

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
Website Address:	www.commaction.org
Agency Representative:	Sharon Price, Executive Director
Agency Representative Contact Information:	859-233-4600, sharon.price@commaction.org
Program Contact Person:	Marty Jones, Director, Housing and Homeless Services
Program Contact Information:	859-233-4600, marty.jones@commaction.org
Person Completing Application:	Sarah Hill, Community Development Specialist
Program Title:	Emergency Family Housing
Total Funding Request:	\$245,406
Project Summary:	<p>Since 2015, Community Action Council (the Council), through funding from the Office of Homelessness Prevention and Intervention (OHPI) and, more recently, LFUCG's Extended Social Resource (ESR) program, has operated the Emergency Family Housing (EFH) program. EFH is the only emergency shelter program among Lexington's shelter network that allows two-parent and group families to remain together while facing the stresses and pressures associated with episodes of homelessness. EFH uses a distinctive shelter model that combines scattered-site units and short-term unit accommodations to provide emergency shelter annually for as many as 20 families. All participants receive intensive case management services to assist them as they seek permanent housing.</p>

4.1 General Shelter Information: The Council has extensive experience in housing-related matters, including the provision of assistance to people experiencing homelessness. It currently operates no less than 11 programs in the areas of permanent supportive housing, rapid rehousing, rental assistance, and assertive street outreach. In recent years, the Council has partnered with OHPI to provide emergency, non-congregate winter shelter at local hotels for households experiencing homelessness. CAC coordinated safe meal delivery for residents and provided a small stipend for necessary personal care items and other household supplies not provided at the hotel. Since the winter shelter program began, the Council's has provided short-term emergency shelter for more than 547 households, including 721 program participants and 31 children. Through the Transitional Housing Pilot Program (THPP), which began in 2022, the Council has assisted 130 individuals, including 34 children, and 70 households. THPP has also been able to provide supportive services for 410 individuals, including 120 children, and 211 households. Fifty-four percent of THPP households have been able to obtain permanent housing either at exit or after exiting. The Council's history of successful management of both short-term non-congregate shelter operations and transitional housing operations makes it an ideal candidate to fill the need for non-traditional shelter options.

Emergency Family Housing (EFH) utilizes a non-traditional shelter model to annually meet the emergency shelter needs of up to 60 persons—or 20 **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, without requiring family separation. Extensions beyond 90 days are made on a case-by-case basis. Depending on a family’s circumstances and strengths, some may “transition-in-place,” an approach allowing families to ‘take over’ a lease, thus remaining in a unit

independently. This approach promotes stability in housing.

The Council employs a scatter-site model in its approach to emergency housing. This non-traditional, scatter-site model has been shown to be significantly more cost-effective than housing families in traditional shelter facilities. A 2009 Policy Brief from the Institute for Research, Training and Technical Assistance at Beyond Shelter suggests that the monthly cost of housing families in traditional shelters could be as much as two to three times as expensive as the Fair Market Rent (FMR) identified by the Department of Housing and Urban Development (HUD). Secondly, the use of scatter-site apartments has been shown to provide a stabilizing influence on families in crisis. Families can enjoy a sense of privacy and normality not available in shared and common spaces found in traditional shelters. Finally, scatter-site units can also reduce or eliminate the stigmatization that many families may feel as a result of staying in a shelter environment. In these respects, scatter-site units can help provide families with internal motivation and a sense that they are making active progress toward achieving self-sufficiency. Finally, the model provides additional protections as a non-congregate shelter option during public health emergencies, like the COVID-19 pandemic.

The Council's **person-centered, strengths-based approach** helps meet families where they are to address their **immediate and ongoing needs**, such as obtaining **personal care items and accessing local resources**, such as food or clothing banks, as it assists them in rapidly obtaining permanent housing. **Referrals are accepted M-F, 8:30am-5:00pm, via phone, email or in-person. Referrals after 5:00 are accepted on a case-by-case basis.** As a participant in the Housing Triage System (Lexington's Coordinated System of Entry) and an operator of an Assertive Street Outreach program funded through SAMHSA, the Council is well-positioned to quickly establish contact with families experiencing homelessness and is committed to ensuring

quick and equitable access based on acuity.

Policies and Procedures: During the intake process, EFH staff explain the program and ask families to complete the initial paperwork. Participants are given a tenant briefing packet which includes information regarding fair housing requirements, **general expectations and responsibilities of tenancy**. The tenant briefing packet includes the Participant Program Agreement, Program Goals, Values and Outcomes, and Participant and Community Complaints procedures, which outline the Council's efforts to **convey clear expectations and its commitment to treating participants with dignity and respect**. These policies (see attachments) also provide information on how the Council **involves participants in the governance** of its Housing programs, including EFH.

An emphasis on **inclusion and outreach** is embedded in the Council's culture and its policies and procedures. Its tripartite board is comprised of one-third of representatives from communities with low income, the public sector, and the private sector. Staff are highly diverse and representative of a cross-section of the communities it serves. In terms of accessibility for persons with disabilities, EFH arranges, as needed, short-term hotel accommodations that are accessible for persons with disabilities. The Council also works with local landlords and others to identify and obtain ADA-compliant units. For those with limited English proficiency, the Council employs a number of bilingual staff to reduce language barriers across all its programs 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.

Staffing: Mr. Marty Jones, Director of Housing and Homelessness Services (DHHS), is primarily responsible for programmatic oversight, quarterly reporting and ensuring that the

program continues to meet outcomes. He has a Master of Public Administration degree from the University of Kentucky. Mr. Jones joined the Council in July 2010 and has come to play an integral leadership role in the Council's housing programs throughout the Council's four-county service area and the Region 6 Balance of State.

Francia A. Gonzalez, Housing Case Management Specialist, is also a HUD-certified housing counselor with Community Ventures Kentucky, a 501(c)3 nonprofit organization with a community and civic development focus. She has three years of housing-related experience, including counseling individuals and families in such areas as budgeting, saving, credit building, obtaining and keeping employment, childcare, and home maintenance and upkeep. In coordination with DHHS, Ms. Gonzalez works with local shelters and other partners to rapidly move families toward permanent housing solutions. Council partners she has worked with have included The Nest, God's Pantry, and New Vista.

4.2 Rapid Resolution, Housing-Oriented: 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. The Council's **diversion strategies** include motivational interviewing and information gathering, referrals to community resources, increasing income. Staff work with the participant to determine their current overnight situation, how long that situation can be maintained, and other temporary options that may be available to them, such as staying with friends or family. A crucial part of this process is offering referrals and assistance connecting to other community resources such as assistance with employment, child care, obtaining legal documents, behavioral and physical health services, Legal Aid/Fair Housing Council, or veterans assistance. In the most recent, two year funding period, the Council

assisted nearly 300 households with support for obtaining services, financial resources, and entering housing outside of EFH dollars.

When diversion is not an option, staff complete a thorough intake process at program entry, explaining the EFH program and assisting the family in completing initial paperwork. As a component of its **comprehensive case management strategy** and incorporating best practices (including **trauma-informed care**), staff **immediately begin working with families to reduce barriers**, such as utility/rental arrears, unemployment and soft skills development, and the high cost of childcare in order to link participants with available housing resources as quickly as possible. Staff assist families in **accessing mainstream resources and other public benefits** to increase access to available income support. Staff also assist participants in obtaining **vital records and other eligibility documentation** and enrolling in job training/job search assistance or educational programs. Transportation assistance may also be provided, as necessary.

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 the Housing Triage Lexington Coordinated Entry. The VI-SPDAT assists staff in developing individualized goals and housing plans, including developing safety plans for those fleeing **domestic violence**.

The Council utilizes its emergency shelter data in coordination with data available through the LexEndHomelessness data portal **to identify trends in service needs, monitor the availability of housing resources, and assess performance measures, including program exits, successful housing placements and system reentries**. The Council's staff host weekly Housing Team meetings to discuss issues or concerns within the Council's multiple supportive

housing and homelessness programs, identify frequent system users and develop strategies to address the needs of program participants. The DHHS participates in LFUCG's Office of Homelessness Prevention and Intervention (OHPI) Board and committee meetings and coordinates with program and agency partners for system-level planning.

The Council's EFH program **partners with many service providers, including New Vista, Greenhouse17, Jubilee Jobs, Fayette County Public Schools**, and others, to assist families in transitioning to permanent, stable housing as rapidly as possible. As the Council's EFH program is targeted to provide emergency shelter services for two-parent and group families rather than single parents with children or individuals, it generally has not received many requests for services from persons fleeing domestic violence. However, when working with persons fleeing domestic violence, the Council's EFH program will work closely with local providers, such as Greenhouse17, that specialize in services for individuals impacted by interpersonal violence. The Council partners with Greenhouse17 through Lexington's Continuum of Care. The Council will utilize its relationship with Greenhouse17 and these programs to ensure **persons fleeing domestic violence** receive the most appropriate and safe services as quickly as possible.

4.3 Low-Barrier: 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 as a family unit.

The Council **works closely with OHPI, OneDoor Lexington, 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.

The Council's EFH program sets **minimal and reasonable requirements** for guests. The tenant briefing packet outlines the Council's **expectations** for program participants and, by signing the Participant Program Agreement (PPA), families agree to: comply with housing requirements, maintain the shelter unit in a clean and safe condition, and acknowledge that 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 against the decision, the process for which is provided to each family during intake.

Anecdotally, the Council has seen an impact post-COVID in the ability to access affordable rental units to support this program. This is likely due to the increased demand in the housing market overall, including increased income eligibility requirements and fewer affordable rental properties available. Additionally, the Council had several households that had required longer than is normal to place due to family size or other barriers. Due to property damages and delays in completing the necessary repairs taking longer than usual, property turnover between households also took longer than expected.

Since the program's inception in 2015, 145 households (531 clients, 257 of whom are children) have received emergency shelter services through EFH, including 132 people with a serious condition (alcoholism, substance use, mental illness, etc.) and 34 people with a history of domestic violence. Over the same period, 82 percent of individuals have exited to permanent housing and 124 had income upon exiting the program of which 72 had earned income. In the

past twelve months, two households exited the program due to rules violations, one for criminal activity (the adult was jailed and the children were placed in foster care) and the other for physically aggressive behavior toward hotel staff.

4.4 Actual Results

Please see the attached CoC APR reports for the Council's program from January 1, 2023, to December 31, 2023.

4.5 Budget, Appropriateness and Budget Feasibility

TOTAL	
***Number of individual beds available:	16
***Number of units available for families, if applicable:	5
Funds requested from LFUCG:	\$245,406
Average nightly census for individuals based on KYHMIS data:	9
Average nightly census for families based on KYHMIS data:	3
Total annual budget for shelter (all funding sources):	\$245,406
% LFUCG investment (LFUCG Request/Total Budget * 100):	100%

Funding Sources: The Council is fully cognizant of the costs associated with operating housing and homelessness programs and will continue to aggressively seek additional funding, including ESG, CDBG, CSBG and others, to sustain and grow the program. The Council's grant writing team within the Office of Sustainability coordinates regularly with the DHHS to identify potential grants and other funding opportunities. EFH partners with Red Roof Inn, Bluegrass Extended Stay, Lexington Housing Authority, local landlords, Hope Center, Salvation Army, Arbor Youth Services, Kentucky Counseling Center, New Vista, Lexington Humane Society, and others to help make this approach possible. **The Council leverages its supportive/permanent housing programs and other services (Head Start, LIHEAP, and**

CSBG), as appropriate. Leveraging available funding ensures that EFH guests can access all available resources and provides crucial support as the family exits to permanent housing and towards self-sufficiency.

Budget Narrative

The Council is requesting funding in the amount of \$245,406 to provide emergency non-congregate overnight shelter for two-parent and group families experiencing homelessness. Costs are itemized below.

TOTAL FUNDING REQUEST: \$245,406

Salaries—\$66,373- to support the following positions:

Housing Case Management Specialists – 1.5 FTE

Director of Housing and Homeless Services – 0.04 FTE

Fringe Benefits—\$18,635 for the following benefits:

FICA – \$5,423 paid at the cost of 7.65 percent of gross wages for employees' Social Security (FICA).

Workers Compensation – \$394 paid at state rates for varying classes. Workers' Compensation is budgeted at a percentage of gross wages based upon the classification of the employees operating within the program and according to the Council's average historical cost.

Disability Insurance – \$269 paid at 0.39 percent of gross wages according to the Council's average historical costs.

Accrued Leave – \$4,509 paid to employees for annual and sick leave time accrued in accordance with the leave accrual schedule.

Pension- \$4,043 paid at approximately 8.0 percent of employees' salaries toward employees' retirement

Health Insurance - \$3,741 paid based upon plan selected by employee.

Life Insurance- \$256 paid at 0.096 percent of gross wages

Travel—\$804 to support in area travel expenses at a cost of \$0.67 per mile and use of shared fleet vehicles for food delivery and participant transportation.

Contracts - \$2,500 to support cleaning services between transitions of beneficiaries in units rented by The Council.

Client Benefits - \$121,927 to support the following expenses:

Short-term Hotel - \$10,079 for emergency short-term hotel accommodations at an average cost of \$89.99 per night for as many as 112 nights.

Rent - \$64,500 to provide five scatter-site, master-leased apartment units to operate emergency shelter service for two-parent and group families. Calculated at an average cost is \$1,075 per month for 12 months per unit for five units.

Client Benefits - \$29,348 to provide funding to support client benefits such as transportation expenses, furniture, moving costs, security deposits, and utility deposits.

Utility Expense- \$18,000 to pay for utilities and arrears for non-congregate rental units master-leased by the Council for use in this program.

Other: Operating Expenses—\$1,800 to support the following expenses:

Household Supplies Expense— \$500 to provide basic household supplies, such as cleaning items, basic kitchenware, and other items upon program entry.

Office Supplies – \$300 to provide basic office supplies

Training Expense- \$1,000 to provide staff training to support program operations.

Other: Miscellaneous –\$6,488 to provide for other expenses, including insurance and bonding, software license, building repair and maintenance, postage and freight, meeting, information technology services, communications, and facilities.

Indirect Cost –\$26,879. To provide for the portion of costs related to administrative functions such as Accounting, Human Resources, and the Office of the Executive Director (as approved by the HHS Indirect Cost Rate Agreement). This expense is calculated at the rate of 12.3 percent of direct expenses based on actual current operations.

TOTAL PROGRAM BUDGET - \$245,406

FY2025 LFUCG EXTENDED SOCIAL RESOURCE (ESR) LINE-ITEM BUDGET

1. STAFF SALARIES

Full-Time (FTE): 1.54 FTE

PROGRAM STAFF SALARIES TOTALS

A Total ES Budget	B LFUCG Funding	C Non-city Funding
66,373	66,373	
66,373	66,373	

2. STAFF FRINGE BENEFITS

FICA, Worker's Comp, Pension, Health Insurance, et

TOTAL FRINGE BENEFITS (7.65% of total pay)

18,635	18,635	
18,635	18,635	

3. CONSULTANT SERVICES

Custodial Maintenance

TOTAL CONSULTANT SERVICES

2,500	2,500	
2,500	2,500	

4. SPACE/FACILITIES

TOTAL SPACE/FACILITIES

--	--	--

5. OPERATING EXPENSES

Short-Term Rental (Apartment)

Short-Term Rental (Hotel)

Insurance and Bonding

Household Supplies

Security Deposits

Utility Deposits

Utility Expenses

In-Area Travel

Other Client Benefit (Furniture, Transportation Assis

Training

Office Supplies

TOTAL OPERATING EXPENSES

64,500	64,500	
10,079	10,079	
888	888	
500	500	
16,348	16,348	
2,100	2,100	
18,000	18,000	
804	804	
10,900	10,900	
1,000	1,000	
300	300	
125,419	125,419	

6. SCHOLARSHIPS/STIPENDS

TOTAL SCHOLARSHIPS/STIPENDS EXPENSES

--	--	--

7. OTHER

Shared Costs

Indirect Cost (12.3%)

TOTAL OTHER EXPENSES

5,600	5,600	
26,879	26,879	
32,479	32,479	

TOTAL FY2025 PROGRAM BUDGET

245,406	245,406	
----------------	----------------	--

AFFIDAVIT

Comes the Affiant, Sharon Price, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Sharon Price and he/she is the individual submitting the proposal or is the authorized representative of Community Action Council, 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 Procurement 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.

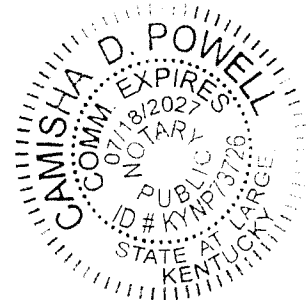
Further, Affiant sayeth naught.

STATE OF Kentucky
COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me
by Sharon Price on this the 24th day
of April, 2024

My Commission expires: 7/18/2027


NOTARY PUBLIC, STATE AT LARGE



EQUAL OPPORTUNITY AGREEMENT

Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

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 handicap.

- 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.

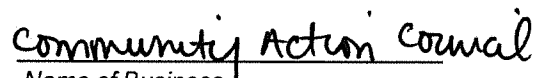
Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/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



Name of Business

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 and IonWave Q&A, 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 Bid 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 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.
20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.



Signature



Date

WORKFORCE ANALYSIS FORM

Name of Organization: _____

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African- America n (Not Hispanic or Latino		Native Hawaii a n and Other Pacific Islander (Not Hispanic or Latino		Asian (Not Hispanic or Latino		America n 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																	
Professionals																	
Superintendents																	
Supervisors																	
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals																	
Office/Clerical																	
Skilled Craft																	
Service/Maintenance							4									5	7
Total:	492															54	438

Prepared by: _____ Date: 4 / 23 / 24

(Name and Title)

Revised 2015-Dec-15

Firm Submitting Proposal: _____

Complete Address: _____
Street City Zip

Contact Name: _____ Title: _____

Telephone Number: _____ Fax Number: _____

Email address: _____

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

Subject: Affirmative Action Plan

Number: A-1990-G

Change No: 2

Replaces: Affirmative Action
Policy A-1990-G

Effective Date: Immediately

Reference: N/A

Expiration Date: None

Approval: Board of Directors

Type: Policy

Date: January 24, 2018

DISTRIBUTION:

- Operations Manual Distribution List A
- Members, Personnel Committee, Board of Directors
- Steve Amato, General Counsel
- All employees (via payroll 2/7/18)

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, Change 1
 - 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 belief or reprisal or retaliation for prior civil rights activity, or any other protected class identified in federal, state, or local laws in any of its activities or operations.

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, gender, age, disability, marital status, political beliefs or reprisal or retaliation for prior civil rights activity, or any other protected class identified in federal, state, or local laws in any of its activities or operations.

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, gender, age, color, national origin, handicap, marital status, sexual orientation or political belief or reprisal or retaliation for prior civil rights activity, or any other protected class identified in federal, state, or local laws in any of its activities or operations.

D. MASTER PURPOSE

Community Action Council's Affirmative Action master purpose is to implement a positive policy prohibiting discrimination because of race, religion, gender, age, color, national origin, handicap, marital status, sexual orientation, political belief or reprisal or retaliation for prior civil rights activity, or any other protected class identified in federal, state, or local laws in any of its activities or operations 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 Personnel Committee, which shall have important advisory functions. The Personnel 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.

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 Personnel 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 Personnel 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. PERSONNEL COMMITTEE

The functions of the Personnel 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 Personnel 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 shall not discriminate against any person on the basis of race, religion, gender, age, disability, marital status, political beliefs or reprisal or retaliation for prior civil rights activity, or any other protected class identified in federal, state, or local laws in any of its activities or operations. discrimination based on race, religion, sex, age, color, national origin, handicap, marital status, sexual orientation, or political belief, within the scope of the Council's operations.

To ensure that the Personnel 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 Personnel 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 Personnel 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 Personnel 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 Personnel Committee in its monitoring and evaluation of the implementation of the Equal Opportunity Policy and Affirmative Action Plan and Program.

Keep the Personnel 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 Personnel 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 Personnel 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, gender, age, disability, marital status, political beliefs or reprisal or retaliation for prior civil rights activity, or any other protected class identified in federal, state, or local laws in any of its activities or operations 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 on the basis of race, religion, gender, age, disability, marital status, political beliefs or reprisal or retaliation for prior civil rights activity, or any other protected class identified in federal, state, or local laws in any of its activities or operations.

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, gender, age, disability, marital status, political beliefs or reprisal or retaliation for prior civil rights activity, or any other protected class identified in federal, state, or local laws in any of its activities or operations.

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, gender, age, disability, marital status, political beliefs or reprisal or retaliation for prior civil rights activity, or any other protected class identified in federal, state, or local laws in any of its activities or operations, race, religion, sex, age, color, national origin, handicap, marital status, sexual orientation, political 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, gender, age, disability, marital status, political beliefs or reprisal or retaliation for prior civil rights activity, or any other protected class identified in federal, state, or local laws in any of its activities or operations 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, gender, age, disability, marital status, political beliefs or reprisal or retaliation for prior civil rights activity, or any other protected class identified in federal, state, or local laws in any of its activities or operations 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, gender, age, disability, marital status, political beliefs or reprisal or retaliation for prior civil rights activity, or any other protected class identified in federal, state, or local laws in any of its activities or operations.

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, religion, gender, age disability, marital status, national origin, sexual orientation, political belief, or reprisal or retaliation for prior civil rights activity, or any other protected class identified in federal, state, or local laws in any of its activities or operations).
 - 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 Personnel 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 <u>1</u> of <u>1</u>
Drafted By: Lindsay Anderson			Requirements: LFUCG Other: HUD
Subject: Program Goals, Values and Outcomes			
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.

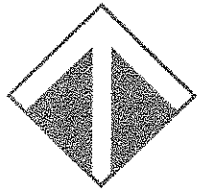
COMMUNITY ACTION COUNCIL

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

Effective Date: Immediately

Reference: CHR MTL #87; Head Start Performance Standards

Expiration Date: None

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

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://cacxal.commaction.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

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)



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

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

► Report Run History

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
209634	04/10/2024 09:40:29 AM (0.00 mins)	COCAPR	EFH 2023 #s	Marty Jones	Community Action Council-EFH-ESR-ES-LEX	Marty Jones	Running
209615	04/09/2024 04:49:56 PM (0.22 mins)	COCAPR	EFH Total #s	Marty Jones	Community Action Council-EFH-ESR-ES-LEX	Marty Jones	Completed
209613	04/09/2024 04:46:07 PM (0.08 mins)	COCAPR	ESG total #s	Marty Jones	Community Action Council-EFH-ESR-ES-LEX	Marty Jones	Completed
209508	04/08/2024 02:32:22 PM (0.17 mins)	COCAPR	THPP SSO Final Report	Marty Jones	ZZ-Inactive_Community Action Council-ARPA-TH-SSO-LEX	Marty Jones	Completed
209505	04/08/2024 02:24:54 PM (0.11 mins)	COCAPR	THPP TH Final Report	Marty Jones	ZZ-Inactive_Community Action Council-ARPA-TH-LEX	Marty Jones	Completed

Showing 1-5 of 26

Report Options

Name	EFH 2023 #s
Description	
Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group
Provider *	Community Action Council-EFH-ESR-ES-LEX (2373) <input type="radio"/> This provider AND its subordinates <input checked="" type="radio"/> This provider ONLY
Program Date Range *	01/01/2023 to 12/31/2023
Entry/Exit Types *	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center <input checked="" type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> Quick <input type="checkbox"/> RHY <input type="checkbox"/> Standard <input type="checkbox"/> Transitional Living <input type="checkbox"/> VA <input type="checkbox"/> HPRP (Retired)

CoC APR Report Results - Date Ran: 04/10/2024 09:40:29 AM - Report ID: 209634

4a - Project Identifiers in HMIS

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
Organization Name	Org. ID	Project Name	Project ID	HMIS Project Type	RRH Subtype	Coordinated Entry	Affiliated with a	Project IDs of	CoC Number	Geocode	Victim Service	HMIS Software	Report Start	Report End	Total Active	Total Active Households											

						Access Point	residential project	Affiliation			Provider Name and Version Number	Date	Date	Clients		
Community Action Council-LEX	567	Community Action Council-EFH-ESR-ES-LEX	2373	Emergency Shelter - Entry Exit (HUD)		No			KY-502	211314	No	WellSky Community Services	2023-01-01	2023-12-31	105	33
Showing 1-1 of 1																

5a - Report Validations Table															
Report Validations Table												Count of Clients for DQ	Count of Clients		
1. Total Number of Persons Served												105	105		
2. Number of Adults (age 18 or over)												54	54		
3. Number of Children (under age 18)												51	51		
4. Number of Persons with Unknown Age												0	0		
5. Number of Leavers												67	67		
6. Number of Adult Leavers												35	35		
7. Number of Adult and Head of Household Leavers												35	35		
8. Number of Stayers												38	38		
9. Number of Adult Stayers												19	19		
10. Number of Veterans												2	2		
11. Number of Chronically Homeless Persons												7	7		
12. Number of Youth Under Age 25												2	2		
13. Number of Parenting Youth Under Age 25 with Children												2	2		
14. Number of Adult Heads of Household												33	33		

15. Number of Child and Unknown-Age Heads of Household				0	0
16. Heads of Households and Adult Stayers in the Project 365 Days or More				0	0
6a - Data Quality: Personally Identifiable Information					
Data Element	Client Doesn't Know/Prefers Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate
Name (3.01)	0	0	0	0	0%
Social Security Number (3.02)	5	5	0	5	5%
Date of Birth (3.03)	0	0	0	0	0%
Race and Ethnicity (3.04)	0	0		0	0%
Gender (3.06)	0	0		0	0%
Overall Score				5	5%
6b - Data Quality: Universal Data Elements					
Data Element	Client Doesn't Know/Prefers Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate
Veteran Status (3.7)	0	0	0	0	0%
Project Start Date (3.10)			0	0	0%
Relationship to Head of Household (3.15)		0	0	0	0%
Enrollment CoC (3.16)		0	0	0	0%
Disabling Condition (3.8)	0	0	0	0	0%
6c - Data Quality: Income and Housing Data Quality					
Data Element	Client Doesn't Know/Prefers Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate

Destination (3.12)	0	0		0	0%
Income and Sources (4.2) at Start	0	0	0	0	0%
Income and Sources (4.2) at Annual Assessment	0	0	0	0	0%
Income and Sources (4.2) at Exit	0	0	0	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 this episode started (3.917.3) Missing	Number of times (3.917.4) DK/PNTA/missing	Number of months (3.917.5) DK/PNTA/missing	% of records unable to calculate
ES-EE, ES-NbN, SH, Street Outreach	54			0	0	0	0%
TH	0	0	0	0	0	0	0%
PH(all)	0	0	0	0	0	0	0%
CE	0	0	0	0	0	0	0%
SSO, Day Shelter, HP	0	0	0	0	0	0	0%
Total	54						0%

6e - Data Quality: Timeliness

Time For Record Entry	Number of Project Start Records	Number of Project Exit Records
< 0 days	0	0
0 days	10	0
1 - 3 days	13	5
4 - 6 days	24	4
7 - 10 days	7	2

11+ days				39	56
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	54	10	44		0
Children	51		51	0	0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	105	10	95	0	0
For PSH and RRH - the total persons served who moved into housing	0	0	0	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	10	0	10	0	0
April	7	0	7	0	0
July	3	0	3	0	0
October	16	0	16	0	0
8a - Number of Households Served					

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	33	5	28	0	0
For PSH and RRH - the total households served who moved into housing	0	0	0	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	3		3		
April	2		2		
July	1		1		
October	5		5		
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					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Woman	58	4	54	0	0
Man	46	6	40	0	0
Culturally Specific Identity	0	0	0	0	0
Transgender	1	0	1	0	0
Non-Binary	0	0	0	0	0
Questioning	0	0	0	0	0
Different Identity	0	0	0	0	0
Woman/Man	0	0	0	0	0
Woman/Culturally Specific Identity	0	0	0	0	0
Woman/Transgender	0	0	0	0	0
Woman/Non-Binary	0	0	0	0	0
Woman/Questioning	0	0	0	0	0
Woman/Different Identity	0	0	0	0	0
Man/Culturally Specific Identity	0	0	0	0	0

Man/Transgender	0	0	0	0	0
Man/Non-Binary	0	0	0	0	0
Man/Questioning	0	0	0	0	0
Man/Different Identity	0	0	0	0	0
Culturally Specific Identity/Transgender	0	0	0	0	0
Culturally Specific Identity/Non-Binary	0	0	0	0	0
Culturally Specific Identity/Questioning	0	0	0	0	0
Culturally Specific Identity/Different Identity	0	0	0	0	0
Transgender/Non-Binary	0	0	0	0	0
Transgender/Questioning	0	0	0	0	0
Transgender/Different Identity	0	0	0	0	0
Non-Binary/Questioning	0	0	0	0	0
Non-Binary/Different Identity	0	0	0	0	0
Questioning/Different Identity	0	0	0	0	0
More than 2 Gender Identities Selected	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	105	10	95	0	0
11 - Age					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	11		11	0	0

5 - 12	21		21	0	0
13 - 17	19		19	0	0
18 - 24	6	0	6		0
25 - 34	14	4	10		0
35 - 44	18	2	16		0
45 - 54	10	2	8		0
55 - 64	3	1	2		0
65 +	3	1	2		0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	105	10	95	0	0
12 - Race and Ethnicity					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
American Indian, Alaska Native, or Indigenous	2	0	2	0	0
Asian or Asian American	0	0	0	0	0
Black, African American, or African	48	1	47	0	0
Hispanic/Latina/e/o	3	0	3	0	0
Middle Eastern or North African	0	0	0	0	0
Native Hawaiian or Pacific Islander	1	0	1	0	0
White	43	6	37	0	0
Asian or Asian American & American Indian, Alaska Native, or Indigenous	0	0	0	0	0

Black, African American, or African & American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Hispanic/Latina/e/o & American Indian, Alaska Native, or Indigenous	2	2	0	0	0
Middle Eastern or North African & American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Native Hawaiian or Pacific Islander & American Indian, Alaska Native, or Indigenous	0	0	0	0	0
White & American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Black, African American, or African & Asian or Asian American	0	0	0	0	0
Hispanic/Latina/e/o & Asian or Asian American	0	0	0	0	0
Middle Eastern or North African & Asian or Asian American	0	0	0	0	0
Native Hawaiian or Pacific Islander & Asian or Asian American	0	0	0	0	0
White & Asian or Asian American	0	0	0	0	0
Hispanic/Latina/e/o & Black, African American, or African	0	0	0	0	0
Middle Eastern or North African & Black, African American, or African	0	0	0	0	0
Native Hawaiian or Pacific Islander & Black, African American, or African	0	0	0	0	0
White & Black, African American, or African	4	0	4	0	0
Middle Eastern or North African & Hispanic/Latina/e/o	0	0	0	0	0
Native Hawaiian or Pacific Islander & Hispanic/Latina/e/o	0	0	0	0	0
White & Hispanic/Latina/e/o	2	1	1	0	0
Native Hawaiian or Pacific Islander & Middle Eastern or North African	0	0	0	0	0
White & Middle Eastern or North African	0	0	0	0	0
White & Native Hawaiian or Pacific Islander	0	0	0	0	0
Multiracial - more than 2 races/ethnicity, with one being Hispanic/Latina/e/o	0	0	0	0	0

Multiracial - more than 2 races, where no option is Hispanic/Latina/e/o	0	0	0	0	0	
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0	
Data Not Collected	0	0	0	0	0	
Total	105	10	95	0	0	
13a1 - Physical and Mental Health Conditions at Start						
	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
Mental Health Disorder	10	4	6	0	0	0
Alcohol Use Disorder	0	0	0	0	0	0
Drug Use Disorder	1	0	1	0	0	0
Both Alcohol and Drug Use Disorders	2	1	1	0	0	0
Chronic Health Condition	5	3	2	0	0	0
HIV/AIDS	0	0	0	0	0	0
Development Disability	0	0	0	0	0	0
Physical Disability	5	1	4	0	0	0
13b1 - Physical and Mental Health Conditions at Exit						
	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
Mental Health Disorder	7	2	5	0	0	0
Alcohol Use Disorder	0	0	0	0	0	0
Drug Use Disorder	1	0	1	0	0	0
Both Alcohol and Drug Use Disorders	2	1	1	0	0	0

Chronic Health Condition	4	3	1	0	0	0
HIV/AIDS	0	0	0	0	0	0
Development Disability	0	0	0	0	0	0
Physical Disability	3	0	3	0	0	0
13c1 - Physical and Mental Health Conditions of Stayers						
	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
Mental Health Disorder	3	2	1	0	0	0
Alcohol Use Disorder	0	0	0	0	0	0
Drug Use Disorder	0	0	0	0	0	0
Both Alcohol and Drug Use Disorders	0	0	0	0	0	0
Chronic Health Condition	1	0	1	0	0	0
HIV/AIDS	0	0	0	0	0	0
Development Disability	0	0	0	0	0	0
Physical Disability	2	1	1	0	0	0
13a2 - Number of Conditions at Start						
	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
None	85	2	34	49	0	0
1 Condition	12	6	6	0	0	0
2 Conditions	3	0	3	0	0	0
3+ Conditions	2	1	1	0	0	0

Condition Unknown	2	1	0	1	0	0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0	0	0
Data Not Collected	0	0	0	0	0	0
Total	105	10	44	51	0	0
13b2 - Number of Conditions at Exit						
	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
None	53	0	23	30	0	0
1 Condition	8	3	5	0	0	0
2 Conditions	2	0	2	0	0	0
3+ Conditions	2	1	1	0	0	0
Condition Unknown	1	0	0	1	0	0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0	0	0
Data Not Collected	0	0	0	0	0	0
Total	67	4	31	32	0	0
13c2 - Number of Conditions for Stayers						
	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
None	32	2	11	19	0	0
1 Condition	4	3	1	0	0	0
2 Conditions	1	0	1	0	0	0
3+ Conditions	0	0	0	0	0	0

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Place not meant for habitation	19	3	16	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	10	2	8	0	0
Safe Haven	0	0	0	0	0
Subtotal	29	5	24	0	0
Institutional Situations					
Foster care home or foster care group home	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
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Situations					
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	2	0	2	0	0
Host Home (non-crisis)	0	0	0	0	0
Staying or living in a friend's room, apartment, or house	2	0	2	0	0
Staying or living in a family member's room, apartment, or house	4	2	2	0	0
Subtotal	8	2	6	0	0

Permanent Situations					
Rental by client, no ongoing housing subsidy	12	2	10	0	0
Rental by client, with ongoing housing subsidy	3	1	2	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, no ongoing housing subsidy	2	0	2	0	0
Subtotal	17	3	14	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	54	10	44	0	0
16 - Cash Income - Ranges					
			Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
No Income			26	0	16
\$1 - 150			0	0	0
\$151 - \$250			2	0	1
\$251 - \$500			2	0	1
\$501 - \$1000			6	0	6
\$1001 - \$1500			3	0	0
\$1501 - \$2000			5	0	4
\$2001 +			9	0	6
Client Doesn't Know/Prefers Not to Answer			0	0	0

Data Not Collected	1	0	1
Number of adult stayers not yet required to have an annual assessment		19	
Number of adult stayers without required annual assessment		0	
Total Adults	54	19	35
17 - Cash Income - Sources			
	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	18	0	11
Unemployment Insurance	0	0	0
Supplemental Security Income (SSI)	4	0	4
Social Security Disability Insurance (SSDI)	3	0	1
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)	1	0	1
General Assistance (GA)	0	0	0
Retirement Income from Social Security	2	0	2
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							1	0	1
Adults with Income Information at Start and Annual Assessment/Exit								0	0
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)							17	0	10
Adults with Only Other Income							10	0	8
Adults with Both Earned and Other Income							0	0	0
Adults with No Income							27	0	17
Adults with Client Doesn't Know/Client Prefers Not to Answer information							0	0	0
Adults with Missing Income Information							0	0	0
Number of adult stayers not yet required to have an annual assessment								19	
Number of adult stayers without required annual assessment								0	
Total Adults							54	19	35
1 or More Source of Income							27	0	18
Adults with Income Information at Start and Annual Assessment/Exit								0	35
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	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	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

Annual Assessment)					Annual Assessment				
Number of Adults with Earned Income (i.e., Employment Income)	0	0	0	0	0	0	0	0	0%
Average Change in Earned Income									
Number of Adults with Other Income	0	0	0	0	0	0	0	0	0%
Average Change in Other Income									
Number of Adults with Any Income (i.e., Total Income)	0	0	0	0	0	0	0	0	0%
Average Change in Overall Income									

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	9	0	1	25	35	1	3%
Average Change in Earned Income					600			600	
Number of Adults with Other Income	0	0	8	0	0	27	35	0	0%
Average Change in Other Income									
Number of Adults with Any	0	0	17	0	1	17	35	1	3%

Income (i.e., Total Income)									
Average Change in Overall Income					600		17	600	

19b - Disabling Conditions and Income for Adults at Exit

	AO: Adult with Disabling Condition	AO: Adult without Disabling Condition	AO: Total Adults	AO: percent with Disabling Condition by Source	AC: Adult with Disabling Condition	AC: Adult without Disabling Condition	AC: Total Adults	AC: percent with Disabling Condition by Source	UK: Adult with Disabling Condition	UK: Adult without Disabling Condition	UK: Total Adults	UK: percent with Disabling Condition by Source
Earned Income	0	0	0	0%	0	12	12	0%	0	0	0	0%
Unemployment Insurance	0	0	0	0%	0	0	0	0%	0	0	0	0%
Supplemental Security Income (SSI)	1	0	1	100%	3	0	3	100%	0	0	0	0%
Social Security Disability Insurance (SSDI)	0	0	0	0%	1	0	1	100%	0	0	0	0%
VA Service - Connected Disability Compensation	0	0	0	0%	0	0	0	0%	0	0	0	0%
VA Non-Service-Connected Disability Pension	0	0	0	0%	0	0	0	0%	0	0	0	0%
Private Disability Insurance	0	0	0	0%	0	0	0	0%	0	0	0	0%
Worker's Compensation	0	0	0	0%	0	0	0	0%	0	0	0	0%
Temporary Assistance for Needy Families (TANF)	0	0	0	0%	1	0	1	100%	0	0	0	0%
General Assistance (GA)	0	0	0	0%	0	0	0	0%	0	0	0	0%
Retirement Income from Social Security	0	0	0	0%	1	1	2	50%	0	0	0	0%
Pension or retirement income from a former job	0	0	0	0%	0	0	0	0%	0	0	0	0%
Child Support	0	0	0	0%	0	0	0	0%	0	0	0	0%
Alimony and other spousal support	0	0	0	0%	0	0	0	0%	0	0	0	0%
Other Source	0	0	0	0%	0	1	1	0%	0	0	0	0%

No Sources	3	0	3	100%	2	11	13	15%	0	0	0	0%
Unduplicated Total Adults	4	0	4		7	24	31		0	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)	19	0	13
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	3	0	2
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

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	0	18
1 + Source(s)	20	0	14
Client Doesn't Know/Client Prefers Not to Answer	1	0	0
Data Not Collected/Not stayed long enough for Annual Assessment	6	19	2
Total	54	19	35

21 - Health Insurance

	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	97	0	65
MEDICARE	1	0	1
State Children's Health Insurance Program	2	0	2
Veteran's Health Administration (VHA)	2	0	2
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	7	0	1
Client Doesn't Know/Client Prefers Not to Answer	1	0	1
Data Not Collected	0	0	0
Number of stayers not yet required to have an annual assessment		38	
1 Source of Health Insurance	93	0	61
More than 1 Source of Health Insurance	4	0	4
22a1 - Length of Participation - CoC Projects			
	Total	Leavers	Stayers
30 days or less	65	40	25

31 to 60 days	15	7	8		
61 to 90 days	10	10	0		
91 to 180 days	12	7	5		
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)	3	3	0		
1,461 to 1,825 Days (4-5 Yrs)	0	0	0		
More than 1,825 Days (>5 Yrs)	0	0	0		
Total	105	67	38		
22b - Average and Median Length of Participation in Days					
		Leavers	Stayers		
Average Length		92	37		
Median Length		18	18		
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 90 days	0	0	0	0	0
91 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	0.00	0.00	0.00	0.00	0.00
Persons who were exited without move-in	0	0	0	0	0
Total	0	0	0	0	0
22e - Length of Time Prior to Housing - based on 3.917 Date Homelessness Started					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	51	2	49	0	0
8 to 14 days	8	1	7	0	0
15 to 21 days	2	0	2	0	0
22 to 30 days	2	0	2	0	0
31 to 60 days	13	2	11	0	0
61 to 90 days	8	0	8	0	0
91 to 180 days	7	0	7	0	0
181 to 365 days	4	0	4	0	0
366 to 730 Days (1-2 Yrs)	4	4	0	0	0
731 days or more	6	1	5	0	0
Total (persons moved into housing)	105	10	95	0	0
Not yet moved into housing	0	0	0	0	0

Data Not Collected						0	0	0	0	0
Total Persons						105	10	95	0	0
22f - Length of Time between Project Start Date and Housing Move-in Date by Race and Ethnicity										
	American Indian, Alaska Native, or Indigenous	Asian or Asian American	Black, African American, or African	Hispanic/Latina/e/o	Middle Eastern or North African	Native Hawaiian or Pacific Islander	White	At Least 1 Race and Hispanic/Latina/e/o	Multi-racial (does not include Hispanic/Latina/e/o)	Unknown (Doesn't Know, Prefers not to Answer, Data not Collected)
Persons Moved Into Housing	0	0	0	0	0	0	0	0	0	0
Persons Exited Without Move-In	0	0	0	0	0	0	0	0	0	0
Average time to Move-In	0	0	0	0	0	0	0	0	0	0
Median time to Move-In	0	0	0	0	0	0	0	0	0	0
22g - Length of Time Prior to Housing by Race and Ethnicity - based on 3.917 Date Homelessness Started										
	American Indian, Alaska Native, or Indigenous	Asian or Asian American	Black, African American, or African	Hispanic/Latina/e/o	Middle Eastern or North African	Native Hawaiian or Pacific Islander	White	At Least 1 Race and Hispanic/Latina/e/o	Multi-racial (does not include Hispanic/Latina/e/o)	Unknown (Doesn't Know, Prefers not to Answer, Data not Collected)
Persons Moved Into Housing	2	0	48	3	0	1	43	4	4	0
Persons Not Yet Moved Into Housing	0	0	0	0	0	0	0	0	0	0
Average time to Move-In	0	0	104	0	0	0	0	0	0	0
Median time to Move-In	0	0	104	0	0	0	0	0	0	0

23c - Exit Destination - All persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	4	4	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	5	0	5	0	0
Safe Haven	0	0	0	0	0
Subtotal	9	4	5	0	0
Institutional Situations					
Foster care home or foster care group home	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
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Situations					
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	3	0	3	0	0
Host Home (non-crisis)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment, or house)	5	0	5	0	0
Staying or living with friends, temporary tenure (e.g., room, apartment, or house)	0	0	0	0	0

Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Subtotal	8	0	8	0	0
Permanent Situations					
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Rental by client, no ongoing housing subsidy	30	0	30	0	0
Rental by client, with ongoing housing subsidy	16	0	16	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, no ongoing housing subsidy	4	0	4	0	0
Subtotal	50	0	50	0	0
Other Situations					
No Exit Interview completed	0	0	0	0	0
Other	0	0	0	0	0
Deceased	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	67	4	63	0	0
Total persons exiting to positive housing destinations	50	0	50	0	0
Total persons exiting to destinations that excluded them from the calculation	0	0	0	0	0
Percentage of persons exiting to positive housing destinations	75%	0%	79%	0%	0%

23d - Exit Destination - Subsidy Type of Persons Exiting to Rental by Client With An Ongoing Subsidy

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
GPD TIP housing subsidy	0	0	0	0	0
VASH housing subsidy	0	0	0	0	0
RRH or equivalent subsidy	2	0	2	0	0
HCV voucher (tenant or project based) (not dedicated)	2	0	2	0	0
Public housing unit	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	9	0	9	0	0
Housing Stability Voucher	0	0	0	0	0
Family Unification Program Voucher (FUP)	0	0	0	0	0
Foster Youth to Independence Initiative (FYI)	0	0	0	0	0
Permanent Supportive Housing	0	0	0	0	0
Other permanent housing dedicated for formerly homeless persons	3	0	3	0	0
Total	16	0	16	0	0

23e - Exit Destination Type by Race and Ethnicity

	Total	American Indian, Alaska Native, or Indigenous	Asian or Asian American	Black, African American, or African	Hispanic/ Latina/e/o	Middle Eastern or North African	Native Hawaiian or Pacific Islander	White	At Least 1 Race and Hispanic/Latina/e/o	Multi-racial (does not include Hispanic/ Latina/e/o)	Unknown (Doesn't Know, Prefers not to Answer, Data not Collected)
Homeless Situations	9	1	0	2	0	0	0	6	0	0	0
Institutional Situations	0	0	0	0	0	0	0	0	0	0	0
Temporary Situations	8	1	0	1	1	0	0	5	0	0	0

Permanent Situations	50	0	0	19	2	0	1	24	1	3	0
Other Situations	0	0	0	0	0	0	0	0	0	0	0
Total	67	2	0	22	3	0	1	35	1	3	0

24b - Moving On Assistance Provided to Households in PSH

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Subsidized housing application assistance	0	0	0	0	0
Financial assistance for Moving On (e.g., security deposit, moving expenses)	0	0	0	0	0
Non-financial assistance for Moving On (e.g., housing navigation, transition support)	0	0	0	0	0
Housing referral/placement	0	0	0	0	0
Other (please specify)	0	0	0	0	0

24c - Sexual Orientation of Adults in PSH

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Heterosexual	0	0	0	0	0
Gay	0	0	0	0	0
Lesbian	0	0	0	0	0
Bisexual	0	0	0	0	0
Questioning/Unsure	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data not collected	0	0	0	0	0

Total					0	0	0	0	0
24d - Language of Persons Requiring Translation Assistance									
Language Response (Top 20 Languages Selected)								Total Persons Requiring Translation Assistance	
Different Preferred Language								0	
Total								0	
25a - Number of Veterans									
					Total	Without Children	With Children and Adults	Unknown Household Type	
Chronically Homeless Veteran					1	0	1	0	
Non-Chronically Homeless Veteran					1	0	1	0	
Not a veteran					50	10	40	0	
Client Doesn't Know/Client Prefers Not to Answer					0	0	0	0	
Data Not Collected					0	0	0	0	
Total					54	10	44	0	
25b - Number of Veteran Households									
					Total	Without Children	With Children and Adults	Unknown Household Type	
Chronically Homeless Veteran					1		1		
Non-Chronically Homeless Veteran					1		1		
Not a veteran					30	5	25		
Client Doesn't Know/Client Prefers Not to Answer									
Data Not Collected									

Total					33	5	28
25c - Gender - Veterans							
		Total	Without Children	With Children and Adults	Unknown Household Type		
Woman		0	0	0	0		
Man		2	0	2	0		
Culturally Specific Identity		0	0	0	0		
Transgender		0	0	0	0		
Non-Binary		0	0	0	0		
Questioning		0	0	0	0		
Different Identity		0	0	0	0		
Woman/Man		0	0	0	0		
Woman/Culturally Specific Identity		0	0	0	0		
Woman/Transgender		0	0	0	0		
Woman/Non-Binary		0	0	0	0		
Woman/Questioning		0	0	0	0		
Woman/Different Identity		0	0	0	0		
Man/Culturally Specific Identity		0	0	0	0		
Man/Transgender		0	0	0	0		
Man/Non-Binary		0	0	0	0		
Man/Questioning		0	0	0	0		
Man/Different Identity		0	0	0	0		

Culturally Specific Identity/Transgender	0	0	0	0
Culturally Specific Identity/Non-Binary	0	0	0	0
Culturally Specific Identity/Questioning	0	0	0	0
Culturally Specific Identity/Different Identity	0	0	0	0
Transgender/Non-Binary	0	0	0	0
Transgender/Questioning	0	0	0	0
Transgender/Different Identity	0	0	0	0
Non-Binary/Questioning	0	0	0	0
Non-Binary/Different Identity	0	0	0	0
Questioning/Different Identity	0	0	0	0
More than 2 Gender Identities Selected	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0
Data Not Collected	0	0	0	0
Total	2	0	2	0
25d - Age - Veterans				
	Total	Without Children	With Children and Adults	Unknown Household Type
18 - 24	0	0	0	0
25 - 34	0	0	0	0
35 - 44	0	0	0	0
45 - 54	1	0	1	0
55 - 64	0	0	0	0

65 +		1	0	1	0
Client Doesn't Know/Client Prefers Not to Answer					
Data Not Collected					
Total		2	0	2	0
25i - Exit Destination - Veterans					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
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
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	0	0	0	0	0
Safe Haven	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Situations					
Foster care home or foster care group home	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
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Situations					
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0

Rental by client in a public housing unit	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Host Home (non-crisis)	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
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Subtotal	0	0	0	0	0
Permanent Situations					
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Rental by client, no ongoing housing subsidy	1	0	1	0	0
Rental by client, with ongoing housing subsidy	1	0	1	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Subtotal	2	0	2	0	0
Other Situations					
No Exit Interview completed	0	0	0	0	0
Other	0	0	0	0	0
Deceased	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0

Subtotal	0	0	0	0	0
Total	2	0	2	0	0
Total persons exiting to positive housing destinations	2	0	2	0	0
Total persons exiting to destinations that excluded them from the calculation	0	0	0	0	0
Percentage of persons exiting to positive housing destinations	100%	0%	100%	0%	0%
25j - Exit Destination - Subsidy Type of Persons Exiting to Rental by Client With An Ongoing Subsidy - Veteran					
	Total	Without Children	With Children and Adults	Unknown Household Type	
GPD TIP housing subsidy	0	0	0	0	
VASH housing subsidy	0	0	0	0	
RRH or equivalent subsidy	0	0	0	0	
HCV voucher (tenant or project based) (not dedicated)	0	0	0	0	
Public housing unit	0	0	0	0	
Rental by client, with other ongoing housing subsidy	1	0	1	0	
Housing Stability Voucher	0	0	0	0	
Family Unification Program Voucher (FUP)	0	0	0	0	
Foster Youth to Independence Initiative (FYI)	0	0	0	0	
Permanent Supportive Housing	0	0	0	0	
Other permanent housing dedicated for formerly homeless persons	0	0	0	0	
Total	1	0	1	0	
26a - 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	1	1		
Not Chronically Homeless	31	4	27		
Client Doesn't Know/Client Prefers Not to Answer					
Data Not Collected					
Total	33	5	28		
26b - Number of Chronically Homeless Persons by Household					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	7	2	5	0	0
Not Chronically Homeless	98	8	90	0	0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	105	10	95	0	0
26c - Gender of Chronically Homeless Persons					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Woman	2	1	1	0	0
Man	5	1	4	0	0
Culturally Specific Identity	0	0	0	0	0
Transgender	0	0	0	0	0
Non-Binary	0	0	0	0	0
Questioning	0	0	0	0	0
Different Identity	0	0	0	0	0

Woman/Man	0	0	0	0	0
Woman/Culturally Specific Identity	0	0	0	0	0
Woman/Transgender	0	0	0	0	0
Woman/Non-Binary	0	0	0	0	0
Woman/Questioning	0	0	0	0	0
Woman/Different Identity	0	0	0	0	0
Man/Culturally Specific Identity	0	0	0	0	0
Man/Transgender	0	0	0	0	0
Man/Non-Binary	0	0	0	0	0
Man/Questioning	0	0	0	0	0
Man/Different Identity	0	0	0	0	0
Culturally Specific Identity/Transgender	0	0	0	0	0
Culturally Specific Identity/Non-Binary	0	0	0	0	0
Culturally Specific Identity/Questioning	0	0	0	0	0
Culturally Specific Identity/Different Identity	0	0	0	0	0
Transgender/Non-Binary	0	0	0	0	0
Transgender/Questioning	0	0	0	0	0
Transgender/Different Identity	0	0	0	0	0
Non-Binary/Questioning	0	0	0	0	0
Non-Binary/Different Identity	0	0	0	0	0
Questioning/Different Identity	0	0	0	0	0

More than 2 Gender Identities Selected	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	7	2	5	0	0
26d - Age of Chronically Homeless Persons					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
0 - 17	1		1	0	0
18 - 24	1	0	1		0
25 - 34	2	2	0		0
35 - 44	2	0	2		0
45 - 54	0	0	0		0
55 - 64	0	0	0		0
65 +	1	0	1		0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0		0
Data Not Collected	0	0	0		0
Total	7	2	5	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
Mental Health Disorder			3	1	2
Alcohol Use Disorder			0	0	0

Drug Use Disorder	0	0	0
Both Alcohol and Drug Use Disorders	1	0	1
Chronic Health Condition	0	0	0
HIV/AIDS	0	0	0
Development Disability	0	0	0
Physical Disability	2	0	2

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	2	0	2		0
Client Doesn't Know/Client Prefers Not to Answer					
Data Not Collected					
Total	2	0	2	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	2	2	4	2

27c - Gender - Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Woman	2	0	2	0	0

Man	0	0	0	0	0
Culturally Specific Identity	0	0	0	0	0
Transgender	0	0	0	0	0
Non-Binary	0	0	0	0	0
Questioning	0	0	0	0	0
Different Identity	0	0	0	0	0
Woman/Man	0	0	0	0	0
Woman/Culturally Specific Identity	0	0	0	0	0
Woman/Transgender	0	0	0	0	0
Woman/Non-Binary	0	0	0	0	0
Woman/Questioning	0	0	0	0	0
Woman/Different Identity	0	0	0	0	0
Man/Culturally Specific Identity	0	0	0	0	0
Man/Transgender	0	0	0	0	0
Man/Non-Binary	0	0	0	0	0
Man/Questioning	0	0	0	0	0
Man/Different Identity	0	0	0	0	0
Culturally Specific Identity/Transgender	0	0	0	0	0
Culturally Specific Identity/Non-Binary	0	0	0	0	0
Culturally Specific Identity/Questioning	0	0	0	0	0
Culturally Specific Identity/Different Identity	0	0	0	0	0

Transgender/Non-Binary	0	0	0	0	0
Transgender/Questioning	0	0	0	0	0
Transgender/Different Identity	0	0	0	0	0
Non-Binary/Questioning	0	0	0	0	0
Non-Binary/Different Identity	0	0	0	0	0
Questioning/Different Identity	0	0	0	0	0
More than 2 Gender Identities Selected	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	2	0	2	0	0
27d - Living Situation - Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
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
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	0	0	0	0	0
Safe Haven	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Situations					
Foster care home or foster care group home	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
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Situations					
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Host Home (non-crisis)	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	1	0	1	0	0
Subtotal	2	0	2	0	0
Permanent Situations					
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Subtotal	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	2	0	2	0	0
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	1	1	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		
Total	2	2	3		
27f1 - Exit Destination - Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
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
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	0	0	0	0	0
Safe Haven	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Situations					
Foster care home or foster care group home	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
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Situations					
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Rental by client in a public housing unit	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Host Home (non-crisis)	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
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Subtotal	0	0	0	0	0
Permanent Situations					
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with ongoing housing subsidy	1	0	1	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0

Owned by client, no ongoing housing subsidy	0	0	0	0	0
Subtotal	1	0	1	0	0
Other Situations					
No Exit Interview completed	0	0	0	0	0
Other	0	0	0	0	0
Deceased	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	1	0	1	0	0
Total persons exiting to positive housing destinations	1	0	1	0	0
Total persons exiting to destinations that excluded them from the calculation	0	0	0	0	0
Percentage of persons exiting to positive housing destinations	100%	0%	100%	0%	0%
27f2 - Exit Destination - Subsidy Type of Persons Exiting to Rental by Client With An Ongoing Subsidy - Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
GPD TIP housing subsidy	0	0	0	0	0
VASH housing subsidy	0	0	0	0	0
RRH or equivalent subsidy	1	0	1	0	0
HCV voucher (tenant or project based) (not dedicated)	0	0	0	0	0
Public housing unit	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	0	0	0	0	0
Housing Stability Voucher	0	0	0	0	0

Family Unification Program Voucher (FUP)	0	0	0	0	0
Foster Youth to Independence Initiative (FYI)	0	0	0	0	0
Permanent Supportive Housing	0	0	0	0	0
Other permanent housing dedicated for formerly homeless persons	0	0	0	0	0
Total	1	0	1	0	0
27g - Cash Income - Sources - Youth					
			Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income			0	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
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		
Adults with Income Information at Start and Annual Assessment/Exit													0	0		
27h - Client Cash Income Category - Earned/Other Income Category - by Start and Annual Assessment/Exit Status - Youth																
Number of Youth by Income Category												Number of Youth at Start	Number of Youth at Annual Assessment (Stayers)	Number of Youth at Exit (Leavers)		
Youth with Only Earned Income (i.e., Employment Income)												0	0	0		
Youth with Only Other Income												0	0	0		
Youth with Both Earned and Other Income												0	0	0		
Youth with No Income												2	0	1		
Youth with Client Doesn't Know/Prefers Not to Answer Income Information												0	0	0		
Youth with Missing Income Information												0	0	0		
Number of youth stayers not yet required to have an annual assessment													1			
Number of youth stayers without required annual assessment													0			
Total Youth												2	1	1		
1 or More Source of Income												0	0	0		
Youth with Income Information at Start and Annual Assessment/Exit													0	0		
27i - Disabling Conditions and Income for Youth at Exit																
	AO: Youth with Disabling Condition	AO: Youth without Disabling Condition	AO: Total Youth	AO: percent with Disabling Condition by Source	AC: Youth with Disabling Condition	AC: Youth without Disabling Condition	AC: Total Youth	AC: percent with Disabling Condition by Source	CO: Youth with Disabling Condition	CO: Youth without Disabling Condition	CO: Total Youth	CO: percent with Disabling Condition by Source	UK: Youth with Disabling Condition	UK: Youth without Disabling Condition	UK: Total Youth	UK: percent with Disabling Condition by Source

Earned Income	0	0	0	0%	0	1	1	0%	0	0	0	0%	0	0	0	0%
Unemployment Insurance	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Supplemental Security Income (SSI)	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Social Security Disability Insurance (SSDI)	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
VA Service - Connected Disability Compensation	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
VA Non-Service-Connected Disability Pension	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Private Disability Insurance	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Worker's Compensation	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Temporary Assistance for Needy Families (TANF)	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
General Assistance (GA)	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Retirement Income from Social Security	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Pension or retirement income from a former job	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Child Support	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Alimony and other spousal support	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Other Source	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
No Sources	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%

	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	2	0	2	0	0
61 to 90 days	0	0	0	0	0
91 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
731 days or more	0	0	0	0	0
Total (persons moved into housing)	2	0	2	0	0
Not yet moved into housing	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total Persons	2	0	2	0	0
27m - Education Status - Youth					
Current school and attendance				At Project Start	At Project Exit
Not currently enrolled in any school or education course				0	0
Currently enrolled but not attending regularly				0	0
Currently enrolled and attending regularly				0	0
Client Doesn't Know / Prefers Not to Answer				0	0

Data not collected	0	0
For those not enrolled - most recent education status		
K12: Graduated from high school	0	0
K12: Obtained GED	0	0
K12: Dropped out	0	0
K12: Suspended	0	0
K12: Expelled	0	0
Higher education: Pursuing a credential but not currently attending	0	0
Higher education: Dropped out	0	0
Higher education: Obtained a credential/degree	0	0
Client Doesn't Know/Prefers Not to Answer	0	0
Data not collected	0	0
For those currently enrolled - current status		
Pursuing a high school diploma or GED	0	0
Pursuing Associate Degree	0	0
Pursuing Bachelor Degree	0	0
Pursuing Graduate Degree	0	0
Pursuing other post-secondary credential	0	0
Client Doesn't Know/Prefers Not to Answer	0	0
Data not collected	0	0
Total persons	0	0