

Before Starting the CoC Application

Note: This application is in Draft Form and is being posted on the KHC website for public view on 9/12/16. No substantial changes are anticipated, but edits will be made for grammar, omissions, clarifications, etc. Once submitted to HUD, the final version will be posted.

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

The Collaborative Applicant is responsible for:

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

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

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

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

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

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

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

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

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

1A. Continuum of Care (CoC) Identification

Instructions:

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

1A-1. CoC Name and Number: KY-500 - Kentucky Balance of State CoC

1A-2. Collaborative Applicant Name: Kentucky Housing Corporation

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Kentucky Housing Corporation

1B. Continuum of Care (CoC) Engagement

Instructions:

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

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

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	No
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	No
Law Enforcement	No	No	No
Local Jail(s)	No	No	No
Hospital(s)	No	No	No
EMT/Crisis Response Team(s)	No	No	No
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	No
CoC Funded Youth Homeless Organizations	Yes	Yes	No
Non-CoC Funded Youth Homeless Organizations	No	No	No
School Administrators/Homeless Liaisons	Yes	Yes	No
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes	No
Street Outreach Team(s)	Yes	Yes	Yes
Youth advocates	Yes	Yes	No
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
HOPWA Funded Service Provider	Yes	Yes	Yes
SSVF Provider	Yes	Yes	Yes

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

New members are sought annually via e-gram/regional mtgs. All mtgs are publicized via e-gram & press notices. Anyone can participate during mtgs & doesn't have to wait for a public comment time to provide input. The Brd. has committees with stakeholders with diverse opinions. CoC relies on churches, non-profits, law enforcement to help plan/conduct PIT allowing many to have a say in outreach to homeless. Exp 1: Rep for all KY VSPs is on Coordinated Entry (CE) Cmte & attends Brd. mtgs. She helped develop policies allowing VSPs to fully participate in CE. Exp 2: The CoC gets input from KY Ed. Dept McKinney Vento Liaison (MVL) who oversees all KY MVLs, attends CoC Brd mtgs & provides perspective we would not know from CoC-funded projects alone. The MVLs will play a big role in finding homeless youth for '17 PIT. CoC has SSVF/vet providers on Brd. With their help, CoC held daylong session with KY Nat. Grd. fam. support reps to solicit input on challenges with housing vets/finding ways to fix gaps.

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

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
Brighton Center	Yes	Yes	No
Mountain Comprehensive Care Center	Yes	Yes	No

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

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

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
Barren River Area Safe Space, Inc	Yes	Yes
Merryman House	Yes	No
Safe Harbor, Inc	Yes	No
Springhaven, Inc	Yes	No
Sanctuary Inc	Yes	No
Center for Women and Families	Yes	No
Women's Crisis Center	Yes	Yes
OASIS	Yes	No
Bethany House Abuse Shelter	Yes	No
Kentucky Coalition Against Domestic Violence	Yes	Yes

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

At annual regional CoC mtgs, Collaborative Applicant encourages partners, including those with no prior CoC funding, to apply for new projects via reallocation/PH Bonus. As part of 2016 app process, Brd approved scoring/ranking guidelines (i.e. RFP). RFP was posted on web & publicized via e-gram multiple times, which goes to 100s of stakeholders/interested parties across KY & beyond. Existing grantees are asked to share RFP with others in their communities. This year, through the solicitation, CoC received applications from two new applicants with no prior KY BoS CoC funding. One had never been involved with CoC at all, but was interested in reducing veteran homelessness. New projects are able to be placed in Tier 1 or 2. Renewal projects are not automatically placed above new. New projects scored on commitment to HUD policy priorities and targeted subpopulations. ESG grantees not already receiving CoC are encouraged to apply for CoC funds to increase housing options for their clients.

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

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

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

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

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	8
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	8
How many of the Con Plan jurisdictions are also ESG recipients?	1
How many ESG recipients did the CoC participate with to make ESG funding decisions?	1
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1

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

CoC members (Brd members/CoC-funded agencies) & staff KY attend Con Plan meetings in respective local participating jurisdictions (PJs) to ensure plan is consistent with goals/priorities of CoC. (3+ hours for each PJ, at least annually). Several made public comments advocating for \$ to be used to create/preserve affordable housing. For the State PJ, KY BoS CoC advocated for funds to remain in HOME TBRA to provide more housing options. In some areas, CoC membership submitted written comments. CoC staff is also responsible for state Consolidated Plan development (annually, 160 hrs + over weeks). CoC staff help write the Con Plan/Action Plans & is responsible for monitoring/reporting progress (annually, 100+ hrs). CoC provides PIT data to all PJs at least yearly & answers questions/provides more detail upon request (20 hrs/year).CoC staff also serve on Con Plan project allocation committees & advocates for funding to be used to serve homeless or prevent homelessness. (20+ hrs, quarterly).

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

The CoC Collaborative Applicant, KHC, is the only ESG recipient in the CoC's geographic area. This allows for constant strategic collaboration. Though not required to, KHC allocates ESG through a competitive app. process. The CoC has called for more PH beds, so KHC established a min. % of ESG funds that must be used for RRH. Applicants get more points for the % of RRH funds requested. KHC staff uses the HUD APR to evaluate performance of CoC & ESG projects. In this last ESG app. round, projects were required to describe plans to assist CoC in meeting System-wide Performance Measures. ESG-funded RRH and RRH are part of system performance measures evaluation. Through training, technical assistance and policies, CoC works with ESG recipients to ensure high HMIS data quality & positive outcomes. ESG grantees are members of CoC & are required to participate in CoC mtgs. The CoC has established performance benchmarks & is developing governance policies that apply to CoC and ESG agencies.

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

The Ky Coalition Against Domestic Violence(KCADV) is the state advocacy group with 15 member VSP agencies serving all KY counties. VSP agencies attend all full CoC meetings & one member sits on the COC Board. All KCADV members offer residential & non-residential services to clients including legal advocacy, financial education & emergency assistance. All services are voluntary. 12 of 15 members receive either COC or ESG or both for ES, TH or PH. 14 programs receive funding from DOJ through the state VOCA & VAWA grants. KCADV has received two 3-yr Trans Hsg grants from DOJ. KCADV receives HHS funds from the FVPSA & passes to all 15 members. All victims who present at general homeless service providers are given the option to work with a VSP. A Common Assessment form is completed at the VSP & a non-identifying summary form is sent to the local prioritization group for inclusion. VSPs all use a locally-hosted, password protected client database that is NOT shared with any other agency.

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

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Kentucky Housing Corporation	0.00%	Yes-HCV
Housing Authority of Frankfort	0.00%	No
Hopkinsville Housing Authority	3.00%	Yes-Both
City of Covington	0.00%	No
Cumberland Valley Housing Authority	0.00%	Yes-Both

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

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

The lead agency for the CoC is KHC. KHC administers the HOME TBRA program. 10 TBRA projects specifically target homeless people & are encouraged to do so through a competitive app.HOPWA funds are used by 2 out of 3 agencies to target homeless.KHC in partnership with the KY Cab. for Health/Family Services, provides vouchers Olmstead subpop in danger of being institutionalized. KHC admins the Chafee Rm/Brd initiative, which provides housing assistance to youth 18-21 who have aged out of foster care-many are

homeless.VA GPD and SSVF RRH is available. There is some faith-based housing. Ex: In W.KY, a non-funded program, Hotel, Inc. provides short term rent assistance/case management & trans.housing. Some areas use Trans. Hsg funding from the US OVW to help DV victims. LIHTC program is being used this year to fund projects that specifically target homeless. Projects in the geo. area must get a ltr. of support from the BoS CoC to be funded. CoC was involved in developing the LIHTC QAP.

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

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 1000 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

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

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

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

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

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

N/A

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

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

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

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

BoS CoC CE implemented fully in geo. area in 6 regions; has system-wide policies to ensure standardized assessment by requiring all CoC/ESG projs. to use VI-SPDAT; has No Wrong Door model so access to hsg equal/easy to all, including VSPs; adopted CPD 16-11 to prioritize thru CE; 94% of projs. use Hsg. 1st- so barriers reduced for those in need, helping move people to PH fast. Resources pooled & prioritization list used to enroll, not first-come/first serve in "my" proj. only model. CE quickly connects people w/ right resources available in area. In past, people waited for opening w/in proj. where they came. Serv. Providers/schools w/in CE areas told about CE; either conduct VI-SPDATs/or connect client w/ ones that do. Local prioritization cmtes. meet at least bi-weekly to work through list using sev. of need acuity score. CoC working with 211 to use sys./advertise, reach areas w/ no hsg. projs.; distributing posters to libraries/hospitals, etc. to reach those not going to hsg. projs.

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

enter the information in the blank text box, click "Save" at the bottom of the screen, and then select the applicable checkboxes.

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

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

Instructions

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

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

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	51
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	9
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	42
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

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

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

Need for specialized population services:

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

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

Scoring of projects was used to prioritize projects. As part of scoring, project type was considered, with PSH receiving max pts as pop served must have disability. PSH with dedicated CH beds received max pts. bc pop. served has most severe needs/vulnerabilities. TH projects serving youth, DV, or for recovery received more pts than general TH pop. as these special pops have unique needs likely more severe than general pop. Projects serving higher pop of clients coming from streets/ES based on past performance received max pts. Projects with the highest % of clients with no income at entry got max pts. Projects using Housing First/Low Barrier received max pts. bc they do not screen out/terminate for things such as past criminal history, current/past sub. abuse. Projects received max pts. for committing to follow CPD Notice 16-11.

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

The proposed scoring/ranking/selection criteria/process was first shared at a public CoC Brd. mtg on 7.21.16. Copies were provided in person/made available to the online audience participating by webinar. The draft docs were made available for further public view on the KHC website (lead CoC agency) on 7.29.16 in advance of the 8.1.16 Brd. mtg. where they were scheduled to be approved. A notice of the availability of docs was sent via e-newsletter (eGram) to the full CoC membership & other interested parties registered to receive BoS CoC alerts. Once approved by the Brd, the final docs were posted to the web on 8.5.16. On the same day, another eGram was sent to the full CoC membership and others signed up to receive CoC notifications.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached). 09/12/2016

1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.) Yes

1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.) 08/30/2016

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

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

Instructions

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

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

Annual performance reports are gathered at least annually from project recipients of COC program funds. Through the APRs, the collaborative applicant staff are able to determine project utilization rates, housing stability, destinations at exit and the success programs are having in helping clients gain income and mainstream benefits. APRs are also used to monitor expenditure rates and match contribution levels for compliance. Collaborative applicant compliance staff review client eligibility and expenditure eligibility documentation during on-site monitoring reviews. In addition, compliance staff also ensure project partners have minimum policies in place to comply with program regulations.

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

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

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

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

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

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

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

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

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

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

Instructions

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

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

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

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$298,647
ESG	\$0
CDBG	\$0
HOME	\$0
HOPWA	\$0
Federal - HUD - Total Amount	\$298,647

2B-2.2 Funding Type: Other Federal

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

2B-2.3 Funding Type: State and Local

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

2B-2.4 Funding Type: Private

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

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	\$121,617
Other - Total Amount	\$121,617

2B-2.6 Total Budget for Operating Year	\$420,264
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2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

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

2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy): 05/02/2016

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

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	1,173	342	366	44.04%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	595	123	435	92.16%
Rapid Re-Housing (RRH) beds	251	27	130	58.04%
Permanent Supportive Housing (PSH) beds	1,188	142	806	77.06%
Other Permanent Housing (OPH) beds	0	0	0	

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

For ES, other than the DV beds, the ones not using HMIS do not receive fed. funds. Outreach to these ES is done by CoC partners, HMIS Lead & CoC Lead. Frequent, accessible training is provided for new users & those interested in learning about HMIS capabilities. Through the implementation of Coord. Entry, more non-funded ES are interested. For small ES, we offer a very affordable fee. As System-wide performance measures continue involve community collaboration, non-HMIS partners will be incented to use the system by reducing the staff time & cost burden involved. For PSH, rate is below 85% bc CoC has many HUD-VASH beds. We continue to work with VA partners to use it. For RRH, the coverage rate should actually be 89%. The reason it is not 100% is because if DV beds. There was an error made on the '16 HIC. Our SSVF RRH project w/ 77 beds mistakenly did not report beds as HMIS. Also, one other RRH project did not have all of its beds marked as HMIS. Proof included as attachment.

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

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

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

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

Instructions:

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

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

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	1%	1%
3.3 Date of birth	1%	0%
3.4 Race	1%	0%
3.5 Ethnicity	1%	0%
3.6 Gender	1%	0%
3.7 Veteran status	1%	0%
3.8 Disabling condition	2%	0%
3.9 Residence prior to project entry	2%	0%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	0%
3.15 Relationship to Head of Household	13%	0%
3.16 Client Location	2%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	12%	0%

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

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

None	<input type="checkbox"/>
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2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR? 10

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

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

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

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

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

N/A

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

Instructions:

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

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

- 2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count?** Yes
- 2E-2. Indicate the date of the most recent sheltered PIT count: (mm/dd/yyyy)** 01/27/2016
- 2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD?** Not Applicable
- 2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: (mm/dd/yyyy)** 05/02/2016

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

Instructions:

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

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

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

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

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

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

The CoC uses a complete census count with HMIS and individual client-level surveys for collection from non-HMIS agencies. Surveys are collected using one-on-one interviews with staff/volunteers the night of the PIT. Survey admins

enter the data electronically to ensure data is reported quickly to prevent loss of surveys, ensure consistency, and to facilitate reporting and analysis. Our methodology relies heavily on local partners-HMIS agencies held accountable for high data quality and non-HMIS agencies that use the same survey across the state. The CoC provides mandatory, detailed, in-person training at the regional level on the admin of the survey.. Because the CoC is so geographically dispersed, extrapolation would require a number of considerations that are not guaranteed to provide reliable data from one area to the next. Also, in order to demonstrate improvement, doing a census count of areas counted at least the year before helps provide an idea of progress.

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

N/A

2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? Yes

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

The change was not significant, but was due to some agencies no longer being in business (mainly Emergency Shelters). One for example caught on fire prior to the Count and may not rebuild. Some new shelters that had not existed or participated in the past did so this year.

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

Instructions:

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

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

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

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

N/A

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

Instructions:

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

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

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

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

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

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 05/02/2016

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

Instructions:

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

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

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

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

Night of Count: Known locations-Enumerators are trained on safety and interviewing methods in order to collect the most accurate data possible as self-reported. Everyone is interviewed, no sample. Service-based count: all local community agencies that come into contact with the homeless population are asked to participate. They are trained on how to complete the survey.

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

(limit 1000 characters)

N/A

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

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

(limit 1000 characters)

N/A. Answered yes to 2I-4.

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

Instructions:

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

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

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

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

There were no changes to the way the CoC implemented the unsheltered PIT count from 2015 to 2016, that would affect data quality. We strive to maintain consistency year after year to ensure good longitudinal data that can be relied upon to monitor changes and assess trends.

3A. Continuum of Care (CoC) System Performance

Instructions

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

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

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

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

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	2,119	2,057	-62
Emergency Shelter Total	967	1,003	36
Safe Haven Total	0	0	0
Transitional Housing Total	530	481	-49
Total Sheltered Count	1,497	1,484	-13
Total Unsheltered Count	622	573	-49

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

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

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	4,306
Emergency Shelter Total	3,227
Safe Haven Total	0
Transitional Housing Total	1,301

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

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

(limit 1000 characters)

CoC collaborative applicant is PHA for 87 cos/has 100 HCVs for at-risk vets. Hsg & mainstream providers make referrals. CoC is a part of the KY Interagency Council on Homelessness & has data cmte. to find risk factors for homeless & uses data to create/adjust policies to prev. homelessness like discharge planning. HH w/ job loss or 15% loss in can have mortgage paid thru program. Exp. of CoC-funded partners' intake processes & partnerships with other providers include: using risk factors like request for meals, receiving TANF cash assistance, requests for electric bill or child care help, LIHEAP. Persons are immediately connected with services or discussed during CE prioritization mtgs for diversion. Case management. conf. w/ multiple serv. providers used to discuss at-risk cases. Liaisons w/ mental health hosp. identify persons likely homeless at discharge to develop prevention plan. VSPs partner with local law enforcement to find persons arrested/encountered who are DV victims.

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

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

(limit 1000 characters)

APR data analyzed to ensure projs. meet benchmarks. TA is provided if not. VI-SPDAT used across geo. area to quickly find the right hsg option. By pooling com. resources for Coord. Ent., hsg accessed faster. CoC has intentionally increased the avail. of RRH beds through realloc./CoC Bonus, ESG min. requirements, which has helped reduce amount of time people wait in shelters/streets. Use of CE/VI-SPDAT ensures those with longest time homeless prioritized. CPD Notice 16-11 adopted & training is planned. Upcoming KY hsg conf. will focus on developing relationships w/ landlords to know who will take RRH/PSH vouchers. NAEH RRH Standards/Perf. Benchmarks have been embraced. CoC Brd. Perf. Measures Cmte. tasked w/ tracking progress/creating strategies. PHA for 87 counties is developing Hsg Pref. to move PSH clients to HCV who are able so PSH can be used for those w/severe need/longterm homeless. Bc affordable units are scarce in rural areas, CoC lobbied for LIHTC, HOME, HTF to target to homeless.

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

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

**3A-4a. Exits to Permanent Housing Destinations:
Fill in the chart to indicate the extent to which projects exit program**

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participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	1,968
Of the persons in the Universe above, how many of those exited to permanent destinations?	1,639
% Successful Exits	83.28%

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

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	1,177
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	1,080
% Successful Retentions/Exits	91.76%

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

From SPM Metric 2 Rpt via HMIS, BoS overall return rate @ 2 yrs = 13%. ES/TH rate > 2x PH @ only 6%. HMIS analyzed to find trends by proj. type to see why/make policy changes. CoC Brd has SPM Subcmte to track/report this info. Projs. use HMIS recidivism reports to review at proj. level. Strategies in place: Housing First-94% projs. using it, helping clients stay in hsg/not evicted for setbacks like alcohol use. All CoC/ESG projs. use VI-SPDAT to find right housing/service intervention to help w/ success. For app scoring, projs. rewarded not only for exits to PH, but increasing cash income/non-cash benefits. Projs. connect clients with workforce programs & helps access mainstream benefits quickly. Proj. case mngt teams meet at least monthly/reviews HMIS recidivism reports to strategize about individual cases. Adopted NAEH RRH Standards & build relationships w/ landlords/advocates for client/mediate issues that may result in eviction. Most programs continue to offer services after exit.

3A-6. Performance Measure: Job and Income Growth. Performance Measure: Job and Income Growth. Describe the CoC's

**specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources.
(limit 1000 characters)**

CoC provides TA/trainings on ways to increase income; app scoring criteria includes % emp. income, % "other" income increase & projs. commitment to helping access mainstream bens. CoC encourages projs. to have => 1 SOAR trained staff. 600+ homeless staff in past 10 yrs trained w/ goal to increase SSI/SSDI enrollment. Proj. Exp: Welcome House in N.KY Soc. Sec. Outreach staff help clients apply for SSI/DI & advocates for client. CAC in central KY has program called PREPared, which helps clients be work ready. BRASS VSP in S. KY has Opt for Change program to connect clients w/ sustaining employment. All projs. assess clients asap after entry to know what mainstream bens. already obtained/apply for more. Overall performance for earned-income increase is close to U.S. benchmark. "Other" income increase must be improved (16% stayers/12% leavers). Strategy: Projs. doing much better asked to serve as peer mentors to help share best practices/help redesign programs to increase "other" income.

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

CoC-funded projs. work w/ a # of emp. orgs. across the 118-county geo. area. Many have formal relationships &/or long-term, well-established relationships where referrals are made both ways. Some orgs come to the projs. locations. The primary orgs projs. work with are 1)KY Voc Rehab to provide counseling, assessment, develops Individualized Plans for Employment for persons w/ disabilities 2) KY Career Center, helps with job readiness, resume writing, skill training, job placement 3) Dept Community-based Service, Family Support Office, which helps with job readiness for people receiving TANF 4) Goodwill Industries, which provides on-the-job training, helps develop appropriate job behaviors, job search, short-term job coaching and support, suggestions for job modifications, and progress monitoring. The CoC has 50 TH/PH projects. No SH. Projs. polled & 50/50, or 100%, have direct relationships with one or more of the orgs listed & regularly connect participants with employment services.

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

For BoS CoC with 118 counties, it can be very difficult to access every area during one 24-hour period. Agencies with multi-county service areas were asked to identify unsheltered homeless in each county. They all were aware from experience which areas had unsheltered homeless and which one didn't. Efforts were still made to locate, but in several areas that were more rural and remote, none were found. Outreach to law enforcement and elected officials was done to identify areas where known homeless could be located. Only areas with no contacts/volunteers at all (very few)were excluded. Outreach will continue to be done in these areas. For these areas, homeless persons typically

move to nearby counties with some services. On the PIT survey, people are asked where their homelessness originated. This captures most counties so it is possible to see likely areas where people from certain counties relocate when they become homeless.

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

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

Only excluded by no one being found there or historical knowledge of difficult in finding people in remote areas of rural, mountainous/wooded areas.

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

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

N/A

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

Objective 1: Ending Chronic Homelessness

Instructions:

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

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

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

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

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	66	79	13
Sheltered Count of chronically homeless persons	45	29	-16
Unsheltered Count of chronically homeless persons	21	50	29

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

The increase in the number of unsheltered chronically homeless is attributable to two factors. The first is that enumerators in 2016 were asked to use their best judgment as to whether or not a person's chronically homeless status could be confirmed if eligibility were to be determined. Examples of reasons to say yes included knowledge of the individual from serving the person or witnessing them for many months/years living outside. In 2015, enumerators had to attempt to get some type of documentation on the night of count. It was decided the 2015 method was too rigid. Second reason is because one county with a much larger population across the river from Cincinnati, Ohio was able to recruit significantly more volunteers to locate and survey unsheltered homeless. CH count in that one county made up for a large portion of the increase year over year.

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

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.	283	24	-259

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

The # of beds dedicated for CH actually increased from 2015 to 2016 from 283 to 329. Looking in HDX to answer this question, it was discovered that there was a data entry error made whereby not all projs. w/ dedicated CH beds were marked as such. This unfortunately makes it look like there was a dramatic reduction. The following projs. should have been marked as having CH ded. beds: Boone Co. VASH, 22; Community Action Samartan, 14; Housing Now PH, 80; Housing Authority of Hopkinsville, 33; Housing Authority of Covington, 55; Kentucky Housing Corp VASH, 81; Kentucky River Foothills Estill Co, 4; Mountain Comp Care Shelby Valley, 40; this is in addition to the 24 correctly reported. All projects listed above had beds dedicated to CH in 2015 and still had those beds dedicated in 2016. An attachment has been included to the application showing the correct information. We respectfully request consideration for 3B1.2 for actually increasing the # of PH dedicated beds from 2015 to 2016.

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

Recordkeeping Requirements for Documenting Chronic Homeless Status?

3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found. page 12

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

This question will not be scored.

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

The CoC adopted CPD Notice 14-012 and voted to replace its Standards with CPD Notice 16-11. The number of CoC funded PSH beds dedicated to CH has increased substantially over last year. Coordinated Entry is being implemented across the geographic area, with chronically homeless individuals and families prioritized first. The VI-SPDAT is used to recommend clients for PSH. The CoC Collaborative Applicant is also the PHA for the majority of counties in the CoC geo area. It is developing a Move-Up Initiative where clients currently in PSH who could be stably housed using an HCV (and willing to do so) will be moved to HCV and then the PSH beds can be used for CH clients. By increasing the number if RRH beds available in the CoC, people are able to access housing much faster coming from the streets or emergency shelters. This prevents them from becoming CH in the first place. The CoC has partnered with the State Dept of Medicaid to see how housing resources (including public housing authority resources) can be combined together to developed more Supportive Housing options for CH and others as the CoC recognizes that CoC funded PSH alone will not solve the problem. Lastly, partnerships with veteran housing providers has allowed many vets to access those resources, thereby freeing up CoC funded PSH beds for non-veteran CH homeless.

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

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

Instructions:

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

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

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

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

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

CoC has successfully reallocated all but 3 TH projs. to PH. # PH projs., especially RRH has grown greatly since '14. RRH often best option for HH w/ children. In PY14, CoC prog. had 3 RRH projs. In PY16, 11 RRH projs.. 94% of projs are using Hsg. First approach, reducing barriers. CoC increased projs using ESG for RRH by 18% from '15 to '16. CoC has embraced NAEH RRH Prog. Standards. Projs. have willing-to-rent landlord lists, build relationships w/ them. For exp: Welcome House has staff whose job is to recruit/maintain relationships w/ landlords to reduce time it takes to find hsg. All HH w/children assessed w/ F-VI-SPDAT, Crd. Ent. used to move people quickly to best hsg option. CE prioritized highest need families. Projs track time on by-name list/hold case mtgs to solve reasons for length > 30 days. CoC working w/ PHA to start Move Up prog. to free up PSH beds. VSPs worked w/ PHAs to have preference for DV HH w/ children. CoC will keep giving > pts to RRH for HH w/child.

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

	2015	2016	Difference
RRH units available to serve families in the HIC:	21	107	86

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

CoC policies and procedures prohibit involuntary family separation:	<input checked="" type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input type="checkbox"/>
Working with ESG recipients it is built into funding agreements and monitoring procedures	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

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

PIT Count of Homelessness Among Households With Children

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	286	251	-35
Sheltered Count of homeless households with children:	219	207	-12
Unsheltered Count of homeless households with children:	67	44	-23

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

From '15 to '16, overall, sheltered, & unsheltered # of HHs w/ children decreased more (-35 HH, -12 HH, -23 HH respectively) than from '14 to '15 (-1 HH, -1 HH, 0 HH respectively). The change for both sheltered/unsheltered can be attributed primarily to the increase in RRH units available across geo. area. W/ the support of CoC Advisory Brd, KHC, the CoC Collaborative App. & only ESG recipient for KY (except Lex & Lou), has established a policy where a min. of approx. 40% of ESG funds must be used for RRH. ESG funds are allocated via competitive app process. Higher % of RRH beds for project, higher pts. Many agencies who once only used ESG for shelter, now use funds for shelter & RRH. We expect to see an even greater decrease between '16 & '17 because numerous TH CoC-projects converted to RRH in the 2015 competition. As Coord. Ent. Is implemented across the BoS, prioritization of families w/ highest needs will help drive #s down. Family VI-SPDAT used CoC-wide to better assess families.

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

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

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

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

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

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

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

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2015)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	264	286	22

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

N/A

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$556,681.00	\$556,681.00	\$0.00
CoC Program funding for youth homelessness dedicated projects:	\$0.00	\$0.00	\$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$556,681.00	\$556,681.00	\$0.00

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

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	10
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	66
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	15

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

CoC shared simple ESG/CoC eligibility docs. w/ LEAs. LEAs help w/ PIT to identify HH w/children. State Mc-Vento Coord. attends CoC Brd. & Coord. Ent. Mtgs, encourages LEAs to participate in local CE/use VI-SPDAT. CoC/ESG projs. work w/ LEAs to find HH experiencing/at-risk of homelessness to ensure housing/education provided. VSPs provide training/info to schools to identify DV risk factors that can/have led to homelessness. In KY, schools w/ at least 20% F/R. lunch have Fam. Resource/Youth Services Ctrs to help at-risk kids succeed in school. Every CoC-funded family proj. has established partnerships w/ FRYSC staff, many have MOUs. VSPs have MOUs w/ school systems for cert. teachers to tutor onsite. Prjs. provide Early/Head Start directly or have MOUs w/ providers to do so. Many areas have homeless coalitions made up of school reps, hsg providers, etc to develop strategies. At least one proj. participates in local early childhood council monthly w/MIECHV providers, HS,

Pre-K, etc.

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

The CoC has 199 school districts. CoC requires all CoC and ESG funded agencies to provide a signed certification regarding their policies around educational services. Subgrantees must positively answer the following questions: 1) For projects serving fams, does the applicant/sponsor have polciies and practices that are consistent with and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness? 2)For projects serving families, does the applicant/sponsor have a designated staff person responsible for ensuring that children are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney Vento education services. Adherence to this certification is monitored by CoC compliance staff.

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

Many projects have MOU/MOAs with Head Start/Early Start Providers; MIECHVs; local Family Resource and Youth Services Centers-school based centers funded by state to help at-risk kids succeed despite barriers (e.g. homelessness). Many have MOUs with local United Ways to pay salaries, child care, child case management. Some have MOUs with Girl Scouts.

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

Objective 3: Ending Veterans Homelessness

Instructions:

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

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

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

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	234	164	-70
Sheltered count of homeless veterans:	196	130	-66
Unsheltered count of homeless veterans:	38	34	-4

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

The BoS CoC continues to see a decrease in the # of homeless vets experiencing homelessness. This is due to a deliberate effort to prioritize vets for hsg and to create additional resources to provide additional housing for vets. In 2015, KHC, the CoC Collaborative App and the PHA for 87 counties across the BoS, set aside 100 of its HCV vouchers for its VETT Voucher Program, which prioritizes homeless vets or vets in imminent risk of becoming homeless for HCVs. VETT program also serves vets with less than honorable discharged, including dishonorable. This has helped a great deal in moving vets quickly into non-CoC PH. This, in turn, frees up resources from the VA to serve other vets. Several PHAs increased the number of VASH vouchers they had available. Through Coordinated Entry, vets with highest needs are prioritized for housing and quickly connected with VA providers. SSVF providers participate in BoS

Coordinated Entry. National Guard helped count during PIT, so outreach was high.

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

Outreach teams in areas where SO is funded visit areas where people experiencing homelessness often are found, including encampments, libraries, and soup kitchens. Teams ask people if they have ever served in the military as part of the dialog. In every region of the BoS, there are Family Resource Coordinators from the National Guard. These coordinators do outreach at resource fairs, libraries and hold other public events and are able to identify vets and determine if they are homeless. If VA resources not available, vets are referred to CoC programs. For all ESG/CoC programs, all persons are assessed using VI-SPDAT. VI-SPDAT and HMIS intake process asks for vet status. Once vet status is self-reported, staff immediately begin working with local VA counselors to determine VA eligibility. Projs have great relationships with state and local VA providers so eligibility determination process is expedited for homeless vets.

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

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	153	164	7.19%
Unsheltered Count of homeless veterans:	23	34	47.83%

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

This question will not be scored.

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

KHC, the CoC CA., is the PHA for 87 counties in the BoS. In '15, it set aside 100 HCVs for vets as part of the Mayor's Challenge to End Homelessness. This setaside has/will continue to help vets pay for hsg and ultimately reduce the # of homeless vets in KY more. Local service providers coordinate the completion of certification checklists to be used as referral tools to qualify homeless veterans for hsg. Vets eligible for this set-aside are defined as persons who served in the armed forces, regardless of discharge status. Through Coordinated Entry, the CoC works with VA service providers and other vet programs to identify and assess (via VI-SPDAT and HMIS) vets and then refer them quickly to the best vet resource when available. BoS used by name lists (using unique IDs) to keep track of progress in reducing number of vets who are homeless and to prioritize them for hsg. It would be very helpful if all VA programs were required to participate in HMIS.

4A. Accessing Mainstream Benefits

Instructions:

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

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

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

FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	50
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	23
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	46%

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

KY is currently a Medicaid expansion state. State exchange system (KYNECT) has helped increase the number of persons experiencing homelessness who are covered by Medicaid or other forms of insurance. Community Action Agencies across the BoS have Medicaid/Affordable Care Act (in KY, health insurance program is called KYNECT) certified "connectors" that are trained to assist people navigate the state-run exchange, including completing apps/enrolling. In areas where CACs are not the connector, other KYNECT prog. connectors are available & used by all projects to enroll clients in

Medicaid/private ins. thru state exchange. Several projects partner with local health departments and Healthcare for the Homeless programs to connect persons experiencing homelessness with appropriate insurance. According to APR data for all BoS CoC-funded projects from 14' to 15', 3938 clients (42 %) have Medicaid thru KYNECT as opposed to just 15% from 13' to 14'.

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

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

4B. Additional Policies

Instructions:

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

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

FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	50
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	48
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	96%

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

FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	50
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	47
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	94%

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

Direct outreach and marketing:	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">X</div>
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Use of phone or internet-based services like 211:	<input checked="" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

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

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	21	107	86

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

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

Not Applicable

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

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

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

Not Applicable

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

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

Not Applicable

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

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

This response does not affect the scoring of this application.

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

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

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

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

4C. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	CoC Evidence of C...	09/12/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes		
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	CoC Rating and Re...	09/12/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	CoC's Rating and ...	09/12/2016
05. CoCs Process for Reallocating	Yes	CoC Process for R...	09/12/2016
06. CoC's Governance Charter	Yes	CoC's Governance ...	09/11/2016
07. HMIS Policy and Procedures Manual	Yes	HMIS Policies and...	09/12/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Admin Plans	09/06/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	CoC-HMIS MOU	09/11/2016
11. CoC Written Standards for Order of Priority	No	KY BOS COC Progra...	09/07/2016
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	HDX System Perfor...	09/11/2016
14. Other	No		
15. Other	No		

Attachment Details

Document Description: CoC Evidence of Communication with Rejects Applicant(s)

Attachment Details

Document Description:

Attachment Details

Document Description: CoC Rating and Review Procedure (RFP)

Attachment Details

Document Description: CoC's Rating and Review Procedure Public Posting Evidence

Attachment Details

Document Description: CoC Process for Reallocating

Attachment Details

Document Description: CoC's Governance Charter

Attachment Details

Document Description: HMIS Policies and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Admin Plans

Attachment Details

Document Description: CoC-HMIS MOU

Attachment Details

Document Description: KY BOS COC Program Policies

Attachment Details

Document Description:

Attachment Details

Document Description: HDX System Performance Measures

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	08/22/2016
1B. CoC Engagement	09/12/2016
1C. Coordination	09/08/2016
FY2016 CoC Application	Page 61
	09/12/2016

1D. CoC Discharge Planning	09/06/2016
1E. Coordinated Assessment	09/12/2016
1F. Project Review	09/09/2016
1G. Addressing Project Capacity	09/06/2016
2A. HMIS Implementation	09/08/2016
2B. HMIS Funding Sources	09/05/2016
2C. HMIS Beds	09/09/2016
2D. HMIS Data Quality	09/09/2016
2E. Sheltered PIT	09/06/2016
2F. Sheltered Data - Methods	09/09/2016
2G. Sheltered Data - Quality	09/09/2016
2H. Unsheltered PIT	09/06/2016
2I. Unsheltered Data - Methods	09/09/2016
2J. Unsheltered Data - Quality	09/09/2016
3A. System Performance	09/12/2016
3B. Objective 1	09/12/2016
3B. Objective 2	09/12/2016
3B. Objective 3	09/12/2016
4A. Benefits	09/12/2016
4B. Additional Policies	09/09/2016
4C. Attachments	Please Complete
Submission Summary	No Input Required

Shaye Rabold

From:

Shaye Rabold

Sent to Rejected Applicant 15 days prior to Sept. 14 deadline

Sent:

Tuesday, August 30, 2016 5:14 PM

To:

'jimmy.lindon@hazardky.gov'; 'ijb@msn.com'

Cc:

Rosemary Luckett; 'director@shelterofhope.org'; Margaret Smith

Subject:

City of Hazard Funding Request for Continuum of Care Program

Attachments:

Letter to City of Hazard, Continuum of Care Application.pdf

Dear Mayor Lindon,

I am writing to you today on behalf of the Kentucky Balance of State Continuum of Care (KY BoS CoC) regarding the project application submitted by the City of Hazard for consideration for funding through the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care Program.

After much consideration, we have concluded that the project, *HomeFirst for Kentucky Veterans*, is not far enough along in the development process to realistically be able to utilize the CoC funds in the timeframe required by HUD. Therefore, we will not be able to include your project in the Consolidated Application we will be submitting to HUD in September as part of the FY 2016 CoC Program Competition.

Attached, please find a more detailed letter. The original, hard copy is being mailed to you, but I wanted you to receive this correspondence as soon as possible. Please do not hesitate to let me know if you have any questions. I am more than happy to speak directly with you via phone at your convenience. As I indicate in the letter, preventing and ending homelessness is a group effort, which requires partnerships across the spectrum including local governments. We look forward to having the opportunity to partner with you in the future.

Sincerely,

Shaye Rabold

Shaye Rabold
Manager, Program Planning
Housing Contract Administration
Kentucky Housing Corporation
1231 Louisville Rd.
Frankfort, KY 40601
502-564-7630, ext. 415
800-633-8896 (in-state of KY only)
502-564-5768 (fax)
TTY 711
Email: srabold@kyhousing.org
www.kyhousing.org

Sign up for KHC's [eGrams](#) to receive business announcements.

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→ August 30, 2016

The Honorable Jimmy Ray Lindon
Mayor of Hazard
P.O. Box 420
700 Main Street
Hazard, KY 41701

Dear Mayor Lindon:

Thank you for submitting the **HomeFirst for Kentucky Veterans** project on behalf of the City of Hazard for inclusion in Kentucky's 2016 Continuum of Care (CoC) Program application to the U.S. Department of Housing and Urban Development (HUD). The task of preventing and ending homelessness requires strong and innovative partnerships across the spectrum including local governments, housing developers, and non-profit organizations.

As you know, the CoC Program is a vital resource for Kentucky that provides safe, affordable housing and supportive services assistance to homeless individuals and families. We are proud to have two strong CoC-funded partnerships in Perry County—Hazard Perry County Community Ministries and Kentucky River Community Care. CoC funds are awarded by HUD annually through a national competitive application process. Project applications from multiple agencies are submitted to HUD through a local planning body also referred to as a Continuum of Care. Kentucky Housing Corporation (KHC) serves as the Collaborative Applicant, or Lead Agency, for the Kentucky Balance of State CoC (KY BoS CoC), which is comprised of all Kentucky counties except Fayette and Jefferson.

The purpose of this letter is to inform you that the City of Hazard's application will not be accepted for inclusion in the KY BoS CoC's 2016 Consolidated Application to HUD.

While ending homelessness among veterans is an important and shared goal, we have concluded that the project, particularly being contingent upon the construction of a 50-unit complex, is not far enough along in the development process to realistically be able to expend FY16 CoC funds on eligible costs in HUD's required timeframe.

We commend your administration and Dr. Ira Bates for stepping up to the plate with the vision and commitment to address veterans' homelessness in your community. Like many communities, we understand Hazard faces a shortage of affordable housing options for low-income households. Preserving and developing affordable rental housing paired with supportive services are key components to ensuring persons experiencing homelessness are able to access and maintain stable housing. As it relates to the construction portion of your proposed project, Kentucky Housing Corporation administers a number of housing programs that may be of interest to you as you continue to develop the HomeFirst for Kentucky Veterans plan. Such programs include, but are not limited to, the

Mayor Lindon
August 30, 2016
Page Two

Home Investment Partnerships (HOME) Program, which helps fund various types of affordable housing production and rehabilitation through low-interest loans; the Low Income Housing Tax Credits Program (Housing Credits); the Small Multifamily Affordable Loan Program (SMAL); and the newly established National Housing Trust Fund. Housing projects developed through these programs could potentially be paired with supportive services assistance through the Continuum of Care Program or other rental assistance programs in the future.

If you would like to discuss our decision regarding your application further or you would like more information about the aforementioned housing programs, please do not hesitate to contact me at 502-564-7630 or srabold@kyhousing.org.

Sincerely,

A handwritten signature in black ink that reads "Shaye Rabold". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Shaye Rabold
Manager, Program Planning

sr

c: Dr. Ira Bates
Debbie Sivis, KY Balance of State CoC Advisory Board Chair

Only one project application was rejected. Communication sent directly to that applicant and evidence included in this attachment. Below is notification of inclusion in app for all other projects.

Shaye Rabold

From: Shaye Rabold
Sent: Monday, August 29, 2016 3:31 PM
To: 'thenninger@barrenriverareasafespace.com'; 'beattyvillewk@att.net'; 'ravera@bethanyhouseabuseshelter.org'; 'kchilders@bethanyhouseabuseshelter.org'; 'Marty.Jones@commaction.org'; 'mmassie@covingtoncharities.org'; 'APhillips@covingtoncharities.org'; 'apickett@covingtoncharities.org'; 'LLaing@cilo.net'; 'PTucker@cilo.net'; 'debbiefatkin@clarkcountycommunityservices.com'; 'jshupe1055@aol.com'; 'jenniferhavens@clarkcountycommunityservices.com'; 'cdaniels@communicare.org'; 'dwall@communicare.org'; 'dpsjim@hotmail.com'; 'psemisch@gatewayhouseky.org'; 'msmith@gatewayhouseky.org'; 'karen@goodnewshomesky.com'; 'stephanie@goodnewshomesky.com'; 'dpace@harlancountycaa.com'; 'teball@harlancountycaa.com'; 'abush@hpccm.org'; 'sclark@hcares.org'; 'dreeder@hcares.org'; 'cstauffer@hhck.org'; 'msinger@hhck.org'; 'kstrubank@hhck.org'; 'modoherty@kdva.org'; 'amiller@kdva.org'; 'vjohnson@kcadv.org'; 'jsmith@kceoc.com'; 'Cyndi.Mancillas@krccnet.com'; 'shendrickson1006@hotmail.com'; 'mary.meade-mckenzie@krccnet.com'; 'Bailey.Richards@krccnet.com'; 'jstone@foothillscap.org'; 'mgross@foothillscap.org'; 'nthacker@foothillscap.org'; 'kpriitt@lifeskills.com'; 'kgarrity@lifeskills.com'; 'jbeaver@lifeskills.com'; 'dsugarbaker@maysvilleinitiatives.com'; 'cbrinkman@maysvilleky.net'; 'Jackie.Long@mtcomp.org'; 'shannen.kelch@nkadd.org'; 'lisa.cooper@nkadd.org'; 'anne.wildman@nkadd.org'; 'kdavis@pennyroyalcenter.org'; 'davepshh@windstream.net'; 'jallen@safeharborky.org'; 'aperkins@safeharborky.org'; 'traceyclark1@gmail.com'; 'marion@thesanctuaryinc.com'; 'kathy@thesanctuaryinc.com'; 'director@shelterofhope.org'; 'jshofner@transitionsky.org'; 'aprice@transitionsky.org'; 'lyoung@welcomehouseky.org'; 'brianna@merrymanhouse.org'; 'maryf@merrymanhouse.org'; 'kamie@merrymanhouse.org'; 'kfinn@end-homelessness.org'; 'jbest@end-homelessness.org'
Cc: Rosemary Luckett; Terry Helton; Ashley VonHatten; Margaret Smith; Davey King
Subject: Notification of Acceptance of your project application(s) for inclusion in the FY16 CoC Program Competition KY BoS CoC Consolidated Application

Dear KY BoS CoC FY16 CoC Project Applicants,

On behalf of the KY Balance of State Continuum of Care (KY BoS CoC) and per the 2016 CoC Program Competition NOFA requirement, **this email is to officially notify you that your project application(s) for the 2016 CoC Program Competition has been approved for inclusion on the Priority List** we will be submitting to HUD as part of the KY BoS CoC Consolidated Application in approximately two weeks.

Projects are currently being scored for ranking purposes. It is anticipated that the KY BoS CoC Advisory Board will approve the ranking of projects at its September 7, 2016 meeting. Notification of this meeting and how to participate remotely will be included in a forthcoming KHC eGram.

Sincerely,
Shaye Rabold

Shaye Rabold
Manager, Program Planning
Housing Contract Administration
Kentucky Housing Corporation

1231 Louisville Rd.
Frankfort, KY 40601
502-564-7630, ext. 415
800-633-8896 (in-state of KY only)
502-564-5768 (fax)
TTY 711
Email: srabort@kyhousing.org
www.kyhousing.org

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**2016 Kentucky Balance of State Continuum of Care
Application Process and Scoring and Ranking Criteria for RENEWAL and NEW Projects
(Approved by the KY BoS CoC Advisory Board on August 4, 2016)**

The Department for Housing and Urban Development (HUD) has released the Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2016 Continuum of Care (CoC) Program Competition. Each recipient and subrecipient is expected to read the 2016 NOFA in its entirety to ensure the project design is consistent with HUD policy priorities.

The Kentucky Balance of State Continuum of Care (KY BoS CoC) Advisory Board charged the Scoring and Ranking Committee with developing a process and selection criteria to evaluate and rank projects per HUD's instructions and policy priorities as outlined in the 2016 NOFA. Projects will be scored and ranked by the Committee and the Collaborative Applicant (Kentucky Housing Corporation) and the ranking will be shared with the KY BoS Advisory Board for its approval.

This document will outline the process and priorities that will be utilized by the KY BoS CoC when scoring and ranking projects to be included with the CoC's Consolidated Application.

KY BoS CoC Policy Priorities

The KY BoS CoC policy priorities reflect a commitment to the priorities set by HUD, which are consistent with the goals of Opening Doors: Federal Strategic Plan to Prevent and End Homelessness. Project applicants should review HUD's policy priorities included in the 2016 NOFA (Section II: HUD's Homeless Policy Priorities) for a complete description of the 7 overarching focus areas, which include:

1. Creating a systemic response to homelessness;
2. Strategically allocating resources;
3. Ending chronic homelessness;
4. Ending family homelessness;
5. Ending youth homelessness;
6. Ending veteran homelessness; and
7. Using a Housing First Approach

Specifically, the KY BoS CoC is committed to ensuring that homelessness in Kentucky is rare, brief, and non-recurring. The KY BoS CoC and its partners are committed to planning as a system and coordinating resources to quickly move individuals and families experiencing homelessness into permanent housing and ensuring the households are able to maintain stable housing. Project applicants are expected to participate fully in the activities and initiatives of the KY BoS CoC that are designed to achieve HUD and locally-established goals. In addition, the scoring categories utilized for this competition by the KY BoS CoC are directly tied to HUD policy priorities.

Coordinated Entry

The KY BoS CoC wishes to stress the importance of creating and utilizing an effective Coordinated Entry process (a component of creating a systemic response to homelessness) so that persons experiencing

homelessness in the Balance of State can access appropriate housing and service interventions, persons with the longest histories of homelessness and the most extensive needs can be prioritized, barriers to program entry or receiving assistance are removed, and persons receive assistance and are housed as quickly as possible.

As stated in 24 CFR 578.23(c)(9), projects awarded HUD CoC funding are expected to “use the centralized or coordinated assessment system established by the Continuum of Care as set forth in 578.7(a)(8).”

Project applicants awarded funding by HUD will be required to certify it will participate in the KY BoS CoC Coordinated Entry System, in addition to other commitments set forth in the Interim Rule (24 CFR 578), at the time the grant agreement is signed AND as part of this FY 2016 CoC Competition Process.

The KY BoS CoC Advisory Board, through its Coordinated Entry Subcommittee, is developing CoC-wide policies and procedures relating to coordinated entry. For purposes of this 2016 application process, agencies will be asked to certify its project’s participation in the KY BoS CoC Coordinated Entry System. Specifically, projects will be expected to agree to the following participation components:

1. (For all project types): Clients presenting at your program must be assessed/have been assessed using the KY BoS CoC’S approved common assessment tool, the VI-SPDAT.
2. (For Permanent Housing Projects): Once a Local Prioritization Committee is established in your area, your project’s resources (e.g. beds) must be made available to other members of the prioritization area. In other words, all resources from each independent project will be pooled together as part of the “system’s resources” as opposed to being just the “project’s resources”.
3. (For Permanent Housing Projects): Clients placed in your program will come through the coordinated entry process from the client prioritization list established using the VI-SPDAT. In other words, once Coordinated Entry is implemented in your area, you will be expected to work through your Local Prioritization Committee as opposed to working from your own first-come, first-serve waiting list when pairing a client with a bed/resource.

Note: Due to safety reasons and the unique circumstances that may accompany a person fleeing domestic violence, the KY BoS CoC Advisory Board and the Local Prioritization Committees may establish separate policies/procedures for Victim Service Providers (VSP). VSPs will still be expected to utilize the VI-SPDAT and to prioritize those with the highest needs for their permanent housing programs.

Projects awarded funding through this competition will be required to comply with any Coordinated Entry policies established by the KY BoS CoC Advisory Board regardless of whether or not a Local Prioritization Committee has been established in your area.

Overview

HUD is again requiring Collaborative Applicants to rank all projects, except CoC planning and UFA costs, in two tiers. Tier 1 is equal to 93 percent of the CoC's Annual Renewal Demand (ARD) approved by HUD on the final HUD-approved Grant Inventory Worksheet (GIW). Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for the permanent housing bonus, which is up to 5% of the CoC's ARD. Below is a breakdown of the Preliminary 2016 available funding by tier. The final ARD will be confirmed by HUD in early August.

KY BoS CoC ARD	\$7,866,787
Tier 1 (93% of ARD)	\$7,334,712
Tier 2 (7% of ARD; not including Permanent Housing Bonus)	\$532,075
Permanent Housing Bonus (5% of ARD)	\$394,339

According to HUD, projects ranked in Tier 1 will be conditionally selected by HUD from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both eligibility and threshold review. Any project, including new projects, can be placed in Tier 1.

Projects ranked by the CoC in Tier 2 will be scored by HUD on a 100 point scale, which is described in detail in the NOFA, Section II.B.17.

HUD will score CoCs on the extent to which they demonstrate the use of objective criteria to review project applications, specifically from past performance with CoC Program funds, when applicable. HUD will score CoCs on the extent to which they consider the severity of needs and vulnerabilities experienced by program participants which includes, but is not limited to: low or no income, current or past substance abuse, criminal record, and chronic homelessness as part of the project review, selection, priority, and ranking.

Renewal Scoring Criteria and Ranking Process

All renewal projects, except for first time renewals from 2015 grant awards (including Coordinated Entry) and HMIS projects, will be scored by KHC staff using a renewal scoring rubric attached to this document and available on the KHC website at www.kyhousing.org under Specialized Housing, Continuum of Care, 2016 CoC Application.

There are four project categories eligible for renewal: Permanent Housing-Permanent Supportive Housing (PH-PSH), Permanent Housing-Rapid Rehousing (PH-RRH), Transitional Housing (TH), and Supportive Services Only (SSO). Each category has its own total possible points and each project in a particular category will be scored in comparison to other projects within the same category.

Per HUD's directions, projects will be initially ranked from highest to lowest based on the score each project receives on the scoresheet. Renewal projects, except first time renewals from 2015, PSH, HMIS, and Coordinated Entry, will not be placed automatically above new projects. Rather, all projects will be ranked based on project performance, capacity and commitment to HUD policy priorities.

For all projects ranked in Tier 2, renewals that commit to the Housing First/Low Barrier model, will be ranked above new project proposals that do not current serve clients.

Renewal Scoring Criteria

The priority areas that will be evaluated by the KY BoS CoC are as follows:

Project Type

Project serves priority populations

Length of Time Homeless

Project works to quickly move participants into permanent housing

Housing Stability

Length of Stay in PSH

Exits to or retaining PH

Returns to Homelessness

Connecting Participants to Mainstream Benefits and Increasing Participants' Income

Project works to connect participants with mainstream benefits

Increase in income from employment

Increase in income from non-employment sources (cash and non-cash)

Utilization Rate

Extent to which project's resources are utilized.

Severity of Need and Commitment to HUD Policy Priorities for Subpopulations

Entries from streets/shelter

Entries by clients with no income

Rate of physical and mental health conditions at entry

Project uses Housing First model

Project uses low barrier model

Beds dedicated to chronically homeless

Beds prioritized for chronically homeless and those with highest need

Program Management, Capacity, HMIS (or comparable database for VSPs) Quality, and Participation

Project Capacity

Effective use of federal funds

Compliance Monitory

HMIS Data Quality

CoC Engagement

Data Sources

Almost all of the data used to evaluate renewal projects will come from HMIS or a comparable database for Victim Service Providers. Additional information will be gathered from project applications (both KHC and eSnaps). Applicants will be required to run and submit an APR 625 report for the period **October 1, 2015 through June 30, 2016**. KHC will run a report for HMIS participating TH and PH projects to

determine returns to homelessness for comparison to the KY BoS CoC 2016 System-Wide Performance Measure 2b.2.

Coordinated Entry and HMIS Grants

The renewal grants for Coordinated Entry and HMIS administered by the Collaborative Applicant will be automatically placed at the bottom of Tier 2. These projects benefit the all projects and are necessary for the successful implementation of project level requirements and system-wide compliance and performance. (NOTE to Scoring and Ranking: Under this scenario, the bottom project could be pushed to Tier 2).

Projects Funded for the first time through the FY15 CoC Competition

Since new permanent housing projects awarded funding through the FY15 CoC Competition are not yet operating, evaluation of project performance is not possible.

All new projects awarded funding in FY15 through reallocation or the Permanent Housing Bonus will automatically be ranked in Tier 1 so long as the project continues to meet the following minimum threshold requirements:

- A score of 75% or higher on the KHC Capacity Scorecard
- No outstanding HUD or KHC findings where the response is overdue or unsatisfactory.

The CoC reserves the right, however, to reduce the budget for any FY15-funded new permanent housing project that does not demonstrate a commitment to the following HUD and KY BoS CoC policy priorities: Use of a Housing First Approach and Maximizing the use of Mainstream and other Community Based Resources. Use of the Housing First model includes commitment to low-barrier access, quickly moving participants into permanent housing and ensuring participants are not terminated from the program for the reasons listed by HUD in the CoC project application.

Determination of this commitment will be made by reviewing the applicant's response to the corresponding questions on the FY16 CoC Project Application. (3B.3a.— 3B.3d.) Maximizing Mainstream Resources will be demonstrated by the applicant's responses to the corresponding questions on the FY16 CoC Project Application. (4A. 2a, 2b, 2c, 3, and 3a).

New Project Application Scoring Criteria and Ranking Process

HUD is allowing the creation of new permanent housing projects created through reallocation or the permanent housing bonus. Eligible projects include Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH).

2016 KY BoS New Application Funding Priorities: Permanent Housing projects as described below will be a priority for the 2016 COC application.

Rapid re-housing (RRH) particularly those serving families (households with at least one adult and one child) and projects serving homeless youth.

Permanent supportive housing (PSH) – PSH projects dedicated to serving 100% percent chronically homeless clients.

Pre-Application Evaluations and Feedback

All pre-applications received by the due date will be evaluated by Collaborative Applicant. Each pre-application will be reviewed and evaluated on the following criteria:

Project eligibility –the project must be an eligible activity type based on the FY16 NOFA.

Local need –the project must meet an unmet need within the local planning group. This must be supported by local planning data, including point-in-time count data and be considered by the local planning group to be a project consistent with meeting local needs.

Local Coordination –the project must be fully coordinated and integrated, as appropriate, within the local coordinated assessment system and linked to mainstream resources.

Project Feasibility –the project will be evaluated on its overall feasibility. This includes factors such as the status of other funding sources including, if applicable, match sources and the relative capacity of the provider and partners involved in the project.

2016 Priorities –The project will be evaluated on how well it will help to quickly transition individuals and families to permanent housing and to what degree it is aligned with identified and specific KY BoS and HUD priorities.

Feedback will be provided on each pre-application. All projects submitted through the pre-application process regardless of feedback may be submitted as a HUD CoC new project application. Applicants may also request technical assistance by contacting the HCA Help Desk.

Registration

Each organization that has submitted a pre-application and plans to submit a new project application for the HUD CoC competition must create an Applicant Profile in e-Snaps.

Notice of Funding Availability (NOFA)

Project applicants are required to read the FY16 NOFA for the CoC Program Competition in its entirety.

Project Ranking

The KY BoS CoC Ranking Subcommittee and KHC staff will review all project applications meeting deadline requirements. Projects will then be ranked by the COC Board based on BoS funding priorities. Applicants will receive notification of the outcome of the project ranking prior to the HUD specified deadline.

Eligible Projects and Applicants

Applicants can pursue new project funding through two paths.

Current COC-funded projects eligible for renewal (PH/TH/SSO) may choose to reduce or eliminate the funding for the current project and put those reduced or eliminated funds into a new project implemented by the existing applicant. That new reallocated project would be considered a “conversion” project. With a Conversion project, the original agency putting the funds into the reallocation pool would have first right of refusal to those funds. They may select to use all or a portion toward a new project, but cannot request any additional funds.

An agency that does not have a current project that can be reduced or eliminated, can apply for reallocated funds (non-conversion) or permanent housing bonus funds to create a new PH-PSH or PH-RRH project meeting the guidelines specified in the NOFA.

All new projects, including those created through reallocation, will be scored using the new project scoring criteria, which is attached to this document and available on the KHC website at www.kyhousing.org under Specialized Housing, Continuum of Care, 2016 CoC Application.

Additional Considerations

Once the committee completes the scoring and ranking, the committee may consider the CoC’s priorities, whether the initial scoring is likely to result in any critical service gaps, and strategy related to tier cut offs and HUD’s selection process, and may make adjustments to budgets and reallocate the funding to higher performing projects. The Committee’s rationale for any adjustments must be in writing to the KY BoS CoC Advisory Board and made public with the published rankings.

- The CoC may seek to preserve low-ranking projects at risk of losing funding where those projects represent the only CoC Program funding in their communities.
- The CoC may consider reducing funding requests for the lowest ranked projects as a means to preserve funding for higher ranked projects and the Continuum, if needed. Determination of this may include, but is not limited to a project’s commitment to HUD and KY BoS CoC policy priorities (Housing First and Maximizing Mainstream Resources).

Timeline

- **July 21: Scoring and Ranking Committee presents scoring and ranking process recommendations to the KY BoS CoC Advisory Board for review and feedback.**
- **August 1: KY BoS CoC Advisory Board holds public meeting to consider feedback on scoring/ranking process.**
- **August 4: KY BoS CoC Advisory Board approves scoring/ranking process and tools.**
- **August 12: Project Application Submission to CoC for KHC Subrecipients:** For KHC sub-recipients, all project information requested by KHC must be submitted to KHC no later than August 12, 2016. KHC reserves the right to ask for additional information after August 15 to ensure the final project application submitted to HUD is accurate, complete, and competitive.

- **August 15:** Direct Grantees Must Submit Project Applications in eSnaps. For direct grantees, project applications must be submitted in e-Snaps no later than August 15. KHC reserves the right to ask for additional information after August 15 to ensure the final project application submitted to HUD is accurate, complete, and competitive.
- **August 30:** Projects notified whether or not they will be included as part of the CoC Consolidated Application.
- **September 12 (or earlier):** All parts of the Consolidated Application (including priority listing of projects) will be posted on KHC's website.
- **September 14 (or earlier):** Consolidated Application Submitted to HUD.
- The Collaborative Applicant will set and publish additional dates for items such as BoS CoC Advisory Board meetings where the scoring and ranking of projects is discussed and/or approved for submission.

Possible Modifications

KHC reserves the right to modify this document as needed to correct any errors or omissions.

The KY BoS CoC reserves the right to modify the process and scoring and ranking criteria if it is deemed necessary due to changes or clarifications in the overall process made by HUD. Any policy changes made to this document after the initial Board-approved process will require a recommendation by the Scoring and Ranking Committee and a final vote of approval by the Board, all of which will be made public on the KHC website and distributed by KHC's eGram notification system.

Total # of Clients on APR: _____ Total # of Adults on APR: _____ Total # of Leavers: _____ Total # of stayers (PH Only): _____

2016 Kentucky Balance of State CoC Renewal Scoresheet

(Approved by KY BoS CoC Advisory Board August 4, 2016)

Name of Agency:						
Project Name:						
Project Type (Circle one): TH - PH-RRH - PH-PSH - SSO		Victim Service Provider (Circle one):			Yes	No
		Project Serves 100% Youth (24 years old and under):			Yes	No
		Project Serves 100% Persons in recovery from addiction:			Yes	No
Priority Area	Goal	Points Possible	Proj. Performance/Response	Score	Data Source/Calculation, if applicable	
Project Type						
1. All Projects: Permanent Supportive Housing, Rapid Rehousing for Families; Transitional Housing for youth, persons fleeing domestic violence, or persons in a recovery from addiction program.	Project serves priority populations	PSH = 5 pts RRH for families = 4 pts RRH = 3 pts TH for youth, persons fleeing domestic violence, or persons in recovery from addiction = 2 pts			KHC Project Application	
2. TH/SSO Programs: Did you reallocate some of your eligible renewal funds for this project to a new RRH or PSH project you will operate or did you surrender a portion of your funds to be used by another agency to create new PH or CE projects?	Increase the number of PSH beds for chronically homeless and increase the number of RRH available in the CoC	Reallocated a portion of funds to new PSH for chronically homeless = 3 pts Reallocated a portion of funds to new RRH = 2 pts Surrendered funds for use by the CoC to create new PH beds = 1 pt.			KHC Project Application	
3. Bonus: TH/SSO Programs: What percentage of existing TH/SSO funds were put into the reallocation pool (either for conversion of existing project or for another agency to create new PH) for new PH or CE projects	Increase the level of funding and number of PSH beds for chronically homeless and increase the number of RRH available in the CoC	More than 75% reallocated =5 51-74% reallocated =4 26-50% reallocated = 3 1%-25% reallocated = 1			Amount available for renewal minus current renewal request/Amount available for renewal	
Length of Time Homeless (Quickly Moves People Into Permanent Housing)						
4. All programs: Applicant is committed to moving people quickly into PH.	Yes	Yes = 5 pts No = 0 pts			E-snaps Project Application, Question 3B:3a	
Housing Stability (Permanent Housing Destination at Exit and/or Maintaining Permanent Housing)						
5. PSH Programs: Length of Stay 12 months or longer (adults and children)	80%	80% or more = 15 pts 70-79% =10 pts 60-69% = 5 pts 50-59% = 3 pts 49% or less = 0 pts			HMIS Data/APR Report, Q27	

6. All Programs: Percentage of Clients (<u>adults and children</u>) remaining in PH or exiting to permanent housing destinations	90%	90% or more =15 pts 80 -89% = 10 pts 70 – 79% = 5 pts 60 – 69% = 3 pts 59% or less = 0 pts			HMIS Data/APR, For TH/SSO: Q29a1 + 29a2 PH charts ÷ # of leavers. For PH: Q29a1 + 29a2 PH charts + stayers ÷ total # of clients.
7. TH/PH Programs (excluding VSPs): Returns to Homelessness-Percentage of clients who exited to permanent housing and returned to homelessness within 2 years of exit.	Less than the CoC System-wide % for project component as submitted to HUD August 2016	Less than CoC % for component type = 10 pts Within 5 percentage pts of CoC % for type= 5 pts Within 10 percentage pts of CoC % for type =3 pts > 10 percentage pts than CoC % for type = 0 VSP (N/A) = 10 pts			HMIS Data/ System-Wide Performance Measures Report, Metric 2.b.2
Connecting Participants to Mainstream Benefits/Community Resources and Increasing Participants' Income					
8. All Programs: Program's commitment to connecting participants' with mainstream resources	Answers "Yes" to ALL relevant questions on the 2016 project app.	Yes to all 5 = 10 pts Yes to 4 = 8 pts Yes to 3 = 3 pts Yes to 2 or less = 0 pts			e-Snaps Project Application, 4A. 2a, 2b, 2c, 3, and 3a.
9. PSH Programs: Percentage of <u>adult</u> participants who gained or increased income from employment from entry to exit or at follow-up.	17 %	17% or more = 10pts 15 to 16% = 7 pts 11 to 14% =5 pts 10% or less = 0 pts			HMIS Data/APR Q24.b.3
10. RRH/TH/SSO Programs: Percentage of <u>adult</u> participants who gained or increased income from employment from entry to exit or at follow-up.	20%	20% or more = 10 pts 15 to 19 % = 7 pts 11 to 14% = 5 pts 10% or less = 0 pts			HMIS Data/APR Q24.b.3
11. All Programs: Percentage of <u>adult</u> participants who gained, maintained, or increased income from "other" sources (non-employment, non-earned cash) from entry to exit or at follow-up.	54%	54% or more = 5 pts 40 to 53 % = 4 pts 30 to 39% = 3 pts 20 to 29% =2 pts 10 to 19% = 1 pt 9% and below = 0 pts			HMIS Data/APR Q24.b.3
Utilization Rate					
12. PH/TH Programs: Average unit utilization rate	85%	85% or more =10 pts 75 to 84% = 7 pts 65 to 74% = 5 pts 64% and below = 0 pts			HMIS Data/APR Q9 "number of households served the last Wed in Jan/Apr/Oct" ÷ "total # of units

					in proj. app x 3"
Severity of Need and Commitment to HUD Policy Priorities for Subpopulations					
13. All programs: Percentage of <u>adult</u> client entries from streets/emergency shelters (includes Head of Household for household with no adults > 17)	60%	60% or more = 10 pts 50 to 59% = 7 pts 40 to 49% = 5 pts 39% or less = 0 pts			APR Q 20a1
14. PH programs: Project currently uses (or commits to begin using) the VI-SPDAT common assessment tool for client enrollment to ensure project is best fit for the client's needs, even if there is not an active prioritization committee operational within project's service area at this time and commits to full participation in the KY BoS CoC Coordinated Entry System.	Yes	Yes = 10 pts No = 0 pts			KHC Project Application
15. All programs (excluding VSPs): Percentage of <u>adult</u> clients with no income at program entry	40%	40% or more = 10 pts 30 to 39% = 7 pts 20 to 29% = 5 pts 19% and below = 0 pts VSP= 10 pts			APR Q24a.
16. PH programs: Project utilizes a Housing First model	Yes	Yes = 10 pts			eSnaps App Q 3B (3a-d)
17. TH/SSO programs: Project utilizes a low barrier model	Yes	Yes = 10 pts			eSnaps App Q 3B (3a-d)
18. PSH programs: Percentage of beds dedicated to chronically homeless	Increase number of beds for CH	100% = 20 pts 85-99% =10 pts 75-84%= 5 pts 74% and under = 0 pts			eSnaps App Q4B (3a-d)
19. PSH programs: Project commits to prioritize persons in accordance with Notice CPD-16-11: <i>Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in PSH</i>	Prioritize persons with the highest needs and longest time homeless for PSH	Yes = 10 pts			KHC Project Application
Program Management, Capacity, HMIS (or comparable database for VSPs) Quality, and Participation					
20. All programs: Project sponsor meets minimum score or higher on KHC Capacity Scorecard	If sponsor agency does not meet minimum score, application will not be accepted.	Pass/Fail Projects that fail to reach the minimum established score will not be eligible for ranking.			KHC Capacity Scorecard

21. All programs: If your 2014 grant (or most current grant) has closed, did your project have any unspent funds?	No	No = 3 pts Yes = 0 pts Project still open = 3pts No unspent funds = 3 pts			KHC Project Application
22. All programs: If you had unspent funds for your closed 2014 grant (or most current grant), are you voluntarily requesting less funding for your 2016 renewal grant?	Yes	Yes = 2 pts No = 0 pts Project still open = 2pts N/A (no unspent funds) = 2 pts			KHC Project Application
23. All programs: If your 2014 grant (or most current grant) is still open, is your project on track to spend down 100% of the funds?	Yes	Yes = 3 pts No = 0 pts Project closed = 3 pts			KHC Project Application
24. All programs: If your 2014 grant (or most current grant) is still open and you are not on track to spend down 100% of the funds, are you voluntarily requesting less funding for your 2016 renewal grant?	Yes	Yes = 2 pts No = 0 pts Project closed = 2pts			KHC Project Application
25. All programs: For this project, has there been a HUD and/or KHC monitoring with findings since 7/1/13	No findings or findings corrected and accepted	No findings or no review completed = 5 pts Findings, but corrected and accepted = 3 pts			KHC Project Application
26. All programs: For HMIS or comparable database, missing data in Q7: Data Quality	No missing data	No categories with missing data = 5 pts 1-2 categories with missing data = 3 pts 3 or more categories with missing data = 0 pts			HMIS Data/APR Q7
27. TH/PH: All HIC/PIT data submitted on time	Yes	Yes = 5pts No = 0 pts			HIC/PIT Data Records
28. All programs: What percentage of CoC meetings/webinars did the agency participate in during calendar year 2015.	100%	100% = 10 pts 80% - 99% = 8 pts 50% to 79% = 5 pts Less than 50% = 0 pts			COC Planning and Coordination Records
Total Possible Points					
PSH Projects:		190			
RRH Projects:		145			
TH Projects:		138			
SSO Projects:		113			

2016 Kentucky Balance of State New Project Scoring Criteria

(KY BoS CoC Advisory Board Approved August 4, 2016)

Agency Name: _____

Program Name: _____

Project Type (Circle One): PSH RRH

Was this project created through reallocation of this agency's TH or SSO project? Yes or No

If yes, are all of the funds eligible for renewal being reallocated to this project? Yes or No

Application Review	Points	Agency Score
<p>1. <u>Project Creation</u> Was this project created through reallocation of this agency's TH or SSO project?</p>	<p>10 pts = Yes, all of project funds reallocated to this project. Or, this project will reallocate most of their money to this new project, but are surrendering the rest.</p> <p>5 pts = Yes, a portion of eligible renewal funds has been reallocated to this project. The rest will remain with the renewal project.</p> <p>0 pts = No</p>	
<p>2. <u>Project Description</u> Is the project description complete and accurate?</p>	<p>5 pts. = Yes 0 pts. = No</p>	
<p>3. <u>BoS and HUD Priorities</u> Does proposed project meet KY BoS priorities as outlined in the BoS New Project Evaluation guidelines, including a certified commitment to participating in the KY BoS Coordinated Entry System?</p> <p>4. Does proposed project align with HUD priorities of quickly moving clients from streets or emergency shelters into permanent housing?</p>	<p>5 pts. = Yes 0 pts. = No</p> <p>5 pts. = Yes 0 pts. = No</p>	
<p>5. <u>Target Populations</u> ALL: What percentage of the adults served by the project are expected to be veterans?</p> <p>6. RRH: What percentage of units are prioritized for use by families (households with at least one adult and one child)?</p> <p>7. RRH: What percentage of units are prioritized for use by homeless youth households (unaccompanied and parenting).</p>	<p>10 pts. = 100% 7 pts. = 75 to 99 % 5 pts = 50 to 74% 3 pts = 49 to 25% 0 pts. = Less than 25%</p> <p>10 pts. = 100% 7 pts. = 75 to 99 % 5 pts = 50 to 74% 3 pts = 49 to 25% 0 pts. = Less than 25%</p> <p>10 pts. = 100% 7 pts. = 75 to 99 % 5 pts = 50 to 74% 3 pts = 49 to 25% 0 pts. = Less than 25%</p>	

<p>8. <u>Prioritizes Clients with the Highest Need:</u> For PSH projects, project commits to following Notice CPD 16-11: <u>Prioritizing Persons Experiencing Chronic Homelessness and other Vulnerable Homeless Persons in Permanent Supportive Housing</u>, including prioritizing those with the highest needs if a chronically homeless client cannot be identified in project's designated area.</p> <p>For RRH, project commits to prioritizing clients with the highest needs as determined by the VI-SPDAT common assessment tool (this does not preclude the project from using other, more thorough assessment tools to determine a client's level of need in addition to the VI-SDPAT so long as the process is consistent and open to all clients.</p>	<p>Yes = 10pts</p> <p>No = 0 pts</p>	
<p>9. <u>Housing First</u> Program's commitment to Housing First as determined by eSnaps question 3B. 5a – 5d.</p>	<p>10 pts. = Yes</p> <p>0 pts. = No</p>	
<p>10. <u>Proposed Project Budget</u> The budgets are calculated accurately with appropriate line items, including the cash match amount.</p>	<p>5 pts. = yes, calculated correctly and all item are eligible</p> <p>3 pts – Either not calculated correctly or some items not eligible</p> <p>0 pts. = no, does not meet either criteria</p>	
<p>11. <u>Audit/Financial Information</u> Does the project sponsor have any unresolved financial audit findings or issues with IRS 990 form? (i.e. operating in the red in excessive, unexplained amount)</p>	<p>Yes, significant findings and/or concerns = -5 pts</p> <p>Yes, internal control issues = - 3 pts</p> <p>Yes, minor findings that are being addressed = - 2 pts.</p> <p>No = 0 pts.</p>	
<p>12. <u>Match Documentation</u> Do match letters sufficiently document the required match for the project type?</p>	<p>5 pts. = Yes</p> <p>0 pts. = No</p>	
<p>13. <u>Support Services</u> Do services adequately and appropriately meet anticipated service needs?</p>	<p>Yes = 5 pts.</p> <p>No = 0 pts.</p>	
<p>14. <u>Access to Mainstream Resources</u> Program's commitment to connecting participants' with mainstream resources as determined by questions 4A. 5a, 5b, 5c, 6, and 6a on the new project application in eSnaps.</p>	<p>Yes to all 5 = 10 pts</p> <p>Yes to 4 = 5 pts</p> <p>Yes to 3 = 3 points</p> <p>Yes to 2 or less = 0 pts</p>	
<p>15. <u>Employment Services</u> Does the project provide or link participants to employment services? Does the program have employment goals?</p>	<p>Yes = 5 pts.</p> <p>No = 0 pts.</p>	

16. K-Count/HIC Participation If agency currently serves persons experiencing homelessness; does agency participate in K-count and Housing Inventory Count?	Yes = 5 pts. No = 0 pts. N/A = 5 pts.	
17. CoC Participation What percentage of CoC meetings/webinars did the agency participate in during calendar year 2015?	10 pts. = 100% 8 pts. = 80 to 99% 5 pts. = 50 to 79% 0 pts. = less than 50%	
18. KHC Applicant Scorecard <u>All programs:</u> Project sponsor meets minimum score or higher on KHC Capacity Scorecard	Pass/Fail	

Total Score _____

PSH Total Points Possible: 100

RRH Total Points Possible: 120

Draft review, ranking, selection criteria was shared with CoC membership/Public on KHC website on July 29, 2016. Final, approved criteria also posted on website and evidence included in this packet.

Shaye Rabold

From: Kentucky Housing Corporation <khcegram@kyhousing.org>
Sent: Friday, July 29, 2016 9:05 AM
To: Shaye Rabold
Subject: KHC Rental Waiting List



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[KYHMIS and Recovery Kentucky Trainings](#)

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KHC Rental Waiting List

The Kentucky Housing Corporation (KHC) Tenant-Based Rental Assistance (TBRA) is now accepting applications for the Housing Choice Voucher Program through the [Waiting List Portal](#).

Please direct those interested in applying for a Housing Choice Voucher to [KHC's website](#), under [Rental](#), [Rental Portals](#), [Waiting List Portal](#). We encourage everyone wanting assistance to register online using the portals. Applications are accepted in the order they are received.

Paper applications will be available at KHC's offices, located at 1231 Louisville Road or 1047 U.S. Hwy 127 South, Suite 1, in Frankfort. Applicants may also request a paper copy be mailed directly to them by calling KHC directly toll-free at 877-552-7368 or 502-564-9946.

BoS CoC Full Advisory Board Meeting

The Balance of State (BoS) Continuum of Care (CoC) Advisory Board will meet **Monday, August 1, 2016, at 2:30 p.m. ET**, via [Gotowebinar](#). For those who do not have access to a computer or telephone, they may participate in person at KHC's U.S. 127 office, 1047 U.S. Hwy 127 South, Frankfort. The Board will discuss/approve the proposed 2016 CoC competition scoring and ranking process, as well as scoring tools as presented by the Scoring and Ranking Subcommittee at the meeting held on July 21. The draft minutes and scoring documents are available on [KHC's website](#), under [Specialized Housing](#), [Continuum of Care](#), [2016 CoC Application Resources/Forms](#).

The full KY BoS CoC membership, general public, and press are invited attend, but must [register](#).

After registering, you will receive a confirmation email containing information about joining the webinar. View [system requirements](#) prior to the webinar.

If you require special accommodations, please contact Terry Helton in advance toll-free in Kentucky at 800-633-8896 or 502-564-7630, extension 273; TTY 711; or email thelton@kyhousing.org.

KYHMIS Required Annual Documentation

All agencies are required to submit the following documentation each July. If a new user has recently been added to the system, the paperwork has to be re-completed for July and will be in effect for the entire fiscal year.

The documents are available on the [HCA Help Desk](#), under KYHMIS Administrative Documentation, [Agency Related Forms](#).

- The KYHMIS Agency Participation Agreement
- The Security Monitoring Form
- The KYHMIS User Confidentiality Agreement (one per user)
- The signature pages of the KYHMIS External Policy and Procedures (one per user)

The executive director should sign where indicated. Once completed, the forms must be scanned and submitted to the [HCA Help Desk](#) by Monday, August 1, 2016, to prevent suspension of KYHMIS licenses.

KYHMIS and Recovery Kentucky Trainings

KHC has scheduled several KYHMIS and Recovery Kentucky HMIS trainings. All trainings will be from 9 a.m.-4 p.m. ET, in KHC's computer training room in the west annex, located at [1231 Louisville Road, Frankfort](#). Seating is limited and available to registrants on a first-come, first-served basis. Lunch will be on your own from 11:30 a.m.-12:30 p.m.

To attend a training session, users must submit a [Training Request Form](#) no later than three days prior to the session to ensure space is available. Additionally, registrants must be confirmed prior to attending the training.

Recovery Kentucky

- Thursday, August 4 - New User/Refresher Training
- Thursday, September 8 - New User/Refresher Training

KYHMIS

- Friday, August 12 - New User/Refresher Training
- Thursday, August 18- Refresher Training
- Friday, September 23 - New User/Refresher Training

If you have any questions or concerns related to these trainings, please contact Danielle Humes toll-free in Kentucky at 800-633-8896 or 502-564-7630, extension 434; TTY 711; or email dhumes@kyhousing.org.

Stay tuned to KHC eGrams for other training opportunities!

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Kentucky Housing Corporation,
1231 Louisville Road, Frankfort, KY 40601

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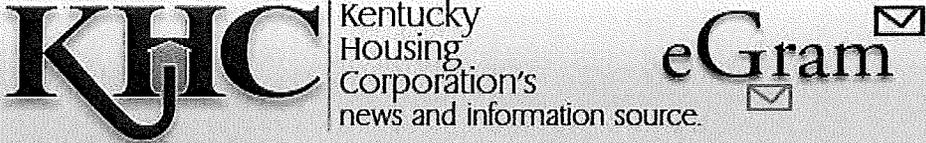
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Please see Page 2 of this August 5, 2016 KHC eGram. This eGram shows where the CoC shared the Board Approved Review, Ranking and Selection Criteria with the Full CoC Membership, public.

Shaye Rabold

From: Kentucky Housing Corporation <khcegram@kyhousing.org>
Sent: Friday, August 05, 2016 5:43 PM
To: Shaye Rabold
Subject: CoC Application Important Deadlines

	
<p>In This Issue</p> <p>CoC Application Important Deadlines</p> <p>CoC Application Scoring and Ranking Process</p> <p>KYHMIS Annual Licensing Invoices</p> <p>KYHMIS and Recovery Kentucky Trainings</p> <p>HOME Home Buyer Development Analysis Tools</p> <p>HOPWA Grant Funds</p> <p>KHC Rental Waiting List</p> <p>Career Opportunities</p> <hr/> <p>Quick Links</p> <p>News</p> <p>About Us</p> <p>Multifamily Finance</p> <p>Single-Family Finance</p> <hr/>   	<p>CoC Application Important Deadlines</p> <p>As part of the FY 2016 Continuum of Care (CoC) Competitive Application process, please be aware of the following information and deadlines. This announcement includes various deadlines for different project types so please read carefully:</p> <p>Kentucky Housing Corporation (KHC) Subrecipient Renewal Project Applicants:</p> <p>Due by Friday, August 12, 2016, at 5 p.m. ET</p> <ul style="list-style-type: none">• 2016 Budget Charts• Match Chart• Additional Information for eSnaps Application document <p>Due by Friday, August 19, 2016, at 5 p.m. ET</p> <ul style="list-style-type: none">• Responses to the Additional Questions for Scoring and Ranking Purposes document• APR for the reporting period October 1, 2015-June 30, 2016 (Renewal Projects that received their first allocation in the 2015 Competition are not required to submit an APR.)• Completed KHC Capacity Scorecard <p>Note: All subrecipient renewal applicants will receive an email directly from KHC staff with these documents to complete.</p> <p>Due by Friday, August 26, 2016, at 5 p.m. ET</p> <ul style="list-style-type: none">• Signed Match Letters <p>Direct Grantee Renewal Project Applicants and New Project Applicants:</p> <p>Due by Monday, August 15, at 5 p.m. ET</p> <ul style="list-style-type: none">• You must submit your renewal or new project application in eSnaps by this deadline. KHC will review your application and

work with you to make any edits, if needed.

To complete and submit a new project application, applicants must set up a Project Applicant Profile in eSnaps, the U.S. Department of Housing and Urban Development (HUD) online application system for the CoC Competitive Application.

Follow the links below for information on how to set up a project and how to complete a new project application in [eSnaps](#).

- [How to create an Applicant Profile](#)
- [How to create a New Project Application](#)
- [Detailed Instructions for Completing a New Project Application](#)

Due by Friday, August 19, at 5 p.m. ET

- Responses to the Additional Questions for Scoring and Ranking Purposes document (KHC will email you this document)
- APR for the reporting period October 1, 2015-June 30, 2016 (Renewal Projects that received their first allocation in the 2015 Competition and New Project Applicants are not required to submit an APR).
- Completed KHC Capacity Scorecard

If you have any questions, please contact the [HCA Help Desk](#).

CoC Application Scoring and Ranking Process

The Kentucky Balance of State (BoS) CoC Advisory Board has approved the process to score and rank projects for the 2016 CoC Application Competition. [The Scoring and Ranking Process](#), [the Renewal Project Scoresheet](#), and [the New Project Scoresheet](#) are available on [KHC's website](#), under Specialized Housing, [Continuum of Care](#). Applicants are strongly encouraged to review these documents prior to submitting an application.

For more information, please contact the [HCA Help Desk](#).

KYHMIS Annual Licensing Invoices

Every year, KHC invoices for the next fiscal year's Kentucky Homeless Management Information System (KYHMIS) User License fees. In the 2015-2016 fiscal year, online payments were introduced to the KYHMIS agencies.

KHC has adopted this method of invoicing permanently. Invoices were recently emailed to each agency for fiscal year 2016-2017 billing. All agencies in the BoS and the Lexington CoC that participate in KYHMIS, and have users with licenses, should have received an invoice for their portion of the license fee.

The Louisville CoC will bill their Louisville CoC clients directly and then pay their portion of the license fees (for all Louisville agencies) directly to KHC.

Your agency will be charged for the number of users in the KYHMIS. Please remember that user licenses cannot be shared by more than one user. Refunds will not be given for licenses requested in July, which weren't used consecutively during the year.

The initial invoices, as well as reminder invoices, have been sent to each agency. There will be no more reminder invoices sent out for KYHMIS license fees that are currently due. **To avoid suspension of KYHMIS user licenses, please pay your invoice by Monday, August 15, 2016.**

Agencies may access the [PNC Payment Center](#) to log in and pay now. If you have any questions, please contact the [HCA Help Desk](#) toll-free at 800-633-8896 or 502-564-7630, extension 446; TTY 711; or [Submit a Request](#) through the [HCA Help Desk](#)

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Stay tuned to KHC eGrams for other training opportunities!

HOME Home Buyer Development Analysis Tools

At a recent HUD training, Housing Contract Administration (HCA) staff obtained [HOME Home Buyer Development Analysis Tools](#). These have been developed to help HOME Participating Jurisdictions (PJs) and their partners complete a preliminary and final buyer affordability analysis for home buyer projects and to assess income needed to afford homes being developed for sale.

This [tool](#) can be found on [HCA's Help Desk](#) under Resources, Single-Family HOME, Single-Family HOME Program-Related Tools and Documents.

HOPWA Grant Funds

HUD issued a [memorandum](#) on the use of Housing Opportunities for Persons With AIDS (HOPWA) grant funds for participation at the 2016

United States Conference on AIDS (USCA). The purpose of the memorandum is to provide guidance to recipients of HOPWA formula and competitive grants on the use of HOPWA grant funds to pay for the cost of grantee or project sponsor staff attending the conference taking place on September 15-18, 2016, in Hollywood, Florida.

For more information about the conference, please visit [USCA 2016 website](#).

KHC Rental Waiting List

KHC Tenant-Based Rental Assistance (TBRA) is still accepting applications for the Housing Choice Voucher Program. Please direct those interested in applying to [KHC's website](#), under Rental, [Rental Portals](#), [Waiting List Portal](#). We encourage everyone wanting assistance to register online using the portals. Applications are accepted in the order they are received.

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Career Opportunities

KHC has positions currently available! Join us in helping Kentuckians find safe, quality, affordable housing.

Internal Auditor II
Internal Audit
Salary range: \$43,594 - \$54,492
Respond by Friday, August 19, 2016

Full details are available on [KHC's website](#), under About, [Careers](#).

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1231 Louisville Road, Frankfort, KY 40601

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Screenshot of Kentucky Housing Corporation website where review, ranking and selection criteria was made publicly available.

http://www.kyhousing.org/Specialized-Housing/Pages/Continuum-of-Care.aspx

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2016 CoC Application

- FY 2016 CoC Program NOFA (posted 6/29/2016)

Forms

- 2016 Match Letter Form
- 2016 CoC Capacity Scorecard

Intent to Apply for New and Renewal Projects

- 2016 Intent to Apply for Renewal and Reallocation Form (posted 7/8/2016)
- 2016 Pre-Application Form for New Permanent Housing Projects (posted 7/8/2016)

Board Meeting Minutes and Related Documents

- July 21, 2016 Meeting Minutes (posted 7/29/2016)
- Draft Scoring and Ranking Documents (posted 7/29/2016)
- August 1, 2016 Meeting Minutes (posted 9/9/2016)

Scoring and Ranking Process and Scoresheets

- 2016 KY BoS CoC Scoring and Ranking Process Board Approved (posted 8/5/2016)
- 2016 Renewal Project Scoresheet Board Approved (posted 8/5/2016)
- 2016 New Project Scoresheet Board Approved (posted 8/5/2016)



Kentucky Housing Corporation
KY Balance of State Continuum of Care – Advisory Board Meeting
10:00am – 1:00pm EST, Thursday, July 21, 2016
KHC – 127 Building – 1047 US Highway 127S, Frankfort, KY

The Kentucky BoS CoC Advisory Board met on July 21, 2016, at Kentucky Housing Corporation in Frankfort, Kentucky. A quorum was present with the following members:

KY BoS CoC Board Members Present and via Webinar

- Debbie Sivis, Shelter of Hope, Chairperson
- Paul Semisch, Gateway Homeless Coalition
- Adrienne Bush, Hazard-Perry County Community Ministries
- Michelle Yoebstl, Barren River Area Safe Space
- Linda Young, Welcome House
- Alisa Barton, Salvation Army of Hopkinsville
- Marty Jones, CAC of Lexington
- Kenzie Strubank, Housing and Homeless Coalition of Kentucky
- Steve Clark, Heartland CARES
- Jennifer Shofner, Transitions
- Cyndee Burton, Matthew 25 Aids Services, Inc.

KY BoS CoC Board Members Absent

- Brad George, Housing and Homeless Coalition
- Sharon Hendrickson, Kentucky River Community Care

Others Present and via Webinar

- Barbara Johnson, Mountain Comprehensive Care Center
- Andrea Miller, Kentucky Coalition Against Domestic Violence
- Jarrett Spisak, Brighton Center
- Rosemary Lockett, Kentucky Housing Corporation
- Heather Harvey, Kentucky Housing Corporation
- Danielle Humes, Kentucky Housing Corporation
- Jill House, Kentucky Housing Corporation
- Terry Helton, Kentucky Housing Corporation
- Ashley VonHatten, Kentucky Housing Corporation

Approval of Minutes

Chairperson Debbie Sivis welcomed everyone and completed roll call. A motion was made by Linda Young to approve minutes from June 21, 2016 with a second motion from Marty Jones. The motion passed. Debbie announced a change in the agenda stating System-Wide Performance Measures will be discussed first.

System-Wide Performance Measures

Rosemary Luckett stated HUD has released HDX with a due date of August 1, 2016. KHC has run the reports and has draft numbers to present to the Board. The Performance Committee met to review the draft reports and to provide feedback.

Heather Harvey and Danielle Humes said KHC staff has participated in HUD webinars and has reviewed all of the available HUD guidance regarding performance measures. After much work, including great participation and assistance in data cleanup by projects, the reports are nearly ready to be submitted to HUD and will be prior to the August 1 deadline. The draft system-wide performance outcomes were shared with the full Board. Heather and Danielle explained the goals of collecting specific data and gave examples of how the CoC can use the data locally going forward.

- Measure 1: Length of Time Persons Remain Homeless. The goal is to see a reduction in the average and medium lengths in the amount of time persons experience homelessness. HUD hasn't set any thresholds for performance on this measure but does expect to see that prioritization efforts will lead to declining average length of time homeless over time. This measure reflects HUD's policy to prioritize housing chronically homeless individuals and families with the longest history of homelessness and to move people as quickly as possible into permanent housing.
- Measure 2: Exits to Permanent Housing with Returns to Homelessness. This measure looks at people that exit to permanent housing and return to homelessness. It does not include clients who transfer directly from one permanent housing program to another. The data can be used to identify patterns that might indicate how to reduce the rate of returns to homelessness and to evaluate the performance of projects.

Linda Young and Debbie agreed it would be helpful if Measure 2 could also include if the person is receiving a subsidy and asked if it could be tracked. Danielle said an accompanying report may be able to be pulled but it may not show the information regarding subsidy. Danielle suggested the comment section be used for now and she would contact Bowman regarding an added field. Linda and Debbie both agreed it would be beneficial to know the type of permanent housing people are exiting to as it is their experience that some permanent housing destinations, including some subsidized housing, are not always as effective.

- Measure 3: Number of Homeless Persons. Includes PIT count and annual count. At the most basic level shows how big an issue homelessness is and allows us to estimate the resources needed to help. The data can be used to compare number of homeless to available beds. Using the measure locally allows understanding of how people who experience homelessness move through your system.

Andrea Miller and Marty discussed how many emergency shelters in BoS use HMIS and stated a geographical outlay of shelters would be helpful. Danielle agreed a map would be helpful and one goal of performance measures is to get people not using HMIS involved. Rosemary added KHC has looked at ways to engage other agencies but it is a lot of investment on the agency's end. Rosemary stated that the CoC has explored paying the emergency shelter's initial license fees, but it is still difficult to get the agencies fully engaged beyond that point. Debbie inquired how other BoS CoCs are addressing this issue. Debbie, Jill, and Terry will be attending the National Alliance to End Homelessness Conference in DC next week, so that will be an opportunity to talk with our BoS leads about this challenge.

- Measure 4: Employment and Income Growth for CoC Funded Projects Only. Calculates changes in stayers and changes in leavers by looking at employment income and unearned income. This can be used locally to set targets for different project types, depending on the expected outcomes of the project.
- Measure 5: Numbers of Persons First Time Homeless. Goal is to reduce number of persons that become homeless. The CoC should use this measure along with the results from Measure 2 and 3 to get a sense of how people are moving into and out of the system over time.
- Measure 7: Permanent Housing Placement/Retention. Calculates exits to permanent housing (or into shelters from street outreach) and retention in permanent housing programs.

Rosemary stated the Performance Committee met and advises that the committee and the Board should look at the system-wide numbers at least quarterly. They also requested a way to look at the measures on a regional level to determine what different parts of the state need and discussed data quality thresholds. They are discussing ways to use the data to evaluate project performance as well. The next meeting is set for late September following the NOFA and will be used to set proposed goals and governance policies for Board approval and CoC implementation. In the meantime, some of the performance measures will be used to score renewal project applications on the NOFA. Debbie suggested communicating by email moving forward when possible since CoC members are scattered across the state.

Rosemary discussed differences from last year to this year's application. Tier 1 last year was cut off at 85% but this year it is 93%. Last year's bonus amount was 15% of annual renewal demand; however, this year it's only 5%. Tier 2 agencies are subject to additional scoring by HUD, with the 100 points breaking down differently than last year (much more substantial amount in placement in rank list). HUD sets guidelines when to notify agencies, types of projects eligible for reallocation of funds, with more emphasis on chronically homeless, veterans, families with children and youth. The NOFA was issued June 28, 2016 stating the information in eSnaps would be available within a few days; however, nothing is available on eSnaps as of this morning. Until the information is available, we are forced to wait, but have started gathering intent to apply information, new project application information and gathering project level information.

Debbie asked if this included leverage letters and Marty asked if it made sense to ask for this information, as leverage letters are not required for the application. Rosemary stated it will remain a scoring item but has been given a lesser point value. Following the premise of priority of HUD and pulling in other sources other than HUD funds, it is proposed to stay a scored item for the CoC scoring criteria, as it demonstrates we are encouraging agencies to maximize funding sources from the community, beyond HUD funds.

Rosemary stated a review of all projects submitted last year is being completed to determine if agencies who answered 'no' to Housing First/Low Barrier could make easy changes this year to be able to demonstrate compliance with the Housing First model. Some TH and SSO projects have indicated they plan to put their money into the reallocation pool for the creation of new permanent housing projects. Linda asked if there is any way to share information regarding how to reallocate money or make changes. Rosemary replied that a lot of agencies ask more questions and are more open when it's a one on one call. Rosemary and other staff are available to provide this opportunity to explore reallocating funds and to provide technical assistance for making this happen.

Rosemary stated some agencies plan to convert their projects to new PH and at least three agencies are interested in pursuing bonus permanent housing money, which the CoC has encouraged both existing CoC-funded agencies to pursue as well as first time applicants new to the CoC. As of now, one project has decided not to renew. Related to the consolidated application, we have identified some areas we should receive higher scoring than last year as we are further along in the process, i.e. rapid re-housing, CPD Prioritization Notice, dedicated more beds to chronically homeless, scoring and ranking process, coordinated entry.

Break 1130am – 1145am

Scoring/Ranking Process and Tools

Rosemary stated the Scoring and Ranking Committee is made up of non-CoC funded agency staff and looked at how HUD priorities could be used to score and rank renewal and new projects. Two scoring rubrics will be used—one for new projects and one for renewal projects where the scoring criteria is heavily weighted on HUD's criteria of objective, performance based. Both rubrics are aligned with HUD's policy priorities. Rosemary discussed the Application Process and Scoring and Ranking Criteria for RENEWAL Projects document's highlighted areas. Including:

- All renewal projects, except for first time renewals from 2015 grant awards (including Coordinated Entry) and HMIS projects, will be scored by KHC staff using a renewal scoring rubric. Per HUD's directions, projects will be initially ranked from highest to lowest based on the score each project receives on the score sheet. For all projects ranked in Tier 2, renewals that commit to the Housing First/Low Barrier model will be ranked above new projects proposals that do not currently serve clients.
- Almost all of the data used to evaluate renewal projects will come from HMIS or a comparable database for Victim Service Providers.
- The renewal grants for Coordinated Entry and HMIS administered by the Collaborative Applicant will be automatically placed at the bottom of Tier 1.

Marty asked how Coordinated Entry participation will be measured, as one challenge is getting people to the table, placing their people on the list and getting them to bring their resources. Rosemary stated participation would be defined by the local area and the Coordinated Entry subcommittee is working on developing state-wide requirements. Kenzie and Marty agreed the agencies need to be held accountable and have KHC support surrounding what it means to participate and what is expected specifically. Linda and Debbie agreed it was a huge change in thinking for both the agencies and the clients. Rosemary stated there are going to be challenges, but agencies will be scored on the extent to which they are participating in the future. Marty stated it would be helpful to have information in the scoring process or a separate document with the expectations.

Review, Ranking, Selection Process/Criteria first discussed. Draft docs posted on KHC website. Please see screenshot.

Rosemary discussed the 2016 Kentucky Balance of State New Project Scoring Criteria. The target population, in addition to chronically homeless and those with the highest needs, includes households with children, youth and veterans. As stated earlier, it is recommended that leverage be left in as scoring criteria as it encourages applicants to maximize community resources. The 2016 Kentucky Balance of State CoC Renewal Scoring Criteria is longer because it involved past performance criteria at the project level where new projects do not yet have programs to evaluate. There are not necessarily more categories but they are broken up differently. Last year, for renewal projects, utilization rate was calculated by the number of beds. This year, it will be calculated using units. Linda asked why SSO programs are not scored with priority populations. Rosemary stated SSO and TH programs not serving certain subpopulations are not prioritized by HUD and the scoring criteria was designed in a way to reflect HUD's priorities. Rosemary stated that while points available for project type does not favor SSO or TH for the general population, the remaining scoring criteria is performance-based and thus high-performing SSO and TH projects can still end up in Tier 1. The Committee is asking the Board to accept the scoring and ranking process and scoring tools as proposed and presented at this meeting.

A general desire to allow more time to review the proposed process and to gather feedback was expressed. The Board did not take action on the scoring criteria at the meeting. A Board meeting was scheduled for August 1, 2016 at 2:30pm and will be conducted via conference call using GoTo Meeting. KHC staff will send out information about accessing the call and this information will also be shared publicly. The Board scheduled two additional meetings to address additional NOFA related issues, including approving the CoC's project rankings for submission to HUD. The meeting will be held on August 22, 2016 from 10:00am-2:00pm for policy questions and a meeting on September 7, 2016 2:00pm -4:00pm to discuss ranking. These meetings dates will be shared publicly and if dates change or need to be added, that information will be shared with the public as well.

Meeting adjourned 1:00pm by Debbie.



Note: Scoring and Ranking **draft** process documents and draft scoring tools discussed at this meeting were available on the KHC [website](#) under [Specialized Housing, Continuum of Care, 2016 CoC Application Resources/Forms](#). Once the final documents were approved, the draft documents were removed from the website and replaced with the final, Board-approved scoresheets to prevent confusion.



Kentucky Housing Corporation
KY Balance of State Continuum of Care – Advisory Board Meeting
2:30pm – 3:45pm EST, Monday, August 1, 2016
KHC – 127 Building – 1047 US Highway 127S, Frankfort, KY

The Kentucky BoS CoC Advisory Board met on August 1, 2016, at Kentucky Housing Corporation in Frankfort, Kentucky. A quorum was present with the following members:

KY BoS CoC Board Members Present and via Webinar

- Debbie Sivis, Shelter of Hope, Chairperson
- Adrienne Bush, Hazard-Perry County Community Ministries
- Michelle Yoebstl, Barren River Area Safe Space
- Linda Young, Welcome House
- Alisa Barton, Salvation Army of Hopkinsville
- Marty Jones, CAC of Lexington
- Kenzie Strubank, Housing and Homeless Coalition of Kentucky
- Steve Clark, Heartland CARES
- Jennifer Shofner, Transitions
- Cyndee Burton, Matthew 25 Aids Services, Inc.

KY BoS CoC Board Members Absent

- Paul Semisch, Gateway Homeless Coalition
- Brad George, Housing and Homeless Coalition
- Sharon Hendrickson, Kentucky River Community Care

Others Present and via Webinar

- Jennifer Smith, KCEOC Community Action Partnership
- Curtis Stauffer, Housing and Homeless Coalition
- Rosemary Lockett, Kentucky Housing Corporation
- Shaye Rabold, Kentucky Housing Corporation
- Terry Helton, Kentucky Housing Corporation
- Margaret Ann Smith, Kentucky Housing Corporation
- Ashley VonHatten, Kentucky Housing Corporation

Scoring and Ranking Criteria

Shaye Rabold asked if the Board wished to discuss amendments first or walk through each of the documents before making any changes. It was agreed to review each question first and make changes as we went through the documents.

Curtis Stauffer suggested the “BoS and HUD Priorities” section in the New Project Scoring Criteria, needed to be a more specific as it relates to Coordinated Entry. Marty Jones, Cyndee Burton and Kenzie Strubank agreed and would like the sentence edited to be more specific and define participation in Coordinated Entry. Shaye said the sentence can be amended on the scoresheet and new, more specific language about participation can be added to the Process/Guidelines document. She also suggested for renewal projects, KHC could request a certification and assurances document where the agency agrees to participate in Coordinated Entry. Curtis added the document should state this is a requirement and Marty agreed it should clearly state the definition of participation. Shaye stated KHC is comfortable with adding language and the certification and assurance document. The Board agreed to the additions suggested.

Linda Young asked if SSO projects were included on the Renewal Scoring Criteria Question 7 All Programs (excluding VSPs): Returns to Homelessness-Percentage of clients who exited to permanent housing and returned to homeless within 2 years of exit. Rosemary said it would need to be verified but some measures do not include SSO. Shaye agreed if the System Performance Measures as submitted to HUD exclude SSO projects, then the scoresheet will be updated to exclude them as well.

Linda also stated Question 11 All programs: Percentage of participants who gained or increased income from other non-employment sources (non-earned) from entry to exit or at follow-up goal of 54% is too high. Shaye stated HUD wants to see how CoCs increase earned income but the NOFA wants to see how CoCs are increasing overall income, which is why the question refers to non-earned income. Marty asked if the goal was to maintain income or only gains in income. Shaye stated it does not include those that maintain, as the intention is to increase people’s income in order for them to achieve stable housing. Sharon Hendrickson said people who are coming in without SSI or disability are having to wait 18 months to 2 years to receive benefits and asked if the measure could include persons who applied. Rosemary suggested changing the language to include maintained income makes it fairer; however, she does not want to remove the question as it aligns with HUD. She suggested another option would be to change the language from non-employment sources to also include non-cash sources, which would include food stamps, Medicaid and other mainstream resources. Linda and Shaye agreed on the goal of 54% if the language reflects maintained income and non-cash income.

Linda said the points on Question 16 TH/SSO programs: Project utilizes a low barrier model should reflect 10 points for Yes and not No. Shaye and Rosemary agreed to make the correction.

Linda asked why serving veterans was a scoring criteria worth 10 points on the new project scoresheet since often her program refers veterans to other resources. Shaye stated the criteria was included for veterans, families, and chronically homeless because these are priority populations designated by HUD. While some areas may not have the need for new PSH or RRH for veterans or families, having them included in the scoresheet is meant to encourage and incentive agencies to develop new projects in areas of the state that do need more housing for veterans or families.

Shaye said KHC is recommending taking out Question 28 Leverage: All programs: 2016 CoC Application leverage documented and is in addition to the required project match. Curtis said HUD is not including leverage this year and leverage letters are not required for the application. Shaye said leverage is not required but the match requirement will remain. Shaye stated the intent was to demonstrate to HUD a commitment to maximizing community resources, but agreed that could be shown through match. It was decided by the Board to remove Q28.

Kenzie asked if “Prioritizes Clients with the Highest Need” question on the New Project Scoring Criteria will need to be updated to reflect CPD-16-11, which supersedes Notice CPD 14-012. Shaye stated it would be updated on the score card and amended by the Board. HUD is giving points for adopting the original notice, but is strongly recommending that CoC’S amend their Standards to replace the original notice with CPD-16-11.

Shaye stated there were updates to the dates in the Process and Scoring and Ranking Criteria document. The document includes guidelines and general information for both new and renewal projects. The August 14, 2016 due date for applications for KHC subrecipients is updated to August 12, 2016, as time is needed to enter information into eSnaps. Direct grantees will have until August 15, 2016 to enter information into eSnaps.

 Debbie Sivis asked if the score sheets and process document could be updated and sent out via email before the Board makes the final approval. It was decided the Board would give their written approval by email.

Meeting adjourned at 3:45pm.



UPDATE: The Board unanimously approved the updated scoresheets and process document electronically via a Google Doodle Poll, which is attached to these minutes.

Scoring Criteria Approved by the Board Electronically via Google Doodle Poll. Votes were collected August 3-5.

Approval of 2016 CoC Scoring and Ranking Process and Tools

Poll initiated by Shaye Rabold | 👤 13 | 🗳️ 0 | ⌚ one minute ago

This is a request for Board approval of the 2016 KY BoS CoC Scoring and Ranking Process and Tools as presented to the Board.

Copies of the process document, renewal scoresheet and new project scoresheet were sent via email by Shaye Rabold on August 3, 2016.

Please select "Yay" if you approve and "Nay" if you disapprove. Your vote will be recorded and published in Board meeting minutes. **MAKE SURE TO INCLUDE YOUR NAME WITH YOUR VOTE.**

Poll "Approval of 2016 CoC Scoring and Ranking Process and Tools" <https://doodle.com/poll/zyi8ff4z4qyst5iv>

	Yay	Nay
Anna Coleman	OK	
Steve Clark	OK	
Debbie Sivis	OK	
Paul Semisch	OK	
Adrienne Bush	OK	
Cyndee Burton	OK	
Kenzie Strubank	OK	
Marty Jones	OK	
Linda Young	OK	
Michelle Yoebstl	OK	
Jennifer Shofner	OK	
Alisa Barton	OK	
Sharon Hendrickson	OK	
Count	13	0

This document includes information about how funds can/will be reallocated.

**2016 Kentucky Balance of State Continuum of Care
Application Process and Scoring and Ranking Criteria for RENEWAL and NEW Projects
(Approved by the KY BoS CoC Advisory Board on August 4, 2016)**

The Department for Housing and Urban Development (HUD) has released the Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2016 Continuum of Care (CoC) Program Competition. Each recipient and subrecipient is expected to read the 2016 NOFA in its entirety to ensure the project design is consistent with HUD policy priorities.

The Kentucky Balance of State Continuum of Care (KY BoS CoC) Advisory Board charged the Scoring and Ranking Committee with developing a process and selection criteria to evaluate and rank projects per HUD's instructions and policy priorities as outlined in the 2016 NOFA. Projects will be scored and ranked by the Committee and the Collaborative Applicant (Kentucky Housing Corporation) and the ranking will be shared with the KY BoS Advisory Board for its approval. 

This document will outline the process and priorities that will be utilized by the KY BoS CoC when scoring and ranking projects to be included with the CoC's Consolidated Application.

KY BoS CoC Policy Priorities

The KY BoS CoC policy priorities reflect a commitment to the priorities set by HUD, which are consistent with the goals of Opening Doors: Federal Strategic Plan to Prevent and End Homelessness. Project applicants should review HUD's policy priorities included in the 2016 NOFA (Section II: HUD's Homeless Policy Priorities) for a complete description of the 7 overarching focus areas, which include:

1. Creating a systemic response to homelessness;
2. Strategically allocating resources;
3. Ending chronic homelessness;
4. Ending family homelessness;
5. Ending youth homelessness;
6. Ending veteran homelessness; and
7. Using a Housing First Approach

Specifically, the KY BoS CoC is committed to ensuring that homelessness in Kentucky is rare, brief, and non-recurring. The KY BoS CoC and its partners are committed to planning as a system and coordinating resources to quickly move individuals and families experiencing homelessness into permanent housing and ensuring the households are able to maintain stable housing. Project applicants are expected to participate fully in the activities and initiatives of the KY BoS CoC that are designed to achieve HUD and locally-established goals. In addition, the scoring categories utilized for this competition by the KY BoS CoC are directly tied to HUD policy priorities.

Coordinated Entry

The KY BoS CoC wishes to stress the importance of creating and utilizing an effective Coordinated Entry process (a component of creating a systemic response to homelessness) so that persons experiencing

homelessness in the Balance of State can access appropriate housing and service interventions, persons with the longest histories of homelessness and the most extensive needs can be prioritized, barriers to program entry or receiving assistance are removed, and persons receive assistance and are housed as quickly as possible.

As stated in 24 CFR 578.23(c)(9), projects awarded HUD CoC funding are expected to “use the centralized or coordinated assessment system established by the Continuum of Care as set forth in 578.7(a)(8).”

Project applicants awarded funding by HUD will be required to certify it will participate in the KY BoS CoC Coordinated Entry System, in addition to other commitments set forth in the Interim Rule (24 CFR 578), at the time the grant agreement is signed AND as part of this FY 2016 CoC Competition Process.

The KY BoS CoC Advisory Board, through its Coordinated Entry Subcommittee, is developing CoC-wide policies and procedures relating to coordinated entry. For purposes of this 2016 application process, agencies will be asked to certify its project’s participation in the KY BoS CoC Coordinated Entry System. Specifically, projects will be expected to agree to the following participation components:

1. (For all project types): Clients presenting at your program must be assessed/have been assessed using the KY BoS CoC’S approved common assessment tool, the VI-SPDAT.
2. (For Permanent Housing Projects): Once a Local Prioritization Committee is established in your area, your project’s resources (e.g. beds) must be made available to other members of the prioritization area. In other words, all resources from each independent project will be pooled together as part of the “system’s resources” as opposed to being just the “project’s resources”.
3. (For Permanent Housing Projects): Clients placed in your program will come through the coordinated entry process from the client prioritization list established using the VI-SPDAT. In other words, once Coordinated Entry is implemented in your area, you will be expected to work through your Local Prioritization Committee as opposed to working from your own first-come, first-serve waiting list when pairing a client with a bed/resource.

Note: Due to safety reasons and the unique circumstances that may accompany a person fleeing domestic violence, the KY BoS CoC Advisory Board and the Local Prioritization Committees may establish separate policies/procedures for Victim Service Providers (VSP). VSPs will still be expected to utilize the VI-SPDAT and to prioritize those with the highest needs for their permanent housing programs.

Projects awarded funding through this competition will be required to comply with any Coordinated Entry policies established by the KY BoS CoC Advisory Board regardless of whether or not a Local Prioritization Committee has been established in your area.

Overview

HUD is again requiring Collaborative Applicants to rank all projects, except CoC planning and UFA costs, in two tiers. Tier 1 is equal to 93 percent of the CoC's Annual Renewal Demand (ARD) approved by HUD on the final HUD-approved Grant Inventory Worksheet (GIW). Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for the permanent housing bonus, which is up to 5% of the CoC's ARD. Below is a breakdown of the Preliminary 2016 available funding by tier. The final ARD will be confirmed by HUD in early August.

KY BoS CoC ARD	\$7,866,787
Tier 1 (93% of ARD)	\$7,334,712
Tier 2 (7% of ARD; not including Permanent Housing Bonus)	\$532,075
Permanent Housing Bonus (5% of ARD)	\$394,339

According to HUD, projects ranked in Tier 1 will be conditionally selected by HUD from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both eligibility and threshold review. Any project, including new projects, can be placed in Tier 1.

Projects ranked by the CoC in Tier 2 will be scored by HUD on a 100 point scale, which is described in detail in the NOFA, Section II.B.17.

HUD will score CoCs on the extent to which they demonstrate the use of objective criteria to review project applications, specifically from past performance with CoC Program funds, when applicable. HUD will score CoCs on the extent to which they consider the severity of needs and vulnerabilities experienced by program participants which includes, but is not limited to: low or no income, current or past substance abuse, criminal record, and chronic homelessness as part of the project review, selection, priority, and ranking.

Renewal Scoring Criteria and Ranking Process

All renewal projects, except for first time renewals from 2015 grant awards (including Coordinated Entry) and HMIS projects, will be scored by KHC staff using a renewal scoring rubric attached to this document and available on the KHC website at www.kyhousing.org under Specialized Housing, Continuum of Care, 2016 CoC Application.

There are four project categories eligible for renewal: Permanent Housing-Permanent Supportive Housing (PH-PSH), Permanent Housing-Rapid Rehousing (PH-RRH), Transitional Housing (TH), and Supportive Services Only (SSO). Each category has its own total possible points and each project in a particular category will be scored in comparison to other projects within the same category.

Per HUD's directions, projects will be initially ranked from highest to lowest based on the score each project receives on the scoresheet. Renewal projects, except first time renewals from 2015, PSH, HMIS, and Coordinated Entry, will not be placed automatically above new projects. Rather, all projects will be ranked based on project performance, capacity and commitment to HUD policy priorities.

For all projects ranked in Tier 2, renewals that commit to the Housing First/Low Barrier model, will be ranked above new project proposals that do not current serve clients.

Renewal Scoring Criteria

The priority areas that will be evaluated by the KY BoS CoC are as follows:

Project Type

Project serves priority populations

Length of Time Homeless

Project works to quickly move participants into permanent housing

Housing Stability

Length of Stay in PSH

Exits to or retaining PH

Returns to Homelessness

Connecting Participants to Mainstream Benefits and Increasing Participants' Income

Project works to connect participants with mainstream benefits

Increase in income from employment

Increase in income from non-employment sources (cash and non-cash)

Utilization Rate

Extent to which project's resources are utilized.

Severity of Need and Commitment to HUD Policy Priorities for Subpopulations

Entries from streets/shelter

Entries by clients with no income

Rate of physical and mental health conditions at entry

Project uses Housing First model

Project uses low barrier model

Beds dedicated to chronically homeless

Beds prioritized for chronically homeless and those with highest need

Program Management, Capacity, HMIS (or comparable database for VSPs) Quality, and Participation

Project Capacity

Effective use of federal funds

Compliance Monitory

HMIS Data Quality

CoC Engagement

Data Sources

Almost all of the data used to evaluate renewal projects will come from HMIS or a comparable database for Victim Service Providers. Additional information will be gathered from project applications (both KHC and eSnaps). Applicants will be required to run and submit an APR 625 report for the period **October 1, 2015 through June 30, 2016**. KHC will run a report for HMIS participating TH and PH projects to

determine returns to homelessness for comparison to the KY BoS CoC 2016 System-Wide Performance Measure 2b.2.

Coordinated Entry and HMIS Grants

The renewal grants for Coordinated Entry and HMIS administered by the Collaborative Applicant will be automatically placed at the bottom of Tier 2. These projects benefit the all projects and are necessary for the successful implementation of project level requirements and system-wide compliance and performance. (NOTE to Scoring and Ranking: Under this scenario, the bottom project could be pushed to Tier 2).

Projects Funded for the first time through the FY15 CoC Competition

Since new permanent housing projects awarded funding through the FY15 CoC Competition are not yet operating, evaluation of project performance is not possible.

All new projects awarded funding in FY15 through reallocation or the Permanent Housing Bonus will automatically be ranked in Tier 1 so long as the project continues to meet the following minimum threshold requirements:

- A score of 75% or higher on the KHC Capacity Scorecard
- No outstanding HUD or KHC findings where the response is overdue or unsatisfactory.



The CoC reserves the right, however, to reduce the budget for any FY15-funded new permanent housing project that does not demonstrate a commitment to the following HUD and KY BoS CoC policy priorities: Use of a Housing First Approach and Maximizing the use of Mainstream and other Community Based Resources. Use of the Housing First model includes commitment to low-barrier access, quickly moving participants into permanent housing and ensuring participants are not terminated from the program for the reasons listed by HUD in the CoC project application. Determination of this commitment will be made by reviewing the applicant's response to the corresponding questions on the FY16 CoC Project Application. (3B.3a.— 3B.3d.) Maximizing Mainstream Resources will be demonstrated by the applicant's responses to the corresponding questions on the FY16 CoC Project Application. (4A. 2a, 2b, 2c, 3, and 3a).

New Project Application Scoring Criteria and Ranking Process

HUD is allowing the creation of new permanent housing projects created through reallocation or the permanent housing bonus. Eligible projects include Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH).

2016 KY BoS New Application Funding Priorities: Permanent Housing projects as described below will be a priority for the 2016 COC application.

Rapid re-housing (RRH) particularly those serving families (households with at least one adult and one child) and projects serving homeless youth.

Permanent supportive housing (PSH) – PSH projects dedicated to serving 100% percent chronically homeless clients.

Pre-Application Evaluations and Feedback

All pre-applications received by the due date will be evaluated by Collaborative Applicant. Each pre-application will be reviewed and evaluated on the following criteria:

Project eligibility –the project must be an eligible activity type based on the FY16 NOFA.

Local need –the project must meet an unmet need within the local planning group. This must be supported by local planning data, including point-in-time count data and be considered by the local planning group to be a project consistent with meeting local needs.

Local Coordination –the project must be fully coordinated and integrated, as appropriate, within the local coordinated assessment system and linked to mainstream resources.

Project Feasibility –the project will be evaluated on its overall feasibility. This includes factors such as the status of other funding sources including, if applicable, match sources and the relative capacity of the provider and partners involved in the project.

2016 Priorities –The project will be evaluated on how well it will help to quickly transition individuals and families to permanent housing and to what degree it is aligned with identified and specific KY BoS and HUD priorities.

Feedback will be provided on each pre-application. All projects submitted through the pre-application process regardless of feedback may be submitted as a HUD CoC new project application. Applicants may also request technical assistance by contacting the HCA Help Desk.

Registration

Each organization that has submitted a pre-application and plans to submit a new project application for the HUD CoC competition must create an Applicant Profile in e-Snaps.

Notice of Funding Availability (NOFA)

Project applicants are required to read the FY16 NOFA for the CoC Program Competition in its entirety.

Project Ranking

The KY BoS CoC Ranking Subcommittee and KHC staff will review all project applications meeting deadline requirements. Projects will then be ranked by the COC Board based on BoS funding priorities. Applicants will receive notification of the outcome of the project ranking prior to the HUD specified deadline.

Eligible Projects and Applicants

Applicants can pursue new project funding through two paths.

Current CoC-funded projects eligible for renewal (PH/TH/SSO) may choose to reduce or eliminate the funding for the current project and put those reduced or eliminated funds into a new project implemented by the existing applicant. That new reallocated project would be considered a “conversion” project. With a Conversion project, the original agency putting the funds into the reallocation pool would have first right of refusal to those funds. They may select to use all or a portion toward a new project, but cannot request any additional funds.

An agency that does not have a current project that can be reduced or eliminated, can apply for reallocated funds (non-conversion) or permanent housing bonus funds to create a new PH-PSH or PH-RRH project meeting the guidelines specified in the NOFA.

All new projects, including those created through reallocation, will be scored using the new project scoring criteria, which is attached to this document and available on the KHC website at www.kyhousing.org under Specialized Housing, Continuum of Care, 2016 CoC Application.

Additional Considerations

Once the committee completes the scoring and ranking, the committee may consider the CoC’s priorities, whether the initial scoring is likely to result in any critical service gaps, and strategy related to tier cut offs and HUD’s selection process, and may make adjustments to budgets and reallocate the funding to higher performing projects. The Committee’s rationale for any adjustments must be in writing to the KY BoS CoC Advisory Board and made public with the published rankings.

- The CoC may seek to preserve low-ranking projects at risk of losing funding where those projects represent the only CoC Program funding in their communities.
- The CoC may consider reducing funding requests for the lowest ranked projects as a means to preserve funding for higher ranked projects and the Continuum, if needed. Determination of this may include, but is not limited to a project’s commitment to HUD and KY BoS CoC policy priorities (Housing First and Maximizing Mainstream Resources).

Timeline

- **July 21: Scoring and Ranking Committee presents scoring and ranking process recommendations to the KY BoS CoC Advisory Board for review and feedback.**
- **August 1: KY BoS CoC Advisory Board holds public meeting to consider feedback on scoring/ranking process.**
- **August 4: KY BoS CoC Advisory Board approves scoring/ranking process and tools.**
- **August 12: Project Application Submission to CoC for KHC Subrecipients:** For KHC sub-recipients, all project information requested by KHC must be submitted to KHC no later than August 12, 2016. KHC reserves the right to ask for additional information after August 15 to ensure the final project application submitted to HUD is accurate, complete, and competitive.

- **August 15:** Direct Grantees Must Submit Project Applications in eSnaps. For direct grantees, project applications must be submitted in e-Snaps no later than August 15. KHC reserves the right to ask for additional information after August 15 to ensure the final project application submitted to HUD is accurate, complete, and competitive.
- **August 30:** Projects notified whether or not they will be included as part of the CoC Consolidated Application.
- **September 12 (or earlier):** All parts of the Consolidated Application (including priority listing of projects) will be posted on KHC's website.
- **September 14 (or earlier):** Consolidated Application Submitted to HUD.
- The Collaborative Applicant will set and publish additional dates for items such as BoS CoC Advisory Board meetings where the scoring and ranking of projects is discussed and/or approved for submission.

Possible Modifications

KHC reserves the right to modify this document as needed to correct any errors or omissions.

The KY BoS CoC reserves the right to modify the process and scoring and ranking criteria if it is deemed necessary due to changes or clarifications in the overall process made by HUD. Any policy changes made to this document after the initial Board-approved process will require a recommendation by the Scoring and Ranking Committee and a final vote of approval by the Board, all of which will be made public on the KHC website and distributed by KHC's eGram notification system.

**2016 Continuum of Care
Intent to Apply/Policy for Funding Consideration for RENEWALS
(Published July 8, 2016)**

IMPORTANT

This form **should be completed for ALL CoC projects eligible for renewal**, including direct grantees, with grant terms set to expire during calendar year 2017. (All projects awarded funding as part of the 2015 CoC Competition are eligible for renewal and must complete this form.)

After completing this form, please print pages 4-6, sign, scan and return to Terry Helton at thelton@kyhousing.org. **This form must be received by Friday, July 15, 2016.**

- **Agencies with more than one CoC project must submit a separate form for EACH project.**
- **Each agency within a bundled project must submit a separate copy of this completed form.**
- **Even if your agency does not intend to renew, you must submit this form to notify KHC.**
- **If you are proposing to convert all or some of your project from TH or SSO to PH, you must complete this form and the New Project Pre-Application form available at www.kyhousing.org under *Specialized Housing, Continuum of Care, 2016 CoC Program Competition*.**

Purpose

As stated in the Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2016 Continuum of Care Program Competition (FR-6000-N-25), HUD is accepting applications for eligible renewal projects and new, permanent housing projects created through reallocation or the permanent housing bonus.

Reallocation is the process by which a CoC may shift funds in whole or in part from existing eligible renewal projects to create one or more new permanent housing projects without decreasing the CoC's Annual Renewal Demand (ARD).

As stated in the Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2016 Continuum of Care Program Competition (FR-6000-N-25), CoCs may create through the reallocation process:

1. New permanent supportive housing (PSH) projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined in 24 CFR 578.3, or
2. New rapid rehousing (RRH) projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.

To better determine the capacity of the Kentucky Balance of State (BoS) Continuum of Care (CoC) to create new permanent housing projects through reallocation and to provide assistance to agencies intending to apply for renewal funding through the 2016 HUD CoC process, **it is critical that all projects funded through the FY 2015 CoC Competition consider available options and state their intended method of proceeding.**

CoC Renewal Grant Options

Eligible renewal projects may elect one of four options for the FY 2016 CoC Competition. Projects may:

1. **Apply for renewal of its existing project for the full amount** awarded through the FY 2015 CoC Competition or most recent award and confirmed by HUD on the 2016 Grant Inventory Worksheet (GIW);
2. **Apply for renewal of its existing project, but request less than the amount awarded as part of the FY 2015 CoC Competition** and confirmed by HUD on the 2016 GIW. Under this scenario, a project may elect to use the funds no longer requested for its current project to create a new, permanent housing project. In other words, the project would continue its existing project at a reduced amount and use the remaining money to create a new PH project. Alternatively, the project may surrender the funds no longer requested so that other agencies may create new, permanent housing projects.
3. **Reallocate its entire eligible renewal amount to create a new PH project it will operate.** In other words, a project may convert its project type from a TH or SSO project to a new PH project.
4. **Elect not renew** its existing grant through the FY 2016 CoC Competition.

HUD Policy Priorities

As discussed at the recent Regional CoC Meetings, HUD's policy priorities continue to focus on the goals articulated in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*. CoCs and individual projects will continue to be evaluated on the extent to which they are committed—as demonstrated through policies, practice, and performance—to these goals. The overarching goals include: creating a systemic response to homelessness; strategically allocating resources; ending chronic homelessness, ending family homelessness; ending youth homelessness; ending veteran homelessness; and using a Housing First approach.

To accomplish these goals and to maximize the potential for retaining the KY BoS CoC's full ARD, projects are asked to:

1. **Consider contributing to the pool of funds available for reallocation, if feasible.**

All current CoC grantees should review how your programs are structured and operated, including expenditure rates. If your program has consistently been unable to spend down the full award, it would be prudent to consider asking for less funding in the 2016 CoC renewal application.

2. **Convert from TH or SSO to PH (RRH or PSH), if feasible.**

KHC requests current CoC TH and SSO grantees to give serious consideration to converting all or some of its existing funding to PH. As an example, a TH project eligible for \$50,000 in renewal funding may elect to reallocate the entire amount to a new PH-RRH project it will administer in place of its TH project. Alternatively, the same project may decide to use \$25,000 to create a new PH-RRH project and retain the remaining \$25,000 for its existing TH project.

3. **Implement a Housing First Approach.**

All currently funded CoC projects should consider implementing a Housing First/Low Barrier model if it has not done so already. This applies to ALL project types.

Project applicants should be aware that HUD will again be using the tiered approach to selecting which projects to fund. Tier 1 will include 93% of the CoC's ARD. Tier 2 includes 7% of the CoC's ARD plus up to 5% of the ARD for new permanent housing projects created through the Permanent Housing Bonus option.

While all Tier 1 projects are anticipated to be funded by HUD assuming projects pass threshold requirements and funds remain available, **Tier 2 projects will again be scored on a 100 point scale** as follows:

- 1) CoC Score:** Up to 50 points in direct proportion to the score received on the CoC Consolidated Application;
- 2) CoC Project Ranking:** Up to 35 points for the CoC's ranking of the project application;
- 3) Project Type:** Up to 5 points based on the type of project; **5 points for renewal and new PH projects** (RRH and PSH), renewal safe haven, HMIS, SSO for centralized or coordinated assessment, or TH that exclusively served youth. **3 points for renewal TH** except those exclusively serving youth; and **1 point for renewal SSO** project applications.
- 4) Commitment to Policy Priorities:** Up to 10 points for how the permanent housing project application commits to **applying the Housing First model**.

Next Steps

While KHC will be in frequent contact with you throughout this process, here are a few reminders of what to anticipate in the coming weeks.

Request for more information

If you are electing to renew your current project or you are reallocating all or a portion of your funding to create a new PH project, KHC staff will be in contact with you to gather information to complete your project application (renewal and/or new project) in e-Snaps. This will include information such as budget worksheets, narratives, Match/Leverage commitments, etc. KHC will announce deadlines for submission of all necessary information.

The deadline for the KY BoS CoC to submit its Consolidated Application to HUD is September 14. CoC's are required to implement internal competition deadlines, including a requirement for all project applications to be submitted no later than 30 days prior to the application deadline of September 14, 2016. As such, we will be on an aggressive time table, but will provide as much assistance and direction as possible along the way.

Scoring and Ranking based on performance

The KY BoS CoC Advisory Board must approve the scoring and ranking process and scoring tools for renewal and new projects. This will be completed as soon as possible and shared with the public. At a minimum, projects should be prepared to submit APRs and a KHC Capacity Scorecard for use in the scoring process as HUD cannot award grants for new projects, except through reallocation, unless the CoC competitively ranks projects based on how they improve system performance. In addition, HUD must continue to prioritize funding for CoC's that have demonstrated the ability to reallocate resources to higher performing projects.

If you have questions or would like to discuss options for changing current programs, please contact the HCA Help Desk at <https://kyhmis.zendesk.com/home> or by dialing (800) 633-8896 x446.

2016 Continuum of Care

Intent to Apply for Renewal and/or Reallocation

(Must be completed for ALL currently funded projects with grant expiration dates in calendar year 2017)

Directions: Please complete this form, sign it and send a PDF copy electronically to Terry Helton at thelton@kyhousing.org. To complete the form, double click the gray boxes to access the Text Form where you will be able to type your information. Remember to click "OK" before exiting the Text Form after completing each answer in order to save your response. For check boxes, select "Checked" under the "Default Field" section and click "OK".

1. Name of Agency :

2. Name of Project:

3. Please list most recent Grant Number:

4. Is your eligible renewal part of a bundled project? Yes No

5. Please indicate the type of project for your existing grant: (Check only one)

- Permanent Housing
 Permanent Supportive Housing
 Rapid Re-Housing
- Transitional Housing Supportive Services Only

6. Please read the choices below carefully and please select one of the four options.

a. INTEND TO APPLY FOR RENEWAL OF EXISTING PROJECT AT THE CURRENT AMOUNT:

b. INTEND TO APPLY FOR RENEWAL OF EXISTING PROJECT AT A REDUCED AMOUNT:

- If you selected this option, do you intend to use the funds you are not requesting for your existing project to create a new PH project to be operated by your agency?

Yes (NOTE: If you answer yes, you must:

1. Complete the chart on the following page.
2. Complete this form and the *New Project Pre-Application Form*

No

c. INTEND TO REALLOCATE ALL OF MY PROJECT'S ELIGIBLE RENEWAL FUNDING TO A NEW PH PROJECT TO BE OPERATED BY MY AGENCY:

(NOTE: If you selected this option, you must complete this form and the *New Project Pre-Application Form*.)

d. DO NOT INTEND TO APPLY AT ALL:

Reduced Renewal Projected Budget: Renewal grants have the option to request a reduced amount of CoC funds and allow the surrendered funds to be put into a pool to be made available for reallocation at the CoC level to new Permanent Supportive Housing or Rapid Rehousing projects in Kentucky. The most common reason for reduction is if the program routinely has excess funds that get recaptured by HUD.

REDUCED RENEWAL Projected Budget (*only* for budget reductions)

Acquisition, new construction or rehab (if applicable)	Leasing	Rental Assistance	Services	Operations	HMIS	Administration (limited to 7% total of all other categories)	TOTAL budget request amount
\$	\$	\$	\$	\$	\$	\$	\$

Comments/Explanations for Renewal or Reduction of Funds Request:

Policy for Funding Consideration

To be eligible for funding consideration, Project Sponsors must meet the following criteria:

All Project Sponsors

- Must meet all HUD eligibility criteria.
- Must meet all pre-application deadlines as set by the Continuum.
- Must participate in KY BoS CoC regional and statewide meetings.
- Must meet reporting requirements/deadlines for the HMIS Provider Information Page and K-Count
- Must have met all program requirements for most recent program year to be eligible for application.
- Must be a 501(c) 3, 501 (c) 4, PHA, or local government.
- Must possess legal authority to apply for and receive funds and carry out activities authorized by the CoC Program.
- Must provide the supplementary match funds required by HUD.
- Must comply with HUD’s standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.
- Must participate fully in the CoC process to coordinate and integrate with other mainstream programs for which homeless populations may be eligible.
- Must participate in the CoC’s Coordinated Entry System.
- Must assume ultimate responsibility for preparing an accurate and complete application for submission to HUD that meets all federal rules and regulations.
- Must be in compliance with all local, state, and federal civil rights laws and Executive Orders as well as all standards outlined in the U.S. Department of Housing and Urban Development CoC NOFA.
- All project sponsors must meet any HUD certification requirements as outlined in the 2016 CoC NOFA.

- Must submit a copy of the agency's most recent audit or IRS form 990 when requested by KHC.
- Renewal Project Sponsors must be entering data into the HMIS system, with the exception of Domestic Violence programs that are exempted by the Violence Against Women Act. Compliance with HMIS regulations will be reported by the HMIS administrator for scoring.

Signature: _____

Date: _____

Contact Person: _____

E-Mail Address: _____

Phone Number: _____

KENTUCKY BALANCE OF STATE CONTINUUM OF CARE GOVERNANCE CHARTER

This charter lays out the agreed terms, roles and responsibilities of the various entities that make up the Kentucky Balance of State Continuum of Care KY-500 (hereinafter referred to as the "KY BOS CoC"). The KY BOS CoC covers the 118 counties in Kentucky, excluding Jefferson and Fayette (hereinafter referred to as the "geographic area"). The KY BOS CoC is organized for the purpose of (1) coordinating the delivery of services and housing to homeless or near-homeless persons; (2) providing consistent reporting, outcomes and performance measurements for the various homeless service delivery systems; and (3) identifying gaps in services and maximizing resources for the populations most in need in the geographic area.

KY BOS CoC FULL MEMBERSHIP:

The Continuum of Care Full Membership is the ultimate decision making body for the KY BOS CoC. The Full Membership is defined as those interested partners who represent the interests of the homeless and attend regular meetings of the KY BOS CoC. The KY BOS CoC holds the responsibility of deciding the needs of the state, how the process is to be administered, endorsing the projects to be submitted for funding consideration and the state priority rankings, although some of these responsibilities are delegated to other partners as outlined in this charter.

Role:

The KY BOS CoC Full Membership is made up of organizations, including nonprofit homeless providers, victim services providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons either operating in or serving clients within the geographic area. The full membership body is responsible for:

1. Electing members to represent the full membership on the CoC Board and approving the structure of the CoC Board membership as prescribed by HUD;
2. Providing information and advice to the CoC Board regarding best practices in homeless services;
3. Designating a Collaborative Applicant to write the annual application for CoC funding and operate the CoC;
4. Working within the CoC homeless provider system to provide comprehensive and appropriate services to move homeless persons as quickly and appropriately as possible;
5. Participating on CoC Committees and in full membership meetings;
6. Reviewing and endorsing the process of CoC Board selection;
7. Adopting and following a governance charter detailing the responsibilities of all parties;
8. Evaluating and reporting to HUD outcomes of ESG and CoC projects;
9. Participating in the coordinated assessment system;
10. Conducting a Point-in-Time count of homeless persons; and
11. Conducting an annual gaps analysis.

KY BOS CoC BOARD:

The KY BOS CoC elects a board of representatives to make strategic decisions for the CoC throughout the year as necessary.

Role:

1. Establish and adopt by-laws for the CoC, which will become a part of this Governance Charter;
2. Review the monitoring of all providers and determine appropriate action when benchmarks are not met;
3. Provide a vision, priorities and goals for the CoC community;
4. Establish a process for funding recommendations through the CoC;
5. Consult with ESG Recipient(s) on funding priorities/processes for both the CoC and ESG programs;
6. Establish policies on performance outcomes for ESG and CoC programs;
7. Designating an HMIS administrator;
8. Review and approve the HMIS Policies and Procedures Manual;
9. Providing guidance to the Collaborative Applicant to establish a coordinated assessment system;

10. Oversee progress of HMIS implementation and the CoC-wide coordinated assessment system and make recommendations for improvement; and
11. Consulting with ESG and CoC recipients and subrecipients to establish performance targets appropriate for population and program component type;

KY BOS COC COLLABORATIVE APPLICANT:

Because the KY BOS CoC Board is made up of volunteers, they will need to select a Collaborative Applicant to submit the CoC application to HUD each year.

Role:

It is the responsibility of the KY BOS CoC full membership to designate a collaborative applicant best able to ensure a successful submission of the CoC proposal and complete the following:

1. Develop a governance charter detailing the responsibilities of all parties;
2. Design, operate and follow a collaborative process for developing the application and approving its submission
3. Complete the electronic application and all related parts (Housing Inventory Chart, Grant Inventory Worksheet, etc.) in response to HUD's annual CoC Program NOFA for homeless assistance resources,
4. Present a timeline and deadlines to all project applicants for individual project plans,
5. Establish priorities for funding projects in the CoC geographic area;
6. Create process for ranking CoC applications;
7. Establish a coordinated assessment system in consultation with the CoC Board;
8. Reviewing and approving projects to be included in the KY BOS CoC application;
9. Oversee committees and volunteers,
10. Coordinate annual Point-in-Time Count of homeless persons;
11. Coordinate annual gaps analysis;
12. Create agendas for CoC full membership and Board meetings in collaboration with the Board Chair,
13. Make annual invitation for new members to the CoC,
14. Monitor the performance of ESG and CoC recipients and subrecipients, evaluating outcomes, and taking corrective action with poor performers;
15. Monitor who is eligible to vote on the full membership

HMIS LEAD AGENCY:

An entity must be selected by the KY BOS CoC to oversee HMIS management for the CoC. They are responsible for:

1. Accurately calculating the size and needs of the homeless population,
2. Tracking service and demand for homeless programs and understanding where improvements need to be made,
3. Overseeing the reporting process for the CoC,
4. Training agencies on accurate HMIS entry,
5. Developing and implementing a data quality plan that holds system users accountable for timely, complete and accurate data.
6. Reviewing the licenses of member agencies each year to determine which have been unused and recapture as needed,
7. Reporting as necessary to various entities such as federal and state government agencies, state advocacy organizations and public officials;
8. Provide data as needed for the annual Point-in-Time Count of homeless persons and for gaps analysis; and
9. Creating an HMIS Policies and Procedures manual detailing thresholds for data entry timeliness and quality; staff roles and responsibilities; and participation fee schedules and uses. The plan must be submitted to and approved by the CoC Board.

Adopted January 14, 2013

Updated April 30, 2013

Attest (Authorized Board Representative):

 4/30/13

To HUD for CoC application:
These policies are in the process
of being updated, which is why
they are marked draft.

KYHMIS

Statewide Policy Manual

Please note, violation of the Kentucky Homeless Management Information System (KYHMIS) Participation Agreement and KYHMIS User Confidentiality Agreement, including without limitation to the failure to comply with the policies and procedures related to the KYHMIS as contained in this manual, may subject the participating agency to discipline and termination of access to the KYHMIS and/or termination of other Kentucky Housing Corporation (KHC) contracts. All participating KYHMIS Projects, as well as Victim Service Providers funded by the U.S. Department of Housing and Urban Development, the U.S. Department of Veterans Affairs, the U.S. Department of Health and Human Services, and SAMSHA, are required to abide by the policies and procedures outlined in this manual.

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Vision Statement

The vision of Kentucky Housing Corporation (KHC) is to operate a user-friendly data collection system that produces timely, accurate, and complete information for stakeholders to use, ensuring the effective delivery of housing and services to alleviate homelessness in Kentucky.

Introduction

The Kentucky Homeless Management Information System (KYHMIS) was developed to support Kentucky's Continuum of Care and partner agencies in their missions, by supplying them with the tools to gauge data and outcomes for their projects. The KYHMIS provides information to the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Veterans Affairs (VA), the U.S. Department of Health and Human Services (HHS), Substance Abuse and Mental Health Administration (SAMHSA), local nonprofit boards, state-level policy makers, and other advocates in their missions.

The KYHMIS is a client information database that provides a standardized assessment of client needs, creates individualized service plans, and records the use of housing and services. The fundamental goal of the KYHMIS is to use the data to determine the utilization of services of participating agencies, identify gaps in the local service continuum, and develop outcome measurements. The KYHMIS can identify patterns in the utilization of assistance, as well as document the effectiveness of services for clients.

All this will be accomplished through data analysis of the actual experiences of persons, as well as the service providers who assist them in shelters and assistance projects throughout the state. This data may also be analyzed to provide unduplicated counts and anonymous aggregate data to policy makers, service providers, advocates, and consumer representatives. Statewide reporting is based on aggregate, non-identifying data; therefore, such data may be shared with the public.

The KYHMIS uses a Web-based software project from Bowman Systems called ServicePoint, which resides on a central server to facilitate data collection by service organizations across the state. Access to the KYHMIS is limited to agencies and authorized staff members who have met the necessary training requirements and have signed the necessary privacy, data sharing, security, and licensing documentation, as listed in this manual. As the guardians entrusted with personal data, agencies have both a moral and a legal obligation to ensure that data is being collected, accessed, and used appropriately. All agencies must be vigilant to maintain client confidentiality, treating the personal data of Kentucky's most vulnerable populations with respect.

Every project that receives federal homeless project funds is required to enter data on persons served with those funds into the KYHMIS. In addition, some projects funded through the VA, SAMHSA, and HHS are required to enter data into the KYHMIS.

Victim Service Providers (VSP)

Those organizations that are designated as Victim Service Providers (VSPs) that are funded under HUD's Section 8 Moderate Rehabilitation SRO Program, Emergency Solutions Grant Program, and Continuum of Care Program are prohibited from disclosing any personally-identifying information in an HMIS, per the requirements of federal laws.

However, VSPs are required to collect data in a comparable database with the same current HUD Data Standards and provide aggregate data to be combined with KYHMIS data for full reporting to federal agencies and Congress.

Suppression of Potentially Identifying Data in Annual Performance Report (APR)

VSPs may suppress aggregate data on specific client characteristics in the APR when the following two conditions are met:

1. The aggregate number of persons reported for a particular reporting field is less than either 1 percent of the total number of clients or five persons, whichever is greater; **and**
2. Provider staff reasonably believes that the inclusion of such information may constitute a threat to a client by allowing a victim's stalker or abuser to identify the location of a client with an uncommon demographic profile.

For example, a VSP that serves only one Asian client in a jurisdiction with a small Asian subpopulation may report that client as having an unknown or unreported race.

Minimal Standards for a "Comparable Database"

VSPs that receive funding must submit unduplicated aggregate reports about the individuals and families served with HUD funds to CoC HMIS staff. Funded providers must also have a mechanism to track the length of assistance provided to project beneficiaries. Therefore, a VSP's comparable database must collect client-level data over time and generate unduplicated aggregate reports based on that data. It cannot be a database that only records aggregate information.

The comparable database must comply with all current HUD Data and Technical standards which can be found at <https://www.hudexchange.info/hmis/guides/>.

The data standards also require organizations to comply with any federal, state, and local laws that require additional confidentiality protections, including but not limited to:

- The Health Insurance Portability and Accountability Act of 1996 (45 CFR Parts 160 and 164)
- The Confidentiality of Alcohol and Drug Abuse Patient Records Rule (42 C.F.R. Part 2)
- The Violence Against Women Act (VAWA)

As these data standards are subject to change, all providers are responsible for monitoring for updates and being in constant compliance with all data standards.

Minimum Data Collection Requirements for Victim Service Providers (VSP)

VSPs are required to collect and record all data elements that are required for HUD-funded providers on all clients served with HUD funds in a comparable database. The client-level data collection requirements for HUD projects are specified in the HUD Data Standards Notice.

Each CoC HMIS Lead Agency is responsible for determining if the database used by VSP's is comparable with HMIS standards and if aggregate data can be reported to the CoC from the comparable data base.

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Kentucky Homeless Management Information System (KYHMIS)

KHC is the lead entity for the statewide KYHMIS implementation in Kentucky. KHC administers the ServicePoint software project for all three Continuum of Care (CoC) in Kentucky: Kentucky Balance of State CoC, Louisville CoC, and Lexington CoC. KHC is the HMIS Lead Agency for the Balance of State KYHMIS. The City of Lexington, Office of Homeless Prevention and Intervention (OHPI) is the HMIS Lead Agency for the Lexington CoC and the Coalition for the Homeless is the HMIS Lead Agency for the Louisville CoC. All three CoCs work together in support of an effective, coordinated system.

Continuums of Care

- Balance of State (118 counties) – KY-500
- Louisville/Jefferson County – KY-501
- Lexington/Fayette County – KY-502

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Kentucky Interagency Council on Homelessness (KICH) and Kentucky Homeless Management Information System (KYHMIS)

KICH was established by executive order to bring together state policy makers, service providers, and advocates under the mission of coordinating and guiding policy across Kentucky to alleviate homelessness. Efforts in this mission rely on data for many different purposes. KICH has established the Data Subcommittee to help monitor the occurrence of homelessness and track trends, evaluate the effectiveness of projects and policies, and provide information for planning and decision making. While KYHMIS is not the sole source of data, it is vital component.

KHC's KYHMIS staff will collaborate with the HMIS Lead Agencies for the Lexington CoC and the Louisville CoC to provide the KICH Data Subcommittee data reports.

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Terminology

Advanced Reporting Tool (ART): Bowman Systems provides ART to give users access to a wide variety of reports. The ART is used commonly for federal reporting and project customization of reports. This tool is scheduled to be replaced by another reporting system in late 2016.

Agency Administrator: This person is their agency's lead KYHMIS contact and is responsible for system administration at the agency level.

Annual Performance Report (APR): A reporting tool used to track progress, accuracy and completeness of data and accomplishments of projects.

Bowman Systems: Often referred to as "Bowman," this is the company/vendor who created and maintains the KYHMIS system (Service Point) and reporting tools.

Client: An individual that a participating KYHMIS project collects or maintains personal identifiable information.

Continuum of Care (CoC) Project: Project identified in KYHMIS as receiving funding from HUD through the competitive CoC application process.

Executive Director: A person who serves as the top executive official of a participating agency.

Housing Inventory Count (HIC): An inventory of beds for homeless persons, including seasonal and overflow beds.

Kentucky Housing Corporation (KHC): The lead entity for the statewide KYHMIS implementation in Kentucky.

Participating Agency: Any agency/project that enters client information into KYHMIS.

Protected Personal Information (PPI): Information about a project participant that can be used to distinguish or trace the participant's identity, whether alone, or when combined with other personal identifying information.

Release of Information (ROI): A document signed by the client or verbal approval by client authorizing or denying entry of their PPI, service information, or other pertinent client data in KYHMIS.

ServicePoint: A software system created by Bowman Systems, which tracks data about people in crisis to determine individual needs, provide a referral system, and create aggregate data for reporting and planning. ServicePoint is Web-based and uses a standard graphical user interface similar to Microsoft Windows.

User: An individual who has been granted access to and uses KYHMIS.

User License: An agreement between the individual and the CoC HMIS Agency that allows access to the KYHMIS.

Roles and Responsibilities

Kentucky Housing Corporation (KHC)

KHC is the lead agency for the implementation and maintenance of the statewide KYHMIS.

KYHMIS Management

Policy:

KHC is responsible for the organization and management of the KYHMIS. KHC KYHMIS staff is responsible for the all system-wide policies, procedures, communication, and coordination for KYHMIS.

KYHMIS staff will follow protocols established by Bowman Systems, LLC.

KHC KYHMIS staff will notify Bowman Systems of any software issues within 12 hours of being made aware of the issue and after an investigation at the state level has taken place.

All information received from Bowman Systems pertaining to use, access, reporting, or live site system will be disseminated through each CoC's HMIS Lead Agency staff and then to each Agency Administrator within three business days of receipt.

KYHMIS Documentation

To ensure the integrity and security of sensitive client confidential information and other data maintained in the database, KHC requires all participating agencies and users to sign the KYHMIS Participation Agreement, Acknowledgement of Receipt of the KYHMIS Policies and Procedures Manual, Agency Privacy and Security Monitoring Form and KYHMIS User Confidentiality Agreement prior to being given access to the KYHMIS.

Policy:

CoC HMIS Lead Agency staff will provide the necessary manuals and forms for all users within their CoC. These documents will be kept up-to-date and in compliance with HUD and all other funders' policies and requirements.

KHC and CoC Lead Agency staff will collaboratively review and update as needed the KYHMIS Statewide Policy Manual, the KYHMIS User Confidentiality Agreement, the KYHMIS Participation Agreement, and all other related forms.

In the event a funder issues interim changes to the requirements, affected policies and procedures, the related documentation will be reviewed and updated collaboratively by KHC and CoC HMIS Lead Agency staff.

If a funder's requirements necessitate immediate implementation of changes, such changes will be communicated to all three CoC HMIS Lead Agencies. All changes will be communicated to participating agencies and HUD-funded VSPs through the KHC eGram system and System News on KYHMIS.

Security Management

Policy:

KHC is ultimately responsible for the continuous monitoring of security of data for the Balance of State as well as monitoring security of data for all other CoC KYHMIS Lead Agencies. Due to the nature of technology, unforeseen service outages may occur. In order to assure service reliability, Bowman Systems provides a comprehensive disaster recovery plan.

All major outages are immediately brought to the attention of KHC leadership staff. Bowman Systems support staff helps manage communication or messaging to the KYHMIS staff as progress is made to address the service outage. KHC KYHMIS staff, in turn, will communicate status updates to the KHC leadership staff and CoC HMIS Lead Agencies.

Training

Policy:

The CoC's HMIS Lead Agencies will provide timely training for all new users, in the most efficient and effective way possible. Users must attend and satisfactorily complete "KYHMIS New User Training" prior to approval for access to KYHMIS. Users must attend at least one KYHMIS Refresher Training course every year to have the continuing skill set for data collection and reporting.

Ultimately it is the responsibility of the participating agency's Executive Director to identify staff that will become KYHMIS Users and KYHMIS Agency Administrators. Executive Directors are responsible to choose users that have basic computer skills, including knowledge of how to navigate the Internet, email, and basic knowledge of data entry into an online software system prior to the users attending initial KYHMIS training. In addition, Agency Administrators need to have skills beyond that of a basic user.

CoC KYHMIS Lead Agencies may withhold user licenses from a participating agency if users are not able to demonstrate the skills needed to access the KYHMIS.

CoC KYHMIS Lead Agencies will ensure the following minimal standards are met for training:

- User
 - Security and Confidentiality Training (annually)
 - New User Training
 - Refresher Training (annually)

CoC KYHMIS Lead Agencies may suspend user credentials for any user who is out of compliance with the required annual training until all training requirements have been fulfilled.

Agency Management

Policy:

Participating agencies will notify the CoC Lead Agency of any changes with projects including: additions and discontinuations of projects and users via the HCA Help Desk at <http://kyhmis.zendesk.com>. CoC HMIS Lead Agencies will set-up and de-activate agencies, projects, and users, as needed.

User Management

Policy:

CoC's KYHMIS Lead Agency staff will give appropriate levels of access to the system based on user's position in the participating agency, configuration of projects, and designation by the Executive Director. To protect client security, users will always be assigned the most restrictive access possible that will still allow efficient job performance.

System Availability

Bowman Systems provides highly available HMIS software and informs the KYHMIS statewide implementation through the Bowman Newsflash of any planned interruption in service. CoC HMIS Lead Agencies will inform the participating agencies pursuant to the following policy.

Policy:

Scheduled upgrades and maintenance will occur as arranged. CoC KYHMIS Lead Agencies will inform users of the exact date and time prior to scheduled upgrade via:

- *ServicePoint News*
- *KHC eGram notification*

In the event of an unscheduled unavailability for an extended period of time, all participating agencies will be contacted by email and informed of the cause and the anticipated duration of the interruption of service.

Participating Agency

Security Management

Policy:

Participating agencies are responsible for ensuring all hardware and software used to access and/or store KYHMIS client-level data is in a secure location where access is available to authorized staff only. Security software will be monitored at least annually by CoC KYHMIS Lead Agencies.

Monitoring may consist of a desk monitoring or an on-site monitoring. Failure to complete any corrective actions in the given time period may result in deactivation of all participating agency user accounts and the participating agency will be non-compliant with HUD and/or other funding regulations.

CoC KYHMIS Lead Agencies will ensure the participating agency meets the minimal requirements listed:

Participating agencies **must** have:

- A secure broadband Internet connection.
- Wi-Fi is acceptable, **if** the connection is protected by a network security code.

All Workstations at the participating agency that access KYHMIS **must** have:

- Memory:
 - If Win7 – 2 Gig minimum
 - If Vista – 2 Gig minimum

- If XP – 1 Gig minimum
- Monitor:
 - Screen Display – 1024 by 768 (XGA) or higher (1280 by 768 strongly advised)
- Processor:
 - A Dual-Core processor
- Browser:
 - Firefox is recommended.
 - Internet Explorer is not recommended.
 - Google Chrome will not function with the reporting tool.
- Password Protected Workstation:
 - All workstations **must** be locked if a licensed User leaves a workstation when ServicePoint is active.
- Current and Active Security:
 - Real-time antivirus scanning
 - Manual virus scanning
 - Automatic virus removal
 - USB virus scanning
 - Anti-spyware
 - A firewall
 - Anti-phishing
 - Anti-spam

Records Management

Policy:

Participating agencies must maintain appropriate documentation of any Client Acknowledgement and Release of Information records obtained in a secure location for a period of five years after the last date of client service and assure their subsequent destruction by shredding or burning. Records must be made available to the client, upon written request, within five business days.

Compliance monitoring is completed by CoC HMIS Lead Agencies, as requested by funders or required by regulation. CoC HMIS Lead Agencies will require participating agencies to show proof of compliance at time of monitoring. Failure to comply may result in deactivation of all participating agency user accounts, and the participating agency will be non-compliant with HUD and/or other funding regulations.

Privacy Management

Policy:

Participating agencies will be solely responsible for posting the most current “Privacy Notice” in a location for all clients to easily find and read and also have a copy of the current “Privacy Policy” on hand.

The current “Privacy Notice” and “Privacy Policy” can be found at <https://kyhmis.zendesk.com>. All correspondence regarding updates to “Privacy Notice” and “Privacy Policy” will be sent to agencies in the form of an eGram.

Compliance monitoring is completed by KHC Compliance staff, as requested by funders or required by regulation. CoC HMIS Lead Agencies will require agencies to show proof of compliance at time of monitoring. Failure to comply will result in deactivation of all participating

agency user accounts and the participating agency may be non-compliant with HUD and/or other funding regulations.

Data Sharing

Policy:

Data sharing among KYHMIS participating agencies will be supported automatically for all participating KYHMIS agencies. All PATH, RHY, HOPWA and Recovery Kentucky projects are exempt from participation in data sharing under federal statute.

All projects, with exception of PATH, RHY, HOPWA and Recovery Kentucky programs, will have data sharing privileges set by CoC HMIS Lead Agencies for client-level data. The standard level of client-level data sharing privileges will be set as in the Global Sharing Policy in this document.

All agencies “opt-in” by signing the KYHMIS Participation Agreement annually. The original agreement is to be provided to the CoC HMIS Lead Agency with a copy being retained by the participating agency.

Agencies wishing to “opt-out” of sharing information electronically through the KYHMIS are required to complete a Data Sharing Exit Agreement signed by the Executive Director stating their reasons for opting out and submit it to the CoC HMIS Lead Agency. Sharing of information ends on the date the participating agency signs the Exit Agreement. All client information shared prior to the Exit Agreement date will continue to be shared.

At a minimum, CoC HMIS Lead Agencies will:

- Define each User’s access type as described in the Access section of this manual.
- Conduct random file checks for appropriate client authorization based on participating agency risk determination
- Conduct random User audit reports

Participating Agency Executive Director

Policy:

The Executive Director is responsible for ensuring their agency and all licensed users within their agency abide by all CoC established regulations, standards, policies, and procedures in regards to the KYHMIS and clients’ rights.

CoC HMIS Lead Agencies will ensure that the Executive Director complies with applicable funding agreement requirements regarding the KYHMIS participation. In addition, they will ensure the Executive Director completes and submits the original KYHMIS Participation Agreement, Acknowledgement of the KYHMIS External Policies and Procedures Manual, KYHMIS Annual Agency Privacy and Security Monitoring Form, Data Sharing Exit Agreement (if applicable) and each Users’ KYHMIS User Confidentiality Agreements. These forms must be reviewed and signed on an annual basis. Failure to comply may result in deactivation of all participating agency user accounts and the participating agency may be non-compliant with HUD and/or other funding regulations.

Ultimately Responsible

Policy:

The Executive Director is ultimately responsible for compliance with the KYHMIS Statewide Policy Manual along with any CoC level supplemental policies; which includes, but is not limited to: knowledge and understanding of client rights, grievance procedures, data sharing, agency security, and all actions and work conducted by licensed Users in their agency, including those no longer employed at their agency.

Executive Directors are ultimately responsible for:

- Verifying and signing all reports or information distributed by their agency for submission or publications,
- Notifying CoC HMIS Lead Agency prior to or within 24 hours if a user should be removed from the KYHMIS.
- Completing, signing, and submitting KYHMIS required documentation annually, or upon request.
- Adhering to any additional requirements that may be deemed necessary by the funder or the CoC.

Failure to comply may result in deactivation of all participating agency user accounts and the participating agency will be non-compliant with HUD and/or other funding regulations.

Agency Administrator

An Agency Administrator is the liaison between CoC HMIS Lead Agencies and all other participating agency users. CoC HMIS Lead Agencies shall ensure they have a valid, up-to-date email address for each of their Agency Administrators and shall set their User Role as that of "Agency Administrator" in the KYHMIS.

System Management

Policy:

Agency Administrators will assist, as needed, CoC HMIS Lead Agencies in implementation of system upgrades, report development, and system testing. Agency Administrators will also be responsible for disseminating all information to users within their agency.

Agency Management

Policy:

The Agency Administrator will be responsible for updating, correcting, and maintaining the participating agency information in the KYHMIS.

CoC HMIS Lead agencies will train Agency Administrators on how to change and update information regarding their agency and all projects within their agency and require the information is verified quarterly and updated as needed. Failure to comply in maintaining correct participating agency and project information in the KYHMIS will result in suspension of all participating agency licenses until corrections are made. The participating agency will be non-compliant with HUD and/or other funding regulations.

Report Management

Policy:

Agency Administrators are responsible for supplying the Executive Director with all required reports and/or information for verification and signature in a timely manner prior to submission.

CoC HMIS Lead Agencies will ensure Agency Administrators have knowledge and understanding of reports, due dates, submission dates, and the appropriate person/agency for submission.

If the Agency Administrator has concerns and/or questions regarding any of the participating agency's report will be required to submit a ticket to the KYHMIS Help Desk at <https://kyhmis.zendesk.com> 30 days prior to final submission of report. Failure to submit a ticket within the appropriate time frame may result in CoC HMIS Lead Agencies not having inadequate time to render assistance. CoC HMIS Lead Agencies will not be held liable for failure to render timely solutions when there is less than 30 days to respond.

User

A licensed KYHMIS User is responsible for ensuring their participating agency's client-level data is entered correctly and complies with all client rights, confidentiality, and data sharing in compliance with CoC regulations, standards, policies, and procedures. CoC HMIS Lead Agencies will provide the appropriate training for Users as outlined in the "Training" section of this manual.

Client-Level Data

Policy:

CoC HMIS Lead Agencies will ensure that Users will not knowingly enter false or misleading information under any circumstances into KYHMIS regarding the participating agency, project, or client.

When requesting reports from a participating agency, CoC HMIS Lead Agencies will require Agency Administrators review and verify the report prior to submission. If issues concerning client-level data are raised, CoC HMIS Lead Agencies may conduct a data audit and a monitoring site visit. Failure of a participating agency or user to comply, or if there is a proof of violation, can result in deactivation of the user's license permanently.

Ethical Data Use

Policy:

Data contained in the KYHMIS will only be used to support the delivery of services. Each KYHMIS licensed user will affirm the principles of ethical data use and client confidentiality contained in the KYHMIS User Confidentiality Agreement.

Any individual or participating agency misusing, or attempting to misuse KYHMIS will be denied access. Without limitation the failure to comply with the policies and procedures related to the KYHMIS, may subject the participating agency to discipline and termination of access to the KYHMIS and/or termination of other KHC contracts. Other funders will be notified by KYHMIS staff of failure to comply.

Data Sharing

Policy:

CoC HMIS Lead Agencies will ensure that at no time shall a licensed User alter, change, or delete other agencies' data in compliance with the data-sharing policies. At a minimum, they shall communicate with the other agency; whereby both agencies involved in the disputed accuracy of data are consulted and a joint resolution reached.

Client Release of Information

Policy:

Users **must** obtain a verbal or signed Client Acknowledgement and Release of Information document for each client prior to entering data into the KYHMIS for client information that will be shared.

Users **must** supply the KYHMIS client record with an end date (365 days from entry) for each release of information. Recovery Kentucky client records must have an end date not exceeding 2 years from entry.

If the Client Acknowledgement and Release of Information has expired, the user **must** obtain a new release prior to updating records.

Verbal and signed Client Acknowledgement and Release of Information forms **must** be secured and retained for five years from the date of the last service for the client.

Data Standards

Policy:

Users must enter all data into the KYHMIS and, if applicable, a comparable database in accordance with the current HUD Data Standards.

CoC HMIS Lead Agencies shall ensure all Users have access to and understand the most current HUD HMIS Data Standards.

Clients

KYHMIS is a system for information to be passed from participating agency to participating agency regarding client information, services, and referrals. KYHMIS is geared to save clients time in telling their "story" and providing documentation. At no time should a client's rights, confidentiality, or requests be violated.

Denial of Service

Policy:

No client shall be denied a service for declining to release information or refusal to answer informational questions not required for service eligibility screening.

Prior to collecting client-identifying information by the participating agency, clients **must** first sign or verbally agree to the Client Acknowledge and Release of Information document, acknowledging their request to share or deny sharing of information.

Access to Data

Policy:

Clients may have access to their data at any time and can ask for detailed explanation of the information given to them.

Clients may submit a written request for a printed report of their data in KYHMIS to the CoC HMIS Lead Agency.

Changing Information

Policy:

Clients may request that agencies update incomplete and/or incorrect data. However, agencies have the right to deny this request.

Procedure:

- Contact CoC HMIS Lead Agency to determine validity of request to update or correct data in KYHMIS.

Denial of Access

Policy:

CoC HMIS Lead Agencies and participating agencies reserve the right to deny access to an individual's personal KYHMIS records for any of the following reasons. The denial is required to be documented; including original request and reason for denial.

- Information compiled in reasonable anticipation of litigation or comparable proceedings.
- Information about another individual (other than a health care or homeless provider).
- Information that by disclosure would be reasonably likely to endanger the life or physical safety of any individual.

Educating Clients of Privacy Rights

Policy:

The participating agency employee that obtains data from the client will work with the client to understand their privacy rights, benefits of sharing data, and what their data is used for once entered into the KYHMIS. KHC is not liable for client-level data that has been entered into the KYHMIS by a User in which the client's right to privacy was violated.

At a minimum, CoC HMIS Lead Agencies shall ensure participating agencies:

- Make the "Privacy Notice" available to the client upon request.
- Are knowledgeable regarding data-sharing policies, release of information policies, and security of data.

Client Denial to Share

Policy:

Clients have the right to choose not to have their data shared.

A participating agency that has a data sharing agreement with other participating agencies must lock down this client's record to be visible only to the participating agency that originally entered the data.

The participating agency must contact the CoC HMIS Lead Agency prior to entering client level data into KYHMIS for instructions on how to set the visibility settings appropriately.

Communication

Between KYHMIS Staff and CoC HMIS Leads

Policy:

KYHMIS Staff is responsible for relevant and timely communication with each CoC HMIS Lead Agency in the statewide implementation regarding all aspects of the KYHMIS, reporting, and data standards. CoC HMIS Lead Agencies are responsible for relevant and timely communication with participating agencies.

KYHMIS staff will provide communication through:

- Regularly scheduled System Administrator Meetings
- Regular publications of KHC's eGram
- Email notification
- KYHMIS System News
- FAQs, tip sheets, documentation, policies, procedures, reporting matrix, and general help published on the KYHMIS Help Desk at <https://kyhmis.zendesk.com>.

KYHMIS Help Desk

KYHMIS staff maintains a user Help Desk referred to as "Zendesk." The goal of Zendesk is to operate in an effective and efficient manner assisting users in the order in which the tickets were submitted. The KYHMIS has over 350 users and 800 projects. By requesting assistance through the Help Desk, users receive documentation of their ticket submissions and responses from CoC HMIS Lead Agency Staff.

Policy:

Participating agency's Users will submit requests for specific research data, system enhancements, technical support, helpful hints, training tips, documentation to download, password reset requests, etc. to the KYHMIS Help Desk.

The Help Desk shall be available from 8:00 a.m. to 4:30 p.m. ET, Monday through Friday, excluding KHC holidays. CoC HMIS Lead Agencies will respond to Help Desk submissions

from their respective CoC. The following guidance is applicable to the process to be followed by each CoC HMIS Lead Agency:

- Tickets will be addressed in the order of receipt.
- Tickets will be addressed within 24 business hours.
- All Help Desk tickets received after 4 p.m. ET will be addressed the next business day.
- Tickets asking help to identify or resolve issues with reports **must** have the report in question attached to the ticket. Failure to attach the report will result in a delay in the response to the ticket.

Access

KHC and CoC HMIS Lead Agency Staff

Policy:

KHC and CoC HMIS Lead Agency staff will have access to retrieve all data in the KYHMIS. Access to individual client-level data will only be for the purpose of direct client service-related activities, reporting/maintenance, checking data quality, and responding to Help Desk Tickets.

The Housing Contract Administration (HCA) management staff will be responsible for ensuring that no individual client data is retrieved for purposes other than direct client service, reporting/maintenance, performing data quality checks, and responding to Help Desk tickets.

The HCA management staff will oversee all reporting to HUD and the public. All special research requests will be handled directly by the KYHMIS staff in coordination with the requesting participating agency. All information collected and analyzed will not be shared with others without the written consent of the requesting participating agency.

User Access

Policy:

Each CoC HMIS Lead Agency will be responsible for assigning user access for the agencies within the geographical designation of their Continuum.

Public Access

Policy:

KYHMIS staff, under the direction of the KHC Legal Department, will address all requests for data from entities other than participating KYHMIS agencies and HUD-funded VSPs or clients. The public is not given access at any time.

Procedure:

- The KYHMIS can enter into data-sharing agreement with outside organizations under contract with KHC for:
 - Research.
 - Data Matching.
 - Evaluation of Services/Planning.

- Contracts must include an MOU or MOA. Any MOU or MOA initiated and executed by CoC Lead Agencies must be communicated to KHC.
- Data-sharing agreements will require that all parties certify that they will adhere to the strict standards of protecting client-level data employed by the KYHMIS.
- All KYHMIS-participating agencies will be notified in writing if and when KHC is considering a contract with an outside organization at least 30 days prior to execution of the MOU or MOA.
- All public requests for information must be made in writing to KYHMIS staff.
- KYHMIS staff will issue periodic public reports about homelessness and housing with no previous notice to participating KYHMIS or HUD-funded VSP agencies. Such public reports will not reveal identifying information at the client-data level.

Security

Bowman Systems

System Security

Policy:

KHC shall ensure that Bowman Systems maintains the highest level of system security for the ServicePoint software and hardware.

Bowman Systems employees who have access to client-level data are subject to a national background check, training on confidentiality requirements, and must sign a confidentiality statement as part of their employee agreement.

The system function logs the time and type of activity, as well as the name of the user who viewed, added, edited, or deleted the information.

Servers are located in complexes with:

- 24-hour security personnel.
- 24-hour video surveillance.
- Dedicated and secured Data Center.
- Locked down 24-hours per day.
- Only accessible by management-controlled key.
- No access is permitted to cleaning staff.
- State-of-the-art HVAC and fire suppression system.

Data Security/Disaster Plan

Policy:

KHC shall ensure that Bowman Systems maintains the highest level of data security for the ServicePoint software.

The traffic that flows between the server and the user's workstation is encrypted using the SSL certificate installed on KHC's dedicated server. Database tape backups are performed nightly. Seven days' backup history is stored on instantly accessible Raid 10 storage with one month's backup history being stored offsite.

KYHMIS staff have 24/7 access to Bowman Systems' emergency line to provide assistance related to outages or downtime.

Unauthorized Access

Policy:

KHC shall ensure Bowman Systems has processes in place to address unauthorized access.

If an unauthorized entity were to gain access to the KYHMIS and client data, or if there were suspicion of probable access, Bowman Systems would take the following steps:

- The system would be examined to determine the presence of system or data corruption.
- If the system has been compromised, the system would be taken offline.
- Using the previous night's backup, a restored copy of the system data would be loaded onto another server, and the system brought back online with the back-up copy.
- Comparing the back-up database to the database taken offline, an investigation would be launched to determine the extent of the unauthorized activity/corruption, and the corrective action needed.
- Upon completion of the investigation, findings would be reported to KHC and options would be discussed.
- Upon KHC's approval, corrective action would be initiated. Corrective action could include all or part of the following:
 - The original hard drive would be completely erased and rebuilt, including a new operating system, SSL Certificate, applications, and the back-up database.
 - If applicable and feasible, lost data from the original database would be restored.

Licensed Users

User Access

Policy:

A newly licensed user must sign and submit required documentation prior to receiving accessing to the system. All licensed users must re-submit required documentation annually.

CoC HMIS Lead Agency staff will provide unique usernames and temporary passwords to each licensed user that have completed the minimal training requirements as outlined in this manual. Each user will create a unique password of their own choosing upon initial log-in. Passwords should be reset at a minimum of every 45 days.

Users will keep passwords confidential. Usernames and passwords may not be exchanged or shared with other users. The sharing of usernames is a breach of the KYHMIS User Confidentiality Agreement and the KYHMIS Participation Agreement. Exchanging usernames seriously compromises security and accountability to clients. If a breach occurs, it may subject

the participating agency to discipline and termination of access to the KYHMIS and/or termination of other KHC contracts.

Bowman Systems, KHC, and CoC HMIS Lead Agency staff are not liable for actions of a former participating agency employee with an active license if the participating agency fails to give notification of termination prior to or within 24 hours of that termination.

Password Recovery

Policy:

CoC HMIS Lead Agencies will only reset forgotten passwords after verification of User access status. Reset information is preferred to be sent via Help Desk Ticket and not by direct contact. Response to the request will be sent back through the Help Desk.

Location of Data Access

Remote Access

Policy:

Users will ensure the confidentiality of client data, following all security policies and adhering to the standards of ethical data use, regardless of the location of the connecting computer. KYHMIS is intended to be accessed only on-site from the participating agency's network, desktops, laptops, and mini-computers that are Web capable.

In special circumstances, user access from remote locations may be permitted after application and approval by CoC HMIS Lead Agency Staff. All users that access KYHMIS remotely must meet the standards detailed in the security policies and procedures and may only access it for activities directly related to their job.

Examples of Remote Access:

1. Personal laptops that were not purchased by the participating agency.
2. Access to the KYHMIS on a network other than that of the participating agency.
3. Private home desktops.

The Executive Director has the responsibility to assure the user is in compliance with this and all other policies, procedures, agreements, and rules governing KYHMIS.

Agency Data

Data Retrieval

Policy:

KYHMIS-participating agencies will have access to retrieve any individual client-level data and aggregate data for their own projects. Participating agencies will not have access to retrieve client-level or aggregate data for other participating agencies or system-wide.

Agency Administrators and Users using the ServicePoint Report Writer or ART will only be able to extract data from those records to which they have access based on their level of security given by the CoC's HMIS Lead Agency staff. Whenever a user attempts to access an aggregate report for unauthorized data, the report will show "0". Both Report Writer and ART

will limit the user access and only report data from records to which the individual user has access.

Extracted Data

Policy:

KYHMIS-participating agencies have access to retrieve any individual client-level data and aggregate data for their own projects and download the information onto a local storage vessel. Users will maintain the security of any client data extracted from the database, including data used in custom reporting.

Compliance Security Review

Policy:

CoC HMIS Lead Agencies will provide annual documentation to KHC on each participating agency's compliance status. KYHMIS-participating agencies are subject to random or scheduled compliance monitoring checks completed by KHC Compliance and/or KYHMIS staff. KHC Compliance staff will provide a compliance outcome report to KYHMIS staff.

Scanned Document Management

Policy:

KYHMIS staff is responsible for organization and management of the KYHMIS. The following standardized procedures to upload documents must be followed to ensure uploaded information is useable system-wide.

- Documents uploaded to a client must have the naming standards of:
 - Client ID#, Document Title, Date Saved
 - For Example: 123456, Homeless Verification, 11/20/2013
- File attachments may only be uploaded to the client profile screen under "File Attachments."
- Users may never remove documents of another participating agency and may only remove theirs when uploading an updated version, or removing incorrect information.
- Unless otherwise noted by an opted-out data sharing project or a client denial, all file attachments will be shared system-wide.

Globally-Shared Information

Policy:

KHC and the CoC HMIS Lead Agencies have set sharing standards for each area of KYHMIS. At any time, a CoC HMIS Lead Agency may choose to close or share a section for privacy protection or coordinated assessment needs. The intent of KYHMIS is to allow as much data sharing as appropriate and necessitated by clients' needs and services provided to meet those needs.

Data Quality

The Data Standards established by HUD and KHC are applied to all participating agencies' projects reporting client-level data in KYHMIS. To have correct, accurate, and reliable reporting in a timely manner, CoC HMIS Lead Agencies are required to ensure all participating agencies

adhere to the policies and procedures established. The exception to this would be specialized non-HUD funded projects utilizing KYHMIS but reporting elsewhere, such as SAMSHA.

Required Data Collection Fields

Policy:

All KYHMIS-participating agencies and all HUD-funded VSP agencies must comply with the current Data Standards set by HUD and participating federal partners.

The current HUD Data Standards can be found at <https://www.onecpd.info/hmis/hmis-data-and-technical-standards/>.

CoC KYHMIS Lead Agencies will ensure:

- All projects are entering all data fields that appear on their client entry, interim, exit, and follow-up fields to allow for required reporting and analysis to occur.
- User's are trained to follow the correct workflow for the project. When a user does not complete the correct fields in the correct workflow, reports will report "nulls," "missing," or "non-HUD acceptable" errors.
- All projects are aware they have the option to complete more data assessment fields. KYHMIS staff will establish additional assessment fields when such requests are received by the Housing Contract Administration Help Desk or requested directly to their KYHMIS System Admin.
- All KYHMIS should share information regarding new implementations added to the system prior to adding them to the live site. This information must meet system requirements and be approved via discussion in monthly system admin meetings.

Data Entry Time Limits

Policy:

*Participating agencies should enter client-level data in real time to maintain the referral process and records on services rendered. However, agencies **must** enter all client-level data within three business days of occurrence or from when participating agency obtains the data.*

Data Accuracy

Accuracy is defined as reports run by participating agencies with no errors or missing items flagged.

Policy:

Participating agencies must strive for high data accuracy and integrity on all reports.

CoC HMIS Lead Agencies shall set policies for participating agencies self-monitoring. These policies should include the requirement for submission of specific data reports (i.e., Annual Performance Reports) that show 100% accuracy. The policy shall also include consequences for failure to submit accurate reports and a timeline for the agencies to correct the reports.

Procedure:

- KHC (BOS) may require participating agencies to submit a complete Annual Performance Report (APR) with each draw request to their KHC project representative.

The APR shall be kept with the draw request verifying that it was turned in and accepted prior to the payment.

- Each funding component **must** submit a separate APR with each draw request when an APR is requested.
- All non-KHC funded projects must submit an Annual Performance Report to KYHMIS staff as requested
- If 100 percent data accuracy is not achieved on the first submission, the KHC project representative will notify the submitting agency and give them a timeline to submit the report again with errors corrected. Lead KYHMIS staff will assist when needed in identifying and providing information on how to correct the errors. The Executive Director will be copied if (1) The errors cannot be fixed and are not the fault of the agency, (2) the submittal is not completed in a timely manner and the errors remain.
- All “don’t know” responses will be judged and ruled on by the KHC project representatives/KYHMIS staff for acceptability on a case-by-case basis.
- The agency will have five business days to correct the data or provide a written explanation. The Executive Director will be copied on the notification and is ultimately responsible.
- After five days, draw requests will be held until the agency corrects the data and re-submits an accurate APR.
- If an agency does not re-submit an accurate report after five business days, not only will the draw request be held, all of the agencies’ user licenses may be suspended for training requirements.
- All users for that agency **must** attend a user training, either in-person or by webinar, with KYHMIS staff.
- Failure to comply with these standards will result in suspension of all licensed agency users until KYHMIS training is completed, as well as the suspension of draw requests.

Housing Inventory Count

Policy:

Each CoC HMIS Lead Agency is responsible for completing the Housing Inventory Count (HIC) for their CoC.

- Projects deemed emergency shelters, transitional housing, or permanent housing projects **must** submit a Housing Inventory Count form to their CoC Lead Agency on the designated day following the Point-in-Time Count.
- Projects must show a bed utilization rate that is above 65 percent and less than 105 percent, per HUD standards. The Executive Director or designated person must submit a written explanation with the form if the project is below or above said HUD standards.

- If an agency does not submit or comply with above standard, KHC staff will contact the Executive Director within five business days of due date. The Executive Director or designated person will have five business days to comply.
- If an agency does not re-submit an accurate report after five business days, the appropriate KHC staff member will notify all project representatives to hold all agency draw requests and all agency user licenses will be suspended.
- Failure to comply with these standards will result in suspension all licensed agency users, as well as the suspension of draw requests.

License Suspension and/or Replacement

Policy:

At any time, the CoC HMIS Lead Agency reserves the right to suspend a User's license if a User is having difficulty entering client-level data and providing accurate reports. The CoC HMIS Lead agency can require additional training and if unsuccessful can require the Executive Director to assign a different staff member to attend training, become licensed, and enter client-level data. KHC is to be notified of any User license suspension.

Violation of Data Quality and Integrity

Policy:

In their discretion, each CoC may hold funds or deduct points on future grant applications for agencies that violate the data quality policies and procedures.

Licensing and Invoicing

To carry out its responsibilities as the lead system administrator for the KYHMIS, KHC has secured funding through the Kentucky BoS CoC and the state's allocation of Emergency Solutions Grant (ESG) project funds. By seeking to maximize these resources, KHC has been able to keep ServicePoint user fees at an affordable level. Agencies that receive federal funds but are exempted from participating in the KYHMIS pay a nominal data collection fee to help cover the costs of handling data that does not come through the KYHMIS, but is analyzed and combined with KYHMIS data for reporting. KHC addresses the annual licensing and invoicing for the Louisville CoC and the Lexington CoC through Memorandums of Understanding.

Annual Invoice

Policy:

KYHMIS staff will invoice each Agency for users currently on record for the upcoming Fiscal Year on July 1.

Procedure:

- KHC will invoice the BOS individually. Per the LEX and LOU MOU agreements for each agencies number of user licenses for the Fiscal Year. Additional licenses requested by the agencies for additional users after the July 1 billing period will be invoiced quarterly.
- If a user is licensed after the first day of the month – the license fee will not be activated until the first of the following month and prorated for the Fiscal Year.
- KHC reserves the right to attach late fees to agencies not paying their invoices in a timely manner after a 30 day notification of the payment due.
- KHC reserves the right to suspend the user licenses if not paid within 90 days of the due date.

VSP Annual Invoice

Policy:

All VSPs will be invoiced a data maintenance fee annually. KHC staff spends a considerable amount of time investigating, collecting, analyzing, processing, and submitting separate VSP reporting requirements to federal partners and other funders.

Procedure:

- KYHMIS staff will send an invoice to the Agency at the address on record between June 15 and July 1.
- Notices will be sent through KHC's eGram service in the three following months as reminders.
- KHC reserves the right to attach late fees to agencies not paying their invoices in a timely manner after a 30 day notification of the payment due.
- All grant funds will be held for all components until payment is made to KHC.

Grievances

From a Participating Agency or Client

Policy:

KYHMIS-participating agencies have the right to file a written grievance against KHC or the CoC HMIS Lead Agency. Clients also have the right to file a grievance against a participating agency regarding the KYHMIS. Each CoC HMIS Lead Agency must have a grievance policy on file with KHC.

The CoC HMIS Lead Agency grievance policy must include:

- Definition of categories of grievances
 - Client grievances
 - Participating agency grievances
 - HUD-funded VSP grievances
- Specific steps to be followed for grievance submission
- Process that will be followed to resolve the grievance
- Appeal process of the grievant

Participation Termination

Initiated by the Participating Agency

Policy:

The termination of the KYHMIS Participation Agreement by a participating agency may affect their relationship with their funder. However, in the event of termination of the KYHMIS Participation Agreement, all data entered into KYHMIS will remain an active part of the KYHMIS, and the records will retain their original security settings. CoC KYHMIS Lead Agencies are required to notify KHC upon receipt of a request for termination of contract.

Initiated by CoC HMIS Lead Agency

Policy:

CoC KYHMIS Lead Agencies and KHC reserve the right to terminate the KYHMIS Participation Agreement for non-compliance with the terms of that agreement. CoC HMIS Lead Agencies are required to give a participating agency written notice of the intent to terminate and provide a minimum of 10 days for the participating agency to rectify any violations. If termination does occur, the CoC KYHMIS Lead Agency is required to notify KHC of the termination and provide documentation of termination justification. In all cases of termination of the KYHMIS Participation Agreement, CoC HMIS Lead Agency staff will make inactive all users from the participant agency on the date of termination. All client-level data entered into the KYHMIS will remain an active part of the KYHMIS, and the records will retain their original security settings.

Projects in KYHMIS

Adding a New Project in KYHMIS by Agency

Policy:

The Executive Director or Agency Admin will notify KYHMIS staff 30 days prior to implementation of a new project.

Procedure:

- At least 30 days prior to anticipated implementation date, the Agency Admin or the Executive Director will submit a detailed account of the project to the KYHMIS Help Desk including but not limited to:
 - Name
 - Address
 - Contact Information
 - Services Delivered
 - Type of Housing/Service Project
 - Eligibility Criteria
 - A list of users
 - Location of project
 - Service Area
 - Funding Source
 - Goals for using the KYHMIS

- KYHMIS staff will ensure the following standard formula is used when creating a name within KYHMIS:
 - Parent Agency-Project Name-Funding Source-Type of Service-CoC
 - Example:
KHC-Joe's House Step Two-CoC-PSH-BOS

- KYHMIS staff will present the completed request form and recommended program name to the Agency Admin or Executive Director for approval.

- The Agency Admin or Executive Director will have five business days to communicate changes or corrections.

- KYHMIS staff will complete set-up at least seven business days prior to the implementation date for final approval from the agency.

Adding a New Project in KYHMIS by KHC

Policy:

KHC staff will notify KYHMIS staff 30 days prior to implementation of new project.

Procedure:

This will be completed in accordance with the KYHMIS Internal Policies and Procedures Manual.

Making Changes to Existing Projects in KYHMIS

Policy:

The Agency Admin or Executive Director will notify KYHMIS staff of programmatic changes.

Procedure:

- The Agency Admin or Executive Director will notify KYHMIS staff of any applicable programmatic changes to existing programs which may have an effect on data collection, data entry, data quality, or data reporting at least 45 business days prior to the implementation date of the change.
- KYHMIS staff will gather proposed changes in writing and submit, if applicable, to the appropriate program representative for approval.
- Recommendations and timelines for the changes will be returned to the agency no more than ten business days from receipt date of request.
- KYHMIS staff will complete changes at least seven business days prior to the implementation date for final approval from the agency.

Additional Customization

Policy:

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

Procedure:

- The Agency Admin or Executive Director will notify KYHMIS staff of any applicable programmatic customization which may have an effect on data collection, data entry, data quality, or data reporting at least 45 business days prior to the implementation date of the change.
- KYHMIS staff will gather proposed changes in writing and submit, if applicable, to the appropriate project representative for approval.
- If support from Bowman Systems is necessary to make the changes, KYHMIS staff will communicate to Bowman the needs and scope of work for the agency.
- Recommendations and timelines for the changes will be returned to the agency no more than ten business days from receipt date of request, including a Statement of Work from Bowman, if applicable.
- KYHMIS staff will complete changes at least seven business days prior to the implementation date for final approval from the agency.
- If an agency voluntarily transfers an existing project to another agency, KHC will not pay for client-level data to be transferred. The agency requesting the transfer will be liable for any fees incurred.

Acronyms

AIRS – Alliance of Information and Referral Systems
AHAR – Annual Homeless Assessment Report
APR – Annual Progress Report
BoS – Balance of State Continuum of Care
CDBG – Community Development Block Grant
CHO – Contributing Homeless Organization
CoC – Continuum of Care
DOB – Date of Birth
DV – Domestic Violence
ES – Emergency Shelter
ESG – Emergency Solutions Grant
HHS – The U.S. Department of Health and Human Services
HOPWA – Housing Opportunities for Persons with HIV/AIDS
HUD – U.S. Department of Housing and Urban Development
I&R – Information and Referral
KHC – Kentucky Housing Corporation
KYHMIS – Kentucky Homeless Management Information System
LEX – Lexington/Fayette County Continuum of Care
LOU – Louisville/Jefferson County Continuum of Care
MCO – Managed Care Organization
MH – Mental Health
NOFA – Notice of Funding Availability
PATH – Projects for Assistance in Transition from Homelessness
PIT – Point in Time (K-Count)
PKI – Public Key Infrastructure
PPI – Personal Protected Information
PSH – Permanent Supportive Housing
RHY – Runaway and Homeless Youth
RKY – Recovery Kentucky Project
ROI – Release of Information
S+C – Shelter Plus Care (McKinney-Vento Act Project)
SA – Substance Abuse
SHP – Supportive Housing Project

SO – Street Outreach
SOAR – SSI/SSDI Outreach, Access, and Recovery
SRO – Single Room Occupancy
SSN – Social Security number
SSDI – Supplemental Security Disability Income
SSI – Supplemental Security Income
SSO – Supportive Services Only
SSVF – Supportive Services for Veterans and their Families
TA – Technical Assistance
TANF – Temporary Assistance for Needy Families
TH – Transitional Housing
VA – Veterans Affairs Administration
VAWA – Violence Against Women Act
VSP – Victim Service Provider
XML – Extensible Markup Language

DRAFT

Acknowledgement of Receipt of the KYHMIS Statewide Policy Manual

By signing this form, you acknowledge receipt of the KYHMIS Statewide Policy Manual from Kentucky Housing Corporation (KHC). Your signature further certifies that you have read, understand, and will abide by the policies and procedures, as detailed in this document, as well as accept any measures taken for violation of these practices.

Please note, the KYHMIS Statewide Policy Manual is subject to change.

Print Name of Licensed User

Signature of User

Date

Print Name of Executive Director

Signature of Executive

Director Date

Participating Agency/Organization Name

KHC USE ONLY

Staff Name/Title

Date

KYHMIS Data-Sharing Exit Agreement

_____ (participating agency/project)
hereby requests removal from the Kentucky Homeless Management Information System
(KYHMIS) data-sharing network.

By signing this form, the above-named participating agency/project understands that client-level data will not be available for other KYHMIS-participating agencies. This may limit the coordination, referral, and planning efforts on behalf of clients. The above-named participating agency/project requests exit and approval based on:

- Receives federal funding for alcohol and/or drug treatment under CFR Title 42, Part 2.
- Receives federal funding under Housing Opportunities for Persons With AIDS (HOPWA) both complete and/or formula.
- Other reason, please list:

The above-named participating agency/project understands that KHC reserves the right to deny a request for exit and will respond in writing if a denial is issued.

Print Name of Executive Director

Signature of Executive Director

Date

KHC USE ONLY

Approve Deny

Date

Staff Name

Title

HCA Managing Director Signature

Witness

Data Quality

This policy describes the Kentucky Homeless Management Information System (KYHMIS) data quality plan for the Balance of State Continuum of Care (BoS CoC) projects. The Data Quality Policy applies to all the KYHMIS participating projects located within the BoS CoC, regardless of funding source. No BoS CoC KYHMIS participating project is exempt from the standards or procedures laid out in this manual.

Data quality is a term that refers to the reliability and validity of the client-level data collected in the KYHMIS. It is measured by the extent to which the client data in the system reflects actual information in the real world. With good data quality, the CoC can “tell the story”. The plan shall be updated annually, considering the latest HMIS data standards and BoS CoC Board developed performance policies and procedures.

Monitoring Frequency

- Monthly Review: Data Timeliness and Data Completeness
- Quarterly Review: Data Accuracy
- Other: Data quality monitoring may be performed outside of the regularly scheduled reviews. If requested by project funders or other interested parties (agency itself, HMIS Lead Agency, CoC, HUD, VA, Cabinet for Health and Family Services, or other Federal and local government or advocacy groups)

Compliance

- Failure to comply with these standards will result in suspension of all licensed agency users until KYHMIS training is completed, as well as the suspension of draw requests.
- The KYHMIS team may require additional training for agency data entry workers at the cost of the agency.

Data Quality Reporting and Outcomes

- The KYHMIS team will send data quality monitoring reports to the contact person at the project responsible for the KYHMIS data entry.
- Reports will include any findings and recommended corrective actions.
- If the agency fails to make corrections, or if there are repeated or egregious data quality errors, the KYHMIS team shall notify the projects’ funders or community partners about non-compliance with the required KYHMIS participation.

- KYHMIS data quality is now part of several funding application, including CoC and ESG programs. Low KYHMIS data quality may result in denial of this funding.

Data Completeness

Policy:

All data entered into the HMIS shall be complete. Partially complete or missing data can negatively affect the ability to provide comprehensive care to clients and advocacy efforts. Missing data could mean the client does not receive needed services – services that could help them become permanently housed and end their episode of homelessness.

BoS CoC's goal is to collect 100% of all data elements. However, the CoC recognizes that this may not be possible in all cases. Therefore, the CoC has established an acceptable range of "Client Doesn't Know"/ "Client Refused"/ "Data Not Collected" responses, depending on the data element and the type of project entering data.

All projects using the KYHMIS shall enter data on one hundred percent (100%) of the clients they serve.

Procedure:

- All projects have the option to complete more data assessment fields. The KYHMIS staff will establish additional assessment fields when such requests are received by the KYHMIS Help Desk.
- When a user does not complete the correct fields in the correct workflow, reports will report "nulls," "missing," or "non-HUD acceptable" errors.
- The KYHMIS team will measure completeness by running reports for each project separately at the beginning of each month.
- The KYHMIS team reserves the right to restrict/lessen any acceptable levels, based on guidance from the project's funding source.
- Options for reports to measure timeliness are:
 - ART 625 HUD CoC APR
 - ART 213 UDE Completeness
 - ART 227 Project Descriptor Elements Data Quality
 - ART 253 – Income Data Quality

The current HUD Data Standards can be found at

<https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>

- Acceptable range of Client Doesn't Know and Client Refused responses:

Require For:	Field and Responses	Data Collection Point				Acceptable Level	
		Entry	Update	Annual	Exit	DKR	Missing
All	Name	Yes				0%	0%
All	Social Security Number	Yes				5%	0%
All	Date of Birth	Yes				2%	0%
All	Race	Yes				0%	0%
All	Ethnicity	Yes				2%	0%
All	Gender	Yes				0%	0%
All	Veteran Status	Yes				2%	0%
All	Disabling Condition	Yes				5%	0%
All	Residence Prior to Project Entry	Yes				5%	0%
All	Length of Stay in Previous Place	Yes				2%	0%
All	Zip Code of Last Permanent Address	Yes				2%	0%
All	Destination				Yes	5%	0%
All	Relationship to Head of Household	Yes				2%	0%
All	Client Location	Yes	Yes			0%	0%
All	Length of Time On Street, in an Emergency Shelter or Safe Haven	Yes				2%	0%
All	Extent of Homelessness	Yes				2%	0%
All	Housing Status	Yes				5%	0%
All	Income and Sources	Yes	Yes	Yes	Yes	5%	0%
All	Non-Cash Benefits	Yes	Yes	Yes	Yes	5%	0%
All	Health Insurance / Medical Assistance	Yes	Yes	Yes	Yes	5%	0%
All	Physical Disability	Yes			Yes	5%	0%
All	Developmental Disability	Yes			Yes	5%	0%
All	Chronic Health Condition	Yes			Yes	5%	0%
All	HIV/AIDS	Yes			Yes	5%	0%
All	Mental Health Problem	Yes			Yes	5%	0%
All	Substance Abuse	Yes			Yes	5%	0%
All	Domestic Violence	Yes	Yes			5%	0%
Street Outreach /PATH	Contact	Yes	Yes		Yes	0%	0%
Street Outreach /PATH	Date of Engagement		Yes			0%	0%
All	Residential Move in Date	Yes	Yes			5%	0%
All	Housing Assessment Disposition				Yes	2%	0%
All	Housing Assessment at Exit				Yes	2%	0%
PATH	PATH Status		Yes			2%	0%
PATH	Connection with SOAR				Yes	2%	0%
HOPWA	Medical Assistance	Yes	Yes		Yes	0%	0%
VA SSVF	Veteran's Information	Yes				0%	0%
VA SSVF	Percent of AMI (SSVF Eligibility)	Yes				0%	0%
VA SSVF	Last Permanent Address	Yes				2%	0%

Data Entry Time Limits

Policy:

Entering data in a timely manner can reduce human error that occurs when too much time has elapsed between the data collection, or service transition, and the data entry. Timely data entry also ensures that the data is accessible when it is needed, either proactively (e.g. monitoring purposes, increasing awareness, meeting funding requirements), or reactively (e.g. responding to requests for information, responding to inaccurate information).

Data entry timeframes by project type (business days only):

Project Type	Timeframe (within time of occurrence)
Street Outreach	Within 24-hours for first encounter, 3 days for all remaining required data elements
Emergency Shelter	Within 24-hours
Transitional Housing	3 Days
Rapid Re-Housing	3 Days
Permanent Supportive Housing	3 Days
Supportive Services Only	Within 24-hours
Homelessness Prevention	Within 24-hours
Other	Within 24-hours

Procedure:

- The KYHMIS team will measure timeliness by running custom reports for each project separately.
- Options for reports to measure timeliness are:
 - ART 216 Unexited Clients Exceeding Max Length of Stay
 - ART 630 sheltered PIT Counts
 - Canned Report Writer User Log-In Audits

Data Accuracy and Consistency

Policy:

Information entered in the KYHMIS needs to be valid and accurately represent information on the client that enter any of the service programs contributing data to the KYHMIS. Inaccurate data may be intentional or unintentional. In general, false or inaccurate information is worse than incomplete information, since with the latter, it is at least possible to acknowledge the gap. Thus, it should be emphasized to clients and staff that it is better to enter a “Client Doesn’t Know or “Client Refused” answer than to enter inaccurate information. To ensure that most-up-to-date and complete data, data entry errors should be corrected on a monthly basis.

All data entered into the KYHMIS shall be a reflection of information provided by the client, as, documented by the intake worker or case manager or otherwise updated by the client and documented for reference.

All data in the KYHMIS shall be collected and entered in a common and consistent manner across all projects. All intake, case workers, and entry workers will complete an initial training before accessing the live KYHMIS, please see training requirements in this Manual.

Aliases

Participating projects will make their best efforts to record accurate date. Only when a client refuses to provide his or hers or dependent's personal information and the project funder does not prohibit it, it is permissible to enter client data under an alias. To do so, the project must follow these steps:

- Create the client record, including any family, under an assumed first and last name.
- Set the date of birth to 1/1/XXXX, where XXXX is the actual year of birth.
- Set the SSN as XXX-XX-0000, where the 0000 is the actual last four of the SSN
- Skip any other identifiable elements or answer them as "Client Refused (HUD)"
- Make a notation of the alias in the client file and include the corresponding KYHMIS Client ID number.

If a client's record already exists in the KYHMIS, the project CAN NOT create a new alias record. Client records entered under aliases may affect the project's overall data completeness and accuracy rates. The project is responsible for any duplication of services that results from hiding the actual name under an alias.

Compliance Sampling

Unless a more accurate method is available, a sampling of client source documentation can be performed by the project funder to measure the data accuracy rate. The project funder will request a number of client files or intake forms and compare the source information to the KYHMIS. Only those parts of the client file that contain the required information will be reviewed, excluding any non-relevant, personal, or project-specific information unless deemed appropriate by the project funder.

Data Consistency Checks

The KYHMIS team may check data accuracy and consistency by running project pre-enrollment, co-enrollment, or post-enrollment data analysis to ensure that the data flows in a consistent and accurate manner. For example, the following instances will be flagged and reported as errors:

- Mismatch between entry/exit data in subsequent enrollment cases.
- Co-enrollment or overlapping enrollment in the same project type.
- Conflicting assessment information.
- Household composition errors.

Procedure:

- The KYHMIS team at any time may request source documentation.
- The Agency staff is responsible to make the documentation available upon request.
- The KYHMIS team will send a list of Client ID numbers that will be reviewed.

Housing Inventory Count

Policy:

Agencies must have 100 percent data accuracy on all annual and quarterly housing inventory forms.

Bed/Unit Occupancy Rates

One of the primary features of the KYHMIS is the ability to record the number of client stays or bed nights at a residential facility.

Acceptable range of bed/unit occupancy rates for established projects:

- Emergency Shelters: 75% - 105%
- Transition Housing: 85% - 105%
- Permanent Supportive Housing: 85% - 105%

The BoS CoC recognizes that new projects may require time to reach the projected occupancy numbers and will not expect them to meet the required occupancy rates during the first operating quarter.

Procedure:

- Projects deemed emergency shelters, transitional housing, or permanent housing projects **must** submit a Housing Inventory Count form within seven business days of the last Wednesday of January (annual).
- Projects must show a bed occupancy rate that is above standard and less than 105 percent, per HUD standards.
- The Executive Director must submit a written explanation with the form if the project is below or above said standards.
- If an agency does not submit or comply with above standard, KHC staff will contact the Executive Director within five business days of due date.
- The Executive Director will have five business days to comply.
- If an agency does not re-submit an accurate report after five business days, the appropriate KHC staff member will notify all project representatives to hold all agency draw requests and all agency user licenses will be suspended for training requirements.
- Failure to comply with these standards will result in suspension all licensed agency users, as well as the suspension of draw requests.

License Suspension and/or Replacement

Policy:

At any time, KHC reserves the right to suspend a user's license if a user is having difficulty entering client-level data and providing accurate reports. KYHMIS staff and HCA staff can recommend and require the Executive Director to assign a different staff member or volunteer to attend training, become licensed, and enter client-level data.

Violation of Data Quality and Integrity

Policy:

In its discretion, KHC may hold funds or deduct points on future grant applications for agencies that violate the data quality policies and procedures.

Procedure:

- Such action will be conducted in accordance with the KYHMIS Internal Policies and Procedures Manual.

Ultimate Responsibility

Policy:

Executive Directors are responsible for complying with all applicable report submissions, as defined in the reporting matrix for their projects.

KY Balance of State PHA Exerts

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August 30, 2016

Shaye Rabold
Kentucky Housing Corporation
1231 Louisville Road
Frankfort, KY 40601

Dear Shaye,

In response to your CoC Application, I wanted to let you know that we currently have language in place for a homeless veteran preference. You can see that below.

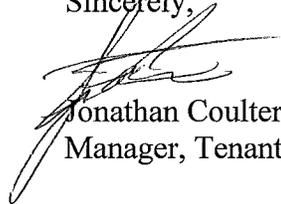
A maximum of 100 housing choice vouchers will be utilized by KHC to provide housing assistance to homeless veteran individuals or families who served in the military and received either an administrative separation from service or a bad conduct discharge. The preference will not be given to veterans who have been terminated within the last 12 months from KHC's rental assistance programs for failure to comply with their family obligations. The veteran must meet one of the following homeless conditions:

1. Lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a. Has a primary nighttime residence that is a public or private place not meant for human habitation.
 - b. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs).
 - c. Is exiting an institution where (s)he has resided for 90 days or less and (s)he resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
2. Will imminently lose their primary nighttime residence, provided that:
 - a. Residence will be lost within 14 days of the date of application for homeless assistance.
 - b. No subsequent residence has been identified.
 - c. The individual or family lacks the resources or support networks needed to obtain permanent housing.
3. Is fleeing, or is attempting to flee, domestic violence and:
 - a. Has no other residence.
 - b. Lacks the resources or support networks to obtain other permanent housing.

We also will be putting a homeless preference in our admin plan at the next scheduled board meeting in December. We are still working to identify the population this preference will encompass.

Should you need anything further please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Coulter', written over the printed name.

Jonathan Coulter
Manager, Tenant Assistance Programs

Housing Authority of Hopkinsville

5.2 APPLICANT SELECTION/PREFERENCES

The Housing Authority of Hopkinsville will select families based on the following preferences. Each local preference has been assigned a numerical point value. Preferences are not cumulative with the exception of the Local Preference. The maximum number of local preference points is limited to 20 points total. Applicant selection will be based on the total number of points that the applicant has been assigned after eligibility has been determined. In cases where applicants have the same number of points, selection will be based on chronological order.

Preference Type

Point Value

A. Displaced Family – Families who are not living in standard permanent replacement housing, and are without housing or who will be without housing due to one of the following reasons:

10 points

Disaster – Flood, fire, tornado, earthquake, or other

Formally recognized disasters

Governmental Action – Code enforcement or

Neighborhood development program

Housing Owner Action

- Reason for owner's action must be beyond applicant's ability to control.
- Applicant has met all previously imposed occupancy conditions.
- Rent increase was not taken.

- Examples of housing owner action:

- 1) Condo conversions
- 2) Closure of unit (e.g., rehab)
- 3) Owner wants unit for personal or family use
- 4) Unit sold with applicant's agreement to vacate upon sale
- 5) Any legally-authorized act that results in owner's taking unit off of the rental market.

Displacement to Avoid Reprisals - Family members provided information on criminal activity to a law enforcement agency.

Displacement by Hate Crimes - One or more members of applicant's family have been the victim of one or more hate crimes, **AND** the applicant has vacated the unit.

(Hate crime means actual or threatened physical violence or intimidation that is directed against a person or her property, and that is based on a person's race, color, religion, sex, national origin, disability, or familial status. The hate crime should have occurred recently or is of a continuing nature.)

Displacement by Unit Inaccessibility

- A member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit,
- The owner is not legally obligated to make changes to the unit

A. Displaced due to Domestic Violence, Dating Violence, Sexual Assault or Stalking (definitions for these terms are in glossary) 10 points

- a. Anyone claiming this preference must be able to provide documentation to substantiate that they or an immediate family member in their household has been a victim of such crime. Acceptable documentation must be presented, but is not limited to:

- i. police reports specifically stating this type of crime and naming the applicant or immediate family member as a victim; a referral from the Sanctuary House or other spouse abuse shelter will be accepted if the family actually resides at the shelter.
 - ii. a written statement from some other professional such as a licensed mental health professional, crisis center employee or volunteer that states under penalty of perjury that this professional certifies that they believe the incident(s) they have discussed with the family is a genuine incident(s) of domestic violence, dating violence, sexual assault, or stalking.
 - iii. Dating Violence will be determined by the length of the relationship, type of relationship, and frequency of interaction of the parties involved. Relationship must be ongoing for at least 60 days. Parties involved must have interaction at least 2 days per week. The type of relationship may be one of a romantic, familial, working environment (stalking or sexual assault only) nature.
- b. For the purposes of this preference, the incident(s) in question must have occurred recently, meaning within the past 180 days (6 months). However, if an EPO or DVO or other court order of similar nature was issued at the time of the incident and is still in effect, the preference would still be granted during the duration of that court order.

NOTE: If a family qualifies for preference on the waiting list due to any of the types of displacement listed above, that preference will be good for a one-time only use. For example, if the family is given housing assistance through the Public Housing or other assisted housing program, then that preference will be removed on the waiting list for Section 8 because the family is no longer “without housing”. Also, if the family is given preference on the list and then refuses a voucher offer without good cause, they will be allowed to reapply but will not be allowed to use the same displacement preference unless the family can prove that this is a new instance of displacement.

B. Working

- a. **CURRENTLY** employed for 30 or more hours per week for at least two (2) years with the same employer.

9 points

- b. Per Federal regulation, this preference will also
Be extended to families whose head of household,
spouse, or sole member is age 62 or older, or a
person with disabilities

9 points

C. Local Preference

This preference will be awarded to any applicant family
who lives in Christian County, works in Christian County,
or has been hired to work in Christian County
(24 CFR 960.206(b))

10 points

E. Approved participants in the Housing Authority of Hopkinsville's

**Section 8 Homeownership Program or Local Development Corporation
(LDC) Homeownership Program**

9 points

Participants in this program must meet the following criteria:

- Family must be currently participating in either the Section 8 or Public Housing Program, or be an approved Housing Authority of Hopkinsville applicant on the current waiting list.
- Not owe the Housing Authority of Hopkinsville or any other federally assisted housing program a balance due from a previous tenancy or other participation.
- Be a first time homeowner or have a member who is a person with disabilities.
- With the exception of elderly or disabled households, meet a minimum income requirement without counting income from "welfare assistance" sources;
- Not defaulted on a mortgage securing debt to purchase a home under the homeownership option;
- Not have any household member who has a present ownership interest in a residence at the commencement of homeownership assistance.

- Agree to participate in a mandatory post purchase individual savings account program for routine home repairs and maintenance.
- Agree to comply with the Section 8 homeownership guidelines.

Single person families who are elderly or disabled will be offered housing before other single person families.

F: Homeless veterans and their families who do not qualify for a VASH voucher 10 points

This preference will be awarded to any family who has been evaluated by a VAMC case manager and determined to be ineligible for the VASH voucher program. A written referral from the case manager must be presented to the housing authority as verification before the family will be considered eligible for this preference.

G. Families currently receiving rental assistance under Kentucky Housing Corporation's Section 8 Project Based Program at Trilogy Center for Women 10 points

H. Families currently receiving assistance from Pennyroyal Regional Veterans Center 10 points

I. Families who qualify under the Kentucky Transition Program 10 points

J. Families who qualify under the Continuum of Care Program 10 points

Cumberland Valley Housing Authority

EXHIBIT 36.2

The Housing Authority elects to use the following local preferences in selecting applicants from its waiting lists:

The HA's shall select eligible applicants as follows:

PREFERENCE # 1

1. Victims of a Natural Disaster who were prior to the disaster receiving assistance from Public Housing or Housing Choice Voucher Program.
2. Victims of a Natural Disaster who were not prior to the disaster receiving assistance from Public Housing or Housing Choice Voucher Program.

PREFERENCE # 2

1. Date and Time of Application, and ,
2. A Family which includes a child under six (6) years of age that has an elevated blood lead level (EBL) and is referred by and meets the eligibility requirements of the following local Health Departments:
 - Harlan County,
 - Whitley County,
 - Knox County, or,
3. Victims of the provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 as referred by the local offices of the Kentucky Cabinet for Families and Children, or,
4. Referrals from the Drug Courts of:
 - Harlan County,
 - Whitley County,
 - Knox County, or,
5. A Family who complies with the definition of a Homeless Family as set forth in Section IV, Subparagraph 50 of the CVRHA Administrative Plan and is referred by and meets the eligibility requirements of the following agencies:

- KCEOC's Homeless Shelter in Knox County,
- KCEOC's Southeast Kentucky Housing & Homeless Alliance in Harlan County,
- Christ Hands in Harlan County, and
- Emergency Christian Outreach Homeless Shelter in Whitley County, or

6. Referrals from the Cumberland River Compressive Care Center at;
 - Corbin, Whitley County, Ky. (4 On-Site Units)
 - Harlan, Harlan County, Ky. (11 On-Site Units), or

7. Referrals from the Safe Haven's Program operated through the Kentucky Housing Corporation that is administered in Knox County Kentucky, or

8. Referrals from the "Money Follows the Person" Program operated through the Centers for Medicare & Medicaid Services for persons with disabilities who are ready to exit institutions and wish to transition to the community.

Acceptance of referrals exceeding five (5) per calendar year from each of the above agencies listed in paragraph 4, 5, 6, 7 and 8 shall be determined by the Executive Director on a case-by-case basis.

9. A Family who has completed the initial requirements of the HA's Housing Choice Voucher Homeownership Program, and has completed the Homeownership Program requirements of a CVRHA or BURCDA approved Non-profit Agency located in Harlan, Knox, or Whitley counties, or

10. Referrals from the Hope Recovery Center operated in Harlan County, or

11. A United States of America Veteran. (See definition 123.1)

PREFERENCE #3

Applicants that reside at the Harlan Housing Authority in Public Housing Units.

MEMORANDUM OF UNDERSTANDING

between

Kentucky Housing Corporation.
1231 Louisville Road
Frankfort, KY 40601

and

KY BoS Continuum of Care Advisory Board

SUBJECT: Kentucky Housing Corporation serving as the Collaborative Applicant and HMIS Lead.

The purpose of this memorandum of understanding (MOU) is to comply with the U.S. Department of Housing and Urban Development (HUD) interim rule. The interim rule states in 24 CFR § 578.9 (a)(3)(i) that the Continuum of Care must "...if more than one application will be submitted, designate an eligible applicant to be the collaborative applicant that will collect and combine the required application information from all applicants and for all projects within the geographic area that the Continuum has selected funding. The collaborative applicant will also apply for Continuum of Care planning activities." It states in 24 CFR § 578.7 (b) "The Continuum of Care must: (1) Designate an eligible applicant to manage the Continuum's HMIS, which will be known as the HMIS Lead;..."

Kentucky Housing Corporation (KHC) and the KY BoS Continuum of Care Advisory Board agree KHC will serve as the Collaborative Applicant and HMIS Lead on behalf of the KY BoS Continuum of Care as defined in the Code of Federal Regulations 24 CFR § 578.3: "*Collaborative Applicant* means the eligible applicant that has been designated by the Continuum of Care to apply for a grant for Continuum of Care planning funds under this part on behalf of the Continuum. " "*Homeless Management Information System (HMIS)* means the information system designated by the Continuum of Care to comply with the HMIS requirements prescribed by HUD. *HMIS Lead* means the entity designated by the Continuum of Care in accordance with this part to operate the Continuum's HMIS on its behalf."

The following roles and responsibilities are directly from the KY BoS CoC Governance Charter as adopted by the Board in April 2013.

KY BOS COC BOARD:

The KY BOS CoC elects a board of representatives to make strategic decisions for the CoC throughout the year as necessary.

Role:

1. Establish and adopt by-laws for the CoC, which will become a part of the Governance Charter;
2. Review the monitoring of all providers and determine appropriate action when benchmarks are not met;
3. Provide a vision, priorities and goals for the CoC community;
4. Establish a process for funding recommendations through the COC;
5. Consult with ESG Recipient(s) on funding priorities/processes for both the COC and ESG programs;
6. Establish policies on performance outcomes for ESG and CoC programs;
7. Designating an HMIS administrator;
8. Review and approve the HMIS Policies and Procedures Manual;
9. Providing guidance to the Collaborative Applicant to establish a coordinated assessment system;

10. Oversee progress of HMIS implementation and the CoC-wide coordinated assessment system and make recommendations for improvement; and
11. Consulting with ESG and CoC recipients and subrecipients to establish performance targets appropriate for population and program component type;

KY BOS COC COLLABORATIVE APPLICANT:

Because the KY BOS CoC Board is made up of volunteers, they will need to select a Collaborative Applicant to submit the CoC application to HUD each year.

Role:

It is the responsibility of the KY BOS COC full membership to designate a collaborative applicant best able to ensure a successful submission of the CoC proposal and complete the following:

1. Develop a governance charter detailing the responsibilities of all parties;
2. Design, operate and follow a collaborative process for developing the application and approving its submission
3. Complete the electronic application and all related parts (Housing Inventory Chart, Grant Inventory Worksheet, etc.) in response to HUD's annual CoC Program NOFA for homeless assistance resources,
4. Present a timeline and deadlines to all project applicants for individual project plans,
5. Establish priorities for funding projects in the CoC geographic area;
6. Create process for ranking CoC applications;
7. Establish a coordinated assessment system in consultation with the CoC Board;
8. Reviewing and approving projects to be included in the KY BOS CoC application;
9. Oversee committees and volunteers,
10. Coordinate annual Point-in-Time Count of homeless persons;
11. Coordinate annual gaps analysis;
12. Create agendas for CoC full membership and Board meetings in collaboration with the Board Chair,
13. Make annual invitation for new members to the CoC,
14. Monitor the performance of ESG and CoC recipients and subrecipients, evaluating outcomes, and taking corrective action with poor performers;
15. Monitor who is eligible to vote on the full membership

HMIS LEAD AGENCY:

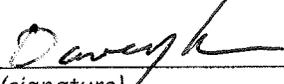
KY BOS COC has selected KHC to oversee HMIS management for the CoC. They are responsible for:

1. Accurately calculating the size and needs of the homeless population,
2. Tracking service and demand for homeless programs and understanding where improvements need to be made,
3. Overseeing the reporting process for the CoC,
4. Training agencies on accurate HMIS entry,
5. Developing and implementing a data quality plan that holds system users accountable for timely, complete and accurate data.

MOU: The Coalition for the Homeless Serving as the Collaborative Applicant and HMIS Lead

6. Reviewing the licenses of member agencies each year to determine which have been unused and recapture as needed,
7. Reporting as necessary to various entities such as federal and state government agencies, state advocacy organizations and public officials;
8. Provide data as needed for the annual Point-in-Time Count of homeless persons and for gaps analysis; and
9. Creating an HMIS Policies and Procedures manual detailing thresholds for data entry timeliness and quality; staff roles and responsibilities; and participation fee schedules and uses. The plan must be submitted to and approved by the COC Board.

Amendments to this MOU can take place only by the mutual written consent of both parties. This MOU will remain in effect until either party cancels the agreement, or for a maximum of five years from the last date of signature. Cancellation of this agreement by either party is contingent upon 30 days written notice. However, this agreement may not be canceled by either party from the date of HUD issuance of the Continuum of Care Notice of Funding Availability until the submission of the consolidated CoC Application.



(signature)
Davey King
Managing Director, Housing Contract Administration
Kentucky Housing Corporation
11-19-15

(date)



(signature)
Deborah K. Sivils
Chairperson of the KY BoS Board of
Advisors
11/19/2015

(date)

Performance Measurement Module (Sys PM)

Summary Report for KY-500 - Kentucky Balance of State CoC

Measure 1: Length of Time Persons Remain Homeless

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

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

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		3230		39			20	
1.2 Persons in ES, SH, and TH		4056		87			32	

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

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

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

Performance Measurement Module (Sys PM)

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	12	0	0%	0	0%	0	0%	0	0%
Exit was from ES	1774	154	9%	59	3%	65	4%	278	16%
Exit was from TH	575	26	5%	21	4%	27	5%	74	13%
Exit was from SH	0	0		0		0		0	
Exit was from PH	911	21	2%	15	2%	23	3%	59	6%
TOTAL Returns to Homelessness	3272	201	6%	95	3%	115	4%	411	13%

Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

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

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	2229	2119	-110
Emergency Shelter Total	1093	967	-126
Safe Haven Total	0	0	0
Transitional Housing Total	466	530	64
Total Sheltered Count	1559	1497	-62
Unsheltered Count	670	622	-48

Metric 3.2 – Change in Annual Counts

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

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		4306	
Emergency Shelter Total		3227	
Safe Haven Total		0	
Transitional Housing Total		1301	

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

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		356	
Number of adults with increased earned income		24	
Percentage of adults who increased earned income		7%	

Performance Measurement Module (Sys PM)

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		356	
Number of adults with increased non-employment cash income		56	
Percentage of adults who increased non-employment cash income		16%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		356	
Number of adults with increased total income		78	
Percentage of adults who increased total income		22%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		590	
Number of adults who exited with increased earned income		94	
Percentage of adults who increased earned income		16%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		590	
Number of adults who exited with increased non-employment cash income		73	
Percentage of adults who increased non-employment cash income		12%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		590	
Number of adults who exited with increased total income		161	
Percentage of adults who increased total income		27%	

Performance Measurement Module (Sys PM)

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

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		3685	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		535	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)		3150	

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		4773	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		684	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)		4089	

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

This Measure is not applicable to CoCs in 2016.

Performance Measurement Module (Sys PM)

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

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

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		19	
Of persons above, those who exited to temporary & some institutional destinations		5	
Of the persons above, those who exited to permanent housing destinations		3	
% Successful exits		42%	

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

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		4213	
Of the persons above, those who exited to permanent housing destinations		2359	
% Successful exits		56%	

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

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		1177	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		1080	
% Successful exits/retention		92%	