

PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the ~~9th~~^{20th} day of July, 2019, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the Commonwealth of Kentucky created pursuant to KRS chapter 67A (hereinafter "Government"), 200 East Main Street, Lexington, Kentucky 40507, on behalf of its Department of Social Services (hereinafter "Sponsor"), and, **COMMUNITY ACTION COUNCIL FOR LEXINGTON-FAYETTE, BOURBON, HARRISON AND NICHOLAS COUNTIES, INC.** with offices located at **710 West High Street, Lexington, Kentucky 40508**, (hereinafter "Organization").

RECITALS

WHEREAS, the Government and the Sponsor desire to provide to strengthen and enhance Food Insecurity and Nutritional Access by supporting programs and services for the provision of addressing having reliable access to a sufficient quantity of affordable, nutritious food and providing nutritional services, and to fund programs and services to provide low-barrier, rapid resolution, housing-oriented overnight emergency shelter for individuals and families experiencing homelessness.

WHEREAS, the Government and the Sponsor solicited Requests for Proposals from public organizations and private non-profit organizations to provide this service through RFP No. 13-2019 – Extended Social Resources (ESR) Grant Program; Priority Area: Food Insecurity and Nutritional Access and RFP No. 14-2019 – Extended Social Resources (ESR) Grant Program; Priority Area: Overnight Emergency Shelter;

WHEREAS, the Organization submitted a proposal which was deemed by the Government and Sponsor to be one of the best and most responsive proposals to implement and/or provide these services.

WITNESSETH

NOW, THEREFORE, in consideration of the mutual promises and covenants herein expressed, the Government and the Organization agree as follows:

1. This Agreement shall include the following additional documents, which are attached hereto as exhibits and incorporated herein by reference as if fully stated:

- a. Exhibit A – RFP No. 13 – 2019, consisting of 19 pages
- b. Exhibit B – RFP No. 14 – 2019, consisting of 21 pages
- c. Exhibit C – Organization's Formal Response to RFP No. 13 – 2019, consisting of 8 pages
- d. Exhibit D – Organization's Formal Response to RFP No. 14 – 2019, consisting of 85 pages

In the event of a conflict between and among the provisions of these documents the provisions of this Agreement shall prevail, followed by Exhibit A and Exhibit B, and then Exhibit C and Exhibit D.

2. Government hereby retains Organization for the period beginning on **July 1, 2019**, and continuing for a period of one (1) year from that date. The Government may terminate this Agreement at any time and for any reason by providing the Organization with at least thirty (30) days written notice of termination. In such case this Agreement shall terminate thirty (30) days from the date notice is given to the Organization.

3. Government shall pay Organization the sum of **ONE HUNDRED, SIXTY-THREE THOUSAND and 00/100 Dollars (\$163,000)** for the services required by this Agreement, said services being more particularly described in the Exhibit C and Exhibit D attached hereto and incorporated herein by reference as Exhibit A and Exhibit B, one-half (1/2th) of which shall be payable in August 2019 or shortly thereafter upon receipt of an invoice, and with one-half (1/2th) payable in January 2020 or shortly thereafter upon receipt

of an invoice, and detailed mid-year and year-end program reports. **First biannual invoice shall be submitted by August 5th, 2019, and second biannual invoice and first six-month detailed program report shall be due January 13th, 2020. A year-end program report shall be submitted by July 17th, 2020.** Reports shall reflect the services and programs directly related to the funding provided by Lexington Fayette Urban County Government with emphasis on measurable outcomes, and specifically outlined in the funding application. Forms for both the quarterly financial and program reports will be provided.

4. In the event of termination of this Agreement by Government as provided for in paragraph 1 above, Organization shall be entitled to that portion of total compensation due under this Agreement as the service rendered bears to the service required herein.

5. Organization shall perform all duties and services included in the Exhibit C and Exhibit D, attached hereto faithfully and satisfactorily at the time, place and for the duration prescribed herein. Compensation paid pursuant to this Agreement shall be used exclusively for the services set forth in the Addendum and for no other purpose. Any alteration in the nature of such services and duties constitutes an amendment to this Agreement and must be in writing signed by both parties. Organization shall keep itself fully informed of all federal and state laws and all municipal ordinances and regulations in any manner affecting the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulations, whether or not such laws, ordinances or regulations are mentioned herein, and

6. Organization shall indemnify, defend and hold harmless Government, its officers, agents and employees, from and against any and all liabilities, claims, demands, losses, damages, costs, and/or expenses arising out of, from, relating to, and/or based on the Organization's violation of any such laws, ordinances or regulations or Organization's breach of this Agreement.

7. Organization represents that it has filed all federal, state and local income tax returns required by law in the legally prescribed time and manner. This Agreement shall not become effective unless and until copies of all of the executed originals of the aforementioned tax returns filed for the Organization have been registered for the current tax year by the Organization in the office of the Sponsor, and the Organization shall not be compensated unless and until such registration has taken place.

8. The Organization shall, on such forms as the Sponsor shall provide, submit to Sponsor an annual report and financial statement which summarize the previous year's activities regarding the services enumerated in the addendum attached hereto.

9. Books of accounts shall be kept by the Organization and entries shall be made therein of all money, goods, effects, debts, sales, purchases, receipts, payments and any other transactions of the Organization. The books of accounts, together with all bonds, notes, bills, letters and other writings belonging to the Organization, shall be maintained at the principal place of business of the Organization as set forth in this Agreement. Government shall have free and complete access to the books, papers and affairs of the Organization, that relate to the performance of this Agreement, at all reasonable times, and if it desires, it may have the books and papers of the Organization, that relate to the performance of this Agreement, audited and examined by auditors, accountants or attorneys. Any examination shall be at the expense of the Government.

10. Government may designate such persons as may be necessary to monitor and evaluate the services rendered by the Organization. The Government, its agents and employees, shall, at all times, have unrestricted access to all places where or in which the services required hereunder are being carried on and conducted. Inspection and monitoring of the work by these authorities shall in no manner be presumed to relieve in any degree the

responsibility or obligations of Organization, nor to constitute the Organization as an agent of the Government.

11. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in employment because of race, color, creed, national origin, sex or age, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

12. Organization shall adopt a written sexual harassment policy, which shall, at a minimum, contain a statement of current law; a list of prohibited behaviors; a complaint process; and a procedure which provides for a confidential investigation of all complaints. The policy shall be given to all employees and clients and shall be posted at all locations where Organization conducts business. The policy shall be submitted to Sponsor for review within thirty (30) days of the execution of this Agreement.

13. Organization agrees that it shall apply all funds received by it from the Urban County Government in accordance with the following investment policy guidelines:

- A. Objectives: Capital preservation with surety of income. Reasonable competitive income consistent with high investment quality and purpose of funds. All investments shall conform with state and local law and regulations and these policies.
- B. Investment Funds Management: The governing board may elect to either:
 - (1) Manage its investment through its executive director where the size or complexity of funds to be managed is deemed by the board to be within the training, expertise and/or available time capacity of the executive director and the operating staff; or
 - (2) Utilize the professional investment management facilities of a local bank trust department acting in a fiduciary capacity within the same approved investment policies and federal, state, local and trust laws and regulation. The trust department may utilize its regular short-

term one hundred percent (100%) US Treasury Fund for daily funds investment.

The election of option 1 or 2 should be made consistent with the relative cost incurred and in the case of option 2 the cost shall be competitive among local trust departments.

C. Investment Policies - - Safety and Prudence.

(1) Short-term liquidity funds shall be invested in "riskless" investment, i.e., deposits in Kentucky commercial banks or savings and loan associations that are fully federally insured or deposits collateralized by U.S. Treasury securities with a current market value of at least one hundred percent (100%), or in direct obligations of U.S. Treasury securities.

Investments shall be diversified according to maturity in order to meet projected cash flow needs.

Collateral pledged to secure uninsured deposits shall be held at a federal reserve bank with the receipt providing absolute control by the agency.

(2) Retirement funds, endowment funds, long-term capital reserve funds and any other special funds may be held and invested by a local bank trust department under investment objectives and diversification in accordance with the individual nature of the funds and pursuant to the "prudent man" investment rule as well as general trust law.

(3) All investments shall be reviewed monthly by a finance or investment committee of the agency.

(4) Local brokerage firms may hold and invest funds provided that investments are located within Kentucky and are full insured.

D. Audit - - All investments shall be audited at least annually by independent certified public accountant who shall express an opinion as to whether or not investments during the year audited have conformed with state and local law and regulation and with the approved investment policies.

14. This Agreement, and Exhibits incorporated herein, contains the entire agreement between the parties, and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

15. Organization shall not assign any interest, obligation, or benefit of this Agreement or transfer any interest in the same, whether by assignment or novation, without prior written consent of LFUCG.

16. Organization expressly agrees to abide by the General Conditions and Risk Management Provisions included in Exhibit A which is attached hereto and incorporated herein by reference.

17. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. Organization acknowledges and agrees that any claims, legal proceedings or litigation arising in connection with this Agreement or the Services provided hereunder shall be brought solely in Fayette County, Kentucky.

18. If any particular provision of this Agreement is determined to be invalid or unenforceable, that determination will not affect any other provision hereto, which will be construed in all respects as if the invalid or unenforceable provision were omitted.

19. Notice – Any written notice required by the Agreement shall be delivered by certified mail, return receipt requested, to the following:

For Organization:

Community Action Council
P.O. Box 11610
Lexington, KY 40576

Attn: Bridgett Rice

For Government:

Lexington-Fayette Urban County Gov.
200 East Main Street
Lexington, Kentucky 40507

Attn: Chris Ford, Commissioner
Department of Social Services

IN WITNESS WHEREOF, the parties have executed this Agreement at Lexington,
Kentucky, the day and year first above written.

LEXINGTON-FAYETTE URBAN
COUNTY GOVERNMENT

COMMUNITY ACTION COUNCIL FOR
LEXINGTON-FAYETTE,BOURBON,
HARRISON AND
NICHOLAS COUNTIES, INC.

BY:

Linda Gorton
Linda Gorton, Mayor

BY:

Bridgett Rice
Title: Interim Executive Director

ATTEST:

[Signature]
Clerk of the Urban
County Council



Lexington-Fayette Urban County Government

Request for Proposal

The Lexington-Fayette Urban County Government hereby requests proposals for **RFP #13-2019 Food Insecurity & Nutritional Access – Extended Social Resources (ESR) Grant Program** to be provided in accordance with terms, conditions and specifications established herein.

Proposals will be received **online only** at <https://lexingtonky.ionwave.net> until **2:00 PM**, prevailing local time, on **April 19, 2019**.

Proposals received after the date and time set for opening proposals will not be considered for award of a contract/grant. It is the sole responsibility of the Proposer to assure that his/her proposal is submitted online before the date and time set for opening proposals.

Additional copies of this Request For Proposals are available from the Division of Central Purchasing, Room 338 Government Center, 200 East Main Street, Lexington, KY 40507, (859)-258-3320, at no charge.

Proposals, once submitted, may not be withdrawn for a period of sixty (60) calendar days.

The Lexington-Fayette Urban County Government reserves the right to reject any or all proposals, and to waive technicalities and informalities when such waiver is determined by the Lexington-Fayette Urban County Government to be in its best interest.

Electronic signature online at <https://lexingtonky.ionwave.net> constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

Pre-Proposal Meeting will be held on **Monday, April 8th, 2019 at 8:30AM** at the Phoenix Building 3rd Floor Conference Room, 100 East Vine Street, Lexington, KY 40507.

Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. The Lexington-Fayette Urban County Government shall determine whether any exception is minor.

Please do not contact any LFUCG staff member or any other person involved in the selection process other than the designated contact person(s) regarding the project contemplated under this RFP while this RFP is open and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal for consideration.

Laws and Regulations

All applicable state laws, municipal ordinances and regulations of all authorities having jurisdiction over the project shall apply to the contract, and shall be deemed to be incorporated herein by reference.

Equal Employment Opportunity

The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, creed, national origin, sex or age, and to promote equal employment through a positive, continuing program from itself and each of its subcontracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

Kentucky Equal Employment Opportunity Act

The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any "county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin;
- (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin;

(3) The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provision of the nondiscrimination clauses required by this section; and

(4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers' representative of the contractor's commitments under the nondiscrimination clauses."

The Act further provides:

"KRS 45.610. Hiring minorities -- Information required

(1) For the length of the contract, each contractor shall hire minorities from other sources within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetables.

(2) Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.

KRS 45.620. Action against contractor -- Hiring of minority contractor or subcontractor

(1) If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.

(2) If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the

contractor complies in full with the requirements of KRS 45.560 to 45.640.

(3) The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.

KRS 45.630 Termination of existing employee not required, when

Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that employee was employed prior to the date of the contract.

KRS 45.640 Minimum skills

Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job."

It is recommended that all of the provisions above quoted be included as special conditions in each contract. In the case of a contract exceeding \$250,000, the contractor is required to furnish evidence that his workforce in Kentucky is representative of the available workforce in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

LFUCG Non-Appropriation Clause

Contractor acknowledges that the LFUCG is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of the LFUCG's obligations under this contract, then this contract shall automatically expire without penalty to the LFUCG thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that the LFUCG shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.

In the event of a change in the LFUCG's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects the LFUCG's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to the LFUCG upon written notice to Contractor of such limitation or change in the LFUCG's legal authority.

AFFIDAVIT

Comes the Affiant, **Bridgett Rice**, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is **Bridgett Rice** and he/she is the individual submitting the proposal or is the authorized representative of **Community Action Council for Lexington, Fayette, Bourbon, Harrison and Nicholas Counties, Inc.**, the entity submitting the proposal (hereinafter referred to as "Proposer").
2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.
4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

Continued on next page

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

Bridgett Rice

STATE OF Kentucky

COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me by Bridgett Rice on this the 19th day of April, 2019.

My Commission expires: 12/27/22

Heather M. Belcher
NOTARY PUBLIC, STATE AT LARGE



EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental disability.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.


Signature

Community Action Council
Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: Community Action Council

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African- American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators	8	1	4			1	2									2	6
Professionals	48	7	9	2	3	2	24							1		11	37
Superintendents																	
Supervisors	27	1	15	1	1	1	8									3	24
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals	248	5	148		21	3	66				2			3		8	240
Office/Clerical	20	4	6		2		8									4	16
Skilled Craft	6	1	2			2	1									3	3
Service/Maintenance	22	1	7			3	10			1						5	17
Total:	379	20	191	3	27	12	119	0	0	1	2	0	0	0	4	36	343

Prepared by: Steven Gravitt, Controller
(Name and Title)

Date: 04/15/2019
Revised 2015-Dec-15

GENERAL PROVISIONS

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, 29 U.S.C. 650 *et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.

8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.
9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,
10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to RFP Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract/Grant under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the

contractor fails to cure the deficiencies within the specified time.

- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
 - (a) Failure to perform the contract according to its terms, conditions and specifications;
 - (b) Failure to make delivery within the time specified or according to a delivery schedule fixed by the contract;
 - (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
 - (d) Failure to diligently advance the work under a contract for construction services;
 - (e) The filing of a bankruptcy petition by or against the contractor; or
 - (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.

B. At Will Termination

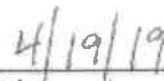
Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent, Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

- 13. **Assignment of Contract:** The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
- 14. **No Waiver:** No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or

shall operate as a waiver thereof.

15. **Authority to do Business:** The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must be signed by a duly authorized officer, agent or employee of the Respondent.
16. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. **Ability to Meet Obligations:** Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.


Signature


Date



Lexington-Fayette Urban County Government
Request for Proposals

Extended Social Resources (ESR) Grant Program
Priority Area: Food Insecurity & Nutritional Access

Purpose

Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program. The Lexington-Fayette Urban County Government (hereinafter referred to as "LFUCG") has historically partnered with non-profit agencies for the purpose of providing priority social services to supplement and support the work of the Urban County Government. These agencies are diverse in their missions and work plans, and provide services to the most vulnerable populations in our community.

Eligibility

- Eligible Responders shall be a non-profit 501(c)3 organization with a physical presence in Lexington-Fayette County
- Responders shall be registered and have a current, complete agency portrait on GoodGiving.net
- Programs receiving grant funds for Partners for Youth are not eligible to also receive funding from the ESR Grant Program (a Program cannot receive funding from both)
- ESR funds cannot be used to teach, advance, advocate or promote any religion
- Be located in and/or serve Fayette County residents with ESR funds in Fayette County
- Applying organization agrees to comply with all applicable local, state, and federal laws

Instructions

Please follow the attached instructions and submit all required forms no later than the deadline indicated below:

Proposal Deadline – 2:00 PM EST Friday, April 19th, 2019.
Proposals received after this deadline or incomplete proposals will not be considered.

1.0 GENERAL INFORMATION & SCOPE

1.1 **Background**

Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program.

This grant cycle shall cover Fiscal Year 2020 (July 1, 2019—June 30, 2020), and will award grants between the four Funding Priorities, which each have separate required Proposal Submittals and criteria, and awarded on an approximate scale, listed below. Proposers may submit ONE Proposal per Funding Priority Area.

Funding Priority Area: Food Insecurity & Nutritional Access

Projected funding is 15% of total ESR Grant Program Award

LFUCG seeks to strengthen and enhance **Food Insecurity and Nutritional Access** by supporting programs and services for the provision of addressing having reliable access to a sufficient quantity of affordable, nutritious food and providing nutritional services. LFUCG intends to award grants for priority-rated programs and services which originate with demonstrated client needs, establish clearly-defined outcomes, and are designed to best practices or evidence-based models.

2.0 GENERAL PROVISIONS

2.1 **Purpose**

The LFUCG is accepting applications from qualified non-governmental, non-profit agencies with current **501(c)3** tax exempt status and with a physical business or program site location in Fayette County (hereinafter, referred to as "Applicant") for ESR funding for FY2020 (July 1, 2019 – June 30, 2020). This funding is intended to support agency **programs** which respond to the **funding priorities** established herein. **THIS FUNDING IS NOT INTENDED TO SUPPORT GENERAL AGENCY OPERATIONS, other than overhead required to support the subject program.**

2.2 **Funding Period**

The funding period is from July 1, 2019 through June 30, 2020.

2.3 **ESR Grant Informational Workshop**

The Department of Social Services conducted a meeting on March 28, 2019 that provided potential proposers with an overview of the proposal and review process, instructions on completing the RFP, and presentation of funding priorities.

2.4 **Proposal Submission**

All Submissions must be uploaded to the LFUCG procurement website at <https://lexingtonky.ionwave.net> by **FRIDAY, APRIL 19th, 2019 before 2:00 PM EST**. The Submission shall include an enclosed form that shall contain the required documents, and respond to one or more established funding priorities.

Proposal submissions containing significant omissions of required information will be considered non-responsive and removed from the RFP funding process on the application deadline date (April 19th, 2019). Significant missing responses to questions constitute an incomplete application. The final decision regarding application completeness and penalties will be determined by the LFUCG Division of Central Purchasing in consultation with the Commissioner of Social Services. **All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's Proposal Submittal Form once the evaluation process begins.**

Do not include additional documents or attachments with the Proposal Submittal Form, such as brochures or letters of support. These will be discarded.

If your agency is submitting a proposal for the funding of more than one program in a single priority area, please note that they must be included in a single Proposal Submittal completed and submitted for that priority area RFP. Only one Proposal Submittal per agency per priority area RFP will be accepted.

Submitted Proposal shall be comprised of the attached PDF formatted Proposal Submittal form. This form must be submitted in the original PDF form, and NOT be a scanned version of the original form.

2.5 Acceptance/Rejection of Submissions

The LFUCG reserves the right to reject any proposals which may be considered irregular, show serious omissions, contain unauthorized alteration of the Proposal Submittal form, or are incomplete.

The LFUCG reserves the right to accept or reject any or all applications in whole or in part, with or without cause, to waive technicalities, to implement scoring penalties, or to accept applications or portions thereof which, in the Urban County Government's judgment, best serve the interests of Urban County Government.

All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's Proposal Submittal Form once the evaluation process begins.

2.6 Inquiries/Questions

After thoroughly reading this Request for Proposals, Applicants must direct any questions to:

Todd Slatin, Director

Division of Central Purchasing 200 E. Main Street, Lexington, KY 40507

E-mail: tslatin@lexingtonky.gov Phone: (859) 258-3320

Deadline for questions is Wednesday, April 10th, 2019 at 5:00 p.m. EST

3.0 FUNDING PROCESS

3.1 Timeline

This Request for Proposals is being released on **March 29th, 2019**, and is made available to the public and all potentially eligible applicants. **An informational and question and answer meeting will be held on Monday, April 8th, 2019, at 8:30 a.m. at the Phoenix Building 3rd Floor Conference Room, 100 East Vine Street, Lexington, KY 40507.** This meeting will be open to the public and any potentially eligible applicants are invited to attend and ask questions or seek clarification regarding the RFP. Attendance is NOT required in order to submit a proposal and will not affect scoring during the evaluation process.

Completed proposals must be submitted **no later than 2 p.m. on FRIDAY, APRIL 19th, 2019**, and late or incomplete proposals will not be accepted or evaluated.

The LFUCG intends to conduct proposal evaluation in April and May 2019 immediately following the proposal due date, with the intention to make funding announcements in late May, 2019. This timeline is subject to change without notice.

Successful applicants may be contacted on or about June 1, 2019, to negotiate a funding agreement with expectations that an award be in place for the funded programs to begin operations by July 1, 2019. No funds may be expended prior to the execution of a funding agreement and grantees will not be reimbursed for pre-award costs.

3.2 Evaluation

Proposals will be evaluated by a neutral panel including LFUCG staff and third-party reviewers who have expertise in the field of human services. The scoring criteria are outlined in Section 5.0 Criteria.

3.3 Reporting

The funded project will be required to submit quarterly progress reports demonstrating progress toward outcomes established in the proposal and associated funding agreement. Report formats will be determined by the Department of Social Services, as will due dates and submission process. Failure to submit complete reports on time will delay processing of grant payments and may affect the grantee's competitiveness for any future funding opportunities with LFUCG.

4.0 PROPOSAL FORMAT

Proposal Submittal Forms must be uploaded to <https://lexingtonky.ionwave.net> before the 2:00 p.m. EST April 19th, 2019 deadline. Late submissions will not be considered for funding.

5.0 SCORING CRITERIA/EVALUATION

Please see attached **Proposal Submittal form** to respond to the following; the **Proposal Submittal form** is the document that shall be completed with your responses and then uploaded as your RFP submittal. **You will need to save the PDF formatted Proposal Submittal form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**

ESR Grant Program RFP Criteria

	<u>Points</u>
5.1 Program Proposal & Design	
5.1.1 Needs Statement	15
5.1.2 Service Delivery Model	15
5.1.3 Client Eligibility & Requirements	5
5.1.4 Evidence-Based/Best Practice	10
Subtotal 45	
5.2 Program Measures & Evaluation	
5.2.1 Service Efficacy & Desired Outcomes	10
5.2.2 Client Empowerment & Community Impact	10
5.2.3 Data Assessment & Quality Improvement	10
Subtotal 30	
5.3 Capacity & Sustainability	
5.3.1 Staff Qualifications & Experience	5
5.3.2 Partnership & Resource Leverage	5
5.3.3 Outreach & Inclusion Strategy	15
Subtotal 25	
TOTAL	100

Funding Priority Area: Food Insecurity and Nutritional Access

Projected funding is 15% of total ESR Grant Program Award

LFUCG seeks to strengthen and enhance **Food Insecurity and Nutritional Access** by supporting programs and services for the provision of addressing having reliable access to a sufficient quantity of affordable, nutritious food and providing nutritional services. LFUCG intends to award grants for priority-rated programs and services which originate with demonstrated client needs, establish clearly-defined outcomes, and are designed to best practices or evidence-based models.

Food security is a situation that exists when all people, at all times, have physical, social and economic access to sufficient, safe and nutritious food that meets their dietary needs and food preferences for an active and healthy life. Nutrition includes management for congregate and home delivered meals, delivering quality meals to nutrition sites and homebound clients so clients have nutritionally sound meals.

USDA Definitions:

- **High food security:** no reported indications of food-access problems or limitations.
- **Marginal food security:** one or two reported indications—typically of anxiety over food sufficiency or shortage of food in the house. Little or no indication of changes in diets or food intake.
- **Low food security:** reports of reduced quality, variety, or desirability of diet. Little or no indication of reduced food intake.
- **Very low food security:** Reports of multiple indications of disrupted eating patterns and reduced food intake.

The term “client” is used throughout this proposal; however we understand that within the context of your work “client” may not mean an individual. For some agencies it may be helpful to think of “client” as whole system (such as a school) or as a neighborhood, group, or community.

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement 15 Points

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

5.1.2 Service Delivery Model 15 Points

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each “unit of service” you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

5.1.3 Client Eligibility and Requirements 5 Points

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay \$30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

5.1.4 Evidence-Based/Best Practice 10 Points

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are proposing is best-practice.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes

10 Points

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define “successful” completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

5.2.2 Client Empowerment & Community Impact

10 Points

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

5.2.3 Data Assessment & Quality Improvement

10 Points

While it doesn’t have to be complicated, evaluation is more than saying “we provided this many ‘units of service.’” How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also be specific regarding sampling size and frequency of evaluation.

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience

5 Points

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

5.3.2 Partnership & Resource Leverage

5 Points

How do your programs and services support our community’s comprehensive response to the identified priority area of Food Insecurity and Nutritional Wellness? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

5.3.3 Outreach & Inclusion Strategy

15 Points

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community?

6.0 Program Budget Summary Form

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. (Including total amount of ESR grant request.)



Lexington-Fayette Urban County Government

Request for Proposal

The Lexington-Fayette Urban County Government hereby requests proposals for **RFP #13-2019 Food Insecurity & Nutritional Access – Extended Social Resources (ESR) Grant Program** to be provided in accordance with terms, conditions and specifications established herein.

Proposals will be received **online only** at <https://lexingtonky.ionwave.net> until **2:00 PM**, prevailing local time, on **April 19, 2019**.

Proposals received after the date and time set for opening proposals will not be considered for award of a contract/grant. It is the sole responsibility of the Proposer to assure that his/her proposal is submitted online before the date and time set for opening proposals.

Additional copies of this Request For Proposals are available from the Division of Central Purchasing, Room 338 Government Center, 200 East Main Street, Lexington, KY 40507, (859)-258-3320, at no charge.

Proposals, once submitted, may not be withdrawn for a period of sixty (60) calendar days.

The Lexington-Fayette Urban County Government reserves the right to reject any or all proposals, and to waive technicalities and informalities when such waiver is determined by the Lexington-Fayette Urban County Government to be in its best interest.

Electronic signature online at <https://lexingtonky.ionwave.net> constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

Pre-Proposal Meeting will be held on **Monday, April 8th, 2019 at 8:30AM** at the Phoenix Building 3rd Floor Conference Room, 100 East Vine Street, Lexington, KY 40507.

Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. The Lexington-Fayette Urban County Government shall determine whether any exception is minor.

Please do not contact any LFUCG staff member or any other person involved in the selection process other than the designated contact person(s) regarding the project contemplated under this RFP while this RFP is open and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal for consideration.

Laws and Regulations

All applicable state laws, municipal ordinances and regulations of all authorities having jurisdiction over the project shall apply to the contract, and shall be deemed to be incorporated herein by reference.

Equal Employment Opportunity

The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, creed, national origin, sex or age, and to promote equal employment through a positive, continuing program from itself and each of its subcontracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

Kentucky Equal Employment Opportunity Act

The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any "county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin;
- (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin;

(3) The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provision of the nondiscrimination clauses required by this section; and

(4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers' representative of the contractor's commitments under the nondiscrimination clauses."

The Act further provides:

"KRS 45.610. Hiring minorities -- Information required

(1) For the length of the contract, each contractor shall hire minorities from other sources within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetables.

(2) Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.

KRS 45.620. Action against contractor -- Hiring of minority contractor or subcontractor

(1) If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.

(2) If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the

contractor complies in full with the requirements of KRS 45.560 to 45.640.

(3) The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.

KRS 45.630 Termination of existing employee not required, when

Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that employee was employed prior to the date of the contract.

KRS 45.640 Minimum skills

Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job."

It is recommended that all of the provisions above quoted be included as special conditions in each contract. In the case of a contract exceeding \$250,000, the contractor is required to furnish evidence that his workforce in Kentucky is representative of the available workforce in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

LFUCG Non-Appropriation Clause

Contractor acknowledges that the LFUCG is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of the LFUCG's obligations under this contract, then this contract shall automatically expire without penalty to the LFUCG thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that the LFUCG shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.

In the event of a change in the LFUCG's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects the LFUCG's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to the LFUCG upon written notice to Contractor of such limitation or change in the LFUCG's legal authority.

AFFIDAVIT

Comes the Affiant, **Bridgett Rice**, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is **Bridgett Rice** and he/she is the individual submitting the proposal or is the authorized representative of **Community Action Council for Lexington, Fayette, Bourbon, Harrison and Nicholas Counties, Inc.**, the entity submitting the proposal (hereinafter referred to as "Proposer").
2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.
4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

Continued on next page

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

Bridgett Rice

STATE OF Kentucky

COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me by Bridgett Rice on this the 19th day of April, 2019.

My Commission expires: 12/27/22

Heather M. Belcher
NOTARY PUBLIC, STATE AT LARGE



EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental disability.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.


Signature

Community Action Council
Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: Community Action Council

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African- American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators	8	1	4			1	2									2	6
Professionals	48	7	9	2	3	2	24							1	11	37	
Superintendents																	
Supervisors	27	1	15	1	1	1	8									3	24
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals	248	5	148		21	3	66				2			3	8	240	
Office/Clerical	20	4	6		2		8									4	16
Skilled Craft	6	1	2			2	1									3	3
Service/Maintenance	22	1	7			3	10			1						5	17
Total:	379	20	191	3	27	12	119	0	0	1	2	0	0	0	4	36	343

Prepared by: Steven Gravitt, Controller
(Name and Title)

Date: 04/15/2019
Revised 2015-Dec-15

GENERAL PROVISIONS

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, 29 U.S.C. 650 *et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.

8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.
9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,
10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to RFP Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract/Grant under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the

contractor fails to cure the deficiencies within the specified time.

- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
 - (a) Failure to perform the contract according to its terms, conditions and specifications;
 - (b) Failure to make delivery within the time specified or according to a delivery schedule fixed by the contract;
 - (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
 - (d) Failure to diligently advance the work under a contract for construction services;
 - (e) The filing of a bankruptcy petition by or against the contractor; or
 - (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.

B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent, Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

- 13. **Assignment of Contract:** The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
- 14. **No Waiver:** No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or

shall operate as a waiver thereof.

15. **Authority to do Business:** The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must be signed by a duly authorized officer, agent or employee of the Respondent.
16. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. **Ability to Meet Obligations:** Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.


Signature

4/19/19
Date



Lexington-Fayette Urban County Government
Request for Proposals

Extended Social Resources (ESR) Grant Program
Priority Area: Emergency Overnight Shelter

Purpose

Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program. The Lexington-Fayette Urban County Government (hereinafter referred to as "LFUCG") has historically partnered with non-profit agencies for the purpose of providing priority social services to supplement and support the work of the Urban County Government. These agencies are diverse in their missions and work plans, and provide services to the most vulnerable populations in our community.

Eligibility

- Eligible Responders shall be a non-profit 501(c)(3) organization with a physical presence in Lexington-Fayette County
- Responders shall be registered and have a current, complete agency portrait on GoodGiving.net
- Programs receiving grant funds for Partners for Youth are not eligible to also receive funding from the ESR Grant Program (a Program cannot receive funding from both)
- ESR funds cannot be used to teach, advance, advocate or promote any religion
- Be located in and/or serve Fayette County residents with ESR funds in Fayette County
- Applying organization agrees to comply with all applicable local, state, and federal laws

Applicants for overnight emergency shelter funding must meet or agree to implement the following items. Submission of a proposal constitutes agreement to these terms:

- All shelter guests must be entered into the Kentucky Homeless Management Information System (KYHMIS) database. All emergency shelter program specific data elements per the LFUCG Homelessness Prevention and Intervention Board must be entered for each guest and they must be entered and exited from the shelter project in KYHMIS within three (3) days of occurrence.¹
- Shelters must participate fully in the OneDoor Lexington Coordinated Entry System. For shelters this means conducting the VI-SPDAT assessment for guests who have reached an appropriate length of stay², entering those guests into the Coordinated Entry project in KYHMIS, and meeting all responsibilities outlined in Lexington Coordinated Entry Policies & Procedures adopted by the LFUCG Homelessness Prevention & Intervention Board.
- Shelters must ensure that they do not contribute to unlawful gaps in access based on race, ethnicity, gender identity, sexuality, or other demographics, as defined by federal, state, and local laws and ordinances. Shelters will have a culture that exhibits cultural competency and responsiveness.

Instructions

Please follow the attached instructions and submit all required forms no later than the deadline indicated below:

Proposal Deadline – 2:00 PM EST Friday, April 19th, 2019.

Proposals received after this deadline or incomplete proposals will not be considered.

¹ Exception is made for shelters serving survivors of intimate partner abuse which must instead utilize a separate but equivalent system as directed by HUD.

² Typically 2-3 weeks to see if homelessness can self-resolve but some discretion is allowed. Guests may refuse the assessment and/or refuse to have their information entered into HMIS.

1.0 GENERAL INFORMATION & SCOPE

1.1 Background

Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program.

This grant cycle shall cover Fiscal Year 2020 (July 1, 2019—June 30, 2020), and will award grants between the four Funding Priorities, which each have separate required Proposal Submittals and criteria, and awarded on an approximate scale, listed below. Proposers may submit ONE Proposal per Funding Priority Area.

Lexington-Fayette Urban County Government (LFUCG) wishes to complete a purchase for service agreement with non-profit organizations operating within the city of Lexington, to provide low-barrier, rapid resolution, housing-oriented overnight emergency shelter for individuals and families experiencing homelessness.

Lexington-Fayette Urban County Government (LFUCG) wishes to contract with non-profit organizations operating within the city of Lexington to provide low-barrier, housing-oriented overnight emergency shelter for individuals and families experiencing homelessness. These funding agreements will be administered and monitored through the LFUCG Office of Homelessness Prevention & Intervention (OHPI).

Emergency shelter contracts will be awarded to eligible applicants to assist in operating an emergency shelter in alignment with the goals of the Lexington-Fayette County Continuum of Care, the Office of Homelessness Prevention and Intervention and the LFUCG Homelessness Prevention & Intervention Board. This is a purchase service agreement with terms set by LFUCG. LFUCG intends to fund any organization which operates a rapid-resolution, housing oriented emergency shelter that assists individuals and families to exit into permanent housing quickly.

Funding Priority Area: Emergency Overnight Shelter

Projected funding is 25% of total ESR Grant Program Award

LFUCG seeks to fund programs and services to provide low-barrier, rapid resolution, housing-oriented overnight emergency shelter for individuals and families experiencing homelessness.

2.0 GENERAL PROVISIONS

2.1 Purpose

The LFUCG is accepting applications from qualified non-governmental, non-profit agencies with current **501(c)3** tax exempt status and with a physical business or program site location in Fayette County (hereinafter, referred to as "Applicant") for ESR funding for FY2020 (July 1, 2019 – June 30, 2020). This funding is intended to support agency **programs** which respond to the **funding priorities** established herein. **THIS FUNDING IS NOT INTENDED TO SUPPORT GENERAL AGENCY OPERATIONS, other than overhead required to support the subject program.**

2.2 Funding Period

The funding period is from July 1, 2019 through June 30, 2020.

2.3 ESR Grant Informational Workshop

The Department of Social Services conducted a meeting on March 28, 2019 that provided potential proposers with an overview of the proposal and review process, instructions on completing the RFP, and presentation of funding priorities.

2.4 Proposal Submission

All Submissions must be uploaded to the LFUCG procurement website at <https://lexingtonky.ionwave.net> by **FRIDAY, APRIL 19th, 2019 before 2:00 PM EST**. The Submission shall include an enclosed form that shall contain the required documents, and respond to one or more established funding priorities.

Proposal submissions containing significant omissions of required information will be considered non-responsive and removed from the RFP funding process on the application deadline date (April 19th, 2019). Significant missing responses to questions constitute an incomplete application. The final decision regarding application completeness and penalties will be determined by the LFUCG Division of Central Purchasing in consultation with the Commissioner of Social Services.

All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's Proposal Submittal Form once the evaluation process begins.

Only include the attachments asked for in the RFP with the Proposal Submittal Form. Do not include additional documents or attachments with the Proposal Submittal Form, such as brochures or letters of support. These will be discarded.

If your agency is submitting a proposal for the funding of more than one program in a single priority area, please note that they must be included in a single Proposal Submittal completed and submitted for that priority area RFP. Only one Proposal Submittal per agency per priority area RFP will be accepted.

Submitted Proposal shall be comprised of the attached PDF formatted Proposal Submittal form. This form must be submitted in the original PDF form, and NOT be a scanned version of the original form.

2.5 Acceptance/Rejection of Submissions

The LFUCG reserves the right to reject any proposals which may be considered irregular, show serious omissions, contain unauthorized alteration of the Proposal Submittal form, or are incomplete.

The LFUCG reserves the right to accept or reject any or all applications in whole or in part, with or without cause, to waive technicalities, to implement scoring penalties, or to accept applications or portions thereof which, in the Urban County Government's judgment, best serve the interests of Urban County Government.

2.6 Inquiries/Questions

After thoroughly reading this Request for Proposals, Applicants must direct any questions to:

Todd Slatin, Director

Division of Central Purchasing 200 E. Main Street, Lexington, KY 40507

E-mail: tslatin@lexingtonky.gov Phone: (859) 258-3320

Deadline for questions is Friday, April 10th, 2019 at 5:00 p.m. EST

3.0 FUNDING PROCESS

3.1 Timeline

This Request for Proposals is being released on **March 29th, 2019**, and is made available to the public and all potentially eligible applicants. **An informational and question and answer meeting will be held on Monday, April 8th, 2019, at 8:30 a.m. at the Phoenix Building 3rd Floor Conference Room, 100 East Vine Street, Lexington, KY 40507.** This meeting will be open to the public and any potentially eligible applicants are invited to attend and ask questions or seek clarification regarding the RFP. Attendance is NOT required in order to submit a proposal and will not affect scoring during the evaluation process.

Completed proposals must be submitted **no later than 2 p.m. on FRIDAY, APRIL 19th, 2019**, and late or incomplete proposals will not be accepted or evaluated.

The LFUCG intends to conduct proposal evaluation in April and May 2019 immediately following the proposal due date, with the intention to make funding announcements in late May, 2019. This timeline is subject to change without notice.

Successful applicants may be contacted on or about June 1, 2019, to negotiate a funding agreement with expectations that an award be in place for the funded programs to begin operations by July 1, 2019. No funds may be expended prior to the execution of a funding agreement and grantees will not be reimbursed for pre-award costs.

3.1 Evaluation

Proposals will be evaluated by a neutral panel including LFUCG staff and third-party reviewers who have expertise in the field of human services. The scoring criteria are outlined in Section 5.0 Criteria.

3.2 Reporting

The funded project will be required to submit quarterly progress reports demonstrating progress toward outcomes established in the proposal and associated funding agreement. Report formats will be determined by the Department of Social Services, as will due dates and submission process. Failure to submit complete reports on time will delay processing of grant payments and may affect the grantee's competitiveness for any future funding opportunities with LFUCG.

4.0 PROPOSAL FORMAT

Proposal Submittal Forms must be uploaded to <https://lexingtonky.ionwave.net> before the 2:00 p.m. EST April 19th, 2019 deadline. Late submissions will not be considered for funding.

5.0 SCORING CRITERIA/EVALUATION

Please see attached **Proposal Submittal form** to respond to the following; the **Proposal Submittal form** is the document that shall be completed with your responses and then uploaded as your RFP submittal. **You will need to save the PDF formatted Proposal Submittal form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**

Funding Priority Area: Overnight Emergency Shelter

Projected funding is 25% of total ESR Grant Program Award

LFUCG seeks to fund programs and services to provide low-barrier, rapid resolution, housing-oriented overnight emergency shelter for individuals and families experiencing homelessness.

ESR Grant Program RFP Criteria

	<u>Points</u>
5.1 Program Design & Performance	
5.1.1 General Shelter Information	15
5.1.2 Rapid Resolution, Housing Orientated	25
5.1.3 Low Barrier	15
5.1.4 Actual Results	10
5.1.5 Capacity, Cost Effectiveness, & Budget	10
	Subtotal 75
5.2 Capacity & Sustainability	
5.2.1 Staff Qualifications & Experience	5
5.2.2 Partnership & Resource Leverage	5
5.2.3 Outreach & Inclusion Strategy	15
	Subtotal 25
TOTAL	100

5.1 Program Design, Performance, Budget

5.1.1 General Shelter Information 15 points

The following information is required in order to evaluate capacity and scope of programming and ensure a balance of shelter options for various sub-populations of people experiencing homelessness. While the overall narrative score is a major factor in funding recommendations, LFUCG will also consider factors such as ensuring availability of critical services and an adequate number of emergency shelter beds for vulnerable populations.

- Provide a description of the shelter including;
 - shelter operating hours,
 - population served included special populations served,
 - shelter rules and procedures (submit documentation)
 - how basic needs are met such as meals and personal care,
 - operating hours outside of nighttime shelter, i.e. are staff operating during the day
 - general staffing description for the emergency shelter
- Does your emergency shelter consistently implement practices to meet people where they are, and provide person-centered care that focuses on personal strengths? **(submit documentation as an attachment)**
- What policies or value statements convey clear expectations that guests will be treated with dignity and respect, and how does the shelter monitor adherence to these expectations? **(submit documentation as an attachment)**
- Are expectations of guests clearly communicated and easily accessible for review by guests? (submit documentation of communication process)
- What specific practices help ensure that the shelter exhibits cultural competency and provides appropriate protections for shelter seekers across demographic differences?
- Does the shelter involve guests in governance and operations? **(submit documentation as an attachment)**

5.1.2 Rapid Resolution, Housing Oriented

25 points

Up to 25 points will be awarded to applicants demonstrating a shelter project that is rapid resolution and housing oriented. This means a plan is presented for how the organization works with guests to develop and implement a housing plan including diversion techniques and how quickly people move to permanent housing.

Narrative for this section should address all of the following prompts:

- Does your emergency shelter's process for accessing shelter assess options for diverting from shelter?
- Does your emergency shelter's diversion approach include, when needed, financial assistance, mediation, housing location, legal assistance, or other supports?
- What role do mainstream programs play in supporting shelter seekers and diversion efforts?
- How does your emergency shelter provide immediate assistance and link guests with housing options within the first 14 days of a shelter stay?
- How does your emergency shelter use data routinely to detect trends, identify frequent users, and monitor housing success and other performance measures?
- How your emergency shelter coordinate with the broader homelessness service and housing systems in system-level planning?
- Does your emergency shelter assess and address the safety risks for people fleeing domestic violence?
- Describe how shelter guests are assigned case management and detail how case management is provided in your emergency shelter. How often do case managers discuss housing options with guests? How and when do the conversations about obtaining housing begin? Do case managers utilize best practices when working with clients such as trauma informed care?
- How will shelter staff members or volunteers help shelter guests access documents needed for housing (birth certificates, Social Security cards, etc.) when needed?

5.1.3 Low-Barrier

15 points

Up to 15 points will be awarded to applicants based on an evaluation of the shelter's commitment to a housing first, low-barrier model. Low-barrier shelter is a critical piece in the homeless assistance approach that prioritizes providing people experiencing homelessness with shelter as quickly as possible – and then providing voluntary supportive services as needed. A low-barrier shelter is one which has only the least restrictive entry criteria necessary to ensure health and safety in the facility.

Narrative for this section should address all of the following prompts:

- Does the shelter set only minimal and reasonable requirements for guests, and does the shelter enforce these requirements in a fair and transparent way? **(submit documentation as an attachment)**
- Does your emergency shelter have minimal expectations or requirements of people seeking shelter? **(submit documentation as an attachment)**
- Does your shelter welcome self-defined family and kinship groups to seek shelter together?
- Can your emergency shelter identify financial resources that can support the adoption of low-barrier policies and practices and support extended or flexible hours and adapted service-delivery models?
- Does your shelter accommodate pets and belongings?
- Does the shelter make accommodations to store belongings and if so, how?
- Do your shelter intake process and housing navigation services coordinate closely with community-based outreach services and coordinated entry?
- Does your shelter create flexible and predictable access for people seeking shelter?
- Are guests required or requested to contribute funds or labor to remain in the shelter? **(submit documentation of any program fees or volunteer time required as an attachment)**
- Are guests required to participate in classes or programs as a condition of remaining in the shelter? If yes, describe the process followed to determine whether someone is admitted or removed from the shelter and appeals available to those denied access. Applicants should include with their proposal a copy of written operation procedures for denial of services. This includes drug testing.
- How many participants were turned away or banned in the past 12 months for reasons described above?

5.1.4 Actual Results

10 Points

Applicants will be evaluated based on actual results from the previous year. LFUCG will utilize access to KYHMIS for organizations with prior year participation. ONLY non-participating first-time applicants should provide a narrative describing outcome targets and actual results for relevant existing shelter. If the organization has not operated an overnight emergency shelter in the past year, the organization may submit performance reports for any transitional housing, rapid rehousing, or permanent supportive housing program. .

The OHPI reserves the right to negotiate final targets. Results will be evaluated based on reports from the KYHMIS database, not agency records, so KYHMIS data quality and timeliness is critical.

- **Submit reports from January 1, 2018 to December 31, 2018 as attachments**
 - CoC APR
 - CoC CAPER

5.1.5 Capacity, Cost Effectiveness, & Budget

10 points

Every community, including Lexington, faces the challenge of ensuring that shelter capacity is scaled to meet local need and that it is financed accordingly. This does assume that we should expand emergency shelter for those in the community that are currently experiencing unsheltered homelessness.

In making decisions regarding necessary capacity, LFUCG will consider how a broad range of changes and improvements within their crisis response systems will impact need and demand for emergency shelter, including: increased emphasis on diversion strategies and services; reductions in the length of time it takes for guests to move from shelter to permanent housing, including through expanded rapid resolution interventions; removal of barriers to entry; and increased emphasis on long-term or frequent users of emergency shelter.

Complete this table by indicating the total in the column to the right, then respond to the narrative prompts below:		Total
***Number of individual beds available:		
***Number of units available for families, if applicable:		
Funds requested from LFUCG:		
Average nightly census for individuals based on KYHMIS data:		
Average nightly census for families based on KYHMIS data:		
Total annual budget for shelter (all funding sources):		
% LFUCG investment (LFUCG Request/Total Budget * 100):		

- ***Total beds above not reflect any overflow capacity such as mats on the floor, sleeping in lobbies, dining room chairs or overflow into other buildings owned by partners such as churches or other non-profits. Also exclude beds reserved for/supported by Department of Corrections, Veterans Administration, Department of Community Based Services, or other funding sources.
- Please describe all funding sources other than LFUCG that are included in your total emergency shelter budget.

Program Budget Summary Form

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. (Including total amount of ESR grant request.)

5.2 Capacity & Sustainability

5.2.1 Staff Qualifications & Experience

5 Points

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

5.2.2 Partnership & Resource Leverage

5 Points

How do your programs and services support our community's comprehensive response to the identified priority area of Overnight Emergency Shelter? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

5.2.3 Outreach & Inclusion Strategy

15 Points

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community?

Required attachments with Proposal Submittal Form (8 total):

5.1.1 General Shelter Information

- Does your emergency shelter consistently implement practices to meet people where they are, and provide person-centered care that focuses on personal strengths? **(submit documentation as an attachment)**
- What policies or value statements convey clear expectations that guests will be treated with dignity and respect, and how does the shelter monitor adherence to these expectations? **(submit documentation as an attachment)**
- Does the shelter involve guests in governance and operations? **(submit documentation as an attachment)**
- **Submit reports from January 1, 2018 to December 31, 2018 as attachments:**
 - CoC APR
 - CoC CAPER

5.1.3 Low Barrier

- Does the shelter set only minimal and reasonable requirements for guests, and does the shelter enforce these requirements in a fair and transparent way? **(submit documentation as an attachment)**
- Does your emergency shelter have minimal expectations or requirements of people seeking shelter? **(submit documentation as an attachment)**
- Are guests required or requested to contribute funds or labor to remain in the shelter? **(submit documentation of any program fees or volunteer time required as an attachment)**



PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Community Action Council

Mailing Address: PO Box 11610, Lexington, KY 40576

Street Address: 710 W High Street, Lexington, KY 40508

Phone: (859) 233 - 4600

Is your Agency registered with the IRS as a 501(c)3 organization?

☒ Yes ☐ No

*Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.*

Does your agency have a current profile with Blue Grass Community Foundation's GoodGiving.net?

☒ Yes ☐ No

*Note: Agencies **must** have profiles with GoodGiving.net to be eligible for ESR funding.*

Website Address: www.commaction.org

Agency Representative (typically the Executive Director - Name, Title, Phone, Email):

Bridgett Rice, Interim Executive Director, 859-233-4600, bridgett.rice@commaction.org

Person Completing Application (Name, Title, Phone, Email):

Cara Howell, Planning & Projects Manager, 859-233-4600, cara.howell@commaction.org

Program Information

Name of program for which funds are being requested: Healthy Meals on a Budget

Total Funding Amount Requested: \$ 18,700

RFP #13-2019 PROPOSAL SUBMITTAL FORM

- **Save this PDF formatted Proposal Submittal Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**
- **LIMIT RESPONSES IN TEXT BOXES TO 250 WORDS**
- **REMINDER: All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's submittal form once the evaluation process begins.**

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement

15 Points

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

Kentucky Health reports that Fayette County's adult obesity rate is 27 percent. The poverty rate in Fayette County is 17.7 percent, higher than the national average of 14 percent. Families living in poverty often face increased barriers to establishing healthy dietary habits. As a consequence, research demonstrates that obesity often coexists and correlates with family food insecurity. In Fayette County, multiple recent initiatives such as Bluegrass Double Dollars, the Backpack program, and community gardens have focused on increasing access to healthful foods among households with low income. These ongoing local efforts, when coupled with community education will help adjust subjective perceptions about food and interrelationships among food affordability, convenience, dietary quality, and health.

Healthy Meals on a Budget (HMOB) will recruit under-served, Head Start/Early Head Start-eligible families, or other families (with or without children) who reside in the high-poverty neighborhoods of Russell and Winburn. Head Start/Early Head Start (HSEHS) is a federally-funded child development program that promote comprehensive school readiness in young children and families from low-income backgrounds. An integral part of the Council's HSEHS programming is anti-obesity efforts, including the promotion of healthy diet and physical activity. HMOB will provide families with practical education on food purchasing and preparation, placing equal emphasis on household economy and nutrition. For example, the program promotes increasing vegetable consumption through the integration of community and container gardening activities. HMOB services are delivered to parents and children together, supporting whole-family engagement in all aspects of children's education and development.

5.1.2 Service Delivery Model

15 Points

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each "unit of service" you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

HMOB will offer at least six participatory group workshops. The "unit of service" for HMOB is a single, two-hour workshop which will each serve approximately 10 families (with "family" defined as any group of individuals that identify themselves as related and may include children of any age). At least one workshop will be tailored toward dual language families.

At HMOB workshops, families will receive a hands-on, interactive demonstration of how to prepare a meal that represents a healthful and affordable alternative to a more familiar dish. During the presentations, families will be introduced to foods, equipment and techniques with which they may be otherwise unfamiliar- e.g. the processing of spaghetti squash to make a pasta substitute, or how to plant and care for a container or community garden. Families will learn in detail both the nutritional benefits and the cost savings of the meal substitution, and participants of all ages will be invited to ask questions and discuss issues relevant to the meal. Finally, families will be invited to share the meal in a group setting.

All families participating in a workshop will receive the recipes, food to make the meal at home and general information about nutrition and food shopping, customized for Lexington-Fayette County. The Council will assist families in creating a weekly meal plan with their children during the workshop. Each family will also receive one take home kitchen item, such as a vegetable peeler, to encourage them to apply and extend their learning in the home.

5.1.3 Client Eligibility and Requirements

5 Points

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay \$30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

Eligibility for HMOB will be based on either a) enrollment of a family member in one of the Council's HSEHS programs in Fayette County or b) family residency within the high-poverty Lexington neighborhoods of Russell or Winburn (where the workshops will be held). This strategy will ensure that the majority of participants will have low income and can most benefit from the targeted instruction and materials.

Participation in HMOB will be free of charge. The only expectation that must be met when attending an HMOB event is cooperative participation in workshop activities. Families will also be requested to provide contact information, complete a pre- and post-workshop assessment, and to participate in a follow-up survey.

5.1.4 Evidence-Based/Best Practice

10 Points

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are doing is best-practice.

HMOB exemplifies the two-generational approach to education that drives HSEHS programming. This approach is based on the understanding that early childhood learning, and developmental outcomes are dependent on the entire family context, and thus children's needs are best addressed when other family members simultaneously receive support and assistance in their goals. In regard to nutrition, parents have a profound effect on children's current and future diet—both via their direct food purchasing and preparation choices for the household along with the modeling of healthy behaviors. Before investing effort in improving the family nutrition situation, parents must feel confident in their ability to provide for the family's nutritional needs and well-informed about the role of nutrition in children's growth and development. Children in turn influence their household food economy by expressing tastes and preferences, discussing nutrition with their parents, and assisting in food purchasing and preparation.

The most recent Head Start Program Performance Standards (HSPPS), effective 2016, encourage programs to "develop innovative two-generation approaches that address prevalent needs of families across their program that may leverage community partnerships or other funding sources." In support of HSEHS's missions, Ascend at the Aspen Institute has published a framework of principles and policy recommendations for two-generational human services programming. Among its recommended principles are: a dual-outcomes emphasis in measuring outcomes and impact; engaging with and listening to families; and ensuring equity by acknowledging and addressing structural problems that create social disparities. HMOB's curriculum-integrated, participatory, and context-responsive design embodies each of these principles.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes

10 Points

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define “successful” completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

The goal of HMOB is that families with low income will feel more knowledgeable, inspired, empowered, and motivated to make health-informed choices at all points of household food management, from selection and purchasing to preparation and consumption. The hands-on demonstrations of meal preparation at HMOB workshops, beyond being fun family bonding and learning experiences in their own right, are designed to serve as catalysts for families to transform their daily habits at home. In pursuit of this aim, the workshop will incorporate realistic, sympathetic attention to various barriers, real and perceived, that families with low income may face in establishing healthy dietary habits. Discussion topics, shaped around specific dishes featured in each demonstration, will include: responding to food marketing; accessing and navigating grocery stores, markets, restaurants, and other food outlets; hygienic food handling; and reading nutrition labels. HMOB will also focus on heightening families' awareness of specific local resources to help them meet their nutrition needs. Further, HMOB workshop content will coordinate with elements of the HSEHS classroom curriculum; for example, a workshop discussion on growing vegetables may be matched with classroom lessons about container gardening.

The Council will consider HMOB services to be successfully completed for a participating family when that family has been actively engaged for the duration of the two-hour workshop; feels comfortable with preparing the meal at home, demonstrates the acquisition of new knowledge as captured by a post-workshop questionnaire. It is anticipated that at least 80 percent of participating families will meet this criterion.

5.2.2 Client Empowerment & Community Impact

10 Points

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

HMOB services will increase household food management among families with low income. These families will be able to participate in the existing local food economy to meet their own nutritional needs. It is anticipated that their increased participation will have a beneficial stimulating effect on the community. For instance, increased traffic at the Lexington Farmers Market or at community gardens will enable these institutions to broaden their offerings and services, further expanding local access to healthful, high-quality foods.

Ultimately, it is expected that practical nutrition education, especially education that addresses concerns and issues disproportionately faced by families living in poverty, will have the effect of improving overall community health. Reducing disparities in food access and nutrition quality is vital to diminishing income-based health disparity overall. Suboptimal household food management contributes to significant health risks, including malnutrition, obesity, and even food-borne illness. Obesity in particular is associated with severe chronic health conditions—such as cardiovascular disease, type 2 diabetes, cancer, and osteoarthritis—which come with significant long-term costs to the community in the form of increased health care costs and reduced labor productivity. In the long term, participation in HMOB should help prevent diet-related health risks such as obesity, especially among the vulnerable population of children under age five. Since early childhood obesity predisposes children to adult obesity through many mechanisms, the impact of this two-generational/whole-family approach can extend into these children's future lives.

5.2.3 Data Assessment & Quality Improvement

10 Points

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

The Council will collect contact information from every family participating in HMOB, either through a pre-registration process or upon the family's arrival at the workshop. At the conclusion of each workshop, families will be asked to complete and return a brief questionnaire. The questionnaire will ask participants to provide specific examples of new ideas about food purchasing, preparation, or consumption that they learned during the workshop, and which ideas they intend to apply in their own household in the future. Questions will evaluate the learning and the quality of experience for both parents/adults and children. The goal is that completed questionnaires can be collected from at least 45 unduplicated participants.

The Council will use the contact information collected from these families—including ongoing face-to-face contacts with those participants who are enrolled in a HSEHS program or other Council programming—to solicit additional feedback from at least 20 or more unduplicated families during the three to six-month follow-up period. The follow-up questionnaire will be designed to evaluate families' gains in knowledge and self-efficacy regarding nutrition over the longer term, including their continued utilization of the educational and other materials received at the workshops. For example, parents may be asked if they used the information to help in meal planning; paid more attention to nutrition labels, restaurant menus, or store signage; or tried new foods or cooking techniques in the interest of improving health.

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience

5 Points

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

Health and Nutrition Manager (HNM) - Ms. Jessica Coffie, the Council's HNM, will provide direct program oversight and support for the HMOB workshop. Ms. Coffie, a Certified Nutritionist in Kentucky with an M.S. in Hospitality and Dietetic Administration, has worked with the Council since 2011. She has ten years of experience working with nutrition among people with low income, especially pregnant women and small children.

Health and Nutrition Specialists (HNS) –Ms. Luisyana Gamboa will plan and coordinate the HMOB workshops; prepare the content for the nutrition information materials distributed during the workshops; and will facilitate the HMOB workshops, providing the demonstrations of meal preparation, interacting directly with families, and collecting feedback. Ms. Gamboa holds an M.S. in Nutrition and Food systems and has worked for nine years providing nutrition education and technical assistance to families and small children. Ms. Gamboa is fluent in Spanish and has conducted nutrition counseling, research, and other community nutrition activities among Hispanic populations in the U.S. and Mexico. Ms. Laura Tincher, also an HNS with the Council, will assist Ms. Gamboa in the preparation and facilitation of HMOB workshops. Ms. Tincher is a registered dietitian (RD) and licensed dietitian (LD) in the state of Kentucky and holds an M.S. in Dietetic Administration. She has three years of prior experience providing nutrition instruction in group settings. Both Ms. Tincher and Ms. Gamboa joined the Council in 2016.

5.3.2 Partnership & Resource Leverage

5 Points

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

HMOB is designed as a community education program that enables participants with low income to take better advantage of locally available resources to improve household food management. As stated previously, some agencies and initiatives in Fayette County have focused intensive efforts on increasing access to healthy foods among families with low income. While these much-needed programs have expanded healthful food options, the Council recognizes that real household nutrition management is a complex process that involves many factors beyond food availability. Among these are education about the importance of nutrition; knowledge about food preparation techniques; perceptions of convenience, affordability, desirability, and palatability; and family habits and cultural traditions. Taking these factors fully into account, HMOB will provide targeted guidance and encouragement in navigating Lexington's local food system.

The Council and its Head Start programs partner routinely and extensively with multiple service providers who share its goals of improving community health and nutrition. The Council serves as one of the largest referral sources for God's Pantry and receives referrals from the WIC program for its child development services. In the past, the Council has partnered with the University of Kentucky Extension Office and another program offered through the Council, 24/7 Dads, and intends to work with these groups again.

The Council's Board and HSES Policy Council provide administrative oversight of the Council's programs. As an extension of HSES, HMOB is partially supported by federal funding. ESR funding allows the Council's to expand the program to include families not associated with HSES.

5.3.3 Outreach & Inclusion Strategy

15 Points

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community?

The Council will ensure that HMOB is maximally accessible to participants. Given its operation of Head Start and other antipoverty programs, the Council is acutely aware of practical barriers commonly faced by families with low income—including lack of transportation, irregular work schedules, and lack of adequate child care—that can affect their ability to access public events. HMOB activities will take place at two of the Council's ADA compliant community centers, which are familiar to many families as the location of their child development centers and convenient to other neighborhood residents. Workshops will occur in evening hours, at varying times over the year so that families with diverse schedules will have more options and opportunities to attend. Since children are welcome and encouraged to participate in the program alongside their parents, child care needs are not a barrier to access.

Like all of its Head Start program's family engagement opportunities, HMOB sessions will be culturally inclusive and responsive to the needs of the communities they target. The Council employs bilingual staff and translators who work with participants on an ongoing basis to ensure that its facilities and learning environments are linguistically and culturally appropriate for all families. One of the Health and Nutrition Specialists who will facilitate HMOB workshops, Ms. Luisyana Gamboa, is a fluent Spanish speaker with extensive experience investigating and addressing nutritional access issues among Hispanic families and children. The Council also has other Spanish-speaking staff to address dialect variations within the Spanish-speaking community.

6.0 Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. (Including total amount of ESR grant request.)

For organizations requesting funding for more than one program in this RFP, combine into a single Program Budget narrative for the proposal.

Please note that the Program Budget will be part of the grantee agreement with LFUCG and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget form included. Provide brief line-item detail as specified in each section below and verify all calculations.

This section provides a summary of the total proposed Program Budget for FY 2020. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2020 program expenditures.

Total Program Budget

Column A should reflect projected expenditures for the entire program (not just the proposed LFUCG ESR grant funding request portion). When the chart is completed this column should equal ESR Grant Funding Request plus other/non-ESR program funding. ($A=B+C$)

ESR Grant Funding Request

Column B is the grant amount being requested from this RFP to support this program's services to eligible Fayette County Participants.

Non-LFUCG Program Funding

Column C is the non-LFUCG ESR funding that is allocated to the Total Program Budget ($A-B = C$).

This form is for the budget for the PROGRAM applying for ESR funds, not the total agency budget.

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable).

Staff Salaries – Identify the number of Full-time position salaries allocated to the program, and part-time positions allocated to the program, and the amounts of each allocated to Columns A, B, & C.

Consultant Services – In the "List Details" box, **briefly** describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

Space/Facilities – In the "List Details" box, **briefly** list the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs for the Program. Identify any office or program space in an LFUCG owned building, and any other costs (rent, monthly utilities, etc.) reimbursed to LFUCG.

Scholarships/Stipends – In the "List Details" box, **briefly** list the type of scholarships or stipends, and include the number of people or organizations to receive funds.

Operating Expenses – In the "List Details" box, **briefly** list the costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project.

Other – In the "List Details" box, **briefly** list any other costs for the Program not covered above.

PROGRAM BUDGET SUMMARY

Agency Name **Community Action Council**

Program Name **Healthy Meals on a Budget**

FY 2020 (July 1, 2019-June 30, 2020) Total Program Budget

		Column A Total Program Budget [= B+C]	Column B ESR Grant Funding Request	Column C Non-ESR Program Funding [A-B]
1. Staff Salaries for Program	# of Employees:			
Full-Time (FTE)	0.05	23,190	3,160	20,030
Part-Time		0	0	0
Total Salaries		23,190	3,160	20,030
3. Consultant Services	\$	0	0	0
list details	N/A			
4. Space/Facilities	\$	220	220	0
list details	\$220 - To provide for the portion of all costs related to office and meeting space at the Council's facilities to be utilized by HMOB. Includes utilities, maintenance, repairs, insurance, security, and janitorial services, as per the Council's facilities plan (\$220)			
5. Operating Expenses	\$	13,316	13,316	0
list details	\$13,316 - To cover the costs related to communications (\$75) and information technology (\$104) expenses, insurance and bonding for .05 FTE personnel (\$87), program supplies (containers, foil, pots and pans, giveaway kitchen implements, community/container gardening supplies) (\$6,500), food expenses (\$5,900), and printing and marketing (\$650).			
6. Scholarships / Stipends	\$	0	0	0
list details - numbers & amounts	N/A			
7. Other	\$	2,004	2,004	0
list details	\$2,004 - To provide for the portion related to programs costs for administrative functions such as Accounting, Human Resources, the Office of the Executive Director as approved by the Council's approved Indirect Cost Rate Agreement. The Council has a provisional rate of 13% however has budgeted at 12.0% based on historical costs (\$2,004).			
8. TOTAL PROGRAM BUDGET	\$	38,730	18,700	20,030
Cost per Program Participant:	\$	312		

I understand that this document in its entirety is incorporated into my grant Agreement with the Lexington-Fayette Urban County Government.

Authorized Representative (typed name): **Bridgett Rice**

Title: **Interim Executive Director**

Date: **4/18/2019**



PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Community Action Council for Lexington-Fayette, Bourbon, Harrison and Nicholas C

Mailing Address: PO Box 11610, Lexington, KY 40576

Street Address: 710 W High Street, Lexington, KY 40508

Phone: (859) 233 - 4600

Is your Agency registered with the IRS as a 501(c)3 organization?

*Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.*

☒ Yes ☐ No

Does your agency have a current profile with Blue Grass Community Foundation's GoodGiving.net?

*Note: Agencies **must** have profiles with GoodGiving.net to be eligible for ESR funding.*

☒ Yes ☐ No

Website Address: www.commaction.org

Agency Representative (typically the Executive Director - Name, Title, Phone, Email):

Bridgett Rice, Interim Executive Director, 859-233-4600 ext. 1249, bridgett.rice@commaction.org

Person Completing Application (Name, Title, Phone, Email):

Cara Howell, Planning & Projects Manager, 859-233-4600 xt. 1201, cara.howell@commaction.org

Program Information

Name of program for which funds are being requested: Emergency Family Housing (EFH)

Total Funding Amount Requested: \$ 153,360

RFP #14-2019 PROPOSAL SUBMITTAL FORM

- **Save this PDF formatted Proposal Submittal Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**
- **LIMIT RESPONSES IN TEXT BOXES TO 250 WORDS**
- **REMINDER: All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's submittal form once the evaluation process begins.**

5.1 Program Design & Performance

5.1.1 General Shelter Information

15 Points

The following information is required in order to evaluate capacity and scope of programming and ensure a balance of shelter options for various sub-populations of people experiencing homelessness. While the overall narrative score is a major factor in funding recommendations, LFUCG will also consider factors such as ensuring availability of critical services and an adequate number of emergency shelter beds for vulnerable populations.

- Provide a description of the shelter including;
 - shelter operating hours,
 - population served included special populations served,
 - shelter rules and procedures (submit documentation)
 - how basic needs are met such as meals and personal care,
 - operating hours outside of nighttime shelter, i.e. are staff operating during the day
 - general staffing description for the emergency shelter
- Does your emergency shelter consistently implement practices to meet people where they are, and provide person-centered care that focuses on personal strengths? **(submit documentation as an attachment)**
- What policies or value statements convey clear expectations that guests will be treated with dignity and respect, and how does the shelter monitor adherence to these expectations? **(submit documentation as an attachment)**
- Are expectations of guests clearly communicated and easily accessible for review by guests? (submit documentation of communication process)
- What specific practices help ensure that the shelter exhibits cultural competency and provides appropriate protections for shelter seekers across demographic differences?
- Does the shelter involve guests in governance and operations? **(submit documentation as an attachment)**

Recognizing that separation often exacerbates an already difficult situation, Emergency Family Housing (EFH) utilizes a non-traditional shelter model to annually meet the emergency shelter needs of up to 30 two-parent and group families (meeting the definition of "family" under HUD's Equal Access Rule) originating in Lexington-Fayette County through short-term hotel stays or up to 90 days in a master-leased apartment—or some combination in between—without requiring the family to separate. Extensions beyond 90 days will be made on a case by case basis. This non-traditional, scatter-site model is more cost-effective and allows families to preserve more dignity than traditional shelter models.

EFH utilizes a person-centered, strengths-based approach to meet families where they are. This approach helps families in meeting their immediate and ongoing needs, such as obtaining personal care items and accessing local resources, while also providing the necessary support to assist them in rapidly obtaining permanent housing. Referrals are accepted M-F, 8:30am-5:00pm, via phone, email or in person; and via phone and/or email from 5:01am-11:59pm, M-F and on weekends. Referrals made between 12:00am-8:30am will be reviewed the following morning.

The Council employs two Housing Case Management Specialists (HNMS) and two AmeriCorps members to assist families in accessing shelter services and community resources. The Director of Housing and Homelessness Services (DHHS), Mr. Marty Jones, provides administrative oversight.

All required documentation has been provided in the attachments of this application. A cross reference guide has been provided because the various documents address more than one of the required components.

5.1.2 Rapid Resolution, Housing Oriented

25 points

Up to 10 points will be awarded to applicants demonstrating a shelter project that is rapid resolution and housing oriented. This means a plan is presented for how the organization works with guests to develop and implement a housing plan including diversion techniques and how quickly people move to permanent housing.

Narrative for this section should address all of the following prompts:

- Does your emergency shelter's process for accessing shelter assess options for diverting from shelter?
- Does your emergency shelter's diversion approach include, when needed, financial assistance, mediation, housing location, legal assistance, or other supports?
- What role do mainstream programs play in supporting shelter seekers and diversion efforts?
- How does your emergency shelter provide immediate assistance and link guests with housing options within the first 14 days of a shelter stay?
- How does your emergency shelter use data routinely to detect trends, identify frequent users, and monitor housing success and other performance measures?
- How your emergency shelter coordinate with the broader homelessness service and housing systems in system-level planning?
- Does your emergency shelter assess and address the safety risks for people fleeing domestic violence?
- Describe how shelter guests are assigned case management and detail how case management is provided in your emergency shelter. How often do case managers discuss housing options with guests? How and when do the conversations about obtaining housing begin? Do case managers utilize best practices when working with clients such as trauma informed care?
- How will shelter staff members or volunteers help shelter guests access documents needed for housing (birth certificates, Social Security cards, etc.) when needed?

Staff begin discussing diversion at first contact with the completion of a pre-screener to identify potential alternatives (including financial assistance and mediation) and determine EFH eligibility. Upon entry, staff complete a thorough intake process, explaining the EFH program, assisting the family in completing initial paperwork and providing information about fair housing requirements, tenant expectations and responsibilities and available community resources. As a component of its comprehensive case management strategy and incorporating best practices (including trauma-informed care), staff immediately beginning working with families to reduce barriers, such as utility/rental arrears, unemployment and soft skills development, and the high cost of childcare; assist families in accessing mainstream and other public benefits, vital records and other eligibility documentation; and assist in enrolling in job training/job search assistance or educational programs. Transportation assistance may be provided. Staff and families meet at least weekly, or more frequently if needed, to discuss housing options and assess progress toward goals. For guests that remain for more than 14 days, staff complete the Vulnerability Index–Service Prioritization Decision Assistance Prescreen Tool (VI-SPDAT) and enter them into OneDoor Lexington (ODL). The VI-SPDAT assists staff in developing individualized goal and housing plans, including developing safety plans for those fleeing domestic violence. The DHHS participates in OHPI Board and committee meetings.

EFH partners with many service providers including Bluegrass.org, Greenhouse17, Jubilee Jobs, etc. to assist families in transitioning to permanent, stable housing as rapidly as possible. Staff continually monitor and evaluate EFH to identify trends and progress toward performance measures.

5.1.3 Low-Barrier

15 points

Up to 5 points will be awarded to applicants based on an evaluation of the shelter's commitment to a housing first, low-barrier model. Low-barrier shelter is a critical piece in the homeless assistance approach that prioritizes providing people experiencing homelessness with shelter as quickly as possible – and then providing voluntary supportive services as needed. A low-barrier shelter is one which has only the least restrictive entry criteria necessary to ensure health and safety in the facility.

Narrative for this section should address all of the following prompts:

- Does the shelter set only minimal and reasonable requirements for guests, and does the shelter enforce these requirements in a fair and transparent way? **(submit documentation as an attachment)**
- Does your emergency shelter have minimal expectations or requirements of people seeking shelter? **(submit documentation as an attachment)**
- Does your shelter welcome self-defined family and kinship groups to seek shelter together?
- Can your emergency shelter identify financial resources that can support the adoption of low-barrier policies and practices and support extended or flexible hours and adapted service-delivery models?
- Does your shelter accommodate pets and belongings?
- Does the shelter make accommodations to store belongings and if so, how?
- Do your shelter intake process and housing navigation services coordinate closely with community-based outreach services and coordinated entry?
- Does your shelter create flexible and predictable access for people seeking shelter?
- Are guests required or requested to contribute funds or labor to remain in the shelter? **(submit documentation of any program fees or volunteer time required as an attachment)**
- Are guests required to participate in classes or programs as a condition of remaining in the shelter? If yes, describe the process followed to determine whether someone is admitted or removed from the shelter and appeals available to those denied access. Applicants should include with their proposal a copy of written operation procedures for denial of services. This includes drug testing.
- How many participants were turned away or banned in the past 12 months for reasons described above?

The Council is committed to a low-barrier program model to meet the needs of two-parent and self-defining group families seeking emergency shelter. The Council works closely with OHPI, local shelters, housing providers, and social service agencies to ensure flexible and predictable access for families, provide appropriate referrals and identify alternative funding to support EFH and guests. Families are not required to contribute funds and/or labor as a condition of shelter, nor are they required to participate in classes or programs. The Council partners with the Lexington Humane Society and local storage facilities to accommodate pets and personal belongings, as needed.

By signing the Participant Program Agreement (PPA), families agree to: comply with housing complex conditions; maintain the shelter unit in a clean and safe condition; and actively participate in EFH as described in the Individual Service Plan (ISP). Vacating a housing unit for more than five days, without notifying EFH staff, may result in program exit. Participants may also be expelled for gross misconduct, such as engaging in behaviors that place the health and safety of fellow tenants, service providers, or property at significant risk. Final decisions regarding termination will be addressed between EFH staff and supervisors and, as necessary, property owners/managers. Participants will have the right to appeal the decision, the process for which is provided to each family during intake. During FY18, two participants were exited from the program because of gross misconduct. One participant was exited due to incarceration related to an offense occurring prior to placement.

5.1.4 Actual Results

10 Points

Applicants will be evaluated based on actual results from the previous year. LFUCG will utilize access to KYHMIS for organizations with prior year participation. ONLY non-participating first-time applicants should provide a narrative describing outcome targets and actual results for relevant existing shelter. If the organization has not operated an overnight emergency shelter in the past year, the organization may submit performance reports for any transitional housing, rapid rehousing, or permanent supportive housing program. .

The OHPI reserves the right to negotiate final targets. Results will be evaluated based on reports from the KYHMIS database, not agency records, so KYHMIS data quality and timeliness is critical.

- **Submit reports from January 1, 2018 to December 31, 2018 as attachments**
 - **CoC APR**
 - **CoC CAPER**

Please see attached CoC APR and CAPER for more information.

5.1.5 Capacity, Cost Effectiveness, & Budget

10 points

Every community, including Lexington, faces the challenge of ensuring that shelter capacity is scaled to meet local need and that it is financed accordingly. This does assume that we should expand emergency shelter for those in the community that are currently experiencing unsheltered homelessness.

In making decisions regarding necessary capacity, LFUCG will consider how a broad range of changes and improvements within their crisis response systems will impact need and demand for emergency shelter, including: increased emphasis on diversion strategies and services; reductions in the length of time it takes for guests to move from shelter to permanent housing, including through expanded rapid resolution interventions; removal of barriers to entry; and increased emphasis on long-term or frequent users of emergency shelter.

Complete this table by indicating the total in the column to the right, then respond to the narrative prompts below:	Total
***Number of individual beds available:	42
***Number of units available for families, if applicable:	10
Funds requested from LFUCG:	153,360
Average nightly census for individuals based on KYHMIS data:	23
Average nightly census for families based on KYHMIS data:	7
Total annual budget for shelter (all funding sources):	232,728
% LFUCG investment (LFUCG Request/Total Budget * 100):	67 %

- ***Total beds above not reflect any overflow capacity such as mats on the floor, sleeping in lobbies, dining room chairs or overflow into other buildings owned by partners such as churches or other non-profits. Also exclude beds reserved for/supported by Department of Corrections, Veterans Administration, Department of Community Based Services, or other funding sources.
- Please describe all funding sources other than LFUCG that are included in your total emergency shelter budget.

Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. (Including total amount of ESR grant request.)

For organizations requesting funding for more than one program in this RFP, combine into a single Program Budget narrative for the proposal.

Please note that the Program Budget will be part of the grantee agreement with LFUCG and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget form included. Provide brief line-item detail as specified in each section below and verify all calculations.

This section provides a summary of the total proposed Program Budget for FY 2020. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2020 program expenditures.

Total Program Budget

Column A should reflect projected expenditures for the entire program (not just the proposed LFUCG ESR grant funding request portion). When the chart is completed this column should equal ESR Grant Funding Request plus other/non-ESR program funding. (A=B+C)

ESR Grant Funding Request

Column B is the grant amount being requested from this RFP to support this program's services to eligible Fayette County Participants.

Non-LFUCG Program Funding

Column C is the non-LFUCG ESR funding that is allocated to the Total Program Budget ($A - B = C$).

This form is for the budget for the PROGRAM applying for ESR funds, not the total agency budget.

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable).

Staff Salaries – Identify the number of Full-time position salaries allocated to the program, and part-time positions allocated to the program, and the amounts of each allocated to Columns A, B, & C.

Consultant Services – In the "List Details" box, **briefly** describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

Space/Facilities – In the "List Details" box, **briefly** list the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs for the Program. Identify any office or program space in an LFUCG owned building, and any other costs (rent, monthly utilities, etc.) reimbursed to LFUCG.

Scholarships/Stipends – In the "List Details" box, **briefly** list the type of scholarships or stipends, and include the number of people or organizations to receive funds.

Operating Expenses – In the "List Details" box, **briefly** list the costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project.

Other – In the "List Details" box, **briefly** list any other costs for the Program not covered above.

PROGRAM BUDGET SUMMARY

Agency Name **Community Action Council for Lexington-Fayette, Bourb**
 Program Name **Emergency Family Housing**

FY 2020 (July 1, 2019-June 30, 2020) Total Program Budget

	Column A Total Program Budget [= B+C]	Column B ESR Grant Funding Request	Column C Non-ESR Program Funding [A-B]
1. Staff Salaries for Program			
# of Employees:			
Full-Time (FTE)	1	53,321	53,321
Part-Time		0	0
Total Salaries	53,321	53,321	0

3. Consultant Services	\$	0	0	0
list details	N/A			

4. Space/Facilities	\$	134,224	58,600	75,624
list details	\$57,400 - Short-term Hotel: \$100/night*~14 Nights*15 Families (\$21,000); Master-leased Apartment Units: \$700/month*12 months*4 Units (\$33,600); and Facilities: a portion of costs related to office and meeting space to operate EFH (\$4,000). \$75,624 - Donated scatter-site units @ \$692/mo*12 mo*6 units (\$49,824) and \$1,231/mo*12 mo*2 units (\$29,544)			

5. Operating Expenses	\$	25,008	25,008	0
list details	\$25,008 - Includes: in-area travel (\$500); office supplies (\$100); household supplies (\$1,800); cleaning (\$500); insurance and bonding (\$286); training expenses (\$2,000); client benefits (bus passes/arrears/vital records) (\$6,000); utilities (\$3,600); utility deposits (\$3,000); security deposits (\$4,800); communications (\$789) and IT (\$1,633).			

6. Scholarships / Stipends	\$	0	0	0
list details - numbers & amounts	N/A			

7. Other	\$	16,431	16,431	0
list details	\$16,431 - To provide for the portion related to programs costs for administrative functions such as Accounting, Human Resources, the Office of the Executive Director as approved by the Council's approved Indirect Cost Rate Agreement. The Council has a provisional rate of 13% however has budgeted at 12.0% based on historical costs.			

8. TOTAL PROGRAM BUDGET	\$	228,984	153,360	75,624
--------------------------------	----	---------	---------	--------

Cost per Program Participant: \$ 5,112

I understand that this document in its entirety is incorporated into my grant Agreement with the Lexington-Fayette Urban County Government.

Authorized Representative (typed name): Bridgett Rice

Title: Interim Executive Director

Date: 4/18/2019

5.2 Capacity & Sustainability

5.2.1 Staff Qualifications & Experience

5 Points

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

The Council employs two Housing Case Management Specialists (HCMS), who are responsible for all day-to-day operations of EFH, including conducting intakes, providing case management services and assisting families in searching for housing. The HCMSs work with local shelters, OHPI and other Council staff to rapidly move families in need of emergency shelter toward permanent housing solutions. The Director of Housing and Homelessness Services (DHHS) is primarily responsible for programmatic oversight, quarterly reporting and ensuring that the program continues to meet outcomes.

Ms. Brandy Clark has a bachelor's in Social Science with a focus in Psychology from Kentucky State University. Ms. Clark is currently working with the Council's EFH and Project Independence Rapid Rehousing programs and has been with the Council since August 2018. Ms. Chastity Griffin is a Doctoral Student at the University of Kentucky and holds a Masters in Rehabilitation Counseling. Ms. Griffin has worked with many of the Council's Balance of State and Lexington-based housing programs and has been employed with the Council since 2012.

The DHHS, Mr. Marty Jones, has a Master of Public Administration (MPA) degree from the University of Kentucky. Mr. Jones has been with the Council since July 2010 and has been an integral component of the housing programs throughout the Council's four county service area and the Region 6 Balance of State. Finally, the Council's two AmeriCorps members support for the EFH program by conducting intakes and assisting staff and families in searching for housing on behalf of participants.

5.2.2 Partnership & Resource Leverage

5 Points

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

While other shelter providers allow only one parent to remain with his/her children, EFH is unique within Lexington's shelter network as it is the only program that allows two-parent and group families to remain together as a family unit while in shelter.

Examples of EFH partners includes Microtel Inn and Suites, Stonebridge Apartments, Hope Center, Salvation Army, Arbor Youth Services, Kentucky Counseling Center, Bluegrass.org, Lexington Humane Society, etc. As mentioned previously, the Council's partnerships with the Housing Authority of Lexington and "Give Kids a Home" provide crucial financial support by allowing the Council to master-lease eight additional units to serve more families seeking emergency shelter. The Council also leverages its supportive/permanent housing and other programs, such as Head Start, LIHEAP, and CSBG, as appropriate. These partnerships and leverage opportunities ensure that EFH guests can access all available resources and provides crucial support as the family exits to permanent housing and moves toward self-sufficiency. The Council also has several Board members from local housing providers to provide informed oversight of the Council's housing programs.

Given its history of successfully operating housing and homelessness programs, the Council appreciates the costs associated with operating EFH and will continue to aggressively seek additional funding to sustain and grow the program. The Council will continue to build and strengthen relationships with other community partners, such as landlords, local businesses and private individuals—in the form of monetary contributions and donations of goods and services—in order to help meet the needs of each family.

5.2.3 Outreach & Inclusion Strategy

15 Points

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community?

As one of a 1,000 community action agencies across the country, the Council is dedicated to addressing the causes and effects of poverty. As such, the Council is committed to providing equitable service opportunity not just for persons impacted by poverty and economic distress, but all people throughout the community—a principle that is embedded in the Council's culture as well as its policies and procedures. Further, the Council believes it is imperative that its workforce and governing bodies are representative of the communities it serves. The Council's tripartite board is comprised 1/3 of representatives from communities with low income, and the public and private sectors. Staff are highly diverse and representative of a cross section of the communities it serves.

Accessibility and inclusion are of paramount importance in all the Council's programming and services. In terms of accessibility for persons with disabilities, EFH utilizes short-term hotel accommodations to ensure that all participant families will have access to a unit that is accessible for persons with disabilities, as needed. The Council will also continue to work with local landlords and others to identify and procure ADA compliant units, as feasible. For those with limited English proficiency, the Council employs approximately 15 bilingual staff to reduce language barriers across all its program and services. In instances in which a bilingual staff member is unavailable or the language spoken is not represented by staff members, the Council contracts with Accipio Language Services to ensure access and reduce language barriers.

Required attachments with Proposal Submittal Form (8 total):

5.1.1 General Shelter Information

- Does your emergency shelter consistently implement practices to meet people where they are, and provide person-centered care that focuses on personal strengths? **(submit documentation as an attachment)**
- What policies or value statements convey clear expectations that guests will be treated with dignity and respect, and how does the shelter monitor adherence to these expectations? **(submit documentation as an attachment)**
- Does the shelter involve guests in governance and operations? **(submit documentation as an attachment)**
- **Submit reports from January 1, 2018 to December 31, 2018 as attachments:**
 - CoC APR
 - CoC CAPER

5.1.3 Low Barrier

- Does the shelter set only minimal and reasonable requirements for guests, and does the shelter enforce these requirements in a fair and transparent way? **(submit documentation as an attachment)**
- Does your emergency shelter have minimal expectations or requirements of people seeking shelter? **(submit documentation as an attachment)**
- Are guests required or requested to contribute funds or labor to remain in the shelter? **(submit documentation of any program fees or volunteer time required as an attachment)**

Attachments

5.1.1 General Shelter Information

Does your emergency shelter consistently implement practices to meet people where they are, and provide person-centered care that focuses on personal strengths?

- 5.1.1b Program Goals, Values & Outcomes: Task #2
- 5.1.1c Participant Program Agreement: Page 2, "Obligations of the Council"

What policies or value statements convey clear expectations that guests will be treated with dignity and respect, and how does the shelter monitor adherence to these expectations?

- 5.1.1a Affirmative Action Plan: Page 2, "D. Master Purpose."
- 5.1.1b Program Goals, Values & Outcomes: Task #2
- 5.1.1c Participant Program Agreement: Page 2, "Obligations of the Council"
- 5.1.1d Participant and Community Complaints

Does the shelter involve guests in governance and operations?

- 5.1.1b Program Goals, Values & Outcomes: Task #3
- 5.1.1d Participant and Community Complaints

Submit reports from January 1, 2018 to December 31, 2018

- 5.1.1f CoC APR
- 5.1.1g CoC CAPER

5.1.3 Low Barrier

Does the shelter set only minimal and reasonable requirements for guests, and does the shelter enforce these requirements in a fair and transparent way?

Does your emergency shelter have minimal expectations or requirements of people seeking shelter?

- 5.1.1c Participant Program Agreement: Page 2, "Obligations of the Participant"
- 5.1.3b Termination Procedures
- 5.1.3a EFH Expectations

Are guests required or requested to contribute funds or labor to remain in the shelter?

- 5.1.1b Program Goals, Values & Outcomes: Task #2

**COMMUNITY ACTION COUNCIL
FOR
LEXINGTON-FAYETTE, BOURBON, HARRISON AND NICHOLAS COUNTIES**

OPERATIONS MEMORANDUM

Subject: Affirmative Action Plan

Number: A-1990-G

Change No: 1

Replaces: Affirmative Action
Policy A-1990-G

Effective Date: September 27, 2004

Reference: Minutes, Board,
9/27/04

Expiration Date: None

Approval:  Board of Directors 

Type: Policy

Date: September 27, 2004

DISTRIBUTION:

-
- Operations Manual Distribution List A
 - Members, Human Rights Committee, Board of Directors
 - Members, Staff Equal Rights Committee
 - David Bratt, General Counsel
 - All employees (via payroll 1/13/05)
 - Human Resources Manager (distribute to all new employees)

FILING INSTRUCTIONS (Persons with Operations Manual):

- 1) Pen and Ink Change to the Manual Index:
On page 2 of the Index (A-1986-F, Change 3) under the heading, Administration, locate the entry "Affirmative Action Plan A-1990-G, and add a "1" in the Changes column.
- 2) Locate Operations Memorandum A-1990-G in your manual. (It should be filed in Volume A by year and issue sequence.)
 - a. Remove and destroy A-1990-G.
 - b. Replace with this change.

BACKGROUND

The Attachment to this Memorandum is Community Action Council's Affirmative Action Plan. The Plan describes the Council's goals and policies, and certain procedures in the areas of Equal Opportunity and Affirmative Action. The plan is a policy document and, as such, takes precedence over any other administrative or intra-office procedures in the event of a conflict.

RESPONSIBILITIES

All Community Action Council employees are expected to comply with the requirements of the Plan.

All Community Action Council supervisory personnel are accountable for ensuring that the operations under their supervision are in compliance with the Plan.

All delegate agencies, supporting corporations and organizations with program contracts must ensure that those aspects supported by funds received from Community Action Council are in compliance with the requirements of the Plan.

**COMMUNITY ACTION COUNCIL
FOR
LEXINGTON-FAYETTE, BOURBON, HARRISON AND NICHOLAS COUNTIES**

AFFIRMATIVE ACTION PLAN

I. INTRODUCTION

A. PURPOSE AND SCOPE OF PLAN

This Affirmative Action Plan is designed to:

1. Prevent discrimination in this agency, delegate agencies and institutions in the four-county area.
2. To work toward assisting local groups to prevent discrimination in their communities.

Community Action Council is an Equal Opportunity employer. There shall be no discrimination in hiring and employment because of race, religion, sex, age, color, national origin, handicap, marital status, sexual orientation, political affiliation or belief.

B. POPULATION OF COUNTIES – SEE ATTACHMENT

C. STATEMENT OF COMPLIANCE

Community Action Council is responsible for compliance with all applicable Equal Opportunity policies as established by the Board of Directors, and laws, as set forth by the Civil Rights Act, to insure non-discrimination based on race, religion, color, sex, age, national origin, handicap, marital status, sexual orientation, political affiliation or belief. Community Action Council abides by the following laws:

1. Civil Rights Act of 1964 as amended. Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment by most employers of 15 or more persons on the grounds of race, religion, sex, age, color, national origin or handicap. This Title is administered by the U.S. Equal Employment Opportunity Commission).
2. Executive Order 11246 – Part II prohibits employment discrimination by certain government contractors and requires them to take Affirmative Action to remedy the effects of past discrimination. (This Order is administered by the Office of Federal Contract Compliance, U.S. Department of Labor). It has designated government contractors.
3. Section 504 of the Rehabilitation Act of 1973, as amended, and, as required by 11914, which provides that no otherwise qualified handicapped individual shall, solely on the reason of handicap, be excluded from participation in, be denied direct benefits of, or be subjected to discrimination under any program or activity.

4. Title VI of the Civil Rights Act prohibits discrimination in service or use of facilities by federally assisted programs.
5. Executive Order 13087- prohibits discrimination on the basis of his, or her, sexual orientation.

This plan and policy shall also be flexible enough to include all new human rights programs and regulations as they are created and implemented. Community Action Council maintains an Affirmative Action Plan in compliance with the above listed legal mandates. The plan will ensure that employees are recruited, hired and promoted on the basis of ability, experience and training without regard to race, religion, sex, age, color, national origin, handicap, marital status, sexual orientation or political affiliation or belief.

D. MASTER PURPOSE

Community Action Council's Affirmative Action master purpose is to implement a positive policy prohibiting discrimination because of race, religion, sex, age, color, national origin, handicap, marital status, sexual orientation, political affiliation or belief and to give assistance within our agency's systems and sub-systems and also outside the agency. This includes assurance of compliance with Title VII of the Civil Rights act of 1964, as amended; Executive Order 11246, and other human rights policies or directives as may be implemented in the future.

Community Action Council will give preference to those vendors who are demonstrating an affirmative action equal employment opportunity policy. Minority-owned vendors shall also be given preference. No business will knowingly be transacted with firms that are not in conformance with policies stated in Section I-C of this Plan.

II. ADMINISTRATION

A. BOARD OF DIRECTORS

The Board of Directors of Community Action Council shall be responsible for the determination of goals of the Equal Opportunity Program within the regular work programs of the agency. The Board shall have responsibility of planning, implementing, conducting and evaluating the Equal Opportunity Program. In addition, the Board shall take steps necessary to assure compliance within the Council in accordance with appropriate Acts of Congress, Federal Contract Compliance Regulations and other applicable regulations.

The Board is responsible for: Determination of major personnel, fiscal and program policies; determination of overall plans and priorities, and final approval of all program budgets.

The Board shall establish the Human Rights Committee, which shall have important advisory functions. The Human Rights Committee shall fairly reflect the composition of the Board, with at least 1/3 of the members as representatives of the poor, and there shall be representation from all of the minority groups, including women's organizations, within the geographical area of services. The Human Rights Committee shall be composed of no less than nine and no more than twelve members.

The Executive Director shall, with concurrence of the Board of Directors, select and appoint the Chairperson of the Staff Equal Opportunity Committee, and providing the Staff Equal

Opportunity Chairperson with the duties, responsibilities and accountability as prescribed in this notice.

The Board shall receive regular reports from the Human Rights Committee on its progress in monitoring and evaluating the Affirmative Action Plan and Programs, with recommendations for improvement of same. The Board shall provide to the chief staff official of the Council through its power to delegate the responsibility and authority to implement, through administrative procedures, the Equal Opportunity Policy of the Board.

The Board shall ensure that appropriate policies provide protection and redress for those who have alleged discrimination and provide for the exoneration of those found innocent of charges of discrimination.

The Board shall ensure that all individuals eligible to receive the benefits of the program, directly or indirectly, shall have an equal opportunity to do so. Furthermore, any disparity found in the opportunities offered to the constituency, within the geographical area of services of the Board, will be corrected through the development of adequate policies, which will be implemented by the staff. And, within this frame of reference, the Board shall establish meaningful, measurable criteria in equal opportunity, which will become a major factor in the staff performance evaluation of the Council.

The Board shall adopt a policy to ensure that all of the Council's contractors, vendors and suppliers of services, are equal opportunity employers, or are willing to become same, immediately.

The Board shall ensure that no recipient or other person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Section 624 of the "Act", "or because he/she has made complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing. The identity of all complainants shall be kept confidential except to the extent necessary to carry out the purposes of this part, including the conduct of any investigation, hearing or judicial proceeding arising thereunder."

The final approval, decision, authority and responsibility for the implementation of the Equal Opportunity Policy and Affirmative Action Plan and Program shall be that of the Board to ensure equal opportunities for all.

The Board shall require an annual evaluation of effectiveness of the Equal Opportunity Policy and the Affirmative Action Plan and Program. It shall be the role of the Human Rights Committee to perform this evaluation utilizing all of the staff resources available to it.

The Board shall provide the necessary resources for an Equal Opportunity Policy and Affirmative Action Plan and Program, implementation, development and evaluation.

B. HUMAN RIGHTS COMMITTEE

The functions of the Human Rights Committee shall be:

To provide the Board with regular progress reports of the monitoring and evaluation of the Council and delegate agencies' efforts to implement the Equal Opportunity Policy and Affirmative Action Plan and Program.

Through the study and survey, to identify specific problems to be resolved within a short and long range time frame.

To develop and recommend to the Board specific goals and objectives that will eliminate any disparate effect found as a result of the survey and study.

To receive staff assistance from the Staff Equal Opportunity Chairperson and perform an annual evaluation of the staff Equal Opportunity Committee's effectiveness in rendering staff assistance to the Human Rights Committee. The staff evaluation shall be submitted to the Executive Director in the form of a recommendation.

To be responsible for identifying and securing resources that will enable all staff to become more proficient in the area of Human Rights, which will be recommended to the Executive Director for implementation.

To provide the leadership in conducting a continuing campaign to eradicate every form of prejudice or discrimination based on race, religion, sex, age, color, national origin, handicap, marital status, sexual orientation, or political affiliation or belief, within the scope of the Council's operations.

To ensure that the Human Rights Committee composition fairly reflects the composition of the Board and the minority and female composition of the poverty population of the community, and that its composition shall be no less than nine persons.

To ensure an annual evaluation of effectiveness of the Equal Opportunity Policy and Affirmative Action Plan and Program utilizing all of the staff and resources available to it.

C. STAFF EQUAL OPPORTUNITY CHAIRPERSON

The staff Equal Opportunity Chairperson will be given the necessary top management support to execute the job. His/her identity will appear on all internal and external communications regarding the agency's Equal Opportunity Program. The Chair's responsibilities will include, but are not limited to:

Provide staff and technical assistance to the Human Rights Committee, the Board and the Executive Director in the implementation of the Equal Opportunity Policy and the Affirmative Action Plan and Program.

Provide direction and guidance to the Human Rights Committee and top-level management in the development, implementation and analysis of the study and survey which will identify problem areas, internally and externally, and in the design of the solution of the problem areas.

Assist the Human Rights Committee in the mobilization of minority groups, public and private organizations and agencies in the area served in the development of solutions to the problem areas.

Provide staff assistance to the Human Rights Committee in its monitoring and evaluation of the implementation of the Equal Opportunity Policy and Affirmative Action Plan and Program.

Keep the Human Rights Committee, the Board and the staff informed of the latest developments in equal opportunity, and affirmative action.

Make periodic audits of the program participation and beneficiary patterns, report to the Executive Director and Human Rights Committee any impediments that prevent minorities and women from enjoying full opportunities to participate in all Council sponsored programs.

Make periodic audits of the hiring and promotional matters, reporting to the Human Rights Committee any impediments that prevent minorities and women from enjoying full opportunities to participate in Council sponsored training, educational activities, services, hiring and promotional programs, leading to upward or outward mobility.

Serve as the liaison between the Council, Civil Rights enforcement agencies and minority and female organizations.

Provide technical training and assistance to the Equal Opportunity Counselors of the Council and receive and compile their regular reports.

D. EQUAL OPPORTUNITY COUNSELOR

Any employee or applicant for employment, program participant, or applicant for program participation or benefits, either directly or indirectly, who believes that he/she has encountered discrimination on the basis of race, religion, sex, age, color, national origin, handicap, marital status, sexual orientation, political affiliation or belief must first consult with an Equal Opportunity Counselor, prior to filing a formal complaint. The complainant may select any counselor of his/her choice, who is appointed to serve the Council.

Counselors may be appointed through a process wherein the employees participate in the selection. There shall be at least one counselor appointed for each 25 employees of the Council and its delegate agencies. The list of appointments shall be submitted to the Executive Director for concurrence.

The Equal Opportunity Counselor will provide the complainant with information on both the procedure for filing a formal complaint of discrimination and the procedure for initiating a grievance under agency procedures.

The Equal Opportunity Counselor will have access to any information which is necessary to adequately conduct the inquiry and which will provide the complainant, in writing, a basis for determining whether or not there are grounds to file a formal Civil Rights complaint, or a personnel grievance.

A confidential relationship shall be maintained between the complainant and the Equal Opportunity Counselor. The Counselor shall not reveal the identity of the complainant, except when authorized in writing to do so by the complainant, and only to the authorized enforcement agencies, when the complainant has filed a formal complaint. The authorized enforcement agencies are:

Local and State Civil Rights Commissions; Federal Equal Employment Opportunity Commission (under Title VII).

At any stage in the presentation of the complaint, including the counseling stage, the employee, program participant or applicant for program participation shall have the right to be accompanied, represented and advised by a representative or attorney of his/her choice. The employee, program participant or applicant for program participation, as well as the representative (if also an employee of the agency), shall have a reasonable amount of official time to present the complaint.

Unless a time extension is approved by the EO chair, the EO Counselor shall conduct his or her full interview with the aggrieved person within four (4) weeks of the date in which the matter was brought to his/her attention by the aggrieved person. The EO Counselor shall advise the aggrieved person in the final interview of his/her right to file a formal complaint of discrimination and of the time limits for filing such a complaint.

If the complainant is a program participant and the complaint is in writing, the Counselor shall utilize all methods of assistance at his disposal, (e.g. investigation, mediation, arbitration, etc.) in an effort to informally resolve the matter.

When the complaint becomes formal, the Equal Opportunity Counselor shall assist the complainant in completing the necessary forms and provide the complainant with a written report of all inquiries, interviews and copies of legally releasable documents gathered during the inquiry. Copies of all information shall be held by the Equal Opportunity Counselor in confidence, and released only to an authorized investigating official(s).

The Equal Opportunity Counselors should have regularly scheduled meetings to summarize complaints brought to their attention. These meetings will identify complaints, and shall be used only to identify the problem areas. The Equal Opportunity Committee shall identify and actively try to resolve problem areas.

The Council is committed to assuring that the role of the Equal Opportunity Committee is sufficiently flexible to ensure that informal resolution of complaints may result whenever possible. The Council shall provide adequate support in terms of cooperation, priority, and designation throughout the organization, resources and time to enable the Counselors to be effective in the counseling role.

III. NON-DISCRIMINATION POLICIES IN EQUAL EMPLOYMENT

A. DEFINITION

Non-discrimination – The objective is to obtain qualified employees consistent with position requirements; to seek, employ, promote and treat all employees and applicants without discrimination because of race, religion, sex, age, color, national origin, handicap, marital status, sexual orientation or political affiliation or belief.

B. RECRUITMENT, SELECTION, ADVANCEMENT, COMPENSATIONS, ETC.

The Community Action Council Board of Directors shall maintain a continuous non-discrimination policy in regard to recruitment, selection, advancement, compensation, etc., policies. All areas shall be diligently covered and made available to all employees through staff meetings and training sessions by the designated Equal Opportunity Counselors.

The Council shall not discriminate in the hiring and employment procedures against any applicant for employment because of race, religion, sex, age, color, national origin, handicap, marital status, sexual orientation or political affiliation or belief.

The Council shall give every consideration to the employment of persons 40 years of age and over in terms of capabilities to perform the job in question.

The Council shall give every consideration to providing employment opportunities to poor persons, especially those persons who have been denied the benefits of formal education and who are willing to learn to perform new functions.

The Council shall give employment consideration to and shall likewise not discriminate against any otherwise qualified handicapped persons. These individuals shall likewise not be excluded from participation in or be denied benefits or subjected to discrimination under the Council's programs or activities.

Although attainment of a high level of education may be important to performance in certain positions, formal education qualifications, unless required by federal, state or local law, or funding source requirements shall not be made a requirement for employment or advancement if a person otherwise has the ability to perform the duties of the position.

The Council shall not consider a criminal conviction an automatic or conclusive indication of a person's character and shall consider each case on an individual basis and in terms of the job he/she is asked to do.

The Council, under the direction of the Executive Director and the Equal Opportunity Chairperson, shall seek qualified minority group applicants for job categories and will make particular efforts to insure minority group representation in occupations at high levels of responsibility.

When and where appropriate, employment advertisements will be placed in newspapers which are widely read so as to ensure that the Equal Opportunity Policy of the Council is upheld in employment practices. Further, the Council will request appropriate groups and agencies to assist in making known the Council's policy, and will advise such groups of available employment opportunities.

The Council will consider for employment at all levels of responsibility persons disadvantaged because of discrimination. Opportunities for earning increased compensation shall be afforded without discrimination to all employees.

Experience has shown that employment alone is not sufficient to fulfill the commitment to the employee. Without adequate prior training and job preparation, a disservice to the employer, the Council and the people to be served is often the result. Therefore, training both on the job and outside the Council is a vital part of the career development program.

Opportunities for advancement to higher levels of responsibility will be afforded to ensure the elimination of discrimination. Through the training programs provided by supervisors or local, state and/or other resource agencies or persons, advancement will be available to all employees. Preparation and job performance at each job level will be made to provide needed courses to foster career development, whenever possible.

IV. VENDOR COMPLIANCE

In accordance with Executive Order 11246, the Community Action Council accepts the obligation to utilize its purchasing power to influence and affect Equal Employment Opportunity policies in all contractors, sub-contractors and vendors from whom the agency purchases goods or services.

V. PARTICIPATION AND SERVICE DELIVERY

The goal of the Council is to achieve the standard of reasonable relationship between the composition of the total low-income population by ethnic groups, sex and age and that of the areas and persons served in all program accounts.

- a. Service delivery staff will continue outreach efforts to stress provision of information about opportunities for participation and benefits to all members of the low-income population. Efforts will be made to reach minority individuals, women, and the aged as applicable.
- b. Statistical information on the social and economic characteristics of the low-income population and the potential recipients of various programs and services shall be kept up-to-date and used as a basis for evaluating program performance along with other criteria by the Equal Opportunity Chairperson.
- c. The Equal Opportunity Chairperson shall review the reporting procedures of the various components at least once a year to determine their validity and correctness.

The Community Action Council will ensure that all major ethnic groups are reasonably represented on the Board and its committees and participate in program planning, development and evaluation.

The Community Action Council's By-Laws provide for representation from minority groups.

VI. INSTITUTIONAL CHANGE

The Community Action Council will serve as a catalyst for positive change in the institutions within the community.

The Council's staff and Board members will become familiar with existing civil rights laws (federal, state and local) which govern the communities served.

The Council will utilize affirmative action techniques to encourage compliance with implementation of civil rights laws by public and private institutions in the community served by the agency.

The Council will utilize affirmative action techniques to change institutional policies or practices which discriminate in the area including, but not limited to: employment, economic development, housing, education, voting, public facilities, criminal justice and welfare.

Attempts will be made to work with appropriate agencies, federal, state, and local institutions, organizations and individuals in developing minority business enterprises and in the

dissemination of information on funds available for meeting the needs of all low-income groups, including student loans, etc.

VII. DISSEMINATION OF EQUAL OPPORTUNITY PROGRAM

The Equal Opportunity Policy and the Affirmative Action Plan and Program of the Council will be distributed to all Board members to make them aware of all facets of the Equal Opportunity Program and to further enable them to carry out these program goals and objectives.

All Council staff shall receive a copy of the Equal Opportunity Policy and the Affirmative Action Plan and Program so that they will be knowledgeable of the Equal Opportunity Program of the Council, become further acquainted with proper procedures of grievance and complaint actions, and under supervision, assist in carrying out the intent of the Policy and Plan within their designated areas.

Where economically feasible, the Council and its delegate agencies shall clearly display on all stationery; in all program sites, near the entrance; and on any other publication or information distributed by the Council that, Community Action Council is an Equal Opportunity/Affirmative Action Employer.

VIII. EQUAL OPPORTUNITY POLICY - PERSONNEL ACTIONS

Equal Opportunity shall be present and take precedence in every personnel action of the Council. Employees shall be governed by the following statement:

No persons shall, on the grounds of race, religion, sex, age, color, national origin, handicap, marital status, sexual orientation, political affiliation or belief be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, which the Council operates. It is further stated that no employee of the Council may directly or through contractual arrangements, on the grounds of race, religion, sex, age, color, national origin, sexual orientation, marital status, political affiliation or belief deny any individual any services, financial aid or other benefit to an individual which is different, or is provided in any different manner, from that provided to others under the program; subject an individual to segregation or separate treatment in any matter related to the individual's receipt of any service, financial aid, or other benefit under the program; restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program; treat an individual differently from others in determining whether he/she satisfies any admission, enrollment, quota, eligibility, membership or other requirement or condition which individuals must meet in order to be provided any service, financial aid, or other benefit (including employment) provided under the program; deny any individual an opportunity to participate in the program through the provision of services or otherwise afforded others under the program, including the opportunity to participate in the program as an employee; nor any personnel of the Council, through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, religion, sex, age, color, national origin, handicap, marital status, sexual orientation or political affiliation or belief and, employees shall be aware that this prohibition against discrimination includes the receipt and utilization of non-Federal share, contributions, volunteer services, or any other direct or indirect benefits or asset to the Council and against discrimination.

Employees that fail to adhere to the policy are subject to immediate disciplinary action. When "a finding of a fact" of discrimination is found, corrective action will be taken immediately.

Implementation of the Equal Opportunity Policy and Affirmative Action Plan and Programs by employees shall constitute a major factor in the performance rating of the employee.

IX. GRIEVANCE AND APPEAL PROCEDURES

A. POLICY

The agency, recognizing the importance of the individual employee to the organization and the desirability of prompt consideration and disposition for the orderly hearing and equitable handling of employee grievances.

B. DEFINITION: Adverse Action – Any action specified below which the Council brings against one or more employees:

- | | |
|------------------------|------------------------|
| 1. Termination | 5. Reduction in Status |
| 2. Demotion | 6. Suspension |
| 3. Reduction in Salary | 7. Reprimand |
| 4. Probation | 8. Warning |

1. Initiation of Adverse Action: The responsibility for initiating action against an employee or employees rest with the designated supervisor of the employee involved. In case the object of adverse action is the Executive Director, the responsibility rests with the Board of Directors.

Employees are to be treated fairly in all respects. Employees who feel that they have been subjected to unfair treatment or discrimination should have the right to present their grievances according to the grievance procedure in the employee's Personnel Policies and Procedures Handbook.

All employees are covered by a recommended dispute resolution/grievance procedure which is located in the employee's Personnel Policies and Procedures Handbook.

Council employees with a grievance must first go through the agency's procedure and then if the employee is not satisfied he/she may appeal to the Board by filing a request with the Chairman of the Board, thus moving into this process at Step 4 of the formal grievance procedure. Both the Council and the employee will be notified in writing within five working days of the decision. The Board's decision is binding on the behalf of the Council.

The governing body's action should be considered as satisfying the Council's obligation regarding the consideration of employee grievances.

X. DISCRIMINATION COMPLAINT PROCEDURES

Definition: Complaint – A complaint arises from any person who believes he/she has encountered discrimination because of race, religion, sex, age, color, national origin, handicap, marital status, sexual orientation, political affiliation or belief.

1. A formal signed written complaint shall be addressed to a Hearing Officer designated by the Urban County Government's Affirmative Action Officer. The formal complaint should contain the following elements of information:

- a. Specification of the nature of the discriminatory practice (i.e., race, color, religion, sex, national origin, age, handicap, marital status, sexual orientation, political affiliation or belief).
 - b. Date or time period within which the discriminatory practice is alleged to have occurred.
 - c. Identification of any Federal, State, or local fair employment practices commissions to which the practice has been reported (if the charge concerns a prohibited discriminatory employment practice).
2. The hearing should be scheduled within thirty working days from the time the complaint is filed. As with all hearings the aggrieved person may have present and/or be represented by a person of his/her choice.

XI. MAINTENANCE OF RECORDS AND REPORTS RELATING TO EQUAL OPPORTUNITY POLICY

The Council shall maintain on file for review for a period of no less than two years all applications for employment, the selection criteria and process utilized to select each person for employment.

The Council shall maintain on file for review for a period of no less than twenty years all personnel files and records.

The Council shall maintain on file for review for a period of no less than fifteen years all records and proceedings of complaints of discrimination and grievance procedures.

The Council shall document and maintain a record of its efforts and activities in the implementation of Equal Opportunity Policy and Affirmative Action Plan and Program for a period of no less than fifteen years.

The Council shall develop and maintain on file all of the data utilized in the study and survey to determine the areas of needed improvement and correction for a period not to exceed three years, and the date developed and utilized for each annual improvement and updating of the Equal Opportunity Policy and Affirmative Action Plan and Program for a period not to exceed three years.

XII. PARTICIPATION IN PROGRAM PLANNING, DEVELOPMENT AND EVALUATION

The By-Laws of the Community Action Council will clearly delineate what method is to be used to ensure that all major ethnic groups are reasonably represented on the Board and its committees; through such committees, these members will participate in program planning, development and evaluation.

The membership and Human Rights Committee of the Board will review current membership composition of the private sector of the Board and recommend selections for the next vacancies from any minority group not representing for all groups.

The development, implementation and evaluation of the Affirmative Action Program will involve the poor and low-income residents through their representation on the Community Action Council Board of Directors, Advisory Committees, delegated programs and target area community organizations. Certain funding sources require the submission of the Council Affirmative Action Plan as a condition of funding.

The Board of Directors, Advisory Board, and/or staff of each program account covered under the Affirmative Action Program should reasonably reflect the minority composition of the target population of that program.



SUBPART: Emergency Family Housing Program Procedures

SECTION: Program Goals, Values and Outcomes

Procedure Number: EFH-1	Effective Date: 12/8/2015	Page 1 of 1
Drafted By: Lindsay Anderson		Requirements: LFUCG
Subject: Program Goals, Values and Outcomes		Other: HUD
Objective: Understanding goals and outcomes of the program and how and to whom they are to be reported.		

NUMBER	TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	To assist families in accessing all available resources in order to assist them in transitioning as quickly as possible into a stable, permanent housing situation.	HCMS; SHC; DHHS	Ongoing
2.	<p>To provide emergency housing services for two-parent and group families that are not otherwise eligible for shelter programs currently operating in the Lexington-Fayette County community.</p> <p>The Council will strive to ensure that participants feel safe both physically and emotionally. Further, the Council will treat participants and their belongings with dignity, and staff will take time to know the strengths of each participant while assisting in the process of securing housing. As a component of the administrative oversight process, the DHHS periodically reviews case notes to monitor adherence to the program's expectations that all members of the family are treated with dignity and respect.</p> <p>Participants are not required to contribute funds or labor, nor are they required to participate in any programming other than case management as a condition of shelter.</p>	HCMS; SHC; DHHS	Ongoing
3.	To ensure participants are empowered to participate in the governance and operation of the program. Participants are encouraged to provide ongoing feedback about program operations, and to attend public Board of Director meetings. Participants are encouraged to further participate in governance by joining the Consumer section of the tripartite Board of Directors.	HCMS; SHC; DHHS	Ongoing

NUMBER	TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
4.	The results of the goals for the program year are reported quarterly to LFUCG. The desired outcomes (for the third year of the program and beyond) are as follows: Average length of stay is 30 days or less 90% of families exit to Permanent Housing Less than 10% of families return to homelessness within 6 months	DHHS	Quarterly

**COMMUNITY ACTION COUNCIL
FOR LEXINGTON-FAYETTE, BOURBON, HARRISON AND NICHOLAS COUNTIES INC.**

**BOURBON, HARRISON, NICHOLAS COUNTIES
EMERGENCY FAMILY HOUSING PROGRAM**

PARTICIPANT PROGRAM AGREEMENT

Head of Household:

Premises:

No. BR: 2

WITNESSED THAT:

The Community Action Council for Lexington-Fayette, Bourbon, Harrison and Nicholas Counties Inc., a non-profit corporation and community action agency organized and existing under the laws of the State of Kentucky hereafter referred to as the "Council" does hereinafter enter into this Participant Program Agreement (the Agreement) with the above referenced Head of Household (participant) upon the following terms and conditions:

I. FAMILY COMPOSITION:

Participant agrees that the persons identified below are the only members of his/her household who will reside at the Premises:

Names	Relationship
--------------	---------------------

II. TERM OF PROGRAM AGREEMENT:

The Council hereby provides housing unto the Participant for the term hereinafter stated (subject to earlier termination as hereinafter provided) at the Premises described above. The term of the Agreement shall begin on _____ and shall end on _____.

III. OCCUPANCY:

The Resident shall have the right to exclusive use and occupancy of the Premises. Guests or visitors of the Participant may not be accommodated overnight. "Guest" means a person in the unit with the consent of the household member.

IV. OBLIGATIONS OF THE COUNCIL

The Council shall be obligated, other than beyond its control, as follows:

1. To notify the Landlord of the need for any maintenance or repair to the Premises to ensure it is in a decent, safe and sanitary condition.
2. To provide services to participant as described in the Individual Service Plan.
3. To notify the Participant of the specific grounds for termination of the Agreement.

4. To afford the Participant the opportunity to appeal the termination of the Agreement per the Council's grievance policy.

V. OBLIGATIONS OF THE PARTICIPANT:

The Participant shall be obligated as follows:

- A. To actively participate in the Emergency Family Housing Program (EFH) as described in the Individual Service Plan (ISP) which includes meeting with program staff as scheduled and taking actions outlined in the ISP to secure housing.
- B. To comply with all obligations imposed on tenants by applicable provisions of state law and by Building and housing codes materially affecting health and safety.
- C. To keep the dwelling unit and such areas as may be assigned to Participant for Participant's exclusive use in a clean and safe condition; and to leave the premises upon vacating the premises, clean and in the same physical condition as when the Participant moved into the Premises, except for normal wear and tear, and to return the keys to the Council.
- D. To dispose of all ashes, garbage, rubbish, and other waste from the premises in a sanitary and safe manner.
- E. To use only as intended all electrical, plumbing, sanitary, heating, ventilating, air conditioning and other facilities and appliances.
- F. To refrain from and to cause household members and guests to refrain from destroying, defacing, damaging or removing any part of the premises or development or any furnishings provided by the Landlord or Council for the use of the participant.
- G. To conduct himself/herself and cause other persons who are on the premises with the Participant's consent to conduct themselves in a manner which is legal, orderly and which will not disturb Participant's neighbor's peaceful enjoyment of their accommodations and will be conducive to maintaining the development in a decent, safe and sanitary condition.
- H. The Participant, any member of the Participant's household, a guest, or another person under the Participant's control shall not engage in any criminal activity on the premises.
- I. To keep no animals in the Premises. This policy does not apply to animals owned by the Participant to assist persons with disabilities or those deemed as emotional support animals (however, such animals must be pre-approved by the Council).
- J. To permit the Landlord and/or Council entrance to the premises for the purpose of performing inventories and inspection, and performing routine maintenance, making improvements or repairs, or the provision of services related to the ISP.
- K. To promptly report to the Council any needed repairs to the Premises.
- L. Not to keep any unlicensed or inoperable motor vehicles in the development or to leave any motor vehicles raised off the ground on jacks, blocks, or by other means.
- M. Not to park, and to inform their guests not to park, on sidewalks, on those parts of the development which are not paved, or in any manner which would obstruct access to a dumpster.
- N. To not make repairs or alterations to the dwelling unit, its equipment or its appliances, including the installation of air conditioners, ceiling fans, clothes dryers, TV or radio antennas, wall paper, wall tiles, contact paper, fences, the changing of door locks, or placing signs on ,in, or about the dwelling unit, without the written permission of the Council.
- O. To keep paper, trash, cans, bottles, and other such debris picked up from the front, rear, and side yards of the rented premises.
- P. To cooperate with the Landlord in providing pest control and maintenance in the development.
- Q. To not perform any major repairs such as engine overhauls, transmission repairs, etc. nor to perform any oil changes or lubrication of any motor vehicles in the development.
- R. To take reasonable precautions to prevent fires and to refrain from storing or keeping flammable materials on the premises. To not disconnect, damage or otherwise obstruct any smoke or fire alarms installed in the dwelling unit and to report immediately to the Council upon becoming aware that a smoke or fire alarm is not properly operating.
- S. To notify the Council if the Participant and all members of the Participant's household will be absent from the dwelling for more than (24) hours.

- T. Possession of firearms and/or other weapons or illegal drugs on the Premises shall be grounds for eviction.

VI. PREOCCUPANCY, ANNUAL, AND PRE-TERMINATION INSPECTIONS:

- A. The Council and Participant, shall inspect the premises prior to occupancy by the Participant. The Council will furnish the resident with a written statement of the condition of the premises. The statement shall be signed by all parties and kept on file with the Council.
- B. The Council will inspect the unit at least monthly to check for needed maintenance, Participant housekeeping and other compliance matters.

VII. ENTRY TO PREMISES DURING TENANCY:

- A. The Council and Landlord shall, upon advance notice to the Participant, be permitted to enter the dwelling unit between the hours of 8:00 A.M. and 5:00 P.M. for the purposes of performing inspections, inventories, and maintenance, for making improvements or repairs, or at another agreed upon time which is convenient for the provision of services related to the ISP.
- B. The Council and Landlord may enter the premises at any time without advance notice when there is reasonable cause to believe that an emergency exists therein.
- C. In the event that the resident and all adult members of the Participant's household are absent from the premises at the time of entry, the Council and/or Landlord shall leave on the premises a written statement specifying the date, time, and purpose of entry prior to leaving the premises.

VIII. TERMINATION OF THIS AGREEMENT:

The Council shall not terminate the Agreement prior to end of the term other than for serious or repeated violation of any of the items listed in Section V. Obligations of the Participant of the Agreement or the ending of the EFH Program or Agreement between the Landlord and Council.

IX. MISCELLANEOUS:

This Agreement shall be governed and construed in accordance with the laws of the State of Kentucky. All actions or claims pertaining to or arising under this Agreement shall be litigated as required by law in the area of residency.

This Agreement, and any regulations referenced herein, contains all the agreement and understandings between the parties, pertaining to the Agreement and the Participant's use of the demised premises.

The Council assumes no liability for any injuries, damages, losses or claims, whether known and unknown, which arise during or result from the occupancy or use of the housing unit under this Agreement.

Participant agrees that all the provisions of the Agreement have been read and are understood and further agrees to be bound by its provisions and conditions as written.

IN WITNESS WHEREOF, the parties execute this Agreement on the ____ day of _____, 2018.

COMMUNITY ACTION COUNCIL

BY _____

PARTICIPANT

_____.

WITNESSED BY (optional): _____.



CommunityAction

C O U N C I L

OPERATIONS MEMORANDUM

Subject: Participant and Community
Complaints

Number: D-1984-A

Change No: 7

Replaces: D-1984-A, Change 6

Reference: CHR MTL #87; Head Start
Performance Standards

Expiration Date: None

Effective Date: Immediately

Drafted by: Office of the Executive Director

Approval: *MJR*

Date: *7/15/15*

DISTRIBUTION:

Operations Manual Distribution List D

All Employees via email

Charlene Manuel, CHFS/DCBS

Chief Executives, all Head Start, Early Head Start and Migrant Head Start partners and contractors

FILING INSTRUCTIONS:

A. Operations Manuals:

1. Locate Operations Memorandum "Procedures for Civil Rights Discrimination & Service Complaints, D-1984-A, Change 6" in your manual. Remove and destroy D-1984-A, Change 6 and replace it with D-1984-A, Change 7.

B. All Other Recipients:

Retain this memorandum as your primary guidance on Community Action Council's procedures for handling complaints from program participants and members of the communities that the Council serves.

BACKGROUND:

This Change revises the Council's complaint procedures in accordance with the applicable regulations and the Council's current organizational structure. The Kentucky Department for Community-Based Services (DCBS) requires all programs and services that it funds adopt its procedures for "civil rights discrimination and service complaints." (Ref: Manual Transmittal



CommunityAction
COUNCIL

Participant and Community Complaints

D-1984-A, Change 7

Letter No. 87, dated 11/5/87) Presently, services funded from the Community Services Block Grant are provided in accordance with a contract with DCBS. A portion of the funds received by the Council's child care services are supported by DCBS subsidies to parents.

The Office of Head Start (OHS) requires that Head Start grantees establish and maintain procedures "to resolve complaints about the program." (Ref: 45 CFR Part 1304.50(d)(2)(v)) The Council's Head Start programs are funded through grants from the Office of Head Start.

Most of the Council's other public funding sources require the establishment and maintenance of complaint procedures.

Community Action Council's history, mission, values and governing processes place a strong emphasis on ensuring that its operations are participant and community driven. Accordingly, a well developed complaint resolution process that provides maximum opportunity for program participant to make their needs and concerns known is an integral aspect of the Council's understanding of itself as a community action agency.

This Operations Memorandum establishes procedures consistent with the Council's values and the requirements of its funding sources. The procedures, for the most part, are parallel to those of the Department for Community-Based Services. They differ wherever the requirements of another funding source, such as OHS, are more stringent.

PROCEDURES:

I. Variances and Exceptions

As noted in the preceding section, the procedures that follow are parallel, for the most part, to those of the Department for Community-Based Services. The principal exceptions concern the appropriate position and/or governance group that hears and decides a complaint and whether a final decision by Community Action Council may be appealed to the Kentucky Department for Community-Based Services. This sub-section describes those exceptions and their applicability.

A. Head Start Grant Funded Programs¹

The provision that a decision by the Executive Director may be appealed to the Executive Committee is not applicable. Any appeal of a decision by the Executive Director shall be submitted to the Head Start Policy Council or, at the Council's discretion, a committee of the Council designated to hear participant complaints.

B. Programs Not Funded by the Kentucky Department for Community Based Services²

¹ As of the issuance of this Operations Memorandum, these were Head Start, Early Head Start and Migrant Head Start.

² As of the issuance of this Operations Memorandum, DCBS funding included the Community Services Block Grant, LIHEAP, Weatherization, and certain child care subsidies.

The provision that a final decision by Community Action Council may be appealed to the Kentucky Department for Community Based Services is not applicable.

II. Other Applicable Policies and Procedures

The source document for Community Action Council's complaint procedures is the Kentucky Department for Community-Based Services Manual Transmittal Letter No. 87³. It should be reviewed before taking any action in regards to a service complaint.

In the case of a civil rights complaint, the Council's equal opportunity policy and procedures must also be consulted.⁴

III. Responsibility

The senior program managers, Director of Human Resources and the Executive Director are responsible for implementing these procedures at Community Action Council.

Program managers are responsible for ensuring:

- That program staff are trained in these procedures;
- That all applicants for and recipients of services and assistance (program participants) are advised of their rights under these procedures and that applicants who are denied services receive a copy of the letter contained in Attachment II;
- That the procedures are observed within their respective work units.

Additionally, the Director of Child Development shall ensure that permanent signs containing the notice in Attachment I are prominently posted in all Community Action Council operated vehicles.

The Director of Human Resources is responsible for ensuring that signs containing the notice in Attachment I are prominently posted at all Community Action Council and contractor agency ("partnership") facilities.

IV. Participant Rights

Any individual who requests services and/or assistance from Community Action Council has a right to appeal any Council decision and/or action regarding eligibility for services or assistance, or, the quality of a service or assistance provided by Community Action Council.

³ The Department for Social Services is the predecessor agency to the Department for Community-Based Services.

⁴ As of the issuance of this Operations Memorandum, these were contained in Operations Memorandum "Equal Opportunity Program", C-1982-S, Change 2

Persons eligible to file a complaint are:

- A. Applicants for or recipients of services, or an individual acting on behalf of an applicant or recipient, may appeal denial, reduction, exclusion from or termination of a service, dissatisfaction with a service received, or failure to act upon a request for services with reasonable promptness;
- B. Persons who have been affected by the Council's failure to take into account a recipient's choice of service or a determination has been made that the individual must participate in a service program against his/her wishes (except where required by law);
- C. Persons who feel that their civil rights have been violated by Council staff.

Each applicant will be informed of his/her right to file a complaint during two stages of the application process:

1. Upon application for program assistance.

An application form must be completed and maintained on file for each participant. Concurrent with the application process, applicants will be informed of his/her right to appeal as follows:

- a) A notice of the applicant's appeal rights as described in "Attachment I" will be posted at all of the Council's offices and program sites.
- b) A notice of the applicant's appeal rights as described in "Attachment I" will be posted in all transportation services vehicles.

2. Upon denial or partial denial of a service or assistance.

Within fifteen (15) days from the date the application is acted on, the applicant will receive written notice of his/her eligibility/ineligibility for services. In cases where the determination is 'ineligible', the applicant will be provided with the reasons for denial including his/her right to appeal, and notification of a thirty (30) day time frame for filing an appeal once the denial for service has been made. (See "Attachment II").

Note: The written notice of denial does not apply to the transportation program. Because of the spontaneity and frequency of requests for this service, written explanation of denial will only be provided upon applicant's request. In order to have this information available upon request, a daily log will be maintained on service denials. (See Attachment III).

The same appeal rights apply to participant dissatisfaction with the quality of services rendered.

V. Complaint Process

The Council has established a two level complaint process. First, the complainant has the right to an evidentiary hearing at the local level to be conducted by the Council as described below. Second, should the complainant be dissatisfied with the decision

rendered as a result of the local hearing, the complainant may be eligible to file an appeal to the Commissioner of the Kentucky Department for Community-Based Services. (See I. Variances and Exceptions, above.)

- A. To initiate the Council's complaint process, a participant or applicant need only express dissatisfaction with eligibility determinations or quality of services rendered to concerned program personnel. The Director of Human Resources will refer the individual to a staff E.O. Committee member in the event of a civil rights complaint.

In the event the program manager or staff E.O. Committee member cannot resolve the complaint to the participant or applicant's satisfaction; he/she shall notify the participant or applicant of his/her right to file an appeal.

All service complaints are recorded in the Council's Complaint Tracking Software (CTS), accessed through the Council's web interface, currently <https://cacxall.commaaction.org>. Any staff member who receives a complaint records the complaint in the CTS. Identifying information regarding the complainant (name, address, telephone number) and a narrative of the concern are recorded. Utilizing the Council's internal e-mail system built into the CTS, the staff person then electronically refers the complaint to the appropriate individual for resolution. The person receiving the referral will resolve the complaint and record the resolution in the CTS, or refer the complaint to another individual for resolution. All parties to whom the complaint has been referred will receive daily notifications, via e-mail, of the pending complaint until it is resolved. The Office Manager, Office of the Executive Director, will receive copies of all referrals and action taken and has the authority to re-open a complaint if its resolution is not satisfactory.

Civil Rights Complaints are appealed, in turn, to:

- the staff E.O. Committee
 - the Human Rights Committee of the Board of Directors
1. When requested, the Council will assist in preparing any needed documentation. At the same time, the participant or applicant will receive the information contained in paragraphs 2 through 9 on the complaint process:
 2. A written request must be submitted to the Council within thirty (30) days of a denial notice. Any additional information which would lead to a favorable determination for the applicant should be submitted at that time.
 3. The applicant or participant has the right to be present at the hearing and to represent him or herself or to have a representative of his/her choice present.
 4. The applicant or participant has the right to receive copies of any portion(s) of

his/her case file that will assist in preparation for the hearing.

5. The hearing will be scheduled within ten (10) days of receipt of a written request and the participant or applicant will be notified of that date and time. Notice shall be given at least seven (7) days prior to the hearing.
6. The Executive Director or his/her designated representative will chair the hearing committee.
7. The staff member(s) who made the determination will present the Council's case at the hearing.
8. No decision will be made during the hearing; however, written notification of final determination will be submitted to the participant or applicant within five (5) working days.
9. Notice of the right to appeal the decision, as applicable, will also be provided.

B. Appeals to the Department for Community-Based Services⁵

To initiate an appeal to the Commissioner of DCBS, a participant or applicants who is not satisfied with the Council's final decision need only file a written complaint as indicated below.

All complaints must be in writing or filed on the DCBS-154, Complaint of Discrimination/Civil Rights-Service Form (See Change 3). Council staff are to assist individuals, if requested, in filing an official complaint. The complaint shall contain the following information:

1. Specific violations;
2. Name of the person against whom the complaint is being filed;
3. Description of the alleged act;
4. Circumstances under which the alleged act occurred;
5. Date and place; and
6. Any other substantiating evidence

Complaints must be filed with the Commissioner, Department for Community-Based Services, 275 East Main Street, Frankfort, Kentucky 40621, within ninety (90) days of the alleged act. In cases where the complaint is filed after the ninety (90) day period, a decision as to acceptance or denial of the complaint for action will be made by the Department for Community-Based Services' Commissioner.

The complainant or guardian/legal representative must sign the complaint and mail it. Staff are not to assume responsibility for mailing complaints.

⁵ See also, however, I. Variances and Exceptions

If the complaint results from dissatisfaction regarding a proposed discontinuance, suspension or decrease and is received within ten (10) days of the date on the advance notice of adverse action, services shall be continued through the time period in which the hearing officer's decision is rendered. This section applies at both the local and State level and requirement that the complaint be filed with the State agency within the ten (10) day period referred to regardless of the status of the local appeal process.

ATTACHMENT(S): Attachments I, II, and III

ATTACHMENT I

[The following information shall be reproduced on signs and posted in all Community Action Council facilities and vehicles.]

Right of Appeal

To the applicant, recipient or individual acting on behalf of an applicant or recipient.

For any services rendered by Community Action Council for Lexington-Fayette, Bourbon, Harrison and Nicholas Counties, you have the right to appeal and/or express your dissatisfaction concerning denial, reduction, exclusion from or termination of a service, dissatisfaction with a service received, or failure to act upon a request for service with reasonable promptness.

Further information regarding your right to appeal is available from the Executive Director, (859) 233-4600.

Malcolm Ratchford
Executive Director

Page 7



Community Action Council
P.O. Box 11610
710 West High Street
Lexington, KY 40576

ATTACHMENT II

[Instructions: Print this letter on Community Action Council's letterhead or a reasonable facsimile of the letterhead]

Date: _____

Dear Applicant:

We are sorry to inform you that you cannot receive assistance under the _____ Program for the following reasons:

_____ You are over income eligibility guidelines.

_____ All program funds were expended as of _____

_____ You fail to meet eligibility criteria specified below:

NOTE:

1. *You have the right to appeal and/or express dissatisfaction concerning denial and/or partial denial by Community Action Council on your application for service or assistance under any of its programs. If you wish to file an appeal, your written request must be received within thirty (30) days from the date of this notice.*
2. *In the event that our action on your appeal is unsatisfactory, you may also have the right to appeal our decision to any federal, State or local government agency that may have provided funding for the program for which you have applied. In such cases, we are obligated to notify you of any additional appeal rights.*

[Name]

[Title]

[Telephone Number]

ATTACHMENT III

TRANSPORTATION DENIAL LOG			
<i>Name of Applicant</i>	<i>Date of Request</i>	<i>Reason for Denial</i>	<i>Phone #</i>

Community Action Council

Expectations for EFH

Program Participant Expectations:

- ___ Fulfill my obligations as outlined in the program agreement
- ___ Demonstrate responsibility for myself and household, my and my households' actions and housing Plan.
- ___ Abstain from behavior that is disruptive and unacceptable to others. Examples include: verbal, physical or sexual harassment, threats and/or violent behavior, possession of weapons and criminal activity on site
- ___ Keep unit and common areas clean. Damage to the unit may result in termination from the program.
- ___ Notify CAC staff of maintenance issues.
- ___ Refrain from allowing overnight guests not listed as a household member on the program agreement.
- ___ Abstain from smoking inside of the unit.
- ___ Collaborate with staff in developing and following housing plan by providing input re: goals and action steps, keeping appointments or contacting staff to reschedule appointments if a conflict arises and completing action steps listed in the housing plan.

CAC Staff Expectations:

- ___ Fulfill obligations as outlined in the program agreement
- ___ Inform the landlord of a reported or observed maintenance issue
- ___ Mediate in problem solving/trouble shooting disputes that arise between participants and owner.
- ___ Collaborate with participant in developing and following housing plan by providing input re goals and action steps, keeping appointments or contacting participant to reschedule appointments if a conflict arises and completing action steps listed in the housing plan.
- ___ Follow up/Respond quickly to inquiries and concerns.
- ___ Ensure that participants feel safe both physically and emotionally.
- ___ Treat participants and their belongings with dignity and respect.

Participant agrees that all the provisions of this Participant Agreement have been read and are understood and further agrees to be bound by its provisions and conditions as written.

 (Signature of Tenant)

 (Date)

 (Signature of Staff)

 (Date)

Report OptionsProvider Type ☒ [Provider](#) ☐ [Reporting Group](#)
Provider * Community Action Council-EFH-ESR-ES-LEX (2373)
☐ [This provider AND its subordinates](#) ☒ [This provider ONLY](#)
Program Date Range * 01/01/2018 to 12/31/2018
Entry/Exit Types * ☐ [Basic](#) ☐ [Basic Center Program Entry/Exit](#) ☒ [HUD](#) ☐ [PATH](#) ☐ [Quick Call](#) ☐ [RHY](#) ☐ [Standard](#) ☐ [Transitional Living Program Entry/Exit](#) ☐ [VA](#) ☐ [HPRP \(Retired\)](#)
CoC-APR Report Results**4a - Project Identifiers in HMIS**

Organization Name	Community Action Council-LEX/BOS
Organization ID	567
Project Name	Community Action Council-EFH-ESR-ES-LEX
Project ID	2373
HMIS Project Type	Emergency Shelter (HUD)
Method of Tracking ES	Entry/Exit Date
If HMIS Project ID = 6 (S Only)	
Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	
If 2.4, Dependent A = 1	
Identify the Project ID's of the housing projects this project is affiliated with	

5a - Report Validations Table

Report Validations Table	
1. Total Number of Persons Served	74
2. Number of Adults (age 18 or over)	44
3. Number of Children (under age 18)	30
4. Number of Persons with Unknown Age	0
5. Number of Leavers	53
6. Number of Adult Leavers	33
7. Number of Adult and Head of Household Leavers	33

4/11/2019

CoC-APR 2018 - ServicePoint

8. Number of Stayers	21
9. Number of Adult Stayers	11
10. Number of Veterans	5
11. Number of Chronically Homeless Persons	8
12. Number of Youth Under Age 25	1
13. Number of Parenting Youth Under Age 25 with Children	1
14. Number of Adult Heads of Household	23
15. Number of Child and Unknown-Age Heads of Household	0
16. Heads of Households and Adult Stayers In the Project 365 Days or More	2

6a - Data Quality: Personally Identifiable Information

Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	0%
SSN (3.2)	1	0	0	1%
Date of Birth (3.3)	0	0	0	0%
Race (3.4)	0	0		0%
Ethnicity (3.5)	0	0		0%
Gender (3.6)	0	0		0%
Overall Score				1%

6b - Data Quality: Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0%
Project Start Date (3.10)	0	0%
Relationship to Head of Household (3.15)	0	0%
Client Location (3.16)	0	0%
Disabling Condition (3.8)	0	0%

6c - Data Quality: Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0%
Income and Sources (4.2) at Start	0	0%
Income and Sources (4.2) at Annual Assessment	0	0%
Income and Sources (4.2) at Exit	0	0%

6d - Data Quality: Chronic Homelessness

Entering Into project type	Count of total records	Missing time in Institution	Missing time in housing	Approximate Date started	Number of times (3.917.4)	Number of months	% of records unable to
							37

4/11/2019

CoC-APR 2018 - ServicePoint

		(3.917.2)	(3.917.2)	(3.917.3) DK/R/missing	DK/R/missing	(3.917.5) DK/R/missing	calculate
ES, SH, Street Outreach	44			0	0	0	0%
TH	0	0	0	0	0	0	0%
PH(all)	0	0	0	0	0	0	0%
Total	44						0%

6e - Data Quality: Timeliness

	Number of Project Start Records	Number of Project Exit Records
Time For Record Entry		
0 days	32	16
1 - 3 days	14	16
4 - 6 days	3	6
7 - 10 days	5	2
11+ days	2	13

6f - Data Quality: Inactive Records: Street Outreach and Emergency Shelter

	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	0%
Bed Night (All clients in ES - NBN)	0	0	0%

7a - Number of Persons Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	44	16	28		0
Children	30		30	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	74	16	58	0	0

7b - Point-in-Time Count of Persons on the Last Wednesday

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	23	8	15	0	0
April	18	0	18	0	0
July	30	2	28	0	0
October	21	0	21	0	0

8a - Number of Households Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
					38

4/11/2019

CoC-APR 2018 - ServicePoint

Total Households	23	7	16	0	0
8b - Point-in-Time Count of Households on the Last Wednesday					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	8	3	5	0	0
April	6	0	6	0	0
July	8	1	7	0	0
October	6	0	6	0	0
9a - Number of Persons Contacted					
		All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine
Once		0	0	0	0
2-5 Times		0	0	0	0
6-9 Times		0	0	0	0
10+ Times		0	0	0	0
Total Persons Contacted		0	0	0	0
9b - Number of Persons Engaged					
		All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine
Once		0	0	0	0
2-5 Times		0	0	0	0
6-9 Times		0	0	0	0
10+ Times		0	0	0	0
Total Persons Engaged		0	0	0	0
Rate of Engagement		0%	0%	0%	0%
10a - Gender of Adults					
	Total	Without Children	With Children and Adults	Unknown Household Type	
Male	20	8	12	0	
Female	24	8	16	0	
Trans Female (MTF or Male to Female)	0	0	0	0	
Trans Male (FTM or Female to Male)	0	0	0	0	
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	
Client Doesn't Know/Client Refused	0	0	0	0	
Data not collected	0	0	0	0	
Subtotal	44	16	28	0	39 ⁰

4/11/2019

CoC-APR 2018 - ServicePoint

10b - Gender of Children					
	Total	With Children and Adults	With Only Children	Unknown Household Type	
Male	18	18	0	0	
Female	12	12	0	0	
Trans Female (MTF or Male to Female)	0	0	0	0	
Trans Male (FTM or Female to Male)	0	0	0	0	
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	
Client Doesn't Know/Client Refused	0	0	0	0	
Data not collected	0	0	0	0	
Subtotal	30	30	0	0	

10c - Gender of Persons Missing Age Information					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	0	0	0	0	0
Female	0	0	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Subtotal	0	0	0	0	0

11 - Age					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	6		6	0	0
5 - 12	16		16	0	0
13 - 17	8		8	0	0
18 - 24	5	3	2		0
25 - 34	17	6	11		0
35 - 44	15	2	13		0
45 - 54	3	2	1		0
55 - 61	3	2	1		0
62 +	1	1	0		0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	74	16	58	0	0

40

4/11/2019

CoC-APR 2018 - ServicePoint

12a - Race					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	47	10	37	0	0
Black or African American	16	5	11	0	0
Asian	0	0	0	0	0
American Indian or Alaska Native	3	0	3	0	0
Native Hawaiian or Other Pacific Islander	1	1	0	0	0
Multiple races	7	0	7	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	74	16	58	0	0

12b - Ethnicity					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino	71	16	55	0	0
Hispanic/Latino	3	0	3	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	74	16	58	0	0

13a1 - Physical and Mental Health Conditions at Start					
	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	23	5	18	0	0
Alcohol Abuse	1	0	1	0	0
Drug Abuse	1	1	0	0	0
Both Alcohol and Drug Abuse	0	0	0	0	0
Chronic Health Condition	4	3	1	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	3	1	2	0	0
Physical Disability	10	3	7	0	0

13b1 - Physical and Mental Health Conditions at Exit					
	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	19	5	14	0	0
Alcohol Abuse	1	0	1	0	0
Drug Abuse	1	1	0	0	0
Both Alcohol and Drug Abuse	0	0	0	0	0

41

4/11/2019

CoC-APR 2018 - ServicePoint

Chronic Health Condition	4	3	1	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	3	1	2	0	0
Physical Disability	9	3	6	0	0

13c1 - Physical and Mental Health Conditions of Stayers

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	4	0	4	0	0
Alcohol Abuse	0	0	0	0	0
Drug Abuse	0	0	0	0	0
Both Alcohol and Drug Abuse	0	0	0	0	0
Chronic Health Condition	0	0	0	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	0	0	0	0	0
Physical Disability	1	0	1	0	0

13a2 - Number of Conditions at Start

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None	43	9	34	0	0
1 Condition	22	3	19	0	0
2 Conditions	5	2	3	0	0
3+ Conditions	3	2	1	0	0
Condition Unknown	1	0	1	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	74	16	58	0	0

13b2 - Number of Conditions at Exit

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None	27	7	20	0	0
1 Condition	19	3	16	0	0
2 Conditions	4	2	2	0	0
3+ Conditions	3	2	1	0	0
Condition Unknown	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	53	14	39	0	0

13c2 - Number of Conditions for Stayers

42

4/11/2019

CoC-APR 2018 - ServicePoint

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None	16	2	14	0	0
1 Condition	3	0	3	0	0
2 Conditions	1	0	1	0	0
3+ Conditions	0	0	0	0	0
Condition Unknown	1	0	1	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	21	2	19	0	0
14a - Domestic Violence History					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	7	2	5	0	0
No	37	14	23	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	44	16	28	0	0
14b - Persons Fleeing Domestic Violence					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	0	0	0	0	0
No	7	2	5	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	7	2	5	0	0
15 - Living Situation					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	17	5	12	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Place not meant for habitation	16	9	7	0	0
Safe Haven	0	0	0	0	0
Interim Housing	0	0	0	0	0
Subtotal	33	14	19	0	0
Institutional Settings					
Psychiatric hospital or other psychiatric facility	0	0	0	0	0

43

4/11/2019

CoC-APR 2018 - ServicePoint

Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Locations					
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other housing subsidy (including RRH)	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	7	2	5	0	0
Staying or living in a friend's room, apartment or house	3	0	3	0	0
Staying or living in a family member's room, apartment or house	1	0	1	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Subtotal	11	2	9	0	0
Total	44	16	28	0	0

16 - Cash Income - Ranges

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
No Income	22	1	18
\$1 - 150	1	0	0
\$151 - \$250	0	0	0
\$251 - \$500	4	1	2
\$501 - \$1000	7	0	5
\$1001 - \$1500	1	0	1
\$1501 - \$2000	9	0	5
\$2001 +	0	0	2
Client Doesn't Know/Client Refused	0	0	0
Data not collected	0	0	0
Number of adult stayers not yet required to have an annual assessment		9	44

4/11/2019

CoC-APR 2018 - ServicePoint

Number of adult stayers without required annual assessment		0	
Total Adults	44	11	33
17 - Cash Income - Sources			
	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	12	0	8
Unemployment Insurance	0	0	0
Supplemental Security Income (SSI)	5	0	4
Social Security Disability Insurance (SSDI)	1	0	1
VA Service - Connected Disability Compensation	1	0	1
VA Non-Service Connected Disability Pension	1	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
Temporary Assistance for Needy Families (TANF)	1	0	2
General Assistance (GA)	0	0	0
Retirement Income from Social Security	1	0	1
Pension or retirement income from a former job	0	0	0
Child Support	2	1	0
Alimony and other spousal support	0	0	0
Other Source	0	0	0
Adults with Income Information at Start and Annual Assessment/Exit		1	14
18 - Client Cash Income Category - Earned/Other Income Category - by Start and Annual Assessment/Exit Status			
Number of Adults by Income Category	Number of Adults at Start	Number of Adults at Annual Assessment (Stayers)	Number of Adults at Exit (Leavers)
Adults with Only Earned Income (I.e., Employment Income)	10	0	6
Adults with Only Other Income	10	1	7
Adults with Both Earned and Other Income	2	0	2
Adults with No Income	22	1	18
Adults with Client Doesn't Know/Client Refused Income Information	0	0	0
Adults with Missing Income Information	0	0	0
Number of adult stayers not yet required to have an annual assessment		9	
Number of adult stayers without required annual assessment		0	
Total Adults	44	11	33
1 or More Source of Income	22	1	15

45

Adults with Income Information at Start and Annual Assessment/Exit

1

14

19a1 - Client Cash Income Change - Income Source - by Start and Latest Status

Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and Annual Assessment)	Had Income Category at Start and Did Not Have It at Annual Assessment	Retained Income Category But Had Less \$ at Annual Assessment Than at Start	Retained Income Category and Same \$ at Annual Assessment as at Start	Retained Income Category and Increased \$ at Annual Assessment	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment	Did Not Have the Income Category at Start or at Annual Assessment	Total Adults (Including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain	Performance measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	1	0	0	0	0	1	2	0	0%
Average Change in Earned Income	-1,430	0		0	0			0	
Number of Adults with Other Income	0	0	0	1	0	1	2	1	50%
Average Change in Other Income	0	0		208	0			208	
Number of Adults with Any Income (i.e., Total Income)	0	1	0	0	0	1	2	0	0%
Average Change in Overall Income	0	-1,222		0	0			0	

19a2 - Client Cash Income Change - Income Source - by Start and Exit

Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Exit)	Had Income Category at Start and Did Not Have It at Exit	Retained Income Category But Had Less \$ at Exit Than at Start	Retained Income Category and Same \$ at Exit as at Start	Retained Income Category and Increased \$ at Exit	Did Not Have the Income Category at Start and Gained the Income Category at Exit	Did Not Have the Income Category at Start or at Exit	Total Adults (Including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Exit, Average Gain	Performance measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	0	0	5	3	0	25	33	3	9%
Average Change in Earned Income	0	0		1,298.33	0			1,298.33	
Number of Adults with Other Income	3	0	6	1	2	21	33	3	9%
Average Change in Other Income	-550	0		15	528.5			357.33	

46

4/11/2019

CoC-APR 2018 - ServicePoint

Number of Adults with Any Income (i.e., Total Income)	3	0	10	4	1	15	33	5	15%
Average Change in Overall Income	-550	0		1,146.25	382			993.4	

19a3 - Client Cash Income Change - Income Source - by Start and Latest Status/Exit

Income Change by Income Category (Universe: Adult Stayers/Leavers with Income Information at Start and Annual Assessment/Exit)	Had Income Category at Start and Did Not Have It at Annual Assessment/Exit	Retained Income Category But Had Less \$ at Annual Assessment/Exit Than at Start	Retained Income Category and Same \$ at Annual Assessment/Exit as at Start	Retained Income Category and Increased \$ at Annual Assessment/Exit	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment/Exit	Did Not Have the Income Category at Start or at Annual Assessment/Exit	Total Adults (Including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment/Exit, Average Gain	Performance measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	1	0	5	3	0	26	35	3	9%
Average Change in Earned Income	-1,430	0		1,298.33	0			1,298.33	
Number of Adults with Other Income	3	0	6	2	2	22	35	4	11%
Average Change in Other Income	-550	0		111.5	528.5			320	
Number of Adults with Any Income (i.e., Total Income)	3	1	10	4	1	16	35	5	14%
Average Change in Overall Income	-550	-1,222		1,146.25	382			993.4	

20a - Type of Non-Cash Benefit Source

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	17	1	16
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	0	0	0
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	1	1	0

20b - Number of Non-Cash Benefit Sources

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
No Sources	26	1	4 ¹⁷

4/11/2019

CoC-APR 2018 - ServicePoint

1 + Source(s)	17	1	16
Client Doesn't Know/Client Refused	0	0	0
Data not collected	1	9	0
Total	44	11	33
21 - Health Insurance			
	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	66	2	49
MEDICARE	2	0	3
State Children's Health Insurance Program	0	0	0
Veteran's Administration (VA) Medical Services	1	0	1
Employer-Provided Health Insurance	0	0	0
Health Insurance obtained through COBRA	0	0	0
Private Pay Health Insurance	0	0	0
State Health Insurance for Adults	0	0	0
Indian Health Services Program	0	0	0
Other	0	0	0
No Health Insurance	6	0	2
Client Doesn't Know/Client Refused	0	0	0
Data not collected	0	2	0
Number of stayers not yet required to have an annual assessment		17	
1 Source of Health Insurance	67	2	49
More than 1 Source of Health Insurance	1	0	2
22a1 - Length of Participation - CoC Projects			
	Total	Leavers	Stayers
30 days or less	13	8	5
31 to 60 days	11	7	4
61 to 90 days	3	3	0
91 to 180 days	31	27	4
181 to 365 days	9	5	4
366 to 730 Days (1-2 Yrs)	7	3	4
731 to 1,095 Days (2-3 Yrs)	0	0	0
1,096 to 1,460 Days (3-4 Yrs)	0	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0	0
More than 1,825 Days (>5 Yrs)	0	0	0
Data not collected	0	0	0

48

4/11/2019

CoC-APR 2018 - ServicePoint

Total		74	53	21	
22b - Average and Median Length of Participation in Days					
			Leavers	Stayers	
Average Length			128	211	
Median Length			123	153	
22c - Length of Time between Project Start Date and Housing Move-In Date					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	0	0	0	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	0	0	0	0	0
22 to 30 days	0	0	0	0	0
31 to 60 days	0	0	0	0	0
61 to 180 days	0	0	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 Days (1-2 Yrs)	0	0	0	0	0
Total (persons moved into housing)	0	0	0	0	0
Average length of time to housing	0	0	0	0	0
Persons who were exited without move-in	0	0	0	0	0
Total	0	0	0	0	0
23a - Exit Destination - More than 90 days					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	2	2	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	3	0	3	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	4	2	2	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	12	4	8	0	0
Subtotal	21	8	13	0	0
Temporary Destinations					

49

4/11/2019

CoC-APR 2018 - ServicePoint

Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (Including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	2	1	1	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	5	0	5	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	7	1	6	0	0
Institutional Settings					
Foster care home or foster care group home	7	0	7	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	7	0	7	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	35	9	26	0	0
Total persons exiting to positive housing destinations	21	8	13	0	0
Total persons whose destinations excluded them from the calculation	7	0	7	0	0
Percentage	75%	89%	68%	0%	0%

23b - Exit Destination - 90 Days or Less

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	4	2	2	0	0
Rental by client, with VASH housing subsidy	5	2	3	0	50

4/11/2019

CoC-APR 2018 - ServicePoint

Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	3	0	3	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	6	1	5	0	0
Subtotal	18	5	13	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	18	5	13	0	0
Total persons exiting to positive housing destinations	18	5	13	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	100%	100%	100%	0%	0%

4/11/2019

CoC-APR 2018 - ServicePoint

25a - Number of Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	0	0	0	0
Non-Chronically Homeless Veteran	5	3	2	0
Not a veteran	39	13	26	0
Client Doesn't Know/Client Refused	0	0	0	0
Data not collected	0	0	0	0
Total	44	16	28	0

25b - Number of Veteran Households

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	0	0	0	0
Non-Chronically Homeless Veteran	4	2	2	0
Not a veteran	19	5	14	0
Client Doesn't Know/Client Refused	0	0	0	0
Data not collected	0	0	0	0
Total	23	7	16	0

25c - Gender - Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
Male	4	2	2	0
Female	1	1	0	0
Trans Female (MTF or Male to Female)	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data not collected	0	0	0	0
Total	5	3	2	0

25d - Age - Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
18 - 24	0	0	0	0
25 - 34	2	2	0	0
35 - 44	2	0	2	0
45 - 54	0	0	0	0
55 - 61	1	1	0	0

52

4/11/2019

CoC-APR 2018 - ServicePoint

62 +	0	0	0	0
Client Doesn't Know/Client Refused				
Data not collected				
Total	5	3	2	0

25e - Physical and Mental Health Conditions - Veterans

	Conditions at Start	Conditions at Latest Assessment for Stayers	Conditions at Exit for Leavers
Mental Health Problem	3	0	3
Alcohol Abuse	0	0	0
Drug Abuse	0	0	0
Both Alcohol and Drug Abuse	0	0	0
Chronic Health Condition	0	0	0
HIV/AIDS	0	0	0
Development Disability	0	0	0
Physical Disability	0	0	0

25f - Cash Income Category - Income Category - by Start and Annual/Exit Status - Veterans

	Number of Veterans at Start	Number of Veterans at Annual Assessment (Stayers)	Number of Veterans at Exit (Leavers)
Number of Veterans by Income Category			
Veterans with Only Earned Income (i.e., Employment Income)	1	0	1
Veterans with Only Other Income	2	0	2
Veterans with Both Earned and Other Income	1	0	1
Veterans with No Income	1	0	1
Veterans with Client Doesn't Know/Client Refused Income Information	0	0	0
Veterans with Missing Income Information	0	0	0
Number of veterans not yet required to have an annual assessment		0	
Number of veterans without required annual assessment		0	
Total Veterans	5	0	5

25g - Type of Cash Income Sources - Veterans

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	2	0	2
Unemployment Insurance	0	0	0
Supplemental Security Income (SSI)	1	0	1
Social Security Disability Insurance (SSDI)	0	0	0

4/11/2019

CoC-APR 2018 - ServicePoint

VA Service - Connected Disability Compensation	1	0	1
VA Non-Service Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
Temporary Assistance for Needy Families (TANF)	1	0	1
General Assistance (GA)	0	0	0
Retirement Income from Social Security	0	0	0
Pension or retirement income from a former job	0	0	0
Child Support	0	0	0
Alimony and other spousal support	0	0	0
Other Source	0	0	0
Veterans with Income Information at Start and Annual Assessment/Exit		0	4

25h - Type of Non-Cash Benefit Sources - Veterans

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	1	0	1
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	0	0	0
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	0	0	0

25i - Exit Destination - Veterans

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	1	1	0	0	0
Rental by client, with VASH housing subsidy	3	2	1	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	1	0	1	0	0

54

4/11/2019

CoC-APR 2018 - ServicePoint

Subtotal	5	3	2	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	5	3	2	0	0
Total persons exiting to positive housing destinations	5	3	2	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	100%	100%	100%	0%	0%

25a - Chronic Homeless Status - Number of Households w/at least one or more CH person

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	2	0	2	0	0
Not Chronically Homeless	21	7	14	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0

55

4/11/2019

CoC-APR 2018 - ServicePoint

Data not collected	0	0	0	0	0
Total	23	7	16	0	0
26b - Number of Chronically Homeless Persons by Household					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	8	0	8	0	0
Not Chronically Homeless	66	16	50	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	74	16	58	0	0
26c - Gender of Chronically Homeless Persons					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	5	0	5	0	0
Female	3	0	3	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	8	0	8	0	0
26d - Age of Chronically Homeless Persons					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
0 - 17	4		4	0	0
18 - 24	1	0	1		0
25 - 34	2	0	2		0
35 - 44	1	0	1		0
45 - 54	0	0	0		0
55 - 61	0	0	0		0
62 +	0	0	0		0
Client Doesn't Know/Client Refused	0	0	0		0
Data not collected	0	0	0		0
Total	8	0	8	0	0
26e - Physical and Mental Health Conditions - Chronically Homeless Persons					
			Conditions at Start	Conditions at Latest Assessment for Stayers	Conditions at Exit for Leavers
					56

4/11/2019

CoC-APR 2018 - ServicePoint

Mental Health Problem	3	3	0
Alcohol Abuse	0	0	0
Drug Abuse	0	0	0
Both Alcohol and Drug Abuse	0	0	0
Chronic Health Condition	0	0	0
HIV/AIDS	0	0	0
Development Disability	0	0	0
Physical Disability	0	0	0

26f - Client Cash Income - Chronically Homeless Persons

	Number of Chronically Homeless Persons at Start	Number of Chronically Homeless Persons at Annual Assessment (Stayers)	Number of Chronically Homeless Persons at Exit (Leavers)
Number of Chronically Homeless Persons by Income Category			
Chronically Homeless Persons with Only Earned Income (i.e., Employment Income)	1	0	0
Chronically Homeless Persons with Only Other Income	0	1	0
Chronically Homeless Persons with Both Earned and Other Income	1	0	0
Chronically Homeless Persons with No Income	2	1	0
Chronically Homeless Persons with Client Doesn't Know/Client Refused Income Information	0	0	0
Chronically Homeless Persons with Missing Income Information	0	0	0
Number of Chronically Homeless Persons not yet required to have an annual assessment		2	
Number of Chronically Homeless Persons without required annual assessment		0	
Total Chronically Homeless Persons	4	4	0

26g - Type of Cash Income Sources - Chronically Homeless Persons

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	2	0	0
Unemployment Insurance	0	0	0
Supplemental Security Income (SSI)	0	0	0
Social Security Disability Insurance (SSDI)	0	0	0
VA Service - Connected Disability Compensation	0	0	0
VA Non-Service Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
Temporary Assistance for Needy Families (TANF)	0	0	0
General Assistance (GA)	0	0	0

57

4/11/2019

CoC-APR 2018 - ServicePoint

Retirement Income from Social Security	0	0	0
Pension or retirement income from a former job	0	0	0
Child Support	1	1	0
Alimony and other spousal support	0	0	0
Other Source	0	0	0
Chronically Homeless Persons with Income Information at Start and Annual Assessment/Exit		1	0

26h - Type of Non-Cash Income Sources - Chronically Homeless Persons

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	2	1	0
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	0	0	0
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	1	1	0

27a - Age of Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12 - 17	0		0	0	0
18 - 24	1	0	1		0
Client Doesn't Know/Client Refused					
Data not collected					
Total	1	0	1	0	0

27b - Parenting Youth

	Total Parenting Youth	Total Children of Parenting Youth	Total Persons	Total Households
Parenting youth < 18	0	0	0	0
Parenting youth 18 to 24	1	3	4	1

27c - Gender - Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	0	0	0	0	0
Female	1	0	1	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0

58

4/11/2019

CoC-APR 2018 - ServicePoint

Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	1	0	1	0	0
27d - Living Situation - Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Place not meant for habitation	0	0	0	0	0
Safe Haven	0	0	0	0	0
Interim Housing	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Locations					
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other housing subsidy (including RRH)	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Staying or living in a friend's room, apartment or house	1	0	1	0	0
Staying or living in a family member's room, apartment or house	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Subtotal	1	0	1	0	0
Total	1	0	1	0	0

59

27e - Length of Participation - Youth			
	Total	Leavers	Stayers
30 days or less	0	0	0
31 to 60 days	0	0	0
61 to 90 days	0	0	0
91 to 180 days	1	0	1
181 to 365 days	0	0	0
366 to 730 Days (1-2 Yrs)	0	0	0
731 to 1,095 Days (2-3 Yrs)	0	0	0
1,096 to 1,460 Days (3-4 Yrs)	0	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0	0
More than 1,825 Days (>5 Yrs)	0	0	0
Data not collected	0	0	0
Total	1	0	1

27f - Exit Destination - Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (Including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0

60

4/11/2019

CoC-APR 2018 - ServicePoint

Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	0	0	0	0	0
Total persons exiting to positive housing destinations	0	0	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%

Report Options

Provider Type ☒ [Provider](#) ☐ [Reporting Group](#)

Provider * Community Action Council-EFH-ESR-ES-LEX (2373)
☐ [This provider AND its subordinates](#) ☒ [This provider ONLY](#)

Program Date Range * 01/01/2018 to 12/31/2018

Entry/Exit Types * ☐ [Basic](#) ☐ [Basic Center Program Entry/Exit](#) ☒ [HUD](#) ☐ [PATH](#) ☐ [Quick Call](#) ☐ [RHY](#) ☐ [Standard](#) ☐ [Transitional Living Program Entry/Exit](#) ☐ [VA](#) ☐ [HPRP \(Retired\)](#)

ESG Report Results

4a - Project Identifiers in HMIS

Organization Name	Community Action Council-LEX/BOS
Organization ID	567
Project Name	Community Action Council-EFH-ESR-ES-LEX
Project ID	2373
HMIS Project Type	Emergency Shelter (HUD)
Method of Tracking ES	Entry/Exit Date
If HMIS Project ID = 6 (S Only)	
Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	
If 2.4, Dependent A = 1	
Identify the Project ID's of the housing projects this project is affiliated with	

5a - Report Validation Table

Report Validation Table	
1. Total Number of Persons Served	74
2. Number of Adults (age 18 or over)	44
3. Number of Children (under age 18)	30
4. Number of Persons with Unknown Age	62 ⁰

4/11/2019

ESG CAPER (HDS V1.3) 2018 - ServicePoint

5. Number of Leavers					53
6. Number of Adult Leavers					33
7. Number of Adult and Head of Household Leavers					33
8. Number of Stayers					21
9. Number of Adult Stayers					11
10. Number of Veterans					5
11. Number of Chronically Homeless Persons					8
12. Number of Youth Under Age 25					1
13. Number of Parenting Youth Under Age 25 with Children					1
14. Number of Adult Heads of Household					23
15. Number of Child And Unknown-Age Heads of Household					0
16. Heads of Households and Adult Stayers In the Project 365 Days or More					2
6a - Data Quality: Personally Identifiable Information					
Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	% of Error Rate	
Name (3.1)	0	0	0	0%	
SSN (3.2)	1	0	0	1%	
Date of Birth (3.3)	0	0	0	0%	
Race (3.4)	0	0		0%	
Ethnicity (3.5)	0	0		0%	
Gender (3.6)	0	0		0%	
Overall Score				1%	
6b - Data Quality: Universal Data Elements					
Data Element	Error Count			% of Error Rate	
Veteran Status (3.7)	0			0%	
Project Start Date (3.10)	0			0%	
Relationship to Head of Household (3.15)	0			0%	
Client Location (3.16)	0			0%	
Disabling Condition (3.8)	0			0%	
6c - Data Quality: Income and Housing Data Quality					
Data Element	Error Count			% of Error Rate	
Destination (3.12)	0			0%	

4/11/2019

ESG CAPER (HDS V1.3) 2018 - ServicePoint

Income and Sources (4.2) at Start	0	0%
Income and Sources (4.2) at Annual Assessment	0	0%
Income and Sources (4.2) at Exit	0	0%

6d - Data Quality: Chronic Homelessness

Entering Into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	44			0	0	0	0%
TH	0	0	0	0	0	0	0%
PH (all)	0	0	0	0	0	0	0%
Total	44						0%

6e - Data Quality: Timeliness

Time For Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	32	16
1 - 3 days	14	16
4 - 6 days	3	6
7 - 10 days	5	2
11+ days	2	13

6f - Data Quality: Inactive Records: Street Outreach and Emergency Shelter

	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	0%
Bed Night (All clients in ES - NBN)	0	0	0%

7a - Number of Persons Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	44	16	28		0
Children	30		30	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	74	16	58	0	0

8a - Number of Households Served

64

4/11/2019

ESG CAPER (HDS V1.3) 2018 - ServicePoint

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	23	7	16	0	0
8b - Point-in-Time Count of Households on the Last Wednesday					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	8	3	5	0	0
April	6	0	6	0	0
July	8	1	7	0	0
October	6	0	6	0	0
9a - Number of Persons Contacted					
	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine	
Once	0	0	0	0	
2-5 Times	0	0	0	0	
6-9 Times	0	0	0	0	
10+ Times	0	0	0	0	
Total Persons Contacted	0	0	0	0	
9b - Number of Persons Engaged					
	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine	
Once	0	0	0	0	
2-5 Times	0	0	0	0	
6-9 Times	0	0	0	0	
10+ Times	0	0	0	0	
Total Persons Engaged	0	0	0	0	
Rate of Engagement	0.00	0.00	0.00	0.00	
10a - Gender of Adults					
	Total	Without Children	With Children and Adults	Unknown Household Type	
Male	20	8	12	0	
Female	24	8	16	0	

65

4/11/2019

ESG CAPER (HDS V1.3) 2018 - ServicePoint

Trans Female (MTF or Male to Female)	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (I.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data not collected	0	0	0	0
Subtotal	44	16	28	0

10b - Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male	18	18	0	0
Female	12	12	0	0
Trans Female (MTF or Male to Female)	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (I.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data not collected	0	0	0	0
Subtotal	30	30	0	0

10c - Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	0	0	0	0	0
Female	0	0	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (I.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Subtotal	0	0	0	0	0

10d - Gender by Age Ranges

	Total	Under Age 18	Age 18-24	Age 25-61	Age 62 and over	Client Doesn't Know/Client Refused	Data not collected
Male	38	18	2	18	0	0	0
Female	36	12	3	20	1	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0	0	0

66

4/11/2019

ESG CAPER (HDS V1.3) 2018 - ServicePoint

Trans Male (FTM or Female to Male)	0	0	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0	0	0
Data not collected	0	0	0	0	0	0	0
Subtotal	74	30	5	38	1	0	0

11 - Age

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	6		6	0	0
5 - 12	16		16	0	0
13 - 17	8		8	0	0
18 - 24	5	3	2		0
25 - 34	17	6	11		0
35 - 44	15	2	13		0
45 - 54	3	2	1		0
55 - 61	3	2	1		0
62 +	1	1	0		0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	74	16	58	0	0

12a - Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	47	10	37	0	0
Black or African American	16	5	11	0	0
Asian	0	0	0	0	0
American Indian or Alaska Native	3	0	3	0	0
Native Hawaiian or Other Pacific Islander	1	1	0	0	0
Multiple races	7	0	7	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	74	16	58	0	0

12b - Ethnicity

	Total	Without	With Children	With Only	Unknown
--	--------------	----------------	----------------------	------------------	----------------

		Children	and Adults	Children	Household Type
Non-Hispanic/Non-Latino	71	16	55	0	0
Hispanic/Latino	3	0	3	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	74	16	58	0	0

13a1 - Physical and Mental Health Conditions at Start

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	23	5	18	0	0
Alcohol Abuse	1	0	1	0	0
Drug Abuse	1	1	0	0	0
Both Alcohol and Drug Abuse	0	0	0	0	0
Chronic Health Condition	4	3	1	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	3	1	2	0	0
Physical Disability	10	3	7	0	0

13b1 - Physical and Mental Health Conditions of Leavers

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	19	5	14	0	0
Alcohol Abuse	1	0	1	0	0
Drug Abuse	1	1	0	0	0
Both Alcohol and Drug Abuse	0	0	0	0	0
Chronic Health Condition	4	3	1	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	3	1	2	0	0
Physical Disability	9	3	6	0	0

13c1 - Physical and Mental Health Conditions of Stayers

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	4	0	4	0	0
Alcohol Abuse	0	0	0	0	0
Drug Abuse	0	0	0	0	0

4/11/2019

ESG CAPER (HDS V1.3) 2018 - ServicePoint

Both Alcohol and Drug Abuse	0	0	0	0	0
Chronic Health Condition	0	0	0	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	0	0	0	0	0
Physical Disability	1	0	1	0	0
14a - Domestic Violence History					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	7	2	5	0	0
No	37	14	23	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	44	16	28	0	0
14b - Persons Fleeing Domestic Violence					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	0	0	0	0	0
No	7	2	5	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	7	2	5	0	0
15 - Living Situation					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	17	5	12	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Place not meant for habitation	16	9	7	0	0
Safe Haven	0	0	0	0	0
Interim Housing	0	0	0	0	0
Subtotal	33	14	19	0	0
Institutional Settings					
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0

4/11/2019

ESG CAPER (HDS V1.3) 2018 - ServicePoint

Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Locations					
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, with other housing subsidy (Including RRH)	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	7	2	5	0	0
Staying or living in a friend's room, apartment or house	3	0	3	0	0
Staying or living in a family member's room, apartment or house	1	0	1	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Subtotal	11	2	9	0	0
Total	44	16	28	0	0

20a - Type of Non-Cash Benefit Source

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	17	1	16
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	0	0	0
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	1	1	0

21 - Health Insurance

	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	66	2	49

4/11/2019

ESG CAPER (HDS V1.3) 2018 - ServicePoint

MEDICARE	2	0	3
State Children's Health Insurance Program	0	0	0
Veteran's Administration (VA) Medical Services	1	0	1
Employer-Provided Health Insurance	0	0	0
Health Insurance obtained through COBRA	0	0	0
Private Pay Health Insurance	0	0	0
State Health Insurance for Adults	0	0	0
Indian Health Services Program	0	0	0
Other	0	0	0
No Health Insurance	6	0	2
Client doesn't know/Client refused	0	0	0
Data not collected	0	2	0
Number of stayers not yet required to have an annual assessment		17	
1 Source of Health Insurance	67	2	49
More than 1 Source of Health Insurance	1	0	2

22a2 - Length of Participation - ESG Projects

	Total	Leavers	Stayers
0-7 days	0	0	0
8 to 14 days	5	0	5
15 to 21 days	4	4	0
22 to 30 days	4	4	0
31 to 60 days	11	7	4
61 to 90 days	3	3	0
91 to 180 days	31	27	4
181 to 365 days	9	5	4
366 to 730 Days (1-2 Yrs)	7	3	4
731 to 1,095 Days (2-3 Yrs)	0	0	0
1,096 to 1,460 Days (3-4 Yrs)	0	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0	0
More than 1,825 Days (>5 Yrs)	0	0	0
Data not collected	0	0	0
Total	74	53	21

22c - Length of Time between Project Start Date and Housing Move-in Date

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household
					71

4/11/2019

ESG CAPER (HDS V1.3) 2018 - ServicePoint

					Type
7 days or less	0	0	0	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	0	0	0	0	0
22 to 30 days	0	0	0	0	0
31 to 60 days	0	0	0	0	0
61 to 180 days	0	0	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 Days (1-2 Yrs)	0	0	0	0	0
Total (persons moved into housing)	0	0	0	0	0
Average length of time to housing	0	0	0	0	0
Persons who were exited without move-in	0	0	0	0	0
Total	0	0	0	0	0

22d - Length of Participation by Household Type

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	0	0	0	0	0
8 to 14 days	5	0	5	0	0
15 to 21 days	4	0	4	0	0
22 to 30 days	4	0	4	0	0
31 to 60 days	11	6	5	0	0
61 to 90 days	3	1	2	0	0
91 to 180 days	31	9	22	0	0
181 to 365 days	9	0	9	0	0
366 to 730 Days (1-2 Yrs)	7	0	7	0	0
731 to 1,095 Days (2-3 Yrs)	0	0	0	0	0
1,096 to 1,460 Days (3-4 Yrs)	0	0	0	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0	0	0	0
More than 1,825 Days (>5 Yrs)	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	74	16	58	0	0

23a - Exit Destination - More than 90 days

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
--	-------	------------------	--------------------------	--------------------	------------------------

72

4/11/2019

ESG CAPER (HDS V1.3) 2018 - ServicePoint

Permanent Destinations

Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing subsidy	0	0	0	0	0
Owned by client, with ongoing subsidy	0	0	0	0	0
Rental by client, no ongoing subsidy	0	0	0	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, other ongoing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	0	0	0	0	0

Temporary Destinations

Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0

Institutional Settings

Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0

Other Destinations

Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0

73

4/11/2019

ESG CAPER (HDS V1.3) 2018 - ServicePoint

Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	0	0	0	0	0
Total persons exiting to positive housing destinations	0	0	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%

23b - Exit Destination - 90 Days or Less

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing subsidy	0	0	0	0	0
Owned by client, with ongoing subsidy	0	0	0	0	0
Rental by client, no ongoing subsidy	0	0	0	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, other ongoing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0

74

4/11/2019

ESG CAPER (HDS V1.3) 2018 - ServicePoint

Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	0	0	0	0	0
Total persons exiting to positive housing destinations	0	0	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%

23c - Exit Destination - All persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing subsidy	0	0	0	0	0
Owned by client, with ongoing subsidy	0	0	0	0	0
Rental by client, no ongoing subsidy	6	4	2	0	0
Rental by client, with VASH subsidy	5	2	3	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, other ongoing subsidy	3	0	3	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	7	2	5	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	18	5	13	0	0
Subtotal	39	13	26	0	0

<https://kyhomeless.servicept.com/com.bowmansystems.sp5.core.ServicePoint/index.html#reportsEsgV132018>

14/16

Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (Including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	2	1	1	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	5	0	5	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	7	1	6	0	0
Institutional Settings					
Foster care home or foster care group home	7	0	7	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	7	0	7	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	53	14	39	0	0
Total persons exiting to positive housing destinations	39	13	26	0	0
Total persons whose destinations excluded them from the calculation	7	0	7	0	0
Percentage	85%	93%	81%	0%	0%
24 - Homeless Prevention Housing Assessment at Exit					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Able to maintain the housing they had at project start--Without a subsidy	0	0	0	0	0
Able to maintain the housing they had at project start--With the subsidy they had at	0	0	0	0	0

4/11/2019

ESG CAPER (HDS V1.3) 2018 - ServicePoint

project entry					
Able to maintain the housing they had at project start--With an on-going subsidy acquired since project entry	0	0	0	0	0
Able to maintain the housing they had at project start--Only with financial assistance other than a subsidy	0	0	0	0	0
Moved to new housing unit--With on-going subsidy	0	0	0	0	0
Moved to new housing unit--Without an on-going subsidy	0	0	0	0	0
Moved In with family/friends on a temporary basis	0	0	0	0	0
Moved In with family/friends on a permanent basis	0	0	0	0	0
Moved to a transitional or temporary housing facility or program	0	0	0	0	0
Client became homeless - moving to a shelter or other place unfit for human habitation	0	0	0	0	0
Client went to jail/prison	0	0	0	0	0
Client died	0	0	0	0	0
Client doesn't know/Client refused	0	0	0	0	0
Data Not Collected (no exit Interview completed)	0	0	0	0	0
Total	0	0	0	0	0

25a - Number of Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	0	0	0	0
Non-Chronically Homeless Veteran	5	3	2	0
Not a veteran	39	13	26	0
Client doesn't know/Client refused	0	0	0	0
Data not collected	0	0	0	0
Total	44	16	28	0

26b - Number of Chronically Homeless Persons by Household

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	8	0	8	0	0
Not Chronically Homeless	66	16	50	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	74	16	58	0	0



SUBPART: Emergency Family Housing Program Procedures

SECTION: Termination Procedures from the Emergency Family Housing Program

Procedure Number: EFH-11		Effective Date:	Page 1 of 3
Drafted By:			Requirements:
Date:			
Subject: Termination from the EFH program			Other:
Objective: For CAC staff and participants enrolled in the EFH programs to know possible reasons for termination from the program.			

NUMBER	TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	<p>Community Action Council may terminate or refuse assistance to any participant for severe violations of program requirements; due to the ending of the program; or due to the ending of the agreement with the landlord. Causes for termination include non-compliance with program rules, or actions deemed serious enough for immediate termination. In addition, staff will exercise judgment and examine all extenuating circumstances in determining when violations are serious enough to warrant termination so that a program participant's assistance is terminated only in the most severe cases.</p> <p><u>Non-Compliance with Program Rules</u></p> <ul style="list-style-type: none"> Repeated violations of the rules or regulations applicable to the Participant Program Agreement or dwelling unit as evidenced by 3 violations of any one rule listed therein. Failure to engage in case management services as evidenced by missing more than 2 scheduled appointments without prior notification and/or valid excuse (e.g. doctors note documenting illness). Failure to cooperate in activities or services outlined in the goals listed in HMIS as evidenced by 2 consecutive months where no action has been taken by the participant specific to steps stated and as documented in case notes. <p><u>Immediate Termination</u></p> <ul style="list-style-type: none"> Serious or repeated interference with the rights of other residents. Alteration, repair, sale, damage, destruction or other disposition of the premises or any part thereof. Weapons or illegal drugs seized in the unit by a law enforcement officer. 	Housing Case Management Specialist (HCMS); Supportive Housing Coordinator (SHC), Director of Housing & Homeless Services (DHHS)	Upon occurrence

EFH 11 Termination Procedure

NUMBER	TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
	<ul style="list-style-type: none"> Any fire on the Council and landlord premises caused by the participant's, household members or guest's actions or neglect. Engaging in threatening or violent behavior or criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents and the Council's and landlord's employees. Abandonment of unit. Other action or activity deemed serious in nature. 		
2.	<p>For each of these causes mentioned above, the following process for termination is to be followed:</p> <p>The HCMS will notify the SHC who will then submit a memo requesting eviction and immediate termination from the program to the DHHS and include Form C-5b along with any other documentation to justify the request. The DHHS will review the request and determine if there is sufficient cause for termination. He/she may consult with the HCMS and SHC before proceeding. Depending upon whether he/she determines termination is warranted, the DHHS will approve or disapprove the request.</p> <p>If the termination request is approved, the DHHS will notify the HCMS and SHC of the decision. The DHHS will then send written notice of termination to the participant and cc the Executive Director, SHC, HCMS and property owner. The notice shall be given 30 calendar days in advance of the termination date except for instances listed above as grounds for immediate termination. If upon receipt of the notice the participant objects to the decision, he or she may appeal the decision. The request for appeal should follow the Council's Right of Appeal process (see Operations Memo D-1984-A) and must be made prior to the date of termination indicated in the notice. All appeals should go to the Executive Director. Upon the final determination of termination, the participant, HCMS and the DHHS will be notified. If the program participant still objects, further appeals will be handled with parties outside of Community Action Council.</p>	HCMS; SHC; DHHS; Executive Director	Upon occurrence
3.	The HCMS will update the participant's status in IRIS.	HCMS	Upon occurrence
4.	When a participant leaves the program, either voluntarily or involuntarily, the HCMS will complete the Participant Exit Summary and update the participant's status in HMIS.	HCMS	Upon occurrence