HMIS.
 - ii. Data Sharing Agreements - Develop and implement written agreements with CHOs that share client level data. The agreements will describe the level of data elements or program information sharing among the data sharing HMIS agencies.
 - iii. HMIS End-User Agreement - Develop and implement a written agreement with each authorized user of the HMIS that defines participation protocols, including training criteria, consent protocols, system use, and privacy and security standards.
 - iv. Client Consent - Develop and implement a defined and documented client consent protocol for use as a baseline practice among all participating HMIS users.
 - v. Data Release - Develop and implement a data release protocol that governs release of all data from the HMIS.

XV. Other Federal Requirements

- a. The HMIS Lead Agency will adopt a drug-free workplace policy and will ensure that the HMIS software vendor has adopted a drug-free workplace policy. The policies will be posted and available for review.
- b. HMIS Lead Agency will adopt a conflict of interest policy for board members, staff, and volunteers.

- c. The HMIS Lead Agency will have an adopted equal opportunity and nondiscrimination employment policy.

Agreed to by all of the parties to this Charter:

HOMELESS SERVICES COALITION

JOHNSON COUNTY CONTINUUM OF CARE

Board Chair

Board Chair

WYANDOTTE COUNTY CONTINUUM OF CARE

MID-AMERICA REGIONAL COUNCIL

Board Chair

Board Chair

Multi-Continuum Homeless Management Information System (HMIS) Governance Charter for Kansas City Continuum of Care (KS-505, KS-501 and MO-604)

I. Charter Purpose and Current Structure

- a. The Charter is designed to provide a frame for greater Kansas City's multi-jurisdiction HMIS implementation, consistent with Section 508.7 of the Federal Register / Vol. 76, No. 237 Homeless Management System Requirements.
- b. The three Continuum of Care organizations serving the greater Kansas City area (MO-604 Homeless Services Coalition, KS-501 Wyandotte County CoC and KS-505 Johnson County CoC) have agreed to engage in a Multi-Continuum HMIS and the responsibilities inherent in that including the choice of a singular HMIS Lead Agency to support a fully functional HMIS system.
- c. The three CoC organizations have selected the Mid-America Regional Council (MARC) as the HMIS Lead Agency.
- d. The purpose of this HMIS Governance Charter is to identify and define the roles and responsibilities of the three CoC agencies, the HMIS Lead Agency, and the HMIS Governing Board.

II. Duration & Amendment

This Charter may be amended at any time, by written agreement of all parties. The Charter will be updated and/or renewed within 24 months of its effective date. The parties to this Charter recognize that implementation of a multi-jurisdictional HMIS may take a period of adjustment and changes to this Charter may be needed as all provisions of the Charter are implemented and evaluated to ensure continued consistency and compliance with HUD regulations.

This Charter is considered effective following the signatures of the designated representatives of the four organizations that are party to this Charter.

III. Background and Definitions

HMIS is an internet-based data collection software application designed to capture information about the numbers, characteristics, and needs of homeless persons and those at risk of homelessness over time.

Use of HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD) for projects funded by the Continuum of Care (CoC) Program, Emergency Solutions Grant (ESG) Program, and Housing Opportunities for Persons with AIDS (HOPWA) Program; as well as by the U.S. Department of Veterans Affairs (VA) for projects funded by the Supportive Services for Veteran

Families (SSVF) Program; and by the U.S. Department of Health and Human Services (HHS) for projects funded by the Runaway & Homeless Youth (RHY) Program and Projects for Assistance in Transition from Homelessness (PATH) Program.

In an effort to effectively coordinate homeless services, the federal government strongly encourages all homeless projects to participate in a CoCs HMIS, including those receiving funds from the following: VA-Grant & Per Diem (GPD) Program, and the VA-Veterans Affairs Supportive Housing (VASH) Program.

Any local mandates currently in place will be upheld, such as the Wyandotte CoC requirement that GPD and HUD-VASH participate in HMIS

Continuum of Care: The local planning entity for homeless programming and service delivery. Where “the CoCs” or “CoC” is used in this document it is in reference to all three Continua of Care.

HMIS Lead: The organization designated by the Continua of Care to manage and administer the regional HMIS software implementation. The HMIS is managed by the designated HMIS Lead Agency.

Covered Homeless Organization (CHO): Any organization that records, uses, or processes protected personal information (PPI) in HMIS.

IV. Duties of the Continua of Care Organizations

Under HUD policy (24 CFR part 580), the major responsibilities of each Continuum of Care are to:

- a. Develop a plan for a coordinated housing and service system that meets the needs of individuals, unaccompanied youth and families experiencing homelessness that, at a minimum, includes an annual point-in-time count with an annual gaps analysis;
- b. Provide input to local government Consolidated Plans;
- c. Consult with Emergency Solutions Grant (ESG) recipients and provide information to develop a plan for allocating ESG funds;
- d. Report on and evaluate the performance of ESG program recipients and sub-recipients, establish performance targets, monitor performance, evaluate outcomes and take action to address poor performance including providing technical assistance;
- e. Evaluate ESG and CoC project outcomes at the system level and project level;
- f. Develop written standards for providing assistance;
- g. Establish a coordinated assessment system in collaboration with the ESG recipient agencies that is comprehensive in assessing the needs of individuals and families requesting assistance, covers the full CoC geographic area, and make it available to those seeking assistance
- h. Select a HMIS Lead Agency to oversee the operations of the HMIS
- i. Select members to serve on the HMIS Governing Board and ensure active participation

- j. Support HMIS by providing ongoing funding
- k. Provide regular training on ethics and client confidentiality
- l. Ensure HMIS is governed in accordance with CoC expectations
- m. Regularly monitor HMIS Lead Agency and CHOs for compliance
- n. Ensure CHOs are collecting all necessary data to produce required reporting
- o. Ensure accuracy of CoC, Notification of Funding Announcement (NOFA) and Annual Homelessness Assessment Report (AHAR) reporting

V. Duties of all Continua of Care when committing to Multi-Continuum HMIS

- a. All CoCs with a multi-Continuum HMIS must designate the same HMIS Lead Agency and must work jointly with the HMIS Lead to develop and adopt a joint governance charter;
- b. The joint governance charter includes:
 - i. A requirement that the HMIS Lead Agency enter into written HMIS Participation Agreements with each CHO regarding the use of the HMIS system and to report to the COCs on such compliance by each CHO;
 - ii. A requirement that the Governing Board set the participation fee for each CHO charged by the HMIS Lead Agency to support the HMIS; and
 - iii. Such additional requirements as may be issued by notice from time to time
- c. All CoCs within a multi-Continuum HMIS must designate the same governance, technical, security, privacy, and data quality standards;
- d. Each CoC must
 - i. Designate the same HMIS as the official HMIS; and the HMIS must be capable of reporting unduplicated data for each CoC separately.
 - ii. Maintain documentation evidencing compliance with this part and with the governance charter; and
 - iii. Review, revise and approve the policies and plans (required by this part and by any notices issued from time to time).

VI. Duties of the HMIS Lead Agency

- a. The Planning responsibilities of the HMIS Lead Agency include:
 - i. Prepare general HMIS project/strategic plan
 - ii. Develop HMIS budget, with identification of funding sources including CHO contributions, and staffing requirements
 - iii. Develop/maintain a Data Quality Standards and Compliance Plan
 - iv. Develop/maintain a Security Standard and Compliance Plan
 - v. Develop/maintain a Data Usage and Community Communications Plan
 - vi. Develop/maintain a Disaster Recovery Plan

- b. The HMIS Lead Agency will work to accomplish items b through f above within six months of initiating its role.

The Management and Operations responsibilities of the HMIS Lead Agency include:

- a. Oversee the process for the selection of the HMIS vendor, and upon approval by the HMIS Governing Board and with approval from the CoC governing boards, enter into an agreement with the selected vendor
- b. Provide system day-to-day oversight of the HMIS vendor/system
- c. Provide input and feedback to the HMIS vendor on system configuration, customization and maintenance
- d. Seek ESG and other funds to support the HMIS system
- e. Establish CHO fees for HMIS system use and collect fees from agencies
- f. Establish a HMIS Users Committee and convene the committee with the HMIS vendor to obtain input and feedback on the system's operations and the vendor's customer service
- g. Provide a Help Desk to receive requests for assistance
- h. Develop and oversee the implementation of a Training Plan to ensure proper training for HMIS system users and to document training participation
- i. Survey CHOs on at least an annual basis to obtain feedback on HMIS performance
- j. Generate required HUD reports
- k. Document HMIS compliance with required policies and procedures for data quality, privacy and security
- l. Develop and execute an HMIS Participation Agreement with each agency using the HMIS that defines participation protocols, including training criteria, consent protocols, system use, and privacy and security standards.
- m. Develop and implement written agreements with CHOs that share client level data. The agreements will describe the level of data elements or program information sharing among the data sharing HMIS agencies.
- n. Develop and implement a defined and documented client consent protocol for use as a baseline practice among all participating HMIS users.

The Policy and Procedures Development responsibilities of the HMIS Lead Agency include:

- a. Develop policies and procedures to guide the use and evaluation of the HMIS vendor and the contribution of data from CHOs
- b. Prepare and implement a Standards and Compliance Plan
- c. Prepare and implement a Data Release and Transfer Plan

The Monitoring and Compliance responsibilities of the HMIS Lead Agency include:

- a. Develop and follow a defined monitoring process and tools to evaluate the performance of the HMIS vendor
- b. Develop and follow a remediation process and protocols for non-compliance
- c. Report to the HMIS Governing Board and CoC boards on the results of monitoring of the HMIS vendor, compliance results and steps taken as needed for non-compliance

VII. Duties of the HMIS Governing Board

The responsibilities of the HMIS Governing Board include:

- a. With input from the HMIS Lead staff, make recommendation on HMIS vendor to all three CoC boards for their approval
- b. Approve HMIS budget, with identification of funding sources including CHO contributions, and staffing requirements
- c. Oversee the work of the HMIS Lead Agency in the management of the HMIS system
- d. Approve Data Quality Standards and Compliance Plan
- e. Approve Security Standard and Compliance Plan and ensures the rights and privacy of clients
- f. Approve Data Usage and Community Communications Plan, and review the participation by CHOs (including ESG) in providing data for the HMIS system
- g. Approve Disaster Recovery Plan
- h. Review reports from the HMIS Lead Agency on system use, and user input and feedback
- i. Approve a Training Plan and review reports on trainings delivered and participation
- j. Approve Monitoring and Compliance plans and policies and review reports on HMIS vendor/system monitoring and compliance reviews
- k. Review and recommend AHAR and other required reports for submission to HUD

VIII. Composition of HMIS Governing Board

- a. The HMIS Governing Board will meet as needed, but not less frequently than quarterly.
- b. This initial Charter of the HMIS Governing Board will be a foundational charter and limited to 24 months in duration with an assessment process done by the 18th month leading to a longer-term Charter by the end of the 24 months.
- c. The HMIS Governing Board will be composed of:
 1. 5 members chosen by the Jackson County CoC
 - i. At least 1 community member
 - ii. At least 1 non-CoC funded
 2. 4 member each from the Wyandotte and Johnson County CoCs
 - i. At least 1 community member
 - ii. At least 1 non-CoC funded

3. 2 members from the Homelessness Task Force. One would be the HTF Chair and the second would be appointed by the Chair, but would have to be from another County than the one that the Chair represents
 4. HMIS Lead Agency and CoC staff would be ex-officio members
- d. Decisions by the HMIS Governing Board will be made by simple majority, except those fiscal decisions impacting allocation and use of CoC funds, including user fees and HMIS Lead application to HUD, which require approval from 10 of the 15 members with at least one representative from each CoC making up the majority.

IX. Formation and Participation by Members of the HMIS Governing Board

- a. Upon signing of this Charter, each CoC board and the Homelessness Task Force chair will make appointments to the HMIS Governing Board. The three CoC boards will approve the appointments from their organization. MARC, acting as the HMIS Lead Agency will schedule the first meeting of the HMIS Governing Board.
- b. The HMIS Governing Board will establish by-laws and a meeting schedule.

X. Planning and Software Selection

- a. The HMIS Governing Board is responsible for the selection of the HMIS software to be used by organizations contributing information to the HMIS with the concurrence of the three CoC boards of directors. The HMIS Governing Board will ensure the software selected for use is able to manage the collection of each data variable and corresponding response categories for the Universal Data Elements and for the Program-Specific data elements as outlined in the most recent HMIS Data and Technical Standards issued by HUD.
- b. The HMIS Lead Agency will ensure the HMIS is able to generate CoC specific client and program-related reports, both at the system and program levels for purposes of understanding the nature and extent of homelessness within the greater Kansas City metro area. These reports will at a minimum include a summary report of the number of unduplicated client records that have been entered into the HMIS, the Annual Progress Report (APR), AHAR, number of clients served, utilization summary, and demographic reports.
- c. The HMIS Governing Board will oversee planning to ensure that the HMIS system meets federal requirements and community objectives toward building a unified homeless service system. The HMIS Governing Board will oversee and evaluate the work of the HMIS Lead Agency in the management of its HMIS system, the HMIS system vendor, training, system security, quality control, expanding system functionality, etc.

XI. HMIS Management and Operations

- a. The HMIS Lead Agency will provide technical support for the oversight of the HMIS system; direct the HMIS system vendor to address technical problems when identified by users or by the HMIS Lead Agency; and review and authorize HMIS software changes in response to the changing requirements of HUD and CHOs. The HMIS Lead Agency will provide technical support commensurate with the requirements of the HMIS software and/or system; provide timely support on software technical matters; and is responsible for implementation of authorized changes to the HMIS software and processes. This technical support includes maintaining a regularly updated list of HMIS system service requests, activities, deliverables, and resolutions.
- b. The HMIS Governing Board will maintain mechanisms for soliciting, collecting, and analyzing feedback from end users, program managers, and agency executive directors. Feedback includes impressions of operational milestones and progress, system functionality, and general HMIS operations. Examples of feedback include satisfaction surveys, questionnaires, and focus groups.
- c. The HMIS Governing Board will be responsible for adopting a Monitoring and Compliance Plan and receiving regular reports from the HMIS Lead Agency on the HMIS System service requests, activities, deliverables, and resolutions. The HMIS Governing Board will provide authoritative support when necessary to expedite vendor/system issue resolution.
- d. The HMIS Lead Agency will maintain a current and accurate organization chart that clearly identifies all team members, roles and responsibilities, and general work activities/functions. The organizational chart will be available to the HMIS Governing Board members for review.
- e. The HMIS Lead Agency will ensure that regular training on software usage, software and data security, and data entry techniques is provided to CHOs as well as develop, update, and disseminate data entry tools and training materials.

XII. HMIS Management and Operations - Compliance Monitoring

The HMIS Lead Agency is responsible for reporting to the HMIS Governing Board necessary information to ensure the HMIS is managed in accordance to CoC policies, protocols, and goals. This includes:

- a. Develop community relationships, buy in, and encouraging participation of non-CoC funded programs;

- b. Ensure Hearth mandated CHOs (non DV) are actively participating in HMIS and meeting HMIS requirements by establishing an HMIS performance based component to application scoring that is supported by the CoC Review and Rank process.
- c. Monitor milestones, noting variances, and report any variances identified to the HMIS Governing Board and to the three CoC boards.
- d. Monitor program and agency-level participation in HMIS through point-in-time census of beds/slots versus clients served and report these findings to the CoC on an annual basis. Evidence of monitoring reports will be available for review.
- e. Ensure participation in the Annual Homeless Assessment Report (AHAR) by all required organizations, programs, or agencies.
- f. Review annual site visits with all HMIS CHOs to ensure Client consent is completed and documented as appropriate with the CoC's Client Consent Policies and Protocols and well as ensure adherence by all agency staff with the HMIS data and system security protocols as outlined by the CoC and the HUD HMIS Data and Technical Standards.

XIII. HMIS Management and Operations - Data Quality

- a. The HMIS Governing Board will develop and monitor a community level data quality plan and standards.
- b. The HMIS Lead Agency will oversee the use of the HMIS system by CHOs to ensure the collection of each data variable and corresponding response categories on all clients serviced by McKinney Vento Funding, as revised by the HEARTH Act of 2009.
- c. The HMIS Lead Agency and/or its designee will prepare and disseminate quarterly data quality reports first to the HMIS Governing Board and CoC boards that indicate levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.
- d. With the support of the CHOs, the HMIS Lead Agency will provide technical assistance and training in response to data quality reports disseminated to participating programs that indicate levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.
- e. The HMIS Lead Agency and/or its designee will run and present/disseminate data quality reports to the CoC Boards at the community planning level that indicate cross program levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards. The HMIS Lead Agency will present to the HMIS Governing Board data quality reports at the community planning level on data entry completion,

consistency with program model, and timeliness as compared to the community quality standards.

XIV. HMIS Policy Development and Oversight

- a. The HMIS Lead Agency and/or its designee will provide regular training on client confidentiality and privacy as it relates to HMIS.
- b. Individual CoCs will provide training and guidance to all required HMIS participants (McKinney Vento funded programs such as ESG, SHP, S+C, SRO, and HOPWA projects that target homeless) on regulations pertaining to the McKinney Vento and HEARTH Acts.
- c. The HMIS Lead Agency will maintain documentation of the number of CHOs (utilizing the system) and ensure that the information is up-to-date.
- d. The HMIS Governing Board will establish metrics to evaluate coverage rates of CHOs.
- e. The CoCs, the HMIS Lead Agency, and the HMIS Governing Board will develop and implement the following HMIS Policies and Procedures.
 - i. Agency Participation Agreement - Develop a written agreement between the HMIS Lead Agency and each CHO that describes the protocols for participation in the HMIS.
 - ii. Data Sharing Agreements - Develop and implement written agreements with CHOs that share client level data. The agreements will describe the level of data elements or program information sharing among the data sharing HMIS agencies.
 - iii. HMIS End-User Agreement - Develop and implement a written agreement with each authorized user of the HMIS that defines participation protocols, including training criteria, consent protocols, system use, and privacy and security standards.
 - iv. Client Consent - Develop and implement a defined and documented client consent protocol for use as a baseline practice among all participating HMIS users.
 - v. Data Release - Develop and implement a data release protocol that governs release of all data from the HMIS.

XV. Other Federal Requirements

- a. The HMIS Lead Agency will adopt a drug-free workplace policy and will ensure that the HMIS software vendor has adopted a drug-free workplace policy. The policies will be posted and available for review.
- b. HMIS Lead Agency will adopt a conflict of interest policy for board members, staff, and volunteers.

- c. The HMIS Lead Agency will have an adopted equal opportunity and nondiscrimination employment policy.

Agreed to by all of the parties to this Charter:

HOMELESS SERVICES COALITION

JOHNSON COUNTY CONTINUUM OF CARE

Board Chair

Board Chair

WYANDOTTE COUNTY CONTINUUM OF CARE

MID-AMERICA REGIONAL COUNCIL

Board Chair

Board Chair

	A	B	C	D
1		Continua of Care / HSC's	After selecting an HMIS Lead Agency	HMIS Governing Board
2		Planning Responsibilities	CoC Responsibilities	MAKES all final decisions regarding HMIS on:
3	Responsibilities	System Coordination: development of a plan for a coordinated housing and service system that meets the needs of individuals, unaccompanied youth, and families experiencing homelessness; that, at minimum, includes:	All planning responsibilities previously listed	Planning
4		Plan and Conduct Point-in-Time Count (provide an Annual Gaps Analysis)	Until a joint decision-making process is in place, to vote on recommendations from the HMIS Governing Board on Planning Responsibilities	Management & Operations
5		Participate in the Consolidated Plans	To bring CoC issues to the HMIS Board and not directly to the HMIS Lead Agency	Policy & Procedure Development
6		Consult with ESG recipients: the CoC provides information to inform the Consolidated Plans, develops a plan for allocating ESG Program funds, and reports on and evaluation the performance of ESG program recipients and subrecipients	Ensure active representation on the HMIS Governing Board	Monitoring and Compliance
7		Establish performance targets, monitor performance, evaluate outcomes, and take action against poor performers (action could include TA)	Support HMIS Governing Board participation mandates through funding considerations	Training
8		Evaluate ESG and CoC project outcomes at the system level and project level:	Support HMIS by providing ongoing funding	Coordination of resources
9		1. Requirement is for project-level targets	Regularly reviews reporting	Coordination of Data Integration
10		2. Encouraged to set system targets and regularly measure performance	Provide regular training on ethics and client confidentiality	Recommendation and adoption of software application
11		3. Consider how project-level performance contributes to system-level performance when taking action against poor performers	Ensures HMIS is governed in accordance with CoC expectations	Supports and protects the rights and privacy of clients
12		Develop written standards for providing assistance	Regularly monitor HMIS Lead agency and participating agencies for compliance	Directs HMIS Lead Agency
13		Establish a coordinated assessment system in collaboration with the recipients of ESG funds	Ensure agencies are collecting all necessary data to produce required reporting	Monitors milestones and makes high level decisions on growth of HMIS
14		1. Must provide an initial, comprehensive and standardized assessment of needs of individuals/families requesting assistance	Ensure agency participation	
15		2. Must cover the full CoC geographic area, which can be a regional geography	Ensure accuracy of CoC NOFA and AHAR reporting	
16		3. Must be accessible and well-advertised to individuals/families seeking assistance		

	A	E	F	G	H	I
1	Responsibilities	HMIS Lead Agency (Responds to the HMIS Governing Board directives)				
2		Planning	Management & Operations	Policy & Procedure Development	Monitoring & Compliance	Training
3		General HMIS Project / Strategic Plan	System Day-to-day functions	Policies and Procedures	Development of monitoring process and tools	HUD HMIS Policy and Requirements
4		Financial Support, Budget, and Staffing Planning	HMIS configuration, customization, and maintenance	Standards and Compliance Plans	Development of remediation process and protocols for non-compliance	Software (End User) Training
5		Data Quality Standard and Compliance Plan	HMIS Grant Application and Administration	Data Release / Transfer	Execution of monitoring procedures	Data Quality Standards and Compliance
6		Security Standard and Compliance Plan	Software Selection Lead	Regional Collaborative Participation	Compliance results communication and support	Security Standards and Compliance
7		Privacy Standard and Compliance Plan	Vendor Relations	Governance and Authority Documents	Applicable to all HMIS related plans, policies, and procedures	Report Generation
8		Data Usage and Community Communications Plan	Community Liaison (between Agencies & Vendor)			
9		Disaster Recovery Plan	Software Technical Support			
10			Help Desk Functions			
11			HMIS User Feedback			
12			APR & AHAR Generation			
13			HMIS Compliance (data quality, privacy, etc...)			
14			HUD HMIS Training Attendance			
15			Committee Attendance			
16						

Client Privacy Notice

(This Notice is required for Covered Homeless Organizations under the HUD HMIS mandate. Each CHO may add privacy pieces into this document as applicable to their individual operating procedures and policies. The Privacy Notice as presented here is a generic version that MAAC makes available to all agencies/organizations that participate in the MAACLink system.)

All clients receiving services will be asked for permission to put information about them and the services they received into MAACLink. MAACLink is a computer system that stores personally-identifiable information of low-income and homeless people in the Kansas City area. The MAACLink system is used by agencies in the community for the following purposes:

- 1) To provide better service on a case-by-case basis for low-income, homeless or other special-needs individuals by helping them improve their current or future situations.
- 2) Coordinating services given between agencies to make the system more fair for all who benefit from it.
- 3) Tracking the effectiveness of service efforts to look for client populations who may be underserved.
- 4) Reporting aggregate (non-identifiable) data to HUD in order to bring more federal dollars into the community for low-income or homeless people.
- 5) Accounting for private assistance dollars and services.

MAACLink is not connected to any federal or national data collection facility.

MAACLink data is collected locally and will never be electronically fed into a national database for homeless or low-income individuals.

You own your own file.

Therefore you have the right to request a print-out of your MAACLink file or view your file on-screen with an agency representative.

You must grant informed consent to be entered into the MAACLink system.

If you have additional questions or feel unsure about whether or not you want to participate, talk to your agency representative or call the Mid America Assistance Coalition at (816) 561-2727.

If you do not agree to participate in MAACLink, you may become ineligible for certain privately-donated funds.

This does not necessarily mean you will become ineligible for service, but it could limit the funding sources available for that service. Because some private

funds are tracked through the MAACLink system, the funders have the right to determine eligibility criteria.

Your trust is important to us.

Your personal information is handled and viewed ONLY by people who have received training from the Mid America Assistance Coalition and have signed the User Statement of Confidentiality. By signing the User Statement of Confidentiality, MAACLink users agree to adhere to the following privacy standards:

- Users cannot share log-in names or passwords and must keep their passwords secure.
- Users do not share client-specific MAACLink information with people who are not trained, authorized users. (This includes law enforcement officials, family members or landlords who may call by phone looking for information.)
- All paper print-outs from MAACLink are kept in secure files at the agency or they are destroyed after use.

The agency or organization that is working with you will be able to provide you with a list of partner agencies that share your basic client information.

You may revoke your consent to be entered into the MAACLink system by asking your agency representative for a Client Revocation Form. This revocation right does not apply to services that have been provided from a private funding source that requires documentation to be entered into MAACLink to determine eligibility. These services cannot be removed.

This privacy notice may be amended at any time. Amendments may affect information obtained by the organization before the date of the change.



Client Consent and Release of Information

MAACLink is a computer system that is used locally as a Homeless Management Information System (HMIS). Use of an HMIS is required by the US Department of Housing and Urban Development (HUD) for agencies that receive HUD funding. MAACLink is not electronically connected to HUD and is only used by authorized agencies. All MAACLink users have received confidentiality training and have signed strict agreements to protect clients' personal information and limit its use appropriately.

A Privacy Notice is available at participating agencies. It provides details on how member agencies and their employees handle client information and data sharing.

I give permission to _____ (Agency Name) to collect and enter my personal and household information into the MAACLink computer system.

I understand that the MAACLink system is shared with and used by authorized agencies in my community for the purposes of:

1. Assessing the needs of low-income, homeless or other people with special needs in order to give better assistance and to improve their current or future situations.
2. Improving the quality of care and service for people in need.
3. Tracking the effectiveness of community efforts to meet the needs of people who have received assistance.
4. Reporting data on an aggregate level that does not identify specific people or their personal information.

I understand that:

- All agencies that use MAACLink will treat my information in a professional and confidential manner.
- Signing this release form does not guarantee that I will receive assistance.
- I have the right to a printed copy of my MAACLink file.

(Optional) Check this box to give consent for your photo to be uploaded to MAACLink.

--	--	--

Client Name (Printed)

Client Signature

Date

--	--	--

Agency Representative Name (Printed)

Agency Representative Signature

Date

Each MAACLink agency will require you to sign this form at least annually. If after you sign this form you decide you no longer would like your information entered into MAACLink, please complete the Client Revocation Form. If you do not revoke this authorization, it will automatically expire on _____ or one year from the date you sign and date this form.

Client Revocation Form



Date: _____

Agency/Organization: _____

Agency Representative and Phone Number: _____

Client's Full Name: _____

Client's Social Security Number: _____

Date of Birth: _____

I hereby revoke my consent for the agency listed above to enter my personal information into the MAACLink system. I understand that this revocation will apply going forward, however any information already entered in the system will remain for reporting purposes. I also understand that if in the future I sign a Client Release of Information form for MAACLink at this agency, or any other participating agency, it will nullify this revocation form from that point forward.

This revocation includes myself and the following dependents:

Name	Social Security Number	Date of Birth

Client Signature: _____

HMIS Mandatory Collection Notice for Covered Homeless Organizations

We collect personal information directly from you for reasons that are discussed in our privacy statement. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless persons, and to better understand the needs of homeless persons. We only collect information that we consider to be appropriate. A Privacy Notice is available upon request.

ALL AGENCIES/ORGANIZATIONS THAT PARTICIPATE IN MAACLINK MUST ADHERE TO THE FOLLOWING STANDARDS:

All users must have received MAACLink user training and have their OWN user name and password in order to access the system.

In order to receive training and a user name, the user must complete the Statement of Confidentiality form, get it signed by the executive director, and send it to MAAC by fax or mail.

MAACLink users must adhere at all times to the Statement of Confidentiality agreement.

If MAACLink administrators detect a violation of any piece of the Statement of Confidentiality or the Privacy Agreement by an individual user, a Notice of Violation will be mailed to the executive director. Multiple violations may result in discontinuation of user or agency rights to MAACLink and is considered a breach of contract.

All individuals who apply for a service or program enrollment at your agency must grant informed consent to put their files into the MAACLink system.

Each agency is responsible for storing the clients' signed consent/release forms on site. The agency may decide how often to ask the client to sign a consent/release form – each time a service is given or on a periodic basis.

An agency may obtain a verbal consent from clients as long as they have completed the Verbal Consent Agreement form and faxed or mailed it to the MAAC office.

The Verbal Consent Agreement is not for each client, but instead serves as a notice to MAAC that your agency intends to collect informed verbal consent instead of signed consent from clients you serve.

Exception: Clients who receive a service from a MAAC-managed utility fund MUST sign a consent form or the Standard Intake Form that contains the consent paragraph.

Clients own their MAACLink files.

Clients have the right to see their files if requested. Please keep this in mind when putting client notes, household notes or case management notes into the system.

Clients have a right to revoke their consent.

If a client of your agency asks to have his/her file removed from MAACLink, call the MAAC office immediately and ask him/her to complete a Client Revocation form. The Client Revocation form is included in the Privacy Packet.

MAACLink is not connected to any federal or national data collection facility.

MAACLink data is collected only at the local level and will never be electronically fed into a national database for homeless or at-risk individuals.

The Mid America Assistance Coalition uses *aggregate* data from the Kansas City metro area to create the Annual Statistical Report and for other advocacy efforts on behalf of our homeless and at-risk populations.

Aggregate data does not identify individuals or include pieces of personal information, such as a client's social security number.

MAACLink administrators may access your clients' personal information in order to help users with data entry or reporting questions.

The administrators at MAAC who have access to the MAACLink system must abide by the same privacy agreement as other users AND sign an additional statement of trust. MAACLink administrators will only view client information: 1) at the user's request during a helpdesk call, 2) in the case that there is a technical problem with a client's file that is affecting system performance, or 3) to remove a client from the system when a Client Revocation form is received at MAAC.

Reports that identify clients and that are generated directly from MAACLink should not be shared with outside organizations at any time.

An outside organization is one that is not online with MAACLink and has not submitted a contract to MAAC.

Do not give client information to outside organizations or individuals who call your agency and request it by phone.

Because MAACLink is a shared database, most clients' files have been updated by more than one participating agency. Therefore, it creates a liability for *all* participating agencies if client information is shared with outside entities. You may refer the caller to MAAC's Executive Director if he/she persists. This rule applies even to law enforcement officials.

If your agency is served with a subpoena that requires you to hand over a client's electronic file, this subpoena can only apply to the client's information that has been entered by your agency. **Call the MAAC Executive Director if your agency's electronic files are subpoenaed.**

Always log off of MAACLink or lock your computer screen before walking away from the computer.

Do not write down your user name and password and stick it to your computer.

If you feel like you must write down your password in order to remember it, please be sure you hide it in a secure place. If you suspect someone may have learned your log-in information, change your password immediately.

Do not send clients' social security numbers in emails.

Email is not a secure way to transmit client-specific information because it can be intercepted (or hacked) in transfer.

Do not share client information with authorized coworkers in public places or common areas in your workplace.

Be aware of the possibility that unauthorized people, including other clients, may overhear your conversation or phone calls.

TWO EXCEPTIONS TO THE PRIVACY AGREEMENT:

Duty to Warn.

As professionals, we all have a duty to guard each other from harm. If a client has threatened you, him/herself, or others at your organization you must warn other users of a potential threat through the MAACLink system. The best way to do this is by using a Warning Notification ('Notifications' in the left column under the Client Case Management tab). This note should read, "Alert! Alert! Please call [agency name] at [agency number] before serving this person." Call a MAACLink administrator for help or questions.

Child Abuse and Neglect.

If you see evidence or have reason to believe that a child/children have been abused or neglected then you have a duty to report it to authorities, regardless of confidentiality agreements. You may call 1-800-422-4453 to find a local phone number for reporting purposes.

Enforcement of Confidentiality Policy

MAAC has the absolute right to terminate without notice services of MAACLink for the purpose of investigation of any suspicion of breached confidentiality. Thereafter, MAAC may terminate this agreement if MAAC, in its sole discretion, determines that there has been a breach of confidentiality.

Level 2: HMIS Privacy Standards

Attention: “Covered Homeless Organizations” (CHO)

A CHO is “any organization (including its employees, volunteers, affiliates, contractors, and associates) that records, uses or processes Protected Personal Information (PPI) on homeless clients for an HMIS.”

Agencies and organizations that are mandated by HUD to participate in a Homeless Management Information System (HMIS) should adhere to the Level 2 privacy standards. These standards are taken directly from the Federal Register, HMIS Data and Technical Standards Final Notice, dated July 30, 2004.

Adherence to these privacy standards are the responsibility of each CHO and not up to MAAC to enforce. MAAC is providing a service to the CHO’s in the Kansas City Metro area by distributing this document. Agencies or organizations may choose to add privacy pieces into this document as applicable to their individual operating procedures and policies. The Level 2 privacy agreement is in addition to the Level One Basic Privacy Agreement. The Level 1 Basic Privacy Agreement will be enforced by MAAC and applies to all on-line agencies.

Level 2:

- CHO’s must post a sign at each intake desk or comparable location that gives a general explanation of the reasons for collecting client information.
This sign is included in the privacy packet and uses HUD’s specific language.
- A written Privacy Notice must be available to give to clients.
Unlike this Privacy Statement you are reading, HUD specifies the creation of a Privacy Notice document that can be given directly to the client. This Privacy Notice is in addition to the consent form that clients sign before receiving service from your agency.
- If a CHO maintains a public website, the current Privacy Notice must be posted on the website.

MAAC will post the HMIS privacy packet at www.maaclink.org. If your agency has a website and is a CHO, you may link to [maaclink.org](http://www.maaclink.org). If your agency chooses to use an internal privacy notice or make additions to this one, you will be responsible for posting those on your website.

- The CHO must post a single sign that informs clients or potential clients about the existence and availability of the Privacy Notice.

For convenience, this notification has been amended to the intake sign that is available in this packet.

- The CHO must maintain permanent documentation of all Privacy Notice amendments.

Because the Privacy Notice may vary by CHO, MAAC will not track changes or amendments to the form. This is the responsibility of each CHO. MAAC will only track changes and amendments in the Level 1 Privacy Agreement. MAAC will notify the Homeless Services Coalition of any HUD-mandated changes in the Privacy Notice.

- All staff members and volunteers at the CHO must pledge to comply with the Privacy Notice.

This compliancy will not be monitored or enforced by MAAC. MAAC will only monitor and enforce the Level 1 Privacy Agreement. It is up to each CHO to determine the best enforcement method for their respective organizations.

- A CHO must install a firewall on the user's computer or the agency network.

MAAC may be able to provide some assistance or direction with this requirement. Call the office for information if your organization does not operate behind a firewall.

MID AMERICA ASSISTANCE COALITION

Strengthening the social service community through information systems, training, and advocacy.

MAACLink KC

MAACLink is a community wide database that is shared with approximately 200 agencies throughout the greater Kansas City area.

Accessing MAACLink requires the following:

- A Microsoft Windows operating system or MAC OS X operating system
- Broadband Internet connection (Cable, DSL or T1)
- An internet browser (Internet Explorer, Google Chrome, Firefox etc.)
- A Computer of 500 MHz or faster is recommended, with 128 MB RAM.
- The most recent version of Adobe Flash.

Before we can assign your agency an account on the MAACLink network, your Executive Director must sign the Agency Partner Agreement. All users must fill out a Confidentiality Statement and Request for Account and the Executive Director must sign each of these as well. Please return the signed documents to us. Once we receive them, we will contact you regarding your agency set up and to schedule your introductory training session. Fees for MAACLink access are based upon your agency's budget for providing emergency assistance and the functionalities you will be using. Details may be discussed by phone. You will be billed quarterly based upon the fee structure.

Feel free to call with any questions. We look forward to seeing you on-line with MAACLink.

Sincerely,

Linda Hawkey

Finance/Operations Director
816-561-2727 ext. 116
LHawkey@maaclink.org



One West Armour Blvd, Suite 301
Kansas City, MO 64111

Phone: 816-561-2727
Fax: 816-561-7277
Website: maaclink.org

FOR MAAC USE ONLY

Staff initial and date next to each item once complete

_____ Completed Agency Packet received
_____ Contact Agency regarding set up on MAACLink
_____ Schedule MAACLink Training (tentative date: _____)
_____ Training completed
_____ Invoice Sent

Agency Workgroups

(check all applicable)

___ EA
___ HMIS/APR
___ Shelter
___ Fund Manager
___ Funder
___ Hotline
___ Aggregate Reports

MAACLink KC

Table of Contents

Agency Information	3-4
Levels of Access/Workgroups.....	5
Agency Partner Agreement.....	6
Level 1 Privacy Agreement.....	7-8
Level 2 HMIS Privacy Agreement.....	9
Signatures.....	10

MAACLink KC

Agency Information

Agency Name

Date

Does this agency have a parent agency? If so, please list the name of the parent agency.

Does this agency have multiple programs and/or sites? If so, please list them.

Agency Address (Physical location of agency)

Billing Address (If different than agency address)

Executive Director (Name, Phone, Email)

Primary Contact (Name, Phone, Email)

Days and hours of operation:

MAACLink KC

Agency Information (Cont.)

Is this agency a 501C3?

If yes, please include your tax payer ID number:

Funding Sources

Do any of your funding sources require you to enter data into an HMIS?

If yes, please list them.

Total Annual Budget

Client Eligibility

Services Provided

Is this agency a CHO Agency? (YES OR NO)

A CHO is "any organization (including its employees, volunteers, affiliates, contractors, and associates) that records, uses or processes Protected Personal Information (PPI) on homeless clients for an HMIS."

-An agency in the Continuum of Care that serves homeless clients is a CHO Agency.

-An agency that must complete an APR for HUD is an APR Agency, and is also a CHO Agency.

-Not all CHO Agencies must complete an APR.

Will this agency need to submit an APR to HUD? (YES OR NO)

Will this agency share data with others? (YES OR NO)

List the counties, towns, and/or zip codes that your agency serves

MAACLink KC

Levels of Access

An agency can join MAACLink as one of two types (please select one):

_____ **Standard**-Services entered into the system by a standard agency can be viewed by all other agencies. This option is the most effective for agencies interested in collaborating with other community agencies and preventing duplication of services.

_____ **Hidden**-Hidden agencies' services will not appear to members of any other agency and are only viewable to members of the source agency and certain authorized MAAC staff. This option is important for agencies such as healthcare providers that need their information protected due to HIPAA guidelines.

*Please note that all medical services are hidden to other agencies regardless of their level of access.

Workgroups

An agency can join any of the following workgroups (please select all that apply):

*Please keep in mind each workgroup may have an associated fee—for more information please contact the MAAC office.

_____ **Emergency Assistance (EA) Workgroup**– The EA workgroup is the most basic functionality of MAACLink. The users have the ability to enter shared client and household files, services, and run related reports. This functionality also allows the case worker to record a client's financial information and calculate the poverty level.

_____ **HMIS/APR Workgroup**– For agencies that receive HUD funding and must generate Annual Performance Reports. In this workgroup the user has the HUD APR in addition to everything included in the Emergency Assistance Workgroup.

_____ **Shelter Workgroup**– For agencies that have a homeless shelter. Users may enter shared client and household files, make shelter reservations, check clients in and out of the facility, add beds/rooms in a facility, maintain a restricted list, and run related reports. This workgroup also gives access to everything in the Emergency Assistance Workgroup.

_____ **Fund Manager Workgroup**– For agencies that have specific grant allocations they wish to monitor and distribute using MAACLink. The designated “fund manager” will have the tools to manage agency funds and track fund utilization by connecting client services to managed funds. This workgroup can also provide for payment of client bills in conjunction with agency finance personnel.

_____ **Funder Workgroup**- For agencies that need access to the fund manager workgroup and reports only.

_____ **Hotline Workgroup**– For agencies that participate in the Hotline for the Homeless. User may add or edit shared client files, view bed availability at shared emergency shelters, view shelter bar lists and create reservations for all household members. This workgroup also gives access to everything in the Emergency Assistance Workgroup.

_____ **Aggregate Reports**-For agencies/users that will only be pulling aggregate reports with no identifying client information (i.e. client name, SSN, DOB) from the system.

MAACLink KC

Agency Partner Agreement

System (MAAC) Responsibilities

MAAC agrees to assist in disseminating data received from participating agencies pertaining to emergency assistance service provided to recipients. Conditions under which the exchange of information is facilitated between MAAC, MAACLink Agency Partners, and other data systems will also be provided by MAAC.

MAAC will provide initial individual or group training to participating agencies. The training may include data entry training, confidentiality training and training on how to interpret reports generated from the system. This training will be completed before a user is permitted access in MAACLink.

MAAC agrees to do the following:

- Provide and maintain the resources necessary to support MAACLink.net
- Purchase necessary software for the operation of the network
- Provide security of the data in the system, including backup
- Respond to agency requests for upgrades and refinements of the system

Agency Partner Responsibilities:

- The MAACLink Agency Partner agrees to abide by all federal, state, and local laws and regulations, and with all MAAC procedures and policies relating to the collection, storage, retrieval, and dissemination of MAACLink information
- Acquire and maintain computers, software, and modems according to MAAC standards
- Provide a connection from the agency to the Internet
- Commit its personnel to training and assure MAAC that untrained and/or unauthorized personnel do not attempt to access MAACLink
- Assure the accuracy of information entered into the system
- Any updates in information, error, or inaccuracy that comes to the attention of the MAACLink Agency Partner will be corrected by the MAACLink Agency Partner or called in to MAAC for help correcting
- Follow the validation requirement for emergency assistance
- Strictly adhere to the appropriate Privacy Agreement
- Notify MAAC of any user that leaves the agency so that user's account can be deactivated

Errors, Negligence, or Misconduct by an Agency

If there is error, negligence or misconduct by an agency, that agency will indemnify and hold harmless MAAC, its agents, servants and employees from any and all claims, demands, actions, suits, judgments and liability arising out of or in connection with this Agreement or the use of data obtained under the terms of this Agreement.

Initials _____

MAACLink KC

Level I Privacy Agreement

All agencies/organizations that participate in MAACLink must adhere to the following standards:

All users must have received MAACLink user training and have their *own* user name and password in order to access the system. Every individual, whether they are an employee or volunteer, must be an authorized user in order to gain access to MAACLink. In order to become an authorized user of MAACLink, each individual must complete a Statement of Confidentiality form (found on our website: maaclink.org) which must also be signed by their supervisor. Once the form is complete it must be sent to the MAAC office and training will need to be scheduled. Once the individual receives training they will then be given their unique login name and password. An authorized user cannot delegate use of their account to anyone else including other authorized users. Each authorized user must be logged in to their own account whenever they use the system in any way. **Should an employee or volunteer user leave the agency or need to be deactivated for any reason it is the agency's responsibility to contact MAAC immediately with a request to deactivate.** If MAACLink administrators detect a violation of any piece of the Statement of Confidentiality or the Privacy Agreement by an individual user, a Notice of Violation will be mailed to the user agency executive director. Any violation may result in discontinuation of user or agency rights to MAACLink and may be considered a breach of contract.

All clients who apply for a service or program enrollment at your agency must grant informed consent to put their files into the MAACLink system. Each agency must have their clients sign the Client Consent and Release of Information form (found on our website: maaclink.org) before their information can be entered in MAACLink. The Client Consent and Release of Information form must be completed at least annually. These forms must be kept in secure and retrievable storage for at least 5 years after the last date of service. Once these forms are no longer needed, they must be properly destroyed (shredded) to maintain confidentiality of clients. Agencies may choose to provide additional releases of information as applicable to their individual operating procedures and policies as long as they do not conflict with the MAACLink Client Consent and Release of Information.

An agency may obtain a verbal consent from clients as long as they have completed the Verbal Consent Agreement form and faxed or mailed it to the MAAC office. The Verbal Consent Agreement is not for each client, but instead serves as a notice to MAAC that your agency intends to collect informed verbal consent instead of signed consent from clients you serve. *Exception: Clients who receive a service from a MAAC-managed utility fund MUST sign a consent form or the Standard Intake Form that contains the consent paragraph. (See our website: maaclink.org for forms)*

Clients have a right to revoke their consent. If a client at your agency revokes their consent they must complete a Client Revocation form (found on our website: maaclink.org) which indicates that your agency can no longer enter their data into MAACLink unless/until another Client Consent and Release of Information form is signed by that client and obtained for your agency.

Clients own their MAACLink files. Clients have the right to see their files if requested. Please keep this in mind when putting client notes, household notes or case management notes into the system.

Reports that identify clients and that are generated directly from MAACLink should not be shared with outside individuals or organizations at any time. When submitting reports or sharing statistical information you must make sure that you are only sharing aggregate information. Anyone who is not an authorized MAACLink user should not have access to specific client information from MAACLink.

Do not give client information to outside organizations or individuals who call your agency and request it by phone. Because MAACLink is a shared database, most clients' files have been updated by more than one participating agency. Therefore, it creates a liability for all participating agencies if client information is shared with outside entities. You may refer the caller to MAAC's Executive Director if he/she persists. This rule applies even to law enforcement officials. If your agency is served with a subpoena that requires you to hand over a client's electronic file, this subpoena can only apply to the client's information that has been entered by your agency. Call the MAAC Executive Director if your agency's electronic files are subpoenaed.

Initials _____

MAACLink KC

Level I Privacy Agreement (Cont.)

All agencies/organizations that participate in MAACLink must adhere to the following standards:

Keep these points in mind:

Do not use information in the MAACLink system for any unofficial interaction with the client. For instance:

1. A landlord cannot use MAACLink to evaluate potential tenants.
2. "Friends" cannot look up information for or about their "friends".
3. Business owners or operators cannot use the system to evaluate potential employees.

Conversations about specific MAACLink information should be kept at a professional level and such conversations should be conducted in a secure environment. When communicating (verbally or through email) with other authorized users or MAACLink tech support please use the Client ID # to identify the client instead of other confidential client specific information.

Always log off of MAACLink or lock your computer screen before walking away from the computer.

If you feel like you must write down your password in order to remember it, please be sure you hide it in a secure place.

If you suspect someone may have learned your log-in information, change your password immediately.

The MAACLink Agency Partner shall be responsible for the maintenance, accuracy, and security of all its emergency assistance records and terminal sites and for the oversight of agency personnel regarding confidentiality.

The MAACLink Agency Partner Executive Director must accept responsibility for the validity of all records entered by their agency and the confidential manner in which any MAACLink information is shared. The MAACLink Agency Partner Executive Director may designate an immediate subordinate staff member with supervisory responsibilities for verifying the accuracy of information. The MAACLink Agency Partner will provide MAAC with the names(s) and title(s) of the staff member(s) authorized to supervise data entry personnel. The Executive Director is responsible for assigning appropriate user rights based on the job description of each staff person. These designations are made on the individual Statement of Confidentiality agreements.

Enforcement of the Confidentiality Policy

MAAC has the absolute right to terminate without notice services of MAACLink for the purpose of investigation of any suspicion of breached confidentiality. Thereafter, MAAC may terminate this agreement if MAAC, in its sole discretion, determines that there has been a breach of confidentiality.

MAAC reserves the right to immediately suspend furnishing information covered by terms of this agreement to the MAACLink Agency Partner when any terms of this agreement are violated or are suspected to be violated. MAAC shall resume furnishing such information upon receipt of satisfactory assurances that such violations did not occur or that such violations have been fully corrected or eliminated.

Two exceptions to the privacy agreement:

Duty to Warn—As professionals, we all have a duty to guard each other from harm. If a client has threatened you, him/herself, or others at your organization you must warn other users of a potential threat through the MAACLink system. This may be done by placing an alert on the client's profile. This alert should be brief, clear, and factual.

Child Abuse and Neglect—If you see evidence or have reason to believe that a child/children have been abused or neglected then you have a duty to report it to authorities, regardless of confidentiality agreements. You may call 1-800-422-4453 to find a local phone number for reporting purposes.

Initials _____

MAACLink KC

Level 2 HMIS Privacy Agreement

Attention: "Covered Homeless Organizations" (CHO)

A CHO is "any organization (including its employees, volunteers, affiliates, contractors, and associates) that records, uses or processes Protected Personal Information (PPI) on homeless clients for an HMIS."

Agencies and organizations that are mandated by HUD to participate in a Homeless Management Information System (HMIS) should adhere to the Level 2 privacy standards. These standards are taken directly from the Federal Register, HMIS Data and Technical Standards Final Notice, dated July 30, 2004.

Adherence to these privacy standards are the responsibility of each CHO and not up to MAAC to enforce. MAAC is providing a service to the CHO's in the Kansas City Metro area by distributing this document. Agencies or organizations may choose to add privacy pieces into this document as applicable to their individual operating procedures and policies. The Level 2 privacy agreement is in addition to the Level 1 Basic Privacy Agreement. The Level 1 Basic Privacy Agreement will be enforced by MAAC and applies to all on-line agencies.

Level 2:

CHO's must post a sign at each intake desk or comparable location that gives a general explanation of the reasons for collecting client information.

This sign is included in the privacy packet and uses HUD's specific language.

A written Privacy Notice must be available to give to clients.

Unlike this Privacy Statement you are reading, HUD specifies the creation of a Privacy Notice document that can be given directly to the client. This Privacy Notice is in addition to the consent form that clients sign before receiving service from your agency.

If a CHO maintains a public website, the current Privacy Notice must be posted on the website.

MAAC will post the HMIS privacy packet at www.maaclink.org. If your agency has a website and is a CHO, you may link to maaclink.org. If your agency chooses to use an internal privacy notice or make additions to this one, you will be responsible for posting those on your website.

The CHO must post a single sign that informs clients or potential clients about the existence and availability of the Privacy Notice.

For convenience, this notification has been amended to the intake sign that is available in this packet.

The CHO must maintain permanent documentation of all Privacy Notice amendments.

Because the Privacy Notice may vary by CHO, MAAC will not track changes or amendments to the form. This is the responsibility of each CHO. MAAC will only track changes and amendments in the Level 1 Privacy Agreement.

MAAC will notify the Homeless Services Coalition of any HUD-mandated changes in the Privacy Notice.

All staff members and volunteers at the CHO must pledge to comply with the Privacy Notice.

This compliancy will not be monitored or enforced by MAAC. MAAC will only monitor and enforce the Level 1 Privacy Agreement. It is up to each CHO to determine the best enforcement method for their respective organizations.

A CHO must install a firewall on the user's computer or the agency network.

MAAC may be able to provide some assistance or direction with this requirement. Call the office for information if your organization does not operate behind a firewall.

Initials _____

MAACLink KC

Signatures

The Executive Director (or equivalent) of the MAACLink Agency Partner indicates agreement with the terms stated in the MAACLink Agency Partner Agreement and the Privacy Agreement by signing below. All pages will then be forwarded to MAAC. Both of these steps are prerequisites to the establishment of a User account on the MAACLink network. Once received, the Executive Director of MAAC will sign this page and copies of all pages will be sent back to the MAACLink Agency Partner.

Agency Executive Director Name (Please Print)

Agency Executive Director Signature

Date

MAAC Executive Director (Please Print)

MAAC Executive Director Signature

Date

Effective Date and Term

This agreement will become effective on the _____ day of _____, 20____, and continue in effect for one year.

Thereafter, this agreement will be automatically renewed on each subsequent anniversary date, unless terminated immediately for cause or by either party with 30 days written notice.

Quarterly/Yearly Fee _____

Set up Fee _____

Statement of Confidentiality and Request for MAACLink Account

To receive a MAACLink account, fill out this form and fax to 816-561-7277 or mail to:
 MAAC, 1 W Armour Blvd. Ste. 301, Kansas City, MO 64111



Please call MAAC at 816-561-2727 ext. 111 to schedule a training on how to use MAACLink.
 Or, a MAACLink administrator will contact you about training and your unique user name and password.
 Training must be completed before gaining access to the system.

User Information
User Name: _____
Contact Number: _____
Email Address: _____
Agency Information
Agency Name/Program Name: _____
Agency Address: _____
Agency Phone Number: _____

User Statement of Confidentiality

By signing this document, I agree to maintain strict confidentiality of information obtained through the MAACLink computer network. This information will be used only for the legitimate client service and administration of the above named agency. Any breach of confidentiality will result in a Notice of Violation and possible termination of my or my entire agency participation in MAACLink. I acknowledge that I have received or have access to the MAACLink Privacy Agreement.

Please Initial To Agree To the Following Statements:

- _____ I understand that my username and password are for my use only and that I must take all reasonable measures to keep my password private.
- _____ I understand that the only individuals who can view MAACLink information are authorized users and the clients to whom the information pertains.
- _____ I understand that I may only view, obtain, disclose, or use the database information that is necessary in performing my job. I will not look up information on family, employees, friends or for any other personal use.
- _____ I understand that the clients must sign the Client Consent and Release of Information form (found at maaclink.org) before their information can be entered in MAACLink.
- _____ I understand that the Client Consent and Release of Information form must be completed at least annually and kept in secure and retrievable storage for at least 5 years after the last date of service.
- _____ I understand that once hard copies of MAACLink information are no longer needed, they must be properly destroyed (shredded) to maintain confidentiality of clients.

User Signature: _____

Date: _____

Supervisor Section (Please check the appropriate workgroup for the user):

- _____ EA—The basic functionality of MAACLink.
- _____ HMIS/APR—For agencies that receive HUD funding and must generate an Annual Progress Report.
- _____ Shelter—For agencies that have a homeless shelter.
- _____ Fund Manager—This workgroup will only be used by the official “fund manager” for the agency.
- _____ Funder—For users that are affiliated with a funder and only need to track the funds spent from a specific grant.
- _____ Hotline—For users that participate in the Hotline for the Homeless.
- _____ Aggregate Reports Only—For users that will only be pulling aggregate reports from the system.

Supervisor’s Name (please print): _____

Phone: _____

Supervisor’s Signature: _____

Date: _____

MAAC STAFF USE ONLY

Username: _____

Date Added: _____

Training Date: _____

MAAC Staff: _____

MAACLink Verbal Consent Agreement

Agency Name and Address: _____

This is to notify the Mid America Assistance Coalition (MAAC) and MAACLink administrators that this agency regularly obtains verbal consent from the homeless and low-income consumers it serves. The verbal consent given by consumers is in place of a signed Release of Information form.

This agency agrees to inform consumers who are entered into MAACLink that their information may be used in non-identifying (aggregate) reports to advocate on behalf of low-income populations in our area and to meet federal, state, local or agency reporting requirements.

This agency agrees to follow all applicable privacy and confidentiality procedures as described in the Privacy Packet and the User Statement of Confidentiality. The Privacy Packet available from MAACLink administrators or online at www.maaclink.org.

Call (816) 561-2727 with questions.

Return this signed form to MAAC by faxing to (816) 561-7277 or mail to:

Mid America Assistance Coalition

1 W. Armour Blvd, Ste #20

Kansas City, MO 64111

Executive Director Printed Name: _____

Executive Director Signature: _____

Date: _____

September 7, 2016

To whom it may concern,

The Johnson County Public Housing Authority, which operates within KS-505 CoC's geographic area and of which I am the Director of Housing Services, has a limited homeless preference for its Housing Choice Vouchers. This was established in partnership with Catholic Charities of Northeast Kansas and SAFEHOME by defining 10 HCVs per agency be made available on a priority basis for households experiencing homelessness in Johnson County and seeking housing assistance. Launched in late 2015, this new limited preference status resulted in 10 of the 153 vouchers that became available between July 1, 2015 and June 30, 2016 being used by households experiencing homelessness, or 6.54% of all vouchers in which there were new admissions in the stated time frame.

If any additional information is needed, please feel free to contact me at 913-715-6601.

Sincerely,



Stacy T. Copeland
Director of Housing Services
JOHNSON COUNTY HOUSING AUTHORITY

/stc

KS-505 Overland Park/Shawnee/Johnson County Continuum of Care on Homelessness –

Order of Prioritization for CoC-funded KS-505 Permanent Supportive Housing

Providers of CoC-funded Permanent Supportive Housing have agreed to prioritize all PSH units and beds first and foremost for house chronically homeless households, as is consistent with their grant agreements and as these beds become available based on turnover. If a chronically homeless household cannot be identified to fill the beds, those households experiencing homelessness with high acuity and meeting the other requirements for PSH will be housed.

Per HUD's recommendation regarding incorporating the order of prioritization for CH households within the CoC's jurisdiction into the CoC's written standards, KS-505 adopts the following order of priority for all dedicated or prioritized CoC Program-funded PSH in the following order:

Order of Priority 1—A household should be prioritized first in dedicated or prioritized PSH if all of the following are true:

- (a) Individual or head of household meets the definition of chronically homeless per 24 CFR 578.3; and,
- (b) The length of time the individual or head of household has been homeless is at least 12 months continuously or over a of at least four occasions in the past 3 years where the total length of time homeless totals at least 12 months; and,
- (c) The individual or head of household has been identified as having severe service needs.

Order of Priority 2—A household should be prioritized second in dedicated or prioritized PSH if all of the following are true:

- (a) Individual or head of household meets the definition of chronically homeless per 24 CFR 578.3; and,
- (b) The length of time the individual or head of household has been living in a place not meant for human habitation, a safe haven, or in an emergency shelter is at least 12 months continuously or over a period of at least four occasions in the past 3 years where the total length of time homeless totals at least 12 months; and,
- (c) The individual or head of household has NOT been identified as having severe service needs; and,
- (d) There are no chronically homeless households within the CoC's geographic area that meet the criteria under Order of Priority 1 for dedicated or prioritized PSH.

Order of Priority 3—A household should be prioritized third in dedicated or prioritized PSH if all of the following are true:

- (a) Individual or head of household meets the definition of chronically homeless per 24 CFR 578.3; and,
- (b) The length of time the individual or head of household has been living in a place not meant for human habitation, a safe haven, or in an emergency shelter is at least four occasions in the past 3 years where the total length of time homeless totals less than 12 months; and,
- (c) The individual or head of household has been identified as having severe service needs; and

(d) There are no chronically homeless households within the CoC's geographic area that meet the criteria under Order of Priority 1 and 2 for dedicated or prioritized PSH.

Order of Priority 4—A household should be prioritized fourth in dedicated or prioritized PSH if all of the following are true:

- (a) Individual or head of household meets the definition of chronically homeless per 24 CFR 578.3;
- (b) The length of time the individual or head of household has been living in a place not meant for human habitation, a safe haven, or in an emergency shelter is at least four occasions in the past 3 years where the total length of time homeless totals less than 12 months (see question 5 below); and,
- (c) The individual or head of household has NOT been identified as having severe service needs; and
- (d) There are no chronically homeless households within the CoC's geographic area that meet the criteria under Order of Priority 1, 2, and 3 for dedicated or prioritized PSH.

FINAL 10.27.2015

Performance Measurement Module (Sys PM)

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		76		71			40	
1.2 Persons in ES, SH, and TH		268		99			49	

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-

Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	7	2	29%	0	0%	0	0%	2	29%
Exit was from ES	23	0	0%	0	0%	0	0%	0	0%
Exit was from TH	109	3	3%	0	0%	0	0%	3	3%
Exit was from SH	0	0		0		0		0	
Exit was from PH	19	3	16%	0	0%	3	16%	6	32%
TOTAL Returns to Homelessness	158	8	5%	0	0%	3	2%	11	7%

Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	167	174	7
Emergency Shelter Total	74	94	20
Safe Haven Total	0	0	0
Transitional Housing Total	86	57	-29
Total Sheltered Count	160	151	-9
Unsheltered Count	7	23	16

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		268	
Emergency Shelter Total		76	
Safe Haven Total		0	
Transitional Housing Total		195	

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		33	
Number of adults with increased earned income		6	
Percentage of adults who increased earned income		18%	

Performance Measurement Module (Sys PM)

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		33	
Number of adults with increased non-employment cash income		16	
Percentage of adults who increased non-employment cash income		48%	

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		33	
Number of adults with increased total income		19	
Percentage of adults who increased total income		58%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		342	
Number of adults who exited with increased earned income		33	
Percentage of adults who increased earned income		10%	

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		342	
Number of adults who exited with increased non-employment cash income		12	
Percentage of adults who increased non-employment cash income		4%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		342	
Number of adults who exited with increased total income		41	
Percentage of adults who increased total income		12%	

Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		276	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		137	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)		139	

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		412	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		137	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)		275	

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD’s Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.

Performance Measurement Module (Sys PM)

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		22	
Of persons above, those who exited to temporary & some institutional destinations		7	
Of the persons above, those who exited to permanent housing destinations		7	
% Successful exits		64%	

Metric 7b.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		289	
Of the persons above, those who exited to permanent housing destinations		102	
% Successful exits		35%	

Metric 7b.2 – Change in exit to or retention of permanent housing

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		119	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		86	
% Successful exits/retention		72%	

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Overland Park/Shawnee/Johnson County KS CoC (KS-505)

Project Name: KS-505 CoC Application FY2016

Location of the Project: Projects and the clients they serve are located in Johnson County, KS
including but not limited to the cities of Overland Park, Shawnee, Olathe,
Lenexa, Gardner, and others

Name of the Federal
Program to which the
applicant is applying: HUD's CoC Registration and Application FY2016

Name of
Certifying Jurisdiction: Johnson County

Certifying Official
of the Jurisdiction
Name: Hannes Zacharias

Title: County Manager

Signature: 

Date: 8-31-16

Descriptions of Programs applying for 2016 HUD NOFA funding with the KS-505 Overland Park/Shawnee/Johnson County Continuum of Care for Consistency with Consolidated Plans (Johnson County, KS)

9 Project Renewal Applications will be submitted in the upcoming 2016 NOFA:

Catholic Charities of Northeast Kansas – RRH (3 renewals) The Homeless to Housed Initiative (HHI), Homeless to Housed Extension (HHI-2), and RRH Housing for Homeless are three rapid re-housing programs that implemented housing first practices as evidence based models to more effectively serve persons experiencing homelessness. All grants focus on homeless households with children, including youth led households, and provide a significant proportion of the CoC's permanent housing supports for those experiencing homelessness. Rapid re-housing is a high priority for HUD and uses the following guidelines in the selection of clients: classification of homelessness; moderate barriers to housing exist; and demonstration of the ability to sustain permanent housing after assistance has ended. Together, these programs anticipate re-housing and stabilizing 32-35 households with children annually in units that the households can maintain following their assistance from Catholic Charities. The provision of case management, employment, and other supportive services assist the households' remove obstacles and barriers toward long term economic self-sufficiency. (Funding for three renewals: \$111,255, \$101,713, and \$59,728)

County of Johnson - 1 PSH renewal The County of Johnson Housing Services Division partners with SAVE, Inc. to offer permanent supported housing to homeless individuals and families who are HIV/AIDS challenged. The grant currently supports four total housing units for three homeless individuals and one homeless household with a child, all of whose adults have HIV/AIDS. In addition to providing rental assistance for the household's choice of housing, case management, and support services for alcohol and substance abuse, mental health and counseling, and HIV/AIDS are provided in a stable supported environment. (Funding for one renewal: \$38,922)

Johnson County Mental Health Center – 2 PSH renewals The Homeless Supported Housing and Housing Voucher Projects provide rental subsidies as well as comprehensive supportive services in one bedroom apartments, located within Johnson County for individuals who are both homeless and diagnosed with a severe and persistent mental illness. On average, 23 individuals were served. The two grants consistently serve more than they are budgeted to due to Johnson County Mental Health's success in connecting individuals to mainstream benefits and employment. In addition to financial support for housing, this program provides the services necessary to support individuals in the community through vocational and life skills training. (Funding for two renewals: \$110,194 and \$27,549)

SAFEHOME, Inc. – TH renewal The Transitional Living Program (TL Program) is a scattered site, transitional housing program that provides financial support so families who have experienced domestic violence and homelessness can obtain housing and maintain housing placement after the transitional year. Participants, who most often have children, assume gradually increasing responsibility for their rent payment through the year, with transitional homes becoming the participants' permanent homes so as not to disrupt or traumatize families again. Each program

participant also receives weekly support from a Case Manager (help with budgeting, improving vocational abilities, parenting skills and self-sufficiency) and participates in a weekly transitional living support group led by a professional therapist. (Funding for one renewal: \$57,568)

Mid America Regional Council – dedicated HMIS lead agency renewal Mid America Regional Council was chosen as KS-505's Homeless Management Information System's (HMIS) lead agency in 2015. MO-604 Jackson County MO/Wyandotte County KS's CoC also chose MARC to act as HMIS lead agency. The current project application provides resources for MARC staff to establish, operate, customize, and enhance the regional CoCs' HMIS to meet HUD related HMIS standards and support the Metropolitan community's goal of a more unified system. Responsibilities include HMIS lead agency planning, management, training, and monitoring responsibilities which will support KS-505's work to better track outcomes and reach goals. (Funding for one renewal: \$62,632)

SAFEHOME, INC. – DV RRH renewal SAFEHOME recently expanded its housing options for those households experiencing both homelessness and domestic violence with its first award for rapid re-housing in FY2015. Rapid re-housing as permanent housing is a high priority for HUD and uses the following guidelines in the selection of clients: classification of homelessness; moderate barriers to housing exist; and demonstration of the ability to sustain permanent housing after assistance has ended. In years past, SAFEHOME has partnered with Catholic Charities to connect appropriate clients with a history of domestic violence with rapid rehousing. Award of this grant enabled SAFEHOME to extend its own housing options for clients (currently they offer emergency and transitional housing). (Funding for one renewal: \$88,176)

One bonus project application will be submitted in the 2016 NOFA application

Hillcrest Transitional Housing – RRH new Hillcrest Transitional Housing of Kansas proposes to expand the CoC's housing options for youth & family households experiencing homelessness with a new rapid re-housing project in FY2016. Rapid re-housing is a priority for HUD and uses the following guidelines in the selection of clients: classification of homelessness; moderate barriers to housing exist; and demonstration of the ability to sustain permanent housing after assistance has ended. Hillcrest will partner with CoC agencies such as Catholic Charities and Johnson County Mental Health to quickly & efficiently place homeless clients into permanent housing. Hillcrest currently offers transitional housing and limited ESG funded rapid re-housing in Johnson County. (Funding for one new bonus project: \$32,799)

One planning grant project will be submitted in the 2016 NOFA application

United Community Services of Johnson County – KS-505 CoC Planning Grant United Community Services of Johnson County is the CoC's lead agency. The current planning grant will provide resources to support its work to bring KS-505 into compliance with HUD 24 CFR 578.7. It will support: continuing to build the infrastructure to establish performance targets and monitor CoC and ESG grant recipients, coordinate the CoC's and city level consolidated planning work, and build the HMIS' capacity to assist the CoC evaluate outcomes at project and systems levels. These activities are necessary to move the CoC closer to meeting its full responsibilities as described by HUD. (Funding for one planning project: \$19,732)

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Overland Park/Shawnee/Johnson County KS CoC (KS-505)

Project Name: KS-505 CoC Application FY2016

Location of the Project: Projects and the clients they serve are located in Johnson County, KS
including but not limited to the cities of Overland Park, Shawnee, Olathe,
Lenexa, Gardner, and others.

Name of the Federal
Program to which the
applicant is applying: HUD's CoC Registration and Application FY2016

Name of
Certifying Jurisdiction: City of Overland Park

Certifying Official
of the Jurisdiction
Name: Bill Ebel

Title: City Manager

Signature: 

Date: 8/30/14

Descriptions of Programs applying for 2016 HUD NOFA funding with the KS-505 Overland Park/Shawnee/Johnson County Continuum of Care for Consistency with Consolidated Plans (City of Overland Park, KS)

9 Project Renewal Applications will be submitted in the upcoming 2016 NOFA:

Catholic Charities of Northeast Kansas – RRH (3 renewals) The Homeless to Housed Initiative (HHI), Homeless to Housed Extension (HHI-2), and RRH Housing for Homeless are three rapid re-housing programs that implemented housing first practices as evidence based models to more effectively serve persons experiencing homelessness. All grants focus on homeless households with children, including youth led households, and provide a significant proportion of the CoC's permanent housing supports for those experiencing homelessness. Rapid re-housing is a high priority for HUD and uses the following guidelines in the selection of clients: classification of homelessness; moderate barriers to housing exist; and demonstration of the ability to sustain permanent housing after assistance has ended. Together, these programs anticipate re-housing and stabilizing 32-35 households with children annually in units that the households can maintain following their assistance from Catholic Charities. The provision of case management, employment, and other supportive services assist the households' remove obstacles and barriers toward long term economic self-sufficiency. (Funding for three renewals: \$111,255, \$101,713, and \$59,728)

County of Johnson - 1 PSH renewal The County of Johnson Housing Services Division partners with SAVE, Inc. to offer permanent supported housing to homeless individuals and families who are HIV/AIDS challenged. The grant currently supports four total housing units for three homeless individuals and one homeless household with a child, all of whose adults have HIV/AIDS. In addition to providing rental assistance for the household's choice of housing, case management, and support services for alcohol and substance abuse, mental health and counseling, and HIV/AIDS are provided in a stable supported environment. (Funding for one renewal: \$38,922)

Johnson County Mental Health Center – 2 PSH renewals The Homeless Supported Housing and Housing Voucher Projects provide rental subsidies as well as comprehensive supportive services in one bedroom apartments, located within Johnson County for individuals who are both homeless and diagnosed with a severe and persistent mental illness. On average, 23 individuals were served. The two grants consistently serve more than they are budgeted to due to Johnson County Mental Health's success in connecting individuals to mainstream benefits and employment. In addition to financial support for housing, this program provides the services necessary to support individuals in the community through vocational and life skills training. (Funding for two renewals: \$110,194 and \$27,549)

SAFEHOME, Inc. – TH renewal The Transitional Living Program (TL Program) is a scattered site, transitional housing program that provides financial support so families who have experienced domestic violence and homelessness can obtain housing and maintain housing placement after the transitional year. Participants, who most often have children, assume gradually increasing responsibility for their rent payment through the year, with transitional homes becoming the participants' permanent homes so as not to disrupt or traumatize families again. Each program

participant also receives weekly support from a Case Manager (help with budgeting, improving vocational abilities, parenting skills and self-sufficiency) and participates in a weekly transitional living support group led by a professional therapist. (Funding for one renewal: \$57,568)

Mid America Regional Council – dedicated HMIS lead agency renewal Mid America Regional Council was chosen as KS-505's Homeless Management Information System's (HMIS) lead agency in 2015. MO-604 Jackson County MO/Wyandotte County KS's CoC also chose MARC to act as HMIS lead agency. The current project application provides resources for MARC staff to establish, operate, customize, and enhance the regional CoCs' HMIS to meet HUD related HMIS standards and support the Metropolitan community's goal of a more unified system. Responsibilities include HMIS lead agency planning, management, training, and monitoring responsibilities which will support KS-505's work to better track outcomes and reach goals. (Funding for one renewal: \$62,632)

SAFEHOME, INC. – DV RRH renewal SAFEHOME recently expanded its housing options for those households experiencing both homelessness and domestic violence with its first award for rapid re-housing in FY2015. Rapid re-housing as permanent housing is a high priority for HUD and uses the following guidelines in the selection of clients: classification of homelessness; moderate barriers to housing exist; and demonstration of the ability to sustain permanent housing after assistance has ended. In years past, SAFEHOME has partnered with Catholic Charities to connect appropriate clients with a history of domestic violence with rapid rehousing. Award of this grant enabled SAFEHOME to extend its own housing options for clients (currently they offer emergency and transitional housing). (Funding for one renewal: \$88,176)

One bonus project application will be submitted in the 2016 NOFA application

Hillcrest Transitional Housing – RRH new Hillcrest Transitional Housing of Kansas proposes to expand the CoC's housing options for youth & family households experiencing homelessness with a new rapid re-housing project in FY2016. Rapid re-housing is a priority for HUD and uses the following guidelines in the selection of clients: classification of homelessness; moderate barriers to housing exist; and demonstration of the ability to sustain permanent housing after assistance has ended. Hillcrest will partner with CoC agencies such as Catholic Charities and Johnson County Mental Health to quickly & efficiently place homeless clients into permanent housing. Hillcrest currently offers transitional housing and limited ESG funded rapid re-housing in Johnson County. (Funding for one new bonus project: \$32,799)

One planning grant project will be submitted in the 2016 NOFA application

United Community Services of Johnson County – KS-505 CoC Planning Grant United Community Services of Johnson County is the CoC's lead agency. The current planning grant will provide resources to support its work to bring KS-505 into compliance with HUD 24 CFR 578.7. It will support: continuing to build the infrastructure to establish performance targets and monitor CoC and ESG grant recipients, coordinate the CoC's and city level consolidated planning work, and build the HMIS' capacity to assist the CoC evaluate outcomes at project and systems levels. These activities are necessary to move the CoC closer to meeting its full responsibilities as described by HUD. (Funding for one planning project: \$19,732)

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Overland Park/Shawnee/Johnson County KS CoC (KS-505)

Project Name: KS-505 CoC Application FY2016

Location of the Project: Projects and the clients they serve are located in Johnson County, KS
including but not limited to the cities of Overland Park, Shawnee, Olathe,
Lenexa, Gardner, and others.

Name of the Federal
Program to which the
applicant is applying: HUD's CoC Registration and Application FY2016

Name of
Certifying Jurisdiction: City of Shawnee

Certifying Official
of the Jurisdiction
Name: Carol Gonzales

Title: City Manager

Signature: 

Date: 8-30-16

Descriptions of Programs applying for 2016 HUD NOFA funding with the KS-505 Overland Park/Shawnee/Johnson County Continuum of Care for Consistency with Consolidated Plans (City of Shawnee, KS)

9 Project Renewal Applications will be submitted in the upcoming 2016 NOFA:

Catholic Charities of Northeast Kansas – RRH (3 renewals) The Homeless to Housed Initiative (HHI), Homeless to Housed Extension (HHI-2), and RRH Housing for Homeless are three rapid re-housing programs that implemented housing first practices as evidence based models to more effectively serve persons experiencing homelessness. All grants focus on homeless households with children, including youth led households, and provide a significant proportion of the CoC's permanent housing supports for those experiencing homelessness. Rapid re-housing is a high priority for HUD and uses the following guidelines in the selection of clients: classification of homelessness; moderate barriers to housing exist; and demonstration of the ability to sustain permanent housing after assistance has ended. Together, these programs anticipate re-housing and stabilizing 32-35 households with children annually in units that the households can maintain following their assistance from Catholic Charities. The provision of case management, employment, and other supportive services assist the households' remove obstacles and barriers toward long term economic self-sufficiency. (Funding for three renewals: \$111,255, \$101,713, and \$59,728)

County of Johnson - 1 PSH renewal The County of Johnson Housing Services Division partners with SAVE, Inc. to offer permanent supported housing to homeless individuals and families who are HIV/AIDS challenged. The grant currently supports four total housing units for three homeless individuals and one homeless household with a child, all of whose adults have HIV/AIDS. In addition to providing rental assistance for the household's choice of housing, case management, and support services for alcohol and substance abuse, mental health and counseling, and HIV/AIDS are provided in a stable supported environment. (Funding for one renewal: \$38,922)

Johnson County Mental Health Center – 2 PSH renewals The Homeless Supported Housing and Housing Voucher Projects provide rental subsidies as well as comprehensive supportive services in one bedroom apartments, located within Johnson County for individuals who are both homeless and diagnosed with a severe and persistent mental illness. On average, 23 individuals were served. The two grants consistently serve more than they are budgeted to due to Johnson County Mental Health's success in connecting individuals to mainstream benefits and employment. In addition to financial support for housing, this program provides the services necessary to support individuals in the community through vocational and life skills training. (Funding for two renewals: \$110,194 and \$27,549)

SAFEHOME, Inc. – TH renewal The Transitional Living Program (TL Program) is a scattered site, transitional housing program that provides financial support so families who have experienced domestic violence and homelessness can obtain housing and maintain housing placement after the transitional year. Participants, who most often have children, assume gradually increasing responsibility for their rent payment through the year, with transitional homes becoming the participants' permanent homes so as not to disrupt or traumatize families again. Each program

participant also receives weekly support from a Case Manager (help with budgeting, improving vocational abilities, parenting skills and self-sufficiency) and participates in a weekly transitional living support group led by a professional therapist. (Funding for one renewal: \$57,568)

Mid America Regional Council – dedicated HMIS lead agency renewal Mid America Regional Council was chosen as KS-505's Homeless Management Information System's (HMIS) lead agency in 2015. MO-604 Jackson County MO/Wyandotte County KS's CoC also chose MARC to act as HMIS lead agency. The current project application provides resources for MARC staff to establish, operate, customize, and enhance the regional CoCs' HMIS to meet HUD related HMIS standards and support the Metropolitan community's goal of a more unified system. Responsibilities include HMIS lead agency planning, management, training, and monitoring responsibilities which will support KS-505's work to better track outcomes and reach goals. (Funding for one renewal: \$62,632)

SAFEHOME, INC. – DV RRH renewal SAFEHOME recently expanded its housing options for those households experiencing both homelessness and domestic violence with its first award for rapid re-housing in FY2015. Rapid re-housing as permanent housing is a high priority for HUD and uses the following guidelines in the selection of clients: classification of homelessness; moderate barriers to housing exist; and demonstration of the ability to sustain permanent housing after assistance has ended. In years past, SAFEHOME has partnered with Catholic Charities to connect appropriate clients with a history of domestic violence with rapid rehousing. Award of this grant enabled SAFEHOME to extend its own housing options for clients (currently they offer emergency and transitional housing). (Funding for one renewal: \$88,176)

One bonus project application will be submitted in the 2016 NOFA application

Hillcrest Transitional Housing – RRH new Hillcrest Transitional Housing of Kansas proposes to expand the CoC's housing options for youth & family households experiencing homelessness with a new rapid re-housing project in FY2016. Rapid re-housing is a priority for HUD and uses the following guidelines in the selection of clients: classification of homelessness; moderate barriers to housing exist; and demonstration of the ability to sustain permanent housing after assistance has ended. Hillcrest will partner with CoC agencies such as Catholic Charities and Johnson County Mental Health to quickly & efficiently place homeless clients into permanent housing. Hillcrest currently offers transitional housing and limited ESG funded rapid re-housing in Johnson County. (Funding for one new bonus project: \$32,799)

One planning grant project will be submitted in the 2016 NOFA application

United Community Services of Johnson County – KS-505 CoC Planning Grant United Community Services of Johnson County is the CoC's lead agency. The current planning grant will provide resources to support its work to bring KS-505 into compliance with HUD 24 CFR 578.7. It will support: continuing to build the infrastructure to establish performance targets and monitor CoC and ESG grant recipients, coordinate the CoC's and city level consolidated planning work, and build the HMIS' capacity to assist the CoC evaluate outcomes at project and systems levels. These activities are necessary to move the CoC closer to meeting its full responsibilities as described by HUD. (Funding for one planning project: \$19,732)

KS-505 FY2016 CoC Rank and Review Committee scoring results 8.25.16

PROJECT APPLICANT ORGANIZATION				TYPE	Total Score	grant amount	total ARD		
Mid America Regional Council				HMIS	renew		\$62,632	\$62,632	TIER ONE 93% ARD
JoCo Mental Health Center	3 bed	PSH	renew	113.4		\$27,549	\$90,181		
SAFEHOME	TLP	TH	renew	99.6		\$57,568	\$147,749		
JoCo Mental Health Center	12 bed	PSH	renew	99		\$110,194	\$257,943		
Catholic Charities	RRH+SSP	RRH	renew	97.8		\$59,728	\$317,671		
SAFEHOME	DV RRH	RRH	renew	(94.5)		\$88,176	\$405,847		
JoCo Housing Services/SAVE	AIDS/HIV	PSH	renew	85.4		\$38,922	\$444,769		
Catholic Charities	HHI-2	RRH	renew	79.4		\$111,255	\$556,024		
Catholic Charities	HHI	RRH	renew	75	\$101,713	\$55,671	\$611,695		
Catholic Charities	HHI	RRH	renew	75		\$46,042	\$657,737	TIER TWO	
HILLCREST Trans Housing	RRH JC	RRH	bonus	NA		\$32,799	\$690,536		

The committee met Tuesday August 23rd for three hours to discuss the nine renewal applications and the one bonus project application. Using a scoring sheet approved by CoC Board members, committee members scored project applications on program type, program focus, community responsiveness and coordination, and objective performance measures related to housing stability, income sufficiency, bed utilization and fiscal responsibility. For more information about the scoring criteria, see FINAL RR committee score sheet FY2016.

KS-505's annual renewal demand (the amount needed to fully fund all existing projects or ARD) was \$657,737 with a possible bonus project of \$32,799. Tier One projects were limited to up to 93% of the CoC's ARD or \$611,695. All renewal dollars above \$611,695 and bonus projects were required to be placed in Tier Two.

KS-505 CoC lead staff deeply appreciate the many volunteer hours of reading, scoring and thoughtful discussion and debate that all five Rank and Review Committee members gave to this process and without which the process could not have been completed. Thank you.

Please direct any questions about the process and/or results to Valorie Carson, valoriec@ucsjoco.org or call 913-438-4764.

Abbreviations and Definitions:

ARD = annual renewal demand, the amount needed to fully fund all existing projects funded in the FY2015 CoC competition

DV = domestic violence

HMIS = Homeless Management Information System

PSH = permanent supportive housing program

RRH = rapid re-housing program (form of permanent housing)

TH = transitional housing program

renew = project application that was previously funded in the FY2015 CoC competition

bonus = project application that is new and created with up to 5% of KS-505's annual renewal demand, must be placed in Tier Two per HUD instructions