

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:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
2. Ensuring all questions are answered completely.
3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.

- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.

- 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 application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 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 application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organization(s) and/or person(s) that participate in CoC meetings. Using the drop-down boxes, indicate if the organization(s) and/or person(s): (1) participate in CoC meetings; and (2) vote, including selection of CoC Board members. Responses should be for the period from 5/1/16 to 4/30/17.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	Yes	No
Hospital(s)	No	No
EMT/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	No
Disability Service Organizations	Yes	No
Disability Advocates	Yes	No
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	No
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Not Applicable	No
LGBT Service Organizations	Not Applicable	No
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		

County & Municipal Depts of Correction	Yes	Yes
KS Managed Care Orgs Amerigroup, United Healthcare	Yes	No
Jo Co Healthcare for the Homeless grantee	Yes	No

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

1B-1a. Describe the specific strategy(s) the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 1000 characters)

In the past 18 months, monthly CoC and CoC Board meetings solicited input to prevent or end homelessness by reviewing data trends, discussing current programs and strategizing how best to end homelessness among: vets (May 2016, July 2017, April 2017), those with mental/behavior health issues (June 2016), chronic disease (Aug 2016), students and their families (Sept 2016, 2017), those fleeing domestic violence and human trafficking (Oct 2016), those living unsheltered (Nov 2016, Feb 2017), transitional age youth (Feb 2017, March 2017, June 2017), households w/out children (Feb 2017, May 2017), and LGBTGIA+ (Aug 2017). Expert speakers in these areas participated in the discussion, often subsequently joining the CoC's work. CoC members and its lead agency publicly speak to rotary and civic clubs, Boards of nonprofits, Board of County Commissioners, faith communities, and others to raise awareness of the challenges and solicit additional input on strategies to best eliminate homelessness

1B-2. Describe the CoC's open invitation process for soliciting new members, including any special outreach. (limit 1000 characters)

Monthly agendas are distributed to staff of 68 organizations, open meeting dates and locations are posted on the CoC's lead agency website. Twice annually an open invitation is extended via the CoC lead agency's 1000+ email distribution list incl. local/regional government, faith communities, state representatives, business and community leaders. The CoC has outreached to local landlords, cities, and non profits in adjoining counties when gaps were identified around adequate affordable rental housing, housing for households with a history of eviction, poor credit history, or incarceration, and housing options for transitional age youth aging out of foster care or the juvenile justice system. In parallel, the COC lead agency has led prevention efforts to improve employment opportunities for low income households, TAY planning to improve systems collaboration, and incorporating trauma informed practices across organizations to better wrap around supportive services.

1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to

**proposals.
(limit 1000 characters)**

The CoC's Board and CoC representatives from 68 organizations were notified of the release of the FY2017 NOFA on July 14, 2017, followed by another email August 1, 2017 outlining the CoC NOFA's timeline and process. An open invitation was made then, in addition to a COC lead agency's notification and invitation in its newsletter to 1000+ addressed August 10, 2017 along with a public posting on the COC lead agency's website (ucsjoco.org). August 15 2017 a follow up email was sent to the full CoC membership with the Rank and Review process and coversheets, priority populations and housing supports, and scoring criteria for applications. These items were also posted to the CoC lead agency's website and Facebook page which are publicly accessible forums.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoCs coordination; planning and operation of projects.

Only select "Not Applicable" if the funding source(s) do not exist in the CoC's geographic area.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. Describe how the CoC actively consults with Emergency Solutions Grant (ESG) recipient's in the planning and allocation of ESG funds. Include in the response: (1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds; (2) the CoCs participation in the local Consolidated Plan jurisdiction(s) process by providing Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions; and (3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates. (limit 1000 characters)

City & county level community development depts are active within the CoC and its board. They were informed of the CoC's 2017 PIT count, HIC, needs/gaps in services and housing for those experiencing homelessness, and programs and

supports for those who are or are at risk for homelessness March 22. CoC lead agency staff and members provide feedback to city/county leadership and management regarding affordable housing, tenant and landlord practices and how best to prioritize limited HUD funds to guide policy and fiscal decisions, in addition to publicly present to their community advisory boards. Staff writing consolidated plans count on CoC lead agency staff to assist them describe local efforts, numbers affected, and gaps and needs as a system. Examples incl presentation March 21 on needs assessment for CDBG/HOME funds, co-facilitating March 27 meeting to discuss priorities and needs for FY2017 ESG application, and August 25 needs assessment for unexpected ESG allocation in FY 2017

**1C-3. CoCs must demonstrate the local efforts to address the unique needs of persons, and their families, fleeing domestic violence that includes access to housing and services that prioritizes safety and confidentiality of program participants.
(limit 1000 characters)**

The CoC recognizes the unique needs of households fleeing DV and the importance of safety and confidentiality. SAFEHOME uses vulnerability and lethality assessments in prioritizing clients for housing resources and offers a range of scattered site options (TH, RRH and permanent housing through Jo Co Housing Authority's HCVs) to house different levels of client need while not requiring they enroll in services. Scattered site options increase choice while confidentiality maximizes safety. Clients are afforded the maximum amount of support time and services such as childcare, transportation, healthcare, etc., needed to heal from their trauma and its financial implications. SAFEHOME staff actively contributes to Coordinated Entry planning to assure that all processes meet the needs of their clients and utilizes the by-name list with a confidential numeric code. Initial screening for CE will ask if the household is fleeing DV and if so, households will immediately be referred to SAFEHOME

**1C-3a. CoCs must describe the following: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment.
(limit 1,000 characters)**

SAFEHOME along with other CoC agencies part of CE are members of Johnson County TIC task force, which meets bimonthly. The CoC has received TIC training and SAFEHOME itself has a TIC committee that regularly reviews agency policies and procedures to assure TI practices and direct service providers receive 30 hrs a year around DV best practices. CE screeners will direct HHs experiencing DV to SAFEHOME unless they choose another. The DESC vulnerability assessment tool was chosen in part for CE because it's trauma informed. PIT surveys ask about trauma including DV and confidential information is collected from those w SAFEHOME and included in analysis of gaps and needs for CoC planning. SAFEHOME clients receive safety planning

services in the areas of emotional needs, family, housing, legal, MH/SA, transportation, and employment. SAFEHOME staff train quarterly in the community re best practices for serving DV survivors and annually educate and train the CoC membership (last Oct 2016).

1C-4. Using the chart provided, for each of the Public Housing Agency's (PHA) in the CoC's geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA's that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.

Attachment Required: If the CoC selected, "Yes-Public Housing", "Yes-HCV" or "Yes-Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
Johnson County Housing Services	6.58%	Yes-HCV
Olathe 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-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)

In August 2016 the CoC lead agency spoke with the Olathe Housing Authority regarding a dedicated number of set-aside HCV's for households experiencing homelessness, following the success with a parallel partnership between the Johnson County Housing Authority, Catholic Charities of NE KS and SAFEHOME. A November exchange stated they were awaiting HUD's approval for their 2017 Annual Plan. In March of 2017, the plan had been approved, but in order to implement/ change policies around HCVs, public hearings and newspaper notices needed to be completed. Later April emails indicated that the hearings, etc. would be completed by August. When contacted Sept 3, 2017 regarding the HCV status, the housing manager said that the comment period would be up Sept 28, 2017 and then they would hold their public hearing, followed by the final Board meeting to approve. CoC members and lead agency staff will attend the public hearing to support the set-asides for homeless HHs.

1C-5. Describe the actions the CoC has taken to: (1) address the needs of

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Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy.
(limit 1000 characters)

In the past 12 months, the CoC has challenged its members to implement intentionally welcoming policies and practices for LGBTQIA+ persons experiencing homelessness. Awareness of the need increased in the past year's emphasis on TAY population and being trauma informed. The Nov 2016 CoC meeting focused on CoC-wide implementation of the Equal Access to Housing Final Rule. In Aug 2017, CoC members discussed the policies and practices, training and programming in place at their organizations and the community for LGBTQIA. This led to positive conversations on how best to be welcoming and ask persons about how their pronouns and preferred name. HMIS practices included entering clients by their gender identity and preferred name. All CoC, ESG, CDBG and HOME recipients have anti-discrimination policies in place at their individual organizations. KS-505 will have a CoC-wide anti-discrimination policy finalized along with its final coordinated entry policies and procedures in January 2018.

1C-6. Criminalization: Select the specific strategies implemented by the CoC to prevent the criminalization of homelessness 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"/>
Engaged/educated local business leaders	<input type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning-State and Local: Select from the list provided, the systems of care the CoC coordinates with and assists in state and local discharge planning efforts to ensure those who are discharged from that system of care are not released directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

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

1D-1a. If the applicant did not check all the boxes in 1D-1, provide: (1) an explanation of the reason(s) the CoC does not have a discharge policy in place for the system of care; and (2) provide the actions the CoC is taking or plans to take to coordinate with or assist the State and local discharge planning efforts to ensure persons are not discharged to the street, emergency shelters, or other homeless assistance programs. (limit 1000 characters)

1D-2. Discharge Planning: Select the system(s) of care within the CoC's geographic area the CoC actively coordinates with to ensure persons who have resided in any of the institutions listed below longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

Foster Care:	<input checked="checked" type="checkbox"/>
Health Care:	<input checked="checked" type="checkbox"/>

Applicant: Overland Park/Shawnee/Johnson County CoC

KS-505

Project: KS-505 CoC Registration FY2017

COC_REG_2017_149435

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

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

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Using the drop-down menu, select the appropriate response(s) that demonstrate the process the CoC used to rank and select project applications in the FY 2017 CoC Program Competition which included (1) the use of objective criteria; (2) at least one factor related to achieving positive housing outcomes; and (3) included a specific method for evaluating projects submitted by victim service providers.

Attachment Required: Public posting of documentation that supports the process the CoC used to rank and select project application.

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

1E-2. Severity of Needs and Vulnerabilities

**CoCs must provide the extent the CoC considered the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Describe: (1) the specific vulnerabilities the CoC considered; and (2) how the CoC takes these vulnerabilities into account during the ranking and selection process. (See the CoC Application Detailed Instructions for examples of severity of needs and vulnerabilities.)
(limit 1000 characters)**

Incorporated into the Rank and Review's scoring criteria are additional points for focusing the project application's housing and supports on those who had specific needs and vulnerabilities including those who were chronically homeless, fleeing domestic violence or sexual assault, had substance abuse issues, and mental illness which may reflect early childhood trauma/abuse. Program focus category was 10 points of the 120 overall points. Additionally each project applicant was asked how they consider the severity of needs and vulnerabilities in prioritizing who is served and how they are responsive to identified gaps and needs in the CoC. This section informed the 20 point section of the RR criteria's community responsiveness and coordination. 25% of RR criteria points reflected considering the needs and vulnerabilities of participants. For those serving persons fleeing domestic violence, these criteria were confirmed through a parallel confidential but equivalent APR.

1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.

Attachment Required: Documentation demonstrating the objective ranking and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available. Attachments must clearly show the date the documents were publicly posted.

Public Posting	
CoC or other Website	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

1E-4. Reallocation: Applicants must demonstrate the ability to reallocate lower performing projects to create new, higher performing projects. CoC's may choose from one of the following two options below to answer this question. You do not need to provide an answer for both.

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.

Attachment Required - Option 1: Documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between FY 2013 and FY 2017 CoC Program Competitions.

No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

Reallocation: Option 1

Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps. 09/08/2017

Attachment Required: Copies of the written notification to project applicant(s) that their project application(s) were rejected. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps. 09/08/2017

Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.

Reallocation Supporting Documentation

Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Document Type	Required?	Document Description	Date Attached
Reallocation Supporting Documentation	No	KS-505 FY2017 CoC...	09/25/2017

Attachment Details

Document Description: KS-505 FY2017 CoC evidence of reallocation encouragement

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Yes

Attachment Required: If "Yes" is selected, a copy of the sections of the Governance Charter, or MOU/MOA addressing the roles and responsibilities of the CoC and HMIS Lead.

2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA. p 2-5 Governance Charter

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? Attachment Required: If the response was "Yes", attach a copy of the HMIS Policies and Procedures Manual. Yes

2A-3. What is the name of the HMIS software vendor? Caseworthy (10.02.2017)

2A-4. Using the drop-down boxes, select the HMIS implementation Coverage area. Regional (multiple CoC)

2A-5. Per the 2017 HIC use the following chart to indicate the number of beds in the 2017 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

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in that project type.

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	120	60	60	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	41	17	24	100.00%
Rapid Re-Housing (RRH) beds	185	14	171	100.00%
Permanent Supportive Housing (PSH) beds	24	0	24	100.00%
Other Permanent Housing (OPH) beds	0	0	0	

2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months.

(limit 1000 characters)

Bed coverage for all project types is above 85% and will be maintained in the next 12 months.

2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR? 10

2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/28/2017

2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception. 01/24/2017

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy) 04/28/2017

2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Describe any change in the CoC's sheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specifically, how those changes impacted the CoCs sheltered PIT count results. (limit 1000 characters)

In 2017, the CoC's methodology in the sheltered PIT count included incorporating HMIS data to clarify PIT survey responses and verify the numbers in ES and TH units against client-level surveys. The CoC fully relied on client surveys in prior years. Using HMIS data and verifying against a blitz count in shelters also assured that there was no duplication of surveys. Use of HMIS data improved data quality and completeness of responses, enabling the CoC to better analyse the characteristics and challenges of those experiencing homelessness in the county, and plan for expanding existing or creating new housing and supports to meet the needs. High data quality has informed current KS-505 work to establish both a TLP for transitional age youth and a short term low barrier shelter for households without children.

2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? No

2C-2a. If "Yes" was selected in 2C-2, enter the change in provider coverage in the 2017 sheltered PIT count, including the number of beds added or removed due to the change.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-3. Did your CoC add or remove emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially declared disaster resulting in a change to the CoC's 2017 sheltered PIT count? No

2C-3a. If "Yes" was selected in 2C-3, enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017? No

CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

2C-4a. Describe any change in the CoC's unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specify how those changes impacted the CoC's unsheltered PIT count results. See Detailed Instructions for more information. (limit 1000 characters)

KS-505 did not change its unsheltered count's methodology or data quality from 2016 to 2017. All unsheltered identified in the county were counted for the three days after the night of the count (January 24 into January 25th) each time asking about where they slept on the night of the 24th as was the practice in prior years. The county was divided into to catchment areas by street outreach programs, the community including law enforcement was notified of the count, and providers serving HHs that were unsheltered reached out to them in the prior 4-6 weeks before the count to re-establish connection and assure their contact information was updated for the days of the count. The three days data collection strategy has worked well for KS-505 to increase the number and data collected from unsheltered households especially.

2C-5. Did the CoC implement specific measures to identify youth in their PIT count? Yes

2C-5a. If "Yes" was selected in 2C-5, describe the specific measures the CoC; (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified. (limit 1000 characters)

Jo Co Mental Health Ctr and KidsTLC's street outreach teams divided KS-505's geography into two catchment/canvassing areas to efficiently engage and survey homeless youth for the PIT count. Prior to the date, they reached out to youth they were serving or had served that were unstably housed to compile

information about where youth were currently and/or likely to be staying and strategize how best to engage them and outline their outreach. Additionally they reached out to school districts' homeless liaisons and providers of emergency assistance to be sure to capture those youth not with their families in shelter. They conducted surveys at times when youth were more likely to be stationary – early in morning or later evening – unless prearranged and collected survey data over three days to maximize the number identified, asking only about their housing status on the night of January 24. Both members used trauma informed staff to conduct surveys and refer youth to needed services.

2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. (limit 1000 characters)

Providers of ES, TH and SOs serving those who are chronically homeless, households with children, and veterans participated in planning two months before the count, including reviewing/revising instruments, strategizing how better to engage households, collect high quality data, and be trauma informed when asking questions. In January, training was conducted on the instrument and process, reiterating importance of being respectful, troubleshooting challenges, importance of accurate data collection to better understand needs, populations, and service gaps. Staff from a Cold Weather Shelter contacted those served in 2016-17 winter to update current contact information to survey them January 25-27 if the shelter was not open the night of the count (it wasn't – too warm). Unsheltered persons were most likely to be households without children and experience CH or be veterans. Capturing the scope of these populations was prioritized to inform work to establish future housing options.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. Performance Measure: Reduction in the Number of First-Time Homeless. Describe: (1) the numerical change the CoC experienced; (2) the process the CoC used to identify risk factors of becoming homeless for the first time; (3) the strategies in place to address individuals and families at risk of becoming homeless; and (4) the organization or position that is responsible for overseeing the CoC's strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.

(limit 1000 characters)

Number of persons entering ES & TH for the first time dropped from FY2015 (220) to FY2016 (64), indicating that far fewer households were becoming 1st time homeless. There was a similar drop when adding PH to ES & TH (302 to 171). This may be attributable to improved employment opportunities and increased coordination/prevention across organizations (especially school districts). Risk factors are identified in consultation w homeless and emergency assistance providers and include: history of evictions, chronic health conditions w older parents, decreasing affordable housing and landlords accepting vouchers, increasing child care costs, and unresolved debt. Strategies decreasing number of 1st time homeless: recruit collaborative landlords, targeted emergency assistance, stronger CE/emergency assistance and referral partnerships, expanded mainstream benefit enrollment, and recruiting legal assistance support. The CoC lead agency is responsible to oversee the CoC's strategy.

3A-2. Performance Measure: Length-of-Time Homeless.

CoC 's must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC's strategy to reduce the length-of-time individuals and families remain homeless.

(limit 1000 characters)

Median LOT homeless increased from 40 to 63 nights for those in ES from FY2015 to FY2016; adding TH showed a decrease in median LOT from 56-53 nights, suggesting those in TH moved to PH MUCH more quickly than before. Increasing median LOT ES is attributed to recent HHs having greater barriers to

PH – histories of 1+ evictions, unresolved debt, poor credit, and chronic health issues. Contributing county conditions included: loss of affordable rentals with local ownership, increased childcare costs with decreased DCF subsidies, more stringent criteria to qualify for leases, and decreasing livable wage jobs. Encouragingly, SPM#2 for ES leavers in FY2015 saw no returns to homelessness in 2 years. The CoC is expanding CE, implementing a by-name list and housing focused case management, and expanded RRH options to reduce the ES median LOT homeless and HMIS and DESC VAT will be used to ID and prioritize HHs w longest LOT. The CoC lead agency is responsible to oversee the CoC's strategy.

3A-3. Performance Measures: Successful Permanent Housing Placement and Retention

Describe: (1) the numerical change the CoC experienced; (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC's strategy for retention of, or placement in permanent housing. (limit 1000 characters)

The CoC improved in all successful PH placement and retention categories: street outreach increased from 64% to 86%; ES/TH/RRH increased from 38% to 50%; and PH increased from 66% to 79%. But these are not sufficient. The CoC has worked to enhance its CE and implement a by-name list for PH, assess and prioritize the most vulnerable HHs for PH placement, strengthen housing focused case management practices and providing case management beyond rental assistance, expand private landlord relationships, and enroll more HHs in mainstream benefits to support exits to and maintaining PH. Most challenging is the loss of affordable housing owned by local landlords with whom CoC members had working relationships and increasing rents and stricter criteria for leases. CoC members will work to establish new landlord relationships and consider seeking support for a dedicated housing navigator to further improve successful placement. The CoC lead agency is responsible to oversee the CoC's strategy.

3A-4. Performance Measure: Returns to Homelessness.

Describe: (1) the numerical change the CoC experienced, (2) what strategies the CoC implemented to identify individuals and families who return to homelessness, (3) the strategies the CoC will use to reduce additional returns to homelessness, and (4) the organization or position responsible for overseeing the CoC's efforts to reduce the rate of individuals and families' returns to homelessness. (limit 1000 characters)

Of 219 persons who exited to a PH destinations, 33 or 15% returned to homelessness within two years; 25 of 33 returned within 6 months. Almost half of those in SO (49%) were homeless in 2 years, 15% of TH exits and 18% of PH exits. Using DESC's vulnerability assessment tool in concert with HMIS will enable providers to quickly assess whether homeless HHs have been homeless in the KC Metro area in the past two years. Given most HHs returning did so within the first 6 months, the CoC will focus on: enhancing its CE to include more diversion and prevention services/supports to support remaining housed;

review policies and practices at CoC system and organizational levels that promote housing stability; connect HHs with community-based resources, employment and mainstream benefits; and develop plans w HHs for future housing/financial crises. Strategies for SO returns include more RRH and ES for individuals. The CoC and HMIS lead agencies are responsible to oversee the CoC's strategy.

3A-5. Performance Measures: Job and Income Growth

Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC's strategy to increase job and income growth from employment, non-employment including mainstream benefits.
(limit 1000 characters)

Of 231 adults exiting homelessness programs in FY2016, 23% increased total income – almost 1 in 4, up from 14% in FY2015. Adults improved both earned and non-employment cash income, but more can be done. Program funded projects employ multiple strategies: Jo Co Mental Health offers SOAR case managers to CoC clients to connect them to SSI/SSDI/Medicaid; persons are connected to KS Workforce Partnership's computer, soft skills, and sector-specific trainings, job opportunities, and targeted supports offered both on and offsite and in their mobile office; HHs are immediately assessed for mainstream benefits e.g, TANF and general assistance to increase stable income; and CoC agencies bring local employers/businesses directly into client spaces for interviews and provide one on one coaching and classes to increase the likelihood of their employment. Also CoC lead conducted an employment planning process to increase HH-sustaining jobs locally. The CoC lead agency oversees the CoC's strategy.

3A-6. Did the CoC completely exclude a geographic area from the most recent PIT count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests). No

3A.6a. If the response to 3A-6 was "Yes", what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count?
(limit 1000 characters)

3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, 06/05/2017

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**which included the data quality section for FY
2016.
(mm/dd/yyyy)**

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

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. Compare the total number of PSH beds, CoC program and non CoC-program funded, that were identified as dedicated for yes by chronically homeless persons in the 2017 HIC, as compared to those identified in the 2016 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	2	3	1

3B-1.1. In the box below: (1) "total number of Dedicated PLUS Beds" provide the total number of beds in the Project Allocation(s) that are designated as Dedicated PLUS beds; and (2) in the box below "total number of beds dedicated to the chronically homeless; provide the total number of beds in the Project Application(s) that are designated for the chronically homeless. This does not include those that were identified in (1) above as Dedicated PLUS Beds.

Total number of beds dedicated as Dedicated Plus	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	3
Total	3

3B-1.2. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. Yes

3B-2.1. Using the following chart, check each box to indicate the factor(s) the CoC currently uses to prioritize households with children based on need during the FY 2017 Fiscal Year.

History of or 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 type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder)	<input type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

**3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC's strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 1000 characters)**

The CoC's strategies: First, strengthening and expanding Coordinated Entry and the by-name list in parallel with expanding RRH so that households assessed for vulnerability by DESC's VAT are regularly reviewed and PH, moving them more quickly thru ES and into PH. The CoC CE system will be fully compliant by January 23, 2018 but has already begun assessment and regular review of a by-name list by PH providers and will be further supported when a new HMIS is implemented Oct 2, 2017. Second, the CoC is strengthening active partnership between ES and RRH providers, promoting collaboration and shifting away from 'completing a program in ES' to providing responsive supports that move families from housing crisis to permanent housing stability. Finally, the addition of Olathe's Housing Authority's HCVs set-aside for families experiencing homelessness in 2018 along with other CoC members will expand PH options for the most vulnerable families. The CoC lead agency oversees strategies.

3B-2.3. Compare the number of RRH units available to serve families from the 2016 and 2017 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	33	52	19

**3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing.
(limit 1000 characters)**

All providers of ES, TH, PSH and RRH have anti-discrimination policies prohibiting denial of admission into shelter or housing programs based on age of children, gender or gender identity, LGBT status, marital status, sexual orientation, or disability. ES that formerly required that two parent families

present documentation of marriage and opposite sexes have removed these barriers, and now enter household members into HMIS based on their gender identity. Local DV housing offers ES, TH, and RRH regardless of gender or LGBT status. Regular listening sessions with referral sources verify that policies translate into practice and grievance mechanisms are in place. In preparing to establish emergency housing for households without children in Johnson County in 2018, intentionally respectful anti-discrimination policies and environments will also be established.

3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.

Human trafficking and other forms of exploitation?	Yes
LGBT 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

3B-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<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	<input type="checkbox"/>

3B-2.7. Describe: (1) the strategies used by the CoC, including securing additional funding to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness; (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) the measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) why the CoC believes the measure(s) used is an appropriate way to determine the effectiveness of the CoC's efforts. (limit 1500 characters)

The CoC's strategies to prioritize unaccompanied youth and expand effective housing and services included focusing on homeless youth at the September 2016, March and June 2017 CoC meetings to raise awareness and build support for housing and services, and shifting existing and seeking additional RRH from CoC and ESG funds to serve transitional age youth. As a result the CoC lead agency launched a TAY planning project w CoC members to address

gaps and systems changes that would result in fewer homeless TAY (especially those leaving foster care), partnered with reStart Inc to apply for a TLP grant from HHS to serve unaccompanied youth, expanded street outreach services and short term respite options in partnership with adjoining CoC agencies, joined a bi-state effort to end youth homelessness, and supported two local school districts' commitment to stabilize and re-house homeless students and their families and for many, prevent the households from becoming literally homelessness. Existing measures of effectiveness include tracking annual numbers of youth in the PIT count, reporting out by school districts on the number of youth housed, and tracking new housing and related services secured by CoC members. These measures are not sufficient to measure effectiveness in real time but new HMIS capabilities launching in October 2017 will enable the CoC to regularly track the number of youth being served locally and how quickly they become permanently housed.

3B-2.8. Describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services. (limit 1000 characters)

KS-505 CoC engages all local school districts in CoC monthly meetings and maintains one Board spot for a homeless liaison. Each September is dedicated to homeless students in the 6 districts and includes the LEAs from each plus the Kansas DOE McKinney-Vento representative. 4 of 6 LEAs attend throughout the year. The Olathe and Shawnee Mission school districts have agreements in place with state and local governments and private service and housing providers to move homeless students and their families to stability and to offer supports for students to improve academic performance. All school districts disseminate information on their websites and at enrollment regarding homeless students' eligibility and rights for educational services and actively engage both the students and their families in planning how best to meet their needs and assure their success. Finally CoC providers of housing require that households enroll school age children within 3 days of admittance.

3B-2.9. Does the CoC have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No".

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	Yes
Head Start	No	Yes
Early Head Start	No	Yes
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	Yes
Birth to 3	No	No
Tribal Home Visiting Program	No	No

Other: (limit 50 characters)		

**3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
(limit 1000 characters)**

The Salvation Army of Kansas and Western Missouri is the recipient of the SSVF program grant for KS-505's geographic region and a key member of the CoC. In the past 18 months, three CoC meetings (May 2016, July 2017, May 2017) have focused on the needs of veterans, a new veterans court established to support those in contact with law enforcement and to prevent their homelessness, and the local and national services and supports available to secure, maintain and/or sustain permanent housing if local veterans were at risk for or became homeless. KS-505 participated in the SSVF's community plan to strengthen its veterans supports and have prioritized them in its coordinated entry system, screening for veteran status early, assessing their vulnerability, and connecting them to SSVF, VASH and GPD service providers. While absolute numbers in the county remain low (0,0,0,2, and 1 in 2013-2017 PIT counts) the commitment to quickly moving those vets experiencing homelessness to PH is high.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC?

Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness?

Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran is assisted to quickly move into permanent housing using a Housing First approach?

Yes

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Select from the drop-down (1) each type of healthcare organization the CoC assists program participants with enrolling in health insurance, and (2) if the CoC provides assistance with the effective utilization of Medicaid and other benefits.

Type of Health Care	Yes/No	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, e.g. Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	No	No
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits

CoC program funded projects must be able to demonstrate they supplement CoC Program funds from other public and private resources, including: (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits. (limit 1000 characters)

CoC members actively supplement HUD CoC funds with a range of resources from the local United Way, county and municipalities through the Human Service Fund, non-profits such as Harvesters, partnerships w faith communities, training thru education and workforce development, utilities' managed funds, and health/mental and behavioral healthcare providers' services to assure that program participants' ongoing basic needs are regularly met while enrolling them in mainstream benefits. CoC grantees provide transportation to mainstream benefits appointments in addition to job training and employment to assist participants gain and maintain adequate resources to support stable housing. Once mainstream benefits are established, policies are in place to review, update and renew benefits at least annually and SOAR trained staff are available. CoC lead agency's community planning director oversees and

promotes promising strategies.

4A-2. Low Barrier: Based on the CoCs FY 2017 new and renewal project applications, what percentage of Permanent Housing (PSH) and Rapid Rehousing (RRH), Transitional Housing (TH), Safe-Haven, and SSO (Supportive Services Only-non-coordinated entry) projects in the CoC are low-barrier?

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	9.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	9.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

4A-3. Housing First: What percentage of CoC Program Funded PSH, RRH, SSO (non-coordinated entry), safe-haven and Transitional Housing; FY 2017 projects have adopted the Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	9.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	9.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

4A-4. Street Outreach: Describe (1) the CoC's outreach and if it covers 100 percent of the CoC's geographic area; (2) how often street outreach is conducted; and (3) how the CoC has tailored its street outreach to those that are least likely to request assistance. (limit 1000 characters)

Johnson County Mental Health, KidsTLC and reStart/Synergy Services - have street outreach programs serving in 100% of Johnson County's geographic region plus Artists Helping the Homeless partners with all 3 to provide additional accessible transportation to shelter, detox, doctor appointments, and other referrals 24/7. Two of three organizations focus on youth and young adults (18-24 years) and all work with local law enforcement, service providers, school districts, and faith communities which connect those on the streets to their supports in the community. They in turn offer crisis intervention and behavioral health services, assist in legal documentation, employment and education, food, clothing and hygiene items, and referrals to providers of shelter and housing. Some staff are multilingual and/or proficient in ASL and have access to translation services in the field. Mobile crisis teams partner with MH co-responders embedded in law enforcement to assist those in a MH crisis.

4A-5. Affirmative Outreach
Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin,

religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach.

Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)

The Jo Co and Olathe Housing Authorities, both CoC members, market their housing opportunities by publishing open waiting lists in local and minority newspapers (incl Spanish), fact sheets for broadcast media, public service announcements, city and local offices, to community and senior service providers, and NAACP to overcome segregation and foster inclusivity. PHAs affirmatively market to all eligible persons, address conditions that impede fair housing choice for participants, and provide annual training on their rights and local laws through Housing and Credit Counseling Inc. PHA staff meet with local landlords to educate them on AFFH and landlord-tenant law/rights to assure fair housing practices are affirmatively furthered in the county. Jo Co PHA has set-aside HCVs for homeless households in partnership with CoC members. ESG recipients and public housing authorities, all of which are active within the CoC, are required to affirm fair housing practices in their programs.

4A-6. Compare the number of RRH beds available to serve populations from the 2016 and 2017 HIC.

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	89	185	96

4A-7. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statutes who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). No

4B. 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 FY2017 CoC...	09/25/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes		
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	KS-505 CoC rating...	09/22/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	KS-505 CoC rating...	09/22/2017
05. CoCs Process for Reallocating	Yes	KS-505 Process fo...	09/22/2017
06. CoC's Governance Charter	Yes	KS-505 CoC Govern...	09/22/2017
07. HMIS Policy and Procedures Manual	Yes	KS-505 HMIS Polic...	09/22/2017
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 CoC PHA se...	09/22/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	KS-505 HMIS gover...	09/22/2017
11. CoC Written Standards for Order of Priority	No	KS-505 Written St...	09/22/2017
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	KS-505 FY2017 CoC...	09/22/2017
14. Other	No	KS-505 CoC notifi...	09/22/2017
15. Other	No		

Attachment Details

Document Description: KS-505 FY2017 CoC Evidence of No Proj
Applicants Rejected

Attachment Details

Document Description:

Attachment Details

Document Description: KS-505 CoC rating and review procedure
FY2017

Attachment Details

Document Description: KS-505 CoC rating and review
procedure_evidence of public posting

Attachment Details

Document Description: KS-505 Process for CoC Funding Reallocation

Attachment Details

Document Description: KS-505 CoC Governance Charter FINAL

Attachment Details

Document Description: KS-505 HMIS Policy and Procedures

Attachment Details

Document Description:

Attachment Details

Document Description: KS-505 CoC PHA set aside admin status

Attachment Details

Document Description: KS-505 HMIS governance charter

Attachment Details

Document Description: KS-505 Written Standards of Order of Priority

Attachment Details

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Document Description:

Attachment Details

Document Description: KS-505 FY2017 CoC Competition Report_HUD
HDX

Attachment Details

Document Description: KS-505 CoC notification and public posting of
rank and review results FY2017

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/02/2017
1B. Engagement	09/17/2017
1C. Coordination	09/18/2017
1D. Discharge Planning	09/02/2017
1E. Project Review	09/20/2017
1F. Reallocation Supporting Documentation	09/25/2017
2A. HMIS Implementation	09/17/2017
2B. PIT Count	09/17/2017
2C. Sheltered Data - Methods	09/21/2017
3A. System Performance	09/21/2017
3B. Performance and Strategic Planning	09/16/2017

4A. Mainstream Benefits and Additional Policies

09/18/2017

4B. Attachments

Please Complete

Submission Summary

No Input Required

Valorie Carson

From: Cathy Goodwin <CathyG@ucsjoco.org>
Sent: Tuesday, August 15, 2017 1:26 PM
To: Adrienne Fight (afight.bdc@gmail.com); Alicia Paddock; Alicia Redes (alicia.redes@kcpl.com); Allan Quigley (Director@jocohousingcoalition.com); Amber Giron (amber_giron@uhc.com); Amecia Taylor (amecia.taylor@jocogov.org); Amy Falk; Amy Mauk; Angel Whitaker; Angela Guzman (angela.guzman@jocogov.org); Angela Pelger (angela.pelger@jocogov.org); Anna Kraxner; Barb McEver; Barbara Beades; Beau G. Heyen; Becky A. Stickney (Becky.Stickney@CrossFirstBank.com); Becky Poitras (becky@hillcrestkc.org); Beverly McAuley (beverly@projectchange-kc.org); Brian Kronewitter; Brooke Nelson (bnelson@jfskc.org); Buchholz, Elijah, MNH; Charles "Chip" Hillesheim; Charles Jean Baptiste (cjeanbaptiste@att.net); Charlotte Goebel (cgoebel@growingfutureseec.org); Cheryl Smith; Cindy Warren (Cindy.Warren@kansasgasservice.com); Craig Howard (craig@missionsouthside.org); Cris Lowe; Cynthia.Wilson@safehome-ks.org; Dani De Leon; Danielle Dulin (ddulin@lenexa.com); David Aramovich (davidaramovich@smsd.org); Dawn Powers (dawn.powers@jocogov.org); Dean Askeland; Debby Helton; Deborah White; Denise Diaz; Don Goldman (dgoldman@jfskc.org); Donna Rains (caringministry@aol.com); Dustin Hardison; Dylan Woods; Ed Schulte (edward.schulte@jocogov.org); Elaine Hester (ehesterhlc@olatheschools.org); Elizabeth Worth (elizabeth.worth@jocogov.org); Erik Berg (eberg@bdc-kc.org); Felissa Bullock; Fitzgerald, Capt. Mark; Gordon Davis (gordon.davis@jocogov.org); Green, Lane E.; Heather Lukens (hlukens@catholiccharitiesks.org); Heather Schoonover (hschoonovernlsc@olatheschools.org); Heidi_Strand@usc.salvationarmy.org; Helen Krosky; Hobbs, Jamika M. (KCVA); Jackie Hodson (jackie@youthrive.org); Jackie Knabe; Jamea Kline (jamea.kline@amerigroup.com); James Chiselom; James Harmon [DCF]; Janee Hanzlick (jhanzlick@safehome-ks.org); Janet Williams, PhD; Janice Blansit; Janie Yannacito (janie.yannacito@jocogov.org); Jason Hess (jason@hradac.com); Jenna Cobb; Jennifer Bryan (jbryan@everestkc.net); Jennifer Creager (jennifer@cor.org); Jennifer Gill (jennifergill@smsd.org); Jess Collins (Jess.Collins@jocogov.org); Jessica Ross; Jessica Welch (jwelch@phoenixfamily.org); Joe Kordalski (rkordalski@usd232.org); Joshua Henges (JHenges@kidstlc.org); Judge John Bennett (john.bennett@jocogov.org); Judith Paulette (judy.paulette@opkansas.org); Judy Martin; Julie Smith - City of OP; Kaitlin McDonald; Kamisha Gatlin (kgatlin@episcopalcommunity.org); Karlea Carpenter (karlea_carpenter@usc.salvationarmy.org); Kathleen Wright (Kitty); Katie Cannon-Miles; Kim Brabits (kbrabits@catholiccharitiesks.org); Kimberly Alexander (KAlexander@saveinckc.org); Kristin Brumm (kristin.brumm@safehome-ks.org); I_a_larson@yahoo.com; Lanz, Darcy, CAS (DLanz@casajwc.com); Laura Bellis; Lauren Grashoff; Lee Jost (ljost@servantcov.org); letitia.ferwalt@jocogov.org; Lindsey Stephenson; Lisa Elmer (lelmer@saveinckc.org); Liz Sutherlin (Liz.sutherlin@gmail.com); Maggie Haghirian; Mandy Caruso-Yahne; Mark Smith (mark1616@att.net); Marlene Nagel; Megan Nee (MTNee@OLATHEKS.ORG); Melissa Engelhardt; Mina Foster (mina_foster@usc.salvationarmy.org); Misty Honnold; Monica Anderson; Moshit Snir; msnodgrass@bdc-kc.org; Nicole Barton-McGee; Nora Brown (nbrown@thefamilyconservancy.org); Norman White [DCF]; Rachel Janczak; Rachel_Pederson@usc.salvationarmy.org; Rebecca McKinley; Richard Odiam; Rob Bell (robbell@smsd.org); Robert Johnson, COR (RobertE.Johnson@jocogov.org); Roberta Lyle (roberta.lyle@cor.org); Robin Schrand; Samantha Amador (samador@hpcjc.com); Samantha Peterson; Sara Jackson (sara@hradac.com); Sarah Blattel; Sarah Waggoner; Shelly Stroessner (sstroessner@maaclink.org); Sloan Gage; Sondra Robinson; Susan Rome (susan.rome@jocogov.org); susan.webb@villagepres.org; Sylvia Romero ; Sylvia

To: Terry (shawneecommsvc@yahoo.com); Teresa Winfield; Theresa Hicks (theresa.hicks@jocogov.org); Tom Lawson (lawsont@usd230.org); Tony Lake; Vicki Dercher (JoCoIHN-vicki@sbcglobal.net); Viki Schmidt (viki.schmidt@jocogov.org); Vince Donofrio

Cc: Valorie Carson

Subject: 2017 CoC NOFA Process

Attachments: Rank and Review Committee cover sheet FY2017.docx; Rank and Review Committee score sheet FY2017.docx

Good afternoon CoC members,

As the collaborative applicant, I'd like to update you on the 2017 CoC NOFA process. **The CoC continues to encourage all current and new applicants (if applicable) to apply for new projects either through bonus dollars or reallocation of existing projects to best meet the need for housing and related supportive services for those experiencing homelessness in Johnson County KS.**

In the past year, we have been working to put in place a more robust coordinated entry process, examined gaps in our current system and needs for specific subpopulations (e.g. shelter for households without children and targeted transitional age youth housing supports and programming), and sought out opportunities to fill these gaps by partnering with existing and new organizations. Throughout these processes, a greater awareness of the gaps and needs that currently exists has been growing in the greater Johnson County community, leading to new partners and a shared commitment to address the need for vulnerable residents experiencing homelessness.

In order to assure that the projects for which the CoC seeks funding for in the HUD NOFA process are both responsive to prioritized populations and identified housing needs *AND* the organizations' programs are resulting in those they serve regaining and maintaining permanent housing in a timely manner and using funds effectively, the CoC will be reviewing all applications using an agreed upon criteria that incorporates questions around:

- the population served (e.g., chronically homeless, veterans, households w children, transitional age youth, those with a mental illness, substance abuse, HIV+/AIDS, experiencing domestic violence)
- whether they have met specific performance measures around housing and income
- capacity to effectively use funds provided and utilize the beds supported through the project's funding
- and the organization's commitment and implementation of a Housing First approach and low-barrier operation

Attached is the CoC Rank and Review Committee's cover letter that each project applicant must complete plus the scoring sheet that is used to rank each project for funding. This process not only assists us identify and prioritize those projects that are the strongest and most responsive to identified needs and gaps for households experiencing homelessness but it also informs the CoC's review process on whether it is strategic to propose reallocating some funds in lower performing projects or that potentially overlap with other resources to new projects that meet identified gaps.

Please feel free to contact me with any questions about this process as we continue to move forward and we keep the CoC membership informed. Be well!

Valorie

**FY2017 KS-505 CoC NOFA Project Information for
Rank and Review Process for PSH/RRH/TH/TH-RRH/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**
☐ **Joint Transitional and PH-RRH**

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 (18-24)** _____ **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 – mm/dd/yy - mm/dd/yy
\$ 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 2017 NOFA process and submit it to Valorie Carson, valoriec@ucsjoco.org by Friday August 25th, 2016.

FY2017 KS-505 CoC NOFA Project Information for
Rank and Review Process for PSH/RRH/TH/TH-RRH Project

Project Name (as it appears on application): _____

Contact Name _____ Phone: _____ Email: _____

Program Type:

- ☐ Permanent Supportive Housing ☐ Rapid Re-Housing ☐ Transitional Housing ☐ HMIS
☐ Joint Transitional Housing-PH/Rapid Re-Housing
☐ 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			
Housing Stability 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	
Increased Total Income 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	
Bed Utilization 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	



United Community Services of Johnson County

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Kate Allen
Brian S. Brown
Jennifer Bruning
Tara S. Eberline
Cheryl Harrison-Lee
Rev. Lee Jost
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Stephen Tatum
David Warm
Ron Wimmer, PhD
Hannes Zacharias

Executive Director

Julie K. Brewer


September 8, 2017


To Whom It May Concern:

This letter is submitted to confirm that NO project applications for the FY2017 CoC NOFA were rejected.

In the FY 2017 CoC NOFA Project Application and Rank and Review processes, 10 project applications were submitted. All were responsive to identified needs and gaps in the community to addressing a wide variety of populations at risk for or experiencing homelessness currently. Only one organization expressed interest in creating a new project – specifically to expand very limited RRH options for transitional age youth and households without children – and thus only one new bonus project application was submitted. One renewal project that has struggled to meet performance measures and fiscal responsibility in the past year was assessed as having made recent staff and practice changes to correct the issue and was at capacity during the Rank and Review process. It will be monitored in the coming year for improvement and considered for reallocation as outlined in the KS-505's Process for Reallocation if improvement is not demonstrated.

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

Valorie Carson

From: Cathy Goodwin <CathyG@ucsjoco.org>
Sent: Tuesday, August 15, 2017 1:26 PM
To: Adrienne Fight (afight.bdc@gmail.com); Alicia Paddock; Alicia Redes (alicia.redes@kcpl.com); Allan Quigley (Director@jocohousingcoalition.com); Amber Giron (amber_giron@uhc.com); Amecia Taylor (amecia.taylor@jocogov.org); Amy Falk; Amy Mauk; Angel Whitaker; Angela Guzman (angela.guzman@jocogov.org); Angela Pelger (angela.pelger@jocogov.org); Anna Kraxner; Barb McEver; Barbara Beades; Beau G. Heyen; Becky A. Stickney (Becky.Stickney@CrossFirstBank.com); Becky Poitras (becky@hillcrestkc.org); Beverly McAuley (beverly@projectchange-kc.org); Brian Kronewitter; Brooke Nelson (bnelson@jfskc.org); Buchholz, Elijah, MNH; Charles "Chip" Hillesheim; Charles Jean Baptiste (cjeanbaptiste@att.net); Charlotte Goebel (cgoebel@growingfutureseec.org); Cheryl Smith; Cindy Warren (Cindy.Warren@kansasgasservice.com); Craig Howard (craig@missionsouthside.org); Cris Lowe; Cynthia.Wilson@safehome-ks.org; Dani De Leon; Danielle Dulin (ddulin@lenexa.com); David Aramovich (davidaramovich@smsd.org); Dawn Powers (dawn.powers@jocogov.org); Dean Askeland; Debby Helton; Deborah White; Denise Diaz; Don Goldman (dgoldman@jfskc.org); Donna Rains (caringministry@aol.com); Dustin Hardison; Dylan Woods; Ed Schulte (edward.schulte@jocogov.org); Elaine Hester (ehesterhlc@olatheschools.org); Elizabeth Worth (elizabeth.worth@jocogov.org); Erik Berg (eberg@bdc-kc.org); Felissa Bullock; Fitzgerald, Capt. Mark; Gordon Davis (gordon.davis@jocogov.org); Green, Lane E.; Heather Lukens (hlukens@catholiccharitiesks.org); Heather Schoonover (hschoonovernlsc@olatheschools.org); Heidi_Strand@usc.salvationarmy.org; Helen Krosky; Hobbs, Jamika M. (KCVA); Jackie Hodson (jackie@youthrive.org); Jackie Knabe; Jamea Kline (jamea.kline@amerigroup.com); James Chiselom; James Harmon [DCF]; Janee Hanzlick (jhanzlick@safehome-ks.org); Janet Williams, PhD; Janice Blansit; Janie Yannacito (janie.yannacito@jocogov.org); Jason Hess (jason@hradac.com); Jenna Cobb; Jennifer Bryan (jbryan@everestkc.net); Jennifer Creager (jennifer@cor.org); Jennifer Gill (jennifergill@smsd.org); Jess Collins (Jess.Collins@jocogov.org); Jessica Ross; Jessica Welch (jwelch@phoenixfamily.org); Joe Kordalski (rkordalski@usd232.org); Joshua Henges (JHenges@kidstlc.org); Judge John Bennett (john.bennett@jocogov.org); Judith Paulette (judy.paulette@opkansas.org); Judy Martin; Julie Smith - City of OP; Kaitlin McDonald; Kamisha Gatlin (kgatlin@episcopalcommunity.org); Karlea Carpenter (karlea_carpenter@usc.salvationarmy.org); Kathleen Wright (Kitty); Katie Cannon-Miles; Kim Brabits (kbrabits@catholiccharitiesks.org); Kimberly Alexander (KAlexander@saveinckc.org); Kristin Brumm (kristin.brumm@safehome-ks.org); I_a_larson@yahoo.com; Lanz, Darcy, CAS (DLanz@casajwc.com); Laura Bellis; Lauren Grashoff; Lee Jost (ljost@servantcov.org); letitia.ferwalt@jocogov.org; Lindsey Stephenson; Lisa Elmer (lclmer@saveinckc.org); Liz Sutherlin (Liz.sutherlin@gmail.com); Maggie Haghirian; Mandy Caruso-Yahne; Mark Smith (mark1616@att.net); Marlene Nagel; Megan Nee (MTNee@OLATHEKS.ORG); Melissa Engelhardt; Mina Foster (mina_foster@usc.salvationarmy.org); Misty Honnold; Monica Anderson; Moshit Snir; msnodgrass@bdc-kc.org; Nicole Barton-McGee; Nora Brown (nbrown@thefamilyconservancy.org); Norman White [DCF]; Rachel Janczak; Rachel_Pederson@usc.salvationarmy.org; Rebecca McKinley; Richard Odiam; Rob Bell (robbell@smsd.org); Robert Johnson, COR (RobertE.Johnson@jocogov.org); Roberta Lyle (roberta.lyle@cor.org); Robin Schrand; Samantha Amador (samador@hpcjc.com); Samantha Peterson; Sara Jackson (sara@hradac.com); Sarah Blattel; Sarah Waggoner; Shelly Stroessner (sstroessner@maaclink.org); Sloan Gage; Sondra Robinson; Susan Rome (susan.rome@jocogov.org); susan.webb@villagepres.org; Sylvia Romero ; Sylvia

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Cc: Valorie Carson

Subject: 2017 CoC NOFA Process

Attachments: Rank and Review Committee cover sheet FY2017.docx; Rank and Review Committee score sheet FY2017.docx

Good afternoon CoC members,

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In the past year, we have been working to put in place a more robust coordinated entry process, examined gaps in our current system and needs for specific subpopulations (e.g. shelter for households without children and targeted transitional age youth housing supports and programming), and sought out opportunities to fill these gaps by partnering with existing and new organizations. Throughout these processes, a greater awareness of the gaps and needs that currently exists has been growing in the greater Johnson County community, leading to new partners and a shared commitment to address the need for vulnerable residents experiencing homelessness.

In order to assure that the projects for which the CoC seeks funding for in the HUD NOFA process are both responsive to prioritized populations and identified housing needs *AND* the organizations' programs are resulting in those they serve regaining and maintaining permanent housing in a timely manner and using funds effectively, the CoC will be reviewing all applications using an agreed upon criteria that incorporates questions around:

- the population served (e.g., chronically homeless, veterans, households w children, transitional age youth, those with a mental illness, substance abuse, HIV+/AIDS, experiencing domestic violence)
- whether they have met specific performance measures around housing and income
- capacity to effectively use funds provided and utilize the beds supported through the project's funding
- and the organization's commitment and implementation of a Housing First approach and low-barrier operation

Attached is the CoC Rank and Review Committee's cover letter that each project applicant must complete plus the scoring sheet that is used to rank each project for funding. This process not only assists us identify and prioritize those projects that are the strongest and most responsive to identified needs and gaps for households experiencing homelessness but it also informs the CoC's review process on whether it is strategic to propose reallocating some funds in lower performing projects or that potentially overlap with other resources to new projects that meet identified gaps.

Please feel free to contact me with any questions about this process as we continue to move forward and we keep the CoC membership informed. Be well!

Valorie

**FY2017 KS-505 CoC NOFA Project Information for
Rank and Review Process for PSH/RRH/TH/TH-RRH/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**
☐ **Joint Transitional and PH-RRH**

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 (18-24)** _____ **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%
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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%
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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 – mm/dd/yy - mm/dd/yy
\$ 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?		
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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:		
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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 2017 NOFA process and submit it to Valorie Carson, valoriec@ucsjoco.org by Friday August 25th, 2016.

FY2017 KS-505 CoC NOFA Project Information for
Rank and Review Process for PSH/RRH/TH/TH-RRH Project

Project Name (as it appears on application): _____

Contact Name _____ Phone: _____ Email: _____

Program Type:

- ☐ Permanent Supportive Housing ☐ Rapid Re-Housing ☐ Transitional Housing ☐ HMIS
☐ Joint Transitional Housing-PH/Rapid Re-Housing
☐ 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			
Housing Stability 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	
Increased Total Income 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	
Bed Utilization 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	

Valorie Carson

From: Cathy Goodwin <CathyG@ucsjoco.org>
Sent: Tuesday, August 15, 2017 1:26 PM
To: Adrienne Fight (afight.bdc@gmail.com); Alicia Paddock; Alicia Redes (alicia.redes@kcpl.com); Allan Quigley (Director@jocohousingcoalition.com); Amber Giron (amber_giron@uhc.com); Amecia Taylor (amecia.taylor@jocogov.org); Amy Falk; Amy Mauk; Angel Whitaker; Angela Guzman (angela.guzman@jocogov.org); Angela Pelger (angela.pelger@jocogov.org); Anna Kraxner; Barb McEver; Barbara Beades; Beau G. Heyen; Becky A. Stickney (Becky.Stickney@CrossFirstBank.com); Becky Poitras (becky@hillcrestkc.org); Beverly McAuley (beverly@projectchange-kc.org); Brian Kronewitter; Brooke Nelson (bnelson@jfskc.org); Buchholz, Elijah, MNH; Charles "Chip" Hillesheim; Charles Jean Baptiste (cjeanbaptiste@att.net); Charlotte Goebel (cgoebel@growingfutureseec.org); Cheryl Smith; Cindy Warren (Cindy.Warren@kansasgasservice.com); Craig Howard (craig@missionsouthside.org); Cris Lowe; Cynthia.Wilson@safehome-ks.org; Dani De Leon; Danielle Dulin (ddulin@lenexa.com); David Aramovich (davidaramovich@smsd.org); Dawn Powers (dawn.powers@jocogov.org); Dean Askeland; Debby Helton; Deborah White; Denise Diaz; Don Goldman (dgoldman@jfskc.org); Donna Rains (caringministry@aol.com); Dustin Hardison; Dylan Woods; Ed Schulte (edward.schulte@jocogov.org); Elaine Hester (ehesterhlc@olatheschools.org); Elizabeth Worth (elizabeth.worth@jocogov.org); Erik Berg (eberg@bdc-kc.org); Felissa Bullock; Fitzgerald, Capt. Mark; Gordon Davis (gordon.davis@jocogov.org); Green, Lane E.; Heather Lukens (hlukens@catholiccharitiesks.org); Heather Schoonover (hschoonovernlsc@olatheschools.org); Heidi_Strand@usc.salvationarmy.org; Helen Krosky; Hobbs, Jamika M. (KCVA); Jackie Hodson (jackie@youthrive.org); Jackie Knabe; Jamea Kline (jamea.kline@amerigroup.com); James Chiselom; James Harmon [DCF]; Janee Hanzlick (jhanzlick@safehome-ks.org); Janet Williams, PhD; Janice Blansit; Janie Yannacito (janie.yannacito@jocogov.org); Jason Hess (jason@hradac.com); Jenna Cobb; Jennifer Bryan (jbryan@everestkc.net); Jennifer Creager (jennifer@cor.org); Jennifer Gill (jennifergill@smsd.org); Jess Collins (Jess.Collins@jocogov.org); Jessica Ross; Jessica Welch (jwelch@phoenixfamily.org); Joe Kordalski (rkordalski@usd232.org); Joshua Henges (JHenges@kidstlc.org); Judge John Bennett (john.bennett@jocogov.org); Judith Paulette (judy.paulette@opkansas.org); Judy Martin; Julie Smith - City of OP; Kaitlin McDonald; Kamisha Gatlin (kgatlin@episcopalcommunity.org); Karlea Carpenter (karlea_carpenter@usc.salvationarmy.org); Kathleen Wright (Kitty); Katie Cannon-Miles; Kim Brabits (kbrabits@catholiccharitiesks.org); Kimberly Alexander (KAlexander@saveinckc.org); Kristin Brumm (kristin.brumm@safehome-ks.org); I_a_larson@yahoo.com; Lanz, Darcy, CAS (DLanz@casajwc.com); Laura Bellis; Lauren Grashoff; Lee Jost (ljost@servantcov.org); letitia.ferwalt@jocogov.org; Lindsey Stephenson; Lisa Elmer (lelmer@saveinckc.org); Liz Sutherlin (Liz.sutherlin@gmail.com); Maggie Haghirian; Mandy Caruso-Yahne; Mark Smith (mark1616@att.net); Marlene Nagel; Megan Nee (MTNee@OLATHEKS.ORG); Melissa Engelhardt; Mina Foster (mina_foster@usc.salvationarmy.org); Misty Honnold; Monica Anderson; Moshit Snir; msnodgrass@bdc-kc.org; Nicole Barton-McGee; Nora Brown (nbrown@thefamilyconservancy.org); Norman White [DCF]; Rachel Janczak; Rachel_Pederson@usc.salvationarmy.org; Rebecca McKinley; Richard Odiam; Rob Bell (robbell@smsd.org); Robert Johnson, COR (RobertE.Johnson@jocogov.org); Roberta Lyle (roberta.lyle@cor.org); Robin Schrand; Samantha Amador (samador@hpcjc.com); Samantha Peterson; Sara Jackson (sara@hradac.com); Sarah Blattel; Sarah Waggoner; Shelly Stroessner (sstroessner@maaclink.org); Sloan Gage; Sondra Robinson; Susan Rome (susan.rome@jocogov.org); susan.webb@villagepres.org; Sylvia Romero ; Sylvia

To: Terry (shawneecommsvc@yahoo.com); Teresa Winfield; Theresa Hicks (theresa.hicks@jocogov.org); Tom Lawson (lawsont@usd230.org); Tony Lake; Vicki Dercher (JoCoIHN-vicki@sbcglobal.net); Viki Schmidt (viki.schmidt@jocogov.org); Vince Donofrio

Cc: Valorie Carson

Subject: 2017 CoC NOFA Process

Attachments: Rank and Review Committee cover sheet FY2017.docx; Rank and Review Committee score sheet FY2017.docx

Good afternoon CoC members,

As the collaborative applicant, I'd like to update you on the 2017 CoC NOFA process. **The CoC continues to encourage all current and new applicants (if applicable) to apply for new projects either through bonus dollars or reallocation of existing projects to best meet the need for housing and related supportive services for those experiencing homelessness in Johnson County KS.**

In the past year, we have been working to put in place a more robust coordinated entry process, examined gaps in our current system and needs for specific subpopulations (e.g. shelter for households without children and targeted transitional age youth housing supports and programming), and sought out opportunities to fill these gaps by partnering with existing and new organizations. Throughout these processes, a greater awareness of the gaps and needs that currently exists has been growing in the greater Johnson County community, leading to new partners and a shared commitment to address the need for vulnerable residents experiencing homelessness.

In order to assure that the projects for which the CoC seeks funding for in the HUD NOFA process are both responsive to prioritized populations and identified housing needs *AND* the organizations' programs are resulting in those they serve regaining and maintaining permanent housing in a timely manner and using funds effectively, the CoC will be reviewing all applications using an agreed upon criteria that incorporates questions around:

- the population served (e.g., chronically homeless, veterans, households w children, transitional age youth, those with a mental illness, substance abuse, HIV+/AIDS, experiencing domestic violence)
- whether they have met specific performance measures around housing and income
- capacity to effectively use funds provided and utilize the beds supported through the project's funding
- and the organization's commitment and implementation of a Housing First approach and low-barrier operation

Attached is the CoC Rank and Review Committee's cover letter that each project applicant must complete plus the scoring sheet that is used to rank each project for funding. This process not only assists us identify and prioritize those projects that are the strongest and most responsive to identified needs and gaps for households experiencing homelessness but it also informs the CoC's review process on whether it is strategic to propose reallocating some funds in lower performing projects or that potentially overlap with other resources to new projects that meet identified gaps.

Please feel free to contact me with any questions about this process as we continue to move forward and we keep the CoC membership informed. Be well!

Valorie

**FY2017 KS-505 CoC NOFA Project Information for
Rank and Review Process for PSH/RRH/TH/TH-RRH/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**
☐ **Joint Transitional and PH-RRH**

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 (18-24)** _____ **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 – mm/dd/yy - mm/dd/yy
\$ 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 2017 NOFA process and submit it to Valorie Carson, valoriec@ucsjoco.org by Friday August 25th, 2016.

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Rank and Review Process for PSH/RRH/TH/TH-RRH Project

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Program Focus	Data Source	Scoring Criteria	Score
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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	
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Housing Stability 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	
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		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	
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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		
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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	
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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	

KS-505 COC PROCESS FOR FUNDING REALLOCATION

HUD CoC funding to serve Johnson County residents may be recommended for reallocation by the KS-505 CoC Board under the following scenarios listed below:

1. **Grantee is no longer interested in continuing the project or part of the project.** The procedure below is implemented as soon as the CoC Board or CoC lead agency is made aware by the current grantee of the intent to close or decrease the size of the project.
2. **Grantee no longer needs the CoC funding as other funding is available for the project or part of the project.** The procedure below is implemented as soon as CoC Board or CoC lead agency is made aware by the current grantee that HUD funding is no longer needed for the project or part of the project.
3. **Grantee underperforms and following unsuccessful attempts at remediation and/or correction, the CoC Board and/or Performance Review Committee meets to recommend reallocation of the full or partial funding of the project to a new grantee.** The procedure below is implemented as soon as the CoC's Board votes to defund a current grantee's project or part of a project due to underperformance. Underperformance is defined as any of the following:
 - a. Continued underperformance over more than one funding cycle as it relates to local and federal performance outcomes, and/or
 - b. Continued underperformance over more than one funding cycle as it relates to efficient use of available project capacity, e.g. the project is not using its available capacity, and/or
 - c. Continued underperformance over more than one funding cycle as it relates to full drawdowns of allocated HUD CoC funds, and/or
 - d. Continued underperformance as it relates to compliance with local and federal project review and certification standards, and/or
 - e. Misuse of federal funds and not following federal legislation with no plans to come in compliance are grounds for immediate defunding. In this case the CoC's lead agency, on behalf of the CoC's Board will take immediate steps to accelerate the procedure below as to not put at risk the households served by the underperforming project.

Procedure:

Once one or more of the scenarios for which reallocation may be recommended has been found, the CoC Board reviews all corrective actions and attempts at remediation (as appropriate), and makes the final decision regarding whether or not to reallocate the funds. If so, the CoC lead agency issues an electronic Request for Proposals for new projects interested in receiving HUD CoC funds, as soon as it is determined that funding is available for reallocation. The electronic request for proposals is issued broadly, to all providers serving the homeless population. A written response is required to be submitted by all entities interested in applying and must clearly make the case for how the proposed project meets gaps and needs within the CoC. The formal written proposal can be replaced by a new CoC Project Application if HUD funding application timing is such that the normal development steps cannot be followed.

The CoC Board along with the CoC lead agency will review the proposal or project application at either a special meeting or a scheduled Board meeting and will recommend implementation of a single or multiple projects, dependent on the funding availability.

The KS-505 CoC Board has the final decision-making authority on all new projects created through reallocation. A resolution confirming their decision is voted on by members of the full CoC at the subsequent monthly meeting.

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.



Homeless Management Information System (HMIS) Policies and Procedures

**CoC KS-505 and MO-604
Greater Kansas City Area**

**HMIS Lead Agency
Mid-America Regional Council**

**Adopted by HMIS Lead Agency Governing Board
July 17, 2017**

HMIS Policies and Procedures

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Overview

1.1. Purpose of HMIS

The McKinney-Vento Homeless Assistance Act, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH), requires that the U.S. Department of Housing and Urban Development (HUD) ensure operation of community-wide Homeless Management Information Systems (HMIS) with consistent participation by recipients and sub-recipients of applicable federal grants. The HMIS has many uses, including:

- Collecting unduplicated counts of individuals and families experiencing homelessness;
- Analyzing patterns of use of assistance provided in a community; and,
- Providing information to project sponsors and applicants for needs analyses and funding allocations.

Additionally, HMIS is essential to coordinate services, evaluate performance, ensure accountability in the use of public funds, and inform public policy. Ultimately, the HMIS serves as the foundation for all planning to prevent, reduce, and eliminate homelessness.

The two Continuum of Care organizations, Greater Kansas City Coalition to End Homelessness and United Community Services of Johnson County, entered into a formal agreement with the Mid-America Regional Council (MARC) to serve as the HMIS Lead Agency. The HMIS Lead Agency role is to administer the local HMIS to ensure that it meets the needs of local agencies, the two CoCs and the community at-large. The HMIS Lead Agency must develop written policies and procedures for all HMIS participating agencies using the system, execute participation agreements with each of these agencies and their system users, and monitor and enforce compliance by all participating agencies with the requirements set out in the participation agreement. The HMIS Lead Agency is responsible for maintaining the *HMIS Policies and Procedures* manual and all related documents, training system users, and providing technical assistance.

The HMIS software vendor selected by the HMIS Governing Board for the two CoCs is CaseWorthy, Inc. The HMIS system is referred to as “CaseWorthy” in operational manuals.

1.2. Key Terms

1. Continuum of Care: a community-based collaborative that oversees homeless system planning and coordination, including the HMIS implementation.
2. HMIS Lead Agency: the organization that administers and operates the HMIS.
3. Participating Agency: any agency that contributes data or uses the HMIS.
4. Exempt Agency: any agency that is explicitly exempt from entering data into the HMIS by federal regulations. This includes victim services providers.
5. Client: a person who receives services at an HMIS participating agency.

6. Personally Identifiable Information (PII). Defined in OMB M-07-16 as “...information which can be used to distinguish or trace an individual’s identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc.”

1.3. Data Ownership

Policy: The participating agency retains rights over all information it enters into the HMIS. The participating agency has the right to use and modify information entered into the HMIS. The participating agency has the right to download its client information, ensuring the protection of the security of the client data as outlined in Section 4.11. If a participating agency decides to terminate its use of the HMIS, the client data will be maintained in the HMIS as outlined in Section 3.7 regarding Participation Termination.

Procedures:

1. The participating agency entering client information will secure authorization from the client to enter the personal data into the HMIS, and to allow for sharing of the information with other agencies using the HMIS.
2. If a participating agency downloads client data into another electronic system or prints the information in hard copy, the agency will ensure the privacy and security of the client data consistent with Section 4.11.
3. In the event that MARC is no longer the administrator of the HMIS, the HMIS Governing Board will select a new HMIS Lead Agency and transfer the custodianship of the data within the HMIS to another organization for continuing administration. In such event, participating agencies will be informed in a timely manner.

1.4. Voluntary Participation

The HMIS Governing Board, on behalf of the two CoCs, encourages agencies that serve persons who are homeless or at risk of homelessness and are not required to participate in the HMIS to do so voluntarily.

Having more service providers in the HMIS creates the potential for:

- More effectively coordinating client services through case management and referral information sharing;
- More accurate tracking of client returns to the homelessness prevention and assistance system;
- More accurate counts of homeless persons and system resources, which could be used to understand the gaps in the service system;
- Better information about community-wide needs, which can help guide advocacy efforts, policymaking, and funding allocations; and

- Better information about system outcomes, which can be used to guide service targeting and performance improvement efforts.

For these reasons, the HMIS Lead Agency will actively work to recruit service providers to participate in the HMIS.

1.5. HMIS Documentation Amendment Process

Policies:

- The HMIS Lead Agency and HMIS Governing Board will guide the amendment of *HMIS Policies and Procedures* and related policies and forms.
- The HMIS Governing Board will approve the *HMIS Policies and Procedures* and *Data Quality Plan*.

Procedures:

1. Once the HMIS Policies and Procedures and Data Quality Plan are approved by the HMIS Governing Board, the two CoC boards will be asked to review and accept the policy documents.
2. Proposed changes may be offered from any participant in HMIS, including clients.
3. Proposed changes may be identified by the HMIS Project Manager to comply with HUD or another regulatory agency's requirements.
4. Proposed changes will be reviewed by the HMIS Project Manager.
5. Proposed changes will be discussed by the HMIS Governing Board at a regularly scheduled meeting. The board will take action it deems appropriate on whether or not to make changes to the HMIS policies and procedures.
6. Once changes are approved by the HMIS Governing Board, they will be shared with the two CoC boards for their review and acceptance. Changes will be sent to all HMIS participating agencies.
7. Each of the participating agencies will receive a copy of any changes to the revised *HMIS Policies and Procedures* (or other documents) and will be asked to confirm receipt of the changes by email to the HMIS Project Manager. The agency will also be asked to circulate the revised policies and procedures within their agency to staff and volunteers using the HMIS System.
8. Trainings on changes to HMIS documentation will be scheduled as needed.

2. Stakeholder Responsibilities

2.1. HMIS Governing Board

1. Select an HMIS Software for the two CoCs and secure their concurrence.
2. Approve and maintain *HMIS Policies and Procedures*.
3. Approve and maintain the *Data Quality Plan*.
4. Evaluate performance of the HMIS Software.
5. Oversee the work of the HMIS Lead Agency
6. Establish a budget and set fees for use of the HMIS system.

7. Perform other duties as outlined in the Memorandum of Agreement between the two Continuum of Care organizations and the Mid-America Regional Council for operation of the HMIS Lead Agency role.

2.2. HMIS Lead Agency

1. MARC is responsible for the administration of the HMIS system in support of agencies serving clients in the three-county area
2. MARC will assign sufficient staffing (and/or contractors) to provide HMIS support services to participating agencies.
3. MARC will establish an HMIS Help Desk, enabling participating agencies and system users to receive professional technical assistance.

2.2.1. HMIS Lead Agency staffing support will include:

1. Oversee the collection, analysis and presentation of HMIS data for reporting to federal, state, and local governments, and other appropriate parties.
2. Oversee HUD HMIS grant application and reporting process.
3. Oversee the overall administration of the HMIS software.
4. Oversee HMIS help desk and designate staff responsible to manage, coordinate and support its operation.
5. Maintain documents and ensure compliance with HUD HMIS Data and Technical Standards and *HMIS Policies and Procedures*.
6. Serve as the HMIS Security Officer.
7. Serve as point of contact on HMIS Data Standards compliance, staying abreast of any changes.
8. Engage with new and current participating agencies to identify business needs; identifying opportunities for customization within the HMIS application.
9. Work with HMIS Governing Board to devise and monitor quality benchmarks.
10. Complete site visits at participating agencies to monitor compliance with *HMIS Policies and Procedures*.
11. Provide technical guidance on HMIS implementation to participating agencies.
12. Maintain contact with HMIS software vendor to ensure optimal performance.
13. Ensure the HMIS database is secure and not over capacity
14. Identify problematic areas and conduct research to determine the best course of action to correct the data.
15. Analyze and solve issues with current and planned systems as they relate to the information and management of client data.
16. Analyze reports of data duplicates or other errors to provide ongoing appropriate interdepartmental communication and monthly or daily data reports.
17. Work with participating agencies to maintain accurate Housing Inventory Count within HMIS.
18. Assist in defining specifications for updates to data elements in the HMIS.
19. Assist participating agencies with performance evaluation activities.
20. Provide technical assistance and training to system users to ensure optimal use of the HMIS system to meet program needs.

21. Activate and disable user accounts as needed.
22. Develop custom reports in the HMIS.
23. Oversee customizations made by program-level system administrators.
24. Maintain a log of client requests to review their data.
25. Support agencies and the two Continuum of Care organizations to define work flows as new policies are implemented, including coordinated entry.

2.2.2. HMIS Security Officer

1. Conduct annual security reviews of participating agencies.
2. Conduct annual security trainings for system users.
3. Assist in developing the *HMIS Security Plan*.
4. Document reports of suspected violations client privacy or data security policies, participating agency responses, and HMIS Lead response, and work with affected agencies as necessary to address suspected violations of client privacy and data security policies.

2.3. Participating Agency

2.3.1. Agency Executive Director/Program Director/Designee

1. Sign the *Agency Participation Agreement* and submit it to the HMIS Manager.
2. Ensure agency compliance with the terms and conditions of the *Agency Participation Agreement* and *HMIS Policies and Procedures*.
3. Ensure personnel with access to the HMIS comply with the terms and conditions of the *System Confidentiality and Use Agreement*.
4. Designate one employee as the agency's HMIS Representative to serve as the primary point-of-contact on HMIS operations at the agency. This point-of-contact may also be designated as a "super-user". A "super-user" is a designated person who is trained on the HMIS and is comfortable training others, both within their organization, and possibly, at other agencies.
5. Designate one employee as the agency's HMIS Security Officer and notify the HMIS Security Officer of this assignment.
6. Support the HMIS Leads effort to resolve HMIS data quality and compliance issues.

2.3.2. Agency HMIS Representative

1. Ensure compliance with HMIS data collection, data entry and reporting requirements as outlined the *HMIS Policies and Procedures*.
2. Serve as primary point-of-contact for communication between the agency and HMIS Lead on HMIS operations.
3. Provide support on resolution of any data quality and reporting issues.
4. Identify agency personnel to access the system and receive HMIS training.
5. Sign *System Confidentiality and User Agreements* to authorize access.
6. Notify the HMIS help desk within 24 hours of relevant personnel changes to ensure system user accounts are deactivated.

2.3.3. Agency HMIS Security Officer

1. Ensure compliance with the privacy and security standards as outlined in the *HMIS Policies and Procedures*.
2. Ensure compliance with the agency-specific data security policies and procedures.
3. Document and investigate suspected violations of client privacy or data security policies.
4. Notify HMIS Security Officer within 24 hours of receiving reports of suspected violations of client privacy and data security policies.
5. Notify HMIS Security Officer of the agency's response to suspected violations of client privacy and data security policies.

2.3.4. System User

1. Sign the *System Confidentiality and User Agreement*.
2. Submit a copy to the HMIS Security Officer
3. Deliver the original to the agency HMIS Representative for record keeping.
4. Complete HMIS training and meet training objectives.
5. Comply with all HMIS agreements, policies and procedures.
6. Report suspected violations of client privacy and data security policies to the agency HMIS Security Officer.
7. Provide feedback to the HMIS Lead Agency on their satisfaction in use of the system.

3. Operational Policies and Procedures

3.1. Hardware, Software, and Network Requirements

Policy: The participating agency is responsible for meeting the minimum hardware, software, and network requirements to access the HMIS, and for providing the necessary maintenance for continued participation.

CaseWorthy is a web-based application that can be accessed from any desktop computer (PC or Mac). CaseWorthy does work on some mobile devices. Participating agencies are encouraged to keep systems updated for optimal functionality. .

Policies:

- The participating agency is responsible for identifying personnel for system training and access.
- Agencies will define the roles for system users within their organization based on the work they do and the agencies' programmatic needs.
- The participating agency will designate new users and identify their roles, providing access by assigning a user name and password.
- The participating agency will notify MARC of any need to change "roles".
- The participating agency may change the role of users and deactivate non-active users.

- The participating agency will notify MARC if they deactivate system users within 24 hours of termination of their service with the agency.

Procedures (To Designate a New System User):

1. The participating agency's designated HMIS Representative may set up a new user at any time. If help is needed, a participating agency could make a request to the HMIS help desk to set up a new user, specifying the new user's name, email address, role and a description of HMIS-related job functions.
2. The new system user will complete the *System Confidentiality and Use Agreement*.
3. The participating agency will inform the HMIS help desk if training is needed, and the HMIS help desk will coordinate new user training.

Procedures (To Change User Role)

1. The participating agency's HMIS Representative will change the user's role and send a confirmation email to the user and copy the HMIS help desk.

Procedures (To Deactivate a System User):

1. The participating agency's HMIS Representative will deactivate users when necessary and inform the HMIS help desk.

3.2. Data Collection

Policies:

- The participating agency is responsible for understanding its HMIS compliance requirements as may be defined by various federal grant programs and funders, and fulfilling any contractual obligations, including but not limited to compliance reports.
- The participating agency is responsible for communicating these requirements to the HMIS Lead Agency to ensure the system is properly configured to collect required data.
- The participating agency is required to collect and enter information into the HMIS as defined in the federal HMIS Data Standards Manual, specifically the Universal Data Elements (UDEs) and the Program Specific Data Elements (PDEs):
<https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>
- The HMIS Lead Agency will post information about HMIS on MARC HMIS support website.
- The HMIS Lead Agency will provide training and technical assistance on UDEs.

3.3. Data Transfer

Policies:

- The participating agency is permitted to export a copy of their client data from HMIS to another system.
- The participating agency is responsible for adhering to federal, state and local privacy laws within their databases, if it transfers any client data outside of HMIS.

Procedures:

- The participating agency can request training from the HMIS Lead regarding the downloading of client data by submitting a request to the HMIS help desk.

- The HMIS help desk will coordinate this training with the agencies.

3.4. Training

Policies:

- All new users are required to complete HMIS system use and security awareness training before being allowed access to the system.
- All active users are required to complete annual training on security awareness.
- All active users are required to participate in training on any updates to the system, policies or procedures, as needed.
- All users are required to sign the *System Confidentiality and User Agreement*, acknowledging receipt of a copy of the privacy notice (see Section 5) and pledging to comply with the privacy notice and additional terms and conditions for HMIS access.

Procedures:

1. Only authorized agency personnel may request new user training.
2. Optional and required trainings will be announced via email.

3.5. Technical Assistance

Policies:

- The participating agency may request HMIS technical assistance from the HMIS Lead Agency.
- Technical assistance will be focused on the implementation and operation of HMIS for those authorized uses as defined in these *HMIS Policies and Procedures*.

Procedure:

Requests for technical assistance can be submitted, Monday through Friday, 8:00am to 5:00pm, or through the online support ticket.

3.6 Participation Termination

Policies:

In the event of termination of the HMIS Partnership Agreement, all data entered into the HMIS will remain an active part of the HMIS and the records will retain their original security settings.

Procedures:

- HUD-funded agencies in KS-505 and MO-604 are required to participate in the HMIS or a comparable database as a condition of their funding. For those that decide to terminate their contract with the Mid-America Regional Council for the HMIS, this will be addressed in the context of the larger Agency Grant Agreement by MARC. For those participating agencies that are non-HUD-funded, the person signing the initiating HMIS Partnership Agreement will notify MARC with a date of termination in writing. In all cases of termination of the HMIS Partnership Agreement, the System Administrator will deactivate all users from the agency on the date of termination stated by the agency. All client-level data entered into the HMIS will remain an active part of the HMIS and the records will retain their original security settings.

- MARC will terminate the HMIS Partnership Agreement for noncompliance with the terms of the agreement if the participating agency does not abide by the required privacy and security policies and procedures.
- HUD-funded agencies that work with the homeless are required to participate in the HMIS. For those that are terminated, MARC will notify the person that signed the initiating HMIS Partnership Agreement or that person's successor, with a date of termination in writing. MARC will give thirty (30) days written notice to the agency, regardless of funding source, to the attention of the person who initiated the agreement or their successor. MARC requires any HMIS violations to be rectified before the HMIS Partnership Agreement termination is final. MARC may also terminate the HMIS Partnership Agreement without cause upon thirty (30) days written notice to the participating agency.
- In all cases of termination of the HMIS Partnership Agreement, MARC will notify the System Administrator to make inactive all users from the agency on the date of termination. All client-level data entered into the HMIS will remain an active part of the HMIS, and the records will retain their original security settings.

3.7 Adding or Changing Programs or Projects in HMIS

Policies:

Adding a New Project in HMIS by Participating Agency Policy: A number of MARC staff and local agency personnel have been trained as System Administrators. These System Administrators have the ability to add or change agency and project information. The participating agency's HMIS will notify MARC thirty (30) days prior to implementation of a new project.

Procedure:

- At least thirty (30) days prior to anticipated implementation date, participating agency's HMIS will communicate with the HMIS System Manager on changes required.
-
- **Changes to Existing Projects in HMIS Policy:** The Executive Director or his/her designee will notify MARC of programmatic changes. If the addition of programs or projects requires a change in fees charged to the agency, MARC will inform the agency prior to any changes being implemented.
- The Executive Director or his/her designee will notify MARC of any applicable programmatic changes to existing programs which may have an effect on data collection, data entry, data quality or data reporting at least forty-five (45) business days prior to the implementation date of the change. Recommendations and timelines for the changes will be returned to the participating agency no more than ten (10) business days from receipt date of request. The System Administrator will complete changes at least seven (7) business days prior to the implementation date for final approval from the participating agency.

3.8 Additional Customization Policy

Policies:

The participating agency will be solely responsible for additional database customization costs. This includes the voluntary transfer of existing grant client-level data and custom build reports beyond that of the System Administrator's scope of work.

Procedure:

- The Agency Administrator or Executive Director will notify MARC of any applicable programmatic customization which may have an effect on data collection, data entry, data quality, or data reporting at least forty (40) business days prior to the implementation date of the change. Proposed customization and/or changes must be submitted in writing.
- If support from CaseWorthy is necessary to make the changes, MARC and/or the System Administrator will communicate to CaseWorthy the needs and scope of work for the participating agency. Recommendations and timelines for the changes will be returned to the participating agency, including a Statement of Work from CaseWorthy, if applicable. The System Administrator will complete changes and seek review and final approval from the participating agency. If a participating agency voluntarily transfers an existing grant to another agency, MARC will not pay for client-level data to be transferred. The agency requesting the transfer will be liable for additional CaseWorthy fees.

4. Security Policies

4.1. Purpose

- These security policies are directed to ensure the confidentiality, integrity, and availability of all HMIS information; protect against any reasonably anticipated threats or hazards to security; and ensure compliance by end users.

4.2. System Applicability

- The participating agency and HMIS Lead, including any authorized agents, must follow the security policies established in this section.

4.3. Security Management and Compliance, and Annual Review

- The HMIS Lead is responsible for managing the selection, development, implementation, and maintenance of security measures to protect HMIS information.
- The HMIS Lead must retain copies of all contracts and agreements executed as part of the administration and management of the HMIS or otherwise required.
- The HMIS Lead must complete an annual security review to ensure the implementation of the security requirements for itself and the participating agency, using a checklist to ensure compliance with each requirement defined in this section.

4.4. Disaster Recovery

- The HMIS Lead must develop a disaster recovery plan that includes protocols for communication with stakeholders described in Section 2.
- The HMIS Lead has contracted with a vendor, CaseWorthy, to host the HMIS database server. The vendor will implement technical safeguards to prevent data loss in the event of a disaster. In such an event, the vendor will contact the HMIS Lead and provide a timeline for recovery. The HMIS Lead will communicate the timeline with stakeholders, include instruction to guide operations during the recovery process, and provide periodic updates as well as notification upon successful recovery of any data loss.

4.5. Security Officers

- The participating agency and HMIS Lead will each designate an agency representative to serve as HMIS Security Officer to be responsible for compliance with applicable security policies (see Stakeholder Responsibilities).
- The agency representative must be able to pass a criminal background check in order to serve as HMIS Security Officer.

4.6. Security Awareness Training

- The HMIS Lead will ensure that all system users receive security training before being given access to the system and at least annually thereafter. The HMIS Lead will maintain attendance records for all training events to assure compliance. Information on a participating agency's users completing the security training will be shared with the agency executive or program director.

4.7. Data Security

- The participating agency and HMIS Lead will ensure that devices used to access the HMIS are password protected with automatic system lock after no more than 60 minutes of user inactivity. If participating agencies have more stringent internal policies, those policies will take precedence.
- The participating agency and HMIS Lead must ensure that computers used to access the HMIS have virus protection that is updated automatically.
- The participating agency and HMIS Lead must ensure that internet connections used to access the HMIS from their facilities are set up using network security protocols to prevent unauthorized access to the network and to HMIS data saved locally.

4.8. System Passwords

- The HMIS Lead will provide new system users a temporary password to initially access the system and create their own password.
- Every 90 days the HMIS will prompt system users to change their password.
- System users must not share their password, even among other authorized HMIS users.

- System users must not allow their Internet browser to save their HMIS password.
- System users must not store their password in locations that are easily accessible to others (i.e. under the computer keyboard or posted near the workstation).
- System users will use complex passwords consisting of upper and lowercase letters, numbers 0-9, and special characters !@#\$%^&*().
- System users that attempt access more than four times unsuccessfully will need to contact their participating agency's HMIS Representative to reset their password and regain access.

4.9. System Access Physical Location

- Due to the confidential nature of data stored within HMIS, the system must be accessed from a sufficiently private physical location so as to ensure that persons who are not authorized users of the HMIS are not able to view client level data.

4.10. User Inactivity

- User accounts that have not been accessed for 90 or more days will be automatically disabled by the participating agency's HMIS Representative, meaning the user will be unable to access the system.
- For accounts inactive for more than 180 days, the HMIS Representative may submit a refresher request to the HMIS help desk. These re-authorized users must attend and complete refresher training prior to reactivating their account.

4.11. Personally Identifiable Information (PII) Storage and Management

- System users are responsible for maintaining the security of all client data extracted from the HMIS and any data collected for purposes of entry into the HMIS.

4.11.1. Electronic Data Storage and Management

- System users may only store HMIS data containing PII on devices owned by their agency.
- System users may not store HMIS data containing PII on hard drives or removable media that can be accessed by non-system users.
- System users are responsible for safeguarding HMIS PII that users store on agency-owned devices.
- Electronic transmission of HMIS data containing PII will be limited to secure direct connections or, if transmitted over the internet, the data will be encrypted using a 128-bit key or transmitted using password protected files.
- The participating agency and HMIS Lead are responsible for developing additional policies and procedures for protecting electronic data from theft, loss, or unauthorized access.
- Before disposing of hard drives, USB drives, or other portable electronic media used to store PII, the participating agency will consult with their agency HMIS Security Officer.

4.11.2. Hard Copy Data Storage and Management

- Hard copies of HMIS data containing PII shall be kept in individual locked files or in rooms that are locked when not in use.
- When in use, hard copies of HMIS data containing PII shall be maintained in such a manner as to prevent exposure of PII to anyone other than the system user(s) directly utilizing the information.
- Employees shall not remove hard copies of HMIS data containing PII from their agency's facilities without permission from appropriate supervisory staff unless the employee is performing a regular work function which requires the use of such records outside of the facility.
- Faxes or other printed documents containing PII shall not be left unattended.
- Before disposing of hard copies of HMIS data containing PII, they must be shredded.
- The participating agency is responsible for developing additional policies and procedures for protecting hard copies of HMIS data containing PII from theft, loss, or unauthorized access.

4.12. Security Incidents

- The HMIS Lead must implement a policy and chain of communication for reporting and responding to security incidents.
- The participating agency and HMIS Lead will post the *Privacy Notice* anywhere HMIS data is collected or accessed that articulates the reporting mechanism for suspected breaches of client confidentiality. The notice will include contact information for the agency's HMIS Security Officer. The notice will include additional instructions for reporting anonymously.
- The participating agency and HMIS Lead will maintain records of all security incidents, responses and outcomes.

4.13. Security Policy Complaints

- Complaints related to HMIS security policies and procedures will be considered using the same procedures for amending HMIS Documentation (see Section 1.5).

5. Privacy Policies

5.1. Purpose

- These privacy policies are meant to establish limitations on the collection, purpose, and use of data. It defines allowable uses and disclosures, including standards for openness, access, correction, and accountability. The policies provide protections for victims of domestic violence, dating violence, sexual assault, and stalking.

5.2. Privacy Notice

- The HMIS Lead will post a copy of the *Privacy Notice* on the HMIS support website and will provide a copy of this document to any individual upon request.

- The participating agency must post a copy of the *Privacy Notice* at each workstation where client data is gathered and entered.
- The participating agency must also post a Spanish translation of the *Privacy Notice*, if it serves Spanish-speaking clients.
- Outreach workers inform clients about the *Privacy Notice* and provide a copy, if requested (including a copy of the Spanish translation, if applicable).
- The participating agency will post the *Privacy Notice* to its website, if one exists.
- The participating agency must state in the *Privacy Notice* that these privacy policies may be amended at any time and that amendments may affect information obtained by the agency before the date of the change.
- The participating agency should include in the *Privacy Notice* the contact information for their agency HMIS Security Officer for purposes of seeking additional information or submitting complaints.
- The participating agency must provide a copy of these *Privacy Policies* to anyone who requests it.

5.3. Purpose and Use Limitations

- The participating agency and HMIS Lead may only collect and use HMIS data for the specific internal purposes as defined in this section. Every agency with access to Personally Identifiable Information (PII) must implement procedures to ensure and monitor its compliance with privacy policies and may only collect information by lawful and fair means with the knowledge and consent of the individual.

Authorized Uses of HMIS Data:

- To provide or coordinate services;
- To locate programs that may be able to assist clients;
- To produce agency-level reports regarding use of services;
- To track agency-level, CoC system-level and regional outcomes;
- For agency operational purposes, including administrative functions such as legal, audits, personnel, oversight, and management functions;
- To comply with government and other funding agency reporting requirements;
- To identify service needs in our community;
- To support CoC system-level planning;
- To conduct research for government and educational purposes approved by the HMIS Lead Agency;
- To monitor compliance with *HMIS Policies and Procedures*; and,
- To accomplish any and all other purposes deemed necessary by the HMIS Governing Board.

5.4. Interagency Data Sharing

- All client information entered in HMIS by the participating agency is shared with the agency's system users and with the HMIS Lead.

- With client consent, all client information is shared with system users at other participating agencies for authorized uses.
- The participating agency's Executive Director/Program Director (or equivalent) is responsible for their agency's compliance with the Interagency Data Sharing policies.

5.5 Client Consent

Policies:

- The participating agency may infer client consent to collect and enter information into HMIS from any person who seeks or receives assistance from the agency.
- All information entered into HMIS is shared between the agency's system users and with MARC as the HMIS Lead Agency, based on this *inferred client consent* model.
- In order to share information with other participating agencies, the agency must seek and obtain *informed client consent* using the *Client Release of Information* (ROI) form.
- When clients consent to share information, system users at other participating agencies will have access to the client's record and case history for authorized uses.
- Informed client consent is valid until such time as the client revokes consent.
- Clients who have consented to share information with other participating agencies may revoke consent in writing at any time. This revocation may impact other agencies' access to the client record and data they have entered into the system.
- The participating agency must securely store physical copies of client consent documentation.

Procedures (Initial Consent):

1. Personnel from the participating agency will notify the client that the information they collect will be entered into the HMIS and will explain the purposes for collecting information in the HMIS.
2. At this time, personnel from the participating agency will explain the Release of Information form, and the clients' right to revoke data sharing in writing at any time.
3. For families, an adult client can provide consent on behalf of household members by listing them in the spaces provided on the form and initialing in front of each family member's name. Additionally, the participating agency may seek consent separately from each individual in the household. A legal guardian (or another adult, if a guardian is not present) may sign on behalf of minors in the household.
4. The client will be provided the ROI form for review, will be explained its content, and will be asked to complete it.
5. The client must sign the ROI form as proof that they had an opportunity to review the form and have their questions answered.
6. If the client signs the form and agrees to share information with all participating agencies, agency personnel must indicate their response in the HMIS.
7. If the client declines to share information with all participating agencies, agency personnel must ensure client indicates decision on the ROI, provide a copy to the HMIS Security Officer and maintain a copy with client's documentation.
8. A copy of all completed consent forms will be kept in the client's paper file. These forms may be reviewed by the *HMIS Security Officer* during security reviews.

9. Participating agencies are encouraged to review client demographic or household data in the HMIS system with the client on at least an annual basis and update as necessary.

Procedures (Revocation of Consent):

1. If a client presents a written request to revoke consent for information sharing in the HMIS, agency personnel must store the written request in the client's file, and must indicate their response in the HMIS.
2. If a client verbally requests to revoke consent for data sharing, agency personnel must ask the client to complete the ROI form and follow the process specified in (1) above.
3. A copy of all written ROI requests must be included in the client's paper file and uploaded in the individual's HMIS documents.

Procedure (Renewal of Consent):

If a client consents to share information after previously denying consent, agency personnel must follow the same procedures that were specified above involving the completion of the initial consent form.

5.6 Access and Correction

- The participating agency must allow a client to inspect and to have a copy of any PII about the client, and offer to explain information that the client may not understand.
- The participating agency must consider any request by a client for correction of inaccurate or incomplete PII pertaining to that client. A participating agency is not required to remove any information but may, alternatively, mark information as inaccurate or incomplete and supplement it with additional information such as an indicator of data quality.

5.7 Other Authorized Data Disclosures

- Client data may be transmitted to reporting systems as mandated by agency funders.
- Other disclosures of client data to persons and organizations not authorized to view the information in the HMIS requires the client's written consent, unless the disclosure is required by law.
- Aggregated data that does not specifically identify any individual client or include PII may be shared with internal and external agents without specific permission.

5.8 Accountability and Privacy Policy Complaints

- Complaints related to HMIS privacy policies and procedures will be considered using the same procedures for amending HMIS Documentation (described in Section 1.5).
- The participating agency must require each member of its staff to sign the *System Confidentiality and Use Agreement* that acknowledges receipt of a copy of the *Privacy Notice* and that pledges to comply with the privacy policies and procedures.

6. Quality Assurance Policies

6.1 Purpose

The purpose of quality assurance policies is to ensure reliable and useable data, establish expectations for participating agencies, and define quality standards.

6.2 Policies

The HMIS Lead Agency will

- Develop a *Data Quality Plan* to assist participating agencies in maintaining and monitoring data quality.
- Define benchmarks and establish policies and procedures to monitor for compliance, including an enforcement mechanism for non-compliance.
- Require the participating agency to adhere to policies and procedures that ensure data meets standards for coverage, timeliness, completeness, accuracy, and consistency.
- Review the plan annually and update as needed.

6.3 Standards

6.3.1 Coverage

The HMIS Lead Agency seeks 100% participation in HMIS from all eligible homeless service providers and agencies within the two CoC's geographic area, with a 60% minimum benchmark for both lodging (residential) and non-lodging (service-only) projects.

6.3.2 Timeliness

The participating agency is required to enter data into HMIS within 2 business days of client interview or interaction resulting in data collection, with the exception of outreach projects that must enter data within 3 business days.

6.3.3 Completeness

The participating agency is required to collect and enter data on 100% of those clients in participating projects.

6.3.4 Accuracy

The participating agency is required to accurately represent in HMIS the information collected from clients and avoid entering misleading or knowingly false information. To accurately represent client information, the agency must follow data collection procedures.

6.3.5 Consistency

The participating agency must ensure personnel only use authorized data collection and entry procedures consistent with individual programmatic requirements.

CASEWORTHY INFORMATION SHARING SYSTEM
Agency Partner Agreement
MO-604 and KS-505

The Caseworthy Information Sharing System (hereinafter “CW”) is a client information system that provides a standardized assessment of consumer needs, allows for individualized service plans and records the use of housing and services. The CW system meets HUD standards as a Homelessness Management Information System (HMIS). The two Continua of Care can use this information to determine the utilization of services of participating agencies, identifying gaps in the local service continuum and developing outcome measurements.

The Mid-America Regional Council (MARC) is the Lead Agency and Administrator for the Caseworthy system serving the two Continua. In this Agency Partner Agreement (hereinafter “Agreement”), “Client” is a consumer of services; “Agency” is the Agency named in this Agreement; “CW Agency Compliance Monitor” is the designated CW representative of the Agency, and “Partner Agencies” are all the Agencies participating in the CW system.

The Agency Director must indicate agreement with the terms set forth below by signing this Agreement before a CW account can be established for the Agency.

Confidentiality

1. The Agency shall uphold relevant federal, state and local confidentiality regulations and laws that protect Client records. The Agency shall only release Client records to non-partner agencies with written consent by the Client, unless otherwise provided in the relevant laws and regulations.

a. The Agency shall abide by all local, state and federal confidentiality laws and regulations pertaining to: a) all medical conditions, including mental illness, alcohol and/or drug abuse, HIV/AIDS diagnosis and other such covered conditions; and b) a person’s status as a victim of domestic violence. A general authorization for the release of medical or other information is NOT sufficient for this purpose.

b. Federal, state and local laws seek to protect the privacy of persons with physical and/or mental illness, who have been treated for alcohol and/or substance abuse, have been diagnosed with HIV/AIDS, and/or have been a victim of domestic violence. The Agency is encouraged to seek its own legal advice in the event that a non-partner agency requests identifying confidential client information.

2. The Agency shall provide a verbal explanation of the CW database and the terms of consent to the Clients and shall arrange for a qualified interpreter or translator in the event that an individual is not literate in English or has difficulty understanding the information.

3. The Agency agrees not to release any individual Client information obtained from the CW to any organization or individual without written Client consent. Such written Client consent shall specify exactly what information the Client allows to be released; information that is not specified by the Client shall not be released.

4. The Agency agrees to notify the MARC Lead Agency Program Manager within one working day when the Agency receives a request from an individual or an organization for client identifying information to be printed out of the CW system.
5. The Agency shall ensure that all staff, volunteers and other persons who are allowed access to the CW system receive Client confidentiality and new user training and have signed a User Policy and Responsibility Statement prior to receiving a User ID and Password.
6. The Agency shall notify MARC Lead Agency Program Manager within 3 working days when a registered user is no longer an employee or has moved to a position with different responsibilities so the issued user ID and password can be nullified.
7. Any staff, volunteer or other person who has been granted a user ID and password and is found to have committed a negligent breach of system security and/or client confidentiality after a prior warning and correction shall have his or her access to the database revoked immediately. A revoked user may be subject to discipline by the Agency pursuant to the Agency's personnel policies.
8. In the event of a breach of system security or Client confidentiality, the CW Agency Compliance Monitor shall notify the MARC Program Manager at 816-701-8294 within 24 hours of knowledge of such breach. Any Agency that is found to have had breaches of system security and/or Client confidentiality shall enter a period of probation, during which technical assistance shall be provided to help the Agency prevent further breaches. Probation shall remain in effect until the Program Manager has evaluated the Agency's security and confidentiality measures and found them to be compliant with the policies stated in this Agreement and the User Policy Responsibility Statement and Code of Ethics Agreement. Subsequent violations of system security may result in suspension from the system.
9. The Agency understands CaseWorthy servers are located in a ViaWest data center. ViaWest is one of the world's leading SAS-70 Type II data center operators. The CaseWorthy architecture utilizes a Data Access and Security Component layer through which all transactions and data passing in and out of the database must flow. This layer ensures that data is always contained within a comprehensive security- and privacy-protected environment. In addition, the software contains 128-bit AES Encryption, advanced authentication option exceeding National Institute of Standards and Technology (NIST) standards, and the application runs 100% in browser with no ActiveX controls or 3rd party plugins.
10. The Agency shall have access to all Client data entered by the Agency. The Agency shall diligently record in the CW system all service delivery information pertaining to individual Clients served by the Agency. The Agency shall not knowingly enter false, misleading or biased data, including any data that would unfairly prejudice a Client's ability to obtain services, under any circumstances.
11. If this Agreement is terminated, MARC and the remaining Partner Agencies shall maintain their right to the use of all Client data previously entered by the terminating Partner Agency, subject to the guidelines specified in this Agreement. The Client data entered by the Agency is owned by the Agency.

12. The Agency shall post the “Consumer Notice” sign at each intake desk (or comparable location). The Agency shall provide each Client with the “CW summary of Privacy Notice” and make available upon request the “CW Full Privacy and Security Notice.” If the Agency maintains a public web page, the Agency shall post the current version of the “CW Full Privacy and Security Notice” on the web page.

13. If the Agency is governed by the Health Insurance Portability and Accountability Act (HIPAA), and determines that a substantial portion of its Protected Personal Information about homeless Clients or homeless individuals is protected health information as defined in the HIPAA rules, the Agency shall disregard paragraph “L” **except** the Agency shall post the “Consumer Notice.” An Agency determined to be HIPAA compliant will provide an attestation of this to MARC, as well as a copy of their privacy notice. In addition, a HIPAA compliant organization will sign a Business Associate Agreement with the MARC on an annual basis. A HIPAA compliant organization will follow HIPAA rules.

14. The Agency shall require each member of its staff (including employees, volunteers, affiliates, contractors and associates) to sign a confidentiality agreement that acknowledges receipt of a copy of the privacy notice and that pledges to comply with the privacy notice.

15. MARC does not require or imply that services must be contingent upon a Client’s participation in the CW database. Services should be provided to Clients regardless of CW participation provided the Clients would otherwise be eligible for the services.

- a. The Agency shall have access to identifying and statistical data on all Clients who consent to have their information entered in the CW database, except for data input into the database by “Protected Service Providers”. Protected Service Providers are agencies serving specific client populations. Protected Clients typically have one or more of the following characteristics:

- 1. Domestic violence;
- 2. Sexual violence;
- 3. HIV/AIDS;
- 4. Alcohol and/or substance abuse;
- 5. Mental health; or
- 6. Unaccompanied Youth

16. The agency shall take steps to identify any special needs (i.e. listed above) and provide appropriate resources and/or referrals available to the Client.

17. Each Agency that is a user shall have access to identifying and statistical data that the Agency inputs into the CW database for Clients served by that Agency.

18. The CW database is intended as a shared database. Unless an Agency that is a user determines that certain client information should not be shared with others within their Agency or with other Agencies, all data in the CW database, including identifying and statistical data input into the CW database for Clients, will be available to qualified system users.

CW Use, Data Entry and System Security

1. The Agency shall follow, comply with and enforce the User Policy and Responsibility Statement. Modifications to the User Policy and Responsibility Statement shall be established in consultation with Partner Agencies and may be modified as needed for the purpose of the smooth and efficient operation of the CW system.
2. The Agency shall begin data entry within no more than 30 days of enrollment or notify MARC if there are extenuating circumstances
3. The Agency shall only enter individuals in the CW database that exist as Clients under the Agency's jurisdiction. The Agency shall not misrepresent its Client base in the CW database by knowingly entering inaccurate information. The Agency shall not use the CW database with intent to defraud federal, state or local governments, individuals or entities, or to conduct any illegal activity.
4. The Agency shall use Client information in the CW, as provided to the Agency or the Partner Agencies, to assist the Agency in providing adequate and appropriate services to the Client.
5. The Agency shall consistently enter information into the CW database and shall strive for real-time, or close to real-time data entry. "Close to real-time data entry" is defined as within 3 working days of seeing the Client.
6. When a Client revokes his or her consent to share information in the CW database, the Agency shall notify MARC of the revocation within 24 hours. MARC will remove access to all identifying information about that client within 24 hours of notification or by 9 am on the next business day, whichever is later.
7. The Agency shall not include profanity or offensive language in the CW database.
8. The Agency shall utilize the CW for business purposes only.
9. MARC shall provide in person and online training to Agency staff on the use of the CaseWorthy software. MARC shall provide supplemental training to address modifications to the CaseWorthy software when needed. MARC will provide ongoing Technical Assistance and specialized training as needed.
10. The Agency shall take the following additional steps to ensure the security of the CW database system and the confidentiality of Client data:
 - a. Visitors and Clients are appropriately escorted to ensure that they do not access staff areas, record storage areas, or other areas potentially containing Client information. Persons not recognized as staff, visitors and Clients shall be challenged for identification.
 - b. Client records that are retained as hard copy are stored in locking filing cabinets or in rooms that can be locked.

- c. Photocopiers, printers and fax machines are located so as to minimize access by visitors and unauthorized persons.
- d. Directors and other management or supervisory personnel are familiar with security and confidentiality policies and enforce such policies to ensure the security and confidentiality of the CW database and of Client information.
- e. The Agency staff feels comfortable and obligated to report security breaches and misuse of the CW database system.
- f. The Agency shall encourage clients to report any breaches of confidentiality that they observe in the Agency.

Cost

The Agency agrees to pay an annual fee to use the HMIS system, and understands that the HMIS Governing Board will establish fees and secure concurrence from the Continuum of Care Boards of Directors. The HMIS Governing Board may be contacted by an agency for a reduction in annual fees if a financial hardship can be demonstrated. Agencies may pay their fee on a quarterly basis. Annual fees for each year will be established by the HMIS Governing Board before October 1 for the next calendar year.

Monitoring

The Agency understands and agrees to periodic data and security site monitoring conducted by Lead Agency Program staff. The purpose of the monitoring is to identify if Agency personnel or volunteers using the CW system need training, technical support or other services to meet data quality standards and benefit from the full use of the CW system. In the event that the Agency has significant, unresolved compliance findings identified either in data monitoring summaries or site visits, a series of steps will be taken according to the Data Quality Monitoring Plan and Privacy and Security Monitoring Plan. (Addendums to this agreement).

Reporting

1. The Agency shall be enabled to report on identifying and statistical data on the Clients it serves, subject to the terms of this Agreement regarding Client confidentiality.
2. The Agency shall not be enabled to report on identifying and statistical data on Clients it does not serve.
3. The Agency may make aggregate data available to other entities outside of the system for funding or planning purposes pertaining to providing services to homeless persons. However, such aggregate data shall not directly identify individual Clients.
4. MARC shall use only unidentified aggregate CW data for policy and planning activities, in preparing federal, state or local applications for funding, to demonstrate the need for and effectiveness of programs and to obtain a system-wide view of program utilization in the two Continua.

Indemnification

The Agency hereby agrees to indemnify, defend and hold harmless MARC and all Agencies using the CaseWorthy HMIS system (including their respective officers, directors, employees, professional

advisors, and agents) from and against all demands, claims, suits, proceedings, judgments, settlements, arbitration awards, damages, loss, cost, expense (including reasonable attorneys' fees and costs of litigation), sanctions, fines and penalties arising out of or resulting from any acts or omissions of the agency and/or any of its personnel in violation of this Agreement.

Limitation of Remedies

No party shall be liable for any special, indirect, consequential or punitive damages (including loss of profits) under or in connection with this Agreement.

Termination

Either Party may terminate this Agreement upon thirty (30) days written notice to the other party. In addition, either party may terminate this Agreement if the other party ("Defaulting Party") fails to comply with any of its obligations under this Agreement and such failure is not cured within seven (7) days after the Defaulting Party receives a written notice of default from the other party. Termination of this Agreement shall be without prejudice to any claims or obligations arising or accruing hereunder prior to the date of termination. Sanctions for violating this Agreement may include, in addition to any other remedies available at law or in equity, the requirement of additional training, or the suspension/revocation of HMIS privileges.

Term of Agreement

The term of this Agreement is for three (3) years, and may be renewed on an annual basis by mutual consent of both parties. The HMIS Governing Board will review and renew its license agreement with CaseWorthy, and notify participating agencies of all renewals.

Miscellaneous

1. This Agreement may only be modified by a written amendment signed by both parties.
2. Neither MARC nor the Agency shall transfer or assign any rights or obligations without the written consent of the other party.
3. This Agreement shall be interpreted and enforced in accordance with the laws of the State of Missouri.

AGREED TO:

Agency Director/Executive Officer (*signature*) _____ (*date*)

Agency Name

Street Address City Zip Code

MARC Executive Officer (*signature*) _____ (*date*)

SECURITY AND PRIVACY POLICY – HMIS LEAD AGENCY

The Mid-America Regional Council (MARC) serves as the Homelessness Management Information System (HMIS) Lead Agency for two Continuum of Care organizations (KS-505 and MO-604). The CaseWorthy HMIS system will serve over 50 agencies in the greater Kansas City area. MARC's privacy and security policy is designed to:

- Ensure the confidentiality, integrity, and availability of all HMIS information to protect clients served by local agencies
- Protect against any reasonable anticipated threats to security
- Ensure compliance by End Users to HUD and other federal, state and local rules

Key terms used

Covered Homeless Organization (CHO) – any organization (employees, volunteers, and contractors) that records, uses or processes Protected Personal Information

Protected Personal Information (PPI) – any information about a homeless client that (1) identifies a specific individual, (2) can be manipulated so that identification is possible, or (3) can be linked with other available information to identify a specific individual

Security Policy

MARC as the HMIS Lead Agency and each CHO must apply system security provisions to all systems where PPI is stored, including, but not limited to, the HMIS Lead Agency and CHO networks, desktops, laptops, tablets and servers. Security has three categories: system security, software application security, and hard copy security.

The following section (a) covers security for client data to be obtained for purpose of transitioning the data from the current HMIS vendor system, MAACLink, to the new system, CaseWorthy.

a. System Security

User Authentication: MARC as the HMIS Lead Agency will utilize CaseWorthy LLC's CaseWorthy system, an HMIS-compliant system with appropriate system level security. As MARC works to transition the CHOs from the current HMIS vendor to CaseWorthy, MARC will receive and evaluate HMIS client data for mapping data fields from one system to another and to identify duplicate records. MARC will receive the client records using a secure FTP site, and will store the records on a separate server that is password protected. The separate server will have SQL server 2016 with no Windows authentication and create SQL server accounts with specific permissions to access the database. MARC's two database analysts, the IT director and Network Administrator will have access to the server. MARC will also use SQL audits for tracking purposes. MARC will set up required password protection standards for use of this server. Once MARC has successfully completed mapping the current client data to CaseWorthy and no longer needs this server to complete the transition, the server will be cleaned of all data using procedures outlined below.

MARC as the HMIS Lead Agency will require a user authentication system consisting of a username and password. Passwords must be at least 8 characters long and meet reasonable industry standards, including but not limited to:

- At least one number and one letter
- Not using, or including, the username, the HMIS name, or the HMIS vendor's name, and/or
- Not consisting entirely of any word found in the common dictionary or any of the above spelled backwards

MARC as the HMIS Lead Agency will require users to change their passwords every 90 days. Users will be locked out from the system after 4 unsuccessful log in attempts. Written information specifically pertaining to user access (e.g., username and password) may not be stored or displayed in any publicly accessible location. Individual users may not be able to log on to more than one workstation at a time, or be able to log on to the network at more than one location at a time.

Once the CaseWorthy system goes live, HMIS Lead Agency staff and CHO system users must follow the User Authentication requirements stated above.

Virus Protection: MARC as the HMIS Lead Agency and a CHO must protect the HMIS system from viruses by using commercially available virus protection software. The virus protection must include automated scanning of files as they are accessed by users on the system where the HMIS application is housed, and regularly update virus definitions from the software vendor.

Firewalls: MARC as the HMIS Lead Agency and a CHO must protect the HMIS system from malicious intrusion behind a secure firewall. Each individual workstation does not need its own firewall, as long as there is a firewall between that workstation and any systems, including the internet and other computer networks located outside the organization.

Public Access: NA. MARC may choose to implement a public portal to allow CHOs to have clients enter or update some of their information. At the time such a public portal is implemented, the CHO must follow HUD requirements for security protections.

Physical Access to Systems with Access to HMIS Data: A CHO must staff computers stationed in public areas that are used to access the CaseWorthy system at all times. When workstations are not in use and staff are not present, steps should be taken to ensure that the computers and data are secure and not usable by unauthorized individuals. MARC has established a timeframe of 60 minutes to log a user out of the system if not in active use. This log out will automatically show a password protected screen saver. A CHO may commit itself to additional security protections consistent with HMIS requirements, including timeframe to log users out of the system after a period of inactivity. MARC will require that all CaseWorthy system users change their passwords every 90 days and only allow users to attempt unsuccessfully to log in four times before they are locked out of the system. A CHO may set more stringent standards for their users regarding changes to passwords or log in attempts.

Disaster Protection and Recovery: The CaseWorthy system operated by CaseWorthy LLC will maintain a backup to the system stored in a secure off-site location where the required privacy and security standards also apply. For purposes of working with client data during the transition from MAACLink to CaseWorthy, MARC as the Lead Agency will use a server, mini-computer or mainframe housed in a secure room with appropriate temperature control and fire suppression systems. Surge suppressors must be used to protect systems used for collecting and storing all of the HMIS data. If a CHO exports data from the CaseWorthy system and stores it electronically, the CHO will follow the same security measures as the HMIS Lead Agency described in this paragraph.

Disposal: In order to delete all HMIS data from a data storage medium, MARC and a CHO must reformat the storage medium more than once before reusing or disposing of the medium. When MARC disposes of servers, the agency wipes and/or destroys the drives. MARC wipes workstation drives before disposing.

System Monitoring: HMIS data must maintain a user access log. A CHO must use appropriate methods to monitor the security systems. CaseWorthy software includes a user history for all client records added, deleted, or modified.

- b. **Software Application Security:** The CaseWorthy system meets all HUD requirements for Software Security during data entry, storage and review or other processing function. See User Authentication described above.

Electronic Data Transmission: MARC and a CHO must encrypt all HMIS data that are electronically transmitted over the Internet, publicly accessible networks or phone lines to current industry standards. The current standard is 128-bit encryption. Unencrypted data may be transmitted over section direct connections between two systems. A secure direct connection is one that can only be accessed by users who have been authenticated on at least one of the systems involved and does not utilize any tertiary systems to transmit the data. A secure network would have secure direct connections.

Electronic Data Storage: MARC and a CHO must store all HMIS data in a binary, not text, format (CaseWorthy does this).

- c. **Hard Copy Security:** MARC and a CHO must secure any paper or other hard copy containing PPI that is either generated by or for HMIS, including but not limited to reports, data entry forms and signed consent forms. MARC and a CHO must supervise at all times any paper or other hard copy generated by or for a HMIS that contains PPI when the hard copy is in a public area. The information must be secured when staff are not present.

HMIS Security Officer

As the HMIS Lead Agency, MARC must designate one staff member as the HMIS Security Officer. [MARC designates Helen Krosky, HMIS Project Manager, as the HMIS Security Officer.] If the designated employee changes, MARC will notify the two CoCs within 72 hours of the appointment of a new HMIS Security Officer.

Each agency using the system (CHO) must also designate a HMIS Security Officer to be responsible for ensuring compliance applicable security standards within their organization. The CHO Security Officer does not need to be an End User but they must be an employee of the participating organization. For any CHO without employees, the HMIS Security Officer must be the President, Chair, or other top-level representative responsible for the participating organization.

Workforce Security

The HMIS Lead Agency and each CHO must have a workforce security policy that includes conducting a criminal background check on its HMIS Security Officer and on any users with Agency Administrator level access or greater. Criminal Background checks must be completed at least once. On request, CHOs must verify to HMIS when the most recent criminal background check has been completed for each applicable staff member. The background check must include local and state records; CHOs are strongly encouraged to include federal records as well, but are not required.

Security and Privacy Awareness Training and Follow-up

The HMIS Lead Agency will conduct a security and privacy awareness training on an annual basis, which will be required for all End Users and Security Officers. This training will cover relevant statutory and regulatory requirements, local policies, and best practices for HMIS Privacy and Security. If an End User or Security Officer does not attend the required annual training, their access to CaseWorthy will be restricted until they attend training.

Reporting Security Incidents

Any End User or Security Officer suspecting violations of Security and Privacy policies should report incidents in writing.

Chain of Reporting: End Users should report issues first to their CHO's designated Security Officer within one business day. Security Officers should report the issue jointly to the CHO Director and the HMIS Lead Staff within one business day.

Disaster Recovery Plan

The Disaster Recovery Plan for HMIS is the responsibility of our HMIS Vendor, CaseWorthy, which hosts and houses the data on remote servers. The vendor, CaseWorthy will perform regular scheduled backups of the system to prevent loss of data. In the event of a disaster involving substantial loss of data or system downtime, HMIS Lead Agency will contact CHO Security Officers by phone or email within one business day to inform them of the expected scale and duration of the loss or downtime.

Annual Security Review

All CHOs must undergo an annual security review, which will include at minimum the completion of a Security Checklist. Agency Administrators will work with the CHO Security Officer to schedule an audit and will assist with performing the review. The results of the annual review must be returned to the HMIS Security Officer via Fax or Email the same day they are completed. Any items needing to be fixed must be fixed within 10 working days.

Contracts and other arrangements

The HMIS Lead Agency must retain copies of all contracts and agreements executed as part of the administration and management of HMIS or required to comply with HUD policies.

PRIVACY POLICY

Data Collection Limitations: A CHO may collect PPI only after obtaining oral or written consent from the individual and using lawful and fair means. The CHO should only collect information when appropriate to the purpose for which it is obtained or when required by law. A CHO must post a sign at each intake desk (or comparable location) that explains the reasons for collecting the information.

Data Purpose and Limitations: A CHO must develop and implement a plan to dispose of or alternatively remove identifiers from PPI that is not in use for 7 years after the PPI was created or last changed (unless a statutory, regulatory, contractual or other requirement mandates longer retention). A CHO must specify in its privacy notice the purpose for which it collects PPI, including disclosure for the specified purpose. PPI may not be disclosed directly or indirectly for any government agency for inclusion in any national homeless database unless required by statute. The CHO must maintain an audit trail containing the date, purposes and recipient of some or all disclosures of PPI. The CHO must make the audit trail of disclosures available to the homeless individual on request.

Openness: A CHO must publish a privacy notice describing its policies and practices for the processing of PPI and provide a copy of the privacy notice to any individual upon request. A CHO must post a sign stating the availability of its privacy notice. The privacy notice may be amended at any time and that amendments may affect information obtained by the CHO before the date of the notice change. The CHO must make reasonable efforts to offer a client a copy of the privacy notice at or around the time of data collection.

Access and Correction: A CHO must allow an individual receiving services to inspect and have a copy of any PPI about the individual. There are circumstances when a CHO may reserve the ability to deny requests: anticipation of litigation, information obtained under a promise of confidentiality, or disclosure could endanger the life or physical safety of an individual. A CHO must offer to explain any information that the individual may not understand and consider any request by an individual for correction of inaccurate or incomplete PPI. A CHO is not required to remove any information, but may alternatively mark information as inaccurate or incomplete and supplement it with additional information.

Accountability: A CHO must establish a procedure for accepting and considering questions or complaints about its privacy and security policies and practices. The HMIS Lead Agency must offer annual training on privacy requirements, and a CHO must require each member of its staff to undergo the annual training. A CHO must require each member of its staff to sign a confidentiality agreement that acknowledges receipt of a copy of the privacy notice and that pledges to comply with the privacy notice.

System Confidentiality and Use Agreement

HMIS is a client information system used to assess the needs of those individuals that utilize social services related to homelessness (“clients”), creates individualized service plans and records the use of housing and services, which communities can use to understand the utilization of services, identify gaps in the local service continuum and develop outcome measurements. Participating agencies and their system users must comply with the HMIS Policies and Procedures. Mid-America Regional Council (MARC) is the HMIS Lead Agency and serves as system administrator for the two Continuum of Care (“CoC”) organizations serving Jackson, Wyandotte and Johnson counties.

A. Confidentiality

I understand that I will be allowed access to confidential information and/or records in order to perform my specific job duties. I further understand and agree that I am not to disclose confidential information and/or records without the prior consent of the appropriate authority(s).

I understand that my User ID and Password to HMIS are issued for my use alone. I further understand that I am solely responsible for all information obtained, through system access, using my unique identification. At no time will I allow any other person to use ~~of~~ my account to access ~~to~~ HMIS. I understand that accessing or releasing confidential information and/or records, or causing confidential information and/or records to be accessed or released, on myself, other individuals, clients, relatives, etc., outside the scope of my assigned job duties would constitute a violation of this agreement. I understand my supervisor will be notified immediately of any violation and disciplinary action will be taken, up to termination of employment.

B. User Responsibilities

Users shall enter accurate, complete and timely data in accordance with the HMIS Policies and Procedures. **Please read each statement below and sign your initials to indicate you understand and accept the terms.**

- ___ My user ID and password are for my use only and must not be shared with anyone.
- ___ I will take reasonable measures to keep my password secure.
- ___ I understand that ~~the~~ only authorized users can view information in the system and the clients to whom the information pertains.
- ___ I will only access and use information that is necessary to perform my job.
- ___ If I am logged into the system and must leave my computer, I will first log out.
- ___ Any hard copies of electronic records will be kept in a secure file.
- ___ When hard copies are no longer needed, I will ensure they are properly destroyed.
- ___ If I notice or suspect a security breach or abuse of client confidentiality, I will immediately notify my HMIS Site Administrator or the HMIS System Administrator.

By affixing my signature to this document I acknowledge that I have been apprised of the relevant laws, concerning access, use, maintenance, and disclosure of confidential information and/or records which shall be made available to me through my use of the HMIS.

I further agree that it is my responsibility to assure the confidentiality of all information, which has been issued to me in confidence, even after my access to HMIS has ended.
Pursuant to this agreement I certify that I have read and understand the laws concerning confidential information and/or records.

By signing the System Confidentiality and Use Agreement, you agree to comply with these terms and conditions. Failure to uphold these terms may result in loss of access or privileges.

_____ USER NAME [PRINT]	_____ DATE	_____ AGENCY REPRESENTATIVE NAME [PRINT]	_____ DATE
_____ USER SIGNATURE	_____ DATE	_____ AGENCY REPRESENTATIVE SIGNATURE	_____ DATE

Privacy Notice

The U.S. Department of Housing and Urban Development (HUD) requires that each jurisdiction that receives funding from HUD have a Homeless Management Information System (HMIS) in place. This agency participates in the greater Kansas City HMIS System, an electronic data collection system that stores information about the men, women, and children who access homeless and other human services in a community. The purpose of HMIS is to assist in determining your needs and to evaluate the effectiveness of services provided.

We only collect information that is needed to provide you services, or that we consider relevant to helping us understand the scope and dimensions of homelessness in order to design effective service delivery. We do not disclose your information without written consent, except when required by our funders or by law, or for specific administrative or research purposes outlined in our HMIS Privacy Policies. By requesting information and accepting services from this agency, you give consent for us to enter your information into the HMIS.

The collection and disclosure of all personal information is guided by strict security standards. You have the right to see your personal information collected by this partner agency and request changes if incorrect. Your information will only be used by this agency and other community agencies to which you are referred for services. You also have the right to refuse certain data to be entered into the HMIS database. A full copy of our agency's HMIS Privacy Policies is available upon request for your review.

Client Release of Information

To provide you with the most effective and efficient service, we must collect certain data for our Homeless Management Information System (HMIS). This secure and confidential database operated by trained representatives allows our agency and other community providers to work together with you to make sure you are receiving the assistance you need in a timely manner. Beyond that, the HMIS allows the Continuum of Care to get an accurate count of all people experiencing homelessness or who are at risk of homelessness in the greater Kansas City area. To better coordinate with other agencies, you have the right to consent to release your information to these other agencies.

FOR DATA BEING ENTERED INTO THE HMIS, I UNDERSTAND THAT:

- ☐ Staff of other agencies who will see my information have promised to protect it.
- ☐ Information I give about physical or mental health problems will not be shared with others.
- ☐ Partner Agencies may share information that does not identify me to others.
- ☐ I have the right to request who has looked at my file.
- ☐ I understand I have the right to ask, "Can I refuse to answer that question," and how my refusal might affect my receipt of services.
- ☐ I have the right to view confidentiality policies used by HMIS.
- ☐ If I receive assistance through the Supportive Services for Veteran Families (SSVF) Program that my personally identifying information will be exported from HMIS and uploaded to a Veterans Administration (VA) Repository to meet VA-required reporting.
- ☐ Another Partner Agency may enter my data into HMIS and therefore may retain the paper copy file.
- ☐ If I decide at a later date that I no longer want my information in HMIS, I can request that it be archived (not made available for further use by other agencies).
- ☐ I am responsible for making all household members aware their information will be entered in HMIS and they have the option to contact this agency with any questions or concerns.

Please review the information below and sign and date where indicated.

I understand that this agency will enter my information into the Homeless Management Information System (HMIS) called CaseWorthy. The information I have provided is true and correct. My information may be shared among local authorized service providers for the purpose of connecting me to services. My name, date of birth, social security number, or other information that would identify me personally will never be shared with anyone without my authorization. An agency representative has answered my questions about my privacy concerns.

By signing this release form, I fully understand the above terms and conditions.

CLIENT NAME [PRINT]	DATE	CLIENT SIGNATURE	DATE
AUTHORIZED PERSONNEL NAME [PRINT]	DATE	AUTHORIZED SIGNATURE	DATE

Client Consent on Behalf of Household Members

An adult head of household may provide consent on behalf of family members to share their information in the HMIS.

<hr/> FAMILY MEMBER NAME 1 [PRINT]	<hr/> HEAD OF HOUSEHOLD [INITIALS]
<hr/> FAMILY MEMBER NAME 1 [PRINT]	<hr/> HEAD OF HOUSEHOLD [INITIALS]
<hr/> FAMILY MEMBER NAME 2 [PRINT]	<hr/> HEAD OF HOUSEHOLD [INITIALS]
<hr/> FAMILY MEMBER NAME 3 [PRINT]	<hr/> HEAD OF HOUSEHOLD [INITIALS]
<hr/> FAMILY MEMBER NAME 4 [PRINT]	<hr/> HEAD OF HOUSEHOLD [INITIALS]
<hr/> FAMILY MEMBER NAME 5 [PRINT]	<hr/> HEAD OF HOUSEHOLD [INITIALS]
<hr/> FAMILY MEMBER NAME 6 [PRINT]	<hr/> HEAD OF HOUSEHOLD [INITIALS]
<hr/> FAMILY MEMBER NAME 7 [PRINT]	<hr/> HEAD OF HOUSEHOLD [INITIALS]

Client Revocation of Consent

CaseWorthy Client Information Sharing System

I hereby revoke permission for the partner agencies in the Continuum of Care to share my personal information and information regarding me and/or my family members in the CaseWorthy Client Information Sharing System.

Identifying information will be removed from the system (check all that apply):

- ☐ Name
- ☐ Social Security Number
- ☐ Day and Month of Birth
- ☐ Last Permanent Address
- ☐ Phone Number

Non-identifying information will remain (check all that apply):

- ☐ Gender
- ☐ Year of Birth
- ☐ Any other non-identifying information

Client Name: _____

Client Signature _____

(Parent or Guardian, if minor & relationship)

Date _____

Executed at:

Name of Partner Agency _____

Agency Witness Name _____

Agency Witness Signature _____

Date -----

September 8, 2017

To Whom It Might Concern,

The Johnson County 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 for 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. This program was launched in late 2015. This limited preference status resulted in 10 of the 152 vouchers that became available between July 1, 2016 and June 1, 2017 being used by households experiencing homelessness, or 6.58% 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,



David M. Ward
Director of Housing Services
JOHNSON COUNTY HOUSING AUTHORITY

Multi-Continuum Homeless Management Information System (HMIS)

Governance Charter for Kansas City Continua of Care (KS-505 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 two Continuum of Care organizations serving the greater Kansas City area (MO-604 Greater Kansas City Coalition to End Homelessness 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 two 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 two CoC agencies, the HMIS Lead Agency, and the HMIS Governing Board.

II. Duration & Amendment

- a. This Charter may be amended at any time, by written agreement of all parties. The initial Charter provided that it would be updated and/or renewed within 24 months of its effective date, which was approved on June 29, 2015. A revised Charter was signed on June 20, 2016, following the merger of the Jackson and Wyandotte County CoCs. With the approval of the revisions to the Charter in 2017, the Charter will be reviewed, and as appropriate, may be updated/modified as outlined in paragraph c of this Section. 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.
- b. This Charter is considered effective following the signatures of the designated representatives of the three organizations that are party to this Charter.
- c. The HMIS Governing Board may consider amendments at any time. Proposed changes will be presented to the three parties to this Agreement, and if acceptable, will be adopted and a revised Charter will be signed by all parties.

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 until such time as those mandates are no longer relevant.

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 both 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 i through vi 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 two 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. The initial Charter of the HMIS Governing Board approved on June 29, 2015, was 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 three Charter participating members hereby agree to extend the life of the Charter until December 31, 2017. The three Charter participating members further agree to determine prior to December 31, 2017, if the Charter should be renewed. If at anytime the Charter fails to be renewed, the HMIS Governing Board will be terminated and a Governing Committee shall be formed. Each participating Continuum's Board of Directors will appoint two members to the Governing Committee. In the event that one of the participating continua has more than three times the HIC bed count, that continuum will receive an additional appointment. Any non-applicable section of this charter shall be dispensed with if the HMIS Governing Board is terminated.
- d. The HMIS Governing Board will be composed of:
 - 1. 5 members chosen by the Greater Kansas City Coalition to End Homelessness
 - i. At least 1 community member
 - ii. At least 1 non-CoC funded
 - 2. 4 members from the Johnson County CoC
 - i. At least 1 community member
 - ii. At least 1 non-CoC funded
 - 3. 4 members from the community-at-large selected by the existing board members.
 - 4. HMIS Lead Agency and CoC staff would be ex-officio members
- e. 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 9 of the 13 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 the original Charter, each CoC board and the Homelessness Task Force chair made appointments to the HMIS Governing Board. The two CoC boards approved the appointments from their organization. MARC, acting as the HMIS Lead Agency scheduled the first meeting of the HMIS Governing Board.
- b. The HMIS Governing Board will establish by-laws and a meeting schedule.
- c. At the December 2017 annual meeting, each of the two CoC boards will make appointments to the HMIS Governing Board. The existing Board members prior to December 2017-will nominate four community members to serve on the Board.

X. Terms of Appointment of HMIS Governing Board Members

- a. Upon confirmation of the continuation of the operation of the HMIS Governing Board by extending this Governing Charter by the three participating parties, the two CoC boards will continue the appointment of the current 9 members as outlined in Section VIII of this Charter until December 31, 2017, and will then appoint new or reappoint existing members for a two-year term.
- b. Thereafter, CoC boards will each appoint representatives as outlined in Section VIII of this Charter for two-year terms.
- c. HMIS Governing Board members may be reappointed for two terms; however, the CoC Boards may exceed this requirement at their discretion]
- d. The four at-large community members terms will expire December 31, 2017; and appointment or re-appointment will follow the prescribed guidelines in Section VIII of this charter.

XI. 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 two 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.
- d. The HMIS Governing Board will monitor use of the selected software, and make recommendations to maintain use of the selected software or to make changes to another

system. A periodic review of the HMIS vendor shall be conducted every 5 years, and if necessary, a RFP will be issued to consider changes to the HMIS vendor.

XII. 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.
- f. The HMIS Governing Board will monitor the performance of the HMIS Lead Agency with regard to the duties outlined in this charter. A periodic review shall be conducted every 2 years.

XIII. 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 two 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.

XIV. 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, consistence 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.

XV. 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.

XVI. 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 policies.

Agreed to by all of the parties to this Charter:

GREATER KANSAS CITY COALITION TO
END HOMELESSNESS




Board Chair

JOHNSON COUNTY CONTINUUM OF CARE



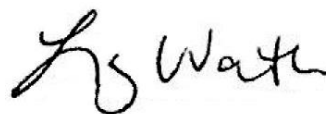
Board Co-Chair

MID-AMERICA REGIONAL COUNCIL



Board Chair

JOHNSON COUNTY CONTINUUM OF CARE



Board Co-Chair

Original Approval Date: June 29, 2015

Revised Charter Adoption Date June 20, 2016

Revised Charter Adoption and Extension Date: August 28, 2017

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.

2017 HDX Competition Report

Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	153	130
Emergency Shelter Total	100	84
Safe Haven Total	0	0
Transitional Housing Total	43	29
Total Sheltered Count	143	113
Total Unsheltered Count	10	17

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	0	3
Sheltered Count of Chronically Homeless Persons	0	0
Unsheltered Count of Chronically Homeless Persons	0	3

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	42	33
Sheltered Count of Homeless Households with Children	42	33
Unsheltered Count of Homeless Households with Children	0	0

Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	6	2	1
Sheltered Count of Homeless Veterans	4	2	1
Unsheltered Count of Homeless Veterans	2	0	0

2017 HDX Competition Report

HIC Data for KS-505 - Overland Park/Shawnee/Johnson County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	120	60	60	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	41	17	24	100.00%
Rapid Re-Housing (RRH) Beds	185	14	171	100.00%
Permanent Supportive Housing (PSH) Beds	24	0	24	100.00%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	370	91	279	100.00%

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	2	3

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC
RRH units available to serve families on the HIC	33	52

2017 HDX Competition Report

HIC Data for KS-505 - Overland Park/Shawnee/Johnson County CoC

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC
RRH beds available to serve all populations on the HIC	89	185

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Summary Report for KS-505 - Overland Park/Shawnee/Johnson County CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more “metrics” used to measure the system performance. Click through each tab above to enter FY2016 data for each measure and associated metrics.

RESUBMITTING FY2015 DATA: If you provided revised FY 2015 data, the original FY2015 submissions will be displayed for reference on each of the following screens, but will not be retained for analysis or review by HUD.

ERRORS AND WARNINGS: If data are uploaded that creates selected fatal errors, the HDX will prevent the CoC from submitting the System Performance Measures report. The CoC will need to review and correct the original HMIS data and generate a new HMIS report for submission.

Some validation checks will result in warnings that require explanation, but will not prevent submission. Users should enter a note of explanation for each validation warning received. To enter a note of explanation, move the cursor over the data entry field and click on the note box. Enter a note of explanation and “save” before closing.

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.

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY2015	Revised FY2015	Current FY	Submitted FY2015	Revised FY2015	Current FY	Difference	Submitted FY2015	Revised FY2015	Current FY	Difference
1.1 Persons in ES and SH	76	79	45	71	73	100	27	40	40	63	23
1.2 Persons in ES, SH, and TH	268	271	126	99	99	104	5	49	56	53	-3

b.

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.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	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	-	45	-	100		-	63	
1.2 Persons in ES, SH, and TH	-	126	-	104		-	53	

2017 HDX Competition Report

FY2016 - 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			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY2015	# of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	7	20	2	8	40%	0	0	0%	0	1	5%	9	45%
Exit was from ES	26	52	0	0	0%	0	0	0%	0	0	0%	0	0%
Exit was from TH	109	87	3	10	11%	0	3	3%	0	0	0%	13	15%
Exit was from SH	0	0	0	0		0	0		0	0		0	
Exit was from PH	19	60	3	7	12%	0	3	5%	4	1	2%	11	18%
TOTAL Returns to Homelessness	161	219	8	25	11%	0	6	3%	4	2	1%	33	15%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

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

	2015 PIT Count	Most Recent PIT Count	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
Unsheltered Count	23	10	-13

Metric 3.2 – Change in Annual Counts

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	268	271	126	-145
Emergency Shelter Total	76	79	45	-34
Safe Haven Total	0	0	0	0
Transitional Housing Total	195	195	81	-114

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	33	23	50	27
Number of adults with increased earned income	6	5	16	11
Percentage of adults who increased earned income	18%	22%	32%	10%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	33	23	50	27
Number of adults with increased non-employment cash income	16	11	15	4
Percentage of adults who increased non-employment cash income	48%	48%	30%	-18%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	33	23	50	27
Number of adults with increased total income	19	13	24	11
Percentage of adults who increased total income	58%	57%	48%	-9%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	342	341	231	-110
Number of adults who exited with increased earned income	33	37	46	9
Percentage of adults who increased earned income	10%	11%	20%	9%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	342	341	231	-110
Number of adults who exited with increased non-employment cash income	12	16	19	3
Percentage of adults who increased non-employment cash income	4%	5%	8%	3%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	342	341	231	-110
Number of adults who exited with increased total income	41	47	54	7
Percentage of adults who increased total income	12%	14%	23%	9%

2017 HDX Competition Report

FY2016 - 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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	276	271	126	-145
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	51	62	11
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	220	64	-156

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	412	396	339	-57
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	94	168	74
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	302	171	-131

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

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 the FY2016 Resubmission reporting period.

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons who exit Street Outreach	22	22	29	7
Of persons above, those who exited to temporary & some institutional destinations	7	7	9	2
Of the persons above, those who exited to permanent housing destinations	7	7	16	9
% Successful exits	64%	64%	86%	22%

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

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	289	293	147	-146
Of the persons above, those who exited to permanent housing destinations	102	110	74	-36
% Successful exits	35%	38%	50%	12%

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	119	119	188	69
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	86	79	149	70
% Successful exits/retention	72%	66%	79%	13%

2017 HDX Competition Report

FY2016 - SysPM Data Quality

KS-505 - Overland Park/Shawnee/Johnson County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2017 HDX Competition Report

FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	66	55	58	58	75	87	27	27	35	35	38	38			34	89				
2. Number of HMIS Beds	66	55	58	58	75	87	27	27	17	23	26	26			34	89				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	48.57	65.71	68.42	68.42			100.00	100.00				
4. Unduplicated Persons Served (HMIS)	6	50	84	50	27	49	43	66	33	39	36	30	98	88	119	227	0	0	22	29
5. Total Leavers (HMIS)	0	44	64	32	11	30	11	40	8	6	11	9	48	81	24	124	0	0	21	24
6. Destination of Don't Know, Refused, or Missing (HMIS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7. Destination Error Rate (%)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00

2017 HDX Competition Report

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2017 PIT Count	1/24/2017	

Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	4/28/2017	Yes
2017 HIC Count Submittal Date	4/28/2017	Yes
2016 System PM Submittal Date	6/5/2017	Yes

Valorie Carson

From: Valorie Carson
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Cc: Valorie Carson; Julie Brewer

Subject: KS-505 CoC Rank and Review Committee results for FY2017 CoC NOFA application

Attachments: KS-505 FY2017 CoC Rank and Review Committee Results 9.08.2017.pdf

KS-505 FY2017 CoC Rank and Review Committee scoring results 9.08.2017

ORGANIZATION	Grant Name	TYPE	new/renewal	TOTAL POINTS: 120	Grant Award	
MARC	HMIS lead	HMIS	renew	119	\$62,632	\$62,632
Catholic Charities NE KS	RRH+SSP	RRH	renew	116	\$59,728	\$122,360
Catholic Charities NE KS	HHI	RRH	renew	114	\$101,641	\$224,001
Catholic Charities NE KS	HHI-2	RRH	renew	113	\$111,255	\$335,256
JoCo Mental Health Ctr	12 bed	PSH	renew	110	\$110,194	\$445,450
SAFEHOME	DV RRH	RRH	renew	109	\$88,176	\$533,626
SAFEHOME	TLP	TH	renew	107	\$57,568	\$591,194
JoCo Mental Health Ctr	3 bed	PSH	renew	102	\$27,011	\$618,205
JoCo Mental Health Ctr	3 bed	PSH	renew	102	\$538	\$618,743
JoCo Housing Services	SAVE	PSH	renew	79	\$38,922	\$657,665
Catholic Charities NE KS	RRH Bonus	RRH	new	NA	\$39,460	\$697,125

TIER ONE 94% ARD

TIER TWO

The committee met Wednesday September 6, 2017 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 FY2017.

KS-505's annual renewal demand (the amount needed to fully fund all existing projects or ARD) was \$657,665 with a possible bonus project of \$39,460. Tier One projects were limited to up to 94% of the CoC's ARD or \$618,205. All renewal dollars above \$618,205 and bonus projects were 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 FY2016 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

TLP = transitional living program

renew = project application that was previously funded in the FY2016 CoC competition

bonus = project application that is new and created with up to 6% of KS-505's annual renewal demand, must be placed in Tier Two per HUD instructions

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 FY2017 CoC Rank and Review Committee scoring results 9.08.2017

ORGANIZATION	Grant	TYPE	new/renewal	TOTAL POINTS: 120	Grant Award		
MARC	HMIS lead	HMIS	renew	119	\$62,632	\$62,632	TIER ONE 94% ARD
Catholic Charities NE KS	RRH+SSP	RRH	renew	116	\$59,728	\$122,360	
Catholic Charities NE KS	HHI	RRH	renew	114	\$101,641	\$224,001	
Catholic Charities NE KS	HHI-2	RRH	renew	113	\$111,255	\$335,256	
JoCo Mental Health Ctr	12 bed	PSH	renew	110	\$110,194	\$445,450	
SAFEHOME	DV RRH	RRH	renew	109	\$88,176	\$533,626	
SAFEHOME	TLP	TH	renew	107	\$57,568	\$591,194	
JoCo Mental Health Ctr	3 bed	PSH	renew	102	\$27,011	\$618,205	
<i>JoCo Mental Health Ctr</i>	<i>3 bed</i>	<i>PSH</i>	<i>renew</i>	<i>102</i>	<i>\$538</i>	<i>\$618,743</i>	TIER TWO
JoCoHousing Serv	SAVE	PSH	renew	79	\$38,922	\$657,665	
Catholic Charities NE KS	RRH Bonus	RRH	renew		\$39,460	\$697,125	

The committee met Wednesday September 6, 2017 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 FY2017.

KS-505's annual renewal demand (the amount needed to fully fund all existing projects or ARD) was \$657,665 with a possible bonus project of \$39,460. Tier One projects were limited to up to 94% of the CoC's ARD or \$618,205. All renewal dollars above \$618,205 and bonus projects were 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 FY2016 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

TLP = transitional living program

renew = project application that was previously funded in the FY2016 CoC competition

bonus = project application that is new and created with up to 6% of KS-505's annual renewal demand, must be placed in Tier Two per HUD instructions

A timeline of activities and meetings that have been posted here. For more information, please contact Valorie Carson, valorie@ucsjoco.org.

KIS-505 FY2017 CoC Rank and Review Committee scoring results September 8, 2017

UCSJ staff at Johnston County's Continuum of Care on Homelessness (CoC) lead agency and its contractors for facilitating the annual CoC Rank and Review process.

The Johnston County CoC Rank and Review Committee and Board have released KIS-505's FY2017 Hub Continuum of Care (CoC) NOFA Rank and Review results for the year's competition. To view the full report, please click [here](#).

The committee met Wednesday, September 8, 2017 for the final round to discuss the nine renewal applications and the one bonus project application. Using a scoring sheet developed by CoC Board members, committee members scored project applications on eight criteria: program focus, community responsiveness and coordination, and objective performance measures related to housing stability, income sufficiency, food utilization and food accessibility. For more information about the scoring criteria, see [FINAL R Committee score sheet FY2017](#).

KIS-505's annual renewal scenario (the amount needed to fully fund all existing projects) of \$501,100 was \$157,455 (with a portion bonus project) of \$39,440. For one project, the amount needed to fully fund the CoC's ADD of \$618,235. All renewal projects above \$618,205 and bonus projects were placed in Tier Two.

KIS-505 CoC 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, valorie@ucsjoco.org or call 919-435-4754.

FY 2017 CoC NOFA Rank and Review Process

Since publishing the results of the FY 2017 Hub CoC notice of funding availability, the KIS-505 CoC Board developed and approved a rank and review scoring process including objective performance measures related to housing stability, income sufficiency, food utilization and food accessibility. The deadline for submitting renewal and new project for consideration was August 25. With nine projects submitted for renewal and one new project, each project applicant was required to submit a self-committee cover sheet including performance related data and a tier housing first priorities. To view the [scoring sheet and related score sheet](#), used by all Committee members, click on the link in the resource section of this page.

Unrelated: [add photo](#)

[STUDENTS TO MONITOR POVERTY PROJECT](#)
South, 2011, A23

[KIDNEY SURVIVOR](#)
South, 2011, A23

[HUMAN NEEDS](#)
South, 2011, A23

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Policy

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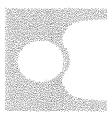
Zoom

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Editing

UCS News: New U.S. Census Bureau Release: CoC Rank and Review Results - Message (HTML)


Fit 9/15/2017 4:34 PM



Julie Brewer <ucsjoco@ucsjoco.ccsend.com> on behalf of Julie Brewer <ucsjoco@ucsjoco.org>
UCS News: New U.S. Census Bureau Release: CoC Rank and Review Results

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 2016, \$677,000 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-505's FY2017 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, valoriect@ucsjoco.org or call 913-438-4764.

Make A Donation: Giving to honor our past and prepare for our future is a great way to help us celebrate 50 years and those who have served our community through UCS. We are happy to offer this [easy online giving option](#).

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

Before Starting the Project Listings for the CoC Priority Listing

The FY 2017 CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be submitted prior to the CoC Program Competition deadline as required by the FY 2017 CoC Program Competition NOFA.

The FY 2017 CoC Priority Listing includes the following:

- Reallocation forms – must be fully completed if the CoC is reallocating eligible renewal projects to create new projects as described in the FY 2017 CoC Program Competition NOFA.
- New Project Listing – lists all new project applications created through reallocation and the permanent housing bonus that have been approved and ranked or rejected by the CoC.
- Renewal Project Listing – lists all eligible renewal project applications that have been approved and ranked or rejected by the CoC.
- UFA Costs Project Listing – applicable and only visible for Collaborative Applicants that were designated as a Unified Funding Agency (UFA) during the FY 2017 CoC Program Registration process. Only 1 UFA Costs project application is permitted and can only be submitted by the Collaborative Applicant.
- CoC Planning Project Listing – Only 1 CoC planning project is permitted per CoC and can only be submitted by the Collaborative Applicant.
- HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

Things to Remember:

- All new and renewal projects must be approved and ranked or rejected on the Project Listings.
- Collaborative Applicants are responsible for ensuring all project applications are accurately appearing on the Project Listings and there are no project applications missing from one or more Project Listings.
- If a project application(s) is rejected by the CoC, the Collaborative Applicant must notify the affected project applicant(s) no later than 15 days before the CoC Program Competition application deadline outside of e-snaps and include the reason for rejection.
- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.
- If the Collaborative Applicant needs to amend a project application for any reason after ranking has been completed, the ranking of other projects will not be affected; however, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND re-rank the project application BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

Additional training resources are available online on the CoC Training page of the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

1A. Continuum of Care (CoC) Identification

Instructions:

The fields on this screen are read only and reference the information entered during the CoC Registration process. Updates cannot be made at this time. If the information on this screen is not correct, contact the HUD Exchange Ask A Question (AAQ) at <https://www.hudexchange.info/ask-a-question/>.

Collaborative Applicant Name: United Community Services of Johnson County

2. Reallocation

Instructions:

For guidance on completing this form, please reference the FY 2017 CoC Priority Listing Detailed Instructions. Submit technical question to the e-snaps HUD Exchange Ask A Question (AAQ) at <https://www.hudexchange.info/get-assistance/>.

2-1. Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in calendar year 2018 into one or more new projects? No

3. Reallocation - Grant(s) Eliminated

CoCs that are reallocating eligible renewal project funds to create a new project application – as detailed in the FY 2017 CoC Program Competition NOFA – may do so by eliminating one or more expiring eligible renewal projects. CoCs that are eliminating eligible renewal projects entirely must identify those projects on this form.

Amount Available for New Project:
(Sum of All Eliminated Projects)

\$0

Eliminated Project Name	Grant Number Eliminated	Component Type	Annual Renewal Amount	Type of Reallocation
This list contains no items				

4. Reallocation - Grant(s) Reduced

CoCs that are reallocating eligible renewal project funds to create a new project application – as detailed in the FY 2017 CoC Program Competition NOFA – may do so by reducing one or more expiring eligible renewal projects. CoCs that are reducing eligible renewal projects entirely must identify those projects on this form.

Amount Available for New Project (Sum of All Reduced Projects)					
\$0					
Reduced Project Name	Reduced Grant Number	Annual Renewal Amount	Amount Retained	Amount available for new project	Reallocation Type
This list contains no items					

5. Reallocation - New Project(s)

Collaborative Applicants must complete each field on this form that identifies the new project(s) the CoC created through the reallocation process.

Sum of All New Reallocated Project Requests
(Must be less than or equal to total amount(s) eliminated and/or reduced)

\$0				
Current Priority #	New Project Name	Component Type	Transferred Amount	Reallocation Type
This list contains no items				

Continuum of Care (CoC) New Project Listing

Instructions:

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Project Listing Instructional Guide", both of which are available at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

To upload all new project applications that have been submitted to this CoC Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of new projects submitted that need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted and appear on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Reallocation	PSH/RRH	Expansion
RRH Bonus project...	2017-09-13 11:21:...	PH	Catholic Charitie...	\$39,460	1 Year	10	PH Bonus	RRH	

Continuum of Care (CoC) Renewal Project Listing

Instructions:

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Project Listing Instructional Guide", both of which are available at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

To upload all renewal project applications that have been submitted to this Renewal Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of renewal projects that need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted and appear on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing.

☒

The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.

☐

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type
SAFEHOME DV RRH	2017-09-11 17:12:...	1 Year	SAFEHOME , Inc.	\$88,176	6	RRH	PH
SAFEHOME DV TL	2017-09-11 15:28:...	1 Year	SAFEHOME , Inc.	\$57,568	7		TH
Homeless Supporte...	2017-09-13 11:38:...	1 Year	Johnson County Me...	\$27,549	8	PSH	PH
HHI-2 Homeless to...	2017-09-13 11:14:...	1 Year	Catholic Charitie...	\$111,255	4	RRH	PH

HHI - Homeless to...	2017-09-13 11:16:...	1 Year	Catholic Charitie...	\$101,641	3	RRH	PH
RRH Housing for H...	2017-09-13 11:08:...	1 Year	Catholic Charitie...	\$59,728	2	RRH	PH
Homeless Supporte...	2017-09-13 12:03:...	1 Year	Johnson County Me...	\$110,194	5	PSH	PH
Rental Assistance	2017-09-14 11:59:...	1 Year	Johnson County Hu...	\$38,922	9	PSH	PH
HMIS Lead Agency ...	2017-09-16 13:46:...	1 Year	Mid-America Regio...	\$62,632	1		HMIS

Continuum of Care (CoC) Planning Project Listing

Instructions:

Prior to starting the CoC Planning Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Project Listing Instructional Guide," both of which are available at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

To upload the CoC planning project application that has been submitted to this CoC Planning Project Listing, click on the "Update List" button. This process may take a few minutes as the project will need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review the CoC Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon.

Only one CoC Planning project application can be submitted by a Collaborative Applicant and must match the Collaborative Applicant information on the CoC Applicant Profile. Any additional CoC Planning project applications must be rejected.

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Comp Type
FY2017 KS-505 CoC...	2017-09-25 12:16:...	1 Year	United Community ...	\$19,732	CoC Planning Proj...

Funding Summary

Instructions

For additional information, carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Priority Listing Instructional Guide", both of which are available at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

This page contains the total budget summaries for each of the project listings for which the Collaborative Applicant approved and ranked or rejected project applications. The Collaborative Applicant must review this page to ensure the totals for each of the categories is accurate. The "Total CoC Request" indicates the total funding request amount the Collaborative Applicant will submit to HUD for funding consideration. As stated previously, only 1 UFA Cost project application (for UFA designated Collaborative Applicants only) and only 1 CoC Planning project application can be submitted and only the Collaborative Applicant designated by the CoC is eligible to request these funds.

Title	Total Amount
Renewal Amount	\$657,665
New Amount	\$39,460
CoC Planning Amount	\$19,732
Rejected Amount	\$0
TOTAL CoC REQUEST	\$716,857

Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan	Yes	KS-505 CoC FY2017...	09/22/2017
FY 2017 Rank (from Project Listing)	No	KS-505 FY2017 CoC...	09/22/2017
Other	No	Certificate of Co...	09/16/2017
Other	No		

Attachment Details

Document Description: KS-505 CoC FY2017 Certifs of Consistency Jo
Co Overland Park Shawnee Lenexa

Attachment Details

Document Description: KS-505 FY2017 CoC Rank and Review
Committee Results 9.08.2017

Attachment Details

Document Description: Certificate of Consistency with Sustainable
Communities Planning and Implementation

Attachment Details

Document Description:

Submission Summary

WARNING: The FY2017 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

WARNING: The FY2017 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

Page	Last Updated
Before Starting	No Input Required
1A. Identification	09/22/2017
2. Reallocation	09/22/2017
3. Grant(s) Eliminated	No Input Required
4. Grant(s) Reduced	No Input Required
5. New Project(s)	No Input Required
7A. CoC New Project Listing	09/22/2017
7B. CoC Renewal Project Listing	09/22/2017
7D. CoC Planning Project Listing	09/25/2017
Funding Summary	No Input Required

Attachments

09/22/2017

Submission Summary

No Input Required

**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 FY2017Location of the Project: All 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, Merriam, Mission, and others.Name of the Federal
Program to which the
applicant is applying: HUD's CoC Registration and Application FY2017Name of
Certifying Jurisdiction: Johnson County, KSCertifying Official
of the Jurisdiction
Name: Hannes ZachariasTitle: County ManagerSignature: Date: 9.8.17

Descriptions of Programs applying for 2017 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 2017 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, \$101,641, 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 four homeless individuals, all of who were homeless and 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, 20 individuals are being served year round. 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)

SAFEHOME, INC. – DV RRH renewal SAFEHOME has been providing rapid re-housing for those households experiencing both homelessness and domestic violence since 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. Prior to its award, SAFEHOME 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. In the past year, it provided RRH support for 12 households. (Funding for one renewal: \$88,176)

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)

One bonus project application will be submitted in the 2017 NOFA application

Catholic Charities of Northeast Kansas – RRH Bonus Project (Permanent Housing Bonus) The RRH Bonus Project will build on Catholic Charities' existing rapid re-housing programming that has successfully implemented housing first practices to re-house and stabilize Johnson County households experiencing homelessness. While their CoC funded RRH grants have focused on households with children, the bonus grant will focus on transitional age youth and households without children in response to a gap in permanent housing options for these populations. Their existing infrastructure of case managers, financial literacy and employment supports, and ongoing partnerships with local schools, mental and behavioral healthcare organizations will enable them to support key referrals while assisting these populations re-gain and maintain housing. The Bonus Project is expected to support 4-6 households per year. (Funding for one new bonus project: \$39,460)

One planning grant project will be submitted in the 2017 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 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, implement coordinated entry to improve the responsiveness of the homelessness service system, and support 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: \$19,730)

**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 FY2017Location of the Project: All 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, Merriam, Mission, and others.Name of the Federal
Program to which the
applicant is applying: HUD's CoC Registration and Application FY2017Name of
Certifying Jurisdiction: City of Shawnee, KSCertifying Official
of the Jurisdiction
Name: Carol GonzalesTitle: City ManagerSignature: Date: 09/15/2017

**Descriptions of Programs applying for 2017 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 2017 NOFA:

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One bonus project application will be submitted in the 2017 NOFA application

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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 FY2017

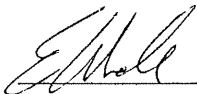
Location of the Project: All projects and the clients they serve are located in Johnson County KS
including but not limited to the cities of Overland Park, Shawnee, Olathe,
Lenexa, Gardner, Merriam, Mission, and others.

Name of the Federal
Program to which the
applicant is applying: HUD's CoC Registration and Application FY2017

Name of
Certifying Jurisdiction: City of Lenexa, KS

Certifying Official
of the Jurisdiction
Name: Eric Wade

Title: City Administrator

Signature: 

Date: 9.15-17

Reviewed & Approved
City Legal Dept.

By 

Title ACA

**Descriptions of Programs applying for 2017 HUD NOFA funding with the
KS-505 Overland Park/Shawnee/Johnson County Continuum of Care for
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with the Consolidated Plan**

U.S. Department of Housing
and Urban Development

OMB Approval No. 2508-0112 (Exp. 12/31/2018)

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Project Name: KS-505 CoC Application FY2017


Location of the Project: All projects and the clients they serve are located in Johnson County KS
including but not limited to the cities of Overland Park, Shawnee, Olathe,
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Name of the Federal
Program to which the
applicant is applying: HUD's CoC Registration and Application FY2017

Name of
Certifying Jurisdiction: City of Overland Park, KS

Certifying Official
of the Jurisdiction
Name: Bill Ebel

Title: City Manager

Signature: 

Date: 9/8/17

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KS-505 FY2017 CoC Rank and Review Committee scoring results 9.08.2017

ORGANIZATION	Grant Name	TYPE	new/renewal	TOTAL POINTS: 120	Grant Award		
MARC	HMIS lead	HMIS	renew	119	\$62,632	\$62,632	TIER ONE 94% ARD
Catholic Charities NE KS	RRH+SSP	RRH	renew	116	\$59,728	\$122,360	
Catholic Charities NE KS	HHI	RRH	renew	114	\$101,641	\$224,001	
Catholic Charities NE KS	HHI-2	RRH	renew	113	\$111,255	\$335,256	
JoCo Mental Health Ctr	12 bed	PSH	renew	110	\$110,194	\$445,450	
SAFEHOME	DV RRH	RRH	renew	109	\$88,176	\$533,626	
SAFEHOME	TLP	TH	renew	107	\$57,568	\$591,194	
JoCo Mental Health Ctr	3 bed	PSH	renew	102	\$27,011	\$618,205	
<i>JoCo Mental Health Ctr</i>	<i>3 bed</i>	<i>PSH</i>	<i>renew</i>	<i>102</i>	<i>\$538</i>	<i>\$618,743</i>	TIER TWO
JoCo Housing Services	SAVE	PSH	renew	79	\$38,922	\$657,665	
Catholic Charities NE KS	RRH Bonus	RRH	new	NA	\$39,460	\$697,125	

The committee met Wednesday September 6, 2017 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 FY2017.

KS-505's annual renewal demand (the amount needed to fully fund all existing projects or ARD) was \$657,665 with a possible bonus project of \$39,460. Tier One projects were limited to up to 94% of the CoC's ARD or \$618,205. All renewal dollars above \$618,205 and bonus projects were 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 FY2016 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

TLP = transitional living program

renew = project application that was previously funded in the FY2016 CoC competition

bonus = project application that is new and created with up to 6% of KS-505's annual renewal demand, must be placed in Tier Two per HUD instructions

U.S. Department of Housing
and Urban Development

Certification of Consistency with Sustainable Communities Planning and Implementation

I certify that the proposed activities/projects in this application are consistent with the Livability Principles advanced by communities in the FY2010 or FY2011 Sustainable Communities Regional Planning Grant and Community Challenge Planning Grant programs.

(Type or clearly print the following information)

Applicant Name: United Community Services of Johnson County (CoC KS-505)

Name of the Federal Program to
which the applicant is applying: CoC Program Competition NOFA: FR-6100-N-25

Name of the Preferred
Sustainability Status Community: Metropolitan Kansas City MO/KS

I further certify that:

- (1) The applicant is engaged in activities, that in consultation with the designated Point of Contact of the HUD-designated Preferred Sustainability Status Community, further the purposes of the Sustainable Communities Regional Planning Grant program or Community Challenge Planning Grant program;
- (2) The applicant's proposed activities either directly reflect the Livability Principles cited and contained in HUD's General Section to the NOFAs or will result in the delivery of services that are consistent with the goals of the Livability Principles;
- (3) The applicant has committed to maintain an on-going relationship with the HUD Preferred Sustainability Status Community for the purposes of being part of the planning and implementation processes in the designated area.

Name of the Official Authorized to Certify Preferred

Sustainability Status and that the applicant meets

the above criteria to receive bonus points: David A. Warm

Title: Executive Director

Organization: Mid-America Regional Council

Signature: 

Date: 09/15/2017

(mm/dd/yyyy)