PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Community Action Council

Mailing Address: PO Box 11610, Lexington, KY 40576

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

Phone: (859) 233 - 4600

Is your Agency registered with the IRS as a 501(c)3 organization? ☑ Yes ☐ No
*Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.*

Does your agency have a Silver Seal of Transparency or higher profile on GuideStar.org? ☑ Yes ☐ No
Note: Agencies must have a Silver Seal of Transparency or higher profile with GuideStar.org to be eligible for ESR funding.

Website Address: www.commaction.org

Agency Representative *(typically the Executive Director - Name, Title, Phone, Email)*:
Sharon Price, Executive Director, 859-233-4600, Sharon.Price@commaction.org

Person Completing Application *(Name, Title, Phone, Email):*
Kevin Murphy, Community Development Specialist, 859.233.4600 kevin.murphy@commaction.org

Program Information

Name of program for which funds are being requested: **Emergency Family Housing**

Total Funding Amount Requested: $ **146,858**

RFP #6-2020 PROPOSAL SUBMITTAL FORM

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

5.1 Program Design & Performance

5.1.1 General Shelter Information **15 Points**

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

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

Emergency Family Housing (EFH) utilizes a nontraditional shelter model to annually meet the emergency shelter needs of up to 81 persons—or 27 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. The Council's non-traditional, scatter-site model is more cost-effective and allows families to preserve more dignity than traditional shelter models. Additionally, the Council's person-centered, strengths-based approach helps families meet their immediate and ongoing needs, such as obtaining personal care items and accessing local resources, as it assists them in rapidly obtaining permanent housing.

Referrals are accepted M-F, 8:30am-5:00pm, via phone, email or in person; and via phone and/or email from 5:01pm-11:59pm, M-F and on weekends. Referrals made between 12:00am-8:30am will be reviewed the following morning. As operator of the Lexington-Fayette County Coordinated System of Entry, the Council is committed to ensuring quick and equitable access based on acuity. As the grantee implementing LFUCG's Assertive Street Outreach program, the Council is well positioned to quickly establish contact with families experiencing homelessness.

Mr. Marty Jones, Director of Housing and Homelessness Services (DHHS), provides administrative oversight.

All required documentation is attached. A cross-reference guide is provided.

5.1.2 Rapid Resolution, Housing Oriented **25 points**

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

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

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

Staff begin discussing diversion at first contact with the completion of a pre-screener to identify potential alternatives (including financial assistance and mediation) and determine EFH eligibility. Upon entry, staff complete a thorough intake process, explaining the EFH program, assisting the family in completing initial paperwork and provide information about fair housing requirements, tenant expectations and responsibilities and available community resources. As a component of its comprehensive case management strategy and incorporating best practices (including trauma-informed care), staff immediately begin working with families to reduce barriers, such as utility/rental arrears, unemployment and soft skills development, and the high cost of childcare; assist families in accessing mainstream and other public benefits, vital records and other eligibility documentation; and assistance enrolling in job training/job search assistance or educational programs. Transportation assistance may be provided.

Staff and families meet at least weekly, or more frequently if needed, to discuss housing options and assess progress toward goals. For guests that remain for more than 14 days, staff complete the Vulnerability Index–Service Prioritization Decision Assistance Prescreen Tool (VI-SPDAT) and enter them into OneDoor Lexington (ODL). The VI-SPDAT assists staff in developing individualized goal and housing plans, including developing safety plans for those fleeing domestic violence. The DHHS participates in OHPI Board and committee meetings.

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

5.1.3 Low-Barrier **15 points**

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

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

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

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

By signing the Participant Program Agreement (PPA), families agree to: comply with housing complex conditions; maintain the shelter unit in a clean and safe condition; and actively participate in EFH as described in the Individual Service Plan (ISP). Vacating a housing unit for more than five days, without notifying EFH staff, may result in program exit. Participants may also be expelled for gross misconduct, such as engaging in behaviors that place the health and safety of fellow tenants, service providers, or property at significant risk. Final decisions regarding termination will be addressed between EFH staff and supervisors and, as necessary, property owners/managers. Participants will have the right to appeal the decision, the process for which is provided to each family during intake. Between July 2018 and March 2020, 35 families have participated in EFH. Of that number, only four families exited for reasons other than a positive outcome.

5.1.4 Actual Results **10 Points**

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

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

- **Submit reports from January 1, 2019 to December 31, 2019 as attachments**
    - **CoC APR**
    - **CoC CAPER**

Please see attached CoC APR and CAPER for more information.

5.1.5 Capacity, Cost Effectiveness, & Budget **10 points**

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

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

Complete this table by indicating the total in the column to the right, then respond to the narrative prompts below:	**Total**
***Number of individual beds available:	38
***Number of units available for families, if applicable:	8
Funds requested from LFUCG:	146,858
Average nightly census for individuals based on KYHMIS data:	30
Average nightly census for families based on KYHMIS data:	8
Total annual budget for shelter (all funding sources):	176,916
% LFUCG investment (LFUCG Request/Total Budget * 100):	83 **%**

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

Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. *(Including total amount of ESR grant request.)* **The Program Budget will be the same for both FY21 and FY22; there will be no increases in award for Year 2 of the grant.**

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

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

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

This section provides a summary of the total proposed Program Budget for FY 2021. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2021 program expenditures.

Total Program Budget

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

ESR Grant Funding Request

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

Non-LFUCG Program Funding

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

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

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

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

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

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

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

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

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

PROGRAM BUDGET SUMMARY

Agency Name **Community Action Council**

Program Name **Emergency Family Housing (EFH)**

FY 2021 (July 1, 2020--June 30, 2021) Total Program Budget

	# of Employees:	Column A Total Program Budget [= B+C]	Column B ESR Grant Funding Request	Column C Non-ESR Program Funding [A-B]
1. Staff Salaries for Program				
Full-Time (FTE)	1	31,431	25,641	5,790
Part-Time		0		
Total Salaries		31,431	25,641	5,790
3. Consultant Services	$	0	0	0
list details	N/A			
4. Space/Facilities	$	2,147	2,147	0
list details	$2,147 to provide for costs related to office and meeting space to operate EFH.			
5. Operating Expenses	$	124,373	100,105	24,268
list details	Operating Expenses include: short-term hotel stays ($15,000), master-leased rental units ($89,293), in-area travel ($650), program supplies ($3,213), insurance and bonding ($402), training expenses ($2,835), client benefits such as bus passes, arrears, vital records ($5,880), utilities and security deposits ($5,500), contract expenses ($1,600).			
6. Scholarships / Stipends	$	0	0	0
list details - numbers & amounts	N/A			
7. Other	$	18,965	18,965	0
list details	$16,085 - To provide for the portion related to programs costs for administrative functions such as Accounting, Human Resources, and the Office of the Executive Director, as approved by the Council's approved Negotiated Indirect Cost Rate Agreement. $2,880 - allocation of shared IT/Communications services.			
8. TOTAL FY21 PROGRAM BUDGET *(Program budget will be the same for FY22; no increase in award for Year 2 of the grant)*	$	176,916	146,858	30,058

Cost per Program Participant: $ **2,184**

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

Authorized Representative *(typed name)*: Sharon Price

Title: Executive Director **Date**: 4/1/2020

5.2 Capacity & Sustainability

5.2.1 Staff Qualifications & Experience **5 Points**

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

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 in the Region 6 Balance of State.

Mrs. Francia Gonzalez, Housing Case Management Specialist, is a certified HUD counselor and has worked with families with low income in obtaining identification and eligibility documentation, and provide training in emergency savings, budgeting, credit building, obtaining employment, and childcare. She holds a B.A in Spanish from Eastern Kentucky University and joined the Council in January 2020. She also has experience with Community Ventures Kentucky, a 501[c]3 nonprofit organization with a community and civic development focus. She, in coordination with the DHHS, will work with local shelters, OHPI, and other Council staff to rapidly move families in need of emergency shelter toward permanent housing solutions.

The Council has many years of experience in housing related matters, including the provision of assistance to persons experiencing homelessness. It currently operates no less than 11 programs in such areas as permanent supportive housing, rapid rehousing, rental assistance, domestic violence, and assertive street outreach. As mentioned elsewhere, the Council is operator of the Lexington-Fayette County Coordinated System of Entry.

5.2.2 Partnership & Resource Leverage **5 Points**

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

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

EFH is unique within Lexington's shelter network as the only program that allows two-parent and group families to remain together as a family unit while in shelter. The Council also utilizes a more cost-effective, "transition-in-place" model, when appropriate. EFH partners with Microtel Inn and Suites, Stonebridge Apartments, 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's partnership with Divine Providence Way, Inc., which had previously provided in-kind support through access to reduced cost housing units, has been disrupted. The Council has subsequently developed a partnership with Lexington Housing Authority for two units. The Council also leverages its supportive/permanent housing programs and other services (Head Start, LIHEAP, and CSBG), as appropriate. This ensure that EFH guests can access all available resources and provides crucial support as the family exits to permanent housing and towards self-sufficiency. The Council also has several Board members from local housing providers to provide informed oversight of the Council's housing programs.

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 will continue to build and strengthen relationships with other community partners, such as landlords, local businesses, private individuals—in the form of monetary contributions and donations of goods and services—in order to help meet the needs of each family.

5.2.3 Outreach & Inclusion Strategy **15 Points**

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

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

As one of about 1,000 community action agencies across the country, the Council is committed to providing equitable service opportunities not just for persons impacted by poverty, but for all people throughout the community, including the often marginalized, such as persons with physical or other disabilities and persons with limited English proficiency. In addition, the well-documented destructive, potentially devastating, effects of family separation and homelessness on children compels their inclusion and prioritization.

These principles of inclusion and outreach are embedded in the Council's culture as well as its policies and procedures. Its tripartite board is comprised 1/3 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.

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

Required attachments with Proposal Submittal Form (8 total):

5.1.1 General Shelter Information

- Does your emergency shelter consistently implement practices to meet people where they are, and provide person-centered care that focuses on personal strengths? **(submit documentation as an attachment)**
- What policies or value statements convey clear expectations that guests will be treated with dignity and respect, and how does the shelter monitor adherence to these expectations? **(submit documentation as an attachment)**
- Does the shelter involve guests in governance and operations? **(submit documentation as an attachment)**
- **Submit reports from January 1, 2019 to December 31, 2019 as attachments:**
  - **CoC APR**
  - **CoC CAPER**

5.1.3 Low Barrier

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